WORKING LIST FOR PLANNING PURPOSES – NOT COMPLETE OR FINAL
SIGNIFICANT BOARD ACTIONS REQUIRED

DISTINGUISHED AGENCY

Comprehensive Board Policy Manual (M=mandatory, O=optional):	**Action required of Board All actions require written documentation**
Short term district goals with an annual evaluation process M	Develop a process for board evaluation and setting of annual goals
Long term district goals with an evaluation process for every 3-5 years O	Determine when periodic updates to strategic plan or complete strategic planning process are needed
Capital improvement plan (physical property planning) O	Develop a process for board evaluation of Capital Improvement Plan (CIP) and Renewal Replacement Plan (RRP)
Definition of a board policy M	Approve a definition of a board policy
Definition of an administrative procedure O	Approve a definition of an administrative procedure
Orientation of new board members including a manual M	Determine a process for orientation and adopt an orientation manual
Responsibility of commissioners M	Define the responsibilities of a commissioner (examples: come to meetings prepared, etc.)
Process for annual election of board officers M	Document the board's annual process for election of officers
Terms of board officers M	Determine if board officer's will have a term limit to serve, if offices rotate, etc.
Responsibilities of the President M	Review and approve responsibilities of President
Responsibilities of the Vice President M	Review and approve responsibilities of Vice President
Executive Director Board Relationship M	Define the relationship between the Board of Commissioners and Executive Director
Primary functions of the Park Board M	Define the primary functions of the Park Board
Primary functions of the Executive Director M	Define the primary functions of the Executive Director
Format of regular board meetings M	Determine the format of regular board meetings
Preparation of the agenda M	Determine how the agenda should be prepared and assign responsibilities
Rules of Order, especially if different than Robert's Rules of Order M	Determine what rules of order meetings will be used to conduct meetings
Definition of an ordinance O	Develop a written definition of an ordinance
Definition of a resolution O	Develop a written definition of a resolution
Form of minutes M	Determine the form of minutes
Appointment of committees of the board M	Determine the process for appointing committees and any standing committees

Appointment of citizen committees M	Document the appointment of citizen committees such as UPDAC
Handling of petitions O	Determine how petitions will be handled
Process for public participation O	Determine a process for public participation
Volunteer policy O	Document a volunteer policy
Community needs assessments M	Determine what types of community needs assessments should be conducted and assign responsibility
Fund balance policy M	Establish a fund balance policy based upon GFOA guidelines
Defined budget process O	Determine a budget process
Comprehensive planning policy M	Establish a comprehensive planning policy
Gift acknowledgement policy O	Establish a gif acknowledgement policy
Environmental strategic policy O	Establish an environmental policy
Revenue policy O	Define a revenue policy
Fees and charges guidelines O	Define guidelines for fees and charges
Non-resident policy M	Define a non-resident policy
Board travel policy O	Define a board travel policy
Review of existing investment policy M	Review and confirm investment policy
Review of existing personnel policy M	Review and adopt updated personnel policy
Review of existing Park Code M	Review existing UPD code especially Chapters III and Chapter IV
Review of other existing board policies M	Establish a process to review all existing board policies each 5 years

Note: In order to have a high enough score to complete the Distinguished Agency Certification, a substantial number of optional items will need to be completed in addition to the mandatory actions.

June 7, 2011

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