

# Quincy Park District

## BOARD OF COMMISSIONERS MEETING



**QUINCY PARK DISTRICT  
1231 Bonansinga Drive  
Quincy, Illinois**

**Agenda  
September 13, 2023**

**Regular Meeting – Board Room**

**6:00 P.M**

**CALL TO ORDER (ROLL CALL)**

**PLEDGE OF ALLEGIANCE**

**CONSENT AGENDA: (UNANIMOUS CONSENT)**

1. Check Register – Full Monthly: Recommended Approval by the Finance Committee
2. Regular Meeting Minutes – August 9, 2023
3. Decennial Committee Minutes – August 9, 2023
4. Planning Session Minutes – August 10, 2023

**PUBLIC INPUT: Each speaker may have up to 3 minutes for comments**

**ADJOURN (ROLL CALL VOTE)**

**Decennial Committees on Local Government Efficiency Act**

- Survey, Questions or Comments from Residents of Quincy

**PUBLIC INPUT: Each speaker may have up to 3 minutes for comments**

**ADJOURN (ROLL CALL VOTE)**

**BOARD INFORMATION/EDUCATION:**

**CORRESPONDENCE:**

**VOLUNTEERS:**

- Soccer Coaches
- Nature Trails
- The Church of Christ Latter Day Saints

**EXECUTIVE DIRECTOR'S REPORT**

- Rome Frericks

## **DIRECTOR'S REPORTS**

- Matt Higley, Director of Parks
- Brian Earnest, Director of Business Services
- Mike Bruns, Director of Program Services
- David Morgan, Director of Golf
- Marcelo Beroiza, Director of Marketing/Operations

## **COMMISSIONER COMMITTEE REPORTS:**

- Finance – Mark
- Park Foundation – Barb/Patty
- Planning – Jarid
- Lorenzo Bull House – Barb
- Personnel – Barb/Mark
- Riverfront - Jarid

## **UNFINISHED BUSINESS:**

## **NEW BUSINESS:**

- Quincy Park District Annual Capital Project Bond List: Discussion Only by Executive Director
- Bid for Wavering Synthetic Turf T Ball Fields Project: Recommended Approval by Executive Director **(VOICE VOTE)**
- Quincy Park District 2024-2025 Goals and Objectives: Discussion Only by Executive Director
- Operations Procedures Manual Revisions: Recommended Approval by Director of Business Services **(VOICE VOTE)**
- ORDINANCE NO. 23-02: An Ordinance Amending the Quincy Park District Board Policy Manual: Recommended Approval by Director of Business Services **(ROLL CALL VOTE)**
- Accounting Procedure – Assigned Component of Corporate Fund Balance: Recommended Approval by Director of Business Services **(VOICE VOTE)**
- Quincy Park District Proposed Salary Administration Program, 2024: Recommended Approval by Executive Director **(VOICE VOTE)**
- Fixed Asset Accounting Policy Revision: Recommended Approval by Director of Business Services **(VOICE VOTE)**
- Bid for South Park Sidewalk Replacement Change Order Number 1: Recommended Approval by Director of Parks **(VOICE VOTE)**

**PUBLIC INPUT: Each speaker may have up to 3 minutes for comment**

**EXECUTIVE SESSION: In accordance with 5 ILCS, Par. 120/2c, I move that**

**the Board convenes into Executive Session to discuss: (please read item(s) from list) (ROLL CALL VOTE)**

5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

**CALL TO ORDER ( OPEN SESSION) (ROLL CALL VOTE)**

**ACTIONS AFTER EXECUTIVE SESSION**

**ADJOURN (VOICE VOTE)**



# ***CONSENT AGENDA***

## ***(Unanimous Consent)***

QUINCY PARK DISTRICT  
1231 Bonansinga Drive  
Quincy, Illinois

Regular Meeting  
Board Room

August 9, 2023  
6:00 P.M.

**ROLL CALL**

President Jones called the meeting to order and upon the roll being called the following members were physically present at said location: President Jarid Jones, Vice-President Mark C. Philpot, Commissioner Barb Holthaus, Commissioner Patty McGlothlin, Commissioner Alan Hickman, Commissioner John Frankenhoff and Commissioner Trent Lyons. No Park Commissioner was permitted to attend the meeting by video or audio conference.

Members Absent: None.

Also in Attendance: Executive Director–Rome Frericks, Director of Parks–Matt Higley, Director of Business Services–Brian Earnest, Director of Business Services–Don Hilgenbrinck, Director of Program Services–Mike Bruns, Director of Marketing/Operations–Marcelo Beroiza, Director of Golf–David Morgan and Board Attorney–David Penn.

President Jones led the room in the Pledge of Allegiance.

**CONSENT AGENDA**

President Jones asked if there were any objections or changes to the July 12, 2023, Regular Board meeting minutes and the Executive Session minutes or to the check register and upon hearing none, he announced they were approved by unanimous consent.

**PUBLIC INPUT**

John Gephardt- Friends of the Log Cabins will have a 15<sup>th</sup> Annual Frontier Settlement Day, Saturday, September 9<sup>th</sup>, 2023 for the Log Cabin Village.

**DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY ACT**

President Jones asked for a motion to adjourn and reconvene to move into the meeting for the Decennial Committee on Local Government Efficiency Act. COMMISSIONER HOLTHAUS MADE A MOTION SECONDED BY VICE PRESIDENT PHILPOT.

**ROLL CALL**

President Jones asked for a motion to reconvene the regular meeting to order with the same agenda that was in place and upon the roll being called the following members were physically present at said location: President Jarid Jones, Vice-President Mark C. Philpot, Commissioner Barb Holthaus, Commissioner Patty McGlothlin, Commissioner Alan Hickman, Commissioner John Frankenhoff, and Commissioner Lyons.

Also in Attendance: Executive Director–Rome Frericks, Director of Parks–Matt Higley, Director of Business Services–Brian Earnest, Director of Business Services–Don Hilgenbrinck, Director of Program Services–Mike Bruns, Director of Marketing/Operations–Marcelo Beroiza, Director of Golf–David Morgan and Board Attorney–David Penn.

**BOARD INFORMATION/EDUCATION**–None

**CORRESPONDENCE**–Letters from Carol Hochgraber were distributed to the Commissioners.

**VOLUNTEERS**

Executive Director Frericks reported that MVHFA is helping with the nature and archery program.

The Quincy Police Department helped with Summer Adventures throughout the summer. The Tennis Association helped clean the courts at Reservoir. The Quincy Mountain Bike Club and the Trail Blazers helped prepare the Nature Trails. Friends of the Trails assisted with a successful \$23,000 fundraiser for the Terry Anastas Ride held the first Saturday in July which surpassed their goal of \$22,000.

## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Frericks added to his report that next Wednesday staff will have an open house for the Wavering Park Development per the OSLAD grant that he is applying for. It will be Wednesday, August 16<sup>th</sup>, here at the main office from 4 to 6. He reviewed a picture that depicted the type of playground equipment that would be installed at the park.

## **DIRECTORS' REPORTS**

Director Higley reported that All Weather Courts started power washing at Madison Park. They will return Friday to start color coating and they will be here until all pickleball courts and tennis courts are finished. The Bill Klingner Trail at 8<sup>th</sup> Street by the Vets Home is closed until Monday. The storm sewer was replaced and then repaving will be completed.

Director Earnest stated that he has nothing further to add to his report that wasn't covered in the finance meeting.

Director Bruns reported that summer programs are completed for the year. Fall programs will be starting next week with men's adult softball. Fall youth soccer will begin in two weeks. Batting cage will resume fall hours next week with the start of school. Indian Mounds Pool will be closing Sunday for the season. The outdoor movie was rescheduled due to weather to Friday, August the 18<sup>th</sup> at Moorman Park. Fall soccer numbers are 770 with 69 teams in the six on six league which is up 75 children from last fall. Spring is usually around 900.

Director Morgan added a new league with Landmarx, 18 teams will start on Thursday.

Director Beroiza is assisting the Friends of the Trails to gather information so they can apply for the Marion Garner Jackson grant to raise funds for the Bob Banger Park sidewalk project. In October and November there will be a hundred volunteers working in the parks and trails. Logistics to work out the schedule is being completed now with the coordinators for the volunteer groups.

## **COMMITTEE REPORTS**

Finance Committee- Vice President Philpot reported that the financial reports were submitted for review by the Commissioners. He thanked Danielle Fleer, CPA for her assistance in the review of the annual audit which will be available on the Park District website.

Quincy Park Foundation- Commissioner McGlothlin reported that all thank you notes are completed for the Anastas fundraiser.

Quincy City Planning- President Jones reported there were no updates pertaining to the Park Board.

Lorenzo Bull House- Commissioner Holthaus noted the last meeting was held in July. A letter has been sent out for fundraising. Online donations at their website [friendsofthelorenzobullhouse.org](http://friendsofthelorenzobullhouse.org).

Personnel Committee – No updates at this time.

Quincy Riverfront Development- President Jones stated the marketing committee is working on an event to provide education about the development later in September and invitations will be sent out.

**UNFINISHED BUSINESS**- None.

## **NEW BUSINESS**

Independent Audit Report – FY 2022 Comprehensive Annual Financial Report: Recommended Acceptance by Director of Business Services (VOICE VOTE)

Director Earnest reported that the auditor has completed her audit of the fiscal year 2022 financials. It was a clean audit and has been presented to the Board. A summary of the audit is on pages 4 through 13. Staff recommends acceptance of the audit as presented. VICE PRESIDENT PHILPOT MADE A MOTION SECONDED BY COMMISSIONER HICKMAN TO APPROVE THE AUDIT REPORT AS PRESENTED. UNANIMOUS. PRESIDENT JONES DECLARED THE MOTION CARRIED.

Post-Issuance Tax Compliance Annual Report: Information Only by Director of Business Services. Director Earnest stated this is an annual housekeeping and no items were discovered during the review process.

Little People's Tournament Fees: Recommended Approval by the Director of Golf (VOICE VOTE)

The Director of the Little People's Tournament has requested the use of Westview Golf Course for 2024. Staff recommends the fees charged by Westview Golf Course remain the same as 2023. The tournament provides income to Westview as well as the community through tourism dollars. Staff recommends the Board approve the Little People's Tournament Fees as proposed for the 2024 tournament. VICE PRESIDENT PHILPOT MADE A MOTION SECONDED BY COMMISSIONER MCGLOTHLIN FOR APPROVAL AS PRESENTED. UNANIMOUS. PRESIDENT JONES DECLARED THE MOTION CARRIED.

Wavering Park Large Shelter Replacement, Design and Engineering Work and Demolition:

Recommended approval by Director of Parks (VOICE VOTE)

DIRECTOR HIGLEY state Staff recommends the replacement of Wavering Park Large Shelter in 2024. Design and engineering costs are \$11,500 and \$7,600 is needed for the demolition of the current shelter. Completing this work now will allow the project to be completed sooner limiting the length of time the shelter would be closed during the 2024 season. Bidding process can begin in December of '23 and the project can be potentially done and completed by May of '24. Staff recommends using \$19,100 from the excess uncommitted 2023 GO Bond Funds for the design, engineering and demolition of the shelter. VICE PRESIDENT PHILPOT MADE A MOTION SECONDED BY COMMISSIONER MCGLOTHLIN TO PASS AS PRESENTED. UNANIMOUS. PRESIDENT JONES DECLARED THE MOTION CARRIED.

RESOLUTION NO. 23-04: Wavering Park All-Inclusive Playground/Shelter/Restroom, Illinois Department of Natural Resources Open Space Land Acquisition and Development Grant Application: Authorization to Submit an Application: Recommended Approval by Executive Director (ROLL CALL VOTE)

Executive Director Frericks stated a new round of funding from the Illinois Department of Natural Resources/OSLAD grant program became available July 3<sup>rd</sup>. Staff recommended applying for the Wavering Park All Inclusive Playground/Restroom/Shelter for a 50/50 cost share match. The award could come in the spring of '24. The estimated project cost is \$1,376,000. Executive Director Frericks recommends the Board approve the Resolution NO. 23-04 authorizing staff to submit the application to IDNR due August 30<sup>th</sup> for the Wavering All Inclusive Playground, Shelter and Restroom. COMMISSIONER HOLTHAUS MADE A MOTION SECONDED BY VICE PRESIDENT PHILPOT TO APPROVE THE RESOLUTION AS PRESENTED.

**THE FOLLOWING ROLL CALL VOTES WERE CAST AND RECORDED:**

<b>COMMISSIONER MCGLOTHLIN</b>	<b>YES</b>
<b>COMMISSIONER HICKMAN</b>	<b>YES</b>
<b>COMMISSIONER LYONS</b>	<b>YES</b>
<b>COMMISSIONER HOLTHAUS</b>	<b>YES</b>
<b>COMMISSIONER FRANKENHOFF</b>	<b>YES</b>
<b>VICE PRESIDENT PHILPOT</b>	<b>YES</b>
<b>PRESIDENT JONES</b>	<b>YES</b>

PRESIDENT JONES DECLARED THE MOTION CARRIED.

Bid for Lorenzo Bull House Porch Repairs Change Order Number 1: Recommended Approval by Director of Parks (VOICE VOTE)

Director Higley reported that the contractor working on the porch found 12 rotten spindles and the face board securing it to the house was rotten. Total for all changes is an increase of \$500 in the contract price for a total contract price of \$49,299. Staff recommends Board approve the contract change. COMMISSIONER HOLTHAUS MADE A MOTION SECONDED BY VICE PRESIDENT PHILPOT TO APPROVE THE CHANGE ORDER BID AS PRESENTED. UNANIMOUS. PRESIDENT JONES DECLARED THE MOTION CARRIED.

Clat Adams Park Railing Repair: Recommended Approval by Director of Parks (VOICE VOTE)



Director Higley stated the entire north section underneath the bridge underneath the concrete is rusted in two. Staff is requesting to spend up to \$20,000 from the 2023 GO Bond excess funds. Staff recommends that the Board approve the \$20,000 for the railing repair at Clat Adam Park. COMMISSIONER MCGLOTHLIN MADE A MOTION SECONDED BY VICE PRESIDENT PHILPOT TO APPROVE THE REPAIR AS PRESENTED. UNANIMOUS. PRESIDENT JONES DECLARED THE MOTION CARRIED.

### **ADJOURNMENT**

With no other business to discuss at 6:40 p.m., VICE PRESIDENT PHILPOT MADE A MOTION SECONDED BY COMMISSIONER MCGLOTHLIN TO ADJOURN THE MEETING. UNANIMOUS. PRESIDENT JONES DECLARED THE MOTION CARRIED. Meeting adjourned.

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Secretary

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Chairman

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Date

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Date

QUINCY PARK DISTRICT  
1231 Bonansinga Drive  
Quincy, Illinois 62301

Decennial Committee Meeting Minutes  
Conference Room

August 9, 2023  
6:05 PM

The Decennial Committee of the Board of Commissioners of the Quincy Park District held a Committee meeting in the Board Room at 1231 Bonansinga Drive, Quincy, IL. Those present included: President Jones, Vice President Philpot, Commissioner Hickman, Commissioner Frankenhoff, Commissioner Holthaus, Commissioner McGlothlin, Commissioner Lyons, Roger Leenerts and Nathan Koettters.

Staff in attendance included: Executive Director – Rome Frericks, Director of Business Services – Don Hilgenbrinck, Direct of Business Services – Brian Earnest, Director of Marketing/Operations – Marcela Beroiza, Director of Parks – Matt Higley, Director of Program Services – Mike Brun, Director of Golf – David Morgan.

President Jones called the meeting to order at 6:05 p.m.

**Public Input:** None.

**New Business:**

Director Hilgenbrinck stated this is the second of three meetings for this committee. A revised report has been prepared and is included in the packet. He reported that the District continues to annually receive the Certificate of Achievement for Excellence in Financial Reporting issued by the Government Finance Officers Association. This is evidence that the District desires to provide transparency and full disclosure to the community. An example of the District's efficiency is the resiliency to remain operational during COVID. Westview's operations during that time is a great example. The District has a wide range of policies to maintain efficient operations since 1941. The District is involved with local programs as well. An example is working with the school district and implementing a Special Populations Program. The District has affiliations with many professional groups, some of those being the National Recreation and Park Association, Illinois Association of Park Districts, Illinois Park and Recreation Association, Quincy Area Chamber of Commerce, Illinois Government Finance Officers Association, National Government Finance Officers Association. This committee will meet one more time next month to approve the final report. No changes to the report were needed at this time.

**PUBLIC INPUT:** None.

**ADJOURNMENT:**

With no further business to discuss, COMMISSIONER HOLTHAUS MADE A MOTION SECONDED BY COMMISSIONER MCGLOTHLIN TO ADJOURN THE MEETING 6:10 P.M. UNANIMOUS. PRESIDENT JONES DECLARED THE MOTION CARRIED.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

QUINCY PARK DISTRICT  
1231 Bonansinga Drive  
Quincy, Illinois

Planning Session  
Board Room

August 10, 2023  
9:00 A.M.

**ROLL CALL**

President Jones called the meeting to order and upon the roll being called the following members were physically present at said location: President Jarid Jones, Vice-President Mark Philpot, Patty McGlothlin, Alan Hickman, John Frankenhoff, Barbara Holthaus, Trent Lyons. No Park Commissioner was permitted to attend the meeting by video or audio conference. Also in Attendance: Executive Director – Rome Frericks and Director of Business Services - Don Hilgenbrinck, Direct of Business Services - Brian Earnest, Director of Parks - Matt Higley, Director of Program Services - Mike Bruns, Director of Golf - David Morgan, Director of Marketing/Operations - Marcelo Beroiza. President Jones led the room in the Pledge of Allegiance.

**PUBLIC COMMENT**

President Frankenhoff noted there were no members of the public in attendance.

**DISCUSSION ITEMS**

President Jones reported there was no public comment so the would move on to the budget timeline and annual G.O. Bond timeline.

Budget Timeline and Annual G.O. Bond Timeline

Executive Director Frericks explained the annual budgeting process and mentioned that since 2012 we are self-purchasing bonds. Director Hilgenbrinck addressed in further detail the self-purchasing bonds and the benefit for the District.

Finance Overview

Executive Director Frericks turned the meeting over to Director Hilgenbrinck for this portion of the meeting. Director Hilgenbrinck went over all the documents included in the packet and tax rate information answering any questions from the Board.

Proposed Capital Projects and Financing

Executive Director Frericks stated that this is a proposed project list prepared by Staff. He continued down the listings briefly explaining what each project covered. Director Hilgenbrinck stated that the Board should decide which projects they want to complete next year and then a discussion on the funding should follow. Executive Director Frericks added that the District is fortunate to have zero debt at the end of the year. Discussion resulted in the decision to issue the 2024 G.O. Bond at \$1,300,000 with the removal of Moorman Fitness Station, Clat Adams Gazebo Painting and District Wide Stump Grinding from the Proposed 2024 Capital Project List.

Art Keller Marina

Director Hilgenbrinck reviewed the financial history of the Marina and the continued trend in loss over the past 10 years. Slip rentals have been declining causing it to operate in the red. Discussion resulted in the decision that continued operation until 2025 and addressing issues as they occur. Create a Resolution to Corp. of Engineers to Support Hogback Island to the Board along with the City of Quincy, Adams County and See Quincy.

Paul Dennis Soccer Complex

Executive Director Frericks explained the proposal made for the donation of this property. He then reviewed all improvements and future costs for the property. Discussion was held and the decision was to have Attorney Penn look into the letter from QSL referring to splitting the current parcel into two parcels, Park District paying previous bills already incurred and the possibility of being a landlord with the current tenant of the house. Use



\$325,000 from the assigned funds in the Corporate Fund and the \$91,113 from the Capital Development Fund, proceeds from the sale of the parcel in Parker Heights Park and Lenane Park, for improvement to the culvert, parking lot and restroom.

Executive Director/Staff and Board Communications/Annual Goals and Objectives

Executive Director Frericks reviewed the information located in the packet which covers future goals and objectives for the staff. He asked for input from the Board on the draft version. No changes were requested at this time.

Westview Golf Course

Director Hilgenbrinck explained the financial data that was presented to the Board. Westview has been having a good year. Discussion was held on irrigation repairs and replacement and staff will work with Les Hill on the West View Irrigation costs with construction beginning in Spring 2024. The Board agreed to funding as follows: \$800,000 from the Corporate Fund. \$100,000 would come from Westview reserves. A bond would be needed over two years for the balance.

Bill Klingner Trail Development

Executive Director Frericks reviewed the information in the packet in reference to Phase 5 Section from Parker Heights to Lincoln Park Section which included a cost estimate. The Board agreed with the proposed route east of Bonansinga Drive. Discussions with BNSF on the right-of-way will continue. Once that right-of-way is obtained design and engineering for the next section should begin.

German Village TIF District

Executive Director Frericks explained the proposed boundaries and proposed properties that would be affected with this TIF District. He continued by explaining how the revenue stream for the District would be affected if this proposed TIF District is put in place. Discussion followed and the consensus of the Board is that it does not support the German Village TIF District.

**PUBLIC COMMENT** - None

**EXECUTIVE SESSION**-None

With no other business to discuss at 1:00 p.m., VICE-PRESIDENT PHILPOT MADE A MOTION SECONDED BY COMMISSIONER HOLTHAUS TO ADJOURN THE MEETING. UNANIMOUS. PRESIDENT JONES DECLARED THE MOTION CARRIED.

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Secretary

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# ***PUBLIC INPUT***

***BOARD  
INFORMATION/  
EDUCATION***

# ***CORRESPONDENCE***



***VOLUNTEERS***

***EXECUTIVE  
DIRECTOR'S  
REPORTS***

**To:** Board of Commissioners  
**From:** Rome Frericks  
**Subject:** Monthly Report  
**Date:** August 31, 2023

**Administrative Initiatives** (8/01/23 – 8/31/23)

Attended:

- Friends of the Trails meeting
  - Directors' meeting
  - Board meeting
  - Safety meeting
  - Quincy/Adams County Economic Development/Tourism meeting
  - UMRR meeting (3)
  - Rotary Board meeting
  - UMRR/Quincy Bay TSP Plan for QBAREA
  - OSLAD/IDNR Webinar
  - Planning Session
  - Quincy Next Strategic Plan Committee meeting
  - Wavering Park Development/OSLAD Open House
- 
- Met with the Mayor to discuss, turf fields, Riverfront Development and TIF Districts.
  - Met with Board members several times on current events concerning the Park District.
  - Held two operation meetings with the Directors.
  - Held post meeting with Directors' on the August Planning Session meeting.
  - Met with Board members on several dates to discuss Park District business.
  - Held department head meetings for preparation of Districts' FY2024 budget.
  - Met with staff and contractors on several occasions for current Park District improvements and 2023 Bond Projects.
  - Completed the August Planning Session meeting memo.

- Continued working on the OSLAD Grant that has been extended to September 15<sup>th</sup>.

### **Administrative Initiatives** (9/1/23 – 9/31/23)

- Continue to work with UMRP to develop the beginning scope of work and specifications.
- Work with the Director of Parks to oversee all the 2023 capital projects.
- Work with BNSF on the lone piece of right-of-way for the next section of the Bill Klingner Trail.
- Meet with contractors for the ongoing capital projects.



***DIRECTORS'***  
***REPORTS***

**To:** Board of Commissioners  
**From:** Matt Higley  
**Subject:** Monthly Report  
**Date:** August 31, 2023

**Administrative Initiatives** (8/1/23 – 8/31/23)

Attended:

- Directors' meeting
  - Safety meeting
  - Kiwanis meetings
  - Friends of the Trail meeting
  - 2024 budget kickoff meeting
- 
- Monitored work on Lorenzo Bull House railing repair.
  - Monitored Clat Adams Park Phase 2 sidewalk replacement.
  - Monitored brush trimming in Moorman and Wavering Parks.
  - Monitored Railing repair at Clat Adams Park.
  - Monitored end of season shutdown at Indian Mounds Pool.
  - Monitored Pickleball resurfacing at Madison Park and Berrian Park.
  - Monitored Tennis court resurfacing at South Park.

**Administrative Initiatives** (9/1/23 – 9/30/23)

- Work on 2024 Budget for the Parks Department.
- Continue planning for 2024 projects, goals and objectives.
- Work on 2024 Capital Projects for Parks Department.
- Monitor work on Moorman Park parking lot.
- Monitor Ceiling repair and painting at South Park Large shelter.
- Monitor Tuckpointing at South Park Large shelter.
- Monitor work on Berrian Park restroom replacement.

- Monitor curb repair in South Park.
- Monitor curb repair at Sunset Park.
- Monitor sidewalk replacement at South Park Pond.

**To:** Board of Commissioners  
**From:** Brian Earnest  
**Subject:** Monthly Report  
**Date:** August 31, 2023

**Administrative Initiatives** (8/01/23 – 8/31/23)

- Attended Safety Committee Meeting.
- Filing of audit, submission to GFOA and Filing of IL AFR.
- Completed GATA.
- Attended Annual Planning Session meeting.
- Began developing FY2024 Budget, as per timeline.

**Administrative Initiatives** (9/01/23 – 9/30/23)

- End of Month balancing & monthly reports.
- IGFOA Annual Conference.
- Assist Directors with the FY2024 Budget preparation.
- Attend department budget hearing meetings to discuss projected budgets.
- Prepare the Truth in Taxation Resolution

**To:** Board of Commissioners  
**From:** Mike Bruns  
**Subject:** Monthly Report  
**Date:** August 29, 2023

**Administrative Initiatives** (08/01/23 – 08/31/23)

- Held monthly staff recreation meeting.
- Staff worked with the Director of Operations/Marketing on promoting our programs.
- Attended the monthly safety committee meeting.
- Staff started work on the 2024 budget.
- Staff continued seasonal employee trainings.
- Attended the Board/Staff planning session.
- Staff worked on setting up the fall youth soccer leagues and adult softball.
- Staff worked on recruiting seasonal staff for 2023.
- Staff worked on plans for the Fall Festival.
- Staff worked on closing procedures for Indian Mounds Pool.
- Staff worked on surveys for the programs and events.
- Last outdoor movie of the summer was held.

**Administrative Initiatives** (09/01/23 – 09/30/23)

- Staff will work on the 2024 budget.
- Work with the Director of Operations/Marketing on promoting our programs.
- Staff will work on program and facility fees for 2024.
- Staff will conduct the following programs in September: nature, nature walk expedition, youth soccer, adult softball, family entertainment, family day, and star party.

- Staff will work on season ending reports for programs and events.
- Staff will work on plans for the Fall Festival.
- Staff will work on the 2024 program and event schedule.

**To:** Board of Commissioners  
**From:** David Morgan  
**Subject:** Monthly Report  
**Date:** August 1, 2023

**Administrative Initiatives** (8/01/23 – 8/31/23)

- Attended safety meetings and board meetings.
- Continue to update the Westview website and calendar of events for the 2023 season.
- Attend safety meetings, board meetings and the 2023 planning session.
- Continue to update the Westview website and calendar of events for the 2023 season.
- Hosted the Quincy University Golf Outing, Friday August 4<sup>th</sup>.
- Hosted the Museum Night Golf Outing, Saturday August, 5<sup>th</sup>.
- Hosted the QHS Boys Qualifier, August 7<sup>th</sup>, 8<sup>th</sup> & 9<sup>th</sup>.
- Hosted the QND Boys Golf Tournament, Thursday August 10<sup>th</sup>.
- Hosted the Westview Ladies Golf Championship, Tuesday August 15<sup>th</sup> & Tuesday August 22<sup>nd</sup>.
- Hosted the QHS Boys Invite, Saturday August 19<sup>th</sup>.
- Hosted the Bordewicks Golf Outing, August 21<sup>st</sup>, 22<sup>nd</sup>, & 23<sup>rd</sup>.
- Hosted the Junior High Try-outs, Saturday August 26<sup>th</sup>.
- Hosted the Hope House Golf Outing, Sunday August 27<sup>th</sup>.
- Hosted the Obert Golf Outing, Saturday August 26<sup>th</sup>.
- Hosted the Pork Chop Golf Outing, Monday August 28<sup>th</sup>.

- Hosted the TNT Seniors Golf Tournament, Thursday August 31<sup>st</sup>.
- Staff removed the hazard tree along the condos on hole 17.
- Staff continued repairing irrigation issues.
- Staff continued trimming low hanging branches on the course.
- Preventive fungicide applications on greens, tees and fairways.
- Ordered two new fairway mowers for 2023.

### **Administrative Initiatives** (9/01/23 - 9/30/23)

- Attended safety meetings and board meetings.
- Continue to update the Westview website and calendar of events for the 2023 season.
- Attend safety meetings and board meetings.
- Host the Ladies 49ers Golf Tournament, Friday September 1<sup>st</sup>.
- Host the Mercantile Chamber Golf Outing, Thursday September 7<sup>th</sup>.
- Host the Moore Bange Golf Event, Saturday September 9<sup>th</sup>.
- Host the QND Foundation Golf Outing, Monday September 18<sup>th</sup>.
- Host the Lions Club Golf Outing, Saturday September 23<sup>rd</sup>.
- Host the St. Francis Golf Outing, Sunday September 24<sup>th</sup>.
- Host the QND Regional Golf Tournament, Wednesday September 27<sup>th</sup>.
- Westview will host 4 Boys and Girls High School Matches throughout the month of September.
- Aerify, sand top-dressing and seeding of the greens and tees.



- Apply herbicide to control yellow nutsedge and goose-grass on the fairways.
- Continue repairing the irrigation system.
- Preventive fungicide applications continue on the greens, tees and fairways.
- Tree trimming continues as needed.
- Bid opening for new irrigation system on September 19<sup>th</sup>.
- Meet with irrigation contractors to give overview of the project.

# Westview Golf Course Rounds of Golf-2023

ROUND TYPE	August 2023 TOTALS	2023 YTD	22-Aug	2022-YTD
18 Hole Green Fee	499	3,605	623	2,734
9 Hole Green Fee	347	1,995	399	1,773
Twilight Walking Green Fee	18	163	59	186
Winter Walking Green Fee	0	179	0	242
TUE-THU Special	143	599	104	315
Winter Special W/Car	0	370		0
Third Nine (19-27) Green Fee	650	3,891	816	3,415
Family Night Adult (19-27)	11	56	4	23
Family Night Child (19-27)	12	49	7	25
Junior Green Fee	22	135	53	158
Junior Green Fee (19-27)	9	100	0	0
Promotional Round	1	36	4	56
Twilight (Cart & Green Fee)	526	3,013	598	2,704
Early Bird 9	91	268	54	183
Early Bird 9 (19-27)	0	0	0	0
Early Bird 18	120	542	147	461
Early Bird 18 (19-27)	0	1	0	0
Adult Pass Visit	279	1,701	423	1,885
Adult Pass Visit (19-27)	32	228	0	0
Senior Non-Restricted Pass Visit	611	3,534	718	3,217
Senior Non-Restricted Pass Visit (19-27)	89	468	0	0
Senior Restricted Pass Visit	60	318	58	278
Senior Restricted Pass Visit (19-27)	2	26	0	0
Super Senior Restricted Pass Visit	290	1,467	491	1,670
Super Senior Restricted Pass Visit (19-27)	28	137	0	0
Employee Pass Visit	46	209	14	43
Employee Pass Visit (19-27)	15	74	0	0
JR. Pass Visit (18 & Under)	141	666	252	770
JR. Pass Visit (18 & Under) (19-27)	96	342	0	0
Junior Summer Pass Visit (April-Aug) (19-27)	381	1,148	190	457
College Pass Visit	0	0	0	0
Young Adult Pass Visit	206	1,338	172	909
Young Adult Pass Visit (19-27)	51	259	0	0
School Team Pass Visit	62	64	160	168
School Team Pass Visit (19-27)	48	50	0	0
Green Fee Punch card Visit	0	0	50	382
Tournament Round	170	434	168	1,069
Outing Green Fee	257	521	134	394
Tri-State Promotional Round	0	0	7	30
Loyalty GF Round	24	103	0	0
Disc Golf	5	180	0	0
<b>TOTAL</b>	<b>5,342</b>	<b>28,269</b>	<b>5705</b>	<b>23,547</b>
<b>PER VISIT FEE</b>	<b>\$4,760.00</b>	<b>\$26,430</b>	<b>\$5,319.00</b>	<b>\$22,538</b>
<b>DAYS CLOSED</b>	<b>1</b>	<b>52</b>	<b>1</b>	<b>81</b>

**\*\*Rounds not charged Per Visit Fee**

**To:** Board of Commissioners

**From:** Marcelo Beroiza

**Subject:** Monthly Report

**Date:** August 1, 2023

**Administrative Initiatives** (8/1/23 – 8/31/23)

- Attended the Rec. Department staff, Park District Board, Safety and Friends of The Trails meeting
- Attended IPRA Webinar. Professionalism and Why It Matters
- Met with the Executive Dir. Of Operations for the monthly meeting (Facilities, Maintenance, Rec, Business office, Westview, and projects)
- Projects
  - Placer. Analytics Foot traffic and geo fence
  - Pickleball court signs
  - Bill Klingner Trail signs
  - Volunteers throughout the parks and trails
  - BNSF Permit. Preliminary Bill extension project to Lincoln park
- Marketing
  - New pickleball introduction
  - Wavering open house
  - Website upgrades
  - Continuous improvement projects updates
  - Fall programs and events campaign
  - Westview monthly updates
  - Networks support

**Administrative Initiatives** (9/1/23 – 9/30/23)

- Operations and Project list, follow-ups, and collaborations through the Park District facilities and parks
- Marketing
- Community collaborations
- Projects started list
- Coordinate media network communications, and community PR

# ***COMMITTEE REPORTS***

# ***UNFINISHED BUSINESS***

***NEW BUSINESS***

# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 13, 2023

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: QUINCY PARK DISTRICT ANNUAL CAPITAL PROJECT BOND LIST: DISCUSSION ONLY**

**BACKGROUND INFORMATION:** Each year the Quincy Park District authorizes a non-referendum general obligation (G.O.) bond for District capital projects. The proceeds are used to fund significant repairs, renovations and park improvement projects.

This project list assumes the Park District will have \$1,300,000 from bond proceeds.

Included with this report is a prioritized list of recommended projects for G.O. Bond 2024 along with capital projects planned to be funded from the operating budget.

This project list will be presented for final approval at the October 11, 2023 regular Board meeting.

**FISCAL IMPACT:** No fiscal impact, this recommendation is for discussion only.

**STAFF RECOMMENDATION:** Discussion Only

**PREPARED BY:** Rome Frericks, Executive Director

**BOARD ACTION:**

## PROPOSED 2024 CAPITAL PROJECTS LIST

	Bond Amount 2024	\$1,300,000
	Roll Over Bond 2023	\$100,000
	<b>Total Bond Fund Available</b>	<b>\$1,400,000</b>
<b>Johnson</b>	Playground	\$30,000
<b>Reservoir</b>	Shelter Repairs-Ceiling/Soffit/Roof	\$150,000
<b>Wavering</b>	Shelter Replacement	\$225,000
<b>Bill Klingner Trail</b>	Sealing/Striping	\$35,000
<b>District</b>	<b>Equipment</b>	<b>\$316,000</b>
<b>Wavering</b>	All Inclusive Playground/Restroom	\$400,000
<b>Moorman</b>	Resurfacing Moorman Road to T Ball Fields	\$225,000
<b>Moorman</b>	Water Valve Shutoffs (2)	\$12,000
	Bond	<u>\$7,000</u>
	<b>Total</b>	<b>\$1,400,000</b>
	<b>Non-Bond Projects</b>	
<b>Recreation</b>	T Ball Turf Fields	\$156,000
<b>Castle</b>	Restroom Doors and Partitions	\$15,000
<b>District</b>	Road/Curb Repairs (Paving/Lighting Fund)	<u>\$20,000</u>
	Total	\$191,000
<b>District</b>	<b>Equipment</b>	
	Truck Zone #3	\$45,000
	Backhoe	\$100,000
	Dump Trailer	\$15,000
	4000D Mower Zone #1	\$70,000
	Chipper	\$65,000
	Walk Behind Mower-District	\$12,000
	Small Tools	<u>\$9,000</u>
		<b>\$316,000</b>



# 2024 Bond Project List



# Johnson Park Playground

## \$30,000





# Reservoir Park Ceiling Roof Repairs

## \$150,000





# Wavering Large Shelter Replacement

## \$225,000





# Bill Klingner Trail Sealing and Striping

## \$35,000





# Wavering Park All Inclusive Playground/Restroom

## \$400,000





# Moorman Park T-Ball Road Resurfacing

## \$225,000





# Moorman Park Water Shutoff Valves

## \$12,000





# QUINCY PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: September 13, 2023

### **STAFF RECOMMENDATION**

#### **AGENDA ITEM: BID FOR WAVERING SYNTHETIC TURF T BALL FIELDS PROJECT: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** For the past several months staff has been talking with synthetic turf companies. Due to the growing number of baseball, softball and rented fields for tournaments, staff would like to install turf on the last two remaining t ball dirt fields. The new turf fields would reduce the number of rainouts due to the weather and field conditions. Having all five turf fields in the same complex will allow the local teams to stay in town rather than travel to play in tournaments. Last year, there were 14 Qtown tournaments, 2 company softball tournaments, 11 adult teams and 1,598 Park District baseball/softball players that utilized the fields in the Moorman/Wavering Complex.

The project consists of two synthetic turf infields for the remaining two dirt t ball fields with base distances of 50' and 60', two portable pitching mounds, two sets of home plates with bases and regrading/sod for the 20' transition area. This would allow the Park District to play all of our youth baseball, girls and adult softball games throughout the spring and fall seasons.

Final purchasing will be conducted through the National Purchasing Cooperative's Buy Board Contract #641-21

ATG Sports has performed the work on Refreshments Service's Pepsi Field (2015) and Blessing Health System's (2020) Field. ATG Sports has also completed projects at Quincy Notre Dame High School and Macomb High School.

**FISCAL IMPACT:** \$156,091 of funding for the project would come recreation reserves, \$10,000 from See Quincy, \$300,000 from the City of Quincy through the Food & Beverage Fund and \$100,000 from either naming rights or Qtown Tournaments through gate fees on the two t ball fields.

**STAFF RECOMMENDATION:** Staff recommends approval of the bid from ATG Sports in the amount of \$566,091 for the installation of the two synthetic turf fields at Wavering t ball fields.

**PREPARED BY:** Rome Frericks, Executive Director

**BOARD ACTION:**







# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 13, 2023

## **STAFF RECOMMENDATION**

**AGENDA ITEM:** QUINCY PARK DISTRICT 2024 - 2025 GOALS  
AND OBJECTIVES: DISCUSSION ONLY

**BACKGROUND INFORMATION:** The Board annually reviews and adopts the District Goals and Objectives.

The format of the Park Districts goals and objectives was presented for the first-time at the Planning Session held on August 10, 2023. Staff worked together to develop the current version. The final version of the Quincy Park District 2024-2025 goals and objectives will have final approval at the October 11, 2023 Board meeting.

**FISCAL IMPACT:** No direct fiscal impact. Capital Projects recommended in this document are submitted for budget approval separately.

**STAFF RECOMMENDATION:** None. Information only

**PREPARED BY:** Rome Frericks, Executive Director

**BOARD ACTION:**

# **Quincy Park District Goals 2024-2025**

## **Administration**

1. Work with the Parks Department and Westview on care and preservation of landscaping/hardscapes and parking areas as they are the first impression to many parks.
2. Identify future opportunities for programming and services based on industry trends.
3. Work with the Board, Burlington North Santa Fe Railway, and Friends of the Trails to finalize the path for the Bill Klingner Trail from Parker Heights to Lincoln Park.
4. Secure a parcel of land in the southeast part of Quincy for a future park location.
5. Seek out leadership and training opportunities for all staff for the next generation of Park District leadership.
6. Review and update the facilities audit report.

## **Westview Golf Course**

1. Continue to work with the Recreation and Marketing Departments to increase golf lessons for future junior golfers.
2. Replace the cart barn garage doors and paint the cart barn building.
3. Remove/update the flooring in the concession/kitchen area and replace the old coolers and refrigerators.
4. Remove part of the shelter and renovate the remaining section on hole #12.
5. Oversee the replacement of the irrigation system on all 27 holes at Westview Golf Course.
6. Review and create a facilities audit report for the buildings and facilities at Westview Golf Course.
7. Remove tree roots on greens #3 and #12.

## **Marketing/Operations**

1. Develop a multimedia campaign to promote new Park District events and programs through all social media, website and e-mail marketing platforms.
2. Coordinate parks, Bill Klingner Trail and Nature Trails volunteer efforts.
3. Lead Park District existing and new affiliate initiatives, events and programming.
4. Lead discussions for continuous improvement efforts and new initiatives throughout the Park District organizational process. Work to improve quality, productivity, and efficiency in all departments.
5. Attend monthly online educational programs related to IPRA and IAPD.

## **Recreation**

1. Develop and implement new programs in the following areas:
  - Nature                      2 new programs

- Family                2 new programs
  - Adult                2 new programs
2. Increase attendance at Indian Mounds Pool to 12,500 for the season.
  3. Provide surveys and collect data seasonally to identify strengths and weaknesses for all programs and events. Remove programs that are not viable based on attendees.
  4. Increase total revenue at the Batting Cage facility to \$140,000.
  5. Develop and improve the policies and procedures for tournaments at the athletic fields.
  6. Create new programs and events for the special needs' population.

### **Marina**

1. Communicate with Marina renters to listen to trends/concerns and to identify needs and potential improvements at the Art Keller Marina.
2. Work with staff to maintain a good level of housekeeping throughout the docks and restrooms.

### **Parks**

1. Work with the Quincy Park Band to develop and build a permanent stage in one of our parks.
2. Renovate the two restrooms in the Moorman Park complex area.
3. Improve and maintain a quality system of parks and facilities that excite the community.  
**Objective A:** Spend ample time touring parks with staff/maintenance to observe work habits and discuss alternate ways to improve the parks.
4. Work with Mississippi Valley Hunters and Fishermen's Association and Friends of the Trails to complete/research grant opportunities for the walking trail from Parker Heights to Bob Bangert restroom.
5. Create bidding documents for playground companies for a new all-inclusive playground that will be constructed by 2025 if awarded the OSLAD Grant by hosting open houses gathering information from the public.
6. Update the park roads conditions and playground inventory documents for next year's planning session.

### **Business Office/Technology**

1. Work with Danielle Fleece to improve the audit timeline and overall process.
2. Implement AI chat system and assign the individuals responsible to oversee the implementation.
3. Research and implement an IT user training and testing system. This would consist of mandatory training and periodic testing in order to strengthen QPD against phishing attacks which could have dire consequences.

# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 13, 2023

## **STAFF RECOMMENDATION**

**AGENDA ITEM:** OPERATIONS PROCEDURES MANUAL  
**REVISIONS: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** The Operations and Procedures Manual was adopted in July 2000. It has been updated several times since its introduction with the most recent update being in August 2022. This manual describes and provides reference for how the Quincy Park District operates.

Recommended changes in authority levels and other amounts are due to the increase in costs due to supply chain issues and inflation. All recommended changes are noted in the redlined version attached.

**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** Staff recommends approval as presented.

**PREPARED BY:** Brian Earnest, Director of Business Services

**BOARD ACTION:**



# Operations and Procedures Manual

Approved: 7/12/00

Revised: 8/19/00

Revised: 9/13/00

Revised: 10/18/00

Revised: 10/10/01

Revised: 11/12/03

Revised: 3/9/05

Revised: 4/13/05

Revised: 11/8/06

Revised: 4/11/07

Re-adopted: 2/10/10

Revised: 11/10/10

Revised: 4/11/12

Revised: 7/14/2012

Revised: 11/14/12

Revised: 6/13/13

Revised: 10/9/13

Revised: 7/9/14

Revised: 8/13/14

Revised: 3/13/19

Revised: 1/15/20

Revised: 7/14/21

Revised: 8/10/22

Revised: 9/13/23

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# CHAPTER 1

## Mission,

### Functional Division Mission Statement

**1.00 -MISSION STATEMENT OF THE QUINCY PARK DISTRICT-** The Quincy Park District will enhance the recreational, cultural, historical and environmental qualities of life for all its residents through the provision of a well-planned, developed, maintained and accessible system of public parks, facilities, and programs.

#### **1.01 -FUNCTIONAL DIVISION MISSION STATEMENTS-**

**GOLF:** To provide a quality golf experience producing the highest possible return to the Enterprise Fund while sustaining and improving the facilities and services.

**PARKS:** To maintain and renovate the district's parks, open spaces, and facilities in order to provide the public with safe, clean, and aesthetically pleasing facilities.

**PROGRAM SERVICES:** To provide opportunities for personal growth and improved health while encouraging individual and social responsibility.

**BUSINESS SERVICES:** To provide professional human resource management, quality customer service, and efficient business management practices.

**MARKETING SERVICES:** To maintain the integrity of the Quincy Park District brand, community relations and interest across all platforms: social media, email, website, signage, customer service, media relations, advertising, special events and programs.

## CHAPTER 2

### Fiscal Operating/Business Procedures

**2.01 -BONDING-** All officers and employees may be required to be bonded in such penal sum and with such conditions and security as may be determined by the Board.

**2.02 -FISCAL YEAR-** The fiscal year of the Quincy Park District shall begin the first day of January and end December 31st of each year.

#### **2.03 -PURCHASING POLICY-**

##### 1. Purchase Order System:

1. Completed Purchase Orders (PO) are required for all purchases representing a summary total of more than \$100, including applicable shipping and/or handling charges. An invoice can be substituted for a PO if the invoice is obtained at the time of purchase and the product or service is obtained within 3-4 business days. The same authorization levels apply;
2. Purchase Orders (PO) may only be processed by the Executive Director, Department Directors or full time Supervisors within authorization levels.
3. The individual processing the PO will be responsible for verifying available funds and proper account code. Executive Director approval will be required for a PO with insufficient line item funds. The appropriate manager must process a PO before any non-exempt commodities or services can be purchased.
4. All processed purchase orders (carbon copy) along with billing information must be delivered to the appropriate business office staff the next business day following the incurrence of an obligation to pay by the District. The appropriate supervisor/department head will be responsible for authorizing vendor payment in a timely fashion. The business office is required to enter purchase data into the District's financial system within two business days.
5. Authorized Purchase Orders are required for all purchases other than concession purchases for resale and recurring overhead cost that consists of the following, utilities (electric, water, gas and phone), insurance, contract services, district fuel, payroll, payroll liabilities:

<u>Amount</u>	<u>Purchase Order Authorization Levels</u>
Up to \$ <del>1,500.00</del> <u>2,000.00</u>	Supervisor
Up to \$ <del>5,000.00</del> <u>7,500.00</u>	Department Head
Up to \$ <del>5,001.00</del> <u>7,501.00</u> and over	Executive Director

**Note: The same authority is required to cancel a PO that is required to authorize a PO.**

6. The individual processing the PO must bring the original Purchase Order slip along with the invoice to the business office within two business days of the service or good being received. Invoices that exceed the PO by less than \$~~100~~200, due to shipping charges, do not need to be reauthorized. Invoices that exceed the PO, not due to shipping charges, do need to be reauthorized for the excess.

7. Capital purchases in excess of \$~~25,000.00~~35,000.00, not previously approved by the Board of Directors, shall be

approved by the Finance Committee prior to purchase.

## II. Emergency Purchases:

1. Emergency Purchases are defined as the purchase of materials, supplies and/or contract services, which must be made immediately due to either public safety or health considerations or to maintain the immediate structural integrity of public buildings or grounds;
2. Emergency Purchases may be authorized by supervisor, department head or the Executive Director without the necessity to complete a PO prior to purchase;
3. Within one (1) working day of the Emergency Purchase, the initiating employee shall complete a PO and submit to the appropriate department head for approval.

**2.04 –PRE-AUTHORIZED MONTHLY CHECKS-** Some vendors may require that checks be written and mailed prior to Board approval in order to take advantage of discounts, avoid late payments and be in the best interest of the Park District. These would include, but are not limited to: Petty Cash, employee reimbursements, insurance, taxes, utilities, refund checks and vendors offering discounts. The Business Office will initiate these payments and the Executive Director will approve these disbursements as they occur.

**2.05 –BOARD NOTIFICATION-** Pre-authorized checks will be submitted for Board review at the next scheduled meeting.

**2.06 –REGULAR MONTHLY CHECK PROCEDURES-** All invoices are to be turned in to the Bookkeeper within two working days. Checks will be written the last day of the month and will be approved at the next board meeting. Checks will be mailed the day after the Board Meeting.

**2.07 –Accounting Procedures-** The District's accounting entries are to be done in accordance with Generally Accepted Accounting Principles (GAAP) set by the Governmental Accounting Standards Board (GASB). The Government Finance Officers Association's (GFOA) issued Governmental Accounting, Auditing, and Financial Reporting (GAAFR), or commonly known as the "Blue Book", shall be used as a guide for the District's accounting entries.

Journal Entries are to be logged in the District's accounting system, either prepared on the District's journal entry form by either the District's bookkeeper or the Director of Business Services, reviewed by the other person who did not prepare the entry, and entered into the accounting system by the Administrative Assistant. Journal Entries may also be entered in the system directly, printed, reviewed by the District's Accounting Systems Administrator or the Director of Business Services, and include proper authorization. Reoccurring monthly entries (Credit Card processing fees, interest, etc.) prepared by the Administrative Assistant shall be approved by the Director of Business Services. Journal entries exceeding ~~\$50,000~~ **\$75,000** shall be approved by the Executive Director, except if the entry is a result of board action, as evidenced by an approved staff recommendation. Processed journal entries shall be maintained with the posted journal report from the accounting system along with supporting documentation for the transaction. If for any reason there is no supporting documentation, it shall be so noted on the entry form with an explanation.

For accounting purposes, the District shall use 5 years as the break point for carrying the liability of gift certificates. Certificates presented for payment after being written off shall be honored.

**2.08 –PAYMENTS HANDLING PROCEDURES-** All receipts are to be handled with care and due diligence. Those who handle payments are our main representative and are our billboard for customer relations. They are responsible for receipts, payout of money, and are responsible for maintaining good customer relations. All employees district wide are responsible for understanding and following all payment handling policies and procedures.

A copy of these procedures along with any site specific duties must be posted at each site. Procedures must be consistent at each site for ease of training Security of funds and personnel are highly important. These procedures need to be discussed in detail with every new employee of the District.

As a measure of security and dual control, all voids, reversals or refunds are to be initialed by the employee's immediate supervisor. There will be no exception to this rule! Supervisors shall explain all voids, reversals or refunds on the next business day's Daily Cash Report.

A register receipt must accompany every transaction and be given to the customer!

**CHECK HANDLING PROCEDURES** - Examine each check carefully before accepting it. If alterations or erasures are obvious, **DO NOT CASH THE CHECK!!** Have the customer void the check and issue a new one. Do not cash checks unless all writing on it is legible. Do not accept post-dated checks. Be extremely cautious of checks numbered **500** or less.

1. Require identification from everyone presenting an out of town check over a 25 mile radius of Quincy.
2. Identification used should contain a photo, so that you can match photo to the person.
3. Always compare the signature on the check to the signature on the identification presented.
4. Make sure each check you accept contains a current phone number and address.
5. If the check is already signed, have the person sign the check again, this will not make the check invalid, but will let you know that it is their check.
6. PUT YOUR INITIALS IN THE TOP LEFT HAND CORNER OF THE CHECK
7. Do NOT accept Blank Counter Checks without proper identification.
8. Do NOT cash third party checks.
9. Accept checks for the amount of the purchase **only**.

**CASH HANDLING PROCEDURES** – These procedures are designed to help you reduce errors and most importantly provide excellent customer service.

1. One person shall be assigned to each cash drawer as the operator and person responsible for that drawer. Each drawer shall be closed and balanced with each shift. An immediate supervisor can be allowed to operate the drawer on a limited basis to accommodate for breaks, etc.

2. Do not bunch sales; ring each one individually.

3. Keep your cash drawer closed when it is not in use. Do not turn your back or leave your drawer without closing it.

4. Handle cash transactions carefully and leave bills on the cash register until sale is concluded. Inspect the money, watching out for marked money. Bills must never be put in cash register until the employee has counted the change back to the customer and the customer is satisfied and left the counter.

5. Make change with the fewest pieces of money possible and count out loud starting with the coin to finish making

the dollar, then count out the paper currency to the amount given.

6. Do not allow people to change their purchases in the middle of you counting their change. Finish making the change to the initial transaction; handle any changes as a separate transaction. Do not change a large bill when you are attending to another customer, it is courteous to your initial customer and does not leave your drawer open to fraud.
7. Whenever you have collected large sums of money, count and band together extra money, then place money into bank bag in the facility safe.
8. All currency must be straightened and organized so that all bills face in the exact same direction prior to banding. Only bills of the same denomination should be band together. All change should be placed in rolls when change is enough to fill a roll.
9. **NEVER** count your drawer at front desk or with concession stand windows open. Count cash in the office or designated areas where patrons are not able to see.
10. Notify a supervisor immediately of any potential long/shortage problems you may have. Remember, if you are long, you have shorted a customer! Any overages or shortages must be initialed on the daily cash reports by an immediate supervisor. If discrepancies in cash continue, you may be required to make up any and all shortages and/or may have your employment terminated.

**POS (CREDIT/DEBIT) CARD TRANSACTIONS** – The Quincy Park District processes credit card transactions through a third party processor and does not at any time during the transaction store cardholder information. All third party/terminals automatically batch out at 11:00 p.m. each night.

1. Access to cardholder data will be limited to employees requiring such information to complete assigned tasks.
2. Take card from card holder, if the back of the ID says “See Photo ID” ask for photo identification, then swipe the card & keep in your possession until the transactions is completed.
3. Compare the signature on the back of the card to the signature on the sales slip. If the signature line says something like “See Photo ID”, ask for a photo ID and compare signature on the photo ID to the sales slip.
4. If the card is not present when processing the transaction, the first 3 digits of the card holder’s address, the card holder’s zip code and, the CVC code (Security Code) on the back of the card must be obtained to complete the transaction.
5. If the card’s magnetic strip in not readable, treat the transaction as if the card is NOT present.
6. If a transaction is “Denied” do NOT reprocess the transaction. Ask the customer for another card or some other form of payment.
7. As a measure of security and dual control, all voids, reversals or refunds are to be processed by the employee’s immediate supervisor. The terminals will be programmed to require a supervisor’s password to be processed. There will be no exception to this rule! If a director so desires, a sealed envelope containing the override password can be kept at the location for customer service reasons. It is the supervisor’s responsibility to reset the password, notify the business office and create a newly sealed envelope.

8. Supervisors shall explain all, voids, reversals, or refunds on the next business day's Daily Cash Report. Their initials or signature must accompany all explanations.
9. Employees shall take all reasonable precautions to assure that Park District internal information, or information that has been entrusted to the Park District by third parties such as customers, will not be disclosed to unauthorized persons. Any temporary notation of cardholder information MUST be shredded via a cross-shred type shredder.
10. Credit card numbers must NOT be transmitted in an unsecure manner, such as by e-mail, unsecured fax, or through mail. E-mails received containing credit card numbers should not be accepted. The credit card number should be deleted and then a response may be sent to inform the individual that for their security, the District does not accept credit card information through e-mail. The e-mail should then be deleted and emptied from the *Trash Folder*.
11. At the end of employment or contract with the Park District, the employee is to return all information to which he/she has had access as a result of the position. The employee is not authorized to use sensitive information for his/her own purposes, nor is he/she at liberty to provide this information to third parties without the express written consent of the Executive Director.
12. Awareness training is provided for employees involved in card processing, provided a copy of the Payment Handling Procedures (Section 2.08), are expected to read and understand these policies, and understand how it impacts his/her job. As a condition of continued employment, the employee shall abide by the policies and other requirements found in these procedures. Non-compliance will be cause for disciplinary action up to and including dismissal, and perhaps criminal and/or civil penalties.
13. The Executive Director and the Director of Business Services shall be promptly notified on any information security breach.

**CLOSING PROCEDURES** – It is your responsibility to completely understand the paperwork and operations of your cash register. If, at any time, there is something about the procedures or cash register machine that you do not understand, contact your supervisor.

1. There must be a daily cash report for everyday of the year, when operational. If there are no sales, turn in a daily cash report and state the reason for the inactivity... rain, etc.
2. Cash reports must be turned in on a daily basis to the business office. The only exception would be weekends or holidays. In those cases, Daily Cash reports would be turned in on the first day that the business office reopens. The Director of Business Services must approve all changes to the Daily Cash Report.
3. All paper work is to be neat, legible, and accurate. These qualities must never be substituted at the expense of speed.
4. All bank deposit slips must be labeled with the name of the facility, amount, and date. An adding machine tape shall accompany all deposit slips that have in excess of 5 check items that total up the items being deposited and must total the amount of the deposit.
5. All money and reports must be completed, balanced, and signed before nightly deposit is made. A balanced Daily Cash Report is a report that the total sales for the day total the amount of the bank deposit, the POS batch report, and the total of the Gift Certificates collected for that period. The Gift Certificates shall accompany the Daily Cash Report to the Business Office.



6. The Business Office will not accept any Daily Cash Reports that do not balance! Unbalanced Daily Cash Reports are to be put into the appropriate director's inbox and an email shall be sent to the director notifying them of such action.

7. All locations must complete the inventory control procedures section on the daily cash report on a regular basis. Any product coming in or out of the location must have a transfer form signed by the supervisor and dated. The Gas dock must, on a daily basis, record beginning and ending inventory of gas meter readings. Inventory must balance out to the Daily Cash Report sales on each day.

Notify a supervisor immediately of any potential long/shortage problems you may have. Any overages or shortages must be initialed on the daily cash reports by an immediate supervisor. If discrepancies in inventory continue, you may be required to make up any and all shortages and/or may have your employment terminated.

8. Lock the register; leaving the cash register open. Put the Daily Cash Reports and deposits into the safe and lock it. **TRAINING PROCEDURES** – Annual staff training is to be conducted. Training shall be documented by a sign-in sheet of all attendees for each training session.

**2.09 -PETTY CASH-** A petty cash system has been established for nominal purchases not exceeding \$~~25~~50.00.

The following is prohibited from payment out of petty cash:

1. Items that cost in excess of \$~~25~~50.00 without Director of Business Services approval. The maximum limit is \$~~50~~75.00. Items between \$~~25-00~~50.00 and \$~~50-00~~75.00 must be recorded separately in the accounting system.
2. Payment for personal services
3. Cash advances to employees, unless authorized by the Director of Business Services
4. Cashing of personal or payroll checks

All petty cash receipts are to be coded and initialed and then turned in to the Business Office for reimbursement (see appendix). The employee issuing the petty cash will mark the receipt "PAID", or otherwise indicate a cash payment was made. The name of the vendor should appear on the receipt or on the petty cash voucher. Petty Cash funds are replenished from time to time as the need arises in the following manner:

Amounts expended are recapped in account number order on the petty cash envelope or journal. The journal with the receipts attached is submitted for processing as needed, but in any case at least once per month. A check is made out to "petty cash" to reimburse the fund and approved by the Board of Commissioners prior to cashing.

**2.10 –DESIGNATION OF DEPOSITORIES-** It shall be the duty of the Board of Commissioners to designate the bank or banks or other depositories in which the funds or monies received by the treasurer of the District by virtue of his office may be deposited and said Commissioners shall observe the precautions prescribed by law in designated such bank or banks.

**2.11 -INSURANCE-** It shall be the duty of the Board of Park Commissioners to take out such insurance, as it may deem necessary and sufficient for protection of the Park District or properties thereof.

**2.12 –CONTRACTS/PURCHASES-** Contracts for supplies, materials or work will be let to the lowest responsible bidder by sealed bid when required by Illinois Statute in the current Park District Code (70ILCS 8-1(c))

For procurement of supplies, materials or work below the statutory bid limit, the approving authority for the

purchase order will determine the number of quotes/proposals needed. The approving authority's signature on the Purchase Order indicates approval of the quote(s)/proposal(s) for the project.

Then the procured material or supply's price is advertised, a check of advertised prices can serve as a quote.

The Quincy Park District will not reveal quote/proposal amount(s) or any other details to other potential bidders/providers unless that information is public knowledge.

All contract Change Orders are to receive prior authorization by the Executive Director; If said contract was previously approved by the Board of Commissioners as a recommended award of formal bid, and the Change Order will result in exceeding contract project/purchase funds authorized, the Board of Commissioners must approve said Change Order prior to approval by the Executive Director; Emergency capital project Change Orders may be submitted to the Executive Director for immediate action and subsequent Board of Commissioners approval, as appropriate; An Emergency Change Order shall be defined as an immediate Change Order required to protect public health, safety or immediate construction integrity of the project.

**2.13 -BID BONDS**- The District may require as a bid surety a certified check or bid bond, equal to, at a minimum 5% of the proposal/bid amount as a proposal guarantee in conformity with Illinois State Statute. Such requirement shall be made on construction projects and other bidding procedures where it is determined to be in the best interest of the District/and or required by State Statute.

**2.14 -PERFORMANCE AND LABOR PAYMENT BONDS**- The successful contractor shall furnish a Performance Bond in an amount equal to 100% of the contract awarded and payment of all obligations there under as required by the Public Construction Bond Act (30ILCS 550/1). Bond form shall be AIA-311 or an equivalent acceptable to the Park District. Failure to supply required bonds within ten days after the bid acceptance or within such extended period as the Park District may grant shall constitute a default and the Park District may award the contract to the next responsible bidder or elect to re-advertise for bids. A defaulting bidder may forfeit their bid bond.

**2.15 -RECORDS RETENTION**- The Local Records Unit of the Illinois Secretary of State Department assists the District in making decisions relative to retention of certain records.

1. A representative of the Local Records Unit inventories records maintained by the Quincy Park District segregating those requiring permanent retention from those that would be marked for destruction at a certain time.
2. An inventory record is filed with the State by type, order of maintenance, and storage space required. The Local Records Unit may require copies of specific types of records.
3. Guidelines provided by the Local Records Unit are used in determining the retention of specific types of records. Records, which may be destroyed after an elapsed period, are marked with a destruction date.
4. An application is filed with the Local Records Unit, which seeks permission to destroy certain records. Once such permission is granted, the burden of responsibility is passed to the State relative to the destruction of the records.

**RECORD RETENTION GUIDELINES** – Refer to the Local Record Retention Schedule

**2.16 -COOPERATION BETWEEN AGENCIES-** The Board of Park Commissioners recognizes the need and desirability of cooperating with community agencies. In order to best serve the residents of the District in the most economical manner, all cooperative efforts should be instituted when it is believed that such cooperative efforts will better serve District residents on making the best utilization of District revenues.

Board members and staff of the District shall strive to cooperate to the fullest extent with other agencies in the community, including governmental, public, private and voluntary organizations. This cooperation, however, shall not be initiated or endured to the detriment or curtailment of the functions or operations of the District or to the detriment or curtailment of prior commitments with individuals or groups.

**2.17 -CONFLICT OF INTERESTS-** The Board of Commissioners recognizes that the District's success and reputation is dependent upon and entrusted to the honesty, integrity, and ethical standards of its Board members and employees.

Each action taken by a Board Member and/or employee in the course of their duties will be motivated by the District's best interests and will be free of outside influence and self-interests.

In the event of an act of conflict of interest by a Board member or the Executive Director, the Board shall have the responsibility to decide upon any action to be taken, and in the event of such an act by a staff member, that responsibility shall be the Executive Director's. In accordance with this policy, Board and staff members will comply with the following:

Board and staff members must disclose all memberships or financial interest in companies or organizations doing business with the District.

Board members must abstain from voting on any action in which they have a financial interest.

Board members will file a Statement of Economic Interests annually with the county as required by law and governed by State Statute (50 ILCS PARS 105/3 & 105/4).

Both Board and staff members will not accept any remuneration in money or service from any vendor or organization doing business with the District. The Quincy Park District will follow Illinois Compiled Statute; Refer to Conflict of Interest Quote Statute.

## **2.18 –OPERATIONAL BUDGET COST CENTER LEGAL LEVEL OF CONTROL POLICY-**

**Terms used: Fund, Department, Class, Object**

**Quincy Park District chart of account code example:**

XX – XX – XXX - XXX (Fund-Department-Class-Object)

Specific Example 10-04-000-6018

Fund: Corporate, Department: Parks, Class: General, Object: Uniform Supplies

**Definition:** A cost center is defined as follows for budgeting legal level of control purposes:

Fund level:

- Funds with no departments
- Recreation (20)

- Museum (30)
- Golf (60)
- Marina (61)
- Boehl Estate Trust (71)

Department Level:

- Corporate Funds (10)
- Capital Project Funds (50)

Class Level:

- Debt Retirement Funds (40.00.xxx)
- Capital Bond Funds (50.61.xxx)

### **Responsibility:**

It is the responsibility of each department head to closely monitor budget expenditures for all cost centers, which are directly under his/her administrative control. General executive and administrative oversight of all funds is responsibility of the Executive Director and the Director of Business Services. Proper department head budget monitoring requires, at a minimum, consistent monthly fiscal review of all cost center account codes, controlling expenses and anticipating over expenditures. The appropriate department head shall initiate all reserve use and transfer requests between cost centers.

### **Overdrafts within Cost Centers:**

Budget line overdrafts within a cost center do not require transfers or other formal action as long as the overall cost center budget is not exceeded. Directors will closely monitor the overdraft to make certain that the cost center budget is not exceeded and they should make adjustments to the budget as needed during the next budget cycle.

### **Fund Reverses to Cover Expenditure Overdrafts:**

When unanticipated expenses will cause a Cost Center to exceed its budget and the fund that supports that cost center has sufficient fund reserves, in accordance with the district's fund balance-reserve policy, to cover the amount needed, the Executive Director may authorize up to fifteen-twenty-five thousand dollars (\$~~15,000~~25,000) in aggregate of reserve funds be used to cover the over budget amount. Use of fund reserves over fifteen-twenty-five thousand dollars requires a staff recommendation and board approval. Authorizations by the Executive Director under this section must be reported to the board for their review.

### **Transfers between Cost Centers for Expenditure Overdrafts:**

If cost center approved expenditure levels have exceeded, or are anticipated to exceed the budget and there are not sufficient fund reserves to cover the overage, a staff recommendation to transfer funds must be completed and approved by the Board. After Board approval, the cash amount will be posted in the general ledger if required.

1. Requested budget transfers will be authorized only if sufficient fiscal year funds are retained in the account code from which the transfer originates;
2. Transfers may not be made between Enterprise Fund Cost Centers;

3. Budget transfers out of a Capital Fund department (not including Bond Funds), may not be considered until all fiscal year approved capital projects/equipment purchases have been encumbered;
4. All budget transfer requests must receive the approval of the Executive Director and certification of the Director of Business Services prior to final consideration by the board for the approval.
5. Transfers or use of fund reserves that will exceed the amount appropriated in the District's Budget and Appropriation Ordinance will not be approved except as authorized under the current statutes. (70 ILCS 1204 4-4)

## **2.19 -INVESTMENT POLICY-** ORDINANCE NO.08-11, and as amended by Ordinance 13-08, Ordinance 20-03

**WHEREAS**, investment policies and procedures for public agencies to include, but not limited to, objectives, collateralization, authorization, financial institution selection criteria and process, investment procedures, reporting requirements and indemnification are in the best interest of the taxpayers, public and of the Quincy Park District; and,

**WHEREAS**, the attached Investment Policy complies with the law of the State of Illinois and, *in* addition, provides certain safeguards for the tax monies and other monies and revenues of the Quincy Park District.

**NOW, THEREFORE, BE IT ORDAINED** by the Quincy Park District that the attached Investment Policy is approved and adopted as the Investment Policy of the Quincy Park District;

**BE IT FURTHER ORDAINED** that all ordinances and resolutions and parts thereof in conflict herewith are to the extent of such conflict, hereby repealed.

**BE IT FURTHER ORDAINED** that this ordinance shall be *in* force and affect from and after its passage and approval.

### **SECTION I – GENERAL INTRODUCTION**

The investment of public monies is a major responsibility of every public governmental entity. These responsibilities have become more complex due to the deregulation of the banking industry and the continuous emergence of diversified investment vehicles and opportunities. The Quincy Park administers an annual budget and appropriation ordinance representing several million dollars. Funds include appropriations for the General Fund, Special Revenue Funds, Debt Service Funds, Enterprise Funds, Internal Service Funds, and Trust and Agency Funds.

Material/ relevant, and decision-useful sustainability factors have been or are regularly considered by the agency, within the bounds of financial and fiduciary prudence, in evaluating investment decisions. Such factors include, but are not limited to: (i) corporate governance and leadership factors; (ii) environmental factors; (iii) social capital factors; (iv) human capital factors; and (v) business model and innovation factors, as provided under the Illinois Sustainable Investing Act (30 ILCS 235/2.5).

A sound investment policy requires a conscious, formal effort by officials to develop, implement and closely monitor the investment of public funds and to develop an investment policy which is consistent and applicable with governmental entities in the State of Illinois.

## 1. INVESTMENT PHILOSOPHY / STRATEGY -

Monies collected, appropriated, invested and expended by the Quincy Park District are public funds and therefore must be managed with prudent fiscal policies within the full meaning of public trust. It is incumbent on the Park District to consistently adhere to the following meaningful, yet simplistic investment philosophy and strategies:

1. Know what investments are being purchased. Investments should not include complex or exotic financial products, which can be imprudently used and managed.
2. Develop adequate controls and oversight.
3. Responsibility for Park District investment activity should never rest solely with one person. An investment reporting and review process should be established.
4. Make certain that all investments are collateralized. The Park District shall consistently maintain a conservative investment policy, which will result 100% protection of principal funds invested.
5. Diversify investments when advantageous. Due to market fluctuations, investment only in a single type of security would promote a "tunnel vision" mentality, which would not allow for seeking the highest collateralized investment return.
6. Match investment maturities and cash-flow requirements. Portfolio investments should be structured around anticipated cash-flow requirements.
7. The Park District may consolidate cash balances from all funds to maximize investment earnings.

## 2. INVESTMENT POLICY OBJECTIVES –

1. Safety of principal. Each investment transaction shall seek to ensure, without exception, that capital losses are fully avoided, whether they are from securities defaults or erosion of market value;
2. Liquidity. The investment portfolio is to remain sufficiently flexible in cash flow to enable the Quincy Park District to meet all operating requirements, which may be reasonably anticipated in any fund.
3. Maximum rate of return. The investment portfolio should be designed with the purpose of regularly matching the average return of 90-day United States Treasury Bills. The investment program should seek to augment returns above this threshold, consistent with risk limitations identified herein and prudent conservative investment principles matching the average return of 90-day United States Treasury Bills.
4. Public Trust. In managing an investment portfolio, officials should avoid any transaction that might impair public confidence in the Park District. Investments should be made with precision and care, considering the safety of the capital as well as the probable income to be derived.
5. Local Considerations. When practical, and in the best financial interests of the Park District, the investment portfolio should reflect investments through local financial institutions. It is the intent of the Board of Commissioners to invest in local financial institutions when the local bid is within the current prescribed differential of 50 basis points. **A basis point** is a value equaling one one-hundredth of a percent (1/100 of 1%). Each percentage point of yield equals 100 basis points.

## SECTION II - COLLATERALIZATION

Collateralization is required whenever deposits in financial institutions exceed the insured limits of the BIF or the SAIF

of the FDIC, and to meet the objective of preserving capital. In addition, the Governmental Accounting Standards Board (GASB) requires that governmental units' financial statements include note disclosures on uninsured or uncollateralized deposits.

Instruments of Collateralization are provided by a variety of securities. The following types of securities are accepted by the State Treasurer for collateralizing State of Illinois monies and are acceptable to the Quincy Park District:

1. United States Government Securities;
2. Obligations of Federal Agencies;
3. Obligations of Federal Instrumentalities;
4. General obligation bonds of Illinois Municipalities rated "A" or better.
5. Mortgage-backed securities are not acceptable as collateral. The amount of collateral provided shall be not less than 100 percent of the fair market value of the net amount of public funds secured; however, as a hedge against market fluctuation, a greater amount of collateral for public funds may be considered.
6. The ratio of fair market value of collateral to the amount of funds secured shall be reviewed at least quarterly and additional collateral requested when the ratio declines below the required level.
7. Pledged collateral shall be held by the Quincy Park District or in safekeeping and verified by a collateralization agreement.
8. If collateral is held in safekeeping, it may be held by a third party or by an escrow agency of the pledging institution. If held by a third party, the designee shall receive prior approval of the Park District;
9. If investment collateralization is necessary, a fully executed Park District Collateralization Agreement will be required;
10. Collateral agreements shall preclude the release of pledged assets without an authorized signature of the Executive Director of the Park District and only if the release of collateral is in exchange for collateral of like value.
11. The length of maturity of securities pledged should somewhat mirror the maturities of the investments/deposits that are being collateralized. If the average investment/deposit is less than 180 days, the securities pledged should have a maturity of 1 year or less.

### **SECTION III - AUTHORIZED INVESTMENT INSTRUMENTS**

1. Savings Accounts - Savings accounts are usually insured by the Savings Account Insurance Fund (SAIF) of the Federal Deposit Insurance Corporation (FDIC) insurance.

Amounts in excess of the FDIC maximum insurance limits must be collateralized or transferred to other accounts or depositories.

2. Now, Super Now, Savings and Money Market - These accounts provide alternatives to checking accounts, providing the same basic services while yielding interest and have withdrawal restrictions imposed by federal regulation with a minimum balance required. These savings type accounts are insured by the FDIC.

3. Certificate(s) of Deposit - Investment instruments available at banks or savings and loan associations for a determined maturity at fixed or variable interest rates. Amounts in excess of the FDIC maximum insurance limits must be collateralized in advance of the deposit of funds.

4. Illinois Public Treasurers Investment Pool - Provides a means of short-term investment of funds with no minimum deposit or withdrawal levels and requiring a prior day notice for transactions. All investments are fully collateralized



time deposits, full-faith and credit securities of the federal government with securities backing investments held by a third party custodian bank.

5. Illinois Park District Liquid Asset Fund Plus - Fund is governed by a Board of Trustees made up from its participants and is sponsored by the Illinois Association of Park Districts and Illinois Park and Recreation Association. Fund investments are approved United States Government securities, federally insured certificates of deposit and certificates of deposit in excess of FDIC insurance are secured with approved United States Government securities.

**Fund provides government entity investor with the ability to make fixed rate/fixed term investment to meet specific investment needs and maturities.**

6. Money Market Mutual Funds - Funds must be registered under the Investment Company Act of 1940, and is limited to bonds, notes, and certificates of indebtedness, treasury bills, or other securities whose principal and interest are guaranteed by the United States Government.

Funds enable the investing governmental entity the opportunity to invest in short-term securities at a money market rate.

7. U.S. Treasury Bills - Issued by the United States Treasury with maturities no longer than one year and available in book-entry form only which sell at a discount. Interest earned is the difference between the purchase price and the par value.

U.S. Treasury sells bills at auction in minimum denominations of \$10,000 and then multiples of \$5,000 thereafter, and can be selected to match cash flow needs.

8. U.S. Treasury Notes and Bonds - Long-term investments, with notes having original maturities of two to ten years and bonds having original maturities of ten years or longer and issued in book-entry or registered form by the U.S. Treasury. Generally, U.S. Treasury has standardized procedures and timing for sale of notes and bonds, with interest paid semi-annually.

9. U.S. Treasury STRIPS - Discounted purchases from the U.S. Treasury in \$1,000 minimum investments, which receive the full faith and credit of the United States Government. Face value at maturity with a maturity range of three months to twenty-eight years.

10. Quincy Park District issued interest bearing Bonds whether the interest earned thereon is taxable or tax-exempt under federal law.

#### **SECTION IV - FINANCIAL INSTITUTION SELECTION CRITERIA**

1. Security - Banks must be insured by the FDIC and savings and loan associations insured by the SAIF. Must be able to secure collateral issuance over the insured limits and within policy standards of the Board of Commissioners. Non-bank institutions, such as securities dealers and general investment firms are required to complete a formal investment portfolio which will be initially reviewed by the Finance Committee for formal recommendation to the Board of Commissioners.

Only primary dealers, listed by the Federal Reserve Bank, the Bond Buyers Directory of Municipal Bond Dealers, or a major financial institution may be considered.

2. Size of Investment(s) - Size of Park District investment(s) shall only be limited to available investment funds, which are, at a minimum, fully collateralized.
3. Location of Investment(s) - Basis point preference, as stipulated in Section I,3.5 above, may be given to local depositories, brokers and/or dealers even though this practice may restrict the competitive investment of



public funds. It is recognized that United States Government guaranteed Securities enjoy excellent liquidity of an active secondary market and may, therefore, may be brokered through local, qualified financial firms.

4. Investment Services and Fees - Any financial institution selected, by the Board of Commissioners, shall provide normal banking services, including, but not limited to: checking accounts, wire transfers, purchase and sale of investment securities and safekeeping services.

Fees for investment services shall be authorized by the Board of Commissioners on an annual basis and shall be substantiated by a monthly account analysis and shall be reimbursed by means of compensating balances.

#### **SECTION V - NON-FINANCIAL INSTITUTION SELECTION PROCESS**

Formal investment portfolio package bid specifications shall be prepared by the District.

Bid specifications may be prepared seeking the professional investment services of a locally qualified non-financial institution investment-firm/broker in lieu of seeking same from a financial institution. This decision shall be rendered by the Board of Commissioners. Formal bids of non-financial institutions received by the district shall be evaluated by the Finance Committee.

Recommendation(s) of the Finance Committee for use of a non-financial institution shall be forwarded to the Board of Commissioners for approval. Recommendation shall be in the form of a Staff Recommendation prepared by the Director of Business Services.

Staff Recommendation shall include verification that, if appropriate, the third party holding collateral for the investment(s) is secure and pledged only to the subject investment(s).

## **SECTION VI - INVESTMENT PROCEDURES /RESPONSIBILITY**

1. The following responsibilities may not be delegated:

<b><u>Description of Task</u></b>	<b><u>Responsibility</u></b>
1. Receives Revenues.	Board of Commissioners
a) Endorse checks and other forms of payments to be deposited into the district's accounts. b) Deposits revenues in designated depository within two working days after receipt.	Director of Business Services
2. Reviews cash flow projections to recommend requirements	Director of Business Services
3. Approves cash flow requirements for investment purposes.	Executive Director
4. Determines investment amount and maturity date as well as funds from which to invest.	Executive Director (recommendation by Director of Business Services)
5. Contacts authorized financial institution or investment firm representative and provide them with the investment amount, suggested maturity date and collateral required. (A minimum of two days prior to investment, or as required)	Director of Business Services
6. Arranges for the transmission of funds from the depository to institution or firm awarded the investment(s).	Director of Business Services
7. Within five working days of investment, receives written evidence of deposit from financial institution, ET. al., holding the investment and written evidence of collateral from third party.	Director of Business Services
8. Monitors investment maturity dates, amount of investment(s) and verifies calculated interest earnings.	Director of Business Services
9. Opens Deposit accounts at financial institutions and executes all necessary documents.	Executive Director and Director of Business Services

2. Other Investment Procedures:

- a. When the District invests its funds, in accordance with this policy, in Quincy Park District interest bearing bonds, herein referred to as "Self-Funded Bonds", it shall be the responsibility of the Director of Business Services to document how the bond rate was determined. Documentation shall include, at a minimum, similar structured Illinois bond sales data. For reference, these Self-Funded Bond transactions are intended to, depending on market conditions, allow the District to issue debt at a slightly lower rate than the market while at the same time obtain a higher rate of return on its investments.

## **SECTION VII - INVESTMENT PORTFOLIO REPORTING REQUIREMENTS**

1. A current Park District investment information and investment results report, as a performance measure, shall be submitted to the Board of Commissioners on a monthly basis.
2. The Monthly Investments Report shall include data relating to the type of investments, investments by fund,

financial institution, interest rate, maturity dates, amount invested, total amount of security, cash available, total interest earnings year-to-date, average rate of return on all investments and a concise narrative preface to serve as an explanation of market conditions and the basis of investment decisions .

3. An Annual Investments Report shall be submitted to the Board of Commissioners, no later than thirty calendar days from the close of the prior fiscal year, and shall focus on the overall performance of investments during the prior year as well as a projection of what may be anticipated in the ensuing fiscal year on a comparative basis.
4. The Quincy Park District annual, independent Audit Report - shall include a review of investment policies and practices and compare the results against goals established at the beginning of the year of audit.

#### **SECTION VIII - INDEMNIFICATION**

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

Based on the above standard for professional responsibility, investment officers of the Quincy Park District acting in accordance with this investment standard shall be relieved of personal responsibility for market price changes, provided that deviations from expectation are reported in a timely fashion, and appropriate action is taken to control adverse developments.

## **CHAPTER 3**

### **General Administration**

**3.01 DONATIONS/GRANTS/GIFTS TO DISTRICT-**Monetary and non-monetary donations, grants and gifts, to the district, representing a value of \$25,000 or more, must receive Board approval prior to acceptance, if not a current District approved project or part of a District approved park master plan.

#### **3.02 –PUBLIC PARK AND FACILITY NAMING POLICY-**

##### **I. Purpose**

To establish a formal policy and process for naming public park lands and facilities in the Quincy Park District. A sound policy can add meaning and significance that embody the value and heritage of this community.

##### **II. Authorization**

The Quincy Park District staff shall be responsible for recommending to the Board of Commissioners the naming of all-public parks and facilities to the Quincy Park District Board of Commissioners.

##### **III. Objectives**

- A. Provide name identification for individual parks.
- B. Provide name identification wherever appropriate of public buildings, structures, facilities, and specified areas.
- C. Provide for citizen input into the process of naming parks and facilities as enumerated above.
- D. Insure control for the naming of parks and facilities by the Board of Commissioners through the recommendations of the Quincy Park District Staff.

##### **IV. Qualifying**

Names should provide some form of individual identity related to:

- A. The geographic location of the facility
- B. An outstanding feature of the facility
- C. The adjoining subdivision
- D. Commonly recognized historical event, group or individual
- E. An individual or group who contributed significantly to the acquisition or development of the individual facility.
- F. An individual who provided an exceptional service in the interest of the park system as a whole.

##### **V. Naming Process**

- A. At the time parkland or facility is acquired but before development occurs the Executive Director will assign a nondescript temporary working name for the area or facility.
- B. Once the development is initiated the Executive Director will receive naming applications for review by the Quincy Park District Board of Commissioners.

- C. After a name is decided upon by the Board of Commissioners, public notice of the recommended Qualifying Name will be posted on the District's web site. Citizen comments and recommendations must be in writing to the Executive Director and be postmarked within the fifty (50) day public-notice period.
- D. For an individual (excluding historically significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the park or facility or to the park system overall. The recommended name must be accompanied by a biographical sketch which shall provide evidence of contributions to the park, facility, or park system overall.
- E. After the fifty (50) day public notice period, the Executive Director, with the approval of the Board of Commissioners, will submit the recommended name to the Board of Commissioners for final approval.

#### *VI. Renaming*

- A. The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.
- B. Only those parks and facilities named for geographic location, outstanding feature or subdivision should be considered for renaming. Parks named by deed restriction cannot be considered for renaming.
- C. Parks and facilities named after individuals should never be changed unless it is found that the individual's personal character is or was such that the continued use of their name for a park or facility would not be in the best interest of the community. In order for a park or facility to be considered for renaming the following must occur:
  - a. The recommended name must qualify according to Section V of this policy, and;
  - b. Be accompanied by a petition from the particular park or facility users.

#### *VIII. Plaques, markers, memorials*

- A. All plaques, markers, and memorials are subject to the same naming criteria in Section V of this policy except for memorial benches and pavers which are governed by IX below.
- B. Because they are prone to vandalism and need maintenance, plaques, markers, and memorials should be used sparingly.
- C. The Quincy Park District, subject to approval by the Board of Commissioners, establishes the style, size, and placement of all plaques, markers, and memorials except for the memorial benches and brick pavers covered under IX below.

#### *IX. Memorial Benches and Brick Pavers*

- A. Plaques or pavers no larger than 18 inches x 18 inches may be placed on or near memorial benches or on a board approved memorial plaza. The plaque or pavers must be donated in memory of a person and may contain the name of a person, or "In Memory Of; (Name of person) or "In Loving Memory of; (Name of a person) and a date.
- B. Plaques may be mounted on the bench or the foundation as appropriate. Pavers may be installed in a memorial plaza area approved by the Quincy Park District Board.
- C. Memorial to other than a person i.e. a company or organization must be approved according to VIII above.
- D. The Quincy Park District reserves the right to reject any plaque or paver, at its sole discretion, for any reason.

Advertisements for any plaque or paver program will include this language.

## VII. Other Naming Alternatives

Parks or Facilities named under A, B, or C below is subject to the fifty day public comment period before final adoption.

- A. Park or Facility named by deed restriction: A park or facility may be donated to the Quincy Park District can be named by deed restriction by the donor. The naming and acceptance of land is subject to approval by the Board of Commissioners.
- B. Park or Facility named to recognize a philanthropic donation:
  - a. Philanthropic donation naming must be for the actual name of a person or family or for a service club or similar charitable organization. Naming for a commercial corporation or product is discussed in Chapter 3.03. Parks and facilities already named for a person, family or qualified organization, will not normally be renamed unless named for an organization that no longer exists.
  - b. Donation Amount: Normally, the donation amount should equal fifty percent or more of the value of the land, facility development or renovation.
  - c. No Contract or Agreement: Parks and facilities named under this chapter are named to recognize the donor as provided for in District Policy. No contract, guarantee or rights are provided to the donor. Any naming decision that includes a contract, guarantee or conveys any rights to the donor or continuing obligation to the Quincy Park District will be handled under COMMERCIAL NAMING RIGHTS OF PARKS AND FACILITIES, below.
- C. Commercial Naming rights of Parks or Facilities:
  - a. Park Naming Rights: Normally, an entire park will not be named or renamed under a commercial naming rights contract.
  - b. Facility Naming Rights: Facilities within a park may be considered for commercial naming rights contract under the conditions below. This action is a commercial contract where the district sells the right call a facility after a company or product for a specific period of time in return for its market value as an advertising venue for the company.
  - c. Commercial use of a public facility may affect the status of any tax exempt bonds used to finance the facility. The potential impact on any tax exempt bonds will be analyzed against current IRS rules before a naming rights contract is considered
  - d. Procedures:
    - 1. Determine the fair market value of the naming rights to the facility.
    - 2. Identify the term of the naming rights. Normally, contracts will be for five years or less, with a right to renew, if appropriate.
    - 3. Identify the signage location and style desired.
    - 4. Identify all costs associated with the naming including any signage, web site updates, etc.
    - 5. The contract terms will include an initial payment that covers all direct and indirect costs associated with the naming and an annual fee that equals the calculated value of the naming. This includes the value of the name being used on the web site, the Districts printed material and the location signage.
    - 6. Naming rights may be rejected if the product is not compatible with the Park and Recreation functions of the Park District. All contracts will contain a clause allowing the District to terminate the agreement if the company or product falls into disrepute or ceases operations after the fact.

**3.03 -CRITERIA FOR HONORING FULL-TIME EMPLOYEES, VOLUNTEERS, ORGANIZATIONS, ETC.-** The following guidelines have been established to recognize the contributions of park commissioners, volunteers, staff and others as they leave the Park District service.

*A. Special recognition of Board Members and full-time employees.*

Resigning and retiring Board Members and Employees Resigning and retiring Board Members and Employees will be appropriately honored if, in the opinion of the Park Board, the employee has met one of the following requirements:

1. Good work record.
2. Served the Park District for a reasonable length of time.
3. Outstanding contribution to the Park District.

*B. Service Awards*

Board members and full-time employees who have reached certain anniversary dates. Such awards shall be given at five years, ten years, fifteen years, twenty years, twenty-five years and thirty years. Part-time employees who have worked 15 years may receive a plaque.

*C. Recognition of Volunteers, Service Organizations, Field Work Students*

Appropriate recognition will be given to volunteers, service organizations, field students and others when the Park Board feels they have met one of the following requirements:

1. Served a full-term on a park district advisory committee
2. Donated money, services, supplies or equipment to the Quincy Park District.
3. Volunteered time on a particular event or events.
4. Have made contributions to the Park District through fieldwork experience. Persons may be honored by the Park District more than once but not for the same act or service as once honored.

**3.04 -SAFETY POLICY-** Safety Policy Statement-It is the intention of the Quincy Park District to develop, implement and administer a comprehensive loss prevention program. The Quincy Park District maintains that the public and its employees are their most important assets. Therefore, public and employee safety is our greatest responsibility. Department heads and supervisory personnel at all levels of the Park District work force are directed to make safety a matter of continuing concern, equal in importance with all other operational considerations. This program is established to emphasize that effective loss prevention is an integral part of management procedures designed to fully utilize the Park District's capital and personnel.

1. All employees are expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient and the only acceptable way to perform it. Safety adherence and performance will be considered an important measure of supervisory and employee evaluations at the Park District. Non-compliance with safety policy is considered very serious and could lead to suspension without pay or dismissal.
2. A Safety Committee has been established to initiate, implement and monitor a continuous and comprehensive safety program. A representative from each Department sits on the Committee.
3. A safety manual review is required as a condition of employment, with the employee signing off as required.

**3.05 -AMERICANS WITH DISABILITIES ACT-** The Americans with Disabilities Act of 1989 (ADA) is designed to end discrimination against persons with disabilities in employment, public services, public accommodations and telephone services. The Quincy Park District supports the intent of the law through implementation of non-discriminatory employment practices. The term "disability" includes:

- a) a physical or mental impairment that substantially limits one or more life activities.

- b) a record of such impairment
- c) being regarded as having such an impairment

The non-discriminative provisions of the ADA refer to all employment-related decisions, including recruitment, hiring, compensation, job assistance, benefits, training, and the Park District will attempt to provide reasonable accommodations including: job restructuring, modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices and the provision of readers or interpreters. The intent of the law is that accommodations do not impose an "undue hardship" on the employer.

**3.06 -ENFORCEMENT OF PARK DISTRICT ORDINANCES-** Park District employees and those designated under The Park District Code are not to be police officers. If an employee observes a Park user breaking a Park ordinance, policy or procedure, the employee should proceed as follows:

1. Use good judgment.
2. When possible, approach the Park user in a polite, friendly manner.
3. Inform the Park user of the violation.
4. Carefully explain the reason behind the rule.
5. If the user persists, ignores or creates a scene, quietly and quickly call the police. 911 Emergency / 222-9360 Non- Emergency
6. Wait for the police to arrive. Inform the officer what you witnessed.
7. Sign complaint if requested.
8. No arrests or physical apprehension of persons violating the Park Ordinance shall be permitted except under circumstances where there is a serious and eminent threat of bodily harm or the actual infliction of bodily harm is taking place.

**3.07 -ENVIRONMENTAL STRATEGIC STATEMENT-** The public and the Park District are increasingly concerned about environmental issues facing our entire community. It is our intent to have the Park District be a role model and assume a partnership role in developing and implementing programs that demonstrate and teach the value and vitality of sound environmental policies, practices and procedures.

**3.08 -ENVIRONMENTAL PRINCIPLES-** The following are general principles for developing sound environmental policies, practices and procedures. The Park District will use these principles to guide our thinking as the District develops environmental action plans for the future:

1. Reduce wastes
2. Recycle materials and practice safe waste disposal.
3. Conserve energy sources.
4. Actively promote public education of environmental issues.
5. Minimize or eliminate pollutants.
6. Restrict the use of pesticides and herbicides
7. Expansion of environmental programs to children and families by implementing active outreach through the Park District.
8. Utilization of recycled products.
9. Enhancement of public education of developing product-recycling demonstrations.
10. Development of Comprehensive tree replacement programs.
11. Installation of recycling receptacles in Parks.
12. Serve as a resource to disseminate environmental information to the public.



13. To preserve established wetland areas.

Opportunities to be considered:

- Staff review should include proposed development. Expected maintenance issues, expected liability issues, and neighboring property review.
- The minimum size of a neighborhood park should be three acres.
- When at all possible street frontage for neighborhood parks should be the entire length of the park on two sides:
  - to provide better visibility;
  - to allow on-street parking;
  - to discourage users from cutting through private property to get to the park;
  - to develop facilities away from adjacent residential property; and
  - to provide more usable space.
- Service area of each neighborhood park should be within approximately one-half mile pedestrian walking distance.
- Storm water control facilities should occupy no more than one-half of any neighborhood parks.
- Utilize other existing public land whenever possible for the acquisition and development of new neighborhood parties.
- The Quincy Park District will work with the city of Quincy to establish a land donation ordinance which requires ten acres per land per thousand population to be dedicated for park and recreation purposes.
- All gifts donated to the Quincy Park District representing a value of \$25,000 or more, must receive Board approval prior to their acceptance.

**3.09 -EASEMENTS-** It is not uncommon for the Quincy Park District to receive requests for easements. The following policies shall govern granting of easement requests. Proposed easements shall not interfere with existing or proposed development plans of the requested park. Easement requests should not place undue use restrictions on the park site during construction or after the ground is repaired and available for public use. Those granted an easement shall be expected to fully restore at their expense all landscaped items such as trees, shrubs, sod, flowers, etc. to their original condition or better as determined by the Park District. The Park District would require that when an easement request is submitted, that the following be attached:

- a) survey of property in question
- b) engineer's certified legal description
- c) description of the easement
- d) easement drawn on the survey so that both the attorney and the park board know exactly where the easement is.

The District receives many requests for proposed easements. Many of these could be broken down into temporary easements and permanent easements:

a) Temporary easements may be defined as those submitted from a homeowner, private contractor, utility company or governmental body wishing access for construction of improvements to another's property. The decision on granting said request will be at the discretion of the administrative staff. A security deposit may be required in addition to a written statement from the person making the request stating that all damages to park property will be fully paid by said owner.

b) Permanent easements may be requested of the Park Board at a regular scheduled monthly meeting.

**3.10 -FENCING OF PARK SITES-** As development/improvements of park sites occurs, the Board of Commissioners shall make determinations on the placement of perimeter barrier fencing when necessary. If an adjoining property owner requests that a fence be installed, the Board may elect to install a fence under the following conditions:

- a) If it is felt that the fence will serve as a benefit primarily to 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 50 - 100% the cost.
- b) If the fence is felt to serve as a benefit only to the property owner, the Park District will consider such a fence as long as it conforms to the Park District's specifications and that owner pays 100% of the cost. The Park District feels that all park sites should be as open as possible. Requests for permanent fencing of ball diamond outfields will be considered on a case-by-case basis.
- c) Special requests for temporary fencing will be considered. Special request for temporary fencing at other locations will be considered upon a per request basis.

**3.11 -LOAN OF EQUIPMENT-** The practice of borrowing and loaning of publicly owned equipment is common amongst local municipalities. It is felt the major reasons for borrowing and loaning of equipment are whenever possible governmental agencies should consolidate equipment. This joint use allows for greater savings of the tax dollar to the general public.

Specialized pieces of equipment, which are costly items, and used somewhat infrequently, will not be loaned out. Equipment breakdowns or periodic emergency situations do arise when additional equipment is necessary and it is with these items in mind that the policy of the Quincy Park District shall be that when determined necessary by the administrative staff, the district may engage in both loaning and/or borrowing of equipment. Administrative staff is also empowered to establish a fair rental on specialized pieces of equipment. It is also understood that the Park District may loan equipment to other governmental agencies with the expectation of not charging the requested agency, which in turn will reciprocate at a later date. Loaning of equipment to private individuals or organizations is not permitted unless special approval is authorized by the Park Board.

**3.12 -COMPLAINTS-** Residents of the Quincy Park District and users of its facilities and recreation programs may from time to time find situations, which are not to their liking. When these situations are brought to the attention of the Park District staff, either by phone, written correspondence or face-to-face, the District staff will respond to their concern, as it is the responsibility of the Park District employees to work toward minimizing the number of valid complaints by improving the services of the Park District. Complaints should be received and acknowledged with a positive attitude. Subsequently, the complaint information shall be directed to the Executive Director. The appropriate Director will follow up on all inquiries, complaints, etc., with the resident, letting them know that their concern is being addressed. Final results will be communicated to the resident in a timely fashion.

**3.13 -BOARD PACKET-** In order for the Park District to function properly, the Board of Park Commissioners must be kept abreast of all that is happening within the Park District. The Board is kept informed on a day-to-day basis and as the need arises. Formal action is taken at the Board Meeting held usually once a month (second Wednesday of the month except January, which is the third Wednesday).

In addition, reports informing the Board of all pending matters and the financial conditions of the District are also presented. Recommendations are made by staff with the final decision being made by the Board of Park Commissioners. The Board is the governing body of the Park District and the community and staff relies on the Board's decisions to make it operate at its peak.

Board packets, which are prepared by office personnel, take precedent over all other duties. All material must be given to the Executive Director five days prior to packet delivery. Any material received subsequent to the five days deadline will be completed at the discretion of the Executive Director. The board packet, including reports and financial statements, are posted by the Director of Business Services or his designee, the Friday preceding the meeting.

**3.14 -PHONE CALLS-** The Park District is evaluated by the initial contact made by the public. It is important that the first person, normally the receptionist, is congenial and enthusiastic. It is a reflection on the type of service they will receive.

When answering any calls at the Park District, the person should identify the Park District and his/her name. Questions should be answered or the call disseminated to the proper person. The name of the caller will be asked in order for the employee to locate needed information, and prepare for the call.

**3.15 -OFFICE REGISTRATIONS FOR PROGRAMS-** All registration of programs take place at the administrative office/ business office or online. The registration form is filled out by the participant and given to the receptionist along with a check, Credit/Debit Card, or cash covering the cost of the program. The receptionist enters the registration into the computer and verifies that the proper amount of money is received for the program desired. The backs of all checks are to be endorsed by Quincy Park District stamp. The computer will generate a receipt, which includes all pertinent information needed for the participant. Each day, the receptionist ties out cash, Credit/Debit Card and checks received. All registration forms are disbursed to the Bookkeeping Department, where verification takes place. The Bookkeeping Department matches computer deposit forms with monies for authenticity. Deposit tickets are created from computer registration forms. Adjustments are made for balancing purposes at this time (staff, refunds, scholarships, Visa/MasterCard, etc.) Checks are stamped. Checks and cash are calculated and recorded on the deposit ticket. The Director of Business Services takes necessary deposits to the financial institution.

**3.16 -USE OF OFFICE MACHINES-** The use of office machines (copy machine, ~~fax~~, postage meter, laminator, and calculators) may be used with department head approval and when it does not interfere with normal business office operations. The business office will handle all regular or corrective maintenance. Personal business will not be conducted on Park District equipment without Department Head approval. When staff is assigned a particular computer, other Park District employees without prior approval may not utilize it. Any personal use of computers is prohibited unless department head gives authorization.

**3.17 -FREEDOM OF INFORMATION-** Any person requesting records of the Quincy Park District may make such a request in writing either in person or by mail, at the business office located at 1231 Bonansinga Dr., Quincy, Illinois. Such request should be made to the FOIA Officer of the Assistant FOIA Officer at the same address and if he/she is not present in person, you should see the Executive Director. Requests will only be accepted during regular business hours.

In case of any conflict between Quincy Park District policy and state law, the state law will take precedence over District policy.

### **3.18 -PARKS AND FACILITIES WITHIN THE QUINCY PARK DISTRICT-**

### District Facilities

Location/Park Name		Size (Acres)
	<b>Mini Parks</b>	
1	Leon Bailey Park	0.5
	SUBTOTAL	0.5
	<b>Decretive/Historical</b>	
2	Clat Adams Park	3
3	Edgewater Park	2
4	Villa Katherine	4
5	Washington Park	4
6	Lorenzo Bull Park	4
	SUBTOTAL	17.0
	<b>Sports Complex</b>	
7	Boots Bush Park	14
8	Westview Golf Course	166
	SUBTOTAL	180
	<b>Park Trail</b>	
9	Boehl Memorial Park	14
10	Parker Heights Park	23
11	Bill Klingner Trail – IL Veterans Home (5-12 St)	22
12	Bill Klingner Trail – (18-24 St.)	17
	SUBTOTAL	76
	<b>Natural Resource Area</b>	
11	Bob Bangert Park	31
12	Indian Mounds Park	37
13	Sunset Park	14
	SUBTOTAL	87
	<b>Neighborhood Parks</b>	
15	All America Park	17
16	Berrian Park	12
17	Emerson Park	1
18	Gardner Park	38
19	Johnson Park	4.5
20	Madison Park	8
21	Riverview Park	25
22	Westview Park	10
	SUBTOTAL	115.5

	<b>Community Parks</b>	
23	Bob Mays Park	53
24	Kesler Park	11
25	Moorman Park	80
26	Quinsippi Island Park	130
27	Reservoir Park	11
28	South Park	135
29	Wavering Park	47
30	Lincoln Park	12
	SUBTOTAL	479
	<b>Boulevards/Islands</b>	
31	Aldo Boulevard	0.3
32	Payson Ave	0.4
33	Country Club	0.05
34	East Ave	0.2
35	Park Place	0.75
	SUBTOTAL	1.7
	<b>Special Use Areas</b>	
36	Lock & Dam # 21	3
	SUBTOTAL	3
	<b>Other Maintained Sites</b>	
38	Drakewood	9.9
39	Deer Park	1.5
	SUBTOTAL	11.75
	GRAND TOTAL	971.45

**3.19 –ADMINISTRATION SUCCESSION PROCEDURE–** The importance of providing an ongoing method of administration for the smooth operation of the Park District is noted in this procedure for management succession. In the event that the Executive Director is not available to perform his/her duties, this procedure provides for the orderly appointment of an authorized replacement to act on his/her behalf. In an absence of the executive Director lasting more than one working day, he/she shall appoint a replacement for carrying on the administrative responsibilities of the position to ensure continuity in the chain of command. The Executive Director will choose one of the following Department Heads to assume these duties: Director of Parks, Director of Business Services, or Director of Program Services. Assumption of those duties will occur after notification by the start of business on the day the Executive Director returns. The Acting Executive Director has all the responsibilities and should follow all the policies and procedures of the Park District.

Each Department Head will be responsible for the development and implementation of a succession system for their

individual operations. In all cases when the Department Head is absent from work for more than once day, an Acting Department Head will be named to ensure that the day to day succession making responsibilities go undisturbed.

In the event the Executive Director is incapacitated; the Board may appoint an Acting Director to serve until such time as the Executive Director can resume his duties.

## **SUCCESSION PROCEDURE CHAIN OF COMMAND**

**3.20 -SUCCESSION PROCEDURE-** The succession procedure will be implemented when the Executive Director or Department Head is incapacitated, out of town, ill or is unable to perform his/her duties. The Executive Director or Department Heads will notify departments including affected supervisors and the business office via electronic mail or office memo. When the chain of command for the Executive Director is exhausted, the Board of Commissioners will assign a replacement.

### **ADMINISTRATION**

#### **EXECUTIVE DIRECTOR**

- 1) Director of Parks
- 2) Director of Business Services
- 3) Director of Program Services
- 4) Director of Golf
- 5) Director of Marketing/Operations

#### **DIRECTOR OF PARKS**

- 1) Park Supervisor

#### **DIRECTOR OF PROGRAM SERVICES**

- 1) Recreation Program Manager I
- 2) Recreation Program Manager II

#### **DIRECTOR OF GOLF**

- 1) Assistant Director of Golf
- 2) Golf Superintendent

#### **DIRECTOR OF BUSINESS SERVICES**

- 1) Administrative Assistant
- 2) Accounting Systems Administrator/Bookkeeper

### **WESTVIEW GOLF COURSE CHAIN OF COMMAND**

The succession procedure will be implemented when the Director of Golf or the Pro Shop Manager is incapacitated, out of town, and out of contact, ill or is unable to perform his/her duties. The Director of Golf or Supervisor will notify all departments, the Executive Director and all affected employees via electronic mail or office memo. When the Westview Golf Course chain of command is exhausted, the Executive Director will assign a temporary replacement.

#### **DIRECTOR OF GOLF**

1. Assistant Director of Golf
2. Golf Course Superintendent

### **PARKS DEPARTMENT CHAIN OF COMMAND**

The succession procedure will be implemented when the Director of Parks or Department Supervisor is incapacitated, out of town and out of contact, ill or is unable to perform his/her duties. The Director of Parks or Supervisor will notify all departments, the Executive Director and all affected employees via electronic mail or office memo. When the Parks Department chain of command is exhausted, the Executive Director will assign a temporary replacement.

#### **DIRECTOR OF PARKS**

1. Park Maintenance Supervisor

#### **PARK SAFETY SUPERVISOR**

1. Director of Parks\*

\*An experienced Park Ranger will be used to assist with Ranger Scheduling/Supervision.

## **PROGRAM SERVICES DEPARTMENT CHAIN OF COMMAND**

The succession procedure will be automatically implemented when the Director of Program Services or the Recreation Supervisor II is incapacitated out of town, and out of contact, ill or is unable to perform his/her duties. The Director of Parks or Supervisor will notify all departments, the Executive Director and all affected employees via electronic mail or office memo. When the Program Services Department chain of command is exhausted, the Executive Director will assign a temporary replacement.

### **DIRECTOR OF PROGRAM SERVICES**

1. Recreation Program Manager I
2. Recreation Program Manager II

## **BUSINESS SERVICES DEPARTMENT CHAIN OF COMMAND**

The succession procedure will be implemented when the Director of Business Services is incapacitated, out of town and out of contact, ill or is unable to perform his/her duties. The Director of Business Services will notify all departments, the Executive Director, and all employees via electronic mail or office memo. When the Business Services Department chain of command is exhausted, the Executive director will assign a temporary replacement.

### **DIRECTOR OF BUSINESS SERVICES**

1. Administrative Assistant
2. Accounting Systems Administrator/Bookkeeper

**3.21 -ANNEXATION POLICY-** It shall be the policy of the Board to annex additional territory to become conterminous or nearly coterminous with the city of Quincy and when the Board deems annexation of additional territory is in the best interest of the Park District.

**3.22 –CRISIS MANAGEMENT EMERGENCY ACTION PROCEDURES PLAN -** It is a prime objective of the Quincy Park District to provide programs and facilities for public use in the safest possible manner. No operation or facility is immune from emergencies and the Quincy Park District recognizes its responsibility for the safety of its employees and patrons during such a time. All action taken and decisions made will be with the intention of providing maximum protection, considering the situation and alternatives. This policy statement has been developed for public safety.

This policy statement is in no way intended to be an acceptance of any liability of personal injury during an emergency, unless specified in other contractual agreements.

In providing such a plan, the Quincy Park District reaffirms its commitment to provide as safe an atmosphere as possible for all employees and patrons using the park district facilities and programs. This plan shall be reviewed annually by the District's staff.



All Quincy Park District employees will familiarize themselves with this plan and their role in an emergency.

**3.23–SOCIAL MEDIA POLICY-** The Quincy Park District (QPD) understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. These guidelines apply to all associates who work for the Quincy Park District. Managers and supervisors should use the Personnel Manual for additional guidance in administering the guidelines.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with QPD, as well as any other form of electronic communication. The same principles and guidelines found in QPD policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of QPD or QPD's legitimate business interests may result in disciplinary action up to and including termination.

Carefully read these guidelines. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Always be fair and courteous to fellow employees, customers, members, suppliers or people who work on behalf of QPD. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about QPD, fellow employees, members, customers, suppliers, people working on behalf of QPD or competitors.

Post only appropriate and respectful content

- Maintain the confidentiality of QPD trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so

that they may buy or sell stocks or securities. Such online conduct may also violate the Insider Trading Policy.

- Do not create a link from your blog, website or other social networking site to a QPD website without identifying yourself as a QPD employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for QPD. If QPD is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of QPD, fellow employees, members, customers, suppliers or people working on behalf of QPD. If you do publish a blog or post online related to the work you do or subjects associated with QPD, make it clear that you are not speaking on behalf of QPD. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the Quincy Park District.”

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the Company Equipment Policy. Do not use QPD email addresses to register on social networks, blogs or other online tools utilized for personal use.

The Quincy Park District prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Employees should not speak to the media on QPD’s behalf without contacting their immediate supervisor. All media inquiries should be directed to them.

**3.24–SECURITY CAMERA & VIDEO SURVEILLANCE POLICY-** The Quincy Park District must offer welcoming, comfortable and safe environment where people can use the parks, facilities and programs for intended purposes to the maximum extent possible.

Security Cameras/ video surveillance systems are used where needed to provide peace of mind to the District users and staff by discouraging violations of the Park District Code, to assist staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance with security breaches and prosecuting criminal activity.

The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded video images at the Quincy Park District.

- Video surveillance must be conducted in accordance with the laws of the State of Illinois.
- Video Surveillance Cameras are installed at the District’s facilities on an as needed basis. The Park Safety Supervisor, Directors and the Executive Director will all give input as needed to determine where cameras should be placed.
- Signs will be posted at the facilities entrances informing the public that security cameras are in use.
- Access to the footage in pursuit of documented incidents of criminal activity or violation of the Park District Code is restricted to designated staff as listed above.
- Production of video copies for distribution is limited to the designated Administration Staff.
- Access will also be allowed by police when pursuant to a subpoena, court order or when otherwise requested by law enforcement to assist with the duties of their jobs.

- Designated staff as described above may have access to real time monitors. Images will be viewed on monitors placed in secure areas to ensure private access.
- Administrative staff will refer all non-agency requests for video footage to the Executive Director or the Director of Business Services.
- Security cameras differ in their recording length, and will automatically record over themselves on an ongoing basis. Video records will not be maintained, provided no criminal activity or policy violation has been reported.
- Images will be stored for a length of time based on available storage but for no less than 10 days and no more than 90 days. As new images are recorded the oldest images will automatically be deleted. The length of time varies based on the server the system is archiving to.
- In situations involving banned and barred patrons, stored still images may be shared with staff agency wide. Shared images may remain posted in restricted staff areas for the duration of the banning period.
- Security Cameras are not constantly monitored, staff and the public should take appropriate precautions for their safety and the security of personal property. The Quincy Park District is not responsible for loss of property or personal injury to the full extent as allowed by law.
- Digital video security cameras may be installed in public spaces where individuals lack a reasonable expectation of privacy. Examples include common areas such as lobbies and gyms, building entrances, public meeting areas, stairways, delivery areas and park lots.
- Digital video security cameras will not be installed in areas of the District where individuals have a reasonable expectation of privacy, such as in restrooms, locker rooms and individual classrooms and offices.
- Cameras will not be installed for the purpose of monitoring staff performance but may be used if issues regarding hours worked arise.
- Staff and patron safety is the first priority in any threatening situation. The protection of District property is of secondary importance.

Video and imagery collected might be subject to the State of Illinois Freedom of Information Act (FOIA). If a FOIA is received the District's FOIA Officer should contact District Legal to receive proper instruction on how to respond to the request.

**3.25– PARK FACILITIES AND GROUNDS INSPECTIONS** – It is the District's goal to provide aesthetically pleasing and safe parks for public use. Regular and frequently scheduled service and monitoring of park facilities and grounds are essential to meet the needs of those using the park and to reduce the potential liability exposures. This goal can be met by developing and implementing an inspection program to ensure the public has a safe park experience.

#### TRAINING

- Employees should be designated and trained on how to properly inspect the grounds and roadways.
- Employee(s) responsible for inspecting or auditing the playgrounds shall be certified by National Recreation and Parks Association (NRPA) as a Certified Playground Safety Inspector (CPSI).
- Multiple inspectors improve the effectiveness of inspections. Therefore, inspections should be rotated among staff depending on availability and feasibility.

INSPECTIONS The following are some areas to inspect to help identify and eliminate potential hazards:

- All security and exterior lighting are functional
- Signage secured and properly installed in a noticeable location
- Walkways are free of debris, level with the ground, free of trip hazards and free from low and protruding limbs. Joints maintained to ADA standards
- Gates and fences are operational and nails, bolts, or screws are flush with the surface with no exposed sharp points
- Walking/biking trail surfaces are in good condition with hazards removed
- Walking/driving bridges are structurally sound with handrails/guardrails intact
- Athletic fields bleachers are secured, smooth and free of sharp edges
- Backstops, dugouts, goals and other field accessories secured and in good condition
- Tennis courts and volleyball courts in appropriate condition for use
- Basketball courts are smooth and backboards intact and secure
- Infields smooth and free of holes and trip hazards
- Park shelter lighting, electrical, tables, walking surfaces, grills, etc. in good condition. Electrical outlets GFCI protected and covered with weather shields where applicable
- Shelters treated for wasps and other stinging insects
- Fire extinguishers present where applicable
- Electrical junction boxes secured to prevent access
- Parking lots in good condition, markings easily visible, parking stops in good condition, appropriate lighting, walkways free of weeds and grass in cracks, etc.
- Park benches are smooth and structurally sound with no sharp edges or protrusions
- Restrooms are accessible and lights, doors and locks operational
- Graffiti is best controlled by prompt observation and removal
- Playgrounds shall be compliant with the U.S. Consumer Product Safety Commission and the Public Playground Safety Handbook. Playground inspections should include:
  1. Make sure surfaces around playground equipment have at least 10 – 12 inches of engineered wood fiber, poured in place rubber, or have mats made of safety-tested rubber or rubber-like materials.
  2. Check that protective surfacing extends at least 6 feet in all directions from play equipment. For swings, be sure surfacing extends, in back and front, twice the height of the suspending bar.
  3. Make sure play structures more than 30 inches high are functionally linked.
  4. Check for dangerous hardware, like open "S" hooks or protruding bolt ends.
  5. Make sure spaces that could trap children, such as openings in guardrails or between ladder rungs, measure less than 3.5 inches or more than 9 inches.
  6. Check for sharp points or edges in equipment.
  7. Look out for tripping hazards, like exposed concrete footings, tree stumps, and rocks.
  8. Make sure elevated surfaces, like platforms and ramps, have guardrails to prevent falls.
  9. Check playgrounds regularly to see that equipment and surfacing are in good condition.
  10. Are there obstructions that interfere with normal play activity?
  11. Are there sharp edges, broken parts, pinching actions or loose bolts?
  12. Are there openings that could trap a child's head?
  13. Are timbers rotting, splitting, termite infested or excessively worn?
  14. Is the equipment free of rust and cracks?
  15. Are any protective caps or plugs missing or damaged?
  16. Are there foreign objects or obstructions in the fall zones under and around fixed equipment?

17. Are there climbing areas that would allow children to fall more than their reaching height when standing upright?
- Roadways should be clear of snow and ice if the park is open for winter activities
  - All potholes should be repaired as soon as possible
  - Speed bumps should be clearly marked with high visibility paint – yellow
  - Speed limit signs should be in good condition and visible
  - Warning signs should be properly posted and visible
  - Grass should be cut and well-groomed in all picnic areas and play areas
  - All trails should be clearly marked
  - Park rules should be posted as needed
  - All shrubs, plants and trees should be trimmed and well maintained
  - All tennis court, pickleball, and basketball court floors should be free of obstructions such as weeds, holes, cracks, etc.
  - Picnic tables should be in good condition free of any cracks, or uneven seating
  - Trees should be examined for the following:
    1. Unbalanced crown
    2. Weak or yellowing foliage
    3. Defoliation
    4. Dead or broken branches
    5. Poor branch attachment
    6. Lean
    7. Pruning scars
    8. Trunk scars
    9. Rot/cavity
    10. Cracks
    11. Girdling roots
    12. Exposed surface roots
    13. Trenching/grade change
  - Trails inspections
    1. Trail Sweeping/Blowing - one of the most important aspects of trail maintenance, helping ensure trail user safety. Sweeping/blowing should be performed on a regular schedule.
    2. Trash removal on a regularly scheduled basis
    3. Tree and shrub pruning
    4. Trail edging - mowing of vegetation
    5. Asphalt, concrete, and gravel surfaces – check for pot holes, wash outs or any deterioration of the surface
    6. Weed control – noxious weeds
    7. Trail signage safety and information

## RECORDS

Accurate logs should be kept on inspection activities, hazards found, recommendations, and action taken. Inspection records shall be conducted and maintained on the DoForms system.

## SCHEDULING

April 1 <sup>st</sup> to November 1 <sup>st</sup> :	(Minimum Required)
Facilities & Grounds:	Quarterly
Playgrounds:	Limited Scope Undocumented- Every 2 Weeks Comprehensive Documented - Monthly
Uninhabited Grounds Areas:	Annually

**Actions Taken:**

Recommendations and actions taken shall give priority to safety and the degree of the hazard but shall take into account staff workloads and funding available for making repairs.

**3.26 –LEGAL COUNSEL GUIDELINES** – The following are a list of guidelines advising the Executive Director to know when to seek legal advice from counsel.

- Contracts that are unique, unusual, or where they were written for a special situation by the other party's legal counsel.
- Unique/Special employment agreements, if any, that in writing that involves expenditure of money.
- Agreements that expose Park District to legal risk/liability that are new and not entered previously. The parameter here is that if Park District has entered in the past, staff could compare and review to past agreements to see if any changes. If not, legal not need to review. If new contract, legal can review to make sure all good.
- Real estate purchase or sale agreements.
- Lease/License agreements, unless simply extensions on same/similar terms as existing leases.
- On 3-year basis, review:
  - Job application sheet (not job descriptions)
  - Waiver form template for participation
  - Rental use agreements for facilities
- Ordinances and Resolutions. Many of these forms, such as on the tax levy or other formal matters that regularly occur [such as on annual basis] these do not have to be reviewed, but can if the Board so chooses.
- Litigation especially when a person is injures on Park District property.
- Allegations of sexual harassment or discrimination based on race, gender, ethnicity, etc.
- Termination form
- Unique Requests for Proposals
- Easements for Park District
- Grievances from Union that proceed to arbitration

## CHAPTER 4

### General Recreation Programming

**4.01 -PURPOSE AND PHILOSOPHY OF RECREATION PROGRAMMING-** Recreation program activities at the Quincy Park District shall be designed to serve the residents of the District. Non-residents will be allowed to participate only to such an extent that the Park District residents are not inconvenienced.

**Functional Division Mission Statement-** To provide opportunities for personal growth and improved health while encouraging individual and social responsibility.

The District recognizes that recreation is a broad concept and entails self-directed and group directed activities within the facilities of the District. The District should provide facilities, which encourage self-directed recreational use, but will also conduct group directed programs. The Program Services Department shall provide trained, qualified leadership and direct recreation activities. The primary objective will be to provide a variety of worthwhile recreation programs for the residents of the District in order to enrich their present and future leisure time participation.

The District's recreation program should:

- A. Provide opportunities for all residents regardless of race, creed, color, age, disability or economic status.
- B. Offer programs and activities throughout the year, which serves all age groups and both sexes.
- C. Provide a reasonable balance between the indoor and outdoor activities.
- D. Provide for varying levels of skill and ability.
- E. Encourage individuals and groups to initiate and carry on their own activities.
- F. Provide opportunities for participants to share in the planning and conduct of the activities.
- G. Afford opportunities for cooperative activities as well as competitive.
- H. Recognize the fact that the Quincy Park District is not the only agency, which is responsible for the provision of leisure activities and work cooperatively to coordinate recreation program activities to other private and public agencies, clubs and organizations in the spirit of community cooperation.
- I. Be sensitive to changing conditions, interests and needs of the people by program trends and changes from year to year.
- J. Encourage informal individual activity as well as highly organized group projects.
- K. Promote skills and activities, which individuals can carry on at home.
- L. Provide a means by which residents can choose their recreation desires and submit suggestions regarding new program opportunities.
- M. Provide opportunities for the evaluation of recreation programs and facilities on an ongoing basis by leadership staff, supervisory personnel and participants.

- N. Programs are designed to be accessible and of benefit to persons with disabilities. There is flexibility in structuring activities offered so that accommodations can be made if necessary. Every effort is made to accommodate the needs of persons with disabilities so full program participation can be realized.

**4.02 -PARTICIPATION IN RECREATION PROGRAMS-** Participation in activities sponsored by the District shall be open to all residents in line with various ages, sex or registration limit criteria as may be established for particular programs. The District shall attempt to provide recreation program opportunities based on the desire and interest of residents as interpreted by the staff. Other criteria would include that finances and facilities are available, that the activity is wholesome in nature and in the best interest of the participants and is within the goals and philosophies of the District. Participation in District activities and facilities shall be considered a privilege. This privilege may be denied if the participant maintains a code of conduct unbefitting to other members in the group or presents themselves in such a way to undermine the well-being or enjoyment of program participants. Fees will be prorated, with the approval of the Director of Program Services when registering for a class if the class or session has already started.

**4.03 -PROGRAM PARTICIPANT BEHAVIOR POLICY-** Participants shall exhibit appropriate behavior at all times. The Park District developed the following guidelines to help make programs safe and enjoyable for all participants. The Park District may develop additional rules for particular programs and athletic leagues as deemed necessary by staff. Participants shall:

1. Show respect to all participants, staff referees, and spectators; and take direction from staff.
2. Refrain from using abusive language.
3. Refrain from causing bodily harm to self, other participants, spectators, referees, and staff.
4. Respect all equipment, supplies, and facilities.

Staff will use a positive approach regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, prompt action will be sought, specific to each individual situation. The staff reserves the right to dismiss a participant whose behavior endangers the safety of him/her or others.

***Parents'/Guardians' Code of Ethics-(see appendix)***

1. Encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports event.
2. Insist my child play in a safe and healthy environment and place the emotional and physical well-being of my child ahead of personal desire.
3. Remember the game is for the youth-not for adults.
4. Make the game fun and treat others with respect helping when needed.

**4.04-REGISTRATION FOR RECREATION PROGRAMS-** Because of the demand for recreation programs, all registration will be on a first-come, first-serve basis.

**Registration Information and Instructions**

1. Fill out registration form completely.



2. Make check or money order payable to the "Quincy Park District". Do not send cash.

3. Mail registration form and payment to:

Quincy Park District

Registration

1231 Bonansinga Drive Quincy, IL. 62301

\*\*\*\* Registration By Phone: The Quincy Park District now accepts VISA/ MasterCard for registration by telephone. For details call 223-7703.

\*\*\*\* Registration is available online at [quincyparkdistrict.com](http://quincyparkdistrict.com) - The Quincy Park District website accepts VISA, MasterCard and Discover for registration fees.

If you would like a receipt, please enclose a self-addressed stamped envelope. If a program is filled or cancelled, your money will be refunded. For program information, visit the Quincy Park District website at [www.quincyparkdistrict.com](http://www.quincyparkdistrict.com).

Pre-registration for recreation programs is required unless otherwise specified in the brochure. Recreation instructors or supervisors may not collect fees.

**4.05 -CHARGING OF FEES-** The Board of Commissioners shall establish guidelines for recreation programs sponsored by the District. The purpose of the fees and charges are presented as follows:

1. Tax Revenue Supplements - It is contended that by making recreation services self-sustaining or partly so, more funds will remain in the recreation budget to care for the entire needs of the District. In addition, fees help enhance the ability to provide special services such as community wide events and programs.
2. Greater Interest and Appreciation Results - People show the greatest interest and appreciation when they share the cost of their recreational pursuits, just as they do for many other opportunities which contribute to their personal development and well-being.
3. Simplifies Discipline - Charges of fees in some instances have simplified the problem of discipline and facilitates more adequate control.
4. Tax Payer Relief - The taxpayer should not be asked to meet the entire cost of providing activities and facilities that involve considerable expenses and serve, in some cases, relatively few.
5. Improved Service and Quality - A small fee often can mean a better quality program.
6. Fee Nominal - Fees shall be nominal enough to insure no citizen will be precluded from enjoying them because of the inability to pay.

**4.06 -FEES AND CHARGES GUIDELINES-** Fees and charges for all recreation program activities will be approved by the Quincy Park District Board of Commissioners on an annual basis. When the Recreation Department prepares program budgets, the following guidelines will be followed in computing various fees or charges.

**Level I:** Free Programs – Programs entirely supported by tax dollars, grants, donations, or sponsorships and are offered to the public free of charge.

**Level II:** Up to 75% of Direct Costs – Programs in which fees recover up to 75% of direct costs.

**Level III:** Direct Costs Only – Programs in which income (fees, donations, grants) equals direct costs.

**Level IV:** Direct Costs Plus – Programs in which income covers direct costs plus some but not all indirect costs.

**Level V:** Self Supporting – Programs in which income covers all direct and indirect costs.

**Level VI:** Revenue Producing – Programs in which income generated exceeds direct and indirect costs.

A. Youth Programs - Level I, II or III.

B. Adult Programs - Level III, IV and V.

E. Contractual Program - A contractual program is regarded as any program in which the Park District hires out services to conduct a program. Level III, IV, or V.

#### **4.07 -FINANCIAL ASSISTANCE PROGRAM-**

\*For Financial Assistance Application see **Addendum D**

Financial assistance will apply to residents of the Quincy Park District. No child or adult will be restricted from participating in leisure time activities of the Park District due to the inability to pay. Quincy Park District residents are eligible for a recreation program fee reduction through scholarship assistance. If it is found that a hardship exists which prevents them from paying the fee, the applicant will be granted a reduction in fee.

The Park District will follow the guidelines set forth by the Federal government. If someone does not participate in the Federal hot lunch program or is out of school, a social agency will be contacted to determine eligibility.

Registration in programs through the Financial Assistance policy would be limited to four programs per person per calendar year. Pool pass registration would be in addition to the program.

The financial assistance program would be available at no charge to residents. Non-residents are not eligible for financial assistance.

**4.08 -RECREATION PROGRAM GIFT CERTIFICATES-** In an effort to enhance program registration, the Park District will issue a gift certificate. A gift certificate can be utilized in the same manner as a gift certificate for programs. The gift certificates are available for purchase only at the Quincy Park District Business Office. They may be redeemed for recreational programs within a period of one year. The certificates are transferable from one individual to another.

**4.09 –SATISFACTION GUARANTEED-** At the Quincy Park District, we are constantly striving to provide you with quality recreation activities, events, and programs. We are confident that you will like these programs...so confident that we will ensure our promise to provide that high quality. The Quincy Park District guarantees that you will be satisfied with recreation classes, programs, and services in which you participate. If you are not completely satisfied, tell us and we will arrange for you to do one of the following:

1. Repeat the class at no charge.
2. Receive full credit that can be applied to any other program.
3. Receive a full refund.

Our guarantee is based on fulfilling our promise of delivering the published expectation describing the particular service you have used. If you are not satisfied, we kindly request input in the form of suggestions, comments, ideas, or changes for improvement.

Refund requests may be made at the District Business Office, 1231 Bonansinga Drive, Quincy, Illinois, 62301. Requests must be made no later than ten (10) business days after the last class meeting. Your receipt or cancelled check or proof of I.D. may be required. Refund checks will be mailed within fifteen business days. Satisfaction Guarantee does not apply to golf course green fees, pro-shop merchandise, adult sport leagues, food or meals, beverages, season passes or tickets to entertainment or sports events, and a few select programs.

**4.10 -REFUND POLICY-** It shall be the policy of the Board of Commissioners that no refunds will be given for a trip unless the trip is cancelled by the Park District of the slot was filled by another participant. The Park District reserves the right to cancel a program if the enrollment is not sufficient to justify sponsorship of the activity. The Park District will issue a full refund for any programs cancelled by the District.

**4.11 -BROCHURE CONTENT-** The Park District shall compile and distribute two brochures annually. One will reflect recreation program offerings for the Fall/Winter season while the other will cover spring/summer.

These descriptions will include information concerning program content, fee, date and times, location, age restriction and class size. It will also include all policies and procedures in regards to registration and facilities.

Sections of the brochure may be set aside to inform residents of agencies with outside interests. Agencies such as the Little League, Football Associations, Soccer Associations, etc., may use space. The amount of space allowed will be dependent on each individual brochure.

It is the intent of the Quincy Park District brochure to inform the public about district programs and is not designated as a means to advertise various businesses unless it is in the best interest of the Park District. Upon request and availability any organization or group may receive additional brochures without charge.

**4.12 -POLICY ON YOUTH ATHLETIC LEAGUES AND COACHING GUIDELINES-** The Quincy Park District is strongly committed to conducting organized youth sports. This is a very important part of the Park District program. The following guidelines and policies have been developed in order to keep the recreational interests of the children in mind at all times. Youth athletic leagues should be conducted and organized so they all have similar philosophies and goals. The Park District realizes that young athletes have the right to participate in organized and enjoyable sports with competent qualified leadership in a safe environment. Specific guidelines are as follows:

1. All youth sports leagues will attempt to de-emphasize competition and stress enjoyment, including the District's competitive leagues. It is realized that competition is a part of any organized athletic league. It is not the intent of the Park District to neither suppress nor exaggerate competition. Competition is learning to meet the challenge that is before an athlete trying to obtain their individual goals. It shall be the goal of the Park District to educate all athletes on how to compete properly and how to utilize good sportsmanship in all situations.

2. All Park District youth sport leagues will attempt to develop the skills of the youngster to their maximum potential. The coaching staff will give the young athlete instructions in developing their talents.
3. It is recognized by the Park District that the coaches are a vital factor in managing successful sports leagues. It is therefore important that the coaches have specific guidelines and philosophies that are set forth by the Park District. The Park District will recruit volunteers for those programs and assist in developing their coaching skills.
4. Coach training is designed to help the Park District coaches become aware of safety factors in youth sports, to understand basic psychology with youth in sports, to learn the techniques of the game and to organize a fun practice. Coaches may participate in ACEP (American Coaches Effectiveness Program) training.
5. The Coaches role is to set a tone for their players, which are success oriented. Winning or losing is not the standard measurement for the success of a learner. A coach will be evaluated on his/her effectiveness in dealing with each participant and their ability to improve their skills and making the sport as enjoyable as possible. The coach should possess leadership skills and handle their selves in a manner, which commands respect. Coaches should set an example of good sportsmanship to all players. Above all, the coach should maintain a positive approach to managing the team. This approach motivates players to perform in a desirable manner. The idea is to make all players feel as though they are winners.
6. Coaches should be able to interact with league officials, parents, and spectators in a friendly fashion.
7. Physical fitness and conditioning should be an ongoing goal of all youth sports.

**4.13 -FINANCIAL LIABILITY OF ACCIDENTS-** The Quincy Park District does not assume any financial liability for accidents that occur while a person is using or is enrolled in park programs or facilities.

In the event that bills are presented or questions arise regarding the Park District liability, the Park District employee should refer the question to the Business Office. Park District employees shall not make determinations pertaining to liability nor are they authorized to make statements regarding the liability or the Park District's intention to pay for expenses related to injuries.

**4.14 -COMMUNITY INPUT-** It is the policy of the Board of Commissioners of the Quincy Park District to encourage citizen interest and participation in the affairs of the District and therefore to set up a plan whereby citizen committees may act in an advisory capacity to the Park District. The Park District will also make every effort to solicit input regarding development of recreation programs.

**4.15 -COMPREHENSIVE NEEDS ASSESSMENT-** It shall be the policy of the Board that a comprehensive needs assessment shall be conducted within a ten year period or sooner if needs warrant. This assessment shall be updated as needed in the interim period. The information shall be used for updating our Comprehensive Financial and Capital Development Plan and for modeling appropriate programs for population shifts and trends.

**4.16 -RECREATION PROGRAM EVALUATION AND STATISTICS POLICY-** The staff is responsible for accountability, budget and statistics for all recreation programs. The evaluation should address participant's satisfaction levels physical and financial requirements, and other areas as applicable.

**4.17 -REPORTING OF ABUSED AND NEGLECTED CHILDREN POLICY-** It shall be the policy of the Board of Commissioners to comply with the Illinois Abused and Neglected Child Reporting Act (325 ILCS 5/1 ET. Seq.) which requires recreational program or facility personnel to report child abuse and neglect to the Illinois Department of Children and Family Services. The Board of Commissioners wishes to emphasize its employees, officers, and volunteers the necessity of reporting suspected occurrences of abuse and neglect of children known to park district personnel in their professional or official capacities in accordance with the following:

I. Definitions: As used in this Policy unless the context otherwise requires:

"Adult" means a person over the age of 18 or otherwise legally emancipated.

"Child" means any person under the age of 18 years, unless emancipated by reason of marriage or entry into a branch of the United States services.

"Director" means the Executive Director of the Quincy Park District

"Abused Child" means any child who has had injury, sexual offences, excessive acts of corporal punishment and/or any other acts inflicted upon him or her which cause or create a substantial risk of death, disfigurement, impairment of physical and/or emotional health, or loss or impairment of any bodily function.

"Neglected child" means any child who is not receiving proper or necessary nourishment or medically indicated treatment including food or care as determined by a physician, or who is abandoned by his or her parents or other person responsible for the child's welfare without a proper plan of care.

II. Persons required to report:

A. Any adult engaged in recreational programs or involved with recreational facilities for the Quincy Park District, including but not limited to employees, volunteers, officers, and Commissioners of the Quincy Park District, having reasonable cause to believe a child known to them in their professional official capacity may be an abused or a neglected child shall immediately report or cause such report regarding the suspected abuse or neglect to be made to the Department in accordance with the provisions of the Illinois abused and neglected child reporting act (325 ILCS 5/1 et Seq.) and may also notify the Director that such report has been made.

B. In no event shall the director exercise any control over the content of the report or the forwarding of such report to the Department.

C. Any person who knowingly transmits a false report to the Department commits the offense of disorderly conduct under subsection (a) (7) of Section 26-1 of the Criminal Code. (720 ILCS 5/26-1)

### III. Time and manner of making reports:

A. All reports of suspected child abuse or neglect shall be made immediately in person or by telephone through the nearest Department office. Such reports may be made in writing or made orally. The Department office located nearest to the Quincy Park District is located at 508 Maine Street Quincy, IL. The phone number of that office is (217) 221-2525.

B. The report required by this Act shall include if known, the name and address of the child and his/her parents or other persons having his custody; the child's condition including any evidence of previous injuries or disabilities; and any other information that the person filing the report believes might be helpful in establishing the cause of such abuse or neglect and the identity of the person believed to have caused such abuse or neglect.

#### **4.18 –CONTRACT CONCESSIONAIRE POLICY-**

1. The Quincy Park District requires concessionaires to operate in compliance with all local ordinances within the state and federal laws.
2. Concessionaires must meet or exceed all applicable local, state and federal public health guidelines.
3. Concessionaires must provide certificate of liability insurance with the Park District listed as co-insured unless waived by the Park District. Coverage amounts must be agreed upon prior to start of operation.
4. Any modification of park facilities, including electric, must be approved by the Park District and meet all applicable codes and be done at the concessionaires expense.
5. Any substantial consumption of electric shall be the concessionaire's expense.
6. Requests for concession privileges shall be submitted to the Park District at least one month in advance of the dates requested.
7. Concessionaires shall be responsible for cleanup of their waste material immediately following the close of operation.
8. Concession operations shall cease by 11:00 PM.
9. The Park District may revoke concession privileges at any time for violation this policy. Concession privileges are valid only for approved dates.
10. The Quincy Park District may waive any of these policy requirements for "not for profit" or charitable organizations.
11. The Quincy Park District Executive Director will be the authority in determining concession privileges. The Director may limit the number of concessionaires at any park event to maintain the quality of the event and avoid duplication and conflict. The Director may also totally prohibit concessions in certain park areas or facilities or technicalities that may occur in the concession application process.
12. The Quincy Park District will not be liable for any claims for injury or damages resulting from or arising out of the concessionaires operation.

## Chapter 5

### **Park Sites, Facility, and Equipment Use Policy and Procedures**

**5.01-FIELD RESERVATION POLICY** - Each team may schedule 4 hours a month for team practice. Fields must be reserved on the hour in 1 or 2 hour time blocks. Field reservations may be made no sooner than the first day of the month. If the first day falls on a week-end then reservations may be made on the proceeding Friday. Upon making a reservation, the person must obtain a field permit form from the Park District office showing proof of a team's field reservation.

**5.02-GENERAL REGULATIONS** – Any group of players either organized as a team or an individual will be denied the use of athletic fields in the event that their conduct is un-becoming or is such that it is not in the best interest of the District. Permit holders shall always be given preference for the use of a field.

Any individual or group of individuals, whether they are holding a permit or not, may be denied the use of an athletic field if the condition of the field warrants it or if the individuals are in violation of any ordinance, rules or regulations of the District. Disorder among players or spectators shall be the cause for cancellation of the permit and may because for denial of future programs.

Playing for a money stake or betting upon the results of a game is prohibited. Teams failing at least two times to use a scheduled fielded without proper notification to the District shall be refused further permits.

The charging of admission fees which shall include the taking of a free will collection or donation will not be permitted without the written consent of the Park District Board of Commissioners. Team or leagues found to be unduly littering or damaging Park District property would be charged for any repairs or cleanup. Future permits will not be issued. Team or organizations will not be permitted to sell refreshment of any type to the public without the consent of the Park District.

**5.03 -FACILITY USE FOR INDEPENDENT ATHLETIC ORGANIZATIONS**– There are numerous independent athletic organizations within the Quincy community that utilize Park District facilities. It is the intent of the Park District to cooperate with these organizations in offering worthwhile community recreation services. This cooperation includes:

1. Assisting in facility scheduling
2. Coordination with the Park District programs
3. Assisting in facility or building maintenance when an organization utilizes a Park District facility.
4. Inclusion in district promotional material when appropriate.

The Park District realized the importance of these organizations for promoting the recreational interests and needs of the community. Furthermore, due to economic conditions and staff

limitations, independent athletic organizations can promote their specific interests on a larger scale and provide more comprehensive services to the community.

The maintenance of the Park District athletic facilities is a major concern of the athletic organizations.

The Park District shall have the following provisions:

1. It is the intent of the Quincy Park District to maintain all athletic facilities at a district-wide standard as determined by the Board of Commissioners.
2. If the organization's needs for maintenance standards are higher than that set by the Park District, the organization with prior approval of the Park District, shall be able to provide additional maintenance to meet its own standards.

Additional requests by an athletic organization for services of facilities will be reviewed by the staff on an individual basis. They will be informed on the status of their request within a reasonable time.

**5.04 –FACILITY PLANNING AND DEVELOPMENT–** Facilities will be planned to serve the general community recreation needs. In addition they will serve the programs and activities specifically sponsored by the Park District.

**5.05 -LARGE GROUPS-** Groups or organizations bringing more than 50 people to the park must register with the Quincy Park District at least two business days prior to use.

**5.06 -SHELTER RESERVATIONS-** Shelter may be reserved at the Quincy Park District Business Officer during normal business hours. A reservation may be made up to a year in advance, starting with the first day of the month of the reservation. Example: A reservation for 15 September, 2005, could be made on 1 September, 2004.

**SHELTER RESERVATION FEES:**

\*For Shelter Reservation Fees see **ADDENDUM A**

1. Each Park District team in the Adult Softball, Co-Ed Softball and Youth League programs may utilize one shelter per year, free of charge, Monday- Friday, only for a team picnic.
2. Government- no charge. All governmental affiliated groups who submit a letter from their Administrator/ Director stating the purpose for the event will not be charged for shelter house usage. The function must be affiliated with that unit of government.

**NOTE:** Rentals with more than 200 attendees may require a Special Event Application.

**FIRES** - Fires, other than cooking fires in grills or other appropriate metal containers, are not allowed except at the Reservoir Shelter fireplace, with the permission of the Director of Parks. Fires at other sites must be requested and approved by the Executive Director as an ordinance waiver. Reservation is only for the shelter. The Quincy Park District reserves the right to move equipment from one site to another. Clean up is the responsibility of the group using the shelter. Persons must be out of the park by the designated closing time.

**5.07-ADDITIONAL SERVICES-** The following rates will be charged for delivery of additional tables, trash barrels, or



bleacher for events held on Quincy Park District Property. Rates are for a maximum of 4 days, after 4 days, the rate will be charged on a per day basis.

\*For Additional Services Rates see **Addendum B**

**5.08 -SPECIAL EVENTS-** A Special Event Permit is required for any event in a Quincy Park District Park or Facility that meets any of the following criteria:

- Is advertised as open to the public by any means including word of mouth
- Restricts access to any portion of a park for ordinary park users (excluding shelters, they require a shelter reservation)
- Charge a fee for admission
- Offer any product or service for sale
- Demonstrate or promote any product, company, sports team or other commercial venture

The purpose of a special event policy is to establish a standard procedure of application, evaluation, and permitting of Special Events in Park District owned and operated park and recreation facilities in an effort to:

- Provide broad public benefit;
- Respect park capacity and infrastructure elements;
- Ensure compatibility with surrounding land uses as well as natural; cultural, and historic park resources;
- Meet the conditions as outlined in the permitting rules and regulations;
- Minimize impacts to the health, welfare and safety of the public;
- To ensure accountability and responsibility for stewardship of park facilities;
- Improve the quality and accessibility of special community events;
- Ensure that the frequency and uniqueness of the event does not conflict with or diminish an already existing event;
- Ensure that there is little or no impact on and/or create a financial liability for the Park District.

***NOTE: SPECIAL EVENT APPLICATIONS MAY NOT BE SUBMITTED MORE THAN 365 OR LESS THAN 30 DAYS IN ADVANCE OF THE EVENT. SPECIAL EVENT SPONSORS MAY NOT ADVERTISE OR PROMOTE THEIR EVENT AS OCCURRING IN A QUINCY PARK DISTRICT PARK OR FACILITY UNTIL A SPECIAL EVENT APPLICATION HAS BEEN APPROVED. FAILURE TO MEET TIME REQUIREMENTS OR IMPROPER PROMOTION OF EVENTS MAY BE GROUNDS FOR DISAPPROVAL. The Quincy Park District is under no obligation to issue Special Event permits for use of its Park and Recreation facilities.***

#### **REQUIRED APPLICATION INFORMATION**

The event organizer will be required to complete a **Quincy Park District Special Park Use Permit/Major Event Activity Application**. The following information is required:

- Name of Organization and Event
- Group/Organization Status (Private/Non-Profit, etc.)
- Event Organizer Information
- Park Requested
- Dates/Times Requested
- Event Purpose/Description
- Anticipated Attendance Figures

- Event/Activity Fees and Charges
- Required Extra Park Services
- Alcohol Sales Plan (if applicable)
- Appropriate Alcohol Sales Permits (if applicable)
- Security Plan
- Proposed Site Plan
- Proof of ability to obtain required insurance
- List of all entertainment, vendors and concessionaires
- Ordinance Waiver (if vehicles or equipment will be parked on the grass)
- Hold Harmless Agreement
- Other information required depending of the exact nature of the event

Priority will be given to pre-established, annual events hosted by the recognized event organizer of a not for profit organization. Not for profit organizations will always be given priority over special events which generate profit for the private sector.

#### **EVALUATION CRITERIA FOR APPROVAL**

Once the special event application information is submitted to the Business Office, it will be evaluated by Park District staff, and will include the following evaluative criteria:

- Confirm that the date(s) does not conflict with Park District activities or other community events;
- Compatibility of the event to the proposed site;
- Appropriateness of the event to the District's Mission;
- Performance history of the event organizer (if known);
- Impact on park property and surrounding natural and cultural resources;
- Impact on traffic conditions;
- Availability of support personnel;
- Duplication of existing District-permitted special events;
- Enhancement to tourism, economic development and quality of life;
- Ability to generate positive local media exposure;
- Compliance with providing required application information;
- Ability to secure required permits/approvals/insurance;
- Ability to cover all event expenses.

The event organizer will be notified within 10 days of submission of its special events application as to whether the application has been approved for a special event permit. (or notified that additional information is required)

**CO-SPONSORSHIP** - Requests for co-sponsorship will be evaluated on a case-by-case basis. The decision to co-sponsor will be based on the nature of the event and the cost and benefits of co-sponsorship to the Quincy Park District.

## **SPECIAL PARK USE POLICIES**

### **Special Washington Park Policies:**

Washington Park is recognized as an ornamental/historical park area. Events scheduled for the park should be open to the general public and geared towards and promoted as community wide in nature and scope;

- No amplified sound after 8:00PM for all new events;
- No amplified sound after 9:00PM for "Blues in the District" events;
- No amplified sound after 10:30PM on Friday and Saturday of annual Blues Concert
- Alcohol possession or sales requires additional special permits.

### **SPECIAL CLAT ADAMS PARK POLICIES:**

Clat Adams Park is recognized as an ornamental park area. Events scheduled for the park should be open to the general public and geared towards and promoted as community wide in nature and scope.

- The Bandstand/Gazebo is available on a first come/first serve basis for usage of individual or group picnics.  
However, community-wide functions will take precedence over individual or group picnics.
- The bandstand/gazebo may be reserved for weddings only (no receptions) as long as they do not interfere with community-wide events.

### **WASHINGTON, RIVERVIEW PARK AND LEON BAILEY**

- Alcohol possession or sales requires additional special permits.

## **RECOMMENDED DENIAL**

If a special event is found to be incompatible with a proposed site, a more appropriate site may be recommended to the event organizer.

## **PARK DISTRICT ADMINISTRATIVE STAFF HAVE FULL DISCRETION TO DENY A SPECIAL EVENT APPLICATION BASED ON THE FOLLOWING FACTORS:**

- Incompatible with Public Park Purpose;
- Adverse impact on the park's and/or surrounding infrastructure, natural and cultural resources;
- Adverse impact on traffic conditions and/or adjacent land uses and neighborhoods;
- History of poor performance of the event or event organizer;
- Inability to cover all expenses or provide past financial report to Park District;
- Inability to comply with insurance requirements;
- Unnecessary duplication of existing special event;
- No clear positive social or economic benefits to the community;
- Commercial event with no public/community recreation link.

The Park District, at its discretion, has the ability to deny permitting to vendors and concessionaires that have not performed satisfactorily in the past.

**ALL SPECIAL EVENT PERMITS ARE ISSUED ANNUALLY AND SHALL EXPIRE AT THE CONCLUSION OF THE EVENT AND MAY NOT CARRY FORWARD TO FUTURE EVENTS.**

## **DAMAGE DEPOSIT**

**A damage deposit of \$250 is required for all special events. The deposit will be returned in full within fourteen days after the event if there is no damage to the facility. If damage is detected, the full cost of repairs will be**

subtracted from the deposit amount. If the damage exceeds the deposit amount, the event organizer will be billed for the remaining costs associated with the repair of the damage.

#### **UNFAVORABLE EVALUATIONS**

If the evaluation is unfavorable, the event organizer will be notified, in writing, by the park district of the factors contributing to an unfavorable rating and the possibility of future application denial. The event organizer will be given the opportunity to respond to an unfavorable evaluation. Any disputes between the event organizer and the director of parks shall be resolved by the Executive Director, whose decision will be deemed final.

#### **EVENT FEES**

\*For Event Fees see **ADDENDUM C**

Events that charge a fee to enter any portion of a park is subject to an additional impact fee are based on the total event attendance and are charged for each day an entrance fee is charged.

**NOTE:** Event organizer must also pay the appropriate shelter reservation fee for any shelters made unusable by the event.

## **ADDENDUM A**

### **CLAT ADAMS GAZEBO (AUTHORIZED EVENTS ONLY)**

- |                          |         |
|--------------------------|---------|
| 1. 100 or less attendees | \$40.00 |
| 2. 101 to 250 attendees  | \$60.00 |
| 3. 251 or more attendees | \$80.00 |

### **SHELTER RESERVATION FEE SCHEDULE IS AS FOLLOWS**

- |   |         |
|---|---------|
| 1. 100 or less attendees  | \$35.00 |
| 2. 101 to 250 attendees   | \$55.00 |
| 3. 251 or more attendees  | \$80.00 |
| 4. Public/Private Educational Institutions located within the #172 School District Boundaries Monday–Friday:<br>No charge   |         |
| 5. Not-for-Profit Groups (501c3)/Quincy Service Clubs (Excludes activities that charge participants a fee to attend<br>(ie. Daycare Services) Monday–Friday:<br><br>No charge |         |

### **EXCESS ELECTRICAL FEE**

Shelter use that includes a high level of electrical use, may be charged an excess electrical fee of \$20.00. This fee is applied when inflatables, bounce houses, or any electrical use for more than eight hours.

## **ADDENDUM B**

### **ADDITIONAL SERVICES FEES**

The following rates will be charged for delivery of additional tables, trash barrels, or bleacher for events held on Quincy Park District Property. Rates are for a maximum of 4 days, after 4 days, the rate will be charged on a per day basis.

Additional Service Fee:	\$30 charged once for any additional service below:
1-15 Picnic Tables	\$10 per table
16+ Picnic Tables	\$15 per table
Additional Trash Barrel	\$5 per Barrel
Bleacher	\$25 each

If available, items may be rented to civic and non-profit entities for fund raising and public events at off Park District sites at the following rates:

Picnic Tables	\$25 per table
Bleacher	\$75 each

Renter must provide transportation for all off Park District sites and assumes responsibility for any damage.

A \$250 deposit is required for all off Park District rentals. Renter must provide transportation for all off Park District sites and assume responsibility for any damage. A Quincy Park District Property Loan Agreement must be completed and signed by the renter.

Any other additional services provided by the District will be charged on an actual cost basis plus the additional service fee, if not already charged.

**Additional services fees will not be waived, with the following exceptions; affiliated organizations, events that the District fully co-sponsors and events for which an equivalent in-kind payment has been made (radio advertising, for example).**

#### **Affiliated Organizations are:**

The Friend of the Castle  
The Friends of the Log Cabins  
The Quincy Art Center  
The Women's City Club  
The Quincy Ski Club  
Friends of the Trail  
Friends of the Lorenzo Bull House

## **ADDENDUM C**

**SPECIAL EVENT APPLICATION FEE:     \$55**

Events that charge a fee to enter any portion of a park are subject to an additional impact fee of \$200 per day.

**VENDOR FEE:** The following fees will be accessed based on the number of vendors using electricity at the event:

1-4	\$55.00
5-8	\$105.00
8+	\$205.00

Event organizer must also pay the appropriate shelter reservation fee for any shelters made unusable by the event.

**CONCESSION FEE:** \$25 PER WEEK.

**Mobil Food Vendor Permit:**

Annually	\$300.00
One-Time	\$75.00

## **ADDENDUM D**

### **QUINCY PARK DISTRICT FINANCIAL ASSISTANCE PROGRAM**

- The Quincy Park District financial assistance program is based on the household qualifying for and receiving SNAP benefits.
- Proof of eligibility is established by providing the Quincy Park District a copy of the Illinois Department of Human Services (DHS) "Profile Statement".
- Eligible applicants will receive 75% financial assistance.
- The financial assistance will be good for the current calendar year. Participants need to reapply each year starting on January 1<sup>st</sup>.
- The individual can receive assistance for recreation programs and facility admission fee reductions.
- Financial assistance will only be awarded when funds are available within the Assistance Fund. Assistance will be granted or denied based upon the applicant's available information and criteria established.
- Space in classes will not be reserved pending receipt of the request from the applicant.
- Financial Assistance is granted or denied without regard to sex, race, creed, religion, handicap, or national origin of the applicant.

#### **FINANCIAL ASSISTANCE CRITERIA**

1. Financial assistance will be limited to four (4) programs per individual per calendar year.
2. Financial assistance will only be granted for recreation programs solely sponsored by the Quincy Park District.
3. Financial assistance is available for the Batting Cage facility (mini golf, paddleboats, kayaks, cage tokens and bike rental).
4. Financial Assistance is available for Westview Golf green fees and season passes.
5. \*Must live within the city limits of Quincy.



# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 13, 2023

## **STAFF RECOMMENDATION**

**SUBJECT: ORDINANCE NO. 23-02, AN ORDINANCE AMENDING THE QUINCY PARK DISTRICT BOARD POLICY MANUAL: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** HB 2447 / Public Act 103-0311 amends the Open Meetings Act to add unexpected childcare obligations to the current list of reasons that a public body member may attend a meeting remotely if a quorum of the members of the public body is physically present and the public body has met the other statutory requirements, including the adoption of a remote attendance policy. Public bodies with existing remote attendance policies will need to update those policies in order to avail themselves of this new option. This law is effective immediately.

A redlined version of the policy is attached for your review of the changes.

**FISCAL IMPACT:** None

**STAFF RECOMMENDATION:** Staff recommends approval of Ordinance No. 23-02, Amending the Quincy Park District Board Policy Manual.

**PREPARED BY:** Brian Earnest, Director of Business Services

**BOARD ACTION:**

**QUINCY PARK  
DISTRICT ORDINANCE**

**N O. 23-02**

AN ORDINANCE amending the Quincy Park District's  
Board Policy Manual.

**WHEREAS**, The Quincy Park District presently and for some time has had a Board Policy Manual in full force and effect; and,

**WHEREAS**, The Quincy Park District Ordinance No. 19-02, replaced the Board Policy Manual of the Quincy Park District in its entirety; and,

**WHEREAS**, after study by the Board of Commissioners and the Executive Director of the Quincy Park District, it is in the best interest of the Quincy Park District, the Board of Commissioners, and the general public that a revision of the same be accomplished, and

**WHEREAS**, such a revision has in fact been completed.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Park Commissioners of the Quincy Park District of Adams County, Illinois, that Ordinance No. 19-02, dated July 10, 2019, commonly known as the Board Policy Manual of the Quincy Park District, is hereby amended and the attached Board Policy Manual, is hereby declared to be the Board Policy Manual of the Quincy Park District.

That all ordinances and resolution and parts thereof in conflict herewith are to the extent of such conflict hereby repealed.

This ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

ADOPTED: September 13, 2023

APPROVED: September 13, 2023

QUINCY PARK DISTRICT, an Illinois Municipal  
Corporation

By: \_\_\_\_\_

President

Attest:

\_\_\_\_\_  
Secretary

STATE OF ILLINOIS        )  
                                      ) SS  
COUNTY OF ADAMS        )

I, Rome Frericks, do hereby certify that I am the Secretary of said Quincy Park District, of Adams County, Illinois, and that the foregoing is a full, true and correct copy of Ordinance 23-02 of the Quincy Park District, entitled:

" AN ORDINANCE revising the Quincy Park District's Board Policy Manual."

That the said Ordinance was duly passed and adopted at the duly called meeting of said Board of Commissioners of said Quincy Park District on September 13, 2023, and that the original Ordinance, of which the foregoing is a true copy, now remains on file in the Secretary's Office.

**WITNESS MY HAND AND SEAL** of said Quincy Park District this 13<sup>th</sup> day of September, 2023.

---

Secretary

(Corporate Seal)



# BOARD POLICY MANUAL

Approved: June 14, 1995  
Amended: August 8, 2001  
Amended: September 14, 2005  
Amended: March 11, 2009 (effective 4/1/09)  
Amended: June 8, 2011  
Amended: February 8, 2012  
Amended: July 11, 2012  
Amended: January 15, 2014  
Amended: April 9, 2014  
Amended: June 11, 2014  
Amended: October 14, 2015  
Amended & made an Ordinance (#17-01): January 18, 2017  
Amended (Ordinance 18-04): June 13, 2018  
Approved (Ordinance 19-02): July 10, 2019  
Amended (Ordinance 20-01): January 15, 2020  
Amended (Ordinance 22-04): February 9, 2022  
Amended (Ordinance 23-02): September 13, 2023



**QUINCY PARK DISTRICT**  
**- BOARD OF COMMISSIONERS -**

**BOARD POLICY MANUAL**  
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Freedom of Information Act – 5 ILCS 140  
Open Meetings Act – 5 ILCS 120  
Local Government Travel Expense Control Act – 50 ILCS 150

## **SECTION I. THE BOARD OF COMMISSIONERS**

1. **NUMBER OF COMMISSIONERS AND TERMS:** The government of the District is vested in the Board of Commissioners who collectively constitute the corporate authority. The Board shall be comprised of seven (7) Commissioners, each serving a four (4) year term of office. Terms are designated to expire on a staggered system.
2. **INAUGURATION:** Newly elected or re-elected Commissioners shall be inaugurated at the first regularly scheduled monthly meeting following the canvassing of the election results.
3. **OATH OF OFFICE:** All elected and appointed Board members, before entering upon the duties of his/her office, shall take and subscribe to the Oath of Office.
4. **VACANCIES IN OFFICE:** Whenever any member of the Board dies, resigns, changes residency outside the District or otherwise ceases to be a legal voter in the District, be convicted of an infamous crime, refuses or neglects to take the Oath of Office after becoming elected to the Board, has his/her election to the Board declared void by a court of competent jurisdiction where such election has been contested, or for any other reason now or hereafter specified by law, said office may be declared vacant by the Board and duly filled in accordance with applicable State statutes.
5. **COMPENSATION AND EXPENSES:** In accordance with State statute, Board members serve without compensation

Authorized travel or other expenses, incurred by the Board, which are directly related to the business of the District shall be reimbursed upon documentation of such expenses in accordance with the following policy:

- A. In conjunction with the preparation of the budget and appropriation ordinance of the Park District for each fiscal year, the District Board will determine the aggregate amount of funds to be made available for Commissioner attendance at meetings, conferences, and other authorized expenses.
- B. Prior to registering for a meeting and/or conference outside of Illinois, Board members shall request and receive authorization from the Board. Such authorization shall be included on the agenda of a regular meeting. Commissioners who attend the IPRA/IAPD conference may be authorized representatives of the District at the annual meeting, with prior approval of the District's Board.
- C. The Board shall designate approved meetings and/or conferences that may include but are not limited to the following:
  1. Sponsored by the National Recreation and Park Association which include educational sessions for commissioners.



2. Sponsored by the Illinois Association of Park Districts which include educational sessions for commissioners.
  3. Sponsored by the Illinois Park and Recreation Association which include educational sessions for commissioners.
  4. Meetings and/or conferences wherein the district has been selected to officially receive an award or other recognition.
- D. Payment of directly related district business expenses for approved conference and travel shall be made in accordance with the Local Government Travel Expense Control Act (50 ILCS 150) and the Quincy Park District Personnel Code Manual.
  - E. Use of personal vehicles for district business occurring outside of the District, shall be reimbursed at the rate consistent with employee reimbursement as outlined in the Quincy Park District Personnel Code Manual.
6. ANNUAL REORGANIZATION MEETING: The regular Board meeting of the second Wednesday in May of each year shall be designated as the Annual Reorganization Meeting. The first order of business shall be the Board election of officers to serve until his/her death, or until he/she shall resign as such officer (or in case of the President and-Vice President, as a member of the Board), or until he/she has been removed in the manner provided in the "Park District Code." Vacancies created in any office by the removal of an officer or for any other reason, may be filled by the Board at any of its meetings. In case of temporary absence or the temporary inability of an officer to act as such, the Board may fill his/her office temporarily.
  7. FACILITY USE PRIVILEGES: Board Members have the duty to inspect and/or utilize specified district facilities during the conduct of their duties as Commissioners at their own expense. Use of facilities fosters an understanding of District operations, facility conditions and quality of public services.
  8. PRIMARY POWERS/FUNCTIONS OF THE BOARD:
    - A. Legal Authority: The Board, as a whole, is the legal corporate authority of the District. As an individual, a Board member has no legal authority to determine policy, give directions to district personnel, or to act or speak for the Board unless specifically authorized to do so by official Board action.
    - B. Representation: Board members represent all of the residents of the District and should avoid representing special interest groups.
    - C. Board Decisions: Board members should make non-partisan decisions regarding district policies and operations based upon reports, facts and study.
    - D. Establishment of Policy: Board members establish organizational, executive and administrative policy to be carried out by the Executive Director.

Operational policy and the day-to-day affairs of District management authority are vested with the Executive Director.

- E. Salary Administration: Board members establish and may amend the District Salary Administration Program, as organizational policy, and shall establish salary budget appropriation limits. With the exception of Board appointed employees and Special Consultants, annual employee salary increases, within pre-authorized Board appropriation limitations, are construed as operational policy.
- F. Park/Major Facility Master Site Planning: Prior to Executive submittal of a formal Master Site Development Plan for Board consideration and approval, appropriate impacted community meeting (s) shall be conducted by district administration to determine affected public needs, attitudes and interests.
- G. Naming of Parks/Facilities: It is the responsibility of the Board to select names for new parks, buildings or facilities, or when appropriate, to change the name (s) of park property of the District. Refer to Policy and Procedure Manual Chapter 4 Sections 4.1-4.3.
- I. Donations/Grants/Gifts to District: Monetary and non-monetary donations, grants and gifts, to the district, representing a value of \$25,001 or more, must receive Board approval prior to acceptance. Donations, grants, and gifts from the Quincy Park Foundation do not require Board approval. Other affiliates, civic organizations, and not-for-profits may not require Board approval if the donation is used for existing projects or repairs of current facilities.
- J. Establishment of District Facility Use/Recreation Program Fees: All District facility use fees are subject to the prior approval of the Board. Recreation program and public service fees are not subject to Board approval if said fees are sufficient to meet all anticipated program/activity direct implementation costs.
- K. Specific Functions of the Board:
  - 1. Tax Levy: Provides for the levy of taxes pursuant to the authority granted by State statute. Such levies shall provide for the generation of sufficient revenue to pay the cost of the district's operation, as required.
  - 2. Budget and Appropriation Ordinance: In accordance with State statute, annually adopts a District budget and appropriation ordinance which establishes various fund expenditure and revenue limitations for the fiscal year.
  - 3. District General Operations Budget: Annually reviews and adopts a District fiscal year, modified program budget, delineating fund and account authorized expenditures and revenues.
  - 4. Collective Bargaining Working Agreement (s): stipulated by the Illinois Labor Relations Board officially recognizes certified Union collective

bargaining units and considers approval of negotiated collective bargaining agreement(s).

5. Appointment of Executive Director and Special Consultants: Appoints Executive Director, District Attorney, and other special consultants, as authorized by the Board.
6. Acceptance of District Annual Audit: Hires an independent Certified Public Accountant to conduct a full audit of District finances and prepares a Comprehensive Annual Financial Report (CAFR) on an annual basis. The CAFR shall be presented to the Board for acceptance.

- L. Development of Operating Procedures: It is the policy of the Quincy Park District to authorize the Executive Director to establish and enact operating procedures to assure successful implementation and compliance with Board policies.
  1. The Board may direct the Executive Director to include specific operating procedures as developed in the policy review process. The Board shall not otherwise develop operating procedures for the District operations.
  2. The Executive Director shall approve all operating procedures developed for the District.
  3. The Executive Director or assigned delegate shall maintain all operating procedures in an organized and accessible format for employees, Board or public review.
  4. The Executive Director or assigned delegate shall train employees and hold them responsible for implementation of all approved operating procedures.
9. **BOARD CONDUCT:** It is the policy of the Board to operate and conduct meetings in a professional manner, in accordance with this manual.
  - A. Sexual Harassment: Alleged harassment by a commissioner against another elected official can be reported to the Board President. If the Board President is the reporting person or is implicated by the allegation, the report can be made to any other commissioner. Any report under this section must be referred to the district's legal counsel, who then must appoint a qualified independent attorney or consultant to review and investigate the allegations.

## **SECTION II: BOARD OFFICERS**

Officers of the Board shall be President, Vice President, Secretary, and Treasurer and such assistant secretaries, assistant treasurers and other officers as may be chosen by the Board.

1. PRESIDENT: The President shall preside at all meetings of the Board, and shall call special meetings thereof on his own motion or on the request of two or more of the members, and in the case of a special meeting shall cause notice to be given to all members as provided. He/she shall have the right to vote upon all questions coming

before the Board and shall be a member thereof. The President shall be the executive officer of the Board. He/she shall sign all documents authorized by the Board in its name and on its behalf and shall see that all ordinances of the Board are enforced. He/she shall also perform such other duties of the office according to State statutes and the direction and approval of the Board.

2. VICE PRESIDENT: The Vice President, in the absence of the President, or in the event of his/her refusal or inability to act, shall be vested with the powers to perform the duties of the President.
3. SECRETARY: The Secretary shall be appointed by the Board and have the custody of the Corporate Seal and all books and records pertaining to the Secretary's office; shall attest and affix the Corporate Seal to all instruments requiring such action when authorized by ordinance or vote of the Board; and shall cause all ordinances, resolutions and other actions of the Board requiring filing and/or publication, to be duly filed and/or published. The Secretary shall give notice of and attend all meetings of the Board and keep full and true records of proceedings. The Secretary shall have the power to administer oaths and affirmations. The Secretary shall perform all duties pursuant to the State Statute and accept all duties prescribed by the Board. The Secretary need not be a member of the Board, may be a paid employee, and shall act under the general supervision of the President and Board.
4. TREASURER: The Treasurer shall be appointed by the Board and shall be the chief financial officer. The Treasurer shall report to the Board all receipts and disbursements and submit such financial statements and detailed information as may be required by the Board. The Treasurer shall advise the Board on financial policies, practices and investments. The Board may require such bonds as it deems necessary in connection with the office of the Treasurer. The Treasurer need not be a member of the Board, may be a paid employee, and shall act under the general supervision of the President and the Board.

### **SECTION III: BOARD COMMITTEES**

1. ESTABLISHMENT OF COMMITTEES: The overall objective of the Board committee structure is to provide appropriate, in-depth policy review and recommendations as they relate to specific and significant functions of the Park District. Committee assignments are made by the President of the Board. Every attempt is made to assign committee chair people who have demonstrated a knowledgeable interest in a specific committee. With the exception of the Finance Committee and Park Foundation committee the Board President may activate or de-activate the noted standing committees as needed. All recommended committee activation or de-activation shall be submitted to the Board President.
2. APPOINTMENT OF COMMITTEE CHAIRPERSON/MEMBERS:
  1. The President of the Board designates what committees shall be formed.
  2. The President of the Board makes all committee appointments.
  3. The number of Board members appointed to the committees is set by the Board.
  4. All terms will be for one year.
  5. The President of the Board shall designate the chairperson of all committees.

### 3. FUNCTIONS OF AUTHORIZED COMMITTEES:

#### A. Finance Committee:

Reviews the financial stability of Park District operating, capital and debt service funds;  
Reviews proposed annual Park District budget and submits recommended action(s);  
Recommends ways and means to enhance District revenue capabilities without increasing taxes;  
Recommends effective cost-cutting strategies;  
Reviews and recommends to the Board approval of monthly expenditures;  
Reviews the monthly cash balance and investment reports;  
As appropriate, reviews and recommends updates to the Investment and/or the Fund Balance Policy.  
Salary Administration Program revisions, requests for establishment of new regular full-time position classifications and authorization to hire additional regular full-time District personnel.

#### B. Personnel:

Reviews and recommends the tools and process for the annual evaluation of Board appointed personnel;  
Reviews and recommends the goals & objectives for Board appointed personnel;  
Monitors the Personnel Code and recommends revisions, as needed;  
Reviews and recommends improved employee benefit programs;  
  
Reviews and recommends Board action regarding District personnel reorganization proposals.

#### C. Foundation:

Represents the Board of Commissioners at all Quincy Park Foundation meetings;

Reports Quincy Park Foundation findings and recommendations to the Board of Commissioners;

Advise the Quincy Park Foundation Board members on Park District philosophy, direction and priorities.

The Executive Director is an ex-officio member of the Quincy Park Foundation.

The Board President shall appoint two Commissioners to the Quincy Park Foundation.

- D. The Board President also selects commissioners to represent the District at City Plan Commission, and others as needed.
- E. The Board President also proposes non-commissioners to represent the District at Quincy Riverfront Development Corporation (QRDC), and others as needed. This shall be done with approval of the Board and included in the consent agenda at the regular monthly meeting.

#### SECTION IV. OPEN MEETINGS ACT

##### 1. THE POLICY:

The Quincy Park District Board of Commissioners shall act in accordance with the Illinois Open Meetings Act (5 ILCS 120).

##### 2. OPEN MEETINGS:

All meetings of public bodies shall be open to the public unless covered under one of the following exceptions.

###### Remote Attendance:

Section 1. Policy Statement: It is the policy of the Quincy Park District that any member of the Board of Commissioners may attend and participate in any open or closed meeting of the Board of Commissioners from a remote location via telephone, provided that such attendance and participation is in compliance with this policy and any other applicable laws.

Section 2. Prerequisites: A member of the Board of Commissioners may attend a meeting from a remote location if the member meets the following conditions, a quorum is physically present throughout the meeting, and a majority of a quorum of the Board of Commissioners votes to approve the remote attendance:

- (a) The member should notify the Board President or Secretary at least 24 hours before the meeting so that necessary communications equipment can be arranged.
- (b) The member must assert one of the following ~~three~~ four reasons why he or she is unable to physically attend the meeting.
  - (1) The member cannot attend because of personal illness or disability; or
  - (2) The member cannot attend because of employment purposes or the business of the Quincy Park District; or
  - (3) The member cannot attend because of family or other emergency; or-
  - (3)(4) The member cannot attend because of unexpected childcare obligations.

Section 3. Voting Procedures: After a roll call establishing that a quorum is physically present, any member present may move that a member be permitted to participate remotely, specifying the reason entitling the absent member to



participate remotely. All of the members physically present are permitted to vote on whether remote participation will be allowed. The motion must be approved by a majority of the quorum.

Section 4. Adequate Equipment Required: The member participating remotely and other members of the Board of Commissioners must be able to communicate effectively, and members of the audience must be able to hear all communications. Before approving remote attendance at any meeting, the Board of Commissioners shall provide equipment adequate to accomplish this objective.

Section 5. Minutes: Any member participating remotely shall be considered an off-site participant and counted as present by means of video or audio conference, for that meeting if member is allowed to participate. The meeting minutes shall also reflect and state specifically whether each member is physically present, present by video, or present by audio means.

Section 6. Rights of Remote Member: A member permitted to participate remotely will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The remote member shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any remote member shall be called during any vote taken, and his or her vote counted and recorded by the Secretary and placed in the minutes for the corresponding meeting. A member participating remotely may leave a meeting and return as in the case of any member.

Section 8. Closed Meetings: A quorum of the Board of Commissioners must be physically present at any closed meeting. Members participating remotely shall otherwise be entitled to participate in closed meetings by audio conference, in the same manner as at an open meeting.

Section 9. Committees, Boards and Commissions: This policy shall apply to all committees, boards and commissions established by authority of the Board of Commissioners.

3. FINAL ACTION:

No final action may be taken at a closed meeting. All actions and discussions thereof shall be preceded by a public recital of the nature of the matter being considered, including other information that will inform the public of the business being conducted, and a motion and a second for approval of the action.

4. AGENDA PROCEDURE:

The Executive Director, in concert with the Board President, shall develop the regular meeting agenda, as well as, provide any relative information. Special or Emergency Meeting agendas will be prepared by the Executive Director unless said meeting is called by the President at the request of two or more members of the Board, in which case these Board members will be responsible for agenda content.

The agenda must be posted at the meeting site 48 hours in advance for regular, special, or reconvened meetings.

An example of agenda format is below. The agenda format is established by the Executive Director, subject to approval by the President of the Board.

**(EXAMPLE ONLY)**  
**QUINCY PARK DISTRICT**  
**1231 Bonansinga Drive**  
**Quincy, Illinois**

**Agenda**

**Finance Meeting - District Conference Room** **5:15 P.M.**

- Approval of Minutes
- Review of Monthly Financial Reports

**Regular Meeting - Board Room** **6:00 P.M.**

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**CONSENT AGENDA:** **(UNANIMOUS CONSENT)**

1. Monthly financial report
2. Accounts payable
3. Regular Meeting Minutes
4. Executive Session Minutes (Remain confidential, subject to bi-annual review)

**PUBLIC INPUT:** Each speaker may have up to 3 minutes for comments

**BOARD INFORMATION/EDUCATION:**

**CORRESPONDENCE:**

**VOLUNTEERS:**

**EXECUTIVE DIRECTOR'S REPORT**

- Executive Director

**DIRECTOR'S REPORTS**

- Director of Parks
- Director of Business Services
- Director of Program Services
- Director of Golf
- Marketing/Operations Director

**COMMITTEE REPORTS:**

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

**PUBLIC INPUT:** Each speaker may have up to 3 minutes for comments

**EXECUTIVE SESSION:** In accordance with 5 ILCS, Par. 120/2c, I move that the Board convene into Executive Session to discuss: (read item(s) from List) **(ROLL CALL VOTE)**

**CALL TO ORDER (OPEN SESSION)**

**ACTIONS AFTER EXECUTIVE SESSION:**

**ADJOURN (VOICE VOTE)**

## SECTION V. EMPLOYMENT

### 1. HIRING EMPLOYEES/SPECIAL CONSULTANTS:

- A. Hiring an Executive Director: The Executive Director is appointed by the Board. The Board sets the conditions of his/her work and, if necessary, replaces him/her. However, as head of the District, the Executive Director should always have complete authority regarding Park District operations. The Board is corporate and acts only on the basis of group discussion and decision. In its dealings with the Executive Director, as in matters dealing with employees, the Board must act as a unit. No individual Board member has any legal authority to deal with the Executive Director on an individual basis, and each Board member is obligated to uphold all adopted Board policies, whether or not he/she voted for them.
- B. Hiring Employees: The Board does not play a role in the hiring, firing or day-to-day management of District employees. Those responsibilities are vested with the Executive Director. The Board's relationship with Park District employees should be very limited. Socializing at Board/employees functions is permissible, but when board members interfere with employee matters, or listen to employee's complaints about their jobs, the Executive Director, or the Park District, then the Board members have gone beyond policy authority.
- C. Hiring Special Consultants: The Board appoints an Attorney and Special Consultants to serve the Park District. When the need for a new Attorney or Special Consultant arises, the Executive Director shall interview possible candidates and submit his/her finalists for Board approval.
- D. Nepotism: Unless otherwise noted, no immediate family member of any elected official, the Executive Director or any Director may be employed in any paid position within the District. Affected individuals (i.e. relatives) employed since 1994, or presently employed, shall be exempt from this policy. In addition, newly elected official's immediate family members shall be exempt if said employee(s) has been a paid employee of the Park District within the preceding twelve months prior to the official's date of taking office. An immediate family member shall include: parents, spouse, parents-in-law, sisters, brothers, children, grandchildren, grandparents, brothers-in-law, sisters-in-law, step-children, stepmother, stepfather, aunt, uncle or legal guardian.
- E. Board Member Application for Park District Employment: A Board member who submits an application for a job with the Park District must resign from the Board before the application will be considered for employment.

### 2. ESTABLISHING EMPLOYEE POLICIES/BENEFITS:

- A. Employee Policies: The Board adopts and periodically reviews a set of rules and regulations for employees. The document containing these rules and regulations is called the Personnel Code. The Executive Director provides input and drafts the language for employee policies that are then considered for Board adoption. Official communications between the Board and employees shall only be through the Executive Director.
- B. Employee Benefits: The Board adopts and periodically reviews all employee benefits. Employee benefits are included in the Personnel Code and/or the Salary

Administration Schedule. The Board also must approve any Union Working Agreement. The Executive Director provides input and drafts the language for employee benefits, including any Union Working Agreements.

## **SECTION VI. CONDUCTING BUSINESS OF THE DISTRICT**

2. **PETITIONS SUBMITTED BY RESIDENTS**: All petitions which are directed toward the District's areas of responsibilities shall be brought to the attention of the Board at the earliest opportunity. The petition shall be placed on the Agenda of a regular meeting and be discussed by the Board. The individual (s) responsible for the petition shall be notified at the earliest possible date that the Board has received the petition, as well as of any associated Board action.
3. **VOTING**: A roll call vote shall be taken for the passage of all ordinances and resolutions and for all propositions to create any liability or for the expenditure or appropriation of money, and in all cases at the request of any Commissioner, and shall be entered upon the minutes of the proceedings. The act of a majority of Commissioners present at a meeting at which a quorum is present shall be the act of the Board, except as otherwise required by the ordinances of the District, by State statute, or unless the act of a greater number of Commissioners is required by any section of the Policy.
4. **CONSENT AGENDA/UNANIMOUS CONSENT**: Noncontroversial, routine items may be grouped into a consent agenda and approved by unanimous consent. The president of the board will state words to the effect, "If there is no objection, the consent agenda will be adopted. [Pause] Since there is no objection, the motion is adopted" If there is an objections the items objected to will be removed from the consent agenda and a motion made to approve the items remaining on the consent agenda. The items removed from the consent agenda will be discussed and voted on as separate agenda items. Normally, approval of minutes and routine financial reports will be included in a consent agenda.
5. **PUBLIC INPUT**: Allowing the public to address the Board of Commissions with their comments and concerns is an important function of an elected body. However, it is recognized that some management of the public input process is essential to decorum and to the effective conduct of the business. Therefore, in conducting business of the Quincy Park District:
  - a. All Regular Board Meetings of the Quincy Park District will include an allowance for Public Input on the meeting agenda.
  - b. Special Board Meetings may include an allowance for Public Input if it is included on the agenda developed for the Special Board Meeting, but Public Input is not required.
  - c. Speakers must limit their comments to three minutes. This time limit is cumulative; if a speaker chooses to speak at more than one Public Input session during the same meeting the total time allowed is three minutes unless additional time is granted by the Board President or that individual acting on behalf of the President of the Board.
  - d. Speakers must limit their comments to three minutes, unless additional time is granted by the Board President or that individual acting on behalf of the President of the Board.
  - e. Statements that are irrelevant, repetitious or disruptive to the conduct of the business of the District may be disallowed at the sole discretion of the President of the Board, or that individual acting on behalf of the President of the Board.
6. **SUSPENSION OF RULES**: The Board President shall have the authority to suspend the rules to allow for pertinent information from the public, professionals and others knowledgeable with



regard to the matter at hand, in order to facilitate the meeting. Board members can also suspend the rules by making a motion and a second.

# APPENDIX

# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 13, 2023

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: ACCOUNTING PROCEDURE – ASSIGNED COMPONENT OF CORPORATE FUND BALANCE: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** In preparation of the Annual Comprehensive Financial Report (ACFR), the District must follow the Governmental Accounting Standards Board (GASB) rules and accounting practices. GASB Statement No. 54 sets forth categories for fund balances. Accountants use the term “assigned fund balance” to describe the portion of fund balance that reflects a government’s intended use of resources.

In December 2022, the Board assigned the following funds within the General Corporate Fund balance in accordance with GASB Statement No. 54:

- \$375,000 for the OSLAD Wavering Shelter/Restroom and all-inclusive Playground (50% of QPD Share OSLAD Grant)
- \$800,000 for the Westview irrigation system replacement (Previously suggested)
- \$625,000 for the section of the Bill Klingner Trail from Parker Heights Park to Lincoln Park

The same action that establishes the assignment is required to remove or modify the assignment.

**FISCAL IMPACT:** Allocation of reserve funds for intended purposes. Based on current projections, the General Corporate Fund would have un-assigned fund reserves, in excess of the District’s fund reserve policy, of \$537,000 on 12/31/2023.

**STAFF RECOMMENDATION:** Staff recommends modifying the assignment of the \$625,000 for the section of the Bill Klingner Trail from Parker Heights Park to Lincoln Park as follows: \$325,000 for improvements to the Paul Dennis Soccer Complex, leaving \$300,000 for the section of the Bill Klingner Trail from Parker Heights Park to Lincoln Park.

**PREPARED BY:** Brian Earnest, Director of Business Services

**BOARD ACTION:**

# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 13, 2023

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: QUINCY PARK DISTRICT SALARY ADMINISTRATION PROGRAM, 2024: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** In accordance with the District's Board Policy Manual, the Board amends the District's Salary Administration Program and authorizes appropriation limits for the salaries of the District's full time, non-union staff. The salaries of union staff are established by the union contract.

For current non-union employees, I recommend that the total amount budgeted for salary increases be set at \$22,492 for a total of 3% above the current 2023 budgeted amount. This calculation does not include the Executive Director's salary which is set by the Board. All salaries will be within the range established by the approved 2024 Salary Administration Program.

The proposed Salary Administration Program salary ranges for 2024 are included with this report.

**FISCAL IMPACT:** The appropriation for salaries of current employees covered by the salary administration program will not increase more than \$22,492.

**STAFF RECOMMENDATION:** I recommend that the Board approve the proposed 2024 salary administration program and to allow the Executive Director to distribute up to \$22,492 in total salary increases among current fourteen nonunion employees for 2024.

**PREPARED BY:** Rome Frericks, Executive Director

**BOARD ACTION:**

QUINCY PARK DISTRICT  
**Proposed**  
**Salary Administration Program & Adjustments for 2024**  
REGULAR FULL-TIME POSITION CLASSIFICATION

ANNUAL PAY RANGES –2024

BUDGET LIMIT FOR COST OF LIVING ADJUSTMENT:  
**Total: \$22,492 which is an increase of (3%)**

<b><u>Position Classification</u></b>	<b>Set by Board</b>
Executive Director	Current \$95,000
<b><u>Position Classification</u></b>	<b>Salary Range</b>
Director of Parks	\$63,000 - \$85,000
Director of Golf	\$63,000 - \$85,000
Director of Business Services	\$63,000 - \$85,000
Director of Program Services	\$63,000 - \$85,000
Director of Marketing/Operations	\$63,000 - \$85,000
Assistant Director of Golf	\$39,000 - \$53,000
Golf Course Superintendent	\$50,000 - \$72,000
Park Maintenance Supervisor	\$48,000 - \$70,000
Park Safety Supervisor	\$42,000 - \$49,000
Recreation Program Manager I	\$37,000 - \$54,000
Recreation Program Manager II	\$37,000 - \$54,000
Administrative Assistant	\$18.25 - \$25.95
Accounting Systems Administrator/Bookkeeper	\$20.25 - \$27.95
Secretary/Receptionist	\$18.25 - \$25.95
For Reference Only:	
Full Time - Maintenance Laborer	\$19.80 - \$41,184
Full Time – Mechanic	\$21.73 - \$45,198
Full Time Crew leader	\$23.22 - \$48,298

**QUINCY PARK DISTRICT**  
Board of Commissioners

**Date of Board Meeting: September 13, 2023**

**STAFF RECOMMENDATION**

**AGENDA ITEM:   FIXED ASSET ACCOUNTING POLICY REVISION:  
RECOMMEND APPROVAL**

**BACKGROUND INFORMATION:** This policy, originally approved April 9, 2008, sets forth the fixed asset accounting policies for the Quincy Park District. These policies define "fixed assets," present accounting principles, and describe the system maintenance. This policy is specifically for the accounting purpose of tracking depreciation for the District's financial reports.

The proposed changes are as a result of changes in GASB rules and to define the accounting of aggregate purchases for booking fixed assets and to raise thresholds due to inflated costs since the inception of this policy in 2008.

The redline version of the revised policy is attached for your review.

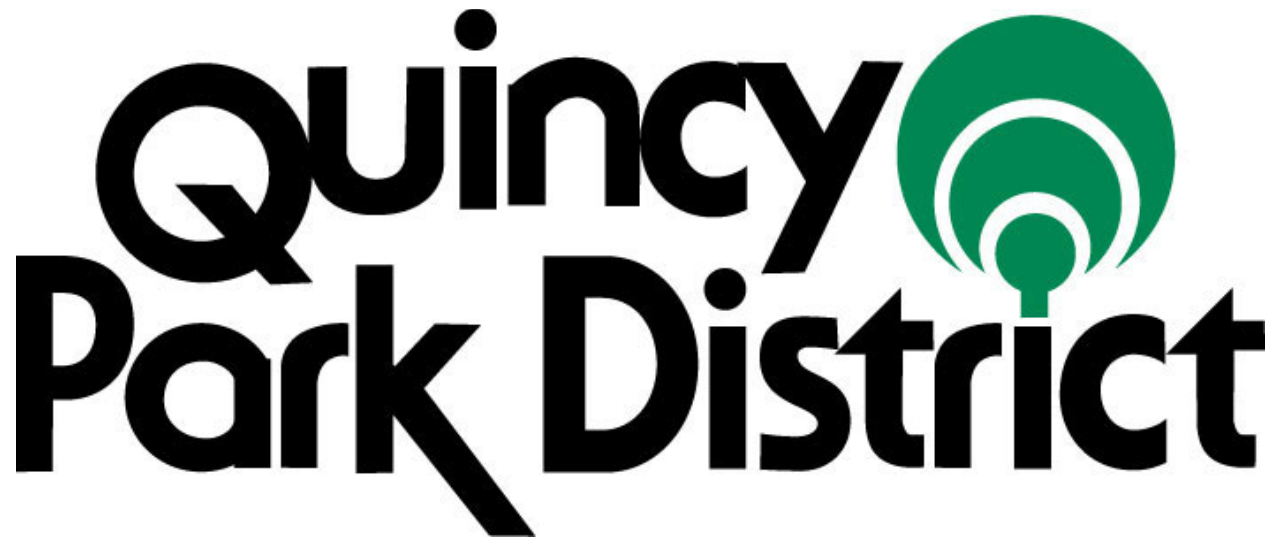
**FISCAL IMPACT:** The impact of these revisions will have a minimal fiscal impact on the District.

**STAFF RECOMMENDATION:** The staff recommends approval of these policy revisions, as presented.

**PREPARED BY:** Brian Earnest, Director of Business Services

**BOARD ACTION:**





# Fixed Asset Policy

Adopted: April 9, 2008  
Revised: September 10, 2014  
Revised: July 14, 2021  
Revised: September 13, 2023

# QUINCY PARK DISTRICT FIXED ASSET ACCOUNTING POLICY

## Introduction:

This document sets forth the fixed asset accounting policies for the Quincy Park District. These policies define "fixed assets," present accounting principles and describe the system maintenance.

The fixed asset system based on this policy can provide information useful to the District in the following areas:

GASB-34 and GASB-96 Accounting  
Proper Valuation for Property Insurance  
Proof of Loss/Property Insurance  
Bond/Debt Rating Public Reports  
Cost Control for Comparison  
Replacement Cost Accounting  
Replacement Year Estimates  
Facilities Planning Replacement Budgeting  
Purchase Analysis

## Definition of a Fixed Asset:

The District defines a fixed asset in accordance with GASB-34 as tangible property, obtained or controlled as a result of past transactions, events or circumstances, which are to be used in a productive capacity by the District and which will benefit the District for a period of more than one (1) year.

The District defines a capital asset as assets used in the District's operations and not expensed in the year of purchase, but are capitalized and depreciated over multiple years. A contract that conveys control of the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction, including SBITAs (Subscription-based Information Technology Arrangement).

To qualify for inclusion as a capitalized asset in the District's fixed asset system, the following five (5) criteria must be observed:

- Fixed or capital ~~The assets must that~~ have a cost or dollar value of ~~\$5,000.00~~ 7,500 or more and, if more than one item, has an aggregate cost for the District in excess of \$150,000, Westview \$20,000, Art Keller Marina \$7,500.
- The asset must have a useful life exceeding one (1) year or more (based upon reasonable estimates).
- The asset must be land, building, building improvement or be of a tangible nature (possess physical substance).
- The asset may not lose its identity as part of a larger unit.
- The asset is not a repair part or supply item.

The District has determined that assets having a value under ~~\$5,000.00~~ 7,500, regardless of their useful life, will not be depreciated for financial reporting purposes.

Capitalization policies include many considerations such as finding an appropriate balance between ensuring that all significant capital assets, collectively, are capitalized and minimizing the cost of recordkeeping for capital assets. Such policy should capitalize assets whose individual acquisition costs are less than the threshold for an individual asset if those assets in the aggregate are significant. The Quincy Park District uses the materiality thresholds when considering its aggregate thresholds for asset acquisitions.

#### Types of Assets To Be Included:

##### Land:

Land is real property that generally includes both surface and content of the land. Land costs include not only the original contract price but also such related costs as liens assumed, legal and title fees, surveying, filing, grading, drainage and other cost of preparation for the use intended. Salvage receipts on demolition of an old building or a similar circumstance may reduce the cost of land. Land acquired through forfeiture is capitalized at the total amount of all tax liens and other claims surrendered (such as cost of acquiring ownership and perfecting title.) Land acquired through donation is valued at the appraised fair market value at the date of acquisition. The cost of the appraisal itself should not be capitalized. Land records should include the assessor's parcel number and/or lot, book and tract, as well as an identification of use and location.

##### Buildings:

Buildings consist of structures erected above or below the ground for the purpose of sheltering persons or property. They are designed with a foundation and roof and may or may not have full enclosure. Building costs include construction and purchase cost and the cost of all fixtures permanently attached and made part of the building. For constructed buildings, costs include contractor payments, in-house labor costs, attorney fees, insurance during construction, architectural fees and the like.

Building records should, if possible, include a quantitative and qualitative description of each structure segregating, where possible and practical, basic building construction from heating, ventilating, air conditioning, roof, elevators, plumbing, lighting, floor and ceiling cover and built-in for component lifting purposes. These latter assets may be replaced several times during the life of the building shell and therefore, take a shorter useful life estimate. Segregation of these costs eases relieving the building account, when these assets are retired, to avoid pyramiding costs.

##### Building Improvements:

Building improvements consist of additions, improvements and replacements made to existing buildings. Building improvements increase the service potential of a building, they expand area, increase safety, improve climate control or improve mobility within the building. Examples are the addition of a building wing, installation of a sprinkler system, central air conditioning or replacement of an elevator. A building improvement must have significant impact and be a material amount (~~\$5,000~~\$7,500 or more per improvement) in order to be capitalized. For this reason, carpeting, partitions, installation of and/or renovation of an office wall structure will generally be expensed. Building improvement costs include construction costs, contractor payments and other costs required to place the improvement in its finished state. Building improvements are capitalized and depreciated separately from buildings.

### Improvements Other Than Buildings:

This group includes all improvements outside a building or improvements to a parcel of land with a cost in excess of \$~~5,000~~7,500 per improvement.

Land improvements consist of land attachments with limited lives, including private driveways, walls, fences, parking lots and the like. These are recorded separately from land so they can be depreciated over their useful lives.

Other improvements in this category include yard and playground areas, miscellaneous structures such as sheds, sign posts, bleachers, drinking fountains, area lighting, etc.

### Furniture, Fixtures and Equipment:

Furniture, fixtures and equipment are defined as personal property that is not attached to land, buildings or improvements and remains movable. Included in this category are cars, trucks, computers and the like. Costs associated with direct purchase include shipping costs, related site preparation and installation charges unless these are nominal. Fixed asset records should include location and department codes and identifying descriptions (manufacturer, model and serial numbers, etc.). Standard descriptions are used when possible.

### Construction in Progress:

Construction in progress is used to account for expenditures accumulated at the balance sheet date relative to construction of fixed assets. Expenditures include construction cost, contractor payments, interest costs (incurred to the period of construction) and other costs required to finish the project.

### Types of Assets to be Excluded:

Inventories of materials and supplies to be consumed in the normal course of the District's operations are excluded. These items, if material in amount, are included on the District's balance sheet but are not intended to be accounted for on the fixed asset system.

Individual treatment should be given to all assets, whenever feasible and practical, when they are being recorded on the fixed asset system. Consideration will be given to grouping assets, in situations where the asset cost or value individually does not meet capitalization criteria, but does so when grouped and/or in cases where the assets are only capable of being used together, are connected and are not intended to be dislocated or used individually.

### Depreciation:

Depreciation is required for the District's assets.

### Depreciation Method:

Unless otherwise noted, all depreciation is calculated using the straight-line method which is the method used by most governmental units.

### Useful Lives:

Useful lives of fixed assets relate to the life expectancy as used by the specific governmental unit. The District has established the following general categories of useful lives for its fixed assets:

Buildings	30-50 years
Building Improvements	10-40 years
Improvements other than Buildings	10-20 years
Furniture & Fixtures	3-15 years
Machinery, Equipment & Vehicles	3-15 years

Useful lives that are assigned to each asset unit are determined on an average for the group or type and shall be consistent with assets of similar type. If conditions warrant a change from this practice then, the reasons for such change shall be noted in the fixed asset records. Useful lives are based on actual experience, whenever possible, or engineering evidence or practice if the District has no actual experience. They are expressed in terms of the probable total years of service.

#### Coding System:

The District's coding system for fixed asset records defines the required data elements to establish and maintain the volumes of fixed asset information. Depending upon the information available and the category of the asset, key data elements will include all or part of the following and any future items required by law.

Department responsible for assets

Asset Number (Inventory Tag Number on all items purchased after January 1, 2008)

Description

Purchase Order Number

Warrant Voucher Number

Asset Class Code

Asset Serial Number

Cost (Purchase Price/Market Value)

Location

Acquisition Date

Estimated Useful Life

Costing Method

Acquisition Method

Source of Funding

Asset Disposal Date of Assets Disposed

Salvage Value

Accumulated Depreciation

Depreciation Expense

Whether the asset is covered by a maintenance agreement

Who the maintenance agreement is with

When the maintenance agreement expires

The condition of the asset

#### Fixed Asset Valuation

Generally, fixed assets are valued at historical cost. There are, however, different ways to compute historical cost depending on the method in which the asset is obtained.

Sources of historical data can include: invoices, purchase orders, cancelled checks, vouchers, contracts, board minutes, general ledger records, real estate closing documents, tax assessment records, grant records, inventory cards, maintenance records, price lists, vendors, etc.

Sources of reproduction/standard cost data can include: manufacturer's price list, catalogs and quotations; distributors and supply company catalogs; industry publications, magazines, etc.

Source of normal cost data can include published prices, such as the Consumer Price Index.

Inclusions to cost or reproduction cost should be analyzed during the valuation process to ensure that full cost information (the acquisition cost to place the asset in use) is obtained and included in the capitalized amount for a fixed asset, in compliance with generally accepted accounting principles. Examples of the cost to be included in the capitalized amounts of the following assets, assuming direct purchases, are:

Land:

Include purchase price, legal and title fees, damage payments, site preparation and demolition.

Buildings, Building Improvements and Improvements Other Than Buildings:

Include purchase price, contract price, fees, claims, interest, "force account labor" and related cost during construction. Force account labor shall be valued at the full-time union laborer rate at the time plus the costs of social security, Medicare, unemployment, pension, and health insurance.

Furniture, Fixtures and Equipment:

Include purchase or assembled cost, freight and installation.

Donations of assets can occur in a governmental setting, with assets being acquired as gifts from individuals or organizations. Valuation of these assets should be established based upon the "Acquisition" value, as defined by GASB-72, on the acquisition date of the gift.

Special care must be given when determining if an outlay qualifies for capitalization as an improvement. Expenditures relating to fixed assets are made throughout the useful life of the asset. Whether these costs should be capitalized or charged to the current period as incurred is difficult to determine. Generally, significant expenditures that result in additional asset service, more valuable asset service, or extensions of the useful economic life of an asset should be capitalized. Expenditures to repair assets or simply maintain assets in good operating condition should not be capitalized, but charged to the current period as an operating cost.

Construction in progress is an accounting valuation of assets (typically buildings or land improvements) currently being built or assembled, in terms of the cumulative cost incurred up to the balance sheet date. The construction accounts are typically supported by capital project or construction funds and should be used to accumulate and record construction-related transactions and costs until such time as the asset is complete and placed into service. It is at this point that the construction

accounts and the fixed asset(s) obtained are recorded on the fixed asset accounting system.

Transfers of property between governmental funds are merely a change in location, department responsibility, etc., of fixed assets. A transfer of property from a governmental fund to a proprietary fund with no monetary consideration involved is a capital contribution that should be valued, in the proprietary fund, at the fair market value of the transferred asset on the date of transfer. Likewise, a transfer of property from a proprietary fund to a governmental fund, with no monetary consideration involved should be considered as a donated asset for its fair market value on the date of transfer.

Exchange or trade-ins of fixed assets sometimes take place in the course of asset acquisitions. All relevant information regarding exchanges or trade-ins of fixed assets should be noted and described on the related purchase orders and communicated to the District's Director of Business Service's office at the time fixed asset disposals and acquisitions are reported.

#### Fixed Asset System Maintenance:

The responsibility for accounting policies and procedures of the District's fixed asset records rest with the Director of Business Service's office. On an annual basis, depreciation should be calculated and summary reports prepared indicating accumulated and current depreciation for all fixed assets that are subject to depreciation. The Director of Business Service's office also has the responsibility to ensure that amounts reported on the fixed asset system records reconcile with one another, as appropriate, and are verifiable and traceable to source documents, departmental records, etc.

#### Fixed Asset Management:

Department heads shall be responsible for the management of assets in their department.

#### Small Fixed Assets:

Items may be placed on the Schedule of Fixed Assets which does not meet the capitalization threshold to ensure accountability and proper management of these items. A list of these items shall be sent to the Director of Business Services and will be included on the Schedule of Fixed Assets. The Director of Business Services may also designate certain small fixed assets which shall be included on the Schedule of Fixed Assets.

#### Physical Inventory:

A periodic physical inventory is necessary for accountability and control. An inventory will confirm the reliability (or lack of reliability) that can be placed upon the fixed asset accounting system by verifying the actual existence of the items represented by the fixed asset records.

The department heads shall perform a physical inventory of the property for which he/she is responsible at least once a year. A due date for completion of the inventory will be set by the Director of Business Services. The Director of Business Services shall provide each custodian with a list of all items on the Schedule of Fixed Assets prior to the annual inventory, and upon request.

#### Other Responsibilities:



The department heads shall forward to the Director of Business Services all records associated with the maintenance of the fixed assets under their charge. Records shall include all forms associated with the acquisition and disposition of fixed assets and copies of their signed annual inventory reports.

#### Missing Property:

Each department head shall send the Director of Business Services a listing of all discrepancies between the Schedule of Fixed Assets and the actual inventory so the Schedule may be adjusted. When property is determined to be missing and cannot be accounted for, the Executive Director will be notified to conduct a review. If appropriate, the matter may be handled as a theft. The Executive Director will notify the Director of Business Services what disposition should be reflected on the Schedule of Fixed Assets after an investigation is completed.

#### Training:

The Director of Business Services will provide periodic training to department heads to ensure that they are properly trained in the management and reporting of fixed assets.

#### Other Procedures:

Department heads are not limited to the above described procedures and are encouraged to employ additional means to ensure control over assets for which they are responsible. Fixed asset policies for assets purchased through federal and state grant funds may require additional records and monitoring not included in this policy. Department heads will be responsible for maintaining and retaining records consistent with applicable grant provisions, and for additional monitoring requirements under the grant(s).

#### Tagging Fixed Assets

All assets in the fixed assets record system shall be tagged, except for items that have serial numbers from the manufacture or assets that are in the categories of Buildings, Building Improvements or Improvements Other Than Buildings. Tags should be placed on the assets so that they are not easily removed or destroyed by asset use. All tags used by the Quincy Park District shall contain both the District's name and an identification number.

The numerical designation appearing on the tag will be a simple consecutive series of numbers which are assigned to assets in consecutive order, without regard for type of asset and location. The use of a consecutive number allows each asset to carry the assigned number throughout its entire life, regardless of its location. Once disposition has occurred, the number should be retired. Tag numbers should be assigned by the Director of Business Service's office.

#### Acquisitions

An item that has been identified as an asset, will be placed in the Fixed Asset Accounting Software program. At that time an ID number will be assigned by the Director of Business Service's office. The ID tag will be distributed by the department heads with instructions to place the ID tag onto the appropriate item.

#### Disposals

District fixed assets are retired through several means including sale, trade-in, loss by theft, etc. All disposals, by any means, must be reported to the Director of Business Services by the department heads using the District's asset disposal form.

An asset to be disposed of by sale which has a current value in excess of ~~\$10,000~~15,000 must be sold at public auction. The Director of Business Services office shall be informed of such auctions and shall be provided with a full report and accounting of all assets disposed of for use in updating the fixed asset records. All sale or trade-in of assets, regardless of value, must have prior written approval of the Executive Director.

## APPENDIX

## Quincy Park District FIXED ASSET DISPOSAL

Date of Disposal: \_\_\_\_\_

Fixed Asset Number \_\_\_\_\_

Item Description \_\_\_\_\_

Year, Make, Model \_\_\_\_\_

Department \_\_\_\_\_

Trade-In Value/Proceeds \_\_\_\_\_

Disposal Method: Sale\_\_\_\_ Junked\_\_\_\_ Traded\_\_\_\_

Transferred \_\_\_\_ (From \_\_\_\_\_ to \_\_\_\_\_)

**Approval:** (Place Initials)

Supervisor \_\_\_\_\_ Director \_\_\_\_\_ Executive Director \_\_\_\_\_

Note: Approvals are based on spending authority per Operations Manual 2.03.5 for disposal methods of sale & junked. Traded assets need only the approval of the director. This form is intended for tracking assets in accordance with the District's Fixed Asset Policy.

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### Business Office Only

Book Value at Disposal \$ \_\_\_\_\_

Approved By \_\_\_\_\_

# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 13, 2023

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: BID FOR SOUTH PARK SIDEWALK REPLACEMENT CHANGE ORDER NUMBER 1: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** Excess Bond Funds were allocated to replace the uneven section of the South Park Sidewalk Replacement. The contractor, Derhake Construction, found two additional springs under the existing sidewalk and along the east side of the sidewalk.

Additional work that was done:

- Added 65' of perforated drain tile to the east of the sidewalk
- Added 10' section of pipe under the sidewalk
- Two ton of additional rock for backfill

The total for all changes is an increase of \$2,100 to the contract price. This makes the total contract price \$17,200.

**FISCAL IMPACT:** The contract price increased by \$2,100 to a total \$17,200. Funding for the increase will come from excess 2023 Bond funds.

**STAFF RECOMMENDATION:** Staff recommends the Board approve Change Order No. 1.

**PREPARED BY:** Matt Higley, Director of Parks

**BOARD ACTION:**



# South Park Sidewalk Replacement





# ***PUBLIC INPUT***