



**PARK DISTRICT OF OAK PARK**  
**Continued Regular Board Meeting from March 21, 2019**

**Hedges Administrative Center**  
**218 Madison Street**  
**Oak Park, Illinois**

**Thursday, April 4, 2019, 7:30pm**

**AGENDA**

- I. Call to Order/Roll Call**
- II. Approval of Agenda**
- III. Old Business**
  - A. Recreation and Special Facilities Program Committee – None**
  - B. Parks and Planning Committee – None**
  - C. Administration and Finance Committee – Commissioner Wick**
    - 1. PDOP Policy Manual Amendment\***
- IV. New Business**
- V. Closed Session**
- VI. Adjournment**

\* Indicates information attached.

\*\* Indicates information to be provided before or at the meeting.

*In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks and facilities.*



# PARK DISTRICT of OAK PARK

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## PARK DISTRICT OF OAK PARK Continued Regular Board Meeting from March 21, 2019

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### **AGENDA COMMENTS**

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Old Business
  - A. **Recreation and Facility Program Committee** – None
  - B. **Parks and Planning Committee** – None
  - C. **Administration and Finance Committee** – Commissioner Wick
    2. **PDOP Policy Manual Amendments\***  
(Roll Call Vote) (III.C.1)  
**Commissioner Wick: I move that the Park Board of Commissioners approve the amendments to the Board and the Administrative Policy Manuals.**
- IV. New Business
- V. Closed Session
- VI. Adjournment

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# Memo

**To:** David Wick, Administration and Finance Committee  
Board of Park Commissioners

**From:** Jan R. Arnold, Executive Director

**Date:** March 28, 2019

**Re:** PDOP Policy Manual Amendments



## Statement

The Park District Board of Commissioners approves all policies for the Park District. The Park Board is presented with updates to the policy manuals annually. Due to Illinois Distinguished Agency Accreditation Standards, one update is needed to the Board Policy Manual and one for the Administrative Policy Manual.

## Discussion

The Park District has a Board Policy Manual that describes the roles and rules governing the operations of the Park Board. The Park District also has an Administrative Policy Manual that sets forth the policies that govern the day-to-day operations of the Park District. As part of the staff's preparation for the upcoming Illinois Distinguished Agency Accreditation review, two changes these policies were identified.

### *POL.B.05.11 – Open Meetings Act (OMA)*

This policy is located within the Board policy manual and describes how the District will comply with the Open Meetings Act. The one change, highlighted in red, formalizes existing process that states the Executive Director has the authority to appoint a staff member to be the District's OMA officer. Karen Gruszka, the District's Executive Assistant, currently serves in this role.

### *POL.A.04.06 – Procurement Policy*

This policy is located within the Administrative Policy Manual and dictates legal spending and purchasing requirements for the District. The addition, highlighted in yellow, in this policy is related to Emergency Purchases. This change provides the guidance to the Executive Director on how to handle emergency purchases that exceeds their purchasing authority.

## Conclusion

Staff requests review and approval of the amendments to the Board and Administrative Policy Manuals.

# POL.B.05.11 - Open Meetings

All regular, special, and continued meetings of the Board and any committees and other Board-appointed task forces and commissions shall be noticed and conducted in accordance with the Illinois Open Meetings Act (OMA). **The Executive Director has authority to appoint a staff member to serve as the OMA Officer for the District.** All meetings shall be open to the public except when an executive session is called in accordance with that act.

## Related Articles:

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# POL.A.04.06 - Procurement Policy

The Board of Commissioners recognizes the need that materials, supplies, equipment and services of the quality and quantity required to operate the District be specified, described, and procured in a manner that provides for full and free competition among potential suppliers. Each procurement action will be fully documented consistent with District purchasing procedures. Any variance from the policy must have prior approval of the Board.

## Formal Bidding

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

- Those that are clearly identified and justified in writing as "sole source" and that are approved by the Board in advance of purchase.
- Those purchases of an emergency nature that requires immediate implementation in order to eliminate major problems and that are approved by the Executive Director and authorized by the Board.
- Those purchases specifically excluded from the bidding process by Illinois State Statutes.
- Those whose cost is less than \$25,000.00 and that are approved by the Executive Director.

Requests for formal bids for those procurements costing \$25,000.00 or more will be formally and publicly advertised. At least one notice will be published in the local newspaper not less than 14 days before the bids are "closed". Sealed bids will remain sealed until the formal "bid opening" is conducted by a designated District employee with at least one witness at the place, time and date specified in the advertisement. Upon recommendation of the Executive Director and approval of the Board, the award will be made to the lowest qualified bidder meeting the specifications and other required terms and conditions of the procurement. The right is reserved to reject any bids if such action is deemed by the Board to be in the best interests of the District.

## Informal Quotations

Purchases costing more than \$500.00 but less than \$25,000.00 shall have at least three quotes, whenever possible, that are solicited by either written or oral invitation. Requests for informal quotations for purchases in this range need not be formally and publicly advertised. Certain items routinely purchased on a repetitive basis may be purchased from selected prequalified vendors. These items and vendors shall be reviewed annually, in January, by department heads with the Director of Finance and approved by the Executive Director. Upon approval by the Executive Director or his/her designee, the award is made to the lowest and best quotation meeting the specifications, delivery date and other required terms and conditions of purchase.

## Emergency Appropriations/Purchases

The Executive Director is authorized to bypass the sealed bid process per ILCS 1205/8-1(c) to make emergency expenditures provided such expenditures are approved by three-fourths of the members

of the Board. Due to the emergency nature of the purchase, approval may be written (email) or verbal prior to the next board meeting. Formal board action must take place at the end next Board of Commissioners meeting. An emergency expenditure is defined as an expenditure required to fill an immediate, unexpected need to minimize financial or operational damage, to protect the health or safety of park users and employees or to replace/repair damage to park property or equipment. If the purchase requires a budget amendment, the Board will take action to make the necessary adjustments.

## Purchasing Considerations

**Economy of Resources.** In attempt to provide economies of scale and cheaper products, the district will continually look for opportunities to jointly purchase items and services. The district reviews the State of Illinois Joint Purchase for many items and uses a competitively bid contract with U.S. Communities through the Illinois Park and Recreation Association (IPRA). These items must be of similar quality to those that can be bought out of a contract.

**Local Purchasing.** Park District personnel should seek to purchase goods and services from Oak Park vendors when they are of comparable quality to goods or services purchased from vendors not located in Oak Park. The District will promote purchasing from Oak Park vendors by allowing an additional 15% to be spent on goods and services under \$10,000 and 10% on items \$10,000 to \$15,000. Approval for goods and services over \$15,000 must be given by the Executive Director.

**Environmentally Aware Purchasing.** Park District personnel should seek to reduce the environmental damages associated with their purchases by increasing their acquisition of environmentally preferable products and services to the extent feasible, consistent with price, performance, availability, and safety considerations. These products should have a third party certification of environmentally preferred status such as the Green Seal or Energy Star when feasible.

Environmentally Preferable Products include:

- Products that reduce greenhouse gas emissions or are made with renewable energy
- Products that reduce the use of toxins hazardous to the environment and employee and public health
- Products that contain the highest possible percentage of post-consumer recycled content
- Products that reduce air and water pollution
- Products that reduce waste
- Suppliers who strive to improve their environmental performance and provide environmentally preferable products, and who can document the supply-chain impacts

of their efforts

- Reusable products
- Products that serve several functions (e.g., copier/printers, multipurpose cleaners) and reduce the overall number of products purchased

The District will promote buying the environmentally preferable products by allowing an additional 15% to be spent on items under \$10,000 and 10% on items \$10,000 to \$15,000. Approval for goods and services over \$15,000 must be given by the Executive Director.

## Related Articles:

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