

# DES MOINES POOL METROPOLITAN PARK DISTRICT

## RESOLUTION NO. 2017 -04

### ADMINISTRATIVE MANUAL

**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 and procedures 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 codified into a set of documents entitled "Des Moines Pool Metropolitan Park District Administrative Manual.";

**NOW THEREFORE BE IT RESOLVED** that the Des Moines Pool Metropolitan Park District Administrative Manual is hereby established, initially containing Policies and Procedures as follows:

- District Bylaws
- 201 – Mission, Vision and Core Values
- 205 – Purpose, Definitions and General Provisions
- 220 – Board and Administration
- 230 – Signature Authority
- 240 – Public Records Disclosure
- 260 – ADA Accommodations
- 330 – Gender Equity
- 353 – Transgender Policy
- 355 – Sex Offender Policy
- 415 – Legal Officer
- 422 – District Manager Position
- 430 – Criminal Background Checks
- 505 – District Treasurer
- 520 – Procurement
- 525 – Accounts Receivable
- 530 – Accounts Payable
- 535 – Cash Deposit
- 550 – Travel and Reimbursement
- 555 – Capital Assets

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District Administrative Manual shall prevail and shall be the sole policy and procedure source of the District until repealed or modified by the District Board of Commissioners.

**ADOPTED** by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT at an open meeting of such Board on July 8, 2017.

  
Commissioner

  
Commissioner

  
Commissioner

  
Commissioner

  
Commissioner

  
District Clerk