



**CHAMPAIGN
PARK DISTRICT**

**AGENDA
REGULAR BOARD MEETING
BRESNAN MEETING CENTER
706 KENWOOD ROAD, CHAMPAIGN, ILLINOIS 61821
Wednesday, January 13, 2016
7:00 P.M.**

A. CALL TO ORDER

B. PRESENTATIONS

1. Proposed Operations Facility Plan

C. COMMENTS FROM THE PUBLIC

D. COMMUNICATIONS

E. TREASURER'S REPORT

1. Acceptance of the Treasurer's Report for the Month of December 2015

F. EXECUTIVE DIRECTOR'S REPORT

1. Staff Introductions
2. Volunteer of the Month
3. General Announcements

G. COMMITTEE REPORT

1. Champaign Parks Foundation

H. REPORT OF OFFICERS

1. Attorney's Report
2. President's Report

I. CONSENT AGENDA

All items appearing below are considered routine by the Board and shall be enacted by one motion. If discussion is desired, that item shall be removed and discussed separately.

1. Approval of Minutes of the Board Meeting, December 9, 2015
2. Approval of Minutes of Executive Session, December 9, 2015

J. NEW BUSINESS

1. Approval of Disbursements as of January 12, 2016
Staff recommends approval of disbursements for the period beginning December 10, 2015 and ending January 12, 2016.

**Regular Board Meeting
January 13, 2016
Page 2**

2. Approval of Summer 2016 Part-Time and Seasonal Position Pay Rates
Staff recommends approval of the summer 2016 pay rates and year round part-time pay rates as presented.
3. Approval of Bids for Mowing Services
Staff recommends the Board authorize the Executive Director to enter into contracts with the low bidder on each respective site for mowing services for a period beginning May 1, 2016 through April 30, 2017, except project site groups 2, 5, 6, 10, 11, and 12. Staff recommends awarding the bids for these sites to the second lowest bidder as the low bidder is not capable of meeting the specifications required. It is also requested that in the event of a contractor forfeiting his contract prior to its completion, the Park Board authorize the Executive Director to proceed to the next, lowest responsive bidder and enter into a contractual arrangement for the remainder of the original contract.
4. Approval of a Bid for Mold Abatement
Staff recommends that the Board accept Base Bid 1, Alt. 1-4 (conditionally), and reject Base Bid 2, and authorize the Executive Director to enter into a contract with the low, responsible bidder, NES, Inc. of Mokena IL, in the amount of \$14,625.00.
5. Approval of a Bid for Site Investigation – Soil/Groundwater
Staff recommends that the Board accept the Base Bid, and authorize the Executive Director to enter into a contract with the low, responsible bidder, Professional Environmental Engineers, Inc. of St. Louis MO, in the amount of \$11,733.00.
6. Approval of an Request for Proposal for Audit Services
Staff recommends the Board accept the proposal for auditing services from CliftonLarsonAllen and authorize the Executive Director to enter into a contract for the initial contract term of three (3) years (or FY2016-18) in the amount of \$78,000.00.
7. Approval of an Addendum to the Agreement with CCRPC for the Trails Master Plan
Staff recommends approval of an Addendum to the contract for technical planning services between the Park District and Champaign County Regional Planning Commission (CCRPC) to extend the contract from December 31, 2015 to March 31, 2016.
8. Approval of an Agreement between Parkland College and the Park District
Staff recommends the Board approve a three (3) year agreement with Parkland College for a provision of refuge during evacuation of the Parkland College property.
9. Approval of an Agreement between The High School of Saint Thomas More and the Park District
Staff recommends the Board approve the proposed three (3) year agreement with Saint Thomas More High School for a provision of refuge during evacuation of the Saint Thomas More High School property.
10. Approval of an Agreement with Kiwanis Little League
Staff recommends approval of an Agreement between Kiwanis Little League and the Park District for a period of three (3) years.

K. OLD BUSINESS

L. DISCUSSION ITEMS

1. Capital Budget

M. COMMENTS FROM COMMISSIONERS

N. EXECUTIVE SESSION

The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS Par. 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body, 120/2(c)(5) for the purchase or lease of real property for the use of the public body, 120/2(c)(6) for the setting of a price for sale or lease of property owned by the public body, and 120/2(c)(21) for the discussion of minutes of meetings lawfully closed under this Act, whether for purpose of approval by body of the minutes or semi-annual review of the minutes as mandated by Section 2.06,.

O. RETURN TO REGULAR MEETING

P. EXECUTIVE SESSION ITEM – ACTION

1. Approval to Make Available for Public Viewing Executive Session Minutes

Q. ADJOURN

UPCOMING MEETINGS AND EVENTS

- January 11, Foundation Board Meeting, 4 p.m., Bresnan Meeting Center
- January 13, Regular Board Meeting, 7 p.m., Bresnan Meeting Center
- January 18, Martin Luther King, Jr. Day, Administrative Offices Closed
- January 19 & 21, *Office Space*, 7 p.m., Virginia Theatre
- January 22, Mom Prom: SUPERHERO EDITION, 6 p.m., Hilton Garden Inn Banquet Hall
- January 23, *Shane*, 1 & 7 p.m., Virginia Theatre
- January 25, Study Session, 5:30 p.m., Bresnan Meeting Center
- January 28-30, 2016 IAPD/IPRA Annual Conference, Chicago
- January 28, *Bottle Shock*, 7:30 p.m., Virginia Theatre
- January 29, *Big Night*, 7:30 p.m., Virginia Theatre
- January 30, *Sideways*, 7:30 p.m., Virginia Theatre
- February 1 & 2, *Who's Afraid of Virginia Woolf*, 7 p.m., Virginia Theatre
- February 2, Groundhog Day
- February 3 & 4, *500 Days of Summer*, 7 p.m., Virginia Theatre
- February 5, A Daddy & Daughter Night in Wonderland, 6 p.m., Hilton Garden Inn Banquet Hall
- February 5, *My Bloody Valentine*, 7 p.m., Virginia Theatre
- February 6, Pecha Kucha, Volume 20, 8:20 p.m., Virginia Theatre
- February 10, Regular Board Meeting, 7 p.m., Bresnan Meeting Center
- February 11, Bach's Lunch Concert: , 12 p.m., Springer Cultural Center
- February 13, *Charlotte's Web*, 1:30 & 7p.m., Virginia Theatre
- February 14, Valentine's Day

PRELIMINARY STUDY for FUTURE IMPROVEMENTS of the MAINTENANCE FACILITY



CHAMPAIGN PARK DISTRICT
706 Kenwood Road
Champaign, IL 61821

DECEMBER 28, 2015

GRA Project 201549

Gorski Reifsteck Architects
909 Arrow Road
Champaign, IL 61821

GHR Engineers & Associates
1615 S Neil Street
Champaign, IL 61820

Phoenix Consulting Engineers
421 E Main Street
Mahomet, IL 61853



GORSKI REIFSTECK

ARCHITECTURE • CONSTRUCTION MANAGEMENT • INTERIORS

PROJECT BACKGROUND	1
EXECUTIVE SUMMARY	1
PROGRAM REQUIREMENTS AND CRITERIA FOR EXISTING SITE	2
BUILDING CODES/CODE ANALYSIS	2
ARCHITECTURAL NARRATIVE	5
CIVIL NARRATIVE	6
FIRE PROTECTION NARRATIVE	7
PLUMBING NARRATIVE	8
HVAC NARRATIVE	10
ELECTRICAL NARRATIVE	11
PROGRAM REQUIREMENTS AND CRITERIA FOR NEW SITE	13
ARCHITECTURAL NARRATIVE	13
CIVIL NARRATIVE	14
FIRE PROTECTION NARRATIVE	15
PLUMBING NARRATIVE	16
HVAC NARRATIVE	17
ELECTRICAL NARRATIVE	18
APPENDIX	
OPINION OF PROBABLE COST	
CONCEPTUAL SITE PLANS	



GORSKI REIFSTECK

ARCHITECTURE • CONSTRUCTION MANAGEMENT • INTERIORS

PROJECT BACKGROUND

The purpose of this study is to give the Champaign Park District comparable costs of adding needed square footage to the existing facility in Centennial Park to building a new facility with buildings of the approximate same size on a new site. A visit to the existing site was made on October 16th, 2015 by Jim Gleason of GHR, Tom Overmyer of Phoenix Consulting Engineers and Peter Heinz of Gorski Reifsteck Architects to assess the current site and building conditions. The Champaign Park District provided the architect with a site plan indicating the scope of future required additions. This site plan was used as the building program for both the existing and new sites. The plan was later revised to indicate space in the Horticulture Shed for a trash truck bay. This study involves assessment of how the desired program can fit the existing site as well as what characteristics a new site might need to fulfill the requirements of the program. Opinions of probable costs are being provided for both scenarios.

EXECUTIVE SUMMARY

A building code study was performed in order to confirm the Program requirements and facilitate the design, which is intended to follow the requirements of the applicable codes and standards that have been adopted by the City of Champaign and the State of Illinois.

Preliminary Opinion of Probable Construction Costs for new construction and renovations to both the existing site and the new site have been attached to this report as part of the appendix. There was also an option for adding onsite bulk material storage at both sites.

- The opinion of cost for the additions and renovations to the existing site is \$2,950,973. To add bulk material storage to the site would cost approximately an additional \$594,380. The option to add sprinklers to the existing buildings and new additions would cost approximately \$298,217. The total estimated cost for all options at the current site would be \$3,843,570. This cost includes the removal of the existing bituminous pavement and replacement with concrete paving. This cost does not include the cost of design fees.
- The opinion of cost for the new buildings on a new site is \$7,736,692. To add bulk material storage to this option would cost approximately an additional \$621,548. The total estimated cost with the bulk storage option included is approximately \$8,358,240. This cost does not include the cost of the property, realtor fees or design fees. These costs assume that public utilities and roadways are sufficient to support operations.

These opinions include architectural, structural improvement, mechanical, electrical, plumbing and site work associated with the proposed addition in current dollars (2015) without adjustments. Note that all costs are based upon preliminary assumptions and not detailed architectural or engineering design. The costs associated with required staff relocation to permit the work, furniture, equipment and fixtures, architectural and engineering fees, and construction contingencies are not included.

The new site size, based on the schematic plans attached to this study, indicate a site of 4.5 acres minimum is needed for the basic program requirements. If a large onsite material storage area is also desired the lot size would need to be 6.6 acres minimum.



GORSKI REIFSTECK

ARCHITECTURE • CONSTRUCTION MANAGEMENT • INTERIORS

PROGRAM REQUIREMENTS

The existing Champaign Park District facility includes a mix of building uses including, "B" Business, "A-2" Assembly, "F-1" Factory, "S-1" Storage and "S-2" Storage. The Champaign Park District would like to add 5,055 square feet of office space, 1,350 square feet of fabrication shop space and 1,680 square feet for vehicle storage / wash bay to the existing Operations Building. They would also like to add a 3,995 square foot shed for horticultural vehicles and equipment / material storage / trash truck bay. No change of occupancy use of the facility's existing structures is anticipated for the project work.

An alternate to house all these functions on a new site is also being considered. The new site should be large enough to handle additional bulk storage.

BUILDING CODES, CODE ANALYSIS

The codes currently applicable to the project include:

- 2009 International Building Code
- 2009 International Fire Code
- Illinois Plumbing Code, Version 2014
- 2009 International Mechanical Code, except Section 510
- 2008 National Electrical Code (NFPA 70)
- Illinois Accessibility Code, Version 1997
- 2010 ADA Standards for Accessible Design
- 2000 Life Safety Code
- Illinois Energy Conservation Code (2015 International Energy Conservation Code or 2013 ASHRAE 90.1)

OCCUPANCY CLASSIFICATION AND DESCRIPTIONS OF EXISTING STRUCTURES

The Operations Building contains Non-separated, Mixed occupancies (B Business, Storage S-1 and F-1 Factory). The original portion of the building is masonry (face brick and concrete masonry backup) with solid and laminated wood roof framing. The original building is being used for small office space, vehicle maintenance, wood sign fabrication and storage. The height of the original building is approximately 17'-0". It was expanded in 1995 to include office, restroom and break room facilities. The building expansion is also masonry construction (face brick and concrete masonry backup) with steel joist roof framing. The proposed addition is approximately 13'-6" tall. The total existing building is approximately 10,300 square feet. The exposed ends of the laminated roof rafters are starting to rot and will need further investigation, but otherwise the building appears to be in good condition. We recommend a structural engineer perform a more thorough study of the existing roof framing.

The North Shed contains a Storage S-2 occupancy. This shed houses heavy earth moving equipment, vehicles, tools, bulk storage of materials and other machinery. It is an unconditioned wood post framed, wood truss shed with a gravel floor. The height of the shed is approximately 18'-0". The exterior siding and roof are corrugated metal panels. The slope of the pavement around the perimeter of this shed is too steep for vehicle parking and should be re-graded. The user would like to provide a pull through option at this shed to allow for easier loading / unloading. The building is approximately 6,400 square feet and appears to be in good condition.

The Horticultural Shed contains a Storage S-2 Occupancy. This shed houses the Horticulture vehicles, sprayers, equipment, tools and some bulk storage. It is an unconditioned wood post framed, wood truss shed with a gravel floor. The height of the shed is approximately 15'-6". The exterior siding and roof are corrugated metal panels. The building is approximately 2,673 square feet and appears to be in good condition.



GORSKI REIFSTECK

ARCHITECTURE • CONSTRUCTION MANAGEMENT • INTERIORS

The West Shed contains a Storage S-2 Occupancy. This shed houses the sporting field equipment, special event storage and a welding shop. It is a conditioned, insulated, heavy timber framed structure with concrete masonry exterior walls (face brick and concrete masonry) and wood columns along the front covered in painted wood siding. The height of the shed is approximately 16'-0". The portion of the building used by the Park District is approximately 3,386 square feet and appears to be in good condition.

GENERAL BUILDING / SITE LIMITATIONS

The Operations Building

Existing Building Construction Type:	Type 3B (Non-combustible exterior walls, unprotected)	
Allowable Building Height:	55 feet	(actual 17'-0")
Allowable stories above grade:	2 stories	(actual 1 story)
Floor Area Allowable per story:	12,000 SF	(actual 10,300 SF)
Increase due to open frontage:	(50% increase makes allowable 18,000 SF)	

The North Shed

Existing Building Construction Type:	Type 5B (Combustible construction, unprotected)	
Allowable Building Height:	40 feet	(actual 18'-0")
Allowable stories above grade:	2 stories	actual 1 story)
Floor Area Allowable per story:	13,500 SF	(actual 6,400 SF)

The Horticulture Shed

Existing Building Construction Type:	Type 5B (Combustible construction, unprotected)	
Allowable Building Height:	40 feet	(actual 15'-6")
Allowable stories above grade:	2 stories	(actual 1 story)
Floor Area Allowable per story:	13,500 SF	(actual 2,673 SF)

The West Shed

Existing Building Construction Type:	Type 4 (heavy timber)	
Allowable Building Height:	65 feet	(actual 16'-0")
Allowable stories above grade:	5 stories	(actual 1 story + mezzanine)
Floor Area Allowable per story:	38,500 SF	(actual 3,386 SF)

The Site

Parking: 40 existing lined parking spaces.

Bituminous paving: Approx. 42,000 SF of paving for Park District vehicles, trailers, equipment and seasonal plant racks.

Grade: Grade is somewhat flat on the site. The ground rises to the east toward the ball field and is lower toward the south. There is a condition on the west side of the Operations Building where grade slopes toward the building and has caused water damage to the building in the past. Grade around the North shed is sloped too steep to allow for parking vehicles against the building.

ZONING / BUILDING CODE CONSTRAINTS

The site is zoned Single Family (SF1). Community or Government Buildings are a provisional use in the SF1 Zoning District. This allows an additional principle use per Section 37-162, "Two (2) or more principal structures are permitted on a lot for multifamily developments, institutional uses and hotel / motels."



GORSKI REIFSTECK

ARCHITECTURE • CONSTRUCTION MANAGEMENT • INTERIORS

Section 37-185 (b) states "in the event that a lot is to be occupied by a group of two (2) or more related principal structures to be used for multifamily dwellings, institutional, or hotel purposes; there may be more than one principal structure on the zoning lot when adequate open space is provided between all buildings in accordance with the open space standards in this article.

Institutional use shall mean a nonprofit or quasi-public use such as a religious institution, library, public, or private school, hospital, or government owned or operated structure or land used for public purpose.

The setbacks for a SF1 site are 25'-0" front yard, 6'-0" side yard and 10'-0" back yard

The area occupied by all accessory uses shall not exceed an area equal to fifty (50) percent of the floor area occupied by the principal use(s).

Parking Requirements for the site are based on "Flexible Office/Warehouse Facility" use at 1 parking space per 1,000 square feet of Office. Bicycle parking is required at 1 per 20 vehicle spaces. This equates to the requirement for 25 parking spaces and 2 bicycle spaces.



GORSKI REIFSTECK

ARCHITECTURE • CONSTRUCTION MANAGEMENT • INTERIORS

ARCHITECTURAL NARRATIVE

PROPOSED ADDITIONS TO THE OPERATIONS BUILDING

The portion of the south addition to the existing structure that will be used for a break room / meeting room will need to be separated from the existing building by a 1-hour fire barrier or provided with automatic sprinklers. The new break room is intended to seat 60 people at tables and another 30 people in chairs. This break room / meeting room is an A-2 "assembly" occupancy due to its required size and intended population.

In a non-separated mixed use building, the most stringent requirements are applied to the entire building. In this case, the factory portion of the building (wood sign shop / project room) dictates the allowable fire area. The operations building would be allowed to be 12,000 square feet before sprinklers would be required. There are no fire barriers in this building currently that would separate this use from the other uses. Approximately 1,700 square foot of building addition floor space could be added to the existing building without having to provide sprinklers. Our opinion, at this time, would be to separate the wash bays and break room / meeting room in the south office addition from the existing building with fire barriers. There are three types of fire rated walls alluded to in the building code: Fire Partitions, Fire Barriers and Fire Walls. In this case we would be using Fire Barriers which consist of tested walls extending from the floor up to the roof deck. Any openings (doors, ducts, etc.) would need to be fire rated as well. We feel that providing fire barriers at the additions would be more cost effective than providing sprinklers throughout this building.

THE NEW HORTICULTURE SHED

The new Horticulture shed will be a 3,995 square foot, metal sided / roofed wood post framed shed. It would not be conditioned space. It would have a concrete floor and overhead doors to accommodate vehicle storage. There will also be a designated, isolated bay for storing and washing a trash truck. This bay for a trash truck will involve more lighting, power, more drain(s), an exhaust fan and a freeze-proof water post hydrant. We have added this additional bay to the Champaign Park District provided site / building addition plan.

RECOMMENDATIONS

Building additions should be examined to minimize problems with existing roof slopes. Construction as shown on the site plan diagram may create unnecessary roof conflicts.

The South Addition to the Operations Building can have the same roof profile as the existing adjacent roof.

Provide 10'-0" of clear space at all exterior exits.

Dead end corridors shall not be longer than 20'-0", unless the building is fully sprinkled.

The New Horticulture shed should have a 16'-0" minimum eave height to accommodate a possible storage mezzanine.



GORSKI REIFSTECK

ARCHITECTURE • CONSTRUCTION MANAGEMENT • INTERIORS

CIVIL NARRATIVE CODES AND STANDARDS

At a minimum, the design of the Civil Site Work (including but not limited to site grading, detention basin, paved parking and roads, water main, storm sewer and sanitary sewer) should meet the following codes and standards:

- "Standard Specifications for Road and Bridge Construction" In Illinois, Latest Edition
- City of Champaign, Illinois Ordinances and Subdivision Ordinance & Manual of Practice
- UCSD Sanitary Sewer Standards
- Standard Specifications for Water & Sewer Main Construction in Illinois
- Illinois-American Water Company Technical Specifications for Water Main Installation

RECOMMENDATIONS

Trees shall be removed from areas of proposed improvements.

Topsoil shall be removed from any paved areas and excavation of existing ground performed to provide positive drainage.

Erosion Control shall be provided to prevent dirt and contaminated storm water from leaving the site.

Existing asphalt pavement in yard area shall be removed and replaced with non-reinforced Portland Cement Concrete Pavement, Class PV, 6", minimum.

Water Main shall be added to the site so a hydrant can be provided at a location such that all buildings are with 250 feet of a hydrant.

The existing storm sewer system does not adequately drain the existing site. The existing system shall be removed and replaced with a larger system.

Large Gas / Oil interceptor shall be provided to serve all buildings with possible vehicle storage.

Sanitary sewer shall be provided for gas/oil interceptor and connected to an existing sanitary sewer

RECOMMENDATIONS (ONSITE MATERIALS STORAGE OPTION)

Trees shall be removed from areas of proposed improvements

Topsoil shall be removed from any paved areas and excavation of existing ground performed to provide positive drainage.

Pavement shall be non-reinforced Portland Cement Concrete Pavement, Class PV, 6", minimum.

Erosion Control shall be provided to prevent dirt and contaminated storm water from leaving the site.



GORSKI REIFSTECK
ARCHITECTURE • CONSTRUCTION MANAGEMENT • INTERIORS

FIRE PROTECTION NARRATIVE

CODES AND STANDARDS

At a minimum, the design of a Sprinkler System should meet the following codes and standards:

- NFPA 13

RECOMMENDATIONS

Provide complete sprinkler systems in all existing buildings.

- Operations Building – Wet System
- East Shed (retrofit) – Dry System
- Horticulture Shed – Dry System
- North Shed (retrofit) – Dry System
- West Shed (retrofit) – Dry System

The buildings would be fed by the same single sprinkler service from IAWC.

A heated room will be needed in the East Shed, Horticulture Shed, North Shed and West Shed for sprinkler dry valve, compressor, etc.

Sprinkler systems would be wired to the fire alarm system



PLUMBING NARRATIVE CODES AND STANDARDS

At a minimum, the design of the Plumbing System should meet the following codes and standards:

- 2014 Illinois State Plumbing Code
- 2009 International Building Code

EXISTING SYSTEMS DESCRIPTION

Existing Vehicle Storage Areas have gravel floors with no piped drainage. Existing Vehicle Maintenance Area employs a vintage "interceptor" on the floor drains. This interceptor does not comply with current codes.

The unheated buildings do not have potable water in them. Potable water is available in the Operations Building.

A gas-fired water heater is present in the Operations Building.

Drain waste and vent piping is not present in the unheated buildings. Existing fixtures in the Operations Building are adequately served by DWV piping.

Plumbing fixture counts appear to be adequate considering permanent population is considerably less than the transient. This needs to be verified.

RECOMMENDATIONS

Existing Vehicle Storage Areas should be provided with concrete floors sloped to trench drains running parallel to long axis of the vehicles. Trench drains should be piped to a single gas / oil interceptor that serves the entire "Campus".

New wash bays / vehicle storage bays and trash truck bay (4) will be provided with grit basins piped to the gas / oil interceptor. These will be designed to collect and store grit and will need periodic cleaning. The northern most wash bay will be equipped with a "Rinsate Pad" to accommodate the cleaning of sprayer equipment and to keep fertilizer / herbicide runoff from getting into the local storm sewer or surrounding soil. The costs for this Rinsate pad are included in the cost opinion attached to this study.

To provide sprinklers to unheated buildings, you would need a dry system. These typically run about \$4.50 – 5.00/sq. ft. plus the water service to any given building which would be roughly \$7,000 plus the vault for the backflow preventer plus the sprinkler service to the main building. Sprinkling an existing heated building would run roughly \$2.75/sq. ft. In each building we'd need a small heated space to contain the air compressor and dry valve needed for each individual dry system.

A "Hotsy" will be provided to allow washing vehicles with high pressure hot water in the wash bays. A "Hotsy" is a natural gas-fired industrial grade piece of equipment that provides pressurized hot water for cleaning trucks and equipment. It is what was used at the Urbana facility. The following is an URL to this specific piece of equipment:
<http://hotsyequipment.com/product/hotsy-900-series-2/>

The Hotsy unit itself costs \$6995 plus the cost for any accessories. The equipment can produce hot pressurized water at 4 gpm at 2,000 psi. In order to determine how many wash bays this equipment would be able to supply, more detailed design work will need to be done. A rough cost opinion would be \$20,000 to purchase and install the Hotsy along with appropriate lengths of high pressure hose and other accessories.



GORSKI REIFSTECK

ARCHITECTURE • CONSTRUCTION MANAGEMENT • INTERIORS

Also provided in the wash bays would be a couple of high-flow cold water outlets.

Hose bibs (cold water) would be provided in the four new vehicle storage bays.

Existing compressed air system will be extended to the wash bay, vehicle storage bays, wood shop and sign shop addition.

No new plumbing fixtures are currently shown in the new additions.

Gas piping will be extended from the existing system to new gas-fired equipment.



HEATING, VENTILATING, AIR CONDITIONING (HVAC) NARRATIVE CODES AND STANDARDS

At a minimum, the design of Mechanical systems should meet the following codes and standards:

- 2009 International Building Code
- 2009 International Mechanical Code
- ASHRAE 62.1-2010
- ASHRAE 90.1-2010 or 2012 IECC

EXISTING CONDITIONS

Office areas in the Operations Building are heated and cooled by gas-fired / DX residential furnaces. Thermostats are residential.

The North Shed and East Shed are not heated.

The Vehicle Maintenance and Wood Shop Areas in the Operations Building are heated by infra-red tube heaters featuring piped combustion air. Exhaust fans and fresh air intakes allow for some ventilation.

Controls are simple thermostats.

RECOMMENDATIONS

The Office Addition should be provided with a variable refrigerant flow (VRF) system to allow proper response to variations in occupancy and use. This is an air-source heat pump system providing individual room temperature control. Fresh air would be provided by a dedicated outdoor air system (DOAS) piped into the VRF system. A source of preheat energy will be provided for the DOAS.

The VRF system can be extended to the existing administration area, but in order to do this accurately we will need a drawing showing how much of the admin area you would want on this system. We feel you should be informed on what a VRF is, its strengths and weaknesses, and the proprietary nature of these systems.

Wash bays, vehicle storage bays, Wood Shop and Sign Shop would be heated by infra-red tube heaters and provided with general exhaust systems. Specialized vehicle exhaust systems are not provided.

No heating will be provided in the new Horticulture Building.



ELECTRICAL NARRATIVE

CODES AND STANDARDS

At a minimum, the design of the Electrical System shall meet the following codes and standards:

- National Electrical Code 2008
- NFPA 101 2000
- NFPA 72 2014
- NFPA 780
- 2010 ADA Standards for Accessible Design
- Federal Energy Policy Act
- ASHRAE Standard 90.1 or 2012 IECC

SYSTEMS DESCRIPTION

The Campus is served by a pad-mounted transformer at 120/208 volts, 3 phase, 4 wire. An 800-amp Main Distribution Panel (MDP) feeds various panels in the complex. A 400-amp breaker in the MDP feeds a 600-amp distribution panel in the Bresnan Center.

Interior lighting in the office areas is typically fluorescent with local switching. The same goes for the Vehicle Maintenance Area.

Building-mounted lighting is sparse. The site is not particularly well lit.

Receptacles are provided with evidence of being augmented in number in many areas.

The Campus has a rudimentary fire alarm system. It is not in compliance with ADA in terms of alarm notification device.

The inability of low voltage systems like the phone and network to reach all areas and building of the Campus is problematic.

ELECTRICAL RECOMMENDATIONS

Pending review of electrical service demand records it is recommended the service size be increased from 800 amps to 1000 amps.

New panels should be installed in:

- New Horticulture Shed
- East Shed
- South Office Addition
- Vehicle Wash Bay Addition

Indoor lighting in Vehicle Storage Areas and Work Areas should be vapor tight fluorescent. Indoor Wash Bay lighting should be fluorescent suitable for wet locations.

Building-mounted lighting would be LED wall-pack type. Site lighting should be pole-mounted LED and should provide safety illuminated driving and parking areas.

Adequate numbers of receptacles and circuits should be provided. Receptacles located outside and in vehicle areas should be protected by ground fault circuit interrupters.

The fire alarm system should be replaced with an addressable system and extended to cover the North Shed, East Shed



GORSKI REIFSTECK

ARCHITECTURE • CONSTRUCTION MANAGEMENT • INTERIORS

and new Horticulture Shed. These areas would receive heat detectors and would be the only "protection" available.

Raceways would be provided underground to the North Shed, East Shed and new Horticulture Shed. The intent is to provide pathways for low voltage systems such as phone, intercom, network, etc.



PROGRAM REQUIREMENTS AND CRITERIA FOR NEW SITE

ARCHITECTURAL NARRATIVE

OCCUPANCY CLASSIFICATION AND DESCRIPTIONS OF NEW STRUCTURES

The new site concept consists of 2 buildings, an office / shop and an equipment/vehicle storage shed. Parking lots should be designed to accommodate a large number of employee vehicles, Champaign Park District vehicles and trailer storage. Pavement should be designed to accommodate large trucks entering and leaving the site.

The new Office/Maintenance Building would be the principal structure on the site. It would be approximately 25,000 SF in size. It would contain open office space, a large break room, plan storage space, restrooms, fabrication and shop areas, a vehicle maintenance bay, interior vehicle storage for approximately 8 vehicles and vehicle wash bays. Some of the functions of this building will need to be separated from the other functions with fire barriers.

The new Equipment / Vehicle Storage shed would be an accessory structure on the site. It would be approximately 12,500 SF in size. It would house a majority of the equipment, earth moving machines, 6 horticulture vehicles, 14 other Park District vehicles, tools, bulk and general storage. This building would be an unconditioned wood post framed structure with metal siding and roof panels. The floor would be concrete. There is a potential for a mezzanine to store light equipment and hand tools.

The new paved area will accommodate 28 of the Park District vehicles that can be parked outside, 17 trailers and 90 employee parking places. The layout will accommodate large trucks to enter and circle the outside of the parking area and leave through the same entry. There is an option for multiple street entrances depending on the lot chosen.

The site size, based on the schematic plans attached to this study, indicate a site of 4.5 acres minimum is needed for the basic program requirements. If a large onsite material storage area is also desired the lot size would need to be 6.6 acres minimum.

RECOMMENDATIONS

Both new buildings should be designed as a single story to avoid the requirement for an elevator and stairs.

Both of the new buildings could be broken up with fire rated walls into smaller fire areas to avoid the requirement for automatic sprinklers.

The new Operations Building should be constructed with load bearing masonry exterior walls (Construction type 3B) to better accommodate the possible allowable building area and to provide a durable, easy to maintain façade.

ZONING / BUILDING CODE CONSTRAINTS

The type of Zoning Districts that would accommodate this type of use would be as follows:

SF1	Single Family (Zoning District of present site)
CG	Commercial General District
IOP	Interstate Office Park - This type of site would have restrictions on building material and line of site requirements for exterior storage areas
CI	Commercial Industrial
IBP	Interstate Business Park - This type of site also has restrictions on exterior cladding and line of site
I1	Industrial – Light District
I2	Industrial – Heavy District



CIVIL NARRATIVE CODES AND STANDARDS

At a minimum, the design of the Civil Site Work (including but not limited to site grading, detention basin, paved parking and roads, water main, storm sewer and sanitary sewer) should meet the following codes and standards:

- "Standard Specifications for Road and Bridge Construction" In Illinois, Latest Edition
- City of Champaign, Illinois Ordinances and Subdivision Ordinance & Manual of Practice
- UCSD Sanitary Sewer Standards
- Standard Specifications for Water & Sewer Main Construction in Illinois
- Illinois-American Water Company Technical Specifications for Water Main Installation

RECOMMENDATIONS

Topsoil shall be removed from any paved areas and stockpiled.

Site grading shall be done in such a manner as to route storm water away from buildings and toward detention basin.

Erosion Control shall be provided to prevent dirt and contaminated storm water from leaving the site.

A detention basin meeting the requirements of the City of Champaign Stormwater Management Ordinance shall be constructed at the low point of the site.

Pavement shall be non-reinforced Portland Cement Concrete Pavement, Class PV, 6", minimum.

Water Main and Services shall be constructed in accordance with City of Champaign and Illinois American Water Company requirements.

Hydrants shall be provided at locations such that all buildings are with 250 feet of a hydrant.

Storm sewers and manholes / inlets shall be constructed to collect water from smaller event storms and route this water away from buildings and toward the detention basin.

Large Gas / Oil interceptor shall be provided to serve all buildings with possible vehicle storage.

Gravity sanitary sewer shall be provided for gas / oil interceptor and any buildings not connected to the gas / oil interceptor

An 8'-0" tall wood privacy fence will be added to the perimeter of the new site, and around the bulk storage areas for both options. These costs are included in the cost opinion attached to this study.



GORSKI REIFSTECK

ARCHITECTURE • CONSTRUCTION MANAGEMENT • INTERIORS

FIRE PROTECTION NARRATIVE

CODES AND STANDARDS

At a minimum, the design of a Sprinkler System should meet the following codes and standards:

- NFPA 13

RECOMMENDATIONS

Provide complete sprinkler systems in all new buildings.

The buildings would be fed by the same single sprinkler service from IAWC.

A heated room will be needed in the Vehicle Storage Building for sprinkler dry valve, compressor, etc.

Sprinkler systems would be wired to the fire alarm system.



GORSKI REIFSTECK

ARCHITECTURE • CONSTRUCTION MANAGEMENT • INTERIORS

PLUMBING NARRATIVE

CODES AND STANDARDS

At a minimum, the design of the Plumbing System should meet the following codes and standards:

- 2014 Illinois State Plumbing Code
- 2009 International Building Code

RECOMMENDATIONS

New domestic water sized to provide adequate water through a backflow preventer.

Adequate fixtures to comply with Code. Scaldgard faucets on lavs and showers.

High efficiency domestic water heaters in both buildings. Provide recirculation.

“Hotsy” high pressure heater for Vehicle Wash Bays.

Freeze proof sillcocks and hose bibs throughout.

Compressed air system in Maintenance Building. Outlets throughout.

Natural gas for water heating.

Gas to equipment.

Central lube and fluid distribution in Maintenance Shed.

Gravity sanitary sewage flow.

Oil / gas interceptor on site.

Trench drains in all vehicle storage areas.

Grit basins in bays used for wash down.

Rinsate basin by General Contractor.



GORSKI REIFSTECK
ARCHITECTURE • CONSTRUCTION MANAGEMENT • INTERIORS

HVAC NARRATIVE

CODES AND STANDARDS

At a minimum, the design of Mechanical systems should meet the following codes and standards:

- 2009 International Building Code
- 2009 International Mechanical Code
- ASHRAE 62.1-2010
- ASHRAE 90.1-2010 or 2012 IECC

RECOMMENDATIONS

Use a VRF heating / cooling system for the Office Building. Provide a DOAS to provide ventilation. DOAS controls would be proprietary.

Use closed combustion infra-red tube heaters in Maintenance Building in most areas. Closed combustion unit heaters may be needed in certain instances.

Simple exhaust systems featuring fans and intakes would be provided in maintenance and wash bays.

Controls with the exception of the VRF, would be simple thermostats.



ELECTRICAL NARRATIVE

CODES AND STANDARDS

At a minimum, the design of the Electrical System shall meet the following codes and standards:

- National Electrical Code 2014
- NFPA 101 2000
- NFPA 72 2014
- NFPA 780
- ADAAG (Americans with Disabilities Act and Architectural Barriers Act Accessibility Guidelines)
- Federal Energy Policy Act
- ASHRAE Standard 90.1 or 2012 IECC

RECOMMENDATIONS

Increase existing 120 / 208 volt, three phase, four wire electrical service from 800 amp to 1000 amp.

Each building would have 208 volt panels.

Interior lighting would be T8 in Operations Building and T8 / T5 in the other building and additions as appropriate.

Site and building-mounted lighting would be LED.

Adequate receptacles and circuits would be provided throughout with GFCI protection included in exterior locations, wet locations and maintenance areas.

Pull-down lighting and outlets provided in maintenance areas.

All new buildings covered by a single ADA-compliant fire alarm system.

Empty raceways would be installed underground between the buildings for low voltage wiring (phone, network, etc.).

Site would be served by the fiber optic network shared by governmental entities in Champaign-Urbana.

It is recommended that maximum use of WiFi be made for network access.

Phones, servers, wiring, etc. would be provided by others.

OPINION OF PROBABLE COST

Champaign Park District Site Study
PRELIMINARY STUDY Revised 12/18/2015

Additions to Buildings on Existing Site

GENERAL COSTS

Item Description	Quantity	Unit	Cost/Unit	Total
PROGRESS CLEANING	1	LS	\$600.00	\$600
DUST PARTITIONS @ OFFICE	1	LS	\$2,000.00	\$2,000
DUMPSTER / DISPOSAL	1	LS	\$1,600.00	\$1,600
			SUBTOTAL	\$4,200

SITE

Item Description	Quantity	Unit	Cost/Unit	Total
CIVIL	1	LS	\$398,700.00	\$398,700
PARKING LOT PAINTING	60	EA	\$8.00	\$480
8' TALL WOOD PRIVACY FENCE	400	LF	\$35.00	\$14,000
			SUBTOTAL	\$413,180

ADDITIONS TO OPERATIONS BUILDING

Item Description	Quantity	Unit	Cost/Unit	Total
DEMO EXISTING PAVING AT ADDITONS	3,000	SF	\$1.25	\$3,750
DEMO OPENINGS IN EXIST MASONRY WALLS	4	EA	\$400.00	\$1,600
DEMO EXISTING INTERIOR OFFICE WALLS AT SHOP	650	SF	\$3.50	\$2,275
OPERATIONS BUILDING SOUTH ADDITION - BRICK BLOCK WITH WOOD TRUSSES	5055	SF	\$87.44	\$441,993
ADD 5% FOR ADDITION FACTOR				\$22,100
BREAK ROOM KITCHEN EQUIPMENT	1	EA	\$3,200.00	\$3,200
PROJECT ROOM ADDITION - BRICK BLOCK WITH WOOD TRUSSES	1150	SF	\$68.12	\$78,343
ADD 5% FOR ADDITION FACTOR				\$3,917
WOOD SHOP ADDITION - BRICK BLOCK WITH WOOD TRUSSES	200	SF	\$68.12	\$13,625
ADD 5% FOR ADDITION FACTOR				\$681
3 STALL GARAGE / WASH BAY	1680	SF	\$88.72	\$149,057
ADD 5% FOR ADDITION FACTOR				\$7,453
RINSATE PAD (12'x16') + ACCES.	1	LS	\$17,500.00	\$17,500
"HOTSY" PRESSURIZED HOT WATER EQUIPMENT + ACCES.	1	LS	\$20,000.00	\$20,000
			SUBTOTAL	\$765,493

NEW HORTICULTURE SHED

Item Description	Quantity	Unit	Cost/Unit	Total
POST FRAMED STRUCTURE	3,995	SF	\$36.12	\$144,308
6" SLAB ON GRADE	3,995	SF	\$6.90	\$27,569
OVERHEAD DOORS	6	EA	\$5,000.00	\$30,000
			SUBTOTAL	\$201,877

WORK AT OTHER EXISTING BUILDINGS

Item Description	Quantity	Unit	Cost/Unit	Total
EXISTING GRAVEL REMOVAL AND NEW CONCRETE AT NORTH SHED	6,400	SF	\$9.50	\$60,800
EXISTING GRAVEL REMOVAL AND NEW CONCRETE AT HORT. SHED	2673	SF	\$9.50	\$25,394
			SUBTOTAL	\$86,194

MEP & CIVIL

Item Description	Quantity	Unit	Cost/Unit	Total
PLUMBING				
East Shed (Existing Horticulture Shed)	1	LS	\$18,000.00	\$18,000
New Horticulture Shed	1	LS	\$37,000.00	\$37,000
Operations Building South Addition	1	LS	\$15,000.00	\$15,000
Wash Bay Addition	1	LS	\$95,200.00	\$95,200
North Shed	1	LS	\$48,000.00	\$48,000
Wood Shop & Project Room Additions	1	LS	\$13,000.00	\$13,000
HVAC				
New Horticulture Shed	1	LS	\$13,500.00	\$13,500
Operations Building South Addition	1	LS	\$117,640.00	\$117,640
Wash Bay Addition	1	LS	\$49,000.00	\$49,000
Wood Shop & Project Room Additions	1	LS	\$18,300.00	\$18,300
ELECTRICAL				
Site work	1	LS	\$38,500.00	\$38,500
East Shed (Existing Horticulture Shed)	1	LS	\$20,500.00	\$20,500
New Horticulture Shed	1	LS	\$49,874.00	\$49,874
Operations Building South Addition	1	LS	\$109,949.00	\$109,949
Wash Bay Addition	1	LS	\$40,600.00	\$40,600
North Shed	1	LS	\$13,000.00	\$13,000
Wood Shop & Project Room Additions	1	LS	\$18,400.00	\$18,400
			MEP SUBTOTAL	\$715,463

* Pricing does not include architectural / MEP design fees
**Pricing does not include furnishings, fixtures and equipment

SUBTOTAL	\$2,186,406
15% DESIGN CONTINGENCY	\$327,961
CONSTRUCTION COST TOTAL	\$2,514,367
SUPERVISION (12 MONTHS @ \$9000)	\$108,000
G. CONTRACTOR - OVERHEAD & PROFIT (10%)	\$251,437
G. CONTRACTOR - COORD OF SUBS (2%)	\$14,309
G. CONTRACTOR - BONDS & INS. (2.5%)	\$62,859
TOTAL	\$2,950,973

OPINION OF PROBABLE COST

Champaign Park District Site Study
PRELIMINARY STUDY Revised 12/18/2015

Additions to Buildings on Existing Site

BULK STORAGE OPTION

Item Description	Quantity	Unit	Cost/Unit	Total
CIVIL WORK	1	LS	\$405,000.00	\$405,000
8' TALL WOOD PRIVACY FENCE	150	LF	\$35.00	\$5,250
			SUBTOTAL	\$410,250

MEP

Item Description	Quantity	Unit	Cost/Unit	Total
ELECTRICAL	1	LS	\$45,000.00	\$45,000
			MEP SUBTOTAL	\$45,000

GENERAL CONTRACTOR WORK SUBTOTAL	\$455,250
15% DESIGN CONTINGENCY	\$68,288
CONSTRUCTION COST TOTAL	\$523,538

SUPERVISION (1 MONTH @ \$4500)	\$4,500
G. CONTRACTOR - OVERHEAD & PROFIT (10%)	\$52,354
G. CONTRACTOR - COORD OF SUBS (2%)	\$900
G. CONTRACTOR - BONDS & INS. (2.5%)	\$13,088
SUBTOTAL	\$594,380

TOTAL WITH MATERIAL STORAGE \$3,545,352

SPRINKLER OPTION

Item Description	Quantity	Unit	Cost/Unit	Total
East Shed	1	LS	\$25,365.00	\$25,365
New Horticulture Shed	1	LS	\$33,975.00	\$33,975
Operations Bldg Retrofit	1	LS	\$30,900.00	\$30,900
West Shed Retrofit	1	LS	\$26,930.00	\$26,930
Operations Building South Addition	1	LS	\$48,638.00	\$48,638
Wash Bay Addition	1	LS	\$4,200.00	\$4,200
North Shed	1	LS	\$43,000.00	\$43,000
Wood Shop / Project Room	1	LS	\$3,713.00	\$3,713
			SUBTOTAL	\$216,721

GENERAL CONTRACTOR WORK SUBTOTAL	\$216,721
15% DESIGN CONTINGENCY	\$32,508
CONSTRUCTION COST TOTAL	\$249,229

SUPERVISION (3 MONTH @ \$4500)	\$13,500
G. CONTRACTOR - OVERHEAD & PROFIT (10%)	\$24,923
G. CONTRACTOR - COORD OF SUBS (2%)	\$4,334
G. CONTRACTOR - BONDS & INS. (2.5%)	\$6,231
SUBTOTAL	\$298,217

TOTAL WITH SPRINKLER \$3,249,190

TOTAL INCLUDING ALL OPTIONS \$3,843,570

OPINION OF PROBABLE COST

Champaign Park District Site Study
 PRELIMINARY STUDY Revised 12/18/2015

New Buildings on New Site

GENERAL COSTS

Item Description	Quantity	Unit	Cost/Unit	Total
SITE TRAILER / OFFICE	1	LS	\$5,600.00	\$5,600
TEMPORARY BARRIERS	1,500	LF	\$6.00	\$9,000
DUMPSTER / DISPOSAL	1	LS	\$2,400.00	\$2,400
			SUBTOTAL	\$17,000

SITE

Item Description	Quantity	Unit	Cost/Unit	Total
CIVIL	1	LS	\$631,000.00	\$631,000
PAVEMENT STRIPING	142	EA	\$8.00	\$1,136
8' TALL WOOD PRIVACY FENCE	1,790	LF	\$35.00	\$62,650
			SUBTOTAL	\$694,786

NEW OFFICE/MAINTENANCE SHED

Item Description	Quantity	Unit	Cost/Unit	Total
OFFICE BUILDING PORTION - BRICK AND BLOCK WITH WOOD TRUSSES	11,000	SF	\$87.44	\$961,804
MAINTENANCE SHOP PORTION - BLOCK WITH WOOD TRUSSES	14,000	SF	\$103.54	\$1,449,498
			SUBTOTAL	\$2,411,302

NEW EQUIPMENT + VEHICLE STORAGE SHED

Item Description	Quantity	Unit	Cost/Unit	Total
POST FRAMED STRUCTURE	12,500	SF	\$36.12	\$451,526
6" SLAB ON GRADE	12,500	SF	\$6.90	\$86,263
OVERHEAD DOORS	16	EA	\$5,000.00	\$80,000
RINSATE PAD (12'x16') + ACCES.	1	LS	\$17,500.00	\$17,500
"HOTSY" PRESSURIZED HOT WATER EQUIPMENT + ACCES.	1	LS	\$20,000.00	\$20,000
			SUBTOTAL	\$655,289

MEP

Item Description	Quantity	Unit	Cost/Unit	Total
FIRE PROTECTION				
Site	1	LS	\$40,000.00	\$40,000
Office building	11,000	SF	\$2.70	\$29,700
Maintenance shed	14,000	SF	\$2.25	\$31,500
Vehicle storage shed	12,500	SF	\$5.50	\$68,750
PLUMBING				
Site	1	LS	\$6,000.00	\$6,000
Office building	11,000	SF	\$13.00	\$143,000
Maintenance shed	14,000	SF	\$24.00	\$336,000
Vehicle storage shed	12,500	SF	\$8.90	\$111,250
HVAC				
Office building	11,000	SF	\$30.00	\$330,000
Maintenance shed	14,000	SF	\$12.00	\$168,000
Vehicle storage shed	12,500	SF	\$5.10	\$63,750
ELECTRICAL				
Site	1	LS	\$209,000.00	\$209,000
Office building	11,000	SF	\$20.00	\$220,000
Maintenance shed	14,000	SF	\$16.00	\$224,000
Vehicle storage shed	12,500	SF	\$8.40	\$105,000
			MEP SUBTOTAL	\$2,085,950

* Pricing does not include the cost of the property, realtor fees or architectural / MEP design fees

** Pricing does not include furnishings, fixtures and equipment

SUBTOTAL	\$5,864,327
15% DESIGN CONTINGENCY	\$879,649
CONSTRUCTION COST TOTAL	\$6,743,976
SUPERVISION (12 MONTHS @ \$9000)	\$108,000
G. CONTRACTOR - OVERHEAD & PROFIT (10%)	\$674,398
G. CONTRACTOR - COORD OF SUBS (2%)	\$41,719
G. CONTRACTOR - BONDS & INS. (2.5%)	\$168,599
TOTAL	\$7,736,692

OPINION OF PROBABLE COST

Champaign Park District Site Study
PRELIMINARY STUDY Revised 12/18/2015

New Buildings on New Site
BULK STORAGE OPTION

Item Description	Quantity	Unit	Cost/Unit	Total
CIVIL WORK	1	LS	\$405,000.00	\$405,000
8' TALL WOOD PRIVACY FENCE	750	LF	\$35.00	\$26,250
			SUBTOTAL	\$431,250

MEP

Item Description	Quantity	Unit	Cost/Unit	Total
ELECTRICAL	1	LS	\$45,000.00	\$45,000
			MEP SUBTOTAL	\$45,000

GENERAL CONTRACTOR WORK SUBTOTAL	\$476,250
15% DESIGN CONTINGENCY	\$71,438
CONSTRUCTION COST TOTAL	\$547,688
SUPERVISION (1 MONTH @ \$4500)	\$4,500
G. CONTRACTOR - OVERHEAD & PROFIT (10%)	\$54,769
G. CONTRACTOR - COORD OF SUBS (2%)	\$900
G. CONTRACTOR - BONDS & INS. (2.5%)	\$13,692
SUBTOTAL	\$621,548

TOTAL WITH MATERIAL STORAGE \$8,358,240



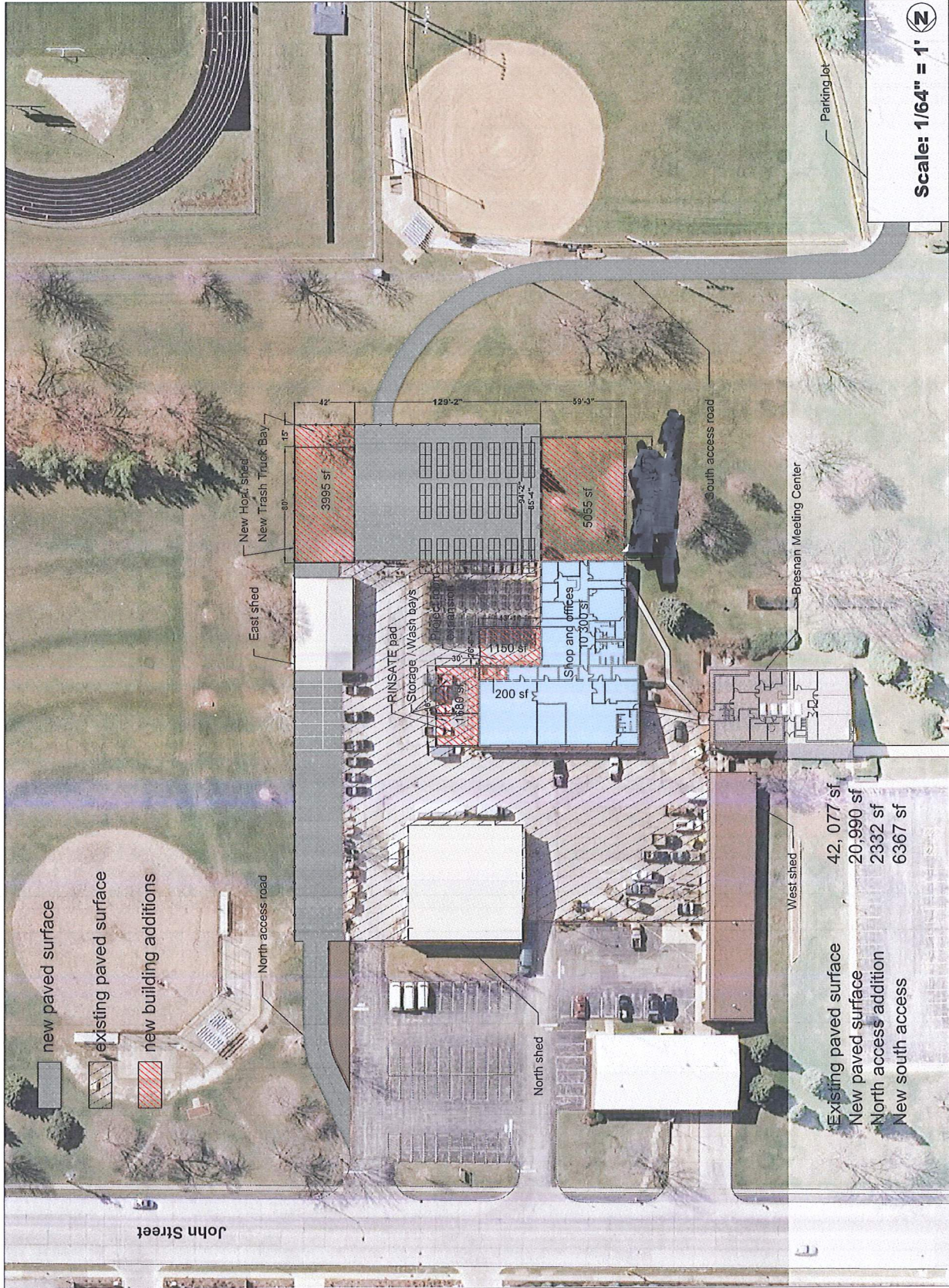
Bresnan Meeting Center
 706 Kenwood Road
 Champaign, IL 61821
 217 398 2550
 champaignparkdistric.com

Operations Building Expansion
 CPD Operations Department
 2311 West John Street
 Champaign Illinois 61821

date	drawing issue
03/02/2015	for review
12/18/2015	GRA REVISIONS

L1

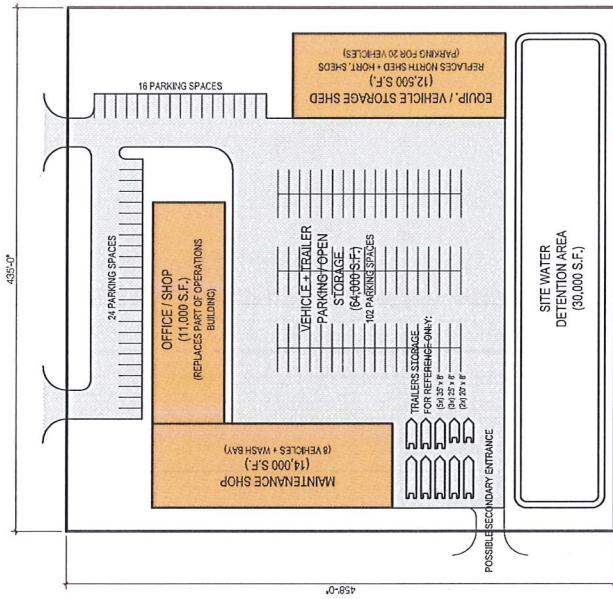
sheet 1



- new paved surface
- existing paved surface
- new building additions

42,077 sf
 Existing paved surface
 20,990 sf
 New paved surface
 2332 sf
 North access addition
 6367 sf
 New south access

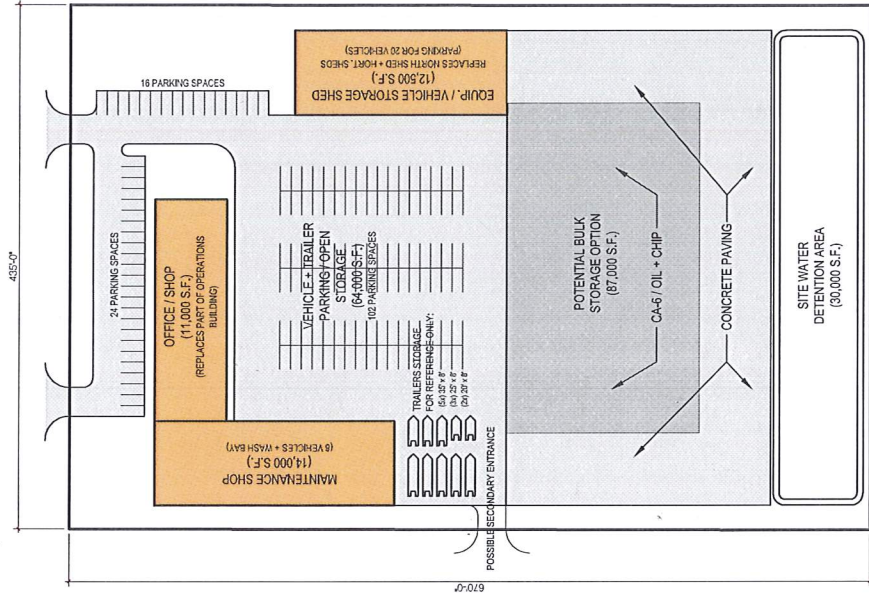
SITE ACREAGE = 4.5



1 NEW SITE CONCEPT
NO ONSITE MATERIAL STORAGE



SITE ACREAGE = 6.6



2 NEW SITE CONCEPT
WITH ONSITE MATERIAL STORAGE




CORSKI REIFSTECK
 ARCHITECTURE • CONSTRUCTION MANAGEMENT • INTERIOR DESIGN
 Tel: 277.235.4000
 Lincolnshire Center, Suite 501c #1
 Lincolnshire, IL 60069
 www.crskireifsteck.com

PRELIMINARY STUDY FOR NEW MAINTENANCE FACILITY
 CHAMPAIGN PARK DISTRICT
 NEW SITE CONCEPTS
 DATE: 12/18/15
 DRAWING NO: 201548
A1.0

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS**

December 9, 2015

REGULAR BOARD MEETING

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, December 9, 2015 at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President McMahon presided over the meeting.

Present: President Timothy P. McMahon, Vice President Craig Hays, Commissioners Alvin S. Griggs, Barbara J. Kuhl, and Jane L. Solon, Attorney Guy Hall, and Treasurer Gary Wackerlin.

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Kevin Crump, Director of Operations and Planning, Jameel Jones, Director of Recreation, Tammy Hoggatt, Director of HR, Risk and IT, Steven Bentz, Director of the Virginia Theatre, and Laura Auteberry, Development Director.

Tim Mitchell, reporter with The News-Gazette and other staff were in attendance as well as members of the public.

Call to Order

President McMahon called the meeting to order at 7:00 p.m.

Presentations

Comments from the Public

Steve Lemke, 318 Paul Avenue, Champaign, addressed the Board about the bid for Lighting and Sound Equipment at the Virginia Theatre. He expressed his concerns about his company being disqualified due to him being a current Park District employee. He reported that he works via the union that has stagehands work at the Virginia Theatre, but has also worked for the Park District at other events. He asked the Board to reverse the decision disqualifying his bid.

Commissioner Jane Solon arrived to the meeting at 7:04 p.m.

Mr. DeLuce reported that this item was on the agenda for Board approval and that Attorney Hall would provide clarification about the matter.

CPD Youth Theatre

Mr. Bentz introduced Patty Dudley, Director of CPD Youth Theatre. She introduced two students with the Youth Theatre: Wade Schacht who sang "Hard to be the Bard" from Broadway show Something Rotten and Angelynn Huang who sang "Something Wonderful" from The King and I.

President McMahon thanked Ms. Dudley for her service and the students for the performance on behalf of the Board. Commissioner Kuhl thanked Mr. Bentz and Ms. Dudley for their efforts with youth theatre.

Communications

President McMahon circulated the communications.

Treasurer's Report

Treasurer Wackerlin presented the Treasurer's Report for the month of November 2015. He stated the Park District's finances have been reviewed and found to be in appropriate order.

Commissioner Griggs made a motion to accept the Treasurer's Report for the month of November 2015. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

Executive Director's Report

Volunteer of the Month

Mr. Jones reported that the University of Illinois' Pi Kappa Phi Fraternity was chosen as November Volunteer of the Month. The young men were recognized for their efforts volunteering with Champaign-Urbana Special Recreation Program for the past five years. Members of the fraternity were unable to attend the meeting.

Annual Volunteer Hours Report

Mr. DeLuce reported on the past two years of volunteer hours. He reported that in 2014 there were a total of 2,020 individuals who volunteered a total of 16,572 hours at the national value hourly rate of \$22.14 for a total savings of \$366,904.08. In 2015, there were a total of 2,699 volunteers who volunteered a total of 21,322 hours at the national value hourly rate of \$23.01 for a total saving of \$491,898.54. Mr. DeLuce reported that Claudia Christy, Special Events and Volunteer Coordinator, is doing a fantastic job. He stated that she held a volunteer appreciation recognition night and is working on several new plans for the volunteer program.

Hessel Park Playground Update

Mr. Crump updated the Board and responded to questions on the status of the Hessel Park playground project. He provided a rendering of the proposed playground. Mr. Crump reported that the project should be ready to bid in January and present to Board for approval in February. The new playground will have components for children ages 1-5 and 5-12. Commissioner Solon stated that she receives communication from patrons that the Park District's playgrounds are better suited to younger children but not children 9 years of age and older. Mr. Crump updated the Commissioners regarding changing playground standards.

Commissioner Kuhl stated her concern about the location of the playgrounds at Hessel. At its current location, there are numerous trees to provide shade whereas the proposed new location for the playground has only smaller trees that will not provide any shade. She asked if consideration was given to moving the water playground to the proposed location for the new playground and keeping the playground in its current location to take advantage of the larger shade trees. Discussion ensued.

Mr. Crump responded that staff considered this option. He addressed the need to add tile and bring in fill to the area as it is the lowest in the park. The final decision to relocate the playground was to prevent the loss of play space while a new playground is being built. Commissioner Kuhl stated that she would give up the availability of the playground as the shade trees are valuable in today's environment. Mr. Crump stated that the water playground is scheduled to be built in Phase II in FY16-17 and the bathroom in Phase III in FY 17-18. President McMahon concurs with Commissioner Kuhl's comments.

Mr. Crump will have staff revisit the project keeping in mind the shade trees. Mr. Crump talked about the bidding of the project and expressed concern about timeliness. Staff will try to have different options to present to the Board by January. Commissioner Solon encouraged staff to follow up with the City before make final decisions about improvements concerning drainage.

General Announcements

Mr. DeLuce updated the Board regarding mold in the basement at the Bresnan Meeting Center. All staff have been relocated temporarily to different offices. Abatement of the mold will be let for bid and presented to the Board for approval in the near future. Discussion ensued.

Committee and Liaison Reports

Champaign Parks Foundation

None.

Report of Officers

Attorney's Report

None.

President's Report

President McMahon reported that he attended the Champaign-Urbana Special Recreation Joint Board meeting along with Commissioners Griggs and Solon. Also, he attended the REO Speedwagon concert at the Virginia Theatre.

Consent Agenda

President McMahon stated that all items on the Consent Agenda are considered routine and shall be acted upon by one motion. If discussion is desired, that item shall be removed and discussed separately.

1. Approval of Minutes of the Regular Board Meeting, November 12, 2015
2. Approval of Minutes of the Executive Session, November 12, 2015
3. Approval of Board Meeting Dates for 2016

Commissioner Solon made a motion to approve Consent Agenda Items. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

New Business

President McMahon asked if there were any objections to moving Item No. 5 up on the agenda. There were no objections from the Board.

Approval of Bid for Sound and Light Equipment for the Virginia Theatre

Attorney Hall reported that Mr. Lemke is designated as an employee of the Champaign Park District. He works part time, is on the Park District's payroll, has taxes withheld, and union dues withdrawn. Attorney Hall stated that in accordance with the Park District's Conflict of Interest Policy, employees are prohibited from having separate contractual arrangements with the Park District where they will gain financially from those arrangements. This means that none of the employees working for the Park District can also have independent contracts with the Park District and then profit through such contracts. Therefore, Mr. Lemke as an employee cannot be a contractor with the Park District.

President McMahon summarized the matter for Commissioner Solon who arrived after Mr. Lemke's comments.

Commissioner Kuhl made a motion to accept the bid and authorize the Executive Director to enter into a contract with the low responsible bidder, Knox Array, LLC, Champaign IL, in the amount of \$27,000.00 for the purchase of audio and lighting equipment for the Virginia Theatre. The motion was seconded by Vice President Hays. The motion passed 5-0.

Approval of Disbursements as of December 8, 2015

Staff recommended approval of disbursements for the period beginning November 10, 2015 and ending December 8, 2015. Discussion ensued. Staff responded to questions posed by the Board.

Vice President Hays inquired about the final cost of the Dodds Tennis Center parking lot project and several other items. Mr. DeLuce stated that he will send this information to the Board. Ms. Wallace reported that the report will be improved, include page numbers, and is working on providing the report to the Board in advance of the Board meeting.

Vice President Hays made a motion to approve the list of disbursements for the period beginning November 10, 2015 and ending December 8, 2015. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of Amendments to the Champaign Parks Foundation By-Laws

Mr. DeLuce presented the staff report. He reported that the Foundation Board will meet every other month and the committees will meet on off months.

Commissioner Solon asked if a time limit to return votes by email was required in the by-laws. Attorney Hall stated that it could be helpful. However, he limited his revisions to the by-laws as presented because any further detailed revisions would have to be returned to the Foundation Board.

Commissioner Solon made a motion to approve changes to the Champaign Parks Foundation by-laws. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Vice President Hays thanked the Board for allowing the changes which will help expand participation of the Board and allow the utilization of committees.

Discussion ensued. Ms. Auteberry responded to questions about the formation of the committees. Commissioner Kuhl stated that it would be beneficial to receive the information about the committee members. She also requested that information about committee members not currently on the Foundation Board be shared with the Park Board. Ms. Auteberry will make sure the Board receives the information.

Approval of Bids for 2016 Bedding Plants

Mr. Crump presented the staff report and responded to questions from the Board. The bids presented are for the Park Flower and Flower Island Orders. The costs have increased approximately 13%. He stated that the lowest bidders cited the escalating cost of materials as the reason for the price increase. Mr. Crump reported that staff was looking at other options to reduce the cost, including adding more perennial beds.

Commissioner Solon made a motion that the Board accept the bids and authorize the Executive Director to execute contracts to purchase the 2016 bedding plants from the respective low responsible bidders as follows: Park Flower Order with 2,928 flats to Ropp's Flower Factory for a total of \$48,499.00 and Flower Island Order with 2,765 flats to Jones Country Gardens for a total of \$47,519.25. The total cost of the two recommended orders for 2016 will be \$96,018.25 and funds will be allocated in the FY16-17 operating budget. The motion was seconded by Commissioner Griggs.

Discussion ensued. Commissioner Kuhl stated that a 13% price increase is unreasonable. She inquired whether it was possible to reject the bids presented and rebid the flowers. She also questioned whether the increase was passed on to the businesses buying the plants. Staff has been encouraged to consider selecting different plants to reduce cost. It was noted that the flower islands are magnificent and the Park District receives numerous favorable comments. Further discussion ensued. Mr. Crump responded that staff is considering more natural type areas and perennial plant; seeking new bidders and they will look at design changes for next year.

Commissioner Solon commented that she felt the money is well spent. The flowers help beautify the parks. She encouraged cutting cost of other items to compensate for the increase in the flowers.

Vice President Hays asked for a history of the flower island costs passed on to businesses. Staff will provide the information to the Board.

The motion passed 4-1 with Commissioner Kuhl voting nay due to the significant increase in costs.

Approval of Bid for Hays Center Roof Project

Mr. Crump presented the staff report and responded to questions from the Board. He reported that the next buildings on the roof replacement list include, Hays Recreation Center, Springer Cultural Center, Dodds Tennis Center, and Virginia Theatre. Discussion ensued.

Commissioner Solon made a motion to accept the Base Bid – Lower Roof, and reject the Base Bid – Upper Roof for the Hays Recreation Center roof project, and authorize the Executive Director to enter into a contract with the lowest responsible bidder, Craftmasters, Inc. of Decatur IL, in the amount of \$45,600.00, plus a not-to-exceed estimate of \$8,700.00 for replacement of any damaged areas. The motion was seconded by Vice President Hays. The motion passed 5-0.

License Agreement to Use Real Property between the Champaign Park District and Champaign Telephone Company, Inc.

Mr. DeLuce presented the staff report and responded to questions. Discussion ensued.

Mr. DeLuce stated that staff will research payment and ownership of the fiber optic lines after expiration of the contracts and provide the information to the Board.

Commissioner Griggs made a motion to approve authorizing the Executive Director to execute a real property License Agreement between the Champaign Park District and Champaign Telephone Company, Inc. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

Approval of an Alcoholic Beverage Policy

Mr. DeLuce presented the staff report and responded to questions from the Board. Discussion ensued.

Commissioner Kuhl made a motion to approve the Alcoholic Beverage Policy with grammatical corrections as noted. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Old Business

None.

Discussion Items

Summer Programs Report

Mr. Jones highlighted the summer program reports and responded to questions and comments from the Board.

The Board thanked Mr. Jones for the update on the programs.

Comments from Commissioners

Commissioner Solon congratulated and thanked Mr. Crump and the operations staff for the dinner they prepared for Courage Connection. She also thanked staff who walked in the Christmas Parade.

Executive Session

Commissioner Solon moved pursuant to the bases set forth below to convene into Executive Session. The motion was seconded by Commissioner Griggs. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Griggs – yes; Vice President Hays – yes; President McMahon – yes; and Commissioner Kuhl – yes. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body, 120/2(c)(5) for the purchase or lease of real property for the use of the public body, 120/2(c)(6) for the setting of a price for sale or lease of property owned by the public body, and 120/2(c)(11) litigation affecting the public body.

Return to Regular Meeting

Following the adjournment of the Executive Session, the Board reconvened in open meeting.

Adjourn

There being no further business to come before the Board, Commissioner Solon made a motion to adjourn the meeting. The motion was seconded by Commissioner Kuhl. The motion passed 5-0 and the meeting was adjourned at 10:08 p.m.

Timothy P. McMahon, President

Cindy Harvey, Secretary



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: January 6, 2016

SUBJECT: 2016 Part-Time and Seasonal Employee Pay Rates

Background

From 2009 to 2015 seasonal and part time staff were under a pay rate freeze and did not receive increases except in a few select cases. In 2015 the Board approved a 15 cent increase for returning staff that received an excellent evaluation from the previous season.

Other outside influences on the part time and seasonal staff wages include the potential minimum wage increase. Staff will continue to monitor the Illinois State legislature decisions where they are considering a bill that will increase the minimum wage to \$10.00 per hour starting as early as July 1, 2016.

The attached document provides details of the current and proposed rates for each position. One of the proposed changes includes an increase in pay for the Head Lifeguard, Customer Service Assistant Manager, Group Fitness Instructor and the part-time Graphic Artist. These proposed increases are due to the level of responsibility and/or the skills required of these positions. The changes also include a new position of Inclusion Supervisor with CUSR.

The adjustments in the document also reflect a restructure of the pay for sports officials. Currently sports officials are District employees and staff are having challenges in hiring the number of officials needed. It has been advised to staff that many officials would rather work as independent contractors. The new pay structure for officials reflects the requirement of independent contracted officials to be licensed. Officials can obtain a license through their respective sports' governing bodies or another organization such as the IHSA. Therefore, the pay for licensed/contracted officials is higher than that of unlicensed officials. With the higher pay and the option of contracting staff expect to attract more officials and those with more experience.

Prior Board Action

The Board annually reviews and approves seasonal wages, this will be the second year the Board will approve part-time wages.

Budget Impact

The recommended wage increases are estimated to grow seasonal and part time wages by \$17,250.00 in 2016. The estimated impact is based on the proposed positions to receive an increase and using the number of hours worked in 2015. This will vary depending on the number of hours staff work during the 2016 summer season. Most of the seasonal position hours are also dependent on weather.

Recommended Action

Staff recommends approval of the summer 2016 pay rates with a merit based \$0.15 cent increase for returning staff and year round part-time pay rates as stated on the attached document.

Prepared by:

Reviewed by:

Tammy V. Hoggatt SPHR, SHRM-SCP
Director of HR, IT and Risk

Joe DeLuce, CPRP
Executive Director

Champaign Park District
2016 Seasonal and Part Time Wages

Department/ Division	Job Title	Number of positions in 2015	Number of positions in 2016	Approximate Dates of Employment	2015 Hourly Pay Rate	2016 Proposed Hourly Pay Rate	2015 Pay Rate Cap	2016 Proposed Pay Rate Cap
Aquatics								
	Sholem Manager	1		Mar – Sept*	\$11.00		\$13.00	
	Sholem Assistant Manager	6	5	Mar – Sept*	\$10.00		\$12.00	
	Swim Lessons Coordinator	1		May – Sept	\$11.00		\$13.00	
	Assistant Swim Lesson Coordinator	2		May – Sept	\$10.00		\$12.00	
	Lifeguard I	85		May – Sept	\$9.00		\$11.00	
	Head Lifeguard	12		May – Sept	\$9.25	\$9.50	\$11.25	\$11.50
	Swim Lesson Instructor	25		June – Aug	\$9.00		\$11.00	
	Swim Team Coach	2	1	Apr – July	\$11.00		\$13.00	
	Swim Team Assistant Coach	4	5	May – July	\$10.00		\$12.00	
	Customer Service Manager	1		Mar – Sept*	\$11.00		\$13.00	
	Customer Service Assistant Manager	7	5	April-Sept*	\$9.50	\$10.00	\$11.50	\$12.00
	Customer Service Worker	35		May – Sept	Minimum Wage		\$10.75	
Athletics								
	Youth Sports Instructor	20		Ongoing	Minimum Wage		\$10.25	
	Sports Site Supervisor	8		Ongoing	\$9.00		\$11.00	
	Tennis Instructor	6		May – Aug	\$9.00		\$11.00	
	Sports Site Director	2		Ongoing		\$11.00		\$11.00
Day Camps								
	Director	6		May – Aug	\$11.00		\$13.00	
	Assistant Director	9		May – Aug	\$10.00		\$12.00	
	Day Camp Leader II	10		May – Aug	\$9.25		\$11.25	
	Day Camp Leader	70		May – Aug	\$9.00		\$11.00	
	Bus Driver	1		May-Aug	\$20.00		\$22.00	
Youth Theatre								
	Producer	1		Ongoing	\$13.00		\$15.00	
	Director	1		Ongoing	\$11.00		\$13.00	
	Choreographer	1		Ongoing	\$9.25		\$11.25	
Special Events								
	Special Events Assistant	1		May – Aug	\$10.00		\$12.00	
Operations								
	Flower Worker I	12		April – Nov*	\$9.00		\$11.00	
	Flower Worker II	3		April – Nov	\$10.00		\$12.00	
	Natural Areas I	2		April – Nov	\$9.00		\$11.00	
	Natural Areas II	2		April – Nov	\$10.00		\$12.00	
	Operations Laborer I	6		April-Nov	\$9.00		\$11.00	
	Operations Laborer II	10		April-Nov	\$10.00		\$12.00	

Champaign Park District
2016 Seasonal and Part Time Wages

Department/ Division	Job Title	Number of positions in 2015	Number of positions in 2016	Approximate Dates of Employment	2015 Hourly Pay Rate	2016 Proposed Hourly Pay Rate	2015 Pay Rate Cap	2016 Proposed Pay Rate Cap
Prarie Farms	Director	1		April – Sept	\$10.00		\$12.00	
	Assistant Director – animal care	2		April – Sept	\$9.00		\$11.00	
	Assistant Director – children’s programming	1		April – Sept	\$9.00		\$11.00	
Showmobile	Leader	10		May – Sept	Minimum Wage		\$10.25	
	Driver/Operator			Mar – Nov	\$20.00		\$22.00	
CUSR	Program Director	4		May – Aug	\$11.25		\$13.25	
	Inclusion Supervisor	1		May – Aug		\$11.25		\$13.25
	Camp Leader	30		May – Aug	\$9.50		\$11.50	
	Inclusion Assistant	25		May – Aug	\$9.50		\$12.00 w/ Teaching certificate	
	Sports and Community Programs Leader	10		May – Aug	\$9.50		\$11.50	
Sports Officials					2015 Pay Rate	2016 Proposed Pay Rate		
Youth Soccer Official	30		April – May Sept-Oct	UNLICENSED ATOM \$12/game BANTAM \$17/game		UNLICENSED \$20/game		
				LICENSED ATOM \$20/Game BANTAM \$25/Game REGULATION \$25/Game		LICENSED \$30/game		
Youth Softball Official	10		May - July	\$40/Game		UNLICENSED \$40/game		
						LICENSED \$50/game		
Youth Hoops Official	20		Jan - March	Cross Court \$30/Game Full Court: \$20/Game 1st String ½ court \$15/Game		UNLICENSED Cross Court: \$30/game Full Court: \$20/game		
						LICENSED Cross Court: \$35/game Full Court: \$30/game		
Adult Softball Official	25		April - Oct	\$20(1 umpire) /Game		UNLICENSED \$20(1 umpire)/game \$15(2 umpire)/game		
				\$15(2 umpires)/Game		LICENSED \$25(1 umpire)/game \$20(2 umpire)/game		

Champaign Park District
2016 Seasonal and Part Time Wages

Adult Basketball Official	6	Nov – March	\$22/Game	UNLICENSED \$22/game
Adult Volleyball Official	8	Sept – April	\$17/Game	LICENSED \$32/game
Adult Soccer –Head Official	25	Sept – April	\$45/Game	UNLICENSED \$45/game
Adult Soccer – Assistant Official	20	Sept – April	\$30/Game	LICENSED \$55/game
				UNLICENSED \$30/game
				LICENSED \$40/game

Department/ Division	Job Title	2015 Hourly Pay Rate	2016 Proposed Pay Rate	2015 Pay Rate Cap	2016 Proposed Pay Rate Cap
-------------------------	-----------	-------------------------	------------------------------	----------------------	-------------------------------

PART TIME POSITIONS

Afterschool

Afterschool Program Director	\$11.00	\$13.00
Afterschool Assistant Director	\$10.00	\$12.00
Afterschool Instructor	\$9.00	\$11.00

Cultural Arts

Dance Instructors	\$10.00	\$25.00
-------------------	---------	---------

Special Interest Instructors Paid on a per class basis, a percentage of class fees

Facilities

Building Openers	\$10.00	\$13.00
Receptionist	\$9.00	\$12.00
Building Service Workers	\$10.00	\$13.00
Recreation Leaders/Site Supervisors	\$9.00	\$12.00

Marketing

Graphic Artist (formerly Marketing Assistant)	\$9.00	\$12.00	\$12.00	\$15.00
--	--------	----------------	---------	----------------

Operations

Horticulture Worker 1	\$11.00	\$13.00
Horticulture Worker 2	\$12.00	\$14.00
Natural Areas Worker 1	\$11.00	\$13.00
Natural Areas Worker 2	\$12.00	\$14.00
Operations Worker 1	\$11.00	\$13.00
Operations Worker 2	\$12.00	\$14.00

Preschool

Preschool Instructor	\$10.00	\$13.00
----------------------	---------	---------

Virginia Theatre

Concession Supervisor	\$11.00	\$14.00
-----------------------	---------	---------

Champaign Park District
2016 Seasonal and Part Time Wages

Department/ Division	Job Title	2015 Hourly Pay Rate	2016 Proposed Pay Rate	2015 Pay Rate Cap	2016 Proposed Pay Rate Cap
Virginia Theatre	Concessions Worker	Minimum Wage		\$10.00	
	Event Supervisor	\$11.00		\$14.00	
	Box Office Receptionist	\$10.00		\$13.00	
	Stage Hands			Bargaining Agreement	
Sports	Sports Assignor	Paid on a per game rate: \$4/game for youth and adult soccer \$3/game for youth and adult basketball \$2.50/game for youth and adult softball \$2.25/game for youth and adult volleyball			
	Group Fitness Instructor	\$12.00	\$14.00	\$20.00	\$25.00
	Birthday Party Coordinator	\$9.00		\$11.00	
	Tennis Instructors	\$9.25		\$20.00	

Seasonal positions do not exceed six months (1000 hours) duration for any single employee.

The minimum wage changes for 2016 are being discussed in Illinois legislature, it may increase during the year.

And the current minimum wage is \$7.75 for individuals under 18.



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: January 5, 2016

SUBJECT: 2016 Contract Mowing Bid

Background

Each year the District requests bids on contracted mowing services for various parks. This year 13 groups were up for bid.

Prior Board Action

None.

Bid Results

An invitation to bid was published in The News-Gazette. Eight (8) bids were received. Bids were opened and read aloud on December 18, 2015. The bid results are below.

Area/Contract Length

1 Year Contracts	Recommended Bidder	Monthly Price
1- Washington, Scott, McCollum	E&D Trucking & Lawncare	\$500
2- Douglass, Wesley, & MLK Trail	Freshcut Lawncare	\$1,199

2 Year Contracts	Recommended Bidder	Monthly Price
3- Morrissey & Noel	Dun Right Lawncare	\$999
4- Davidson, Eisner, Trevett-Finch, & Glenn	E&D Trucking & Lawncare	\$350
5- Toalson Park & Trail, N. Champaign Trail, Town Center, & Dodds Tennis Center	Dun Right Lawncare	\$900
6- Powell & Sunset Ridge	Miller Mowing Service	\$ 580
7- Johnston & Bian	Freshcut Lawncare	\$799
8- Zahnd & Dog	Dun Right Lawncare	\$ 990
9- Heritage & Country Fair Trail	Dun Right Lawncare	\$ 998
10- Robeson Meadows West Park, Trail & Detention	Dun Right Lawncare	\$1,100
11- Meadows Square Park & Trail	A Cut Above the Rest	\$540
12- Spalding & Mini 8	Freshcut Lawncare	\$899
13- Turnberry Ridge Park & Trail	E&D Trucking & Lawncare	\$400

The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.

Budget Impact

The total cost for the contracted mowing of the sites listed will be \$10,254 per month. Funding will be allocated in the FY 16/17 Landscape Maintenance line item budget. The total amount budgeted for FY 16/17 contractual mowing will be \$126,000, which is \$15,000 more than budgeted for in FY 15/16.

Recommended Action

Staff recommends the Park Board authorize the Executive Director to enter into contracts with the low bidder on each respective site for mowing services for a period beginning May 1, 2016 through April 30, 2017, except project site groups 2, 5, 6, 10, 11, and 12. Staff recommends awarding the bids for these sites to the second lowest bidder as the low bidder is not capable of meeting the specifications required. It is also requested that in the event of a contractor forfeiting his contract prior to its completion, the Park Board authorize the Executive Director to proceed to the next, lowest responsive bidder and enter into a contractual arrangement for the remainder of the original contract.

Prepared by:

Reviewed by:

Bret Johnson
Grounds & Maintenance Supervisor

Kevin Crump
Director of Operations & Planning



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: January 6, 2016

SUBJECT: Bid for Mold Remediation – Bresnan Meeting Center Lower Level

Background

This project bid is a result of unsafe air quality conditions discovered during testing by Occupational Environmental Health Solutions, Inc. The test results showed extremely high mold spore counts in the lower level offices 107 and 103. This bid requested remediation for these two areas (base bid 1), alternates for other spaces (Alt. 1-4), and restoration/repair (base bid 2).

Prior Board Action

None

Bid Results

Bid packets were available to potential contractors as of December 14, 2015. Four (4) bids were received, opened and read aloud on January 5, 2016. The bid results and explanations are below.

Contractor	Base Bid 1	Alt. 1	Alt. 2	Alt. 3	Alt. 4	Base Bid 2
NES Inc., Mokena, IL	\$6,825.00	\$1,950.00	\$1,950.00	\$1,950.00	\$1,950.00	\$9,700.00
Dirty Ducts Cleaning, Madison, Wi	\$9,880.00	\$2,700.00	\$2,160.00	\$2,030.00	\$1,600.00	\$3,140.00
Midwest Services Group, St. Peters, MO	\$10,200.00	\$3,400.00	\$4,400.00	\$3,400.00	\$4,500.00	\$5,400.00
ServiceMaster DCI, Champaign, IL	Reject due to incomplete bid					

Budget Impact

This project is funded through Fund 1601001-61508, Capital Outlay (Project 16022A).

Recommended Action

The extent of the total remediation will not be known until the initial work has been completed. Therefore, staff recommends that the Board accept Base Bid 1, Alt. 1-4 (conditionally), and reject Base Bid 2, and authorize the Executive Director to enter into a contract with the low, responsible bidder, NES, Inc. of Mokena IL, in the amount of \$14,625.00.

Prepared by:

Reviewed by:

Kevin Crump
Director of Operations & Planning

Joe DeLuce
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: January 6, 2016

SUBJECT: Bid for Shop UST Site Investigation – Soil/Groundwater Investigation

Background

This project addresses Phase II of the initial removal of the Park District's underground fuel tanks, which took place in 1994. The bid includes borings, placement of monitoring wells, IEPA reporting, soil and groundwater testing, and disposal of soils during boring activities.

Once IEPA accepts the findings report, Phase III will begin. This includes a corrective action report submitted to IEPA for review and approval. Once approval is received, Phase IV would include the mitigation of the site based on the Phase III report.

Prior Board Action

None.

Bid Results

Bid packets were available to potential contractors as of December 14, 2015. Six (6) bids were received, opened and read aloud on January 5, 2016. The bid results and explanations are below.

Contractor	Base Bid
Professional Environmental Engineers, Inc., St. Louis, MO	\$11,733.00
Fehr-Graham Engineering, Champaign IL	\$23,700.00
GEOCON Professional Services, Champaign IL	\$24,617.69
Lacon, Inc., Westchester IL	\$25,045.00
MSA Professional Services, Champaign IL	\$31,452.00
Marlin Environmental, Springfield IL	\$37,661.95

Budget Impact

Funds for this project are budgeted under Other Contractual Services in the amount of \$30,000.00.

Recommended Action

The extent of the total remediation will not be known until the initial has been completed and reported. Therefore, staff recommends that the Board accept the Base Bid, and authorize the Executive Director to enter into a contract with the low, responsible bidder, Professional Environmental Engineers, Inc. of St. Louis MO, in the amount of \$11,733.00.

Prepared by:

Reviewed by:

Kevin Crump
Director of Operations & Planning

Joe DeLuce
Executive Director

The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: January 6, 2016

SUBJECT: Approval to Accept Proposal for 2016-2018 Auditing Services

Background

The Board adopted an auditing services policy on March 14, 2012. Per said policy, the District will issue an RFP periodically for auditing services. The District is not required to change auditing firms, nor be based solely on price, but the selection is to be based on the auditor's ability to perform a quality audit. As such, an RFP was issued November 30, 2015 with a public notice appearing in The News Gazette. Responses were due no later than December 29, 2015 at 2:00 p.m.

Bids were received from four (4) certified public accounting firms in response to the auditing services. These results were as follows:

CPA Firm	District	Foundation	Total all 3 years
CliftonLarsonAllen	\$ 19,500.00	\$ 6,500.00	\$ 78,000.00
Lauterbach and Amen	\$ 19,000.00	\$ 6,500.00	\$ 78,325.00
Martin, Hood, Friese & Associates	\$ 24,000.00	\$ 6,800.00	\$ 97,825.00
Sikich	\$ 22,000.00	\$ 7,000.00	\$ 90,000.00

Martin, Hood, Friese & Associates has been the District's auditors since April 2007 and have always performed to a high level. Per District policy there is no requirement to change auditing firms. The Executive Director and Director of Finance have reviewed all proposals received and as such concur that each firm is fully capable of performing a high quality audit. All firms meet all specifications as noted in the RFP. For comparison, the audit fees paid related to FY16 were \$20,265 for the District and \$7,000 for the Foundation (including the tax return preparation). Two of the respondents have offices located in Champaign and have both worked on the audit in past years.

Budget Impact

Proposed tax revenues for FY16-18 will cover the District audit fees for the entire \$58,500 with additional funds available in reserves if necessary. The Foundation fees of \$19,500 will be covered out of the Foundation for FY16-18 using unrestricted donations and other receipts.

Recommended Action

Staff recommends the Board accept the proposal for auditing services from CliftonLarsonAllen and authorize the Executive Director to enter into a contract for the initial contract term of three (3) years (or FY2016-18) in the amount of \$78,000.00.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce, CPRP
Executive Director

The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: January 6, 2016

SUBJECT: Approval of an Addendum to Contract for Technical Planning Services between Champaign Park District and Champaign County Regional Planning Commission

Background

The Champaign Park District (Park District) entered into a Contract for Technical Planning Services with the Champaign County Regional Planning Commission (CCRPC) to develop a Trails Master Plan. The terms of the contract called for the plan and recommendations regarding the plan to be completed by December 31, 2015. However, CCRPC has requested that the contract be extended from the end of December to the end of March. The next step calls for a second public workshop to present and discuss the recommendations with the general public to finalize the plan. CCRPC did not think December was a good month to hold a public workshop due to holidays, which could have resulted in low attendance. CCRPC recommends the public workshop be held in January, with the plan including comments from the public completed in February, and then request for Board approval in March. For these reasons, CCRPC requested that the term of the Agreement be extended from December 31, 2015 to March 31, 2016.

Staff prepared a draft of an Addendum to the Agreement which has been reviewed and revised by Attorney Hall. CCRPC also has reviewed the Addendum and had changes to it as written.

Prior Board Action

The Board approved the Contract for Technical Planning Services between Champaign Park District and Champaign County Regional Planning Commission to develop a Trails Master Plan at the October 8, 2014 Regular Board Meeting.

Budget Impact

The Park District agreed to pay CCRPC the sum of \$24,955.62 for performance of the services. The Park District has paid \$13,725.58. Two (2) equal installment payments of \$5,615.01 based upon progress and completion of performance remain to be paid by January 1, 2016 and the final installment shall be made by April 30, 2016. Funds were budgeted in the General Fund to pay 50% of fees from FY14-15 and 50% from the FY15-16 budget.

Recommended Action

Staff recommends Board approval of the an Addendum to Contract for Technical Planning Services between Champaign Park District and Champaign County Regional Planning Commission extending the term of the Agreement from December 31, 2015 to March 31, 2016 to develop the Trails Master Plan.

Prepared by:

Reviewed by:

Cindy Harvey
Assistant to Executive Director

Joe DeLuce
Executive Director

The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.

**ADDENDUM TO CONTRACT
FOR TECHNICAL PLANNING SERVICES BETWEEN
CHAMPAIGN PARK DISTRICT AND CHAMPAIGN COUNTY REGIONAL PLANNING
COMMISSION**

WHEREAS, an Agreement was entered into effective as of October 8, 2014 by and between the Champaign Park District, an Illinois municipal corporation, with a principal address of 706 Kenwood Road, Champaign, Illinois 61821 (hereinafter referred to as, "CPD") and the Champaign County Regional Planning Commission (hereinafter referred to as, "CCRPC"), with a principal address of 1776 East Washington Street, Urbana, IL 61802.

RECITALS

WHEREAS, CPD is a municipal corporation;

WHEREAS, CCRPC is a local governmental entity; and

WHEREAS, CPD and CCRPC entered into an agreement whereby CCRPC will develop a plan and make recommendations regarding the development, coordination, and creation of linkages for existing, proposed, and future trail facilities suitable for walking and bicycling within CPD's jurisdictional limits and for connectivity to other adjacent and nearby communities, attractions, and destinations.

WHEREAS, the original term of the Agreement was from October 8, 2014 to December 31, 2015, unless such period is extended by written agreement of both parties.

NOW, THEREFORE, for and in consideration of the mutual promises, covenants, and agreements set forth herein, CPD and CCRPC hereby agree to amend the following terms and conditions:

Term. The term of the Agreement shall be extended from December 31, 2015 to March 31, 2016 to complete the services to be performed by CCRPC as set forth in the Agreement and Attachment A.

Compensation. CPD agreed to pay CCRPC the sum of TWENTY-FOUR THOUSAND NINE HUNDRED FIFTY-FIVE AND 62/100 DOLLARS (\$24,955.62) for the performance of the services as set forth in the Agreement and Attachment A. CPD has paid the initial ten percent (10%) of the agreed compensation (\$2,495.56) upon execution of the Agreement together with two of the four equal installments of \$5,615.01 on August 12, 2015 and \$5,615.01 on November 12, 2015 for a total payment of \$13,725.58.

Two (2) equal installment payments based upon progress and completion of performance remain to be paid. One installment of \$5,615.01 shall be made by January 1, 2016 and the final installment of \$5,615.01 shall be made by April 30, 2016 if performance by CCRPC is completed by March 31, 2016.

All other terms and conditions of the Agreement and Attachment A as set forth therein shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have caused this Addendum to the Agreement to be executed this ____ day of January 2016.

Champaign Park District

Champaign County Regional Planning Commission

By: _____
Joseph DeLuce
Executive Director

By: _____
Cameron Moore
Chief Executive Officer

Attest

By: _____
Cindy Harvey
Board Secretary

**CONTRACT FOR TECHNICAL PLANNING SERVICES BETWEEN CHAMPAIGN PARK
DISTRICT AND CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION**

This Agreement is made and entered into effective the 8th day of October, 2014 by the Champaign Park District, an Illinois municipal corporation, with a principal address of 706 Kenwood Road, Champaign, Illinois 61821 (hereinafter referred to as, "CPD") and the Champaign County Regional Planning Commission (hereinafter referred to as, "CCRPC"), with a principal address of 1776 East Washington Street, Urbana, IL 61802.

RECITALS

WHEREAS, CPD is a municipal corporation;

WHEREAS, CCRPC is a local governmental entity; and

WHEREAS, CPD and CCRPC desire to enter into an agreement whereby CCRPC will develop a plan and make recommendations regarding the development, coordination, and creation of linkages for existing, proposed, and future trail facilities suitable for walking and bicycling within CPD's jurisdictional limits and for connectivity to other adjacent and nearby communities, attractions, and destinations.

NOW, THEREFORE, for and in consideration of the mutual promises, covenants, and agreements set forth herein, CPD and CCRPC hereby agree to the following terms and conditions:

1. Purpose. The intended purpose of this Agreement is for CCRPC to develop a master plan for trail facilities as further described and specified herein.
2. CCRPC Responsibilities:
 - A. CCRPC shall create a trails master plan satisfactory to CPD as more specifically described in the Champaign Park District Trails Master Plan ("TMP") which is attached hereto, made a part hereof and incorporated by reference herein as "Attachment A".
 - B. CCRPC shall meet with CPD representatives, staff and others, including the general public, to provide information and receive comments concerning the development and implementation of the TMP.
 - C. CCRPC shall formulate and determine suitable timetables for completion of the TMP.
 - D. CCRPC shall return TMP related data and documents supplied by CPD in connection with this Agreement within fourteen (14) calendar days of completion of performance or termination of this Agreement.
 - E. To the extent suitable and in conjunction with CPD, CCRPC shall utilize other public entity trail and park related data and documents to enable the TMP to be as comprehensive as reasonably possible so that the development of any trails as part of an implementation process will satisfactorily integrate with the development of trails by other adjacent or nearby communities.

F. In the event CPD receives a Freedom of Information Act request or otherwise requires data or documents in the possession of CCRPC in order to comply with that Act, the Open Meetings Act, or other applicable laws, CCRPC shall provide the required data or documents within three (3) calendar days of a CPD request.

3. CPD Responsibilities:

- A. CPD shall provide CCRPC at no cost pertinent park and trail related data and documents as CPD determines within its own discretion which are suitable to enable CCRPC to perform the terms of this Agreement.
- B. CPD shall provide such data and documents with its possession with five (5) business days after requested by CCRPC.
- C. CPD shall comply with the Illinois Open Meetings Act, Illinois Freedom of Information Act, and other applicable laws, and in connection therewith, will receive from CCRPC any documents and information that it may have which will enable CPD to comply with any requests applicable thereto.

4. Term. The term of this Agreement shall commence as of the effective date and shall end upon completion of services to be performed by CCRPC as set forth in Attachment A, but in no event later than December 31, 2015, unless such period is extended by written agreement of the parties.

5. Compensation. CPD shall pay CCRPC the sum of TWENTY-FOUR THOUSAND NINE HUNDRED FIFTY-FIVE AND 62/100 DOLLARS (\$24,955.62) for the performance of the services set forth herein. CPD shall make an initial payment of ten percent (10%) of the agreed compensation (\$2,495.56) upon execution of this Agreement. The remaining payments shall be divided into four (4) equal installments based upon progress of performance by April 1, 2015, July 1, 2015, October 1, 2015, and January 1, 2016, if performance is completed by December 15, 2015 as otherwise set forth herein. Final payment shall be deferred in the event that the Agreement is not completed by December 15, 2015 to a date thirty (30) days after completion of performance.

6. CCRPC Personnel. CCRPC represents that it has its own qualified employees or shall obtain at its own separate expense other adequately qualified personnel to complete the TMP in a timely manner, but in no event beyond the time set forth herein.

7. Termination.

- A. In the event CCRPC does not complete performance of the services provided for herein, or otherwise violates any terms of this Agreement, CPD may terminate the Agreement by giving written notice of the cause for such termination ten (10) calendar days prior to the effective date thereof; provided that CCRPC shall have the right to cure such breach within that time period. Upon termination, all finished or unfinished materials, including computerized files or data, documents, studies, surveys, drawings, maps, models, photographs and reports prepared by CCRPC pursuant to this Agreement

shall be turned over to CPD, and shall become its sole and exclusive property. CPD shall reimburse CCRPC for the out-of-pocket expenses related to any such materials and the reasonable value of the services performed up to the date of completion as determined by CPD.

- B. Either party may terminate this Agreement at any time upon thirty (30) days written notice. Upon such termination, CCRPC shall provide CPD with sufficient information, as determined in the reasonable judgment of CPD, to assess the proportion of services that have been completed prior to such termination, and CPD shall pay that proportion within thirty (30) days of notification after subtracting for any compensation or other payments previously made. CPD shall reimburse CCRPC for such reasonable out-of-pocket expenses as have been incurred by CCRPC that have been documented to CPD. In no event shall any amount due CCRPC be in excess of the aforementioned price for all services to be performed.

8. Compliance. CCRPC and CPD shall comply with all applicable federal, state, and local statutes, regulations, rules, and ordinances regarding the performance and carrying out of the terms of this Agreement.

9. Independent Contractors. Notwithstanding any other provision of this Agreement, the relationship between CPD and CCRPC is, and shall remain, one of independent contractors. Nothing in this Agreement shall be construed to establish a relationship of employer/employee, partners or joint venturers between the parties. In addition, CCRPC may from time to time hire persons to perform labor and other services for it, and any such person shall not be construed to be an employee, agent, or representative of or contractor with, CPD in any manner whatsoever. Further, CCRPC does hereby acknowledge its obligations and shall remain responsible for the payment of all withholdings, insurance, or other amounts or benefits as may be required by law in connection with its hiring or contracting with any persons, and shall in all respects hold CPD harmless from and indemnify it for the payment of any such amounts.

10. Representations and Warranties. CCRPC represents and warrants that it has or shall acquire the skills and knowledge necessary to perform the terms of this Agreement in a proper, efficient, thorough and satisfactory manner, and it understands that CPD is relying on such representations in contracting with it.

11. Non-assignment. This Agreement shall not be assigned or delegated by either party to any subsidiary, successor, partner, employee, agent, or affiliate without the prior written consent of the other party. If CPD permits the assignment of the services provided for hereunder at any one or more times, such assignment shall not be deemed permission to assign the performance of this Agreement at any other time or times.

12. Applicable Law and Venue. The parties agree that the laws of the State of Illinois shall govern the terms of this Agreement. In the event of any claim or lawsuit regarding this Agreement, Champaign County, Illinois, shall be the appropriate venue for such claim or suit.

13. Severability. In the event one or more of the provisions contained in this Agreement shall be determined, by a court of law having appropriate jurisdiction, to be invalid, illegal, or unenforceable in any respect, such provision shall be deemed severed from this Agreement and the validity, legality or enforceability of the remaining provisions of this

Agreement or any other application thereof shall not be affected or impaired thereby, and shall remain in full force and effect.

14. Waiver. Failure to insist upon strict compliance with any of the terms, covenants or conditions of this Agreement shall not be deemed a waiver of that term, covenant or condition, nor shall a failure to insist upon strict compliance with any right or power at any one time or times be deemed a waiver or relinquishment of any such term, covenant, condition or right or power at any other time or times.

15. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, and all of which together shall constitute one and the same instrument. It shall not be necessary that any single counterpart hereof be executed by all parties so long as at least one counterpart is executed by each party. A facsimile, portable document format (PDF) copy, photocopy, or other electronic form of any signature shall have the same force and effect as an original.

16. Default. In the event that either party fails to comply with the terms of this Agreement, then the non-defaulting party shall have the right to enforce this Agreement by obtaining any remedy available to it under law or equity in the State of Illinois.

17. Notice. All notices required under this Agreement shall be in writing, and shall be deemed to have been given at the time they are mailed to the respective party via certified mail, return receipt requested with an additional copy sent via U.S. first class mail at the address set forth below, or at such other place or address as the Parties shall provide to each other in writing.

Champaign Park District
Attention: Mr. Joseph DeLuca
Executive Director
706 Kenwood Road
Champaign, IL 61821

Champaign County Regional Planning Commission
Attention: Mrs. Rita Morocoima-Black
Planning & Community Development Director
1776 East Washington Street
Urbana, IL 61802

18. Authority to Execute Agreement. Each person or entity executing this Agreement represents that he/she/it is authorized to execute the Agreement. Furthermore, each person executing this Agreement on behalf of any entity represents that he or she is authorized by such entity to execute this Agreement on behalf of such entity.

19. Time of the Essence. Time is of the essence of this Agreement. It shall be binding upon the personal representatives, successors and permitted assigns of the parties hereto.

20. Confidentiality. CCRPC shall not provide or make available to any individual, entity or organization any of the data, information, reports or other materials produced pursuant to the terms of this Agreement without the written permission of CPD.

21. Public Statements. A party shall not issue any news releases or public statements with respect to the terms of this Agreement without the express written consent of the other party, except to the extent otherwise required by law, in which case the party proposing to make such a release shall use reasonable efforts to coordinate its release with the other party.

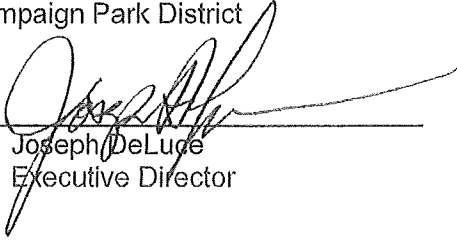
22. Survival. Any obligations that by their nature should survive the termination of this Agreement, shall survive the expiration or termination hereof.

23. Entire Agreement and Amendment. This Agreement and any of the terms or specifications attached hereto or otherwise referred to herein constitute the entire agreement between the Parties pertaining to the subject matter hereof and supersede(s) any prior agreements between them whether oral or written in connection herewith. No modified of this Agreement shall be effective unless made in writing and signed by both Parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by its duly authorized officers effective as of the day and year first above written.

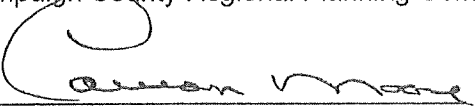
Champaign Park District

By: _____


Joseph DeLuce
Executive Director

Champaign County Regional Planning Commission

By: _____


Cameron Moore
Chief Executive Officer

ATTACHMENT A

Champaign Park District Trails Master Plan

I. Project Understanding and Approach

The Champaign Park District has 62 parks, 14 trails and 14 facilities totaling 654 acres. However, there is not a system of trails that connect all the parks to make them accessible to all residents of the community. With the number of existing parks and flat topography in Champaign, it is important to encourage the residents of the community to walk and bike to access the parks. Walking and bicycling improve the public health and well-being of Champaign's citizens, contributes to good air quality, and reduces congestion.

The Champaign Park District 2020 Vision Strategic Plan defined the Champaign Park District mission as being "to enhance the quality of life through positive experiences in parks and recreation in our community." The mission has several associated goals and strategic objectives, one of the goals being to "develop parks, trails, and facility plans by aligning resources with [the] community's needs" which has the following associated objectives:

- Create or update facilities, parks, and trails master plans.
- Continue to develop a system-wide trail system.
- Align funding resources with Park District funding for the planning and development of parks.
- Fund and implement a replacement capital program to upgrade existing facilities and develop new facilities.
- Align funding resources with Park District funding for the planning and development of recreation and park amenities.

These five strategic objectives along with the goal and the mission mentioned above define the framework for the development of a Trails Master Plan for the Champaign Park District that will help guide the creation of linkages for existing, proposed, and future trail facilities for walking and bicycling within the community and establish connectivity for walking and biking throughout Champaign Park District facilities and adjacent attractions and destinations.

The Champaign Park District Trails Master Plan will guide Park District decisions on trails within its jurisdiction and will strive to coordinate their efforts with those of surrounding park districts and municipalities to obtain a more integrated, better connected trail system on a regional scale. The plan will establish the policies, programs, projects, etc. that will further enhance the connectivity of area trails for the enjoyment of the residents of the City of Champaign.

II. Detailed Scope of Work

1. Preplanning 33 hours \$2,404.18

The first step in developing the plan is to set the foundation pieces for the plan including establishing the Trails Master Plan Steering Committee, and creating and implementing a strategy for public engagement.

1a Kickoff Meeting with Champaign Park District Staff and Steering Committee

Description: CCRPC staff will meet with available Champaign Park District staff and invited Steering Committee members to discuss the process and gather early input.

Timeline: 3 hours, Month 1

Staff: Rita Black, Planning and Community Development Director
Gabe Lewis, Transportation Planner

1b Formalize Website creation and maintenance process with Park District staff

Description: CCRPC staff will prepare a draft website and meet with Park District staff to present it and discuss recommended changes.

Timeline: 20 hours, Month 1 and on-going during the plan development

Staff: Matt Yoder, Transportation Planner (Web Master)

2. Data Collection/Existing Conditions Report 190 hours \$8,825.63

This section of the plan will provide the full picture of the trails network in the different parks of the Champaign Park District including details regarding location, length, type, surface, conditions, barriers, amenities, connections, etc. of the trails facilities throughout the City.

2a Data Collection/Analysis

Description: CCRPC staff will collect and analyze data on population, socio-economic conditions, existing trails facilities, open space available and respective land ownership, access to transit, and pedestrian/bike crashes near park facilities to create a comprehensive Existing Conditions Report.

Timeline: 110 hours, Months 1, 2, 3 & 4

Staff: Rita Black, Planning and Community Development Director
Gabe Lewis, Transportation Planner
Intern

2b Existing Plans and Policies Review

Description: CCRPC staff will review existing plans and policies relevant to the community and provide a synopsis of their impact on the Trails Plan.

Timeline: 15 hours, Months 1-2

Staff: Rita Black, Planning and Community Development Director
Gabe Lewis, Transportation Planner

2c Draft Existing Conditions Report

Description: CCRPC staff will compile existing conditions analysis and existing plans and policies into a draft Existing Conditions Report. The report will focus on analysis of both qualitative and quantitative information in order to understand the existing conditions for pedestrians/bicyclists and the nature and location of the "gaps" in the trails network. The report will also identify space available for park and trails facilities as well as ownership and possible future uses.

Timeline: 45 hours, Months 4 & 5
Staff: Rita Black, Planning and Community Development Director
Gabe Lewis, Transportation Planner

2d Steering Committee Meeting: review existing conditions report

Description: CCRPC staff will discuss the Existing Conditions Report and accept comments and recommendations from the Steering Committee.

Timeline: 5 hours, Month 5

Staff: Rita Black, Planning and Community Development Director
Gabe Lewis, Transportation Planner

3 Goals and Objectives 30 hours \$2,247.74

Description: CCRPC staff will develop goals, objectives, and associated performance measures for the trails plan considering existing infrastructure, identified needs and desires. Draft goals and objectives will be presented to the Steering Committee members and affected parties for review and comments.

Timeline: 30 hours, Months 5 & 6

Staff: Rita Black, Planning and Community Development Director
Gabe Lewis, Transportation Planner

4 Public Meeting #1 32 hours \$1,261.60

Description: Conduct a public meeting to solicit input on current issues and needs related to trails in Champaign as well as important origin/destination travel pairs.

Timeline: 32 hours, Month 7

Staff: Rita Black, Planning and Community Development Director
Gabe Lewis, Transportation Planner
Intern

5 Plan for the Future 85 hours \$6,432.87

This section of the plan will include a description of near-term and long-term policy and program recommendations. The strategies and recommendations will provide an overview of the types of changes the plan seeks to make in the trails network to make it safe, comfortable and accessible to all users.

5a Capacity/needs/desires

Description: CCRPC staff will provide an assessment and analysis of the Champaign Park District's current trails facilities in relation to present and future goals and objectives and will provide recommendations for providing or enhancing trails infrastructure where appropriate as well as land available for future trails and park facilities.

Timeline: 20 hours, Months 7, 8 & 9

Staff: Rita Black, Planning and Community Development Director
Gabe Lewis, Transportation Planner

5b Develop Trails Strategies

Description: CCRPC staff will define a set of strategies and solutions for use in developing and implementing the plan. Strategies would be focused on improving accessibility, public safety, enhancing the pedestrian environment, and encouraging and promoting walking. The strategies will provide information about several tools that can be used to address common pedestrian and bicyclist issues, focusing on the five E's: Engineering safe and

accessible roadways, bike and pedestrian facilities, Educating roadway users, property owners, and decision makers about rules, rights, and responsibilities, Enforcing laws, proper behaviors, and use of roadway and bike and pedestrian facilities, Encouraging walking, bicycling and physical activity throughout the community, and Ensuring equity, health, and environmental sustainability.

Timeline: 30 hours, Months 7, 8 & 9

Staff: Rita Black, Planning and Community Development Director
Gabe Lewis, Transportation Planner

5c: Evaluate Recommendations based on Criteria

Description: CCRPC staff will develop a trails plan based on information gathered in Sections 2, 3 and 4 defined above, as well as extensive data analysis. The plan will identify gaps in the pedestrian network and rank them for improvements/construction based on a set of criteria and will also provide a plan to implement the recommended improvements. The plan will develop a trails system prioritization process that will help to identify the highest priority projects and also identify priority areas for acquisition for future park/trails facilities.

Timeline: 35hours, Months 7, 8 & 9

Staff: Rita Black, Planning and Community Development Director
Gabe Lewis, Transportation Planner

6 Public Meeting #2 32 hours \$1,261.60

Description: Conduct a public meeting to solicit input on proposed recommendations related to trails in Champaign as well as regarding prioritization of proposed projects.

Timeline: 32 hours, Month 10

Staff: Rita Black, Planning and Community Development Director
Gabe Lewis, Transportation Planner
Intern

7 Implementation Plan 54 hours \$4,200.17

The Trails Master Plan is both a near-term and a long-term plan. Many of the tools and information in the plan can be used immediately by the Champaign Park District, City of Champaign, and community members to support walking and bicycling in Champaign.

7a: Prepare Implementation Plan

Description: CCRPC staff will identify all of the actions that are necessary to achieve the objectives and strategies, and delineate them in the Trails Master Plan "Implementation Table." This table will provide the full list of actions that are needed including programs and policies to make it easier to walk and bike in and between the park facilities in Champaign as well as to acquire new space for park/trails facilities. In addition to organizing all of the actions that are needed, the table assigns agency responsibility to each action and identifies the partners with whom the agency responsible will need to coordinate. Additionally, CCRPC staff will provide general cost estimates for some recommended actions.

Timeline: 35 hours, Months 10 & 11

Staff: Rita Black, Planning and Community Development Director
Gabe Lewis, Transportation Planner

7b Steering Committee Meeting: review draft plan, identify responsible parties, potential funding sources, opportunities/challenges for implementation activities

Description: CCRPC staff will review the draft plan including the implementation table with the Steering Committee. On the implementation table, CCRPC staff will seek input from the Committee on responsible agencies, potential local funding sources, opportunities and challenges for the implementation actions identified in this section of the plan.

Timeline: 6 hours, Months 10 & 11

Staff: Rita Black, Planning and Community Development Director
Gabe Lewis, Transportation Planner

7c Finalize Implementation Plan

Description: CCRPC staff will finalize the implementation portion of the plan.

Timeline: 12 hours, Months 10 & 11

Staff: Rita Black, Planning and Community Development Director
Gabe Lewis, Transportation Planner

8 Plan Approval 22.5 hours \$2,167.77

8a Steering Committee Meeting: review draft plan for release to the public

Description: CCRPC staff will present the Draft Trails Master Plan to the Steering Committee so that it can approve it for the upcoming public review process.

Timeline: 6 hours, Month 11

Staff: Rita Black, Planning and Community Development Director
Gabe Lewis, Transportation Planner

Deliverable: Draft Trails Plan (pre-public review version)

8b Champaign Park District Board Meeting: review draft plan for release to the public

Description: CCRPC staff will present the Draft Trails Master Plan to the Champaign Park District Board so that it can approve it for the upcoming public review process.

Timeline: 6 hours, Month 11

Staff: Rita Black, Planning and Community Development Director
Gabe Lewis, Transportation Planner

8c Public Comment Period - 30 days

Description: CCRPC staff will post the "Draft Plan" on the project website and create advertisements for a 30-day public comment period. The Champaign Park District will pay and post the ads in the newspapers.

Timeline: 1.5 hours, Months 11 & 12

Staff: Rita Black, Planning and Community Development Director
Gabe Lewis, Transportation Planner

8d Revisions prior to final approval

Description: Based on comments received from the public, officials, and Park District staff, CCRPC staff will make revisions to the Draft Plan and create a summary of those recommended changes.

Timeline: 3 hours, Month 12

Staff: Rita Black, Planning and Community Development Director
Gabe Lewis, Transportation Planner

8e Steering Committee Meeting: review of changes, final sign off

Description: CCRPC staff will present a summary of input received during the public comment period and a list of recommended changes to the plan based on all input received. The Steering Committee will be asked to sign off on the document as the Final Trails Master Plan for presentation to the Champaign Park District Board.

Timeline: 3 hours, Month 12

Staff: Rita Black, Planning and Community Development Director
Gabe Lewis, Transportation Planner

8f Champaign Park District Board Meeting: review of changes, adoption

Description: CCRPC staff will present a summary of input received during the public comment period and a list of recommended changes to the plan based on all input received. The Champaign Park District Board will be asked to adopt the Final Trails Master Plan.

Timeline: 3 hours, Month 12

Staff: Rita Black, Planning and Community Development Director
Gabe Lewis, Transportation Planner

Commodities and Services amount: \$925.00

Total not to exceed amount: 478.5 hours \$24,955.62

Please contact Rita Morocoima-Black, CCRPC Planning and Community Development Director, with any questions or concerns at 328-3313 or rmorocoi@ccrpc.org.

III. Proposed Line Item Budget

Champaign Park District Trails Plan

Task	Total Hours	Cost	Percentages
1 Preplanning			
Kickoff Meeting with Champaign Park District Staff and Steering Committee	3.00	\$ 301.89	0.63%
Formalize website creation/Management with Champaign Park District Staff	30.00	\$ 2,102.29	6.27%
Total Hours/Cost	33.00	\$ 2,404.18	6.90%
2 Data Collection/Existing Conditions			
Data collection/Analysis	130.00	\$ 4,445.82	27.2%
Existing Plans and Policies Review	15.00	\$ 1,046.76	3.13%
Draft Existing Conditions Report, Evaluation and Synthesis	40.00	\$ 2,868.47	8.36%
Steering Committee Meeting: review existing conditions report	5.00	\$ 464.59	1.04%
Total Hours/Cost	190.00	\$ 8,825.63	39.71%
3 Goals and Objectives			
Review goals and objectives on existing plans & policies	6.00	\$ 449.55	1.25%
Develop goals and objectives and performance measures	24.00	\$ 1,798.20	5.02%
Total Hours/Cost	30.00	\$ 2,247.74	6.27%
4 Public Meeting #1			
Public Workshop: Existing Conditions displays, issues, forces, desires, goals and objectives review	32.00	\$ 1,261.60	6.69%
Total Hours/Cost	32.00	\$ 1,261.60	6.69%
5 Plan for the Future			
Capacity/needs/desires	20.00	\$ 1,627.02	4.18%
Develop Trails Strategies	30.00	\$ 2,247.74	6.27%
Propose Recommendations	35.00	\$ 2,558.11	7.31%
Total Hours/Cost	85.00	\$ 6,432.87	17.76%
6 Public Meeting #2			
Public Workshop: Proposed routes, desired facilities, locations & priorities	32.00	\$ 1,261.60	6.69%
Total Hours/Cost	32.00	\$ 1,261.60	6.69%
7 Implementation Plan			
Prepare Implementation Plan	35.00	\$ 2,558.11	7.31%
Steering Committee Meeting	6.00	\$ 603.78	1.25%
Finalize Implementation Plan	13.00	\$ 1,038.28	2.72%
Total Hours/Cost	54.00	\$ 4,200.17	11.29%
8 Plan Approval			
Steering Committee Meeting: review draft plan for release to the public	6.00	\$ 603.78	1.25%
Champaign Park District Board: review draft plan for release to the public	6.00	\$ 603.78	1.25%
Public Comment Period - 30 days	1.50	\$ 93.11	0.31%
Revisions prior to final approval	3.00	\$ 263.33	0.63%
Steering Committee Meeting: review of changes, final sign off	3.00	\$ 301.89	0.63%
Champaign Park District Board Meeting: review of changes, adoption	3.00	\$ 301.89	0.63%
Total Hours/Cost	22.50	\$ 2,167.77	4.70%
Total Hours	478.50		
Total Personnel Cost		\$ 24,030.62	
Percentages			100.00%
Commodities & Services			
Other printing (for public meetings)		\$200.00	
Printing Final Document (5 copies)		\$500.00	
Meeting supplies		\$75.00	
Travel		\$150.00	
Total		\$925.00	
Total Project Cost		\$24,955.62	

IV. Proposed Project Schedule

Champaign Park District Trails Master Plan

Task	1	2	3	4	5	6	7	8	9	10	11	12
1 Preplanning												
Kickoff Meeting with Champaign Park District Staff and Steering Committee												
Formalize Website creation/Management with Champaign Park District Staff												
2 Data Collection/Existing Conditions												
Data collection/Analysis												
Existing Plan and Policies Review												
Draft Existing Conditions Report, Evaluation and Synthesis												
Steering Committee Meeting: review existing conditions report												
3 Goals and Objectives												
Review goals and objectives on existing plans & policies												
Develop goals and objectives and performance measures												
4 Public Meeting #1												
Public Workshop: Existing Conditions displays, issues, forces, desires, goals and objectives review												
5 Plan for the Future												
Capacity/needs/desires												
Develop Trails Strategies												
Propose Recommendations												
6 Public Meeting #2												
Public Workshop: Proposed routes, desired facilities, locations & priorities												
7 Implementation Plan												
Prepare Implementation Plan												
Steering Committee Meeting												
Finalize Implementation Plan												
8 Plan Approval												
Steering Committee Meeting: review draft plan for release to the public												
Champaign Park District Board: review draft plan for release to the public												
Public Comment Period - 30 days												
Revisions prior to final approval												
Steering Committee Meeting: review of changes, final sign off												
Champaign Park District Board Meeting: review of changes, adoption												



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: December 29, 2015

SUBJECT: Revisions to Parkland College Agreement

Background

The Champaign Park District maintains an agreement with the Parkland College Child Development Center. The purpose of this agreement is for the Park District provision of an area of refuge during an evacuation of Parkland College property.

In November, Parkland College was evacuated and the Child Development Center was provided an area of refuge at the Hays Center. The Hays Center posed a capacity problem, as the facility also has programs for our Senior Patrons that are scheduled almost every afternoon.

A revised 2016 three year agreement was arranged to relocate the Parkland Child Development's evacuation site to the Dodd's Tennis Center. Dodd's Tennis Center is also the evacuation site for St. Thomas More High School, but provides ample space for everyone in the event of an evacuation.

The proposed agreement reflects a few changes from the 2014 agreement including a recommendation that the 2016 agreement be approved for three years instead of the prior one year agreement. It is also recommended that the evacuation location be relocated from the Hays Center to the Dodd's Tennis Center. Finally, the agreement was reviewed and revised by legal counsel.

Prior Board Action

A 2014 agreement was approved by the board for one year specifying the evacuation area of refuge at the Hays Center.

Budget Impact

None.

Recommended Action

Staff recommend the Board of Commissioners approve the proposed three year agreement with Parkland College for a provision of refuge during evacuation of the Parkland College property.

Prepared by:

Reviewed by:

Wendy S. Zindars
Risk Manager

Tammy Hoggatt
Director of HR, IT, and Risk

The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.

**AGREEMENT BETWEEN
PARKLAND COMMUNITY COLLEGE AND CHAMPAIGN PARK DISTRICT**

THIS AGREEMENT is made and entered into effective this _____, 2015
2016 by and between the Champaign Park District, a municipal corporation (hereinafter referred to as, "Park District"), whose-which has a principal address is 706 Kenwood Road, Champaign, Illinois, and Parkland Community College (hereinafter referred to as "Parkland"), whose-which has a principal address is 2400 W. Bradley Avenue, Champaign, Illinois.

WITNESSETH:

In consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:

Section 1 – General Purpose. The purpose of this Agreement between the Park District and Parkland is to provide the terms and conditions for the use of Dodds Tennis Center as an emergency relocation space for Parkland's on-grounds pre-school students and staff.

Section 2 – Term. This Agreement shall be in effect for a period of three years from the date the Agreement is executed by both parties.

Section 3 – Permitted Uses. This agreement shall be used only in the event that the on-grounds pre-school is ordered evacuated by competent authority in the event of an emergency.

Section 4 - Parkland's Responsibilities. Parkland shall:

- A. Notify Dodds Tennis Center by telephone (217-352-6044) that the pre-school is being evacuated. ~~;~~
- B. Be responsible for transportation of all evacuees. ~~;~~
- C. Bear any and all expense associated with the emergency occupancy of the facility, and pay any such amount within thirty (30) days after the date of any invoice for amounts due the Park District. ~~;~~
- D. Bring Supply any necessary materials for the safety and comfort of the evacuees, including ~~(but not limited to)~~ without limitation, diapering supplies, medications, ~~ete~~ and the like. ~~;~~
- E. Provide sufficient staff to supervise and provide care for all evacuees. (It is expected that all pre-school staff will remain with the evacuees until Parkland can be reoccupied or all evacuees have been reunited with their care-givers). ~~;~~
- F. Be solely responsible for the care and security of all evacuees, insuring-assuring that evacuees are reunited with caregivers. ~~;~~
- G. ~~Insure that~~ Permit no more than 80 children students and staff are moved to be relocated to Dodds Tennis Center. ~~;~~ and
- H. Designate a primary and secondary point of contact for coordination of all efforts to effectuate any emergency and administrative response, and as well as reunification of students with caregivers.

Section 5 – Champaign Park District Responsibilities. Park District shall:

- A. Upon notification of an emergency requiring evacuation of the Parkland on-grounds pre-school, suspend programming at Dodds Tennis Center for the duration of the emergency ~~where it might~~ to the extent of any conflict with the safety and security of the evacuees.;
- B. Allow the use of such equipment as may be needed to effect reunification of evacuees with caregivers, including telephones and computers.;
- C. ~~Provide at least one (1) Park District employee to remain in the facility~~ at Dodds Tennis Center until Parkland can be reoccupied or all evacuees have been reunited with caregivers.;
- D. Designate a primary and secondary point of contact (the risk manager and facility manager, respectively) for coordination of all efforts to effectuate any emergency and administrative response, and as well as reunification efforts.

Section 6 – Rules, Laws, and Ordinances. Parkland shall comply with any and all applicable federal, state and local laws, statutes and ordinances.

Section 7 – Insurance. Parkland shall keep in full force and effect at all times during this Agreement a comprehensive general liability insurance policy, with contractual liability coverage, with minimum limits of not less than \$2,000,000 per occurrence and \$2,000,000 annual aggregate together with property damage insurance of not less than \$2,000,000. All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best and Co. and shall be reasonably satisfactory to Park District. All insurance coverage provided by Parkland shall be primary insurance as to Park District. Any insurance or self-insurance maintained by Park District shall be in excess of Parkland’s insurance and shall not contribute with it. The Park District, its commissioners, officers, employees, agents, representatives, and volunteers shall be covered as additional insured’s under the general liability coverage which shall contain no special limitation on the scope of protection afforded to the additional insured’s, and shall contain appropriate extensions or riders necessary to assure coverage. The policy shall not be cancelled or amended without at least ten (10) days prior written notice having been given to the Park District. Cancellation of any such coverage without a substitute policy containing the required coverage’s being put in force, shall be grounds for the Park District to immediately terminate this Agreement with no further rights afforded Parkland. At its option, Park District may continue such insurance at its cost and obtain reimbursement and repayment thereof from Parkland. In such event, Parkland shall pay the amount due within ten (10) days of payment by Park District. The Parties acknowledge that Parkland may from time to time change insurers; provided that, the Park District shall be provided with a certificate of such insurance otherwise conforming to and in compliance with the terms hereof, promptly upon such change.

Provide a certificate of such insurance as may be applicable from time to time, listed below, at the time Agreement is signed and annually thereafter. Note that all limits of liability for insurance shall be not less than the following amounts, and must be greater where required by other laws or regulations and must be insured on an “occurrence” basis and not on a “claims made” basis:

i. Workers’ Compensation:

- State Statutory
- Applicable Federal Statutory

ii. Comprehensive General Liability:

- Bodily Injury (including completed operation and products liability) and Property Damage: \$2,000,000 Each Occurrence, \$2,000,000 Annual Aggregate or a combined single limit of \$2,000,000
- Property damage liability insurance will provide Explosion, Collapse and Underground coverages where applicable.
- Contractual Liability (Hold Harmless Coverage): Bodily Injury: \$2,000,000
- Each Occurrence Property Damage: \$2,000,000
- Each Occurrence \$2,000,000 Annual Aggregate

iii. Comprehensive Automobile Liability:

- Bodily Injury: \$2,000,000 Each Person and \$2,000,000 Each Occurrence
- Property Damage: \$500,000 Each Occurrence or combined single limit of \$500,000

~~Each party shall keep in force at all times during the term of this agreement Commercial General Liability Insurance (or insurance through a self-insured intergovernmental risk management pool) including fire, legal liability, bodily injury, personal injury and property damage limits of not less than the amounts listed below:~~

Coverage	Limits
Commercial General Liability including bodily injury, property damage, personal injury	\$1,000,000 per occurrence \$2,000,000 aggregate
Auto Liability	\$500,000 per occurrence
Workers Compensation and Employers Liability	Statutory

~~Said coverage shall be written on an occurrence basis and at all times naming the other party to this agreement, its public officials, employees, volunteers and agents as additional insured.~~

Section 8 – Independent Contractors. Notwithstanding any other provision of this Agreement, the relationship between Park District and Parkland is, and shall remain, one of independent contractors. Nothing in this Agreement shall be construed to establish a relationship of employer/employee, partners or joint venturers between the Parties. In addition, Parkland may from time to time hire person(s) to perform labor and other services for it, and any such person shall not be construed to be an employee of or contractor with the Park District in any manner whatsoever. Furthermore, ~~the~~ Parkland does hereby acknowledge its obligations and shall remain responsible for the payment of all withholdings, insurance or other amounts as may be required by law in connection with its hiring or contracting with any such person(s), and shall in all respects hold Park District harmless from and indemnify it for the payment of any such amounts.

Section 9 – Default. In the event that either Party fails to comply with the terms of this Agreement, and cure such default within fifteen (15) days of written notice from the other Party, then the non-defaulting Party shall have the right to terminate this Agreement. Any such termination shall not terminate or affect the obligations or rights to enforce the same as they may have accrued prior to termination.

Section 10 – Hold Harmless and Indemnification. Parkland shall indemnify, defend and hold harmless Park District and any of its ~~directors~~commissioners, officers, employees, agents, volunteers, and representatives from and against any and all liability, loss, costs, causes of actions, demands, attorneys fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against Park District or its commissioners, officers, employees,

agents, volunteers, and representatives that arises solely from any act, failure or omission on the part of Parkland or any of its directors, officers, employees, agents and representatives in carrying out of the terms of this Agreement.

Section 11 – Severability. In the event any one or more of the provisions contained in this Agreement shall be held invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, such provision shall be deemed severed from this Agreement, and the validity, legality, or enforceability of the remaining provisions of this Agreement or any other application thereof shall not be affected or impaired thereby, and shall, therefore, remain in effect.

Section 12 – Assignment - Binding Effect. Neither party nor any subsidiary, successor, partner, employee, agent or affiliate shall assign or delegate any of their rights or responsibilities under this Agreement without the prior written consent of the other.

Section 13 – Waiver. Failure to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement, shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of the right or power at all or any other times.

Section 14 – Entire Agreement and Amendment. This Agreement and any written addendum to it executed in writing by the Parties constitute(s) the entire contract between Park District and Parkland, and may be changed, modified or amended only by mutual written agreement executed by Park District and Parkland.

Section 15 – Counterparts. This Agreement shall be executed in duplicate any number of counterparts, each of which shall be deemed to be an original.

Section 16 – Notice. All notices required pursuant to this Agreement shall be in writing, and shall be deemed to have been given at the time they are mailed to the respective parties at the address set forth in this Agreement, or at such other place or address as the parties shall provide to each other in writing. Party via certified mail, return receipt requested with an additional copy sent via U.S. first class mail at the address set forth below, or at such other place or address as the Parties shall provide to each other in writing.

Champaign Park District

Attn: Executive Director
706 Kenwood Road
Champaign, IL 61821

Parkland College

Attn: President
2400 W. Bradley Avenue
Champaign, IL 61821

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed effective as the day and year first above written.

Champaign Park District

Parkland ~~College~~ Community College

By: _____

By: _____

Name: _____

Name: _____

Title: Executive Director

Title: President

Date: _____

Date: _____

Attest: _____

Attest: _____

By: _____ By: _____
Cindy Harvey, Board Secretary _____
Name Title



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce

DATE: December 31, 2015

SUBJECT: St. Thomas More High School Evacuation Agreement

Background

The Champaign Park District maintains an agreement with Saint Thomas More High School. The purpose of this agreement is for the Park District provision of an area of refuge during an evacuation of the Saint Thomas More property.

The proposed agreement reflects a few changes from the 2012 agreement including a recommendation revising insurance requirements in Section 7.

Prior Board Action

A 2012 agreement was approved by the board for three years and the evacuation area of refuge was the Dodds Tennis Center.

Budget Impact

None.

Recommended Action

Staff recommends the Board approve the proposed three year agreement with Saint Thomas More High School for a provision of refuge during evacuation of the Saint Thomas More High School property.

Prepared by:

Reviewed by:

Wendy S. Zindars
Risk Manager

Tammy Hoggatt
Director of HR, IT, and Risk

AGREEMENT

THIS AGREEMENT made and effective this ~~First day of September, 2012~~Sixteenth Day of January, 2016 by and between the Champaign Park District, a municipal corporation (hereinafter referred to as, "Park District"), ~~whose~~which has a principal address ~~is of~~ 706 Kenwood Road, Champaign, Illinois, and The High School of Saint Thomas More, (hereinafter referred to as, "Saint Thomas More") ~~whose~~which has a principal address ~~is of~~ 3901 North Mattis Avenue, Champaign, Illinois.

WITNESSETH:

In consideration of the mutual covenants and agreements set forth herein, the Parties agree as follows:

Section 1 – General Purpose: ~~For The~~ purposes of this Agreement, ~~between~~ the Park District ~~and Saint Thomas More shall provide support services and assistance, as limited to the extent set forth herein, to Saint Thomas More during times of crisis, which necessitate an evacuation of the Saint Thomas More facilities and occupancy of the Park District Tennis Facility as a result thereof, in accordance with the Park District's ordinances, policies, procedures and reputation. It is to provide the terms and conditions for the use of Dodds Tennis Center as an emergency relocation space for Saint Thomas More students and staff.~~

Section 2 – Term: This Agreement shall be in effect for a period of three (3) years from ~~and after its effective date, provided this Agreement may be terminated at any time without notice upon the express written consent of both Parties or for default as provided for herein, or upon forty-five (45) days written notice by one Party to the other as provided herein. the date the Agreement is executed by both parties.~~

Section 3 – Permitted Uses. This agreement shall be used only in the event that the on-grounds school is ordered evacuated by competent authority in the event of an emergency.

Section 3-4 – Saint Thomas More Responsibilities.: Saint Thomas More shall:

Saint Thomas More shall:

A. _____ Safeguard the Park District's tennis facility and its contents during any necessary occupancy thereof; Notify Dodds Tennis Center by telephone (217-352-6044) that the school is being evacuated;

A.B. _____ Be responsible for transportation of all evacuees;

B.C. _____ Bear any and all expense associated with the emergency occupancy of the facility, and pay any such amount within thirty (30) days after the date of any invoice for amounts due the Park District;

D. _____ Notify the Park District's designated contact person within thirty (30) minutes of occupancy of the facility; Supply any necessary materials for the safety and comfort of the evacuees, including medications and the like;

E. _____ Provide sufficient staff to supervise and care for all evacuees. (It is expected that all school staff will remain with the evacuees until Saint Thomas More can be reoccupied or all evacuees have been reunited with their caregivers);

F. _____ Be solely responsible for the care and security of all evacuees, assuring that evacuees are reunited with caregivers;

←----- Format

←----- Format

←----- Format

C.G. Permit only Saint Thomas More students and staff to be relocated to Dodds Tennis Center; and

D.H. Add the Park District as an additional named insured on the liability insurance policy of Saint Thomas More; with policy limits of not less than \$1,000,000.00, and provide a copy of the declarations page of such liability insurance policy indicating the inclusion of the Park District to its risk manager within seven (7) days after the execution of this Agreement. Designate a primary and secondary point of contact for coordination of all efforts to effectuate any emergency and administrative response, as well as, reunification of students with caregivers.

Section 4-5 – Champaign Park District Responsibilities: Park District Shall:

Park District shall:

A. Provide Saint Thomas More access to the Park District Tennis Facility during regular school hours, when the Park District Tennis Facility is open to public to access; Upon notification of an emergency requiring evacuation of the Saint Thomas More school, suspend programming at Dodds Tennis Center for the duration of the emergency to the extent of any conflict with the safety and security of the evacuees;

B. Permit entry of all faculty, staff and students of Saint Thomas More during any time of crisis, necessitating indoor evacuation, as determined by the administration of Saint Thomas More; Allow the use of such equipment as may be needed to effect reunification of evacuees with caregivers, including telephones and computers;

C. Permit Saint Thomas More to conduct reunification of students and their parents at the facility; Provide at least one (1) Park District employee to remain at Dodds Tennis Center until Saint Thomas More can be reoccupied or all evacuees have been reunited with caregivers;

D. Permit Saint Thomas More and emergency responders to establish an Incident Command Post at the facility, as necessary to respond to the crisis;

E. Designate a primary and secondary points of contact (the risk manager and facility manager, respectively) for coordination of all efforts to effectuate any emergency and administrative response, and as well as, reunification of student efforts.

Format

Section 56– Default Rules, Laws and Ordinances. Saint Thomas More shall comply with any and all applicable federal, state and local laws, statutes and ordinances.

Section 7- Insurance. Saint Thomas More shall keep in full force and effect at all times during this Agreement a comprehensive general liability insurance policy with contractual liability coverage, with minimum limits of not less than \$2,000,000 per occurrence and \$2,000,000 annual aggregate together with property damage insurance of not less than \$2,000,000. All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best and Co. and shall be reasonably satisfactory to Park District. All insurance coverage provided by Saint Thomas More shall be primary insurance as to Park District. Any insurance or self-insurance maintained by Park District shall be in excess of Saint Thomas More's insurance and shall not contribute with it. The Park District, its commissioners, officers, employees, agents, representatives, and volunteers shall be covered as additional insured's under the general liability coverage which shall contain no special limitation on the scope of protection afforded to the additional insured's, and shall contain appropriate extensions or riders necessary to assure coverage. The policy shall not be cancelled or amended without at least ten (10) days prior written notice having been given to the Park District. Cancellation of any such coverage without a substitute policy containing the required coverage's being put in force, shall be grounds for the Park District to immediately terminate this Agreement with no further rights afforded Saint Thomas More. At its option, Park District may continue such insurance at its cost and obtain

Format

Format

Format

reimbursement and repayment thereof from Saint Thomas More. In such event, Saint Thomas More shall pay the amount due within ten (10) days of payment by Park District. The Parties acknowledge that Saint Thomas More may from time to time change insurers; provided that, the Park District shall be provided with a certificate of such insurance otherwise conforming to and in compliance with the terms hereof, promptly upon such change.

Provide a certificate of such insurance as may be applicable from time to time, listed below, at the time Agreement is signed and annually thereafter. Note that all limits of liability for insurance shall be not less than the following amounts, and must be greater where required by other laws or regulations and must be insured on an "occurrence" basis and not on a "claims made" basis:

i. Workers' Compensation :

- State Statutory
- Applicable Federal Statutory

ii. Comprehensive General Liability:

• Bodily Injury (including completed operation and products liability) and Property Damage: \$12,000,000 Each Occurrence, \$12,000,000 Annual Aggregate or a combined single limit of \$2,000,000

• Property damage liability insurance will provide Explosion, Collapse and Underground coverage's where applicable.

• Contractual Liability (Hold Harmless Coverage): Bodily Injury: \$2,000,000

• Each Occurrence Property Damage: \$2,000,000

• Each Occurrence \$2,000,000 Annual Aggregate

Comprehensive Automobile Liability:

• Bodily Injury: \$2,000,000 Each Person and \$2,000,000 Each Occurrence

• Property Damage: \$500,000 Each Occurrence or combined single limit of

\$500,000

∴ In the event that either Party fails or refuses to comply with the terms of this Agreement, and cure such default within thirty (30) days of written notice as provided for herein, then the other Party shall have the right to terminate this Agreement.

Section 8 – Independent Contractors: Notwithstanding any other provision of this Agreement, the relationship between Park District and Saint Thomas More is, and shall remain, one of independent contractors. Nothing in this Agreement shall be construed to establish a relationship of employer / employee, partners or joint venturers between the Parties. In addition, Saint Thomas More may from time to time hire person(s) to perform labor and other services for it, and any such person shall not be construed to be an employee of or contractor with the Park District in any manner whatsoever. Furthermore, Saint Thomas More does hereby acknowledge its obligations and shall remain responsible for the payment of all withholdings, insurance or other amounts as may be required by law in connection with its hiring or contracting with any such person(s), and shall in all respects hold the Park District harmless from and indemnify it for the payment of any such amounts.

Section 9 – Default. In the event that either Party fails to comply with the terms of this Agreement, and cure such default within fifteen (15) days of written notice from the other Party, then the non-defaulting Party shall have the right to terminate this Agreement. Any such termination shall not terminate or affect the obligations or rights to enforce the same as they may have accrued prior to termination.

Section 6-10 –Hold Harmless and Indemnification: Saint Thomas More shall indemnify, defend and hold harmless the Park District and any of its ~~directors~~commissioners, officers, employees, agents, volunteers and representatives from

and against any and all liability, loss, costs, causes of actions, demands, attorneys fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against Park District or its commissioners, officers, employees, agents, volunteers, and representatives that arises from any act, failure or omission on the part of Saint Thomas More, or any of its directors, officers, employees, students, agents and representatives in carrying out of the terms of this Agreement.

~~Section 7 – Independent Contractors: Notwithstanding any other provision of this Agreement, the relationship between Park District and Saint Thomas More is, and shall remain, one of independent contractors. Nothing in this Agreement shall be construed to establish a relationship of employer / employee, partners or joint venturers between the Parties.~~

Section 811 – Severability: In the event any one or more of the provisions contained in this Agreement shall be held invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, such provision shall be deemed severed from this Agreement, and the validity, legality, or enforceability of the remaining provisions of this Agreement or any other application thereof shall not be affected or impaired thereby, and shall, therefore, remain in effect.

Section 912 – Assignment - Binding Effect: Neither Party nor any subsidiary, successor, partner, employee, agent or affiliate shall assign or delegate any of their rights or responsibilities under this Agreement without the prior written consent of the other.

Section 4013– Waiver: Failure to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement, shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of the right or power at all or any other times.

Section 41-14 – Entire Agreement and Amendment: This Agreement and any written addendum to it executed in writing by the Parties constitute(s) the entire contract between Park District and Saint Thomas More, and may be changed, modified or amended only by mutual written agreement executed by Park District and Saint Thomas More.

Section 42-15 – Counterparts: This Agreement shall be executed in one or more any number of counterparts, each of which shall be deemed to be an original.

Section 43-16 – Notice: All notices required pursuant to this Agreement shall be in writing, and shall be deemed to have been given at the time they are mailed to the respective party via certified mail, return receipt requested with an additional copy sent via U.S. first class mail at the address set forth below, or at such other place or address as the Parties shall provide to each other in writing.

CHAMPAIGN PARK DISTRICT

Attention: ~~Ms. Bobbie Herakovich~~ Executive Director
Executive Director
706 Kenwood Road
Champaign, IL 61821

THE HIGH SCHOOL OF SAINT THOMAS MORE

Attention: Principal
Principal
3901 North Mattis Avenue
Champaign, IL 61822

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed effective as the day and year first above written.

Champaign Park District, ~~a municipal corporation~~

The High School of Saint Thomas More

By: _____

By: _____

Name: Bobbie Herakovich Joseph DeLuce

Name: _____

Title: Executive Director

Title: Principal

Date: _____

Date: _____

Attest: _____

Attest: _____

By: _____ By: _____

Name: Cindy Harvey _____ Name: _____

Title: Board Secretary _____ Title: _____



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: January 7, 2016

SUBJECT: Kiwanis Little League Agreement

Background

Kiwanis Club of Champaign-Urbana has been the facilitator and sponsor of the community Little League program for nearly 65 years. Little League is a recreational based youth baseball program offered to both boys and girls ages 6-12. The Champaign Park District (Park District) has been working with Kiwanis Little League for many years to provide field and park space for their program. Currently, Little League has four districts within the community, two of which are in Champaign. These districts include: Western, Eisner, Urbana, and First String. Practices and games for the program take place in Park District Parks including: Eisner, Centennial, Zahnd, and Douglass.

Kiwanis Little League is directly responsible for all lining of the fields (excluding Zahnd Park) within the Park District's parks. All expenses for supplies and labor are coordinated and paid directly by their leagues. Kiwanis communicates with the sports staff when there are problems, issues, and repairs either beyond their realm of upkeep or those that pertain to the park.

The Park District and Kiwanis Little League continue to strengthen their relationship and partnership. Little League is a vital aspect of youth recreational sports within the community and the Park District continues to support Kiwanis in their efforts to provide a quality program through the usage of park space and fields.

Prior Board Action

The Board approved a two year agreement with Kiwanis in August of 2013.

Budget Impact

None.

Recommended Action

Staff recommends that the Park District renew its agreement with the Little League for a three year term and authorize the Executive Director to execute the agreement.

Prepared by:

Reviewed by:

Jameel Jones
Director of Recreation

Joe DeLuce, CPRP
Executive Director

**AGREEMENT BETWEEN
KIWANIS LITTLE LEAGUE AND CHAMPAIGN PARK DISTRICT**

THIS AGREEMENT is made and entered into effective this ~~15 of January 2016~~^{25 of September 2013} by and between the Champaign Park District, a municipal corporation (hereinafter referred to as, "Park District"), ~~whose~~^{which} has a principal address is 706 Kenwood Road, Champaign, Illinois, and the Kiwanis Little League, (~~hereinafter referred to as, "Kiwanis Little League"~~) ~~whose~~^{which} has a principal address ~~is of~~ P.O. Box 1741, Champaign, Illinois 61824.

WITNESSETH:

In consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:

Section 1 - General Purpose. The purpose of this Agreement between the Park District and the Kiwanis Little League is to provide the terms and conditions for the use of specific Park District ball fields (~~Douglass, Eisner, Centennial, Hazel, Wisegarver and Zahnd~~) for league play and practice, define operational and maintenance responsibilities, and identify responsibility for costs. Forma

Section 2 - Term. This Agreement shall be in effect for a period of ~~three (3)~~^{two} years from the date the Agreement is executed by both parties.

Section 3 - Permitted Uses. The ~~respective~~ ball field(s) shall be used and occupied by the Kiwanis Little League only for purpose of league play and practice for select dates as mutually agreed upon by the Parties.

Section 4 – Contractor’s Responsibilities. The Kiwanis Little League shall:

A. Provide a master game schedule to the Adult Sports Coordinator for ~~Douglass, Eisner, Centennial,~~^{Hazel}, Wisegarver and Zahnd Park fields no later than April 21st ~~of each year.~~ Forma

~~B. Provide a minimum of a 6 week notice for the setup and tear down of the temporary fences at Eisner and Douglass Fields.~~ Forma

~~C. B.~~ Adhere to the parking regulations at each site (~~i.e. including,~~ parking only in designated parking areas; no ~~grass~~ parking on the grass at any facility; no parking on the access road to Prairie Farm or in the Sholem Aquatic Center Staff Parking lot)

~~D. C.~~ Report all accidents or unsafe conditions to the Park District’s ~~Risk Manager and/or~~ Adult Sports Coordinator as well as to the site supervisor if there is one onsite.

~~E. D.~~ Provide names and phone numbers of the presidents of each league and ~~Major League~~ coach to Adult Sports Coordinator by April 21st.

~~F. E.~~ Provide a written request eight weeks in advance ~~in notice~~ as well as a completed Rental Agreement for any special event, tournament (excluding Twin City Tournament), or any other needs except normal league play to the Adult Sports Coordinator.

~~G. F.~~ ~~Will Not~~ sublet or rent any Park District field to any other group for any reason. Usage by any group other than Kiwanis Little League must be requested through the Park District with all fees for such use retained by the Park District. Forma

~~H. G.~~ Reimburse the District for all any additional field maintenance requested at any location. ~~Charges~~ Maintenance charges will be determined solely by the Park District and based on material cost and personnel costs. Forma

~~I.H.~~ Drag and line designated fields except for Zahnd Park.

~~J.I.~~ Will ~~n~~Not mow, spray chemicals or engage in any other field maintenance on any field located on District property without prior written permission from the Park District's Special Projects Landscape Supervisor. Forma

~~K.J.~~ Will ~~n~~Not undertake any renovation or construction project without first submitting a written request to the District's Executive Director Adult Sports Coordinator, who will facilitate approval or denial of the request. If approved, Kiwanis Little League shall remove any debris resulting from ~~Little Leaguesuch~~ construction project(s) within 744 days of project completion. Forma

~~L.K.~~ Provide the Park District's Risk Manager and Adult Sports Coordinator with copies of Illinois Department of Public Health (IDPH) or county health department permits for all concession operations on Park District property.

~~M.L.~~ ~~Kiwanis Little League will n~~Not operate concessions at Zahnd Park ~~allowing the Park District to open and operate their existing concession facility.~~ Forma

~~N.M.~~ Promote the Park District as an affiliate of the Kiwanis Little League program whenever possible in communications with parents, media, and players.

~~O.N.~~ Review the conditions of this agreement with the president of each league and instruct the presidents of the leagues to review this agreement with the coaches of their league prior to each season.

~~P.O.~~ ~~All Little League~~ Submit field reservations and maintenance requests ~~may only come from through~~ the Kiwanis Little League President. Requests from any other party will not be honored. This information will be shared with the president of each league who will be instructed to share it with coaches and parents.

Section 5 – Park District Responsibilities. Park District shall:

A. Provide mowing of the fields as part of the Park District's regular mowing field maintenance schedule.

~~Delete~~ Set-up and tear down the temporary fence at Douglass Park field.

B. Provide site supervision at all games at Zahnd Park and other parks as deemed necessary by the Adult Sports Coordinator.

C. Drag and line Zahnd Park field on scheduled game days. The Park District will also drag and reline the Little League field at Zahnd Park during the semi-finals and finals games of the tournament held during the last week of June.

D. ~~The Park District m~~ Maintains first right of refusal to operate or contract out the operation of the concession stand in Zahnd Park during Little League games. ~~If the~~ In the event Park District operates the stand directly or via contract, ~~the Park District it~~ will retain all concessions revenues. ~~Delete~~ If the Park District refuses operation, Little League may staff, stock, and operate the stand during their games but in doing so will take full responsibility for all profits or loss. Little League will operate and retain profit from their own concession stands located on Park District property other than Zahnd Park.

E. Determine playability at the Zahnd Park field(s) in the event of inclement weather and contact the appropriate Kiwanis Little League representative. This information will also be recorded and made Forma

available to the public on the Park District Leisure Line. The Park District's [Adult sports Coordinator/site supervisor](#) will ~~make determinations on~~ determine the playability of fields during the course of the evening.

- F. Provide a schedule of all Pony league games at Zahnd Park to the Kiwanis Little League president by April 21st of each year.
- G. Provide Kiwanis Little League with use of the south storage room at Zahnd concession/restroom building during each session; provided that Kiwanis Little League shall remove such equipment promptly after each season is completed.

Section 6 – Use by Others.

- ~~A.~~ The Park District reserves the right to allow and approve ball field use by others who may operate baseball tournaments during those on dates and times when the fields are not scheduled for use by Kiwanis Little League.

Forma
4.74",

Section 7 – Maintenance.

- A. Kiwanis Little League shall prepare and maintain all fields and facilities rented for the season, excluding Zahnd Park field. Kiwanis Little League shall supply bases, all field preparation, equipment, and chalk necessary to prepare each field for a baseball game.
- B. Park District shall supply restrooms, parking lots and garbage cans throughout the season at Zahnd Park.

Section 8 – Responsibility for Cost.

- A. Park ~~district~~ District shall not be responsible for the lost, stolen, or damaged equipment or items from any field at any time; and the Kiwanis Little League shall indemnify and hold harmless the Park District for any lost, stolen or damaged equipment as a result of Kiwanis Little League use and use by any of its directors, officers, employees, agents and representatives. Furthermore, the Kiwanis Little League shall pay for the repair or replacement of any Park District property that is lost, stolen or damaged by the Kiwanis Little League, its officers, agents or representatives.

Section 9 – Rules, Laws and Ordinances. The Kiwanis Little League shall comply with ay and all applicable ordinances and permit procedures of the Park District.

Section 10 – Insurance. Kiwanis Little League shall keep in full force and effect at all times during this Agreement a comprehensive general liability insurance policy, with contractual liability coverage, with minimum limits of not less than \$2,000,000 per occurrence and \$2,000,000 annual aggregate together with property damage insurance of not less than \$2,000,000. All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best and Co. and shall be reasonably satisfactory to Park District. All insurance coverage provided by Kiwanis Little League shall be primary insurance as to Park District. Any insurance or self-insurance maintained by Park District shall be in excess of Kiwanis Little League's insurance and shall not contribute with it. The Park District, its commissioners, officers, employees, agents, representatives, and volunteers shall be covered as additional insured's under the general liability coverage which shall contain no special limitation on the scope of protection afforded to the additional insured's, and shall contain appropriate extensions or riders necessary to assure coverage. The policy shall not be cancelled or amended without at least ten (10) days prior written notice having been given to the Park District. Cancellation of any such coverage without a substitute policy containing the required coverage's being put in force, shall be grounds for the Park District to immediately terminate this Agreement with no further rights afforded Kiwanis Little League. At its option, Park District may continue such insurance at its cost and obtain reimbursement and repayment thereof from Kiwanis Little League. In such event, Kiwanis Little League shall pay the amount due within ten (10) days of payment by Park District. The Parties acknowledge that Kiwanis Little League may from time to time change insurers; provided that, the Park District shall be provided with a certificate of such insurance otherwise conforming to and in compliance with the terms hereof, promptly upon such change.

Provide a certificate of such insurance as may be applicable from time to time, listed below, at the time Agreement is signed and annually thereafter. Note that all limits of liability for insurance shall be not less than the following amounts, and must be greater where required by other laws or regulations and must be insured on an "occurrence" basis and not on a "claims made" basis:

i. Workers' Compensation:

- State Statutory
- Applicable Federal Statutory

ii. Comprehensive General Liability:

- Bodily Injury (including completed operation and products liability) and

Property Damage: \$2,000,000 Each Occurrence, \$2,000,000 Annual Aggregate or a combined single limit of \$2,000,000

• Property damage liability insurance will provide Explosion, Collapse and Underground coverages where applicable.

• Contractual Liability (Hold Harmless Coverage): Bodily Injury: \$2,000,000

• Each Occurrence Property Damage: \$2,000,000

• Each Occurrence \$2,000,000 Annual Aggregate

iii. Comprehensive Automobile Liability:

• Bodily Injury: \$2,000,000 Each Person and \$2,000,000 Each Occurrence

• Property Damage: \$500,000 Each Occurrence or combined single limit of \$500,000

~~The Kiwanis Little League shall secure and maintain the following insurance types for all periods that Kiwanis Little League use Park District facilities to cover all Kiwanis Little League uses of the ball field and related uses. The Kiwanis Little League shall provide the Park District with a Certificate of insurance naming the Park District as additional insured.~~

Coverage	Limits
Commercial General Liability including bodily injury, property damage, personal injury	\$1,000,000 per occurrence \$1,000,000 aggregate
Auto Liability	\$500,000 per occurrence
Workers Compensation Employers Liability	Statutory \$1,000,000 each accident

~~The Park District reserves the right to review and adjust the minimum amount of insurance coverage required of the Kiwanis Little League for each subsequent term.~~

Section 11 – Independent Contractors. Notwithstanding any other provisions of this Agreement, the relationship between Park District and the Kiwanis Little League is, and shall remain, one of the independent contractors. Nothing in this Agreement shall be construed to establish a relationship of employer/employee, partners or joint venturers between the Parties. In addition, the Kiwanis Little League may from time to time hire person(s) to perform labor and other services for it, and any such person shall not be construed to be a employee of or contractor with the Park District in any manner whatsoever. Furthermore, the Kiwanis Little League does hereby acknowledge its obligations and shall remain responsible for the payment of al withholdings, insurance or other amounts as may be required by law in connection with its hiring or contracting with any such person(s), and shall in all respects hold Park District harmless from and indemnify if for the payment of any such amounts.

Section 12 – Default. In the event that either Party fails to comply with the terms of this Agreement, and cure such default within fifteen (15) days of written notice from the other Party, then the non-defaulting Party shall have the right to terminate this Agreement. Any such termination shall not terminate or affect the obligations or rights to enforce the same as they may have accrued prior to termination.

Section 13 – Indemnification.

The Kiwanis Little League shall indemnify, defend and hold harmless Park District and any of its ~~directors~~commissioners, officers, employees, agents, volunteers and representatives from an against any and all liability, loss, costs, causes of actions, demands, attorneys fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against Park District that arises solely from an act, failure or omission on the part of the Kiwanis Little League or any of its directors, officers, employees, agents and representatives in carrying out of the terms of this Agreement.

Section 14 – Severability. In the event any one or more of the provisions contained in this Agreement shall be invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, such provision shall be deemed severed from this agreement, and the validity, legality, or enforceability of the remaining provisions of this Agreement or any other application thereof shall not be affected or impaired thereby, and shall, therefore, remain in effect.

Section 15 – Assignment – Binding Effect. Neither party nor any subsidiary, successor, partner, employee, agent or affiliate shall assign or delegate any of their rights or responsibilities under this Agreement without the prior written consent of the other.

Section 16 – Waiver. Failure to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement, shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of the right or power at all or any other times.

Section 17 – Entire Agreement and Amendment. This Agreement ad any written addendum to it executed in writing by the Parties constitute(s) the entire contract between Park District and the Kiwanis Little League, and may be changed, modified or amended only by mutual written agreement executed by Park district and Kiwanis Little League.

Section 18 – Counterparts. This Agreement shall be executed in ~~duplicate~~ any number of counterparts, each of which shall be deemed to be an original.

Section 19 – Notice. ~~All notices required pursuant to this Agreement shall be in writing, and shall be deemed to have been given at the time they are mailed to the respective parties at the address set forth in this Agreement, or at such other place or address as the parties shall provide to each other in writing. Bobbie Herakovich, 706 Kenwood Road, Champaign, IL 61821 or Randall Green, 610 Erin Drive, Champaign, Illinois 61822~~ All notices required pursuant to this Agreement shall be in writing, and shall be deemed to have been given at the time they are mailed to the respective Party via certified mail, return receipt requested with an additional copy sent via U.S. first class mail at the address set forth below, or at such other place or address as the Parties shall provide to each other in writing.

Champaign Park District
Attn: Executive Director
706 Kenwood Road
Champaign, IL 61821

Kiwanis Little League
Attn: President
P.O. Box 1741
Champaign, IL 61824

Forma
Forma
Forma
Forma

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed effective as the day and year first above written.

Champaign Park District, a municipal corporation

~~The~~ Kiwanis Little League

By: _____

By: _____

Forma

Name: _____
(print name)

Title: _____

Date: _____

Name: _____
(print name)

Title: _____

Date: _____



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: January 6, 2016

SUBJECT: Discussion of the 2017-2022 Capital Improvement Plan

Background

As part of the budget and long range planning process, each year staff assembles a listing of needed park and facility improvements, routine capital expenditures, and cost estimates to meet the needs of our residents. The process includes front line supervisors submitting their requests to the department heads. This year the requests were denoted as part of the various planning documents, replacement schedules and board priorities. These requests were then compiled and reviewed by the department heads. Staff reviewed the five-year CIP from the prior year and updated accordingly to meet the District's goals and needs. To continue with a six-year plan, the document presented is the six-year capital improvement plan through fiscal year 2022. Any item over \$5,000 with a useful life of more than three years was included in the CIP. These items are included to assist staff with budget demands, cash flow, to create timeliness and allocate staff resources accordingly, and ultimately to ensure that we are meeting our long term strategic goals.

The capital budget encompasses capital and routine expenditures. The capital is divided into capital projects, and equipment/vehicle and technology replacement; whereas the routine expenditures are included in the operating budget, but considered during the capital project process as they are inter-related include periodic and routine maintenance as well as non-depreciable equipment valued under \$10,000.

The following reflects cash received and estimated expenditures as detailed in the CIP document; all other operating expenditures are not factored in. To recap, the 2016-2017 CIP is comprised of the following:

Estimated Cash Received (Includes Grants)	\$2,045,924
Less FY17 Estimated:	
Capital Expenditures	(2,813,000)
ADA Expenditures	(425,000)
Operating Expenditures for Periodic/Routine Maintenance	(462,000)
2015-2016 Capital Expenditures in Excess of Revenues	<u>(\$ 1,654,076)</u>
Reserves	
Major Funds (General, Recreation, Museum) up to 120-days	\$4,135,700
Funds in Excess of >120-days and Capital Funds	<u>11,770,628</u>
Total Reserves Estimated, 5/1/2016	<u>\$15,906,328</u>
Projected Reserves, 4/30/2017	<u>\$14,252,252</u>
Of this amount \$7,324,300 is over 120-day requirement	

The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.

The above information does not include reserve balances for social security fund, IMRF, special donations, audit fund, or police funds.

To summarize, total capital expenditures requested for 2017 is \$3,700,000, of which \$462,000 is for routine and periodic maintenance. The majority of the funding is from the reserve balance in the Capital Projects fund. This does not include the \$800,000 designated by the Board in May 2015 specific to trails and park development.

Prior Board Action

None taken.

Budget Impact

The capital budget for 2016-2017 is \$3,700,000, of which \$462,000 is for maintenance. All items are detailed in Attachment A of the 2017-2022 CIP document.

Recommended Action

For discussion purposes to move forward with formal 2017-2022 CIP approval set for the February 10, 2016 Board meeting.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce, CPRP
Executive Director



CHAMPAIGN
PARK DISTRICT

**Champaign Park District
Capital Improvement Plan
For Fiscal Years Ended April 30
2017-2022**

PRESENTED TO BOARD: JANUARY 13, 2016

<This page is intentionally blank.>

Overview

The capital budget encompasses capital and routine expenditures. The capital is broken up into capital improvement plan, small capital projects and Equipment/Vehicle Replacement; whereas the routine expenditures include periodic maintenance, routine maintenance and repairs, and non-depreciated equipment.

Capital Outlay

The capital budget authorizes and provides the basis for control of expenditures for the acquisition of significant District assets and construction of all capital facilities. A six-year Capital Improvement Program (CIP) is developed, reviewed and updated annually. The projects outlined in the CIP includes the CIP for the FY17 budget year, as well as the projected plan for the next five fiscal years in accordance with District policy. The 2016-17 CIP will be presented to the Board of Commissioners for review and final approval prior to the presentation and adoption of the overall District budget.

Capital budget appropriations lapse at the end of the fiscal year, however, they are re-budgeted until the project is complete, or unless re-assigned by the Board of Commissioners. As capital improvements projects are completed, the operations of these facilities are funded in the operating budget.

The operating budget authorizes and provides the basis for control of the operation expenditures for all services, including operating and maintaining new facilities. Operating budget appropriations lapse at the end of the fiscal year.

Capital Improvement Project Guidelines

The project must:

- Have a monetary value of at least \$5,000.
- Have a life of at least three years.
- Result in the creation of a fixed asset, or the revitalization of a fixed asset.
- Support the District's strategic plan or board priorities.

Included within the above definition of a capital project are the following items:

- Construction of new facilities
- Remodeling or expansion of existing facilities.
- Purchase, improvement and development of land.
- Operating equipment and machinery for new or expanded facilities.
- Planning and engineering costs related to specific capital improvements.

Routine Capital Expenditures

The operating budget authorizes and provides the basis of control of operating and maintaining new facilities. Annual routine, as well as periodic maintenance and repair expenditures are factored in as part of the capital budget process, however these expenditures are included in the operating budget even though they are considered during the capital improvement plan process and approved as part of the overall CIP.

Each department submits project requests for review to the Director of Operations and Planning. These projects are reviewed and further evaluated by the executive director and department heads. Individuals and group staff meetings are held throughout the process to discuss the requests. Projects are prioritized based on the Park District's overall goals, department priorities, and anticipated funding. When requests exceed available funding sources in a given year, adjustments in scheduling or scope of the project are recommended and agreed upon.

The final compilation of requests, sources of funding and scheduling presented to the Board of Commissioners are based on the consensus agreement of the executive director and department heads. By providing this planning and programming of capital improvements the effect of capital expenditures on the annual budget is determined. This provides an orderly growth of Park District assets and allows for proper planning of resources in future years.

The Park District's CIP funds capital projects such as the redevelopment of land, buildings, playgrounds, tennis courts, athletic fields, swimming pools, vehicles, technology, and equipment. If these assets are not maintained in good condition, or if they are allowed to become obsolete, the result is often a decrease in the usefulness of the assets, an increase in the cost of maintaining and replacing them and a decrease in the quality of service. The average cost to fund these types of projects (excluding major renovations) is \$2.3 million per year.

Each year it is important to identify and pursue the funding sources for capital improvements and ongoing maintenance of improvement projects. We also need to explore innovative means of financing facility renovations and maintaining existing parks and amenities.

CIP Funding Sources

The CIP uses funding from grant funds, revenue bonds, recreation funds, non-referendum general obligation bonds and donations through the Park Foundation.

Operating Funds

Operating funds represent pay-as-you-go contributions from the operating revenues for capital projects specific to the fund making the contribution and denoted as a transfer from applicable funds to the capital improvement fund.

General Fund

The General Fund is the general operating fund of the District and includes administrative, maintenance, parks and all other financial resources except those required to be accounted for in another fund. Funding is provided from property taxes, interest income, and other receipts such as easement fees. Available fund balance in excess of 33% of annual budgeted operating expenditures may be transferred to the Capital Improvements Fund to support future capital projects. In May 2015, the Board of Commissioners set aside \$100,000 for Trails and Pathways, and \$700,000 for Park Development from these excess reserves.

Recreation Fund

This fund is a special revenue fund used to account for the operation of recreation programs and facilities. Financing is provided from fees and charges for programs and activities and annual property tax levy. Program numbers are used to account for separate recreation programs such as swimming, senior programs, preschool, and day camp programs. Funds used for capital projects as deemed by the CIP, will be transferred to the Capital Improvement Fund annually as part of the annual budget. Examples of past projects funded with these dollars include, the Leonhard Recreation Center, Douglass Community Center, and Sholem Aquatic Center.

Museum Fund

This fund is a special revenue fund used to account for the operation of cultural arts programs and facilities. Financing is provided from fees and charges of programs and activities and annual property tax levy. Program numbers are used to account for separate cultural arts programs such as special events, Prairie Farm, Virginia Theatre and the Springer Cultural Center programs. Funds used for capital projects as deemed by the CIP, will be transferred to the Capital Improvement Fund annually as part of the annual budget.

CUSR Fund

This fund is a Special Revenue Fund established to account for revenues derived from a specific annual property tax levy and expenditures of these monies for the Champaign-Urbana Special Recreation program to provide special recreation programs for physically and mentally handicapped. Of the annual tax levy, 43.75% is set aside specifically to fund ADA improvements. It also assists in making the existing facilities accessible as required by the ADA (Americans with Disabilities Act).

Interest and Miscellaneous Income

Interest and miscellaneous income represents interest income earned on the capital projects funds' investments and other miscellaneous revenues related to capital projects.

Grants

The Park District has an impressive record of success obtaining grants from various agencies and organizations. Grants awarded in prior years for capital projects include the following:

- **OSLAD Grants** are grant funds from the Open Space Land Acquisition and Development Act (OSLAD). The Act provides for grants to be disbursed by the Illinois Department of Natural Resources to eligible local governments for the purpose of acquiring, developing, and/or rehabilitating land for public outdoor recreation purposes. The Park District completed the Douglass Park Improvements project using \$300,000 awarded from this grant.
- **PARC Grants** (Park and Recreational Facility Construction Act) were created by Public Act 096-0820 effective November 19, 2009 to provide grants to be disbursed by IDNR to eligible local governments for park and recreation unit construction projects. Park or recreation unit construction project means the acquisition, development, construction, reconstruction, rehabilitation, improvements, architectural planning, and installation of capital facilities consisting of, but not limited to, buildings, structures, and land for park and recreation purposes and open spaces for natural areas. The Park District received a PARC grant for \$2.5 million for the new Leonhard Recreation Center in prior years.

Non-Referendum Limited Obligation Park Bonds

Non-Referendum Limited Obligation Park Bonds are bonds that are secured by the full faith and credit of the issuer. General obligation bonds, issued by local governments are secured by a pledge of the issuer's property taxing power. The legal debt limit for non-referendum bonds is .575% of assessed valuation. The Park District has the capacity to issue \$8,781,340 in bonds; however the debt service extension base (DSEB) on these bonds limits maturities to \$1,092,700 per year. The Park District uses the funds from these bonds to fund capital improvements and to develop, maintain and improve parks and facilities, acquire land, and replace outdated equipment. Funds are also used to pay the revenue bonds on the Sholem Aquatic Center.

Our current non-referendum bonding plan will provide for \$6 million over the next six years. Based on current economic conditions and revenue and expenditure projections, funding is not sufficient to maintain all existing system assets and build new park and recreation facilities.

Impact on the Operating Budget

The majority of the District's assets are invested in its physical assets or infrastructure, such as land, buildings, swimming pool, technology, equipment, and tennis courts. If regular maintenance on these assets to keep them in quality operating condition does not occur, or the assets are not replaced before they become obsolete, then this results in an increase in maintenance and repair expenditures, a decrease in the usefulness and safety of the asset, and ultimately a decrease in the quality of standards that the District strives to achieve.

The overall capital improvement plan projects will most likely result in a reduction of long-term operating expenditures, while staying on scheduled maintenance and replacement timelines with higher-efficiency equipment should meet the strategic goal of reducing energy consumption. See the attached CIP schedule for specifics as to the operating impact.

Summary

This year the District CIP totals \$3,700,000, of which \$462,000 is for maintenance and repairs. The 2017-2022 CIP is scheduled to be approved at the February 10, 2016 Board of Commissioners meeting. The major capital projects included in the upcoming fiscal year include phase 2 for Hessel Park splash pad, replacement of field lights at the Dodds 3-Plex, trail development, as well as replacement of the boathouse at Kaufman Lake and playground replacement at West Side and Beardsley Parks. Other capital funding is to be used for maintaining our existing parks and facilities, technology, roof replacements and for energy conservation.

The following is a breakdown of the capital and repair projects presented to the Board of Commissioners and budgeted for the following year, with a brief description of the major projects. Of the \$3,700,000, \$100,000 is a transfer from the General Fund to the Land Acquisition Fund.

2016/17 Capital Summary

Capital Projects (Capital Budget):	
Capital Outlay	\$2,813,000
ADA	<u>425,000</u>
Total CIP Expenditures	3,238,000
Routine Capital Projects (Operating Budget):	
Equipment, Non-Depreciable	52,000
Periodic Maintenance	189,000
Routine Repairs and Maintenance	<u>221,000</u>
Subtotal Routine	462,000
Total Capital	\$3,700,000

Attachment A: Six Year Capital Improvement Program with Descriptions

Attachment B: Replacement Schedules

Champaign Park District
 Capital Improvement Plan - Fiscal Year 2016-17
 Summary by Fund

	Fund 01 - General	Fund 02 - Recreation	Fund 03 - Museum	Fund 15 - CUSR	Fund 04 - Liability	Fund 09 - Paving & Lighting	Fund 16 - Capital Projects	Fund 21 - Bond Amortization/ Debt Service	Fund 22 - Bond Proceeds	Fund 24 - Land Acquisition	Totals
<i>Informational Purposes Only</i>											
<i>Projected Reserves, 5/1/2016</i> <i>(up to reserve Requirement)</i>	\$ 1,968,900	\$ 1,312,900	\$ 853,900	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$ 4,135,700
Projected Reserves, 5/1/2016 (over 120-days if applicable)	\$ 4,391,100	\$ 1,487,100	\$ 1,446,100	\$ 660,000	\$ 555,558	\$ 120,325	\$ 2,807,362	\$ -	\$ 2,783	\$ 300,300	\$ 11,770,628
<i>FY2017 Activity:</i>											
Cash Inflows:	\$ 352,000	\$ 32,000	\$ -	\$ 271,644	\$ 35,740	\$ 78,420	\$ 715,450	\$ 560,140	\$ -	\$ 530	\$ 2,045,924
Cash Outflows:											
Capital Expenditures				-	(65,000)		(2,186,000)		(562,000)		(2,813,000)
ADA Expenditures				(425,000)							(425,000)
Operating Expenditures for Periodic/Routine Maintenance	(352,000)	(32,000)	-	-		(78,000)					(462,000)
Subtotal Outflows	(352,000)	(32,000)	-	(425,000)	(65,000)	(78,000)	(2,186,000)	-	(562,000)	-	(3,700,000)
Net Transfers In (Out)	(100,000)	-	-	-	-	-	-	(560,140)	560,140	100,000	-
FY2017 Net Cash Inflow (Outflow)	(100,000)	-	-	(153,356)	(29,260)	420	(1,470,550)	-	(1,860)	100,530	(1,654,076)
Projected Reserves, 4/30/2017	\$ 6,260,000	\$ 2,800,000	\$ 2,300,000	\$ 506,644	\$ 526,298	\$ 120,745	\$ 1,336,812	\$ -	\$ 923	\$ 400,830	\$ 14,252,252

<This page is intentionally blank.>

**CHAMPAIGN PARK DISTRICT
PROPOSED CAPITAL IMPROVEMENT PLAN 2017-2022 - FOR DISCUSSION PURPOSES (1/6/2016)**

ATTACHMENT A

Project Name	Board Priority	PROS Consulting May 2008	Facility Study by Architectural Expressions (11/18/09)	Community Needs Assessment (2012)	2017	2018	2019	2020	2021	2022	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Contingency					100,000	100,000	100,000	100,000	100,000	100,000	Contingency for unexpected expenditures related to capital items	To allow for unexpected expenditures that may arise during the year either beyond our control or that become a necessity to be addressed within the fiscal year. There is no known impact on the operating budget.
3-Plex Field Lights Replacement (Dodds)	✓	✓		✓	440,000						Change out of poles, wiring and fixtures to meet standards for ball field lighting, safety	Upgrade of ball field lighting systems to higher efficiency HID lights. The lights are the originals purchased/installed in 1984 and have not had any upgrades since that time. During FY16 \$50,000 for relamping was included. A few lights were replaced at minimal cost this past year; however this did not raise the light levels to a sufficient level and no further costs were incurred, project put on hold at that time. Light readings were taken and based on the recommended footcandles for the infields at 50 for infield and 30 for outfield, these lights are well below those levels on average of 20/infield and 14/outfield. The levels of the current lights are well below a Class III facility which would be at the 50/30 footcandles mentioned earlier. Expect to see efficiencies and savings on utility expenditures as part of the operating budget, also with improved lighting potentially additional use of fields will result in additional revenue.

**CHAMPAIGN PARK DISTRICT
PROPOSED CAPITAL IMPROVEMENT PLAN 2017-2022 - FOR DISCUSSION PURPOSES (1/6/2016)**

Project Name	Board Priority	PROS Consulting May 2008	Facility Study by Architectural Expressions (11/18/09)	Community Needs Assessment (2012)	2017	2018	2019	2020	2021	2022	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
3-Plex Storage Shed (Dodds)					15,000						On-site storage facility, built in-house using current concrete available	Efficiency gains thru reduction of travel time, impact to operating budget in personnel and productivity.
ADA General		✓	✓		100,000	100,000	100,000	100,000	100,000	100,000	Addressing accessibility issues in parks and facilities	Annual expense per board approved ADA plan, no operating impact.
Carpet Replacement					35,000						Replace carpeting at Bresnan basement and accounting offices \$15,000, VT box office & theatre offices \$10,000; Douglass Community Center 2nd floor \$10,000	Replacement of worn and frayed carpeting throughout the District as described. No impact on operating budget.
Douglass Gym Floor Replacement			✓		77,000						Replacement of existing flooring (estimate of \$70,000 with 10% contingency)	Replacement of existing flooring which has not been replaced since originally installed. With increasing court time by league play it is warranted. Potential for increased revenues due to more programming or rentals in the operating budget.
Dug-out Covers-Dexter/Zahnd		✓			20,000						Add dugout covers to Dexter and both Zahnd ball fields	Address public requests and provide shade for players. No estimated impact on the operating budget.
Eddie Albert Gardens Water System (Dodds)					30,000						Upgrade of failing water system	Provide efficient and cost-saving measures to an out-dated, wasteful system. Expect to see less water consumption and lower utility costs in the operating budget. In addition, less repair expenditures as well.

**CHAMPAIGN PARK DISTRICT
PROPOSED CAPITAL IMPROVEMENT PLAN 2017-2022 - FOR DISCUSSION PURPOSES (1/6/2016)**

Project Name	Board Priority	PROS Consulting May 2008	Facility Study by Architectural Expressions (11/18/09)	Community Needs Assessment (2012)	2017	2018	2019	2020	2021	2022	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Flower Staging Area (Operations)					35,000						Replacement of wooden units which are beginning to deteriorate and need repair	Partial replacement of wooden structures due to failures; replacement of shade cloths. These structures can be relocated if necessary pending outcome of shop expansion. No expected impact on operating budget.
Kaufman Boathouse Replacement	✓			✓	200,000						Replacement of useless space with accessible restrooms and rentable shelter	Boathouse has reached useful life expectation. New restrooms and rentable space will be a draw for the site, as well as programming space. The cost also includes an estimate for architectural and engineering costs. Potential impact to operating budget is increased rental income.
Land Acquisition	✓	✓			100,000	100,000	100,000	100,000	100,000	100,000	Annual funds set aside for a future land purchase(s)	Board approved the establishment of a Land Acquisition Fund in April 2012. \$100,000 was to be transferred from the General Fund for future land acquisitions. To keep with this, the Board has continued to transfer \$100,000 annually into this fund. The cumulative balance through 4/30/2016 is \$400,480. No impact on operating budget.
Lindsay Tennis Courts Shade Structures					15,000						add two shade structures	completion of original project. No impact on operating budget.
Olympic Tribute Improvements (Dodds)				✓	25,000						Address drainage and lighting concerns	Re-grading and replacement of problem areas. No impact on operating budget.

**CHAMPAIGN PARK DISTRICT
PROPOSED CAPITAL IMPROVEMENT PLAN 2017-2022 - FOR DISCUSSION PURPOSES (1/6/2016)**

Project Name	Board Priority	PROS Consulting May 2008	Facility Study by Architectural Expressions (11/18/09)	Community Needs Assessment (2012)	2017	2018	2019	2020	2021	2022	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
PG safety surfacing indoor playroom at LRC					20,000						Installation of poured-in-place safety surface in indoor playground room	Address fall and slip issues in LRC playscape floor. Expect decrease in staff time related to responding to slips/falls, and potential reduction in insurance premiums within operating budget.
Phase 2 and 3 - ADA-Hessel Park Improvements	✓	✓		✓	400,000	400,000					Phase 2 of the Hessel Park improvements, to relocate and replace the water play area in 16/17; Phase 3 of Hessel Park Improvements in 17/18 for restroom relocation and replacement, as well as ADA connector paths from pavilion.	Phase 2 replaces aging water play structure with pad that is similar to Douglass Park. Potential for increase in utility costs for water depending on the size and efficiencies of the pipe used. Since there is already a spraypad that exists, expectation is that the change would be minimal.
Picnic Shelter Additions @ Powell				✓	35,000						Add shelter to Powell Picnic Area	Completes renovation project for Powell Park, and adds rental area. Potential for additional rental income in the operating budget.
Playground Replacement		✓		✓	350,000		350,000	240,000	240,000	240,000	2016/17 Westside & Beardsley 2017/18 None required 2018/19 Clark & Morrissey 2019/20 Noel & Zahnd 2020/21 Robeson & Bristol 2021/22 Millage & Johnston	Playground replacements based upon replacement schedule; Westside and Clark inc. eqt/poured surface/contracted installation; Beardsley & Morrissey inc. eqt/fibar/in-house installation. No impact on operating budget.
Replacement Fencing	✓				25,000	70,000	25,000	25,000	25,000	25,000	2016/17 Replacement of Hazel "neighbor" fencing 2017/18 Douglass Park along north east property line in addition to the standard annual fencing costs.	Annual expense for repairs to district fencing. Reduction in unexpected repairs and supplies in the operating budget as a result of this update.
Replacement of Park Light Fixtures				✓	35,000						Replacement fixtures for park lights with LED at Centennial, Hazel, Hessel, Eisner, and Wesley Parks.	This should finish the change out of park light fixtures making everything similar between parks. No impact on operating budget.

**CHAMPAIGN PARK DISTRICT
PROPOSED CAPITAL IMPROVEMENT PLAN 2017-2022 - FOR DISCUSSION PURPOSES (1/6/2016)**

Project Name	Board Priority	PROS Consulting May 2008	Facility Study by Architectural Expressions (11/18/09)	Community Needs Assessment (2012)	2017	2018	2019	2020	2021	2022	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Risk Management Improvements & Updates			✓		40,000	30,000	30,000	8,000	8,000	8,000	2016-17 cameras @ VT (interior and exterior), Bresnan (interior), and SAC exterior as well as alarm upgrades. Will need to upgrade cameras at LRC, Tennis Center, Hays, Springer, and Spalding in subsequent years through FY2019. In out years \$8,000 per year for annual upkeep and maintenance or replacement of safety-related improvements	Current cameras in facilities aside from Douglass Annex & Community Center, the technology does not allow proper pixelation of video. Therefore there is no clear documentation to provide police when filing a police report. This would allow staff to invest in better quality cameras and technology to protect our patrons. The alarm upgrades are to shift from analog to to cell receptor transmission due to a change in technology through the alarm companies. No impact on operating budget as the increase in alarm fee monitoring should be offset by the reduction in analog phone lines.
Roof Replacements at various facilities		✓	✓		125,000	475,000	360,000	300,000	150,000	150,000	Roof replacements at various facilities: Hays (125K), Springer (475K), Tennis Center (360K), VT (300K est.); estimates for last 2 years	All replacements based upon replacement schedule, to address defects and deficiencies. Impact to operating budget is a decrease in the unexpected repairs, as more planned approach is taken.
Sholem Additional Shade Structures and Replacement					40,000		20,000		20,000		Add shade structure to create additional space for shade (FY17), and replacement of existing deteriorating shade structures as needed	This is an annual request by patrons at the end of year surveys conducted. Last shades purchased were in October 2007. No impact on operating budget.
Sholem Confined Space Remediation					25,000						Re-fitting of drain/fill valves at SAC	Addresses safety risks of current system. No impact on operating budget.
Tennis Center Court Refurbishment				✓	60,000						Refurbishment of six indoor tennis courts at the Dodds Tennis Center	Based on replacement schedule. No impact on operating budget.

**CHAMPAIGN PARK DISTRICT
PROPOSED CAPITAL IMPROVEMENT PLAN 2017-2022 - FOR DISCUSSION PURPOSES (1/6/2016)**

Project Name	Board Priority	PROS Consulting May 2008	Facility Study by Architectural Expressions (11/18/09)	Community Needs Assessment (2012)	2017	2018	2019	2020	2021	2022	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Trail and Park Path Additions	✓	✓	✓		250,000	250,000	250,000	250,000	250,000	250,000	2016/17 - to include trails at Eisner Park (\$50K), Green Belt #1 Trail (\$50K), Town Center extension (\$50K) - of which \$125,000 is to come from ADA funds through CUSR shown in a separate line, includes an additional \$100,000	The trails plan developed internally by the planning department, in conjunction with discussions with Regional Planning Commission address the locations identified. No impact on operating budget.
3-Plex Upgrades (Dodds)		✓	✓			185,000					Dodds 3plex bathroom/concessions building and potential fence in complex	The building is in disrepair and needs to be replaced. When it rains, both bathrooms are completely covered with water which makes it a hazard to enter the bathroom as the floors are concrete so it becomes very slippery. The walls of this facility have moved off its foundation. Fencing in the complex would allow better control of the facilities in terms of controlling access and would allow for taking admission at tournaments. Reduction in repairs within the operating budget as a result of this upgrade.
BMC Basement HVAC						40,000					HVAC replacement @ BMC	16/17 operating includes A&E to evaluate current HVAC requirements. Pending outcome, planning for replacement in 17/18. Potential for decrease in utility costs in the operating budget as a result.
Kaufman Lake East Pier						60,000					Replace unsafe, deteriorated structure	May be deleted if concrete pier is deemed sufficient; removal needed regardless. No impact on operating budget.

**CHAMPAIGN PARK DISTRICT
PROPOSED CAPITAL IMPROVEMENT PLAN 2017-2022 - FOR DISCUSSION PURPOSES (1/6/2016)**

Project Name	Board Priority	PROS Consulting May 2008	Facility Study by Architectural Expressions (11/18/09)	Community Needs Assessment (2012)	2017	2018	2019	2020	2021	2022	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
LRC Utility Access						25,000					Provide paved access to west mechanical rooms	Poured concrete surfaces allowing vehicular access to LRC mechanical rooms, thus reducing damage and subsequent turf and planting repairs. Staff efficiencies to have a positive impact on the operating budget.
Parking and Drive at Eddie Albert Gardens in Dodds Park						140,000					Provide additional parking and paved access to east gardens	This has been a public request for some time. Also will help eliminate turf destruction and repair. Allow to redirect staff time to other areas, and reduce the repair/supply costs within the operating budget.
Prairie Farm Restroom/ Pavilion						130,000					Add accessible restroom and programming space	Construction would allow exterior accessibility to restrooms as well as covered program/rental space. Potential for increased patron use, however no impact on operating budget expected unless patrons charged rental fee for pavilion private use.
Springer Reception Remodel			✓			25,000					Remodel of front lobby	Renovation to a more user-friendly and better monitored area for safety purposes. No impact on operating budget.
Tennis Center Backdrop Replacement				✓		22,000					Replacement of backdrops and court dividers	Replacement of backdrops on south side and court dividers. Some of backdrops are torn, different colors, and in need of updating. No impact on operating budget.

**CHAMPAIGN PARK DISTRICT
PROPOSED CAPITAL IMPROVEMENT PLAN 2017-2022 - FOR DISCUSSION PURPOSES (1/6/2016)**

Project Name	Board Priority	PROS Consulting May 2008	Facility Study by Architectural Expressions (11/18/09)	Community Needs Assessment (2012)	2017	2018	2019	2020	2021	2022	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Trails of Abbey Fields Park Development	✓			✓		300,000					Development of new park pathways and amenities.	Initial proposal to include playground equipment, paths, amenities, soccer goals, turf seed and erosion control, landscaping. To meet the IDNR requirement as a replacement for the 6.4 acres from Dodds Park. Initial steps have begun as required by IDNR, with a public hearing scheduled for 1/13/2016. No impact on operating budget.
Ampitheatre Replacement at Douglass Park	✓	✓		✓			150,000				Replacement of existing wood retaining wall seating and grading.	Replace with concrete seating, retaining walls, increase grading of the South side. No impact on operating budget.
Tennis Center Shed Replacement							10,000				replace existing "garage"	Provide for better storage options, which are limited currently. No impact on operating budget.
Trail Amenities - Exercise Equipment								50,000			Add exterior grade exercise equipment to existing trail(s)	Centennial Park and Kaufman Lake are targeted possibilities. This project has been on the CIP for a couple years, pending the outcome of the equipment added at Douglass Park this past year. No impact on operating budget.
VT Air Handling Upgrade		✓				150,000					Add additional software and controls for existing HVAC system	Provide better air circulation and temperature control; patron comfort and safety. No impact on operating budget.
SUBTOTAL-CAPITAL:					2,597,000	2,602,000	1,495,000	1,173,000	993,000	973,000		

CAPITAL OUTLAY - VEHICLES, EQUIPMENT & TECHNOLOGY

**CHAMPAIGN PARK DISTRICT
PROPOSED CAPITAL IMPROVEMENT PLAN 2017-2022 - FOR DISCUSSION PURPOSES (1/6/2016)**

Project Name	Board Priority	PROS Consulting May 2008	Facility Study by Architectural Expressions (11/18/09)	Community Needs Assessment (2012)	2017	2018	2019	2020	2021	2022	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Backhoe Replacement					90,000						Adds a second backhoe to fleet, replacing the 1986 Case backhoe	The 1986 Case backhoe has been regulated to a Material Handling unit only due to mechanical and safety issues, reducing our capabilities by half. Request based upon replacement schedule.
Backup generator for servers					75,000						Address need for backup during power outages, all servers are located at Bresnan facility	allow servers to run during power outages and prevent loss of data. These servers also control the entire phone system throughout the District. Cost estimated is for equipment, installation and A&E.
Backup generator for sump pumps at Springer			✓		70,000						Installation of backup generator for sump pumps	Aim is to eliminate flooding during frequent power outages in downtown Champaign at Springer Cultural Center
Replacement Gator-type unit					15,000						Replace 2005 unit	Replaces high-hour unit which has almosted exceed the recommended hours per the manufacturer. This replacement is based on the replacement schedule. No impact on operating budget.
Replacement of boiler at Douglass					45,000						Replace aging, inefficient boiler	Currently the boiler heats only the locker rooms and afterschool room at over 1M btu's wasting natural gas. Changing to a 94% efficient unit, sized to the space being heated will save \$\$\$\$

**CHAMPAIGN PARK DISTRICT
PROPOSED CAPITAL IMPROVEMENT PLAN 2017-2022 - FOR DISCUSSION PURPOSES (1/6/2016)**

Project Name	Board Priority	PROS Consulting May 2008	Facility Study by Architectural Expressions (11/18/09)	Community Needs Assessment (2012)	2017	2018	2019	2020	2021	2022	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Replacement Pool Vacuum					10,000						Replacement of pool vacuum	Current pool vacuum takes three staff to run plus 2-3 hours of staff cost to clean the main pool. A new vacuum is a drop and self-propelled vacuum that will cut down on staff cost by 90%. Costs would be recouped within approximate two seasons. Impact to operating budget reflected as staff efficiencies.
Scoreboard Replacements					15,000	12,000	12,000	12,000	12,000	12,000	Update and replace scoreboards throughout the District	<u>Spalding Field</u> : Old system that requires us to plug in to connect to the scoreboard. The score controllers are extremely old and had to be fixed consistently by ops. Additionally, the board itself does not have a covering to protect the light bulbs and on multiple occasions last year rocks were through at the scoreboard shattering many lights. <u>Dexter</u> : Same scoreboard and controllers as Spalding. Need to upgrade to wireless like at Dodds <u>Dodds 3 Plex</u> : Scoreboards work fine, but the score panels were the first wireless set Fairplay offered. They are dated and deteriorated. They need to be upgdgraded to be the same score controllers as Dodds 4 Plex so that all 7 have the same parts.

**CHAMPAIGN PARK DISTRICT
PROPOSED CAPITAL IMPROVEMENT PLAN 2017-2022 - FOR DISCUSSION PURPOSES (1/6/2016)**

Project Name	Board Priority	PROS Consulting May 2008	Facility Study by Architectural Expressions (11/18/09)	Community Needs Assessment (2012)	2017	2018	2019	2020	2021	2022	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Soccer Goals		✓		✓	25,000	-					Replace goals to meet standards; There is a need to purchase 4 sets of 6'x18' soccer goals; and 4 sets of 4'x6' soccer goals	Youth soccer program is changing the sizes of teams based on United States Soccer Federation recommendations which CPD generally follows. This will require more soccer fields and more goals as the recommendation is to go to less kids per team. Staff can easily make the change to add more fields in its current space at Dodds Soccer Complex. Fields 1-3 will remain unchanged. No known impact on the operating budget.
Technology Equipment Replacement					25,000	25,000	25,000	25,000	25,000	25,000	computer eqt. upgrades	annual. No impact on operating budget.
Tennis Center Court Fans					35,000	35,000					Replacement of under-sized units.	Replacement of units to allow for increased air flow for patrons. When comparing to installing air conditioning, staff does not see an increase in revenue to justify the cost of installation of units and monthly utilities. Many of the summer programs continue to be held outdoors for various reasons and would continue despite having AC at the TC; thus the fans should be sufficient.
Turf Aerator					26,000						New, efficient aerator	Purchase allows for better aeration of sports turf, allowing for better propagation and weed control.

**CHAMPAIGN PARK DISTRICT
PROPOSED CAPITAL IMPROVEMENT PLAN 2017-2022 - FOR DISCUSSION PURPOSES (1/6/2016)**

Project Name	Board Priority	PROS Consulting May 2008	Facility Study by Architectural Expressions (11/18/09)	Community Needs Assessment (2012)	2017	2018	2019	2020	2021	2022	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Vehicle Replacement					160,000	241,000	230,000	245,000	200,000	200,000	<p><u>2016/17</u> 94 Chevy Truck (Mtn) 20K; 98 Taurus (rec) 35K; new 3/4 ton PU 35K; new 1/2 ton PU 20K; new 3/4 ton 4WD w/body 50K = FY17 (\$160K);</p> <p><u>2017/18</u> 94 Sound Truck (rec) 80K; 98 Dodge PU (hort) 22K; 01 Dodge PU (mtnc) 22K; 02 3/4 ton PU w/body 45K; 03 1 ton dump (ops) 50K; 05 Chevy PU (hort) 22K = FY18 (\$241K);</p> <p><u>2018/19</u> Seven 06 pick-ups (var) 175K; 06 1 ton dump (ops) 55K = FY19 (\$230K);</p> <p><u>2019/20</u> Two 06 pick-ups (hort) 52K; One 07 pick-ups (mtnc) 26K; 07 Stakebed 3/4 ton (hort) 55K; 96 Dodge van (rec) 60K; 00 Ford van (rec) 60K = FY20 (\$245K);</p> <p><u>2020/21</u> Estimate only</p> <p><u>2021/22</u> Estimate only</p>	<p>Replacements (2): Maintenance and Risk Manager (per replacement schedule); New (3): new FT1 ops, FT2 ops, HVAC ops. The sound truck is necessary for special events. It is used to pull the showmobile and holds all the audio equipment for rentals and special event needs. Over the past few years the sound truck has deteriorated in condition and is on its last leg. The sound truck pulls the showmobile, which is not its intended use, and as such has created excess wear and tear on the vehicle. All replacements are based on the Vehicle Replacement Schedule.</p>
Wide Area Mower					50,000						New	<p>contingent on new grounds FT position. Plan is to re-claim Douglass and Zahnd parks back from the contracted mowers at \$12,250/year. New staff would account for \$27,000 plus benefits and the mower would be \$6,500/year (purchase over 8 year useful life). These funds would be reinvested back into the parks since they are of "showcase" grade and deserve our full attention.</p>

**CHAMPAIGN PARK DISTRICT
PROPOSED CAPITAL IMPROVEMENT PLAN 2017-2022 - FOR DISCUSSION PURPOSES (1/6/2016)**

Project Name	Board Priority	PROS Consulting May 2008	Facility Study by Architectural Expressions (11/18/09)	Community Needs Assessment (2012)	2017	2018	2019	2020	2021	2022	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
New Tracked Skidsteer						68,000					Adds a multi-purpose unit to fleet	Eliminates rental of said unit
Replacement Chipper							35,000				Scheduled replacement of 1996 chipper	Upgrade to more modern, faster, efficient unit per replacement schedule
Replacement Mower						35,000	35,000	26,000			Replacement of trim mowers (FY18, FY19); wide area pul-behind mower (FY20)	High hour trim mower replacement with more efficient models; based upon replacement schedule
Replace Genie Lift at Virginia Theatre						35,000					Replacement of Genie Lift for theatre stage	The current lift is aging and is in need of replacement to defray from major repairs down the road.
Kubota Replacement						16,000					Replacement of utility/snow equipment	Replacement based upon replacement schedule
New Tier 4 Air Compressor						45,000					Addition to fleet for winterization	Eliminates rental expense of \$2,000/month (total between \$2,000-\$4,000/year) plus use for winterization of seasonal systems. This would be used to blow-out the lines which require this type of power/capacity for our irrigation systems.
SUBTOTAL-CAPITAL-VEHICLES / EQUIPMENT & TECHNOLOGY					641,000	512,000	337,000	308,000	237,000	237,000		
TOTAL-CAPITAL PROJECTS					3,238,000	3,114,000	1,832,000	1,481,000	1,230,000	1,210,000		

EQUIPMENT NOT CAPITALIZED (<\$10,000 PER INDIVIDUAL ITEM) - INCLUDED IN OPERATING BUDGETS												
Add Additional Cardio/Fitness equipment					10,000	10,000	10,000	10,000	10,000	10,000	Additional fitness equipment to be added at LRC	This will be added to the Recreation Fund operating budget
Network/Wireless Equipment Upgrades					15,000	15,000	15,000	15,000	15,000	15,000		

**CHAMPAIGN PARK DISTRICT
PROPOSED CAPITAL IMPROVEMENT PLAN 2017-2022 - FOR DISCUSSION PURPOSES (1/6/2016)**

Project Name	Board Priority	PROS Consulting May 2008	Facility Study by Architectural Expressions (11/18/09)	Community Needs Assessment (2012)	2017	2018	2019	2020	2021	2022	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Replacement of Copy Machines					20,000	7,000	7,000	7,000	7,000	7,000	Replacement of copy machines	Copiers at Hays, Douglass, Bresnan purchased prior to 2011 and need of replacement.
Server/Hardware Replacement					7,000	7,000	7,000	7,000	7,000	7,000	Replacement of one server per year, and to allow for additional server if required	Annual replacement
SUBTOTAL-EQUIPMENT NOT CAPITALIZED (<\$10,000 PER INDIVIDUAL ITEM) - OPERATING BUDGET					52,000	39,000	39,000	39,000	39,000	39,000		

**CHAMPAIGN PARK DISTRICT
PROPOSED CAPITAL IMPROVEMENT PLAN 2017-2022 - FOR DISCUSSION PURPOSES (1/6/2016)**

Project Name	Board Priority	PROS Consulting May 2008	Facility Study by Architectural Expressions (11/18/09)	Community Needs Assessment (2012)	2017	2018	2019	2020	2021	2022	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
	PERIODIC MAINTENANCE - INCLUDED IN OPERATING BUDGETS											
Duct Cleaning	✓				10,000		10,000		10,000		facility duct cleaning	Suggested preventive maintenance practice and to protect the health and safety of staff/patrons. To staff's knowledge this has not been completed in the past. Staff would begin with Bresnan Meeting Center, Douglass, Douglass Annex, and Hays; then work in the other facilities.
Hard Court Replacement	✓		✓		97,000	120,000	100,000				Hazel & Beardsley (16/17), Washington, Clark, Spalding Detention (17/18), Powell (18/19)	Annual expense to address aging outdoor asphalt court surfaces to concrete per replacement schedule; this is following the periodic resurfacing/stripping done during the interim years to maintain courts prior to requiring a total replacement. Increases per year based on known concrete costs.
Hard Court Re-surface/stripe	✓		✓		70,000	50,000		35,000	225,000	25,000	Hessel courts (35K) & Spalding courts (35K) in 16/17; Eisner court (50K) in 17/18; Sunset court (35K) in 19/20; Lindsay courts (225K); Clark courts (25K) in 21/22	Annual expense at different locations. Addresses court cracks/stripping or total renovation due to age and replacement schedule, and extends the time before a total replacement is warranted.
Sholem Slide Reseal	✓					24,000		26,000		28,000	Coating protection on SAC waterslides	Bi-annual expense due to deterioration by water and elements
Sholem Tile Re-Grouting	✓					8,000		8,000		8,000	Re-grouting of pool tiles	Bi-annual expense due to deterioration by water characteristics
Sholem VGB Drain Covers- Replacement	✓						20,000			22,000	Replacement of mandated drain covers every three years	Driven by VGB Act, mandating safety protocols for pool drains

**CHAMPAIGN PARK DISTRICT
PROPOSED CAPITAL IMPROVEMENT PLAN 2017-2022 - FOR DISCUSSION PURPOSES (1/6/2016)**

Project Name	Board Priority	PROS Consulting May 2008	Facility Study by Architectural Expressions (11/18/09)	Community Needs Assessment (2012)	2017	2018	2019	2020	2021	2022	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Wraps for Showmobile and box truck		✓			12,000						Replacement of body wraps	update of damaged panels and replace with new CPD logo
SUBTOTAL-PERIODIC MAINTENANCE - OPERATING BUDGET					189,000	202,000	130,000	69,000	235,000	83,000		

ROUTINE MAINTENANCE (ANNUAL) - INCLUDED IN OPERATING BUDGETS

General Concrete		✓			50,000	40,000	40,000	40,000	40,000	40,000	Normal concrete repair/replacement, inc. curb installations at flower beds in various locations in 16/17	annual expense; estimated
General Painting		✓			35,000	35,000	35,000	35,000	40,000	40,000	Normal painting based upon wear	annual expense; estimated
General Roadway		✓			6,000	6,000	6,000	6,000	6,000	6,000	Parking lot and shoulder work; asphalt patching	annual expense; estimated
Park Amenities - General Replacement		✓		✓	30,000	30,000	40,000	40,000	30,000	30,000	Replacements for park benches, cans, picnic tables, trash receptacles, etc.	annual expense; 18/19 & 19/20 estimate higher due to condition est.
Park Signs		✓			10,000	10,000	5,000	5,000	2,500	2,500	Replacement of park signs; after 2017/18, replacement complete, repairs mostly	Completion of change to board approved park ID signage
Playground Surfacing		✓		✓	30,000	31,200	31,800	32,400	33,400	34,400	FIBAR wood chips for playground surfacing	Annual re-plenishment of pg wood chip surfaces; after 19/20, less fibar needed since some playgrounds have been replaced with the poured-in-place rubber surfacing, costs based on a 3% annual rate for inflation
Prayer for Rain Maintenance		✓			8,000	8,000	8,000	8,000	8,000	8,000	Address potential repair to stone work, based upon winter's damage	Annual expense
Seal Coating/Line Striping Parking Lots		✓			42,000	43,000	44,000	45,000	46,000	47,000	Top coat and re-striping of lots	Annual expense - estimated. May decrease as we move to concrete surfaces

**CHAMPAIGN PARK DISTRICT
PROPOSED CAPITAL IMPROVEMENT PLAN 2017-2022 - FOR DISCUSSION PURPOSES (1/6/2016)**

Project Name	Board Priority	PROS Consulting May 2008	Facility Study by Architectural Expressions (11/18/09)	Community Needs Assessment (2012)	2017	2018	2019	2020	2021	2022	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Sports Fields Mix		✓			10,000	10,000	10,000	10,000	40,000	40,000	Mix for infield reconstruction	Annual expense for top-dressing/repairs; 20/21 & 20/22 Renovations expected
SUBTOTAL-ROUTINE MAINTENANCE - OPERATING BUDGET					221,000	213,200	219,800	221,400	245,900	247,900		
TOTAL-NON-CAPITAL ITEMS FROM OPERATING BUDGET					462,000	454,200	388,800	329,400	519,900	369,900		
TOTAL OF ALL PROJECTS					3,700,000	3,568,200	2,220,800	1,810,400	1,749,900	1,579,900		

<This page is intentionally blank.>

Operations & Planning Department
Replacement Schedule
Equipment – Rolling Stock

The following is the suggested replacement schedule for the district’s Equipment – Rolling Stock. Each replacement would occasionally include a trade-in piece of equipment, usually of little value. However, some equipment items are purchased as “additions” to the existing inventory. Barring unforeseen circumstances, Equipment – Rolling Stock replacement varies, based upon age, repair history, engine hours, industry/programming changes, efficiency upgrades and appearance.

Unit	Year	Model	Type	Replacement
5080E	1986	Case	Backhoe	FY 16/17
6x4 Gator	2006	John Deere	Utility Cart	FY 16/17
BX2230	2006	Kubota	Compact Tractor	FY 16/17
BX2230	2006	Kubota	Compact Tractor w/cab	FY 17/18
997	2011	John Deere	Mower	FY 17/18
997	2010	John Deere	Mower	FY 18/19
1250	1996	Vermeer	Chipper	FY 18/19
AFM4211	2011	Land Pride	Wide Area Mower	FY 19/20
SR72	2007	Soil Reliever	Deep Tine Aerator	
Hydro Seeder	2009	FINN	Seeder	
Fertilizer Cart	2009	BBI Cricket	Fertilizer Spreader	
BB702X	2009	Woods	Rotary Mower	
3520	2010	John Deere	Tractor	
1445	2010	John Deere	Mower	
2615RP	1990	Bush Hog	Rotary Cutter	
416D	2005	Caterpillar	Backhoe	
V72	2007	Smithco	Big Vac	
MX5000SU	2007	Kubota	Tractor	
21" Mower	2006	Exmark	Mower	
48" Mower	2006	Exmark	Mower	
48" Mower	2006	Exmark	Mower	
1500	2008	Vermeer	Chipper	
L5740	2011	Kubota	Tractor	
5056M	2011	John Deere	Tractor	
CPM-8-9H	2013	EDCO	Concrete Scarifier	
Golf Cart	2013	Club Car Caryall II	Utility Cart	
Golf Cart	2013	Club Car Caryall II	Utility Cart	
Aerifier	2013	Exmark	Ride-on Aerifier	
5040	2014	Toro - Sandpro	Ballfield Groomer	
4000D	2014	Toro	Wide Area Mower	
Grinder	2014	Vermeer	Stump Grinder	
MT55	2015	Bobcat	Mini Track Loader	
3500D	2015	Toro	Mower	
	2015	Toyota	Forklift	

FY 16/17:

- Case Backhoe to be replaced with similar equipment
- John Deere Utility Cart (6x4 Gator) to be replaced with similar equipment
- Kubota Compact Tractor to be declared surplus

Verified 12/14/15



Operations & Planning Department
Replacement Schedule
Outdoor Basketball Court Surfaces

The following is the suggested replacement schedule for the district’s outdoor basketball court surfaces. Each project will include removal of the existing surface, excavation of sub-grade, installation of a new concrete surface, court striping, and new poles, backboards and rims. Barring unforeseen circumstances, each new surface should last 20 years.

<u>Location</u>	<u>Last Reconstruction</u>	<u>Capital Plan Year</u>
Washington Park (1 court)	1988/89	2017/18
Clark Park (1 court)	1990/91	2017/18
Detention Basin (1 court)	1992/93	2017/18
Powell Park (1 court)	1993/94	2018/19
Mulliken Park (1/2 court)	2006/07	2026/27
Turnberry Ridge Park (1/2 court)	2006/07	2026/27
Spalding Park (2 courts)	2007/08	2027/28
Scott Park (1 court)	2009/10	2029/30
Toalson Park (1/2 court)	2009/10	2029/30
Sunset Ridge Park (1 court)	2011/12	2031/32
HK Park (1 court)	2014/15	2034/35
Eisner Park (1 court)	2014/15	2034/35
Glenn Park (1/2 court)	2014/15	2034/35
Wesley Park (2 courts)	2015/16	2035/36
Hazel Park (1 court)	2016/17*	2036/37
Beardsley Park (1 court)	2016/17*	2036/37

Centennial Park (located on Dexter Field parking lot); to be moved as this is part of the park master plan.

- - Wesley and Hazel Park courts will be addressed in 2016/17 CIP



Operations & Planning Department
Replacement Schedule
Outdoor Tennis Court Surfaces

The following is the suggested replacement schedule for the district’s outdoor tennis court surfaces.

- Each RENOVATION project will include removal of the existing surface, excavation of sub-grade, installation of a new asphalt surface, court striping, and new net poles. Replacement lighting and/or fencing may be a consideration. Barring unforeseen circumstances, each RENOVATED surface should last 25 years (with proper REFURBISHMENT every 7 to 8 years).
- Each REFURBISHMENT project will include crack-filling, rectifying ponding issues, color-coating and line striping. Barring unforeseen circumstances, each REFURBISHED surface should last 7 to 8 years, with a maximum of 3 refurbishments before RENOVATION is necessary.

<u>Location (# of courts)</u>	<u>Last Yr. RENOVATED</u>	<u>REFURBISHED</u>	<u>Next REFURB/RENOV</u>
Spalding Park (4)	1995/96	2008/09	2016/17 REFURB
Hessel Park (4)	2004/05		2016/17 REFURB
Eisner Park (1 synth)	1990/91	2008/09	2017/18 RENOV to asphalt
Sunset Park (1)	2011/12		2019/20 REFURB
Centennial Park (8)	1997/98	2006/07 2013/14	2020/21 REFURB
Clark Park (2)	1996/97	2014/15	2021/22 REFURB
Morrissey Park (4)	1994/95	2008/09 2015/16	2022/23 REFURB

Verified 12/14/15



Operations & Planning Department
Replacement Schedule
Outdoor Playground Structures

The following is the suggested replacement schedule for the district’s outdoor playground structures. Each project will include removal of the existing structure, excavation of site, installation of a new structure, and installation of the chosen surfacing. Barring unforeseen circumstances, each new playground should last 20 years.

Year	Location	Surface	Replacement
1992	West Side	FIBAR	2016/17
1996	Spalding	FIBAR	HOLD
1997	Beardsley	FIBAR	2016/17
1998	Clark	FIBAR	2018/19
1998	Morrissey	FIBAR	2018/19
1999	Noel	FIBAR	2019/20
1999	Zahnd	FIBAR	2019/20
2000	Robeson	FIBAR	2020/21
2000	Bristol	FIBAR	2020/21
2001	Millage	FIBAR	2021/22
2002	Johnston	FIBAR	2021/22
2002	Mayfair	FIBAR	2022/23
2003	Wesley	FIBAR	2023/24
2003	Davidson	FIBAR	2023/24
2003	Turnberry Ridge	FIBAR	2023/24
2004	RM West	FIBAR	2024/25
2005	Mullikin	FIBAR	2025/26
2007	Prairie Farm	FIBAR	2027/28
2007	Centennial	Poured-in-place	2027/28
2009	Scott	FIBAR	2029/30
2009	Toalson	FIBAR	2029/30
2010	Hazel	FIBAR	2030/31
2010	Dodds	FIBAR	2030/31
2011	Garden Hills	Poured-in-place	2031/32
2011	Sunset Ridge	FIBAR	2031/32
2011	Porter	FIBAR/P-i-P	2032/33
2014	Eisner	Poured-in-place	2034/35
2014	Douglass	Poured-in-place	2034/35
2014	Powell	FIBAR	2034/35
2015	Glenn	FIBAR	2035/36
2016	Hessel	Poured-in-place	2035/36

* part of Spalding development

* budgeted for 15/16



Operations & Planning Department
Replacement Schedule
Building Roofing

The following is the suggested replacement schedule for the district’s roof structures. Each project will include removal of the existing roof, under-lying repair, and installation of the chosen roofing material. Barring unforeseen circumstances, each new roof system should last 40 years.

Location	Action	Action Year	Projected Cost
Hays Recreation Center	Lower Flat Roof – Replacement	FY16/17	\$35,000
	Sloped Roofs - Replacement	FY16/17	\$85,000
Springer Cultural Center	Main Roof – Replacement	FY17/18	\$315,000
	Masonry Tuckpointing	FY17/18	\$167,000
	Canopy Roof (west)	FY 17/18	\$18,000
Dodds Tennis Center	Court Roof	FY18/19	\$275,000
	Flat Roof	FY18/19	\$85,000
Virginia Theatre			\$300,000

Verified 12/14/15



Operations & Planning Department
Replacement Schedule
Vehicles

The following is the suggested replacement schedule for the district’s fleet vehicles. Each replacement would normally include a trade-in vehicle, usually of little value. However, some vehicles are purchased as “additions” to the existing fleet. Barring unforeseen circumstances, fleet vehicles are replaced every 12 to 14 years, based upon age, repair history, mileage and appearance.

Year	Model	Type	Dept/Division	Replacement
1994	Chevy 1500	Truck	Maintenance	FY 16/17
1998	Taurus	Car	Recreation - TC	FY 16/17
1998	Dodge Ram	Truck	Horticulture	FY 16/17
1994	International	Sound Truck	Special Events	FY16/17
2001	Dodge Ram	Truck	Maintenance	FY 17/18
2002	Chevy 2500	Truck	Maintenance	FY 17/18
2003	F350	Dump Truck	Horticulture	FY 17/18
2005	Chevy 1500	Truck	Horticulture	FY 17/18
2006	F150	Truck	Grounds	FY 18/19
2006	F150	Truck	Special Projects	FY 18/19
2006	F150	Truck	Maintenance	FY 18/19
2006	F150	Truck	Special Projects	FY 18/19
2006	Chevy 1500	Truck	Maintenance	FY 18/19
2006	F150	Truck	Horticulture	FY 18/19
2006	F350	Dump Truck	Grounds	FY 18/19
2006	F150	Truck	Grounds	FY 18/19
2006	Ranger	Truck	Horticulture	FY 19/20
1996	Dodge	14 pass. Van	Recreation	FY 19/20
2000	Ford	14 pass. Van	Recreation	FY19/20
2006	Chevy 1500	Truck	Horticulture	FY 19/20
2007	F350	Stake Bed	Horticulture	FY 19/20
2007	Chevy Colorado	Truck	Special Projects	FY 19/20

Verified 12/14/15

CHAMPAIGN PARK DISTRICT
VEHICLE LISTING PER FIXED ASSET SOFTWARE
MATCHED TO REPLACEMENT SCHEDULE

DESCRIPTION	ACQUIRED DATE	COST	BOOK VALUE	REPLACEMENT YEAR BASED ON 12 YEAR LIFE	REPLACEMENT YEAR IN CIP
#24 1994 SOUND TRUCK	03/15/1994	\$ 27,511	\$ -	2006	2017
#37 1994 TRUCK PICKUP	10/01/1994	11,476	-	2006	2017
#58 1999 DODGE RAM PICKUP TRUCK	05/01/1998	14,230	-	2010	2017
#11 1998 FORD TAURUS	05/01/1998	26,742	-	2010	2017
#14 VAN	11/01/1999	22,640	-	2011	2020
#17 1999 14 PASSANGER VAN	11/01/1999	22,994	-	2011	2020
#62 DODGE RAM PICKUP TRUCK	05/15/2001	15,453	-	2013	2018
#43 TRUCK PICKUP	07/15/2001	26,100	-	2013	2018
#63 2003 FORD F350 CHASSIS W/ DUMP BODY	06/12/2003	26,541	-	2015	2018
#52 2005 Silverado Pickup	06/01/2005	14,027	-	2017	2018
#64 2006 Ford One Ton Dump Truck	01/01/2006	29,450	-	2018	2019
#23 2006 Box Truck	01/01/2006	28,890	-	2018	
#65 2006 Chevy Pickup	04/01/2006	12,843	-	2018	2019
#47 2006 Chevy Pickup	04/01/2006	12,843	-	2018	2020
#32 2006 Ford F150	06/01/2006	13,781	-	2018	2019
#36 2006 International Aerial Truck	06/01/2006	104,634	-	2018	
#22 2006 Ford F150	06/15/2006	13,281	-	2018	2019
#39 2006 Ford F150	06/15/2006	11,781	-	2018	2019
#42 2006 Ford F150	06/15/2006	12,781	-	2018	2019
#48 2006 Ford F150	06/15/2006	13,281	-	2018	2019

CHAMPAIGN PARK DISTRICT
 VEHICLE LISTING PER FIXED ASSET SOFTWARE
 MATCHED TO REPLACEMENT SCHEDULE

DESCRIPTION	ACQUIRED DATE	COST	BOOK VALUE	REPLACEMENT YEAR BASED ON 12 YEAR LIFE	REPLACEMENT YEAR IN CIP
#66 2006 Ford F150	06/15/2006	13,781	-	2018	2019
#18 2007 Ford Ranger	09/15/2006	11,774	-	2018	2020
#45 2007 Ford 1 Ton Dump Truck	09/15/2006	27,644	-	2018	
#27 2007 Ford Ranger	04/30/2007	11,083	-	2019	
#35 2007 Ford Ranger	04/30/2007	11,083	-	2019	
#12 2007 Ford Ranger	04/30/2007	11,083	-	2019	
#67 2007 Chevy colorado 2 wheel drive pickup	05/31/2007	12,668	-	2019	2020
#33 Garbage Truck	07/31/2007	73,585	-	2019	
#38 2008 Ford 3/4 Ton Crew Cab Pickup	10/09/2007	22,634	-	2019	
#68 2008 Ford Ranger Truck	04/30/2008	12,554	-	2020	
#25 14 Passenger Bus for Srec	10/06/2008	38,611	-	2020	
#55 2008 F350 Chassis with Aerial Platform	11/11/2008	58,480	-	2020	2020
#21 2009 Dodge Grand Caravan	12/02/2008	21,385	-	2020	
New Showmobile-	12/09/2008	102,994	-	2020	
#31 2010 Ford Escape Hybrid	04/27/2010	28,484	-	2022	
#69 2010 Ford Ranger	05/05/2010	14,963	-	2022	
#29 2011 Ford XL 4x4, 3/4 ton full size pickup	05/24/2010	26,425	-	2022	
#51 2011 Ford F250 4x2 pickup	06/03/2010	24,040	-	2022	
#49, 2011 Ford White F350 truck	06/08/2010	34,717	-	2022	
#53 2011 Ford Ranger	02/21/2011	14,199	831	2023	

CHAMPAIGN PARK DISTRICT
 VEHICLE LISTING PER FIXED ASSET SOFTWARE
 MATCHED TO REPLACEMENT SCHEDULE

DESCRIPTION	ACQUIRED DATE	COST	BOOK VALUE	REPLACEMENT YEAR BASED ON 12 YEAR LIFE	REPLACEMENT YEAR IN CIP
#34 2011 Ford F150	07/31/2011	15,999	2,266	2023	
#54 2011 Ford F250 crew cab	07/31/2011	26,000	3,682	2023	
#16 2012 ford escape hybrid	08/31/2011	25,395	4,018	2023	
#56 2011 Ford F150 4x2 pickup	09/30/2011	15,786	2,763	2023	
#19 2012 Ford F250 Regular Cab 4x4	11/30/2011	25,875	5,389	2023	
#71 2012 F150 Ford Regular Cab, 2wd	06/29/2012	15,850	5,152	2024	
#72 2012 Ford E-150 8 passenger van for CUSR	07/20/2012	22,629	7,731	2024	
#46 2013 International Durastar Dump Truck	09/12/2012	82,546	30,956	2024	
#57 2014 Ford F150	07/21/2014	17,065	12,656	2026	
#10 2014 F150 Regular Cab 4x2	07/21/2014	17,170	12,734	2026	
2015 Chevy 14-passenger CUSR	12/23/2014	52,616	43,409	2026	
#59 2015 CHEVY SILVERADO PICKUP	09/14/2015	18,738	18,738	2027	
#61 2015 CHEVY SILVERADO PICKUP	09/14/2015	18,643	18,643	2027	
#41 2015 FORD F150 CREWCAB	09/29/2015	22,410	22,410	2027	
		<u>\$ 1,410,191</u>	<u>\$ 191,379</u>		