

Section 5.0 – MEMBER DISTRICT LEVY AND ANNUAL ASSESSMENTS

SPECIAL RECREATION FUND USE POLICY

The Special Recreation Levy Use Policy is intended to assist the Member Districts on their use of the Section 5-8 funds for the establishment, maintenance and management of joint recreation programs and services for persons with disabilities of all the participating Member Districts; to support inclusion services; and for the evaluation and retrofitting of recreation facilities used or usable in joint programs and/or to make new recreation facilities universally accessible. In order for a Park District/Municipality to levy for Section 5-8 funds, it would first have to be a party to a joint agreement to provide recreation programs and services for handicapped, typically done through the creation of a SRA.

SECTION 5-8 OF THE PARK DISTRICT CODE STATES:

Any Park District that is a part of a joint agreement to provide recreational programs for the handicapped under 8-10 b of this Code may levy and collect annually a tax of not to exceed .04% of the (equalized assessed valuation) of all taxable property in the district for the purpose of funding its share of the expenses of providing these programs under that joint agreement, which tax shall be levied in like-manner as the general taxes for the district.

In November of 2003, Public Act 93-0612 amended the Property Tax Extension Limitation Law in the Property Tax Code by modifying the definition of “aggregate extension” to exclude extensions made to fund a park district’s or a municipality’s expenses to provide joint recreational programs for the handicapped under Section 5-8 of the Park District Code.

MEMBER DISTRICT USE OF SRA LEVY

Section 5-8 of the Park District Code and Section 11-95-14 of the Municipal Code require that taxes levied for special recreation be spent to fund levying member districts’ shares of the costs of providing programs under the SRA joint agreement. In addition to the annual assessment, these costs may include, but are not limited to:

- A.** Cost of Member District facility use as calculated based upon the following Guideline for Special Recreation Fund Recommendations, which NWSRA shall review on its requests to use Member District facilities for joint programs: NWSRA appreciates that Member Districts make use of their facilities available for NWSRA Programs in accordance with Article 6 of the NWSRA Amended Articles of Agreements, and confirms that a Member District may allocate building and deferred maintenance expenses related to such use pro rata according to its participation in the NWSRA joint agreement program, up to a maximum level agreed upon by the NWSRA Board of Directors in the Long Range Financial Plan.

- B.** Cost of capital improvements for accessibility for people with disabilities to all recreational facilities which are used in conjunction with NWSRA programs, including golf courses, outdoor natural areas and trails, play areas, aquatic facilities including

boating, fishing and swimming pools, sports facilities etc. as required under the Americans with Disabilities Act Accessibility Guidelines (ADAAG).

- C. Cost of 15-passenger accessible vehicle at 100%, and 50% of the cost of an accessible vehicle for over 15 passengers. If there are additional equipment or program needs that can be justified, a higher percentage will be considered.
- D. Cost of consultants to determine accessibility of member district recreation facilities and sites which are used in conjunction with NWSRA programs, when the consultants' work is specifically for the purpose of evaluating accessibility.

ADA COMPLIANCE PROCESS GUIDELINES

To assist with the facilitation the NWSRA ADA Compliance Process Guidelines for each member district, in reference to the Section 5-8 levy of the Park District Code, the NWSRA Board of Directors formed the ADA Compliance Committee.

A. Committee Purpose

The purpose of the ADA Compliance Committee is to review the categories outlined for the use of the 5-8 levy funds of each Member District, which go above and beyond the Member Districts Annual Assessment contribution.

B. ADA Compliance Committee Members and Appointment

The committee shall be made up of:

1. The Executive Director of NWSRA
2. The NWSRA Superintendent of Recreation overseeing Inclusion
3. Two Member District Executive Directors
4. Two Member District Superintendent of Parks

The committee shall be appointed annually at the December Board Meeting.

C. ADA Compliance Review Committee Members and Appointment

The review committee shall be made up of:

1. The Executive Director of NWSRA
2. The NWSRA Superintendent of Recreation overseeing Inclusion
3. Two Member District Superintendent of Parks

The review committee shall be appointed annually at the December Board Meeting.

D. ADA Compliance Submissions Process

To apply for SRA levy funds, a Member District shall send a letter to the NWSRA Executive Director, describing the nature and estimated amount of the proposed expenditure.

ADA Compliance project proposals should include a Cover Letter outlining the projects including unit prices and quantities. Attach pictures and drawings to justify accessibility. The

proposal submitted should be simple, yet complete with pricing, number of units etc. The proposal should be prepared as if it were being viewed by anyone in the public sector. The following checklist items should be for proposals to be considered by the NWSRA Board of Directors:

1. Review the NWSRA ADA Compliance Project Guidelines located on the NWSRA Directors website.
2. Provide a cover letter outlining the request and how the project will benefit NWSRA participants, families and programs (NWSRA has sample letters available on the NWSRA Directors website).
3. Provide an overview of the request (age group, location, park, replacement or new, equipment vendor, surface vendor, etc.).
4. Provide a detailed description of the project, item or surface.
5. Provide a unit price and/or square footage of the entire project, item or surface and the percentage/portion to be charged to the SRA Levy Fund.
6. Provide pictures and drawings to justify accessibility.
7. Submissions should be sent electronically no later than the first day of the January, March, May, July, September and November Board meeting months. See the schedules and deadlines below:

The following schedules and deadlines for the ADA Compliance project submittal and review are listed below. The NWSRA Review Committee accepts, reviews and recommends projects to the Board of Directors six times a year.

ADA Compliance Project Submission Period	Closing Date for ADA Compliance Project Submissions	ADA Compliance Review Process	Board Approval	Acceptance or Denial Letter Sent
December 1 – January 1	January 1	January 1 – January 9	At the NWSRA January Board Meeting	By January 31
February 1 – March 1	March 1	March 1 – March 14	At the NWSRA March Board Meeting	By March 31
April 1 – May 1	May 1	May 1 – May 14	At the NWSRA May Board Meeting	By May 31
June 1 – July 1	July 1	July 1 – July 14	At the NWSRA July Board Meeting	By July 31
August 1 – September 1	September 1	September 1 – September 14	At the NWSRA September Board Meeting	By Sept. 31
October 1 – November 1	November 1	November 1 – November 9	At the NWSRA November Board Meeting	By Nov. 30

8. All NWSRA Member District ADA Compliance project submissions can be found on the NWSRA Directors website.

The request may be submitted within 12 months of final invoice date for actual expenses.

E. The Review Committee Process

The ADA Compliance Review Committee shall review the request and present a recommendation regarding it to the NWSRA Board of Directors. The NWSRA Board shall take action on the request at its next Board meeting following receipt of the Review Committee’s recommendation. After action by the Board, the Executive Director shall notify the Member District in writing of the Board’s decision. The Member District may disburse funds at any time after approving Board action.