

DES MOINES POOL METROPOLITAN PARK DISTRICT

RESOLUTION NO. 2014 -01

ADMINISTRATIVE POLICIES

WHEREAS, the Des Moines Pool Metropolitan Park District (District) Board of Commissioners (Board) is the District's governing body and as such is responsible for establishing administrative and operating policies and;

WHEREAS, The Board has directed the development of a comprehensive set of policies that address the District's current operating methods and financial management and;

WHEREAS, the Board has been presented with a set of draft policies and has reviewed the same, making certain revisions and directing further review of certain draft policies by outside consultant experts and;

WHEREAS, all draft policies have been reviewed, modified and cast into a set of documents entitled Administrative Directives and are proposed to be placed in files in various media forms and called the Des Moines Pool Metropolitan Park District Administrative Manual;

NOW THEREFORE BE IT RESOLVED that the aforementioned Administrative Policy Manual is hereby established, initially containing Administrative Directives within the following categories:

Organization, Powers and Duties

**Board Officers Duties
Create District Manager
Create District Legal Officer
Duties of Elected Officials**

Meetings, Notice and Public Information

**Meetings Defined
Rules of Procedure
Agenda Preparation
Agenda Information Sheet**

Budgeting and Finance

**Budget Calendar
Budget Management
Capital Improvement Program
Capital Improvement Funding
Credit Card Use
Deposit Funds
Purchasing Limits
Travel and Expense Reimbursement
Voucher Processing
District Standard Accounting Terms**

Information Technology

Information Technology

BE IT FURTHER RESOLVED that the previously adopted policies contained in the documents titled "Des Moines Pool Metropolitan Park District Administrative Plan, Policies, Procedures, Accountability Sections D and E, 2013" are retained and shall be included as part of the Budgeting and Finance Section of the District Administrative Manual and;

BE IT STILL FURTHER RESOLVED that in any event of conflict or confusion with portions or provisions of previously adopted or implied District Policy, the provisions of the hereby adopted Des Moines Pool Metropolitan Park District Administrative Policy Manual shall prevail and shall be the sole policy source of the District until repealed or modified by the District Board of Commissioners.

Adoption: ADOPTED by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT at an open meeting of such Board on the 5th Day of August, 2014, the following Commissioners being present and voting.



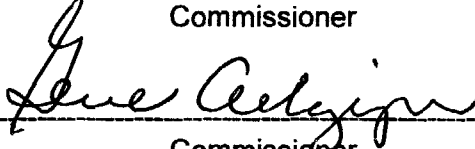
Commissioner



Commissioner




Commissioner



Commissioner



Commissioner



Clerk