



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

DATE: February 9, 2017

TO: S. Michael Rummel, Chair
Finance Committee

FROM: Alex Ty Kovach
Executive Director

RECOMMENDATION: Recommend approval of an Ordinance approving an amended Fundraising Authorization Policy.

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability

FINANCIAL DATA: There is no financial impact.

BACKGROUND: In 2008 the District adopted a Fundraising Authorization Policy. The policy provided a consistent process for determining the eligibility of projects and authority to raise funds for the District. The recommended amendment to the policy is intended to:

- Clearly identify whether funds raised are intended to provide budget relief, or to expand the scope of a given project.
- Define an approval process for accepting funds at a significantly greater or lesser amount than requested.
- Ensure that when considering potential funding for a project not in the current annual budget or 10-year CIP, that long term operational impacts are considered as well.
- Identify when acceptance of funds will require a budget amendment.
- Ensure that before any funds are requested or accepted for the purpose of hiring staff a formal position analysis has been completed.

REVIEW BY OTHERS: Chief Operations Officer, Department Directors, Chief Development Officer, Corporate Counsel.

**LAKE COUNTY FOREST PRESERVE DISTRICT
LAKE COUNTY, ILLINOIS**

**AN ORDINANCE APPROVING AN AMENDED FUNDRAISING AUTHORIZATION
POLICY**

WHEREAS, the Lake County Forest Preserve District (the “District”) solicits and accepts gifts, funds, donations, and grants (collectively, “Grants”) in support of the District’s mission; and

WHEREAS, on May 13, 2008, the District approved a “Fundraising Authorization Policy” (the “Original Policy”) governing the application for and acceptance of Grants; and

WHEREAS, the District desires, and it is in the District’s best interest, to approve an amended Fundraising Authorization Policy in substantially the form attached hereto, governing the authority of designated District officials and employees to approve the application for and acceptance of Grants (the “Amended Policy”); and

WHEREAS, pursuant to Section 8 of the Downstate Forest Preserve District Act, 70 ICLS 805/.01 et seq., the District has the authority to pass and enforce all necessary ordinance, rules and regulations for the management of the property and conduct of the business of the District;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, **THAT:**

Section 1: Recitals. The recitals set forth above are incorporated as part of this Ordinance by this reference.

Section 2: Approval. The Amended Policy, in substantially the form attached hereto, is hereby approved. District Commissioners and employees are hereby authorized to apply for and accept grants and donations as designated and described in the Policy.

Section 3: Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this _____ day of _____, 2017.

AYES:

NAYS:

APPROVED this _____ day of _____, 2017.

Ann B. Maine, President
Lake County Forest Preserve District

ATTEST:

Julie Gagnani, Secretary
Lake County Forest Preserve District
Exhibit No. _____

Lake County Forest Preserve District
Fundraising Authorization Policy
Revised February 14, 2017

I. General Policy

The Development Division (“Development”) of the Lake County Forest Preserve District (“District”) raises gifts, funds, donations, and grants (“Funds”) from sources such as individuals, foundations, associations, corporations, and certain governmental agencies to support capital improvements, programs, projects, initiatives or activities of the District (“Projects”). The District employees, officers, and entities authorized in Section II of this Policy are authorized to request and accept Funds, subject to the requirements of this Policy, including the Procedures in Section III.

II. Authority

A. Projects Included In Approved Fiscal Year Budget or 10-Year Capital Improvement Plan

The authority to raise Funds for Projects that are included in the District’s approved Fiscal Year Budget (“Budget”) or 10-year Capital Improvement Plan (“CIP”) is as follows.

- The *Chief Development Officer, with consultation from the relevant Department Director*, may approve the request and/or acceptance of Funds for any Project that requires the District to provide matching funds of \$10,000 or less.
- The *Executive Director or his or her designee* may approve the request and/or acceptance of Funds for any Project that requires the District to provide matching funds of \$25,000 or less.
- The *President and Finance Committee Chair* may approve the request and/or acceptance of Funds for any Project that requires the District to provide matching funds of greater than \$25,000, up to and including \$500,000, with notification given to the relevant Standing Committee(s).
- The *Board of Commissioners*, upon recommendation by the appropriate Standing Committee(s), if applicable, may approve any request and/or acceptance of Funds for any Project.

B. Other Projects Not Previously Approved

If a Project (i) is not included in the Budget and CIP, (ii) would not have a significant impact on District land or other District plans or uses, and (iii) would not involve a new use of District land, the District may accept Funds for such Project. The authority to raise and accept Funds for such Projects is as follows:

- The *Chief Development Officer, with consultation from the relevant Department Director*, may evaluate the scope of a proposed Project and

approve the request for or acceptance of Funds for any Project that does not (i) obligate the District financially, (ii) require more than a nominal amount of staff time, or (iii) commit the District to significant operational obligations.

- The *Executive Director or his or her designee* may evaluate the scope of a proposed Project and approve the request for or acceptance of Funds for any Project that requires the District to spend \$25,000 or less, if such expenditures do not require an amendment to the District's Budget or Appropriations Ordinance.
- The *Board of Commissioners*, upon recommendation by the appropriate Standing Committee(s), if applicable, may evaluate the scope of a proposed Project and approve the request for or acceptance of Funds for any Project.

III. Procedures

A. Form of Request

The Chief Development Officer, with consultation from the appropriate Department Director(s), will prepare each request to apply for or accept Funds and submit the request to the person or entity authorized to accept the Funds as set forth in Section II.A. If the Project is already included in the CIP and Budget, the request must specify whether the Funds will be used to off-set District expenses (i.e., the budget of the Project would remain the same) or if the Funds are to be used to increase the scope of the Project (i.e., the budget of the Project would increase by the amount of the Funds being applied for).

B. Change in Scope or Cost of Project

If Funds are approved at a level 10% greater or less than the original request, or if the Funds are approved obliging the District to significantly alter the scope of the Project, acceptance of the Funds must first be approved through the same process, and with the same authority, used to approve the original request and/or acceptance.

C. Funds that Require Staffing

Before the District accepts any funds that would provide for additional District staffing (full time, part time, or temporary) the District shall first analyze and approve the positions through the District's current position analysis process.

D. Budget Amendment

Before the District accepts any Funds, the Chief Development Officer will consult with the Director of Finance to determine if the Funds will require an amendment to the District's Budget and/or Appropriations Ordinance.