



**CHAMPAIGN
PARK DISTRICT**

**AGENDA
REGULAR BOARD MEETING
BRESNAN MEETING CENTER
706 Kenwood Road, Champaign, Illinois
Wednesday, March 9, 2016
7:00 p.m.**

A. CALL TO ORDER

B. COMMENTS FROM THE PUBLIC

C. COMMUNICATIONS

D. TREASURER'S REPORT

1. Consideration of Acceptance of the Treasurer's Report for the Month of February 2016

E. EXECUTIVE DIRECTOR'S REPORT

1. Volunteer of the Month
2. General Announcements

F. COMMITTEE AND LIAISON REPORTS

1. Champaign Parks Foundation

G. REPORT OF OFFICERS

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

H. 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. Minutes of the Executive Session Meeting, January 13, 2016
2. Minutes of the Study Session, January 25, 2016
3. Minutes of the Executive Session Meeting, January 25, 2016
4. Minutes of the Regular Board Meeting, February 10, 2016
5. Minutes of the Executive Session Meeting, February 10, 2016
6. Approval of an agreement with Kiwanis C-U Little League for a three year period

I. NEW BUSINESS

1. Approval of Disbursements as of March 8, 2016
Staff recommends approval of disbursements for the period beginning February 10, 2016 and ending March 8, 2016.
2. Approval of a Bid and Award of a Contact for Portable Toilets
Staff recommends that the Board accept the bid for rental of portable toilets and authorize the Executive Director to execute a contract with the lowest responsible bidder, Midwest Pottyhouse, Inc., in the amount of \$15,255.00 per year for a two (2) period with the option for renew for one (1) additional year.

3. Approval of Dental and Life Insurance Plans
Staff recommends approval of continuing dental and life insurance benefits at the current cost with The Principal Financial Group beginning May 1, 2016 and ending April 30, 2017.
4. Approval of 2017-2022 Capital Improvement Plan
Staff recommends approval of the 2017-2022 Capital Improvement Plan.

J. DISCUSSION ITEMS

K. COMMENTS FROM COMMISSIONERS

L. 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)(2) collective negotiating matters involving 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) to address litigation that is probable and imminent.

M. RETURN TO REGULAR MEETING

N. ACTION ITEMS FROM EXECUTIVE SESSION, IF ANY

O. ADJOURN

NEXT MEETINGS OR EVENTS

- March 14, Foundation Board Meeting, 4pm, Bresnan Meeting Center
- March 15 & 16, *All the President's Men*, 7pm, Virginia Theatre
- March 18, Mark Gifford, Wurlitzer Pipe Organ, 7:30 pm, Virginia Theatre
- March 19, First Day of Spring
- March 19, *42nd Street*, 1 & 7pm, Virginia Theatre
- March 22 & 24, *The Hustler*, 7pm, Virginia Theatre
- March 23, Study Session, 5:30pm, Bresnan Meeting Center
- March 25, Nite Lite Egg Pursuit XXIII, 8:10pm, Hessel Park
- March 26, 26th Annual Egg Hunt Eggstravaganza, 11am, West Side Park
- March 26, Eggs-ploration!, 11:30am, Douglass Park
- March 27, US Army Field Band and Soldiers' Chorus, 3pm, Virginia Theatre
- March 29 & 31, *Butch Cassidy & the Sundance Kid*, 7pm Virginia Theatre
- April 2, Fetch! Pet Care Hoppin Hound Egg Hunt, 12pm, Champaign Bark District Dog Park
- April 2, *Sweet Smell of Success*, 1 & 7pm, Virginia Theatre
- April 3, Brian Regan, 7pm, Virginia Theatre
- April 4 & 5, *Silkwood*, 7pm Virginia Theatre
- April 6 & 7, *Sophie's Choice*, 7pm, Virginia Theatre
- April 8 & 9, *The Devil Wears Prada*, 7pm, Virginia Theatre

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE STUDY SESSION MEETING
BOARD OF PARK COMMISSIONERS**

January 25, 2016

The Champaign Park District Board of Commissioners held a Study Session Meeting on Monday, January 25, 2016 at 5:30 p.m. 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 Kuhl, and Jane L. Solon, and Treasurer Gary Wackerlin and Attorney Guy Hall.

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, Tammy Hoggatt, Director of Human Resources, Information Technology, Andrew Weiss, Planning Supervisor, Randy Hauser, Horticultural and Natural Areas Supervisor, and Mike Davis, Natural Areas Coordinator.

Other staff and members of the public were in attendance.

Call to Order

President McMahon called the meeting to order at 5:30 p.m.

Comments from the Public

Theresa Truelove, 508 S. McKinley, Champaign, addressed the Board about the need for an adequate warm water indoor facility for residents.

President McMahon thanked Ms. Truelove for her comments.

Presentations

Natural Areas by Randy Hauser and Mike Davis

Randy Hauser, Horticultural and Natural Areas Supervisor, and Mike Davis, Natural Areas Coordinator, presented an update on the Park District natural areas. They also responded to questions from the Board. Mr. Hauser and Mr. Davis discussed the necessity and purpose of prescribed vegetation burns at certain parks and reported that they have introduced prescribed burns all the Park District's natural areas. The four major natural area sites are Scott, Robert C. Porter Family, Sunset Ridge, and Heritage parks. Photos of the prescribed burns at the different parks were shown.

Commissioner Jane Solon arrived to the meeting at 5:45 p.m.

Mr. Davis reported that staff monitors the weather at all times before and during the prescribed burns and notifies the appropriate authorities of when the burns take place. Mr. Hauser and Mr. Davis explained that no more than 1/3 of a designated burn area is burned at once. Mr. Davis explained how scattering seeds on snow allowed for better germination. Mr. Hauser and Mr. Weiss updated on the rain garden at Leonhard Recreation Center. Mr. Hauser encouraged the Commissioners to let him know if they would like a personal tour of any of the natural areas.

Commissioner Kuhl commented that it was good to see how passionate staff is about the natural areas. President McMahon thanked staff for the presentation.

Discussion Items

Location of Hessel Park Playground

Mr. Weiss reported that a question arose about placing the new playground in its existing location versus south of the existing location. He presented preliminary cost estimates of the new playground and drawings of option one, placing the playground in the existing location and option two, placing the location south of the existing playground provided by MSA Professional Services. Discussion ensued.

Mr. Crump reported that the main reason staff was looking at moving the playground south of the existing location was to leave the existing playground and spray pad open during construction. He also discussed the drainage issues, recycled versus non-recycled water, pavilion, removing ash trees, salvaging restrooms, and ADA compliant sidewalk. Discussion also ensued about preliminary plans for an amphitheater. Mr. Crump reported that a proposed plan for an amphitheater has not been finalized. Discussion ensued.

President McMahon summarized that staff was seeking clarification on the location for the new playground and spraypad. He stated that the Board would like for staff to provide the two master plan phases with the amphitheater and a proposed cost for the entire project. He also noted that the advantage of option one, current location, was that the Park District would not be without a playground for a year and option two, location to the south, was that there are more shade trees over the playground.

Commissioner Solon stated that she was fine with the original location (option 1) for the new playground planned by staff.

Commissioner Kuhl stated that based on the budget she prefers to complete the entire project at once rather than in stages. She stated that Hessel Park is a key park and staff could inform the public that the playground and spraypad would be closed for construction. She believes the project may move quicker by completing it all at once.

Commissioner Griggs agreed with Commissioner Kuhl's reasons to place the new playground and spraypad in its existing location. He also agreed that option two offers more shade.

Commissioner Hays stated that his concern was water. He stated that option one makes as much sense as option two.

President McMahon favored option one. Under it, the Park District will not lose a highly used playground for a year.

Commissioner Kuhl followed up by emphasizing that it is important to have good shade and there is merit in completing the project at once.

The majority of the Board favored option one, placing the new playground south of the existing playground, as recommended by staff. The Board thanked staff members for their efforts.

Site Plan for Park North of Abbey Fields

Mr. DeLuce reported that staff was seeking Board direction on whether to pursue development at the east side or the west side of the Trails of Abbey Fields property and if the Illinois Department of Natural Resources and National Park Service allow it as conversion property. Two alternate plans for developing the 20 acres property north of Trails of Abbey Field subdivision have been presented publicly and to the Board. Discussion ensued about the

proposed half-court basketball court and parking.

Mr. Weiss reported that the homeowners favored the design for the west side of the Trails of Abbey Fields property.

Commissioner Kuhl stated that she thought it was important to keep the development of the park at a certain dollar amount and not exceed \$300,000.

It was the consensus of the Board that in the extent the project proceeds, development would be at the west side of the property.

Capital Budget

Mr. DeLuce and Ms. Wallace presented the proposed capital budget and the 5-year capital improvement plan. They responded to questions from the Board. Ms. Wallace updated the Board on the proposed schedule for the capital budget/plan and the annual operating budget.

Commissioner Kuhl stated that she will be unable to attend the February 24, 2016 meeting and asked that no vote be taken or no significant discussion take place at this meeting about the capital budget/plan or operating budget.

Commissioner Solon stated that she would like more time to review the capital budget/plan to thoroughly review it and give it appropriate attention. Commissioner Griggs prefers to proceed with staff's recommendation for the capital budget/plan. Vice President Hays stated that he would like additional information about several of the proposed projects.

Discussion ensued about the 5-year projection and possible tax freeze legislation. Mr. DeLuce highlighted the proposed capital items that will cost \$75,000 and more. Staff responded to questions about contingency funds, replacement of lights at the Dodds 3-plex, replacement of Douglass gym floor, replacement of the Kaufman boat house, replacement of roofs, Hessel Park projects, roof replacements, construction of trails and paths, purchase of a backhoe and generators, replacement of vehicles and purchase of a wide area mower, and hard court replacement at the Dodds Tennis Center. The Board recommended that staff delay development of the Kaufman Lake boat house until 2018. Mr. DeLuce stated that large capital project that will cost more than \$800,000 will be presented to the Board at a later date. The projects include possible development of Heritage Park, Spalding Park, and the Operations shop.

The Board will review the capital budget and 5-year plan at a later date. The Board thanked staff for providing the additional information.

Health Insurance for Employees Update

Mr. Hoggatt presented the staff report and responded to questions from the Board. She reported that the Park District partners with the City of Champaign for health insurance rates. Ms. Hoggatt reported that by using a portion of the risk share account, there will be a 0.0% increase to health insurance for 12 months effective March 1, 2016 with no changes to the plan benefits. The Champaign City Council will vote on health insurance plan at its February 2, 2016 Council meeting. After discussion, staff requested Board consensus to place this item on the February 10, 2016 agenda for approval.

It was the consensus of the Board that this item be placed on the February 10, 2016 agenda for approval.

Revisions and Amendments to the Employment Policies and Procedures Manual

This document as presented to the Board and evaluation was tabled until a future meeting to allow the Board additional time to review it.

Comments from Commissioners

None.

Executive Session

Commissioner Solon moved as 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 Meeting 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)(2) collective negotiating matters involving 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) to address litigation that is probable or imminent.

Reconvene turn to Open 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 Vice President Hays. The motion passed 5-0, and the meeting was adjourned at 9:40 p.m.

Timothy P. McMahon, President

Cindy Harvey, Secretary

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

February 10, 2016

The Champaign Park District Board of Commissioners held a Regular Board meeting on Wednesday, February 10, 2016 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published 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, Treasurer Gary Wackerlin and Attorney Guy Hall.

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Bret Johnson, Grounds & Maintenance Supervisor, Jameel Jones, Director of Recreation, and Tammy Hoggatt, Director of Human Resources, Risk and Information Technology, Chelsea Norton, Director of Marketing & Communications, Andrew Weiss, Planning Supervisor, and Max Geise, Park Planner.

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

Call to Order

President McMahon called the meeting to order at 5:30 p.m. He asked if there were any objections to concluding the Regular Board meeting at 6:15 p.m. to go into Executive Session. President McMahon stated that unfinished business would be moved to the next meeting. There were no objections from the Board.

Comments from the Public

Theresa Truelove, 508 S. McKinley, Champaign, addressed the Board about the need for a year-round indoor pool at Spalding Park.

Presentations

Heritage Park Master Plan, SmithGroupJJR

Paul Wiese, SmithgroupJJR, presented a proposed master plan for Heritage Park and responded to questions from the Board. He stated that the four goals of the master plan are to make the park an attractive destination by providing new activities, address erosion issues with the embankment around Heritage Lake, improve the lake's water quality, and raise awareness for the park's ecology and environment. Mr. Wiese presented several proposed upgrades for the park, including: improving an existing gravel lot to provide space for 40 vehicles; a nature playground with a mulch surface that would incorporate runoff water from the parking lot into a play area; a new boardwalk circling Heritage Lake; and an observation outlook at the lake would help stop erosion; a new .75-mile loop trail going around the lake would connect to the existing Greenbelt Bikeway Trail; two footbridges over the Copper Slough and one on the Greenbelt Bikeway Trail; a series of step stones linking the landscape to the water, both controlling erosion and allowing people to more easily fish; new interpretive gardens, including a butterfly garden and wildflower garden; lawn areas made more conducive for picnics and kite flying; and the park's existing prairie areas would be expanded. Discussion ensued with Board questions. Mr. Wiese identified preliminary costs of \$2 million to \$2.2 Million.

The Board thanked Mr. Wiese for his presentation.

Communications

President McMahon circulated the communications.

Treasurer's Report

Treasurer Wackerlin presented the Treasurer's Report for the month of January 2016. 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 January 2016. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Executive Director's Report

Volunteer of the Month

Mr. Jones reported that Joanna and Matt Wright were chosen as 2015 Volunteers of the Year. Mr. & Mrs. Wright were chosen for their volunteer efforts with the Park District's youth soccer program. Mr. & Mrs. Wright were unable to attend the meeting.

Mr. Jones reported that Becky Raimondo was chosen as January Volunteer of the Month. She is a volunteer coordinator for Alpha Epsilon Delta (AED) Professional Pre-Health student organization from UIUC and was recognized for seeking out volunteer opportunities for her organization through the Park District. Ms. Raimondo was unable to attend the meeting.

General Announcements

Mr. DeLuce announced that a Legislative Breakfast will be held On February 29, 2016 at the Virginia Theatre. The Breakfast starts at 8 a.m. He also reported that Central and Centennial High School Drama programs are doing a joint production of Disney's The Little Mermaid at the Virginia Theatre from Thursday, February 18, 2016 through Saturday, February 20, 2016.

Committee and Liaison Reports

Champaign Parks Foundation

Vice President Hays reported the Foundation committees have begun having meetings. He reported that interviews were taking place of potential new Board members. The Board will forward a recommendation to the Park Board for consideration of the new members.

Report of Officers

Attorney's Report

None.

President's Report

Appointment of Board Members to Champaign Unit 4 Board of Education Tier Two Committee

President McMahon reported that Unit 4 Board of Education is seeking two Commissioners to service on the Tier Two Committee. President Tim McMahon and Vice-President Craig Hays were appointed to the Unit 4 Board of Education Tier Two Committee

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 Joint CPD/UPD Board Meeting, December 3, 2015

2. Approval of Minutes of the Public Hearing, January 13, 2016
3. Approval of Minutes of the Regular Board Meeting, January 13, 2016
4. Approval of Minutes of the Executive Session, January 13, 2016
5. Approval of Health Insurance Rates for 2016/2017

Commissioner Kuhl made a motion to approve all the Consent Agenda Items, except for Item 4. The motion was seconded by Commissioner Solon. The motion passed 5-0.

New Business

Approval of the List of Bills as of February 9, 2016

President McMahon reported that staff recommends approval of disbursements for the period beginning January 14, 2016 and ending February 9, 2016.

Commissioner Solon questioned the payment to repair the boiler at the The Bicentennial building. She noted that the agreement between the Park District and The Cage calls for all repairs for maintenance and operation of the building to be paid for by the Cage. Discussion ensued. Staff will follow up about the billing and also provide the Board with a financial update on The Cage. Ms. Wallace responded to questions posed by President McMahon and Vice President Hays about PCard spending and availability of the list of bills.

Commissioner Griggs made a motion to approve disbursements for the period beginning January 14, 2016 and ending February 9, 2016. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

Approval of a Resolution and Authorization to File the Abatement Certificate for Series 2013A Bond

Ms. Wallace presented the Board report about the resolution and authorization to file the Abatement Certificate for Series 2013A Bond.

Commissioner Griggs made a motion to approve a resolution and authorization for staff to file the Abatement Certificate for Series 2013A Bond. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of a Tentative Site Plan for a Potential Park North of Abbey Fields Subdivision

Mr. DeLuce presented the Board report for a tentative site plan for a potential new park North of Abbey Fields Subdivision.

Vice President Hays made a motion to approve a tentative site plan for a potential new park north of Abbey Fields Subdivision in accordance with state procedures. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of a Bid for Brochure Printing and Mailing

Ms. Norton presented the Board report regarding the bid for brochure printing and mailing. She indicated that staff bid a full four color brochure and that the lowest responsible bid is less than the current payment for a two color brochure.

Commissioner Kuhl made a motion to award the bid for brochure printing and mailing preparation to the lowest responsible bidder, Woodward Printing, in the amount of \$47,144.00. The motion was seconded by Vice President Hays. The motion passed 5-0.

Old Business

None.

Discussion Items

2016-2017 Capital Budget including 5-year Capital Improvement Plan

Mr. DeLuce reported that he met with President McMahon to discuss the capital budget. He stated that President McMahon's philosophy and goal is that the Park District should only use new money for the current capital projects and use reserve funds for larger projects, including Spalding and Heritage parks. He stated if this approach is adopted there would be approximately \$2.1 million for capital projects. Mr. DeLuce stated that after communicating with Commissioners he believes that the majority of support this philosophy but wanted to follow up to make sure this approach was the supported by the majority of the Commissioners.

Commissioner Solon prefers to not use reserve funding. She would like to know how staff's determine priorities, the impact on the community, and who benefits when determining priorities as well as costs. She asked about the pros and cons of the proposed priorities. Commissioner Solon expressed concern about spending down the reserves over the next five years.

Commissioner Griggs discussed the history of establishing the reserve, the issuing of bonds and the grants received by the Park District. He encouraged staff to continue to seek grant funds for large projects. Commissioner Griggs expressed concern about not using reserve funds to upgrade parks and facilities. He favors allowing staff to move forward with the strategic plan.

Vice President Hays stated that in the overall context the parks have to be maintained using budgeted items and that the public is at the forefront. The public needs to have quality parks because their tax dollars pay for them. He prefers to be conservative during these uncertain economic times. He stated that the Park District needs to make sure to maintain existing structures and parks and continue to maintain reserves for a short period of time due to uncertainty and upcoming projects. He agreed with Commissioner Griggs that the Park District should continue to pursue grants.

Commissioner Kuhl expressed concern about setting a policy to only use new money. She addressed the reserves amount for the past ten years. Commissioner Kuhl does not object to using excess reserves over the 120 day reserve. She suggested that a workshop be held on the budget.

President McMahon favors the process of using new money as a starting point and saving reserves for large projects including Heritage and Spalding parks.

Discussion ensued. President McMahon noted that the majority of the Commissioners favors using only new money for capital items, but are not opposed to using limited reserve funds as needed for projects.

Ms. Wallace noted that although the Park District received the distinguished budget award in 2015, it was commented that the Park District did not include its needs only what the funding was. In summary, she noted that although the Park District may be unable to accomplish all of its projects, staff has an obligation to the Board to show what all the needs are and establish priorities. Ms. Wallace expressed the need to determine the process to prioritize capital items and that it should be determined by the Board and staff.

Discussion continued about the need for a process to determine the priorities. Mr. DeLuce stated that staff will revisit the capital budget and present it to the Board at a future meeting.

Commissioner Kuhl reiterated the need to update the Board on the Park District's funding.

Comments from Commissioners

Commissioner Solon thanked the Board for the opportunity to attend the 2016 IAPD/IPRA Annual Conference.

Ms. Norton reported that the Park District received three awards: photo award for best picture capturing people playing; second place for social media category; and advocacy award for the partnership with The News-Gazette.

Executive Session

Commissioner Solon moved as 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 Meeting 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)(2) collective negotiating matters involving 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) to address litigation that is probable and imminent.

Return to Regular Meeting

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

Action Items from Executive Session, if any

None.

Adjourn

There being no further business to come before the Board, Commissioner Griggs made a motion to adjourn the meeting. The motion was seconded by Vice President Hays. The motion passed 5-0 and the meeting was adjourned at 7:40 p.m.

Timothy P. McMahon, President

Cindy Harvey, Secretary



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: March 2, 2016

SUBJECT: Kiwanis C-U Little League Agreement

Background

Kiwanis C-U Little League (Little League) 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 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.

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. Little League 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 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 Little League 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 Little League in August of 2013.

Budget Impact

None.

Recommended Action

Staff recommends that the Park District enter into an agreement with the Kiwanis C-U 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 C-U LITTLE LEAGUE AND CHAMPAIGN PARK DISTRICT

THIS AGREEMENT is made and entered into effective this 15 of January 2016 by and between the Champaign Park District, a municipal corporation (hereinafter referred to as, "Park District"), which has a principal address is 706 Kenwood Road, Champaign, Illinois, [61822](#) and the Kiwanis C-U Little League, [a voluntary unincorporated association](#), (hereinafter referred to as, "Kiwanis-Little League") which has a principal address of [P.O. Box 1741, Champaign, Illinois 61824306 W. Church Street, Champaign, Illinois 61820](#).

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, [Wisegarver](#) and Zahnd) for league play and practice, define operational and maintenance responsibilities, and identify responsibility for costs.

Section 2 - Term. This Agreement shall be in effect for a period of three (3) years from the date the Agreement is executed by both [parties](#)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, [Wisegarver](#) and Zahnd Park fields no later than April 21st of each year.
- B. Adhere to the parking regulations at each site (including, parking only in designated parking areas; no 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)
- C. Report all accidents or unsafe conditions to the Park District’s Adult Sports Coordinator as well as to the site supervisor if there is one onsite.
- D. Provide names and phone numbers of the presidents of each league [and league coach](#) to Adult Sports Coordinator by April 21st [of each year](#).
- E. Provide a written request eight weeks in advance 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.
- F. Not sublet or rent any Park District field to any other group for any reason [whatsoever](#). 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.
- G. Reimburse the District for all additional field maintenance requested at any location. Maintenance charges will be determined solely by the Park District and based on material cost and personnel costs.
- H. Drag and line designated fields, except for Zahnd Park.

- I. 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 Supervisor.
- J. Not undertake any renovation or construction project without first submitting a written request to the District's Executive Director, who will facilitate approval or denial of the request. If approved, [Kiwaniis](#)-Little League shall remove any debris resulting from such construction project(s) within 7 days of project completion.
- K. Provide the Park District's 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, [if required by any applicable health department or agency](#).
- ~~L.~~ [Be permitted to operate its own concessions at Eisner, Douglass, and Centennial fields in connection with games and practices, and be entitled to all revenues and responsible for all losses in connection therewith.](#)
- ~~L.M.~~ Not operate concessions at Zahnd Park, [unless specifically permitted pursuant to subsection E. of this section](#).
- ~~M.N.~~ Promote the Park District as an affiliate of the [Kiwaniis](#)-Little League program whenever possible in communications, [brochures, and other literature and advertising](#) with parents, media, and players.
- ~~N.O.~~ 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 leagues prior to each season.
- ~~O.P.~~ Submit field reservations and maintenance requests only through the [Kiwaniis](#)-Little League President. Requests from any other party will not be honored. This information will be [shared provided to](#)with the president of each league who will be instructed to [share-provide](#) it [with](#)to 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 schedule.
- 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. Maintain [first the](#) right [of refusal](#) to operate or contract [out with a third party for](#) the operation of the concession stand in Zahnd Park during Little League games. In the event Park District operates the stand directly or via contract, it will retain all concession revenues.
- E. Determine playability at the Zahnd Park field(s) in the event of inclement weather and contact the appropriate [Kiwaniis](#)-Little League representative. This information will also be recorded and made available to the public on the Park District Leisure Line. The Park District's Adult sports Coordinator will determine the playability of fields.
- F. Provide a schedule of all Pony league games at Zahnd Park to the [Kiwaniis](#)-Little League president by April 21st of each year.

- G. Provide [Kiwaniis](#)-Little League with use of the south storage room at Zahnd concession/restroom building during each session; provided that [Kiwaniis](#)-Little League shall remove such equipment promptly after each season is completed.

Section 6 – Use by Others.

The Park District reserves the right to [allow/permit](#) and approve ball field use by others who may operate baseball tournaments on dates and times when the fields are not scheduled for use by [Kiwaniis](#)-Little League.

Section 7 – Maintenance.

- A. [Kiwaniis](#)-Little League shall prepare and maintain all fields and facilities rented for the season, excluding Zahnd Park field. [Kiwaniis](#)-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 shall not be responsible for the lost, stolen, or damaged equipment or items from any field at any time; and the [Kiwaniis](#)-Little League shall indemnify and hold harmless the Park District for any lost, stolen or damaged equipment as a result of [Kiwaniis](#)-Little League use and use by any of its directors, officers, employees, agents [and/or](#) representatives. Furthermore, the [Kiwaniis](#)-Little League shall pay for the repair or replacement of any Park District property that is lost, stolen or damaged by the [Kiwaniis](#)-Little League, its officers, [employees](#), agents or representatives.

Section 9 – Rules, Laws and Ordinances. The [Kiwaniis](#)-Little League shall comply with any and all applicable [laws](#), ordinances, [policies](#) and permit procedures of [or applicable to](#) the Park District.

Section 10 – Insurance. [Kiwaniis](#)-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 \$[21](#),000,000 per occurrence and \$2,000,000 annual aggregate together with property damage insurance of not less than \$[21](#),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 [Kiwaniis](#)-Little League shall be primary insurance as to Park District. Any insurance or self-insurance maintained by Park District shall be in excess of [Kiwaniis](#)-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 [Kiwaniis](#)-Little League. At its option, Park District may continue such insurance at its cost and obtain reimbursement and repayment thereof from [Kiwaniis](#)-Little League. In such event, [Kiwaniis](#)-Little League shall pay the amount due within ten (10) days of payment by Park District. The Parties acknowledge that [Kiwaniis](#) 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 such~~ certificates of such insurance as may be applicable from time to time, listed below, at the time ~~this~~ 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:

- ~~Applicable~~ State Statutory
- Applicable Federal Statutory

ii. Comprehensive General Liability:

- Bodily Injury (including completed operation and products liability) and Property Damage: ~~\$21,000,000~~ Each Occurrence, \$2,000,000 Annual Aggregate or a combined single limit of ~~\$21,000,000~~
- 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: ~~\$21,000,000~~
- 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~~

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 ~~an~~ 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 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 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-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 and 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 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 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 C-U Little League
Attn: President – Randall Green
P.O. Box 1741306 W. Church Street
Champaign, IL 6182461820

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

Kiwanis C-U Little League

By: _____

By: _____

Name: _____
(print name)

Name: _____
(print name)

Title: _____

Title: _____

Date: _____

Date: _____



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: March 2, 2016

SUBJECT: Bid for Rental of Portable Toilets

Background

The Park District requested bids for rental of portable toilets for special events, sports events, parks and various programs for a firm, fixed priced for a two (2) year period, from May 1, 2016 through April 30, 2018, with an option to renew for one (1) additional year.

Bid Results

Request for bids were mailed to two vendors. The bids were opened and read aloud on Monday, February 29, 2016. Two bids were received and the results are listed below:

BIDDER	BID
Midwest Pottyhouse Inc., Champaign	\$15,255.00
Illinois Portable Toilets, Urbana	\$20,815.00

Budget Impact

This is an annual expenditure and funds will be allocated in the FY16-18 budgets. The cost for the rental of portable toilets for the past few years were: \$11,162.50 in FY12/13; \$13,598.50 in FY13/14; \$15,189.25 in FY14/15; and \$11,295.00 in FY15/16.

Recommended Action

Staff recommends that the Board accept and award the bid for the rental of portable toilets and authorize the Executive Director to enter into a contract with the low, responsible bidder, Midwest Pottyhouse, Inc., in the amount of \$15,255.00 per year for a two (2) period with the option for renew for one (1) additional year.

Prepared by:

Reviewed by:

Jameel Jones
Director of Recreation

Joe DeLuce, CPRP
Executive Director



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: March 4, 2015

SUBJECT: Group Dental and Life Insurance Rates for 2016/2017

Background

The Champaign Park District currently provides dental and life insurance for full-time 1 (FT1) employees. The cost for the benefits is allocated in the General, Recreation, Museum, and Special Recreation budgets. The Park District's current employee dental insurance and group term life insurance with The Principal Financial Group will expire April 30, 2016.

Currently, 70 full-time I employees are eligible for the group dental and life insurance benefits. For this current proposal, quotes were received from our insurance broker, Wells Fargo, with updated rates while keeping the same benefits.

The Principal Financial Group has proposed a one year rate guarantee on all three lines of coverage at a 0% rate increase. The three lines of coverage include dental, group life and voluntary life.

Prior Board Action

The Board approved the life and dental benefits with The Principal Financial Group in 2014 and 2015. The increase in rates in 2014 were 6.5% for dental and 12.5% for life insurance benefits. In 2015, the Park District experienced a 5% increase in the dental rate.

Budget Impact

Annually, the current cost of dental insurance benefits for employees is \$23,484.84. In addition, the annual current cost of the life insurance benefit is \$10,406.160. There is no proposed increase.

Recommended Action

Staff recommends approval of continuing the dental and life insurance benefits at the current rates with The Principal Financial Group beginning May 1, 2016 and ending April 30, 2017.

Prepared by:

Reviewed by:

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

Joe DeLuce, CPRP
Executive Director



CHAMPAIGN
PARK DISTRICT

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

ORIGINALLY PRESENTED TO BOARD: JANUARY 13, 2016

PRESENTED FOR APPROVAL: MARCH 9, 2016

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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 \$2,050,650, of which \$362,000 is for maintenance and repairs. The 2017-2022 CIP is scheduled to be approved at the March 9, 2016 Board of Commissioners meeting. The major capital projects included in the upcoming fiscal year include phase 2 for Hessel Park splash pad and playground replacement at Beardsley Park. 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 \$2,050,650, \$100,000 is a transfer from the General Fund to the Land Acquisition Fund.

2016/17 Capital Summary

Capital Projects (Capital Budget):	
Capital Outlay	\$1,417,000
ADA	<u>271,650</u>
Total CIP Expenditures	1,688,650
Routine Capital Projects (Operating Budget):	
Equipment, Non-Depreciable	49,000
Periodic Maintenance	95,000
Routine Repairs and Maintenance	<u>218,000</u>
Subtotal Routine	362,000
Total Capital	\$2,050,650

Attachment A: Five Year Capital Improvement Program with Descriptions

Attachment B: Replacement Schedules

**CHAMPAIGN PARK DISTRICT
CAPITAL IMPROVEMENT PLAN 2017-2022**

ATTACHMENT A

Project Name	Safety Related	PROS Consulting May 2008	Facility Study by Architectural Expressions (11/18/09)	Community Needs Assessment (2012)	2017	2018	2019	2020	2021	2022	Possible Foundation Request	Amounts from Prior CIP Request Presented 1/13/2016 DELAYED to Future Years	Totals	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Contingency					100,000	90,000	100,000	100,000	100,000	100,000			590,000	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	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.
3-Plex Storage Shed (Dodds)					15,000								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		✓	✓		71,650	148,500	137,500	214,800	216,800	206,200		-	995,450	Addressing accessibility issues in parks and facilities	Annual expense per board approved ADA plan, no operating impact.
Carpet Replacement					-							35,000	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.

**CHAMPAIGN PARK DISTRICT
CAPITAL IMPROVEMENT PLAN 2017-2022**

ATTACHMENT A

Project Name	Safety Related	PROS Consulting May 2008	Facility Study by Architectural Expressions (11/18/09)	Community Needs Assessment (2012)	2017	2018	2019	2020	2021	2022	Possible Foundation Request	Amounts from Prior CIP Request Presented 1/13/2016 DELAYED to Future Years	Totals	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Douglass Gym Floor Replacement			✓		77,000								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 at Ball fields		✓			14,000			5,000		5,000		-	24,000	Add dugout covers Zahnd ball fields in 2017; and Dexter in 2020	Address public requests and provide shade for players. No estimated impact on the operating budget.
Eddie Albert Gardens Water System (Dodds)					30,000								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.
Flower Staging Area (Operations)					-				35,000				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.
Henry Michael Park New Development					20,000	60,000							80,000	Park Development at Henry Michael Park - new	Added for the development of new park land received in Liberty on the Lake
Replacement of Kaufman Boathouse	✓			✓	-	-	-					150,000	150,000	Replacement of useless space with accessible restrooms and rentable shelter. Existing boathouse will be demo by staff and the replacement is delayed to future years.	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 A&E costs to work on planning of new master plan for that location.

**CHAMPAIGN PARK DISTRICT
CAPITAL IMPROVEMENT PLAN 2017-2022**

ATTACHMENT A

Project Name	Safety Related	PROS Consulting May 2008	Facility Study by Architectural Expressions (11/18/09)	Community Needs Assessment (2012)	2017	2018	2019	2020	2021	2022	Possible Foundation Request	Amounts from Prior CIP Request Presented 1/13/2016 DELAYED to Future Years	Totals	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Land Acquisition	✓	✓			100,000	-	-	100,000	100,000	100,000		200,000	600,000	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 other than using current year revenues for this transfer in years budgeted.
Lindsay Tennis Courts Shade Structures					15,000								15,000	add two shade structures	completion of original project, No impact on operating budget.
Olympic Tribute Improvements (Dodds)	Reduced by \$10,000		✓		15,000								15,000	Address drainage and lighting concerns	Re-grading and replacement of problem areas. No impact on operating budget.
PG safety surfacing indoor playroom at LRC	Reduced by \$10,000				10,000								10,000	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 (50% is ADA-CUSR funds)	✓	✓		✓	400,000	250,000	150,000						800,000	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 (two years).	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								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.

**CHAMPAIGN PARK DISTRICT
CAPITAL IMPROVEMENT PLAN 2017-2022**

ATTACHMENT A

Project Name	Safety Related	PROS Consulting May 2008	Facility Study by Architectural Expressions (11/18/09)	Community Needs Assessment (2012)	2017	2018	2019	2020	2021	2022	Possible Foundation Request	Amounts from Prior CIP Request Presented 1/13/2016 DELAYED to Future Years	Totals	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Playground Replacement		✓		✓	70,000	90,000	200,000	80,000	85,000	140,000		755,000	1,420,000	2016/17 Beardsley FY19 = 200,000 for West Side (contracted installation, equipment, rubber surface) FY20 = 80,000 for Noel (in-house installation, equipment, Fibar surface) FY21 = 85,000 for Robeson (in-house installation, equipment, Fibar surface) FY22 = 140,000 for Zahnd (contracted installation, equipment, rubber surface) Delayed to future years: Clark (210K in FY23), Bristol (90K in FY24), Millage (95K in FY25), Johnston (100K in FY26); delay in funding for 2 replacements per year extends original replacement schedule by 5 years	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	10,000	25,000	25,000	25,000	25,000		60,000	195,000	2016/17 Replacement of Hazel "neighbor" fencing Douglass Park along north east property line in addition to the standard annual fencing costs of \$60,000 were delayed to future years.	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							-	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.

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Risk Management Improvements & Updates			✓		35,000	30,000	30,000	8,000	8,000	8,000			119,000	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 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			1,560,000	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					20,000		-		20,000			20,000	60,000	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					-			20,000	5,000			-	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								60,000	Refurbishment of six indoor tennis courts at the Dodds Tennis Center	Based on replacement schedule. No impact on operating budget.
Trail and Park Path Additions 50% to come from ADA-CUSR	✓	✓		✓	-	-	125,000	125,000	125,000	150,000		975,000	1,500,000	<u>Originally requested \$250,000 annually</u>	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.

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3-Plex Upgrades (Dodds)		✓		✓								185,000	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	moved from 2017 to 2020							40,000					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		-	60,000	Replace unsafe, deteriorated structure	May be deleted if concrete pier is deemed sufficient; removal needed regardless. No impact on operating budget.
LRC Utility Access										25,000		-	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	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	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.

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Springer Reception Remodel - REDUCED by \$10,000			✓		15,000								15,000	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				✓					10,000	12,000			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.
Trails of Abbey Fields Park Development	✓			✓		270,000							270,000	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.
Amphitheatre Replacement at Douglass Park	✓	✓		✓			-		150,000				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	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					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 - MOVE TO Foundation Request		✓									150,000	-	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.
STAFF REVISED SUBTOTAL-CAPITAL:					1,287,650	1,423,500	1,127,500	1,067,800	1,029,800	981,200	150,000	3,100,000	10,167,450		

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CAPITAL OUTLAY - VEHICLES, EQUIPMENT & TECHNOLOGY															
Backhoe Replacement					90,000								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 MOVED from 2017 to 2018					-	-		75,000					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								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								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								45,000	Replace aging, inefficient boiler; moved to beyond FY2022; originally requested \$45,000	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 some money.
Replacement Pool Vacuum					10,000								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.
Technology Equipment Replacement					20,000	20,000	20,000	20,000	20,000	20,000		30,000	150,000	<u>computer eqt. Upgrades</u> <u>REDUCED by \$5,000</u> <u>annually</u>	annual. No impact on operating budget.

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Tennis Center Court Fans moved from 2017 to 2019					-		35,000	35,000					70,000	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								26,000	New, efficient aerator ; originally requested \$26,000	Purchase allows for better aeration of sports turf, allowing for better propagation and weed control.
Vehicle Replacement removed 1 new pickup from 2017					125,000	139,000	230,000	245,000	300,000	300,000			1,339,000	2016/17_94 Chevy Truck (Mtn) 20K; 98 Taurus (rec) 35K; new 1/2 ton PU 20K; new 3/4 ton 4WD w/body 50K = FY17 (\$125K); 2017/18_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 (\$139K); 2018/19_Seven 06 pick-ups (var) 175K; 06 1 ton dump (ops) 55K = FY19 (\$230K); 2019/20_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); 2020/21 Estimate only (inc. vehicles removed from 2018) 2021/22 Estimate only	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.

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Wide Area Mower					-							50,000	50,000	New	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.
New Tracked Skidsteer					-							68,000	68,000	Adds a multi-purpose unit to fleet	Eliminates rental of said unit. Annual operating costs for rental of unit averages between \$3,000-\$4,500 per year.
Replacement Chipper							-			35,000			35,000	Scheduled replacement of 1996 chipper	Upgrade to more modern, faster, efficient unit per replacement schedule
Replacement Mower						-	35,000	35,000	25,000				95,000	Replacement of trim mowers (FY19, FY20); wide area pull-behind mower (FY21)	High hour trim mower replacement with more efficient models; based upon replacement schedule
Replace Genie Lift at Virginia Theatre						35,000							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										20,000			20,000	Replacement of utility/snow equipment	Replacement based upon replacement schedule
New Tier 4 Air Compressor												45,000	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.
REVISED SUBTOTAL-CAPITAL-VEHICLES / EQUIPMENT & TECHNOLOGY					401,000	194,000	320,000	410,000	345,000	375,000	-	193,000	2,238,000		
STAFF REVISED TOTAL-CAPITAL PROJECTS					1,688,650	1,617,500	1,447,500	1,477,800	1,374,800	1,356,200	150,000	3,293,000	12,405,450		

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EQUIPMENT NOT CAPITALIZED (<\$10,000 PER INDIVIDUAL ITEM) - INCLUDED IN OPERATING BUDGETS															
Add Additional Cardio/Fitness equipment					-	5,000	-	5,000	-	5,000		45,000	60,000	Additional fitness equipment to be added at LRC reduced by \$5,000 every other year, and cut \$10,000 on other years	This will be added to the Recreation Fund operating budget
Scoreboard Replacements					-	6,000	6,000	6,000	6,000	6,000		45,000	75,000	Update and replace scoreboards throughout the District - <u>cut down 50% each year for 2018-2022</u> ; <u>Removed 2017 request of \$15,000 completely</u>	<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 upgraded to be the same score controllers as Dodds 4 Plex so that all 7 have the same parts.
Soccer Goals		✓		✓	7,000	7,000	7,000					4,000	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; <u>originally requested \$25,000 for 2017</u> ; <u>split out over 3 years</u>	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.
Network/Wireless Equipment Upgrades					15,000	15,000	15,000	15,000	15,000	15,000			90,000		
Replacement of Copy Machines					20,000	7,000	-	7,000	-	7,000		14,000	55,000	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	-		21,000	42,000	Replacement of one server per year, and to allow for additional server if required	Annual replacement

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REVISIED SUBTOTAL-EQUIPMENT NOT CAPITALIZED (<\$10,000 PER INDIVIDUAL ITEM) - OPERATING BUDGET					49,000	40,000	35,000	33,000	28,000	33,000	-	129,000	347,000		

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Duct Cleaning		✓			10,000		10,000		10,000			10,000	40,000	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 (Basketball Courts)		✓		✓	50,000	47,000	50,000	50,000	50,000	110,000		20,000	377,000	Hazel & Beardsley (16/17), Washington, Clark, Spalding Detention (17/18), Powell (18/19) <u>ORIGINALLY has \$97,000 for 2017, 120,000 for 2018, and \$100,000 for 2019 per replacement schedule</u>	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 (Tennis Courts)		✓		✓	35,000	-	35,000	35,000	225,000	35,000		50,000	415,000	Hessel courts (35K) <u>IN 16/17</u> & Spalding courts (35K) in 18/19; Sunset court (35K) in 19/20; Lindsay courts (225K); Clark courts (35K) in 21/22; Eisner delayed to future years.	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			78,000	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			24,000	Re-grouting of pool tiles	Bi-annual expense due to deterioration by water characteristics
Sholem VGB Drain Covers- Replacement		✓					20,000			22,000			42,000	Replacement of mandated drain covers every three years	Driven by VGB Act, mandating safety protocols for pool drains
Wraps for Showmobile and box truck		✓			-		12,000						12,000	Replacement of body wraps	update of damaged panels and replace with new CPD logo
STAFF REVISED SUBTOTAL-PERIODIC MAINTENANCE - OPERATING BUDGET					95,000	79,000	127,000	119,000	285,000	203,000	-	80,000	988,000		

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ROUTINE MAINTENANCE (ANNUAL) - INCLUDED IN OPERATING BUDGETS															
General Concrete		✓			50,000	31,000	32,000	40,000	40,000	40,000		17,000	250,000	Normal concrete repair/replacement, inc. curb installations at flower beds in various locations in 16/17	annual expense; estimated
General Roadway		✓			6,000	6,000	6,000	6,000	6,000	6,000			36,000	Parking lot and shoulder work; asphalt patching	annual expense; estimated
Seal Coating/Line Striping Parking Lots		✓			42,000	42,000	41,700	42,300	46,000	55,000		-	269,000	Top coat and re-striping of lots	Annual expense - estimated. May decrease as we move to concrete surfaces
General Painting - CUT \$10,000 in 2017		✓			25,000	25,000	25,000	35,000	30,000	40,000		40,000	220,000	Normal painting based upon wear	annual expense; estimated
Park Amenities - General Replacement		✓		✓	30,000	20,000	20,000	40,000	30,000	40,000		20,000	200,000	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	5,000	5,000	5,000	2,500	2,500		5,000	35,000	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	40,000			198,800	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-
Prayer for Rain Maintenance		✓			15,000		8,000	-	8,000	-		17,000	48,000	Address potential repair to stone work, based upon winter's damage	Annual expense
Sports Fields Mix		✓			10,000	10,000	10,000	10,000	40,000	40,000			120,000	Mix for infield reconstruction	Annual expense for top-dressing/repairs; 20/21 & 20/22 Renovations expected
STAFF REVISED SUBTOTAL-ROUTINE MAINTENANCE - OPERATING BUDGET					218,000	170,200	179,500	210,700	235,900	263,500	-	99,000	1,376,800		
STAFF REVISED TOTAL PERIODIC & ROUTINE MAINTENANCE, NON-CAPITAL					362,000	289,200	341,500	362,700	548,900	499,500	-	308,000	2,711,800		

TOTAL OF ALL PROJECTS IN 2017-2022 CIP															
STAFF REVISED 3/1/16					2,050,650	1,906,700	1,789,000	1,840,500	1,923,700	1,855,700	150,000	3,601,000	15,117,250		
Projected Revenues for FY17					2,053,760	1,907,160	1,789,772	1,841,339	1,923,748	1,871,872					
Variance Under (Over) Revenues					3,110	460	772	839	48	16,172					

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)		2036/37
Beardsley Park (1 court)		2036/37

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



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	
1998	Morrissey	FIBAR	
1999	Noel	FIBAR	
1999	Zahnd	FIBAR	
2000	Robeson	FIBAR	
2000	Bristol	FIBAR	
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	
#24 1994 SOUND TRUCK	03/15/1994	\$ 27,511	\$ -	2006	
#37 1994 TRUCK PICKUP	10/01/1994	11,476	-	2006	
#58 1999 DODGE RAM PICKUP TRUCK	05/01/1998	14,230	-	2010	
#11 1998 FORD TAURUS	05/01/1998	26,742	-	2010	
#14 VAN	11/01/1999	22,640	-	2011	
#17 1999 14 PASSANGER VAN	11/01/1999	22,994	-	2011	
#62 DODGE RAM PICKUP TRUCK	05/15/2001	15,453	-	2013	
#43 TRUCK PICKUP	07/15/2001	26,100	-	2013	
#63 2003 FORD F350 CHASSIS W/ DUMP BODY	06/12/2003	26,541	-	2015	
#52 2005 Silverado Pickup	06/01/2005	14,027	-	2017	
#64 2006 Ford One Ton Dump Truck	01/01/2006	29,450	-	2018	
#23 2006 Box Truck	01/01/2006	28,890	-	2018	
#65 2006 Chevy Pickup	04/01/2006	12,843	-	2018	
#47 2006 Chevy Pickup	04/01/2006	12,843	-	2018	
#32 2006 Ford F150	06/01/2006	13,781	-	2018	
#36 2006 International Aerial Truck	06/01/2006	104,634	-	2018	
#22 2006 Ford F150	06/15/2006	13,281	-	2018	
#39 2006 Ford F150	06/15/2006	11,781	-	2018	
#42 2006 Ford F150	06/15/2006	12,781	-	2018	
#48 2006 Ford F150	06/15/2006	13,281	-	2018	

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	
#66 2006 Ford F150	06/15/2006	13,781	-	2018	
#18 2007 Ford Ranger	09/15/2006	11,774	-	2018	
#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	
#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	
#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	
#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>		