

**CHAPTER VI. - STAFF OFFICERS**

**SECTION A. - OFFICE OF THE GENERAL COUNSEL**

**1. Office Established; Director**

There is hereby established an office which shall be known as the Office of the General Counsel. The director of the office shall be the General Counsel, who shall be an Officer of the Park District. The General Counsel shall report to the General Superintendent and the Board.

**2. Powers and Duties of General Counsel; Generally**

The powers and duties of the General Counsel shall be as follows:

- a. oversee, and, with the cooperation of his/her assistants, conduct all of the law business of the Park District;
- b. employ counsel as may be required or as authorized by the Board;
- c. appear for and protect the rights and interest of the Park District in all actions, suits and proceedings brought by or against it, or any official, Board, office, department or division including actions for damages when brought against such officials in their official capacity;
- d. certify to the Comptroller all judgments rendered against the Park District as to the date following the last day on which appeals may be made with an opinion of the General Counsel that no further proceedings are proper; provided, that when the General Counsel is of the opinion that an appeal is not justified he/she may certify such judgment to the Comptroller at any time;
- e. cause to be kept, in proper books to be provided for that purpose, a register of all actions in court prosecuted or defended by his/her department, and all proceedings had thereon. These books shall at all times be open to the inspection of the President, the General Superintendent, or any member of the Board;
- f. furnish written opinions upon subjects submitted to him/her by the President, the Board, the General Superintendent or by an office, department or division head;
- g. draft such ordinances as required of him/her by the President, the Board, the General Superintendent or an office, department or division head for submission to the Board;
- h. draft any deeds, leases, contracts or other papers required by the business of the Park

District when requested to do so by the President, the Board, the General Superintendent or an office, department or division head;

- i. have general supervision of the revision of ordinances and the insertion of general ordinances into this Code;
- j. conduct all the law business of the Park District and to counsel and advise the Board and all departments, divisions and offices as to all legal matters;
- k. develop rules and procedures for the handling of matters by the Office of the General Counsel subject to the approval of the General Superintendent; and
- l. perform such other duties as required by law or ordinance and be subject to such other rules and regulations as the General Superintendent or the Board may from time to time prescribe.

**3. Power of the General Counsel: Settlement of Accounts, Claims and Suits**

The General Counsel shall have authority to settle, or recommend to the Board settlement of, accounts, claims and suits to which the Park District is a party under the following conditions:

- a. The General Counsel shall have authority to settle claims and suits against the Park District for personal injury, property damage or workers compensation or occupational diseases by payment of five thousand dollars or less.
- b. The General Counsel shall have authority to settle claims and suits against the Park District for personal injury or property damage by payment of an amount exceeding five thousand dollars, but not to exceed fifty thousand dollars, upon the recommendation of a General Liability Committee consisting of the Director of Risk Management, the Director of Budget and Management, Chief Administrative Officer and the General Counsel, or their respective designees.
- c. The General Counsel shall obtain Board approval of the settlement of any claim or suit against the Park District by payment of any amount exceeding fifty thousand dollars.
- d. The General Counsel shall have authority to settle claims and suits against the Park District for workers compensation or occupational diseases by payment of an amount exceeding five thousand dollars but not to exceed fifty thousand dollars.
- e. The General Counsel shall have authority to settle all claims and suits by or against the Park District where the settlement does not provide for payments by the Park District.

- f. The General Counsel shall report the settlement of all claims and suits to the General Superintendent.
- g. The Chief Administrative Officer is authorized to pay from any fund appropriated for the purpose to any person, or in case of his/her death, to his/her personal representative, such sum of money as such person or his/her personal representative shall from time to time be entitled to under and by virtue of the provisions of this Code and of the Workers' Compensation Act or Workers' Occupational Diseases Act.
- h. Whenever proper appropriation shall be made therefore in the annual appropriation ordinance, the Director of Risk Management is hereby authorized, in his/her discretion, to secure and provide proper medical care and hospital treatment for any Officer or Employee who may sustain an injury or occupational disease as the result of an accident or exposure which may arise out of and in the course of his/her employment to the extent that the cost of such care and treatment is within the limits permissible by such appropriation, and whenever such care or treatment is reasonable and necessary.
- I. The General Counsel and the Director of Risk Management are hereby authorized to establish modes of procedure for investigating any request for such care and treatment or to determine the reasonableness and necessity therefor.
- j. In the event that such accident or exposure was caused under circumstances creating a legal liability for damages on the part of some person, corporation or other legal entity, the General Counsel is hereby authorized to take legal action, as set forth in section 5 of the Workers' Compensation Act and section 5 of the Workers' Occupational Diseases Act, on behalf of the Park District to recover any expense which may be incurred in the furnishing of such care and treatment and other compensation from the third party liable therefore, and to join in any action or suit filed by the Officer or Employee to recover his/her damages as the result of the accident or exposure sustained.
- k. Nothing contained in this section shall be construed to waive any rights or liabilities of the Park District, its Officers or Employees under the Workers' Compensation or Occupational Diseases Acts.

**4. Death or Resignation of General Counsel**

In the case of death or resignation of the General Counsel or if the office becomes vacant on the happening of any event, all the powers and duties of the office until his/her successor shall be appointed shall devolve on the Deputy General Counsel during the interim. In case of the absence from the City, or other disability of the General Counsel not creating a vacancy in the office, the Deputy General Counsel shall exercise, as acting General Counsel

until the disability shall be removed, all those powers and duties of the office which can be lawfully exercised by the General Counsel in the name of the General Counsel, and which are not by law or ordinance required to be exercised by the General Counsel in person.

**SECTION B. - OFFICE OF THE SECRETARY**

**1. Office of Secretary; Director**

There is hereby established an office which shall be known as the Office of the Secretary. The director of the office shall be the Secretary, who shall be an Officer of the Park District. The Secretary shall report to the General Superintendent and the Board.

**2. Powers and Duties of Secretary**

The powers and duties of the Secretary shall be as follows:

- a. attend all meetings of the Board and keep accurate records of the proceedings of the Board and be clerk of said Board;
- b. maintain custody of all official documents;
- c. assemble and maintain all deeds, bills of sale, certificates of title and other evidence of ownership of all real and personal property owned by the Park District;
- d. maintain custody of contracts and collective bargaining agreements, approved by the Board (other than contracts for construction, repair, equipment, supplies and materials);
- e. maintain custody of the corporate seal and shall affix and attest the same to all bonds, warrants, contracts and other instruments which require it and which have been properly executed for the Park District;
- f. upon receiving a written request for a call for any special meeting by the President or two or more members of the Board, prepare notices of such meeting and cause them to be served in accordance with the provisions of this Code;
- g. deliver to the Officers of the Park District and to all committees of the Board all resolutions and communications referred to such Officers or committees by that body;
- h. maintain correct copies of this Code as amended in accordance with Chapter I;
- i. certify copies of all Park District documents upon receipt of a fee of one dollar per page, which fee may be waived by the Secretary when furnishing said certified copies to any governmental agency;
- j. cause the publication to be made of each annual appropriation ordinance, each

supplemental appropriation ordinance, and all ordinances of the Park District which require publication;

- k. whenever any ordinance levying or abating taxes is passed, he/she shall promptly file a certified copy of the same in the office of the county clerk of Cook County;
- l. develop rules and procedures for the handling of matters by the Office of the Secretary subject to the approval of the General Superintendent; and
- m. perform other duties as required by law or ordinance and be subject to such other rules and regulations as the General Superintendent or the Board may from time to time prescribe.

**3. Bond of Secretary**

The Secretary, before entering upon the duties of his/her office, shall execute a bond payable to the Park District in the penal sum of fifty thousand dollars, with good sufficient sureties to be approved by the Board, conditioned for the faithful performance of the duties of his/her office and the payment of all monies received by him/her; provided, however, that said Board may at any time, by resolution, require that such bond be in a larger penal sum.

**4. Signature of Secretary**

The Secretary may designate or deputize, in writing, one or more persons who shall have the authority to affix his/her signature as secretary to attestations of seal or to any certificate, contract, notice or any other written instrument which is not by law or by any Park District ordinance required to be signed by the Secretary in person, and when such signature of the Secretary is so affixed to a written instrument at the direction of the Secretary, such instrument shall be in all respects as binding on the Park District as if signed by the Secretary in person; provided, that when the Secretary shall so designate or deputize a person for this purpose, he/she shall notify the Board to that effect and state in such notice the specific instruments which he/she has authorized such person to sign.

**5. Death Disability or Resignation of Secretary; Bond of Assistant Secretary**

In case of the death or resignation of the Secretary or if the office becomes vacant on the happening of any other event, all the powers and duties of the office until his/her successor shall be appointed shall devolve on acting secretary pro tempore appointed by the President, during the interim. Upon appointment, the acting secretary pro tempore shall execute a bond payable to the Park District in the penal sum of fifty thousand dollars with good sufficient sureties to be approved by the Board, conditioned for the faithful performance of the duties of his/her office and the payment of all monies received by him/her, provided, however, that said Board may at any time, by resolution, require that such bond be in a larger penal sum.

## **SECTION C. - OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER**

### **1. Office Established**

There is hereby created and established an office of the Park District which shall be known as the Office of the Chief Administrative Officer. The office shall be directed by the Chief Administrative Officer, who shall be an Officer of the Park District. The Chief Administrative Officer shall report directly to the General Superintendent.

### **2. Powers and Duties of the Chief Administrative Officer**

The power and duties of the Chief Administrative Officer shall be as follows:

- a. supervise the work of the Comptroller, the Treasurer, Purchasing Director, Director of Budget and Management, the Director of Revenue, and Director of Information Technology.
- b. maintain custody of all contracts for the purchase of commodities, equipment, material, professional services and supplies, and for all contracts for the construction or repair of Park District facilities, together with contractor's performance bonds, insurance and related papers; except for the contracts maintained by the Secretary pursuant to this chapter, Section B. 2.d., above;
- c. perform such other duties and be subject to such other rules and regulation as the General Superintendent or the Board may from time to time prescribe.

### **3. Bond of Chief Administrative Officer**

The Chief Administrative Officer, before entering upon the duties of his/her office, shall execute a bond payable to the Park District in the penal sum of fifty thousand dollars, with good sufficient sureties to be approved by the Board, conditioned for the faithful performance of the duties of his/her office and the payment of all monies received by him/her; provided, however, that said Board may at any time, by resolution, require that such bond be in a larger penal sum.

### **4. The Comptroller**

#### **a. Office Established.**

The Comptroller shall be an Officer of the Park District who shall report to the Chief Administrative Officer.

**b. Power and Duties of the Comptroller.**

The powers and duties of the Comptroller shall be as follows:

- (1) establish budgetary control accounting system and the maintenance thereof in current status at all times;
- (2) supervise compliance with all appropriation ordinances and transfers among appropriation ordinances;
- (3) perform all accounting work;
- (4) prepare financial statements and maintain all financial books and records;
- (5) keep special assessment records and accounts;
- (6) perform accounting control of contract work;
- (7) perform periodic audits of the fiscal records of all offices, departments and divisions;
- (8) assist the Director of Budget and Management in compiling data required to be contained in the annual budget;
- (9) open and keep in a clear, methodical manner a complete set of books of account wherein shall be recorded, among other things, the appropriations for the year for each distinct activity, object and branch of expenditure, and the receipts from each and every source of revenue, so far as he/she can ascertain the same, and all monies of the Park District received and disbursed, together with the source of all receipts and the purposes of all disbursements;
- (10) establish a budgetary control accounting system and maintain same in current status at all times;
- (11) assist the Director of Budget and Management in compliance with appropriation ordinances and establish encumbrance records covering all accounts;
- (12) during the course of the fiscal year together with the Director of Budget and Management, conduct a continuing review and analysis of the execution of the annual budget and general fiscal program, and submit to the General Superintendent monthly, quarterly and annual reports showing the current status of the budget and financial condition of the Park District, together with explanatory matter as may be necessary to clearly portray the Park District's budgetary and fiscal operations;

- (13) prepare fiscal information for release to the general public as may from time to time be required to keep the people informed of the Park District's financial program and fiscal condition;
- (14) establish such rules of procedure and prepare such forms as are in his/her judgment necessary for the proper disbursement of monies from the bank accounts in the custody of the Treasurer and for economic purchase of commodities, and the distribution thereof from the storehouses of the Park District;
- (15) at the end of each fiscal year, place to the credit of the general fund all expended appropriations for such year, which shall not include the amount required to liquidate contracts or liabilities entered into by virtue or authority of such appropriation and which remain unpaid at the close of the fiscal year, provided that no such disposition shall be made of any trust fund or funds that by law are specific and under the direct control of Officers especially appointed for their disbursement;
- (16) prepare an annual statement giving a full and detailed accounting of all receipts and expenditures during the preceding fiscal year. Such statements shall also detail the liabilities and resources of the Park District, and all other things necessary to exhibit its true financial condition. Said annual statement shall be accompanied by the certificate of a certified public accountant not connected with the Park District and who has been appointed by the Board. Such accountant shall certify that the statements contained in the Comptroller's report are true reflections of the books of his/her office, which books have been correctly kept. Upon completion it shall be transmitted to the Board at the annual meeting;
- (17) develop rules and procedures for the handling of matters by the Comptroller, subject to the approval of the General Superintendent; and
- (18) perform such other duties as required by law or ordinance and be subject to such other rules and regulation as the General Superintendent or the Board may from time to time prescribe.

**c. Bond of the Comptroller.**

The Comptroller before entering upon the duties of his/her office shall execute a bond payable to the Park District in the penal sum of fifty thousand dollars, with good and sufficient sureties to be approved by the Board, conditioned for the faithful performance of the duties of his/her office; provided, however, that said Board may at any time, by resolution, require that such bond be in a larger penal sum.

**d. Subsidiary and Supporting Groups of Standard Accounts.**

Appropriations made under any of the general classifications set forth in said manual of budget Codes shall be deemed for the items in detail as set forth in said manual. The Comptroller shall have the power to establish subsidiary and supporting groups of standard accounts as he/she may deem expedient. All offices, departments, divisions, sections, Officers and Employees connected with the Park District shall comply with the system of accounting and auditing provided for, and are hereby required to make their reports and accounts conform to, the classification herein provided for or as may hereafter be changed in the manner herein provided and also required to use the records, forms and procedures prescribed by the Comptroller.

**e. Establishment of Regular and Special Funds.**

The Comptroller shall set up and establish such regular and special funds as may be deemed necessary from time to time. Such funds shall be set up in accordance with statutory requirements and in such manner as to afford adequate accounting control of all receipts and disbursements of the Park District, and to insure that monies received for a special purpose from taxes levied, or from other sources, will be distributed.

**f. Ascertainment and Designation of Funds to Which Monies Received Are To be Allocated.**

The Comptroller shall ascertain and designate on the books of account of the Park District the proper regular or special fund to which monies received for the account of the Park District are to be allocated.

**g. Depositories for Monies; Allocation of Monies to Specific Bank Accounts.**

All monies in the custody of the Treasurer belonging to the Park District shall be kept in bank accounts in such bank or banks as may be selected as depositories by the Board according to law. Allocation of such monies to specific bank accounts shall be designated by the Comptroller at the time of each deposit and such allocation shall be conclusive authorization for the Treasurer so to deposit such money. New additional bank accounts may be opened by the Comptroller and Treasurer as necessary and Park District monies may be deposited in such accounts with any bank previously approved by the Board as a depository for Park District funds, without the necessity of Board approval for the additional bank account or accounts at such previously approved bank.

**h. Rules, Forms and Procedure Prescribed by Comptroller To Govern Disbursement of Money.**

All Officers and Employees shall be guided by and conform to such rules and forms in the acquisition of any commodities or services for use of their respective departments or divisions, or in any other procedure requiring their action with regard to other disbursements of money.

**i. Preparation of Vouchers Generally.**

After receipt by the Comptroller of an invoice, payroll or other account of a valid claim against the Park District for monies due, the Comptroller shall prepare a voucher authorizing the issuance of a cash warrant for the payment from the appropriate fund of the amount of such invoice, payroll, order or claim: provided, however, that no such voucher shall be prepared by the Comptroller authorizing payment for commodities purchased or services rendered (other than professional services) unless he/she has first been supplied with a purchase order signed by the Purchasing Director, an invoice from the vendor, and a material receipt signed by an office, department or division head, evidencing receipt of such goods in good order, or of such services for the use of the Park District; and provided further, that no voucher authorizing the payment of consultants providing professional services shall be prepared by the Comptroller without an invoice from the consultant that has been approved in writing by the General Superintendent or his/her designee; and provided further, that no voucher authorizing the payment of salaries or wages shall be prepared by the Comptroller unless and until a payroll covering the same has been submitted to him/her in accordance with the provisions of the Park District Act and the Personnel Code; and provided further, that the Comptroller shall not prepare any voucher authorizing issuance of a cash warrant for any purpose whatsoever, unless and until he/she has investigated and determined that there is an appropriation available to which the contemplated disbursement may properly be charged, and the Comptroller shall note on the face of such voucher the specific appropriation item or authorization to which it is to be charged.

**j. Signing of Voucher by Comptroller Considered as Approval of Voucher.**

Each voucher authorizing the issuance of a cash warrant shall be printed and written, and the signing of such voucher on its face by the General Superintendent, or his or her designee, shall be considered as approval of the voucher.

**k. Drawing of Cash Warrants.**

After the completion of a voucher prepared in accordance with the provisions of this chapter, and when monies are available in the proper fund from which payment is to be made, the Comptroller shall draw a cash warrant signed by him/her, for signature

of the Treasurer, payable to the person designated in such voucher and authorizing the Treasurer to pay him/her out of the appropriate bank account a sum equal to the amount designated in such cash warrant. The Comptroller shall not draw any cash warrant that is not supported by a voucher prepared in accordance with the provisions of this chapter. Thereupon, the Comptroller shall submit such voucher and cash warrant to the Treasurer for his/her signature.

**l. Duty of Comptroller to Assure Compliance with Law.**

The Comptroller shall prepare cash warrants drawn and issued upon the Treasurer or against any funds in his/her hands, and transmit such warrant to the Treasurer for signature. In such matters the Comptroller shall take care that all provisions of ordinance and law with respect to the preparation and issuance of vouchers and warrants and all other prerequisites to the disbursement of monies are complied with and in each of such matters he/she is hereby authorized to examine into the validity and merits of the claim for which the voucher or warrant is to be issued, with an independent power and duty of investigating the same as is vested in or imposed on the Treasurer. No money shall be paid otherwise than upon warrants so drawn, signed by the Treasurer.

**m. Procedure for Payment of Salaries and Wages; Certification of Payroll.**

In the payment of salaries and wages the following procedure shall be followed: The Comptroller shall prepare a payroll on which shall be listed the salaries or wages of each Officer or Employee and showing payments for services rendered in a specified payroll period. A separate payroll shall be prepared for each department, division or office, and such payroll shall be certified by the respective office, department or division heads as to time worked, and shall be in accordance with the provisions of the Park Act and the Personnel Code.

**n. Preparation of Vouchers Cancellation of Outstanding Warrants.**

Upon receipt of such certification of payroll, the Comptroller shall prepare a voucher or vouchers authorizing the issuance of a cash warrant or cash warrants transferring the net amount payable to all Employees of such payroll to the credit of the payroll account of the Park District. The Treasurer is hereby authorized and empowered to sign paychecks in payment of salaries and wages payable to the persons shown on such payroll and for the amount certified therein as due to each of the. The bank on which such paychecks are drawn is hereby authorized to honor them when they bear the signature of or the facsimile signature of said Treasurer. No such check shall be drawn for an amount exceeding the sum of five thousand dollars. The salaries and pay of all Officers and Employees shall be due and payable biweekly to each person entitled thereto, in the manner prescribed by the rules and regulation issued by the Treasurer.

Whenever any such warrant issued pursuant to voucher, as provided for above, drawn upon the Treasurer, which has been delivered to the payee thereof, remains outstanding and unpaid during the period of ninety days from issuance, the Comptroller shall cancel such warrant and credit the fund against which such warrant was drawn. The Comptroller shall maintain a register of the warrants so cancelled and shall notify the Treasurer of the cancellation of such warrant and that such warrants have been delivered to the payee thereof and the Treasurer shall withhold payment upon such warrant if presented for payment.

**o. Appropriation for Payment of Cancelled Warrants.**

The Board shall annually, in its annual appropriation ordinance, provide a suitable appropriation for the payment of such warrants as have been canceled as provided in this Code to the person rightfully entitled thereto, who shall upon demand receive a new warrant in the same amount or so much there of as he/she is or they are rightfully entitled to. This new warrant shall be charged to the appropriation and fund provided and specified by the Board in the annual appropriation ordinance referred to herein, and a record of the payment of the same shall be kept upon the register of warrants canceled.

**p. Payment of Judgments.**

All judgments shall be paid in the order of the date of entry upon the records of the court, provided that if, after the Comptroller has sent notice by registered mail to the judgment creditor or his/her attorney of record, that such claim is ready for payment and such judgment creditor fails to present such judgment with satisfaction piece for payment within fifteen days, then judgments next in the order of entry shall be paid.

**q. Death, Disability or Resignation of Comptroller; Bond of Assistant Comptroller.**

In case of the death or resignation of the Comptroller or if the office shall become vacant on the happening of any other event, all the powers and duties of the office, until his/her successor shall be appointed, shall devolve upon an acting comptroller pro tempore appointed by the General Superintendent during the interim. In case of the absence from the City of Chicago or other disability of the Comptroller not creating a vacancy in the office, an acting Comptroller appointed by the General Superintendent may exercise, as acting comptroller until the disability shall be removed, all those powers and duties of the office which can be lawfully exercised by the acting comptroller in the name of the comptroller and which are not by law or ordinance required to be exercised by the Comptroller in person. He/she shall perform such other similar or related duties as required by the Comptroller, Board or the General Superintendent. An acting comptroller, upon entering into that position, shall execute a bond payable to the Park District in the penal sum of fifty thousand

dollars, with good and sufficient sureties to be approved by the Board conditioned for the faithful performance of the duties of his/her office and the payment of all monies received by him/her provided, however, that said Board may at any time, by resolution, require that such bond be in a larger penal sum.

**5. The Treasurer**

**a. Office Established.**

The Treasurer shall be an Officer of the Park District reporting to the Chief Administrative Officer.

**b. Powers and Duties of the Treasurer.**

The powers and duties of the Treasurer shall be as follows:

- (1) administer, collect and maintain custody of all monies belonging to the Park District;
- (2) supervise payment of tax anticipation warrants, notes and obligations of the Park District;
- (3) maintain the custody of all securities belonging to the Park District;
- (4) revise and settle all accounts and claims in which the Park District is concerned either as debtor or creditor other than claims for which provisions of settlement has been referred to the General Counsel;
- (5) execute in the name of the Park District all necessary releases and claims so settled which have been properly authorized;
- (6) approve with regard to sufficiency of surety all indemnifying bonds required to be given by any person to the Park District to insure the performance or carrying out of any contract entered into by the Park District, or the observance and performance of any ordinance of the Park District, or of any obligation, promise or undertaking. He/She shall establish standards for the approval of indemnifying bonds similar to, but not limited to, sureties which are holders of certificates of authority issued by the Secretary of the Treasury of the United States of America as acceptable sureties on federal bonds licensed to do business in the State of Illinois;
- (7) receive and be the custodian of all money and funds of the Park District and, upon receipt thereof, deposit same in banks approved by the Board, the said money to be deposited to the credit of the funds, respectively, to which such

properly belongs, as certified to the Treasurer by the Comptroller;

- (8) pay out such monies to payees designated in warrants drawn and issued upon the Treasurer or against funds in his/her hands, but only on warrants signed by the Comptroller and by him/herself;
- (9) perform the responsibilities and duties of the fiscal agent of the Park District; and establish reasonable regulations and procedures not inconsistent with the provisions of this Code for the receipt, collection or disbursement of all funds of the Park District;
- (10) exercise general supervision over all Park District Employees who are responsible for the receipt, collection or disbursement of any funds or monies in order to insure compliance with the aforesaid regulations and procedures and with the provisions of this Code concerning the receipt, collection or disbursement of any funds or money whatsoever;
- (11) perform the responsibilities and duties of the Park District collector and collect all monies owing to the Park District, from whatever source, except as may be otherwise provided by law;
- (12) collect all license fees, fees for permits, compensation for franchises, and all other payments of money to the Park District not otherwise specifically provided for, provided, however, that where public convenience requires it, the Treasurer may authorize the payment of license fees and fees for permits to the Officer authorized to issue such licenses or permits, the fees so collected to be transmitted to him/her; and further provided, that the provisions of this section shall not be construed to conflict with the contract obligations now in force and hereafter entered into by the Park District with any person or corporation for the payment of money to any particular department or person or at any particular time or place;
- (13) furnish and file with the Comptroller a daily statement of all monies collected daily showing from whom, and on what account they shall have been received and the disposition thereof. He/She shall cause records to be kept in such manner as to show with entire accuracy all monies received by him/her, and from whom, and on what account they shall have been paid, and the same shall be shown in such manner that such records may be readily understood;
- (14) disburse all salaries and wages in accordance with the payroll determination calculated by the Comptroller and certified by the respective office, department and division heads as to time worked;

- (15) sign all warrants drawn by the Comptroller upon the Treasurer or against any funds in the Treasurer's hands, provided said warrants are accompanied by proper voucher; and as to each voucher or other paper calling for the issuance of a warrant the Treasurer is hereby authorized, in his/her discretion, before signing a warrant there to cause to be made an inspection and examination of the article supplied and the work and labor performed, whether by written contract or otherwise, also of any items appearing in any such voucher or paper, for the purpose of ascertaining that such items, or any of them are correct and the price and quality of the labor or service performed and the price, quality and amount of goods, wares and merchandise represented by such voucher or paper, are fair and just and in accordance with the terms of the written contract, if any there be, and that all requirements and obligations, expressed or implied, pertaining thereto, have been complied with. For any such examination and inspection, offices, departments, divisions and persons having supervision of work and labor or the purchase of supplies or material to be paid for by the Treasurer shall not be required to inquire further into or question the validity of the voucher authorizing such cash warrant or the conformity of such cash warrant with such voucher;
- (16) countersign all orders drawn by the Comptroller upon the Treasurer to make delivery of any securities in the Treasurer's custody or control;
- (17) disburse monies of the Park District only upon receipt of vouchers signed by him/herself. He/she shall not sign any cash warrant which does not conform to these requirements or that appears to be irregular or invalid;
- (18) before signing any cash warrant submitted to him/her, the Treasurer may investigate any purchase requisition, contract, cash receipt, document or recorded entry pertaining to the financial record of the Park District, in order to satisfy him/herself of the correctness and the validity of such cash warrant. The Treasurer shall return to the Comptroller within five days after receipt thereof, any cash warrant which he/she refuses to sign, with a written statement of his/her reasons for refusing. Such cash warrant when signed by the Comptroller and signed by the Treasurer, shall constitute conclusive authorization for the Treasurer to make the payment designated in such cash warrant to the payee named therein, or to his/her order, and the Treasurer shall not be required to inquire further into or question the validity of the voucher authorizing such cash warrant or the conformity of such cash warrant with such voucher;
- (19) develop rules and procedures for the handling of matters by the Treasurer, subject to the approval of General Superintendent; and
- (20) maintain an accurate certified list of all bonds and interest coupons to be

redeemed, as said bonds and interest payments become due, together with signed voucher authorizations providing for the necessary disbursement of Park District funds through an officially designated bank or trust company, as the individual bonds and interest coupons become due and payable

- (21) perform such other duties and be subject to such other rules and regulations as the General Superintendent or the Board may from time to time prescribe.

**c. Bond of Treasurer.**

The Treasurer before entering upon his/her duties shall execute a bond payable to the Park District in the penal sum of two hundred fifty thousand dollars with good and sufficient sureties to be approved by the Board conditioned upon the faithful performance of the duties of his/her office; provided, however, that said Board may at any time by resolution require that such bond be in a larger penal sum.

**d. Death, Disability or Resignation of Treasurer; Bond of Assistant Treasurer.**

In case of the death or resignation of the Treasurer, or if the office shall become vacant on the happening of any other event, all the powers and duties of the office, until his/her successor shall be appointed, shall devolve upon an acting treasurer pro tempore appointed by the General Superintendent, during the interim. Upon appointment the acting treasurer pro tempore shall execute a bond payable to the Park District in the penal sum of fifty thousand dollars with good and sufficient sureties to be approved by the Board conditioned for the faithful performance of the duties of his/her office and the payment of all monies received by him/her; provided, however that said board may at any time, by resolution, require that such be in a larger penal amount.

**e. Investments.**

The Treasurer, Comptroller, Director of Finance and the Director of Budget and Management jointly shall have authority, except in cases where state law otherwise provides, to use any and all funds in the Park District treasury which are set aside for use for particular purposes, and not immediately necessary for such purposes, for investing pursuant to the "Investment of Public Funds Act", 30 Illinois Compiled Statutes 235/1, and the Park Act.

**f. Distribution of Interest.**

To the extent that any such particular fund is so invested, it shall not share in the pro rata distribution of interest which may accrue to the aggregate of the funds used for the purchase of securities as herein provided for; provided, however, that such particular fund as to the surplus which may remain therein after such investment,

shall be entitled to its pro rata share of the interest which may accrue to the aggregate of the funds used as aforesaid.

**g. Transfer of Ownership of Securities from Particular Fund.**

Any securities that may be in the custody of the Treasurer as a result of the purchases made with monies of any particular fund, may be held by the Treasurer as an investment from the aggregate of funds available in the Park District treasury, in accordance with the provisions of this chapter, if the Treasurer and Comptroller jointly deem it advisable to so change the ownership of same or any portion thereof. In cases such change is so determined upon, the particular fund originally invested shall be credited with the amount of the principal and accrued interest up to the date of the transfer of the ownership of such securities from the particular fund to the aggregate of funds in the Park District treasury.

**h. Sale of Securities.**

At any time that the balance of cash in the Park District treasury shall for any reason become less than the amount necessary for immediate use, the Treasurer and Comptroller jointly may sell or cause to be sold such amount or amounts of the securities so purchased under the authority herein granted as may be necessary to insure the keeping on hand of a sufficient amount of money for such immediate needs.

**6. The Director of Revenue**

**a. Office Established.**

The Director of Revenue shall report to the Chief Administrative Officer.

**b. Powers and Duties of the Director of Revenue:**

The powers and duties of the Director of Revenue shall be as follows:

- (1) establish and maintain adequate records and accounts of all of the Park District's bonded indebtedness and for the accurate accounting of interest and amortization requirements of each separate bond issue, also its identity, total amount, purpose, rate of interest and the annual principal and interest payments of each fiscal year from the date of issue to date of final maturity, including the total principal and interest payments to date and the balance of principal and interest remaining;
- (2) as of the close of each fiscal year, prepare and submit to the Board an annual report with appropriate detailed statements of the status of the Park District's bonded indebtedness obligations, together with an estimate of the margin of

it borrowing capacity in relation to the total taxable property assessed valuation. Such report and statements shall list all current bond issues, grouped according to purposes, showing the consolidated principal, interest and total annual requirements over the entire life of the included issues for both optional sinking fund and serial type bonds;

- (3) together with the Treasurer, account and record and ultimately destroy all canceled bonds and bond coupons, subject to the authority and approval of the General Counsel and Board;
- (4) keep accurate accounts of all bonds, warrants issued in anticipation of taxes, other securities issued by or belonging to the Park District or districts to which it is the successor, and shall in compliance with the direction of the Board prepare all orders upon the Treasurer to make delivery of any securities in the Treasurer's custody or control and transmit such orders to the Treasurer for signature;
- (5) manage the corporate debt, the planning and supervision of the issuance and redemption of corporate obligations;
- (6) supervise the issuance, sale and redemption of bonds, notes and other securities of the Park District, together with contracts involving the purchase or sale of such bonds, notes or other securities, and over the payment of interest. He/she shall also have the custody of all such securities together with the related papers;
- (7) conduct such financial and operating research assignments and special studies as he/she may deem necessary or as the Board or the General Superintendent may direct;
- (8) countersign all warrants issued in anticipation of taxes and all other securities issued by the Park District and shall be responsible for the issuance, sale and custody of such notes and securities; unless otherwise specifically directed by the Board, whenever it is necessary to sell tax anticipation notes, bonds or any other security of the Park District, the Treasurer shall notify the Board and request authorization for such sale; upon authorization, the Treasurer shall publicly advertise for bids to purchase such notes, bonds or other securities in the amount deemed necessary, by publication in a newspaper of general circulation at least five days prior to the date set for the sale of such notes bonds or other securities; thereafter the Treasurer shall report to the Board on the bids received, together with an analysis thereof, for such action as the Board desires to take or direct; the Treasurer shall perform such other duties and be subject to such other rules and regulations as the Board may from time to time prescribe;

- (9) assist the Director of Budget and Management in compiling all revenue estimates as required to be contained in the annual budget; and
- (10) perform such other duties as required by law or ordinance and be subject to such other rules and regulations as the General Superintendent or the Board may prescribe.

**c. Transfer of Ownership of Bonds.**

By the endorsement of the Director of Revenue upon any bonds of the Park District payable to bearer, when presented for that purpose by the owner, such bonds shall become payable only to the party named in such endorsement, his/her assignees or legal representatives, anything on the face of such bonds to the contrary notwithstanding. The affidavit of the party presenting any such bonds, or his/her authorized agent or attorney, to the effect that he/she is the owner thereof, shall be sufficient evidence to the Director of Revenue of such ownership.