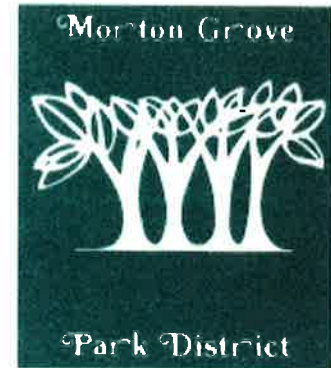


Morton Grove Park District

6834 Dempster Street • Morton Grove, Illinois • 60053 847/965-1200



Morton Grove Park District
Prairie View Community Center
6834 Dempster, Morton Grove, IL 60053
Committee of the Whole
September 7, 2016 at 6:30pm

AGENDA

Call to Order

Public Comment

Administration and Finance Committee – Commissioner Ashta, Chair

Travel, Meals and Lodging Policy
Prospective Board Candidate Policy
Part-Time Information Technology Coordinator Request
Closed Session Minutes Review

Parks and Facilities Maintenance Committee – Commissioner Manno, Chair

General Discussion

Executive Session

I make a motion for the Board to go into closed session in accordance with the Open Meetings Act section 120/2.(c)(1), 120/2.(c)(11) and for section 120/2.(c)(21).

Adjournment



Morton Grove
Park District

Memorandum

To: Board of Park Commissioners
From: Jeffrey Wait, Executive Director
Date: September 7, 2016
Regarding: Travel, Meals and Lodging Policy

Issue:

The adoption of a Travel, Meals and Lodging Policy.

Discussion:

The State of Illinois recently passed Public Act 99-604, which creates the Local Government Travel Expense Control Act. This new law will require all non-home rule units of local government, park districts and others, to regulate travel, meal, and lodging expenses for officers and employees through the adoption of an ordinance or resolution.

At a minimum, a local government's travel policies must regulate the reimbursement of all travel, meal, and lodging expense of officers and employees, including: (1) the types of official business for which such expenses are allowable; (2) the maximum reimbursable amount for such expenses; and (3) a standardized reimbursement expense form, see attached, that includes minimum documentation and information.

Travel, meal, and lodging expenses of any board member may only be approved by the public body after submission of the required documentation and approval by a roll call vote at an open meeting. Expenses of employees or officers that are not board members would also require approval by a roll call vote at an open meeting if they exceed the maximum, \$750.00, allowed under the regulations of the local public agency.

Park Board Action:

For the Board of Park Commissioners to adopt the attached Travel, Meals and Lodging Policy to be included in the of the General Use Regulations.

Morton Grove Park District

ORDINANCE #O-06-16

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

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

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

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

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

Section 1. The Board of Commissioners establishes the following policy governing reimbursement of all travel, meal, and lodging expenses:

**Policy Governing Reimbursement
of Employee and Officer Travel, Meal and Lodging Expenses**

A. Purpose.

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

B. Definitions.

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

"Travel" means any expenditure directly incident to official travel by employees and officers of the Morton Grove Park District or by wards or charges of the Morton Grove Park District involving

reimbursement to travelers or direct payment to private agencies providing transportation or related services.

C. Authorized Types of Official Business.

Travel, meal and lodging expenses shall be reimbursed for employees and officers of Morton Grove Park District only for purposes of official business conducted on behalf of the Morton Grove Park District, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties.

D. Maximum Allowable Expenses.

Maximum Expenses Without Board/Council Approval – Travel, meal, and lodging expenses incurred by any employee in excess of \$750.00 must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners.

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

Personal Automobiles – Travelers must check to see if an agency vehicle is available before asking for approval to use their personal vehicles. Use of a personal vehicle for business must be approved prior to the use. Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or officer's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.

Automobile Rentals – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as limited in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for two or fewer employees or officers traveling together

and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

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

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

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

Meals – Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred.

Prior approval by the Board of Commissioners and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.

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

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

Parking – Parking fees at a hotel/motel will be reimbursed only with a receipt.

E. Approval of Expenses.

Travel, meal, and lodging expenses incurred by any employee in excess of \$750.00 must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners.

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

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

F. Documentation of Expenses.

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

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

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

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

G. Entertainment Expenses.

No employee or officer shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

Section 2. The above "Whereas" recitals are incorporated into and made part of this Ordinance.

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

Section 4. This Ordinance is effective beginning September 21, 2016.

VOTE:

Ayes:

Nays:

Abstentions:

Adopted this 21st day of September, 2016.

(President)

(Secretary)

Exhibit A

Morton Grove Park District

TRAVEL, MEAL AND LODGING EXPENSE REIMBURSEMENT FORM

Name of Official or Employee: _____

Title/Position of Official or Employees: _____

Name and Date of the Activity/Event: _____

Check Number (if applicable): _____

Credit Card Receipt Number (if applicable): _____

Description of the purpose of the expense: _____

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

Mileage: _____

Meals: _____

Parking: _____

Hotel/Lodging: _____

Car rental: _____

Airfare: _____

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

Employee's/Officer's Signature: _____

Date: _____

Director's Authorization: _____

Date: _____

ATTACH ALL RECEIPTS



Morton Grove
Park District

Memorandum

To: Board of Park Commissioners
From: Jeffrey Wait, Executive Director
Date: September 7, 2016
Regarding: Prospective Board Candidate Policy

Issue:

The Board's General Practices Manual should have a policy relating to prospective Board candidates.

Discussion:

During our review for Distinguished Agency Accreditation, it was suggested that the Board of Park Commissioners' General Practices Manual have a Prospective Board Candidate Policy. This policy would specify the guidelines and procedures for staff to follow when a potential candidate intends to run for a seat on the Board. Please see the attached policy.

This policy, if approved, would be listed under the Miscellaneous Policies and Procedures, section 10.23 – Prospective Board Candidate Policy in the Board of Commissioners General Practices Manual.

Park Board Action:

For the Board of Park Commissioners to adopt the Prospective Board Candidate Policy to be included in the Board of Commissioners' General Practices Manual.

**Morton Grove Park District
Board of Commissioners General Practices Manual**

Policy Name: **Prospective Board Candidate Information**
9/21/2016

Date Approved:

Policy Statement

It is the policy of the Morton Grove Park District to provide prospective Commissioner candidates with an information packet prior to any Park District Commissioner election.

Specific Guidelines

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

1. The Executive Director or authorized delegate should compile an information packet and make it available to any prospective candidate no later than ninety (90) days prior to the filing deadline for a Park District Commissioner election.
2. The prospective candidate information packet includes the following items:
 - a. Eligibility to serve and instructions on filing nominating papers and Statement of Economic Interest
 - b. Morton Grove Park District history
 - c. Chain of Command
 - d. Current Fiscal Year Board calendar
3. The Executive Director or authorized delegate should provide the same information in the prospective candidate information packet to each person requesting such a packet.
4. If possible, the Board President and Executive Director should hold a pre-filing information meeting where prospective candidates could be part of a question and answer session about the Park District and the responsibilities of a Commissioner.
5. Upon filing, candidates should be notified and invited to attend any regular or special Board meeting, Committee or Task Force meetings that are held during the election process.
6. Upon filing, candidates should be provided with the names and contact information for all current Commissioners.
7. Upon filing, Commissioner-candidates should be recognized for their attendance during the Public Comment portion of a meeting.



Memorandum

To: Board of Park Commissioners
From: Jeffrey Wait, Executive Director
Date: September 7, 2016
Regarding: Information Technology (IT) Coordinator

Issue:

The District is in need of a part-time Information Technology Coordinator.

Discussion:

Over the last year, especially during the summer months, I noticed the District's use of IT vendors to be cumbersome at best, unresponsive at worse. Telephones, computers and other IT-related business equipment are not being serviced properly or in a timely manner. This has caused systems to be off-line reducing productivity and frustrating customers.

It would be in the best interest of staff and the District to hire a part-time Information Technology Coordinator. This position would be an hourly, non-exempt, non-IMRF with no health care benefits. Similar positions have been advertised on the Illinois Parks and Recreation Association's Job Bulletin at \$17 to \$21 per hour. We intend to hire within this range.

This position would be responsible for but not limited to the following:

- Maintaining and monitoring the District's computer networks;
- Providing and updating the technology 5-year capital plan;
- Resolving hardware and software issues;
- Data conversions;
- Managing the District's email, WIFI and website;
- Managing the District's backup of server information and disaster recovery procedures;
- Updating all hardware and software on each individual workstation;
- Other duties as assigned.

The District would be able to pay this position's salary via the funds currently spent on outside vendors. For example, the District purchases a block of 100 hours for the maintenance of our servers and licenses. Last year this totaled \$10,000. We also spent an additional \$13,500 last year for computer and printer issues support. At \$23,500 the District could hire a coordinator at \$20/hour and receive better support than it is currently receiving.

We have two vendors one responsible for hardware, the other for software maintenance. At times these vendor work well together, however, most times they do not. There is no coordination between the two and once one vendor completed a project that the other changed negating all of the work done. As vendors they are reactionary, spending little if any time being ahead of issues.

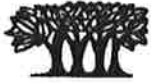
Not only will the District save a little on maintenance costs, but will experience better service and quicker response times when problems occur. In the past, it could take the vendor hours sometimes days to respond to problems. To prevent a delay in business operations, the Superintendent of Finance would attempt to fix problems usually to no avail.

In the coming months, there will be several projects in which a coordinator will be indispensable. The District will be rolling out its new registration system and planning for a new financial system, two systems that will need a lot of support. Having a coordinator on staff will enable the District to respond to questions quicker, monitor progress and adaptability to our current servers, and in the situation of the registration platform will allow us to maintain versus the developer. I don't have confidence that our current vendors would be able to provide assistance needed for successful implementation.

As with any new system there will always be issues that need to be addressed, sometimes immediately. The IT coordinator would be able to address the issues right away or at least the same day. We do have the option for the developer to host the registration platform on their servers. Any time there is a problem, the developer will solve the issue. This would cost the District \$16,000 annually unless we are able to host the site ourselves. According to our research, there would be a one-time cost of approximately \$16,500 to purchase the equipment. But without someone onsite to support it, it wouldn't be a wise purchase. The \$16,000 fee for the developer to host would be saved with the hiring of a coordinator.

Park Board Action:

For the Board of Park Commissioners to approve the addition of a part-time Information Technology Coordinator position for the District.



Memorandum

To: Board of Park Commissioners
From: Jeff Wait, Executive Director
Date: September 7, 2016
Regarding: Review of Closed Session Minutes and Verbatim Recordings

Issue #1:

Pursuant to the Open Meetings Act 120/2c(21), a semi-annual review of all previously Closed Session minutes must be conducted. Below are minutes of Closed Sessions not yet reviewed and still holding "closed" status.

Discussion:

Please review the attached **written** copies of closed session minutes and direct which documents are to have the "closed" status removed, as the need for confidentiality no longer exists.

- February 20, 2016
- February 3, 2016
- December 16, 2015
- December 2, 2015
- November 4, 2015
- October 19, 2015
- September 23, 2015

Issue #2:

Further, pursuant to the Open Meetings Act 120/2.06(c), a verbatim recording required for closed session may be destroyed no less than 18 months after the completion of the meeting if:

- 1) The public body approves the destruction of a particular recording, although no audio will be disposed in the case when exceptions such as potential litigation is in play, and the District will comply with the law in accordance of the Open Meetings Act, and
- 2) The public body approves minutes of the closed meeting that meet the written minute's requirement of Section 120/2.06(a) of the Open Meetings Act.

- February 18, 2015
- February 9, 2015
- January 14, 2015
- January 12, 2015
- December 17, 2014
- December 3, 2014
- November 19, 2014
- November 5, 2014
- October 1, 2014
- September 3, 2014

Discussion:

Please direct which **verbatim** recordings of closed session meetings may be destroyed, as the need to retain them no longer exists:

Park Board Action #1:

The Morton Grove Board of Commissioners adopt Resolution #R-07-16, to direct which closed session minutes shall/shall not have the "closed" status removed as:

- a. The need for confidentiality still exists as to all or part of those minutes or
- b. That the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

Park Board Action #2:

The Morton Grove Board of Commissioners adopt Resolution #R-07-16 to direct which verbatim recordings of closed session meetings may/may not be destroyed, as the need to retain the recording no longer (or still) exists.

- a. The need to retain the recording still exists as to all or part of those verbatim recordings therefore they should not be destroyed
- b. The verbatim recordings are no longer required and may be destroyed

Please note all minutes will be available for review at the Committee meeting.