



AGENDA
SPECIAL BOARD MEETING
BRESNAN MEETING CENTER
706 Kenwood Road
Champaign, Illinois
Wednesday, April 27, 2016
5:30 p.m.

A. CALL TO ORDER

B. COMMENTS FROM THE PUBLIC

C. PRESENTATIONS

1. Easement Requests for 2nd Street Pump Station

D. CONSENT AGENDA

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

1. Approval of a Non-Discrimination and Anti-Harassment Policy
2. Approval of a Drug Free Workplace Policy
3. Approval of an American with Disabilities Policy or Policy Statement
4. Approval of a Family and Medical Leave Policy
5. Approval of Recording of and Disposal of Closed Session Minutes Policy

E. ACTION ITEMS

1. Approval of a Bid for the Dodds Tennis Center Court Refurbishment
Staff recommends accepting the bid for the Dodds Tennis Center Court Refurbishment Project, and authorizing the Executive Director to enter into a contract with the lowest responsible bidder, Harris-Barrier Corporation of Indianapolis, IN, in the amount of \$25,290.00.
2. Approval of a Professional Services Agreement for Legal Counsel
Staff recommends approval of a Professional Services Agreement for Legal Counsel between the Park District and Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd., acting primarily by and through Guy C. Hall.
3. Approval of Engineering Services for Hessel Park Restroom
Staff recommends authorizing the Executive Director to enter into an agreement with MSA Professional Services to provide construction documents whose scope 1) razes the existing Hessel Park restroom building and 2) provides plans and specification for a brand new restroom building befitting one of our signature parks, Hessel Park, in the amount of \$19,500.

F. DISCUSSION ITEMS

1. Virginia Theatre Restoration and Other Fees
2. Lobby Furniture for Virginia Theatre
3. Glenn Park Storm Water Detention Project Follow-up
4. FY16-17 Proposed Budget

G. COMMENTS FROM COMMISSIONERS

H. ADJOURN

EASEMENT AGREEMENT
(Sanitary Sewer)

KNOW ALL MEN BY THESE PRESENTS, this _____ day of _____, 2016, that CHAMPAIGN PARK DISTRICT, an Illinois municipal corporation, its successors and assigns whether one or more and whether an individual, individuals, a corporation, or other legal entity (hereinafter "Grantors"), for and in consideration of the sum of One and No/100ths Dollars (\$1.00) and other valuable consideration in hand paid, the receipt of which is hereby acknowledged, do hereby agree as follows with and grant unto the URBANA & CHAMPAIGN SANITARY DISTRICT, an Illinois municipal corporation, its successors, assigns, licensees, contractors and sub-contractors (hereinafter "Grantee"), a temporary construction easement to enter, re-enter, occupy and use the hereinafter described property to construct, maintain, repair, replace, remove, enlarge, operate and/or inspect one or more sanitary sewer or water pipelines and all underground and surface facilities related thereto, including, but not limited to, the following: electric or other control systems, underground cables, wires, connections, mains and conduits, valves, vaults, manholes, pumps and pump stations, lift stations, wells, well housings, ventilators, transformers, lights and the like (collectively the "Sanitary District Facilities") in, through, over and across the following described land, to wit:

Property Description of Temporary Construction Easement ("Temporary Construction Easement Property"):

See Attached Exhibits A and Exhibit B

together with all rights to the exercise and enjoyment of said easement rights, including without limitation the right of ingress and egress over, across, to and upon the above described easement area and premises of Grantor(s) adjoining the same, for all purposes herein stated; together with the right to trim, control, cut and remove or cause to be removed during the period set forth, by any reasonable means, any and all brush, bushes, saplings, trees, roots, undergrowth, rock, overhanging branches and other obstructions upon and under the surface of said easement area and of the premises of Grantor(s) adjoining the same deemed by Grantee to interfere with exercise and enjoyment of Grantee's rights hereunder, or endanger the safety of the Sanitary District Facilities; for the purpose hereinabove set forth herein and no other.

The purpose of the Temporary Construction Easement is for ingress and egress over the described property to transport materials supplies, equipment, machinery in order to complete the Sanitary District Facilities. The Temporary Construction Easement is also for the purpose of allowing Grantee to construct a sidewalk on the Temporary Construction Easement Property as shown in the attached Exhibit B. The rights granted pursuant to the Temporary Construction Easement shall automatically terminate upon the earlier of: (a) the Grantee's completion of the Sanitary District Facilities and the sidewalk, or (b) eighteen (18) months from the date of this Easement Agreement. All work performed by the Grantee, its employees, agents, contractors, or subcontractors hereunder shall be done in a good, workmanlike, and diligent manner. All such work shall be completed within the time set forth above after commencement thereof; provided that, a further reasonable time for completion may be permitted, and not unreasonably withheld, by Grantor in the event a force majeure prevents completion within the period stated above. Such force majeure for the purposes hereof shall mean a delay or failure by Grantee in performing its obligations hereunder due to due to causes beyond its control, including without limitation, acts of God, public enemy, major equipment failures, inability to obtain materials or services, wars, explosions, accidents, riots, strikes, civil commotion, fires, pestilence, natural catastrophes or disasters, economic fluctuations, and non-availability of electric power. In the event of such failure or delay, the date of completion shall be extended for a period not to exceed the duration of such delay or failure; provided that, the Grantee is utilizing commercially reasonable efforts to mitigate or eliminate the cause of such delay or its effects. Grantee shall promptly notify Grantor in writing of any delay or failure in and the effect on its performance. All such work shall be performed in compliance with all applicable governmental statutes, ordinances and regulations, and specifically in accordance with Grantor's ordinances, policies and regulations, and shall be at the Grantee's sole cost and expense. Upon completion of any work related to the aforesaid purposes, the Grantee shall cause all vehicles, equipment, tools and implements used in connection with such work, and all materials not incorporated therein, to be removed from the Temporary Construction Easement Area and the surface thereof restored to its condition immediately prior to the commencement of such work except for the installation of the sidewalk.

Grantee shall be responsible for all damages occurring on the herein described property as a result of the construction, operation, maintenance or repair of Grantee's facilities and shall reimburse the Grantor(s) thereof for such loss or damages.

Grantee may quietly enjoy the premises for the period and purposes herein stated, and Grantor(s) shall not create or permit any building or other obstruction or condition of any kind or character upon the premises that will interfere with the Grantee's exercise and enjoyment of the easement rights hereinabove conveyed for the period set forth herein.

Except as specifically provided otherwise herein, Grantor(s), for themselves and any successors and assigns, hereby expressly reserve the right to use and enjoy the remainder of the easement area for any purpose, provided such use and enjoyment shall not interfere with the use thereof by Grantee as permitted in this Agreement.

The sidewalk constructed as set forth herein shall become and remain property of Grantor upon completion. This easement shall terminate upon Grantee's uncured breach of any condition or uncured default in the performance of any of its covenants or agreements herein set forth. In the event of Grantee's breach of any condition or default hereunder, Grantor shall provide Grantee written notice of such breach or default. If Grantee fails to cure such breach or default within sixty (60) days after written notice of such breach or default, then Grantor(s) shall have the right, upon written notice of termination to Grantee, to terminate this Easement Agreement, except that when the nature of Grantee's obligation is such that more than sixty (60) days are reasonably required for its performance, then Grantee shall not be deemed in default if it commences performance within the sixty (60) day period and thereafter diligently pursues the cure to completion as determined within the sole good faith discretion of Grantor, but in any event not more than one hundred twenty (120) days from the commencement of performance. Upon termination of this Easement Agreement, all rights herein granted shall revert to Grantor(s), their respective successors or assigns, and, if requested, Grantee shall forthwith execute and deliver to such Grantor or successors or assigns, any instrument of termination or release and take such other and further action as may be reasonably required to evidence and memorialize

such termination and reversion of all rights afforded pursuant to this Easement Agreement. Notwithstanding such termination of this Easement Agreement, Grantee shall remain liable to Grantor(s), and such successors and assigns, for all of Grantee's covenants and obligations which expressly survive such termination of this easement as provided herein.

Upon completion of the installation of the Sanitary District Facilities, Grantee shall, at Grantee's sole cost and expense, restore and replace the surface of the easement area to a condition as near as possible to that condition which existed prior to the commencement of such construction, including surface grading and seeding. Grantee shall inspect regularly the backfill area and repair within a reasonable time any sinkholes, soil erosion, sloughing, impairment to natural drainage or similar occurrence of whatsoever kind or character. In the event that Grantee shall ever acknowledge in writing that it has ceased utilizing or has abandoned the Sanitary District Facilities, then in such event Grantee shall, at its sole cost and expense, remove the Sanitary District Facilities and other improvements and appurtenances associated therewith made at the easement site and return the easement area to substantially the same condition as it was prior to the grant of the easement herein. In the event Grantee fails to undertake such removal and remediation within one hundred eighty (180) days after such cessation or abandonment, Grantor(s) may, in its/their sole discretion, undertake such removal and remediation obligations of the Grantee and charge and collect the cost thereof from Grantee. Such written acknowledgement of cessation of use or abandonment shall constitute termination as otherwise set forth herein; provided that, in such event, Grantee will remain obligated for removal and remediation. Such acknowledgment shall not be unreasonably withheld.

Grantee covenants and agrees that it shall be solely responsible for, and shall reimburse and pay Grantor(s), and any successors and assigns, for all losses and damages incurred on the easement area, areas of ingress and egress or any other property of Grantor(s) caused by Grantee's exercise of its rights herein granted, including without limitation, any damage to land or property by reason of the initial installation, improvement, repair, removal, operation and maintenance of the improvement, and the terms and conditions hereinabove set forth shall be binding upon the successors and assigns of the Grantee; provided, however, that Grantee shall be permitted to keep the easement area clear of trees, undergrowth, brush and prohibited obstructions.

The Grantee shall indemnify and hold the Grantor(s) and any successors and assigns harmless from any and all claims for damages to person or property made by any third party arising out of any act or omission on the part of Grantee's employees, contractors, subcontractors, agents or representatives, and in connection therewith, shall provide Grantor(s) with satisfactory evidence of commercial general liability insurance with limits of not less than \$2,000,000.00 naming the Grantor(s) and its commissioners, officers, employees, representatives, agents and volunteers as endorsed additional insureds thereon. Grantee and its successors or assigns shall maintain such insurance for the duration of the term hereof and any subsequent renewals, if applicable.

Grantee covenants and agrees that Grantee shall not permit any liens or encumbrances to be attached to or filed against the easement area or any other portion of the land, or any improvements thereon which result from or arise out of any act or work performed by Grantee or any of Grantee's employees, contractors, subcontractors, agents or representatives in the construction, installation, operation, maintenance, repair, relocation, replacement or removal of the line(s) and other improvements and appurtenances associated therewith, or in the performance of any other right or obligation of Grantee arising hereunder. In the event any such lien is attached to or filed against the easement area or any other portion of Grantor(s) land or any improvement thereon, then, in addition to any other right or remedy of Grantor(s) at law or equity, Grantor(s) may, but shall not be obligated to, discharge the same. Any amount paid by Grantor(s) for any of the aforesaid purposes shall be paid by Grantee to Grantor(s) immediately on demand. Any lien or encumbrance attached to or filed against the easement area, or any other portion of the real estate, or any improvement thereon as a result of Grantee's operations hereunder shall be immediately paid, released or bonded over by Grantee in a manner acceptable to Grantor(s). Grantee shall be responsible for reasonable attorney's fees incurred by the Grantor(s) in obtaining the removal of any lien which results from the activities and operations of Grantee.

All notices and demands to be given or served shall be made in writing and shall be given or served by hand delivery or by depositing such notice in the United States mail, certified or registered, return receipt requested, postage prepaid, addressed to the party to be notified, at the following addresses:

If to Grantor(s) at: Champaign Park District
Attn: Executive Director
706 Kenwood Road
Champaign, IL 61821

With a Copy to: Guy C. Hall, Esq.
Robbins, Schwartz, Nicholas,
Lifton & Taylor, Ltd.
301 N. Neil Street, Suite 400
Champaign, IL 61820

If to Grantee: Urbana & Champaign Sanitary District
Attn: Executive Director
1100 E. University
Urbana, IL 61803-0669

With a Copy to: Mike McCormick
Erwin, Martinkus & Cole, Ltd.
1100 E. University Avenue
Champaign, IL 61820

or to an address to be designated in writing within fourteen (14) days of the execution of this Agreement by all parties or to such other address as either party may designate to the other in writing from time to time. The day upon which such notice is delivered or mailed by certified or registered mail shall be treated as the date of service. An additional copy of such notice shall be sent by regular U.S. mail.

If any term or provision of this Agreement, or the application thereof, to any person or circumstance shall, to any extent, be deemed by any court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced as permitted by law.

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.

Each person executing this Agreement on behalf of any entity represents that he or she is authorized to execute this Agreement on behalf of such entity.

This Agreement and the rights and obligations of the parties hereto shall be interpreted, construed and enforced in accordance with the laws of the State of Illinois, without giving effect to the principles of conflict of laws, and the venue for any claim or cause of action brought to enforce or determine the rights and obligations of either party arising hereunder shall be the state court of competent jurisdiction located in Champaign County, Illinois.

The terms and provisions of this Agreement shall be binding upon and inure to the benefit of Grantor(s) and Grantee and their respective successors and assigns. This Agreement together with Exhibits A and B attached hereto and incorporated by reference herein embodies the entire agreement among the parties hereto with respect to the subject matter contained herein, and supersedes any and all agreements, representations, warranties, or statements which may have been made among the parties prior to the date hereof, whether

express, implied, written, or verbal, concerning the subject matter hereof, and this Agreement shall not be modified or amended except by written instrument executed by each party hereto.

IN WITNESS WHEREOF, the Grantors and Grantee have caused this instrument to be executed effective as of the ____ day of _____, 2016.

GRANTOR:

Champaign Park District, an Illinois
Municipal corporation

By: _____

Its _____

ATTEST:

By: _____
_____, Secretary

GRANTEE:

Urbana & Champaign Sanitary District, an
Illinois Municipal corporation

By: _____
Diana Lenik
Its Board President

ATTEST:

By: _____
Jennifer Putman
It's Clerk

STATE OF ILLINOIS)
) SS.
COUNTY OF CHAMPAIGN)

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that _____ and _____, personally known to me to be the President and Secretary of Champaign Park District, an Illinois municipal corporation, and the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they signed, sealed and delivered the said instrument as their respective free and voluntary act, for and on behalf of the aforementioned entity and for the uses and purposes therein set forth.

GIVEN under my hand and Notarial Seal, this ____ day of _____, 2016.

Notary Public

STATE OF ILLINOIS)
) SS.
COUNTY OF CHAMPAIGN)

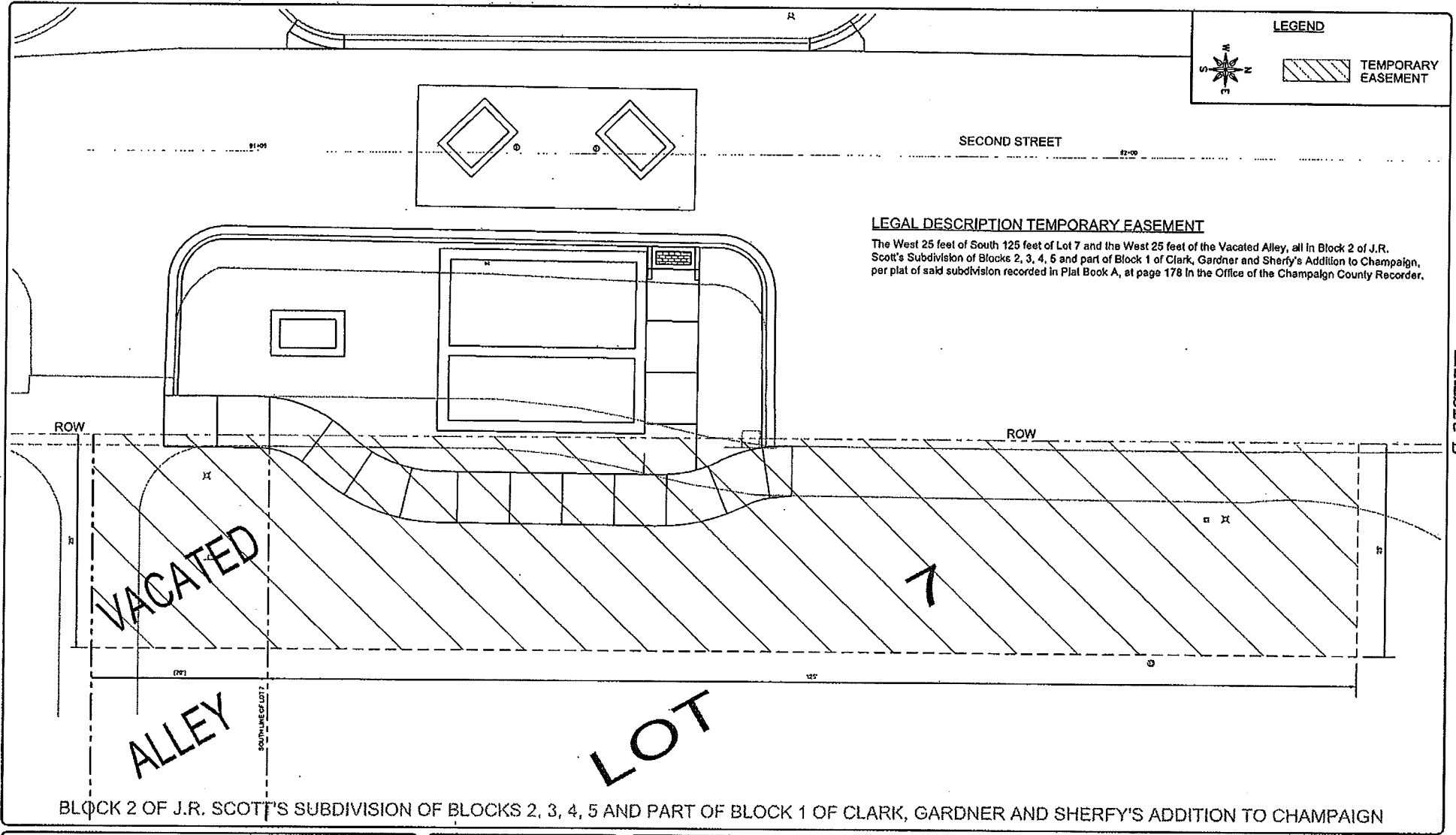
I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that _____ and _____, personally known to me to be the Board President and Clerk of Urbana & Champaign Sanitary District, an Illinois municipal corporation, and the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they signed, sealed and delivered the said instrument as their respective free and voluntary act, for and on behalf of the aforementioned entity and for the uses and purposes therein set forth.

GIVEN under my hand and Notarial Seal, this ____ day of _____, 2016.

Notary Public

EXHIBIT A
TEMPORARY EASEMENT PROPERTY

The West 25 feet of South 125 feet of Lot 7 and the West 25 feet of the Vacated Alley, all in Block 2 of J.R.Scott's Subdivision of Blocks 2, 3, 4, 5 and part of Block 1 of Clark, Gardner and Sherfy's Addition to Champaign, per plat of said subdivision recorded in Plat Book A, at page 178 in the Office of the Champaign County Recorder.



FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

ILLINOIS
IOWA
WISCONSIN

OWNER/DEVELOPER:
URBANA & CHAMPAIGN SANITARY DISTRICT
P.O. BOX 669
URBANA, ILLINOIS

PROJECT AND LOCATION:
2ND STREET PUMP STATION
AND FORCE MAIN - PHASE 2
CHAMPAIGN, ILLINOIS

DRAWN BY: RDE
APPROVED BY: MAJ
DATE: 04/16/16
SCALE:

REVISIONS		
REV. NO.	DESCRIPTION	DATE

DRAWING:
EASEMENT EXHIBIT

1111-075 2nd St. Pump Station General Details

JOB NUMBER:
15-075

DATE PLOTTED:
1



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: April 18, 2016

SUBJECT: Distinguished Accreditation Program

Background

The Champaign Park District participates in the Illinois Distinguished Agency program which is sponsored by the Illinois Association of Park Districts and the Illinois Park and Recreation Association. The goal of the Illinois Distinguished Accreditation program is to improve the delivery of recreation services to the residents of Illinois through a voluntary comprehensive evaluation process. The desired result is to improve the quality of life for Illinois residents and to recognize those agencies that provide this quality service.

The Champaign Park District went through the initial accreditation in 1999 and was recognized as a distinguished agency from 2000 to 2005; recertified from 2006-2011; and recognized in the new accreditation process from 2012-2017. Now the Park District involved in the accreditation process for 2017-2022.

The process to apply for accreditation requires an application and a long list of standards which need to be met in order to be approved. As part of this process the Park Commissioners will be asked to review and approve numerous policies which need to be revised, updated or be created to meet the various standards.

Staff has revised the following Board policies: Non-Discrimination and Anti-Harassment Policy; Drug Free Workplace Policy; American with Disabilities Policy or Policy Statement; Family and Medical Leave Policy; and Recording of and Disposal of Closed Session Minutes Policy.

Prior Board Action

The Board renewed numerous policies in 2011 and have periodically reviewed policies presented over the past few years.

Budget Impact

None.

Recommended Action

Staff recommends Board approval of the following Board policies: Non-Discrimination and Anti-Harassment Policy; Drug Free Workplace Policy; American with Disabilities Policy or Policy Statement; Family and Medical Leave Policy; and Recording of and Disposal of Closed Session Minutes Policy.

Prepared by:

Reviewed by:

Cindy Harvey
Assistant to the Executive Director

Joe DeLuce, CPRP
Executive Director

CHAMPAIGN PARK DISTRICT

Non-Discrimination and Anti-Harassment Policy

The Park District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Park District expects that all relationships among persons in the workplace will be free of bias, prejudice, harassment, and will maintain a professional atmosphere. It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer, and vendor of the Park District as well as anyone using the Park District's facilities, to refrain from sexual and other harassment. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's sex, race, national origin, age, religion, sexual orientation, and gender identity or any other legally protected characteristic will not be tolerated. There shall be no excluding or separating individuals of a particular gender, sexual orientation, gender identity, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the Park District prohibit disparate treatment on the basis of sex, sexual orientation, gender identity, genetic information, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

Definitions of Harassment

1. Sexual harassment may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:
 - A. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
 - B. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
 - C. The harassment has the purpose or effect of interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail or texting); and other physical, verbal or visual conduct of a sexual nature.

2. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, age, national origin, disability, gender identity, civil union partnership, or any other characteristic protected by law or that of his/her relatives, friends or associates, and that:
 - A. Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
 - B. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
 - C. Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail or texting). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related social events. Any employee engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind shall be subject to disciplinary action, up to and including termination.

Retaliation is Prohibited

The Park District prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment. Retaliation against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination, or for filing a charge of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action up to and including termination.

Reporting Procedure

The Park District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. Therefore, while no fixed reporting period has been established, the Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued. If you experience or witness harassment or discrimination of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to the offending person, your immediate supervisor, your Department Head, the Director of Human Resources Manager, and/or the Executive Director. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint.

1. **Direct Communication with Offender:** If there is harassing or discriminatory behavior in the workplace, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.
2. **Report to Supervisory and Administrative Personnel:** At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor, Department Head, Director of Human Resources Manager or the Executive Director. If you feel uncomfortable doing so, or if your immediate supervisor and/or Department Head is the source of the problem, condones the problem or ignores the problem, report directly to the Executive Director. If the Executive Director is the source of the problem, condones the problem, or ignores the problem, you should contact the President of the Board of Park Commissioners.

3. Report to Executive Director: An employee may also report incidents of harassment or discrimination directly to the Executive Director. The Executive Director or his designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If your complaint alleges harassment by the Executive Director, or if the Executive Director condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board of Park Commissioners. An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.

Harassment Allegations Against Non-Employees/Third Parties

If you make a complaint alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities, the Executive Director will investigate the incident(s) and determine the appropriate action, if any. The Park District will make reasonable effort to protect you from further contact with such persons. Please recognize, however, that the Park District has limited control over the actions of non-employees.

Employees who have experienced conduct they believe is in violation of this policy have an obligation to take advantage of this reporting procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action.

Responsibility of Supervisors and Witnesses

Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee should immediately advise the Human Resources Department Manager who will investigate the conduct and resolve the matter as soon as possible. All employees are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not you are the intended victim.

The Investigation

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The Park District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The Park District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment. You must cooperate in any investigation of workplace misconduct or risk disciplinary action, up to and including termination.

Responsive Action

The Park District will determine what constitutes harassment, discrimination, or retaliation based on a review of the facts and circumstances of each situation. Responsive action may include training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as the Park District believes appropriate under the circumstances.

False and Frivolous Complaints

Given the possibility of serious consequences for an individual accused of harassment, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including termination.

While we hope to be able to resolve any complaints of harassment within the Park District, the Park District acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint, and, if it determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, you may file a complaint directly with the HRC between the 365th and the 395th day.

Approved by Board of Commissioners April 27, 2016 ~~February 9, 2011~~

Timothy P. McMahon ~~Jane L. Solen~~, President

Joe DeLuce ~~Bobbie Herakovich~~, Executive
Director

CHAMPAIGN PARK DISTRICT

Drug Free Workplace Policy

The Champaign Park District has implemented this policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety, and efficiency. Since Park District employees operate, supervise and maintain parks, facilities, programs, and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the Park District wishes to assure the health and safety of its patrons and employees.

This policy also expresses the Park District's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701 et seq. and 30 ILCS 580/1 et seq.). In accordance with these statutes and concerns, the Park District has resolved to maintain a drug free workplace.

The purpose of this policy is to inform employees of the Park District's investigation, treatment and disciplinary policy relating to alcohol and drugs. As such, all Park District employees will abide by its terms. As with all policies in this Manual, this policy is subject to periodic addition, modification, or deletion.

This policy does not replace any of the provisions or requirements of the Park District's Controlled Substance and Alcohol Testing Policy for positions that require a Commercial Driver's License (CDL). See Appendix B.

Park District employees who operate Park District commercial motor vehicles and possess a commercial driver's license have special responsibilities necessitated by the fact that they operate vehicles that require additional skill and attentiveness over that of non-commercial motor vehicles. As part of its continuing commitment to safety and to comply with federal law, the Park District has established a controlled substance and alcohol testing policy for Park District positions that require a commercial driver's license ("CDL Testing Policy"). Both the Park District and the federal government recognize that it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The CDL Testing Policy is in addition to and supplements and complements rather than supersedes all other Park District policies, rules, procedures, and practices, including without limitation this Alcohol and Drug Abuse Policy. However, for persons to whom the CDL Testing Policy applies, in the event of any conflict between any of the provisions of the CDL Testing Policy and the provisions of any other Park District policy, rule, procedure, or practice, the provisions of the CDL Testing Policy will control.

Approved by Board of Commissioners April 27, 2016 ~~February 9, 2014~~

Timothy P. McMahon Jane L. Solon, President

Joe DeLuce Bobbie Herakovich, Executive Director

CHAMPAIGN PARK DISTRICT

American's with Disabilities Act Policy

The Park District is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the Park District's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. The Park District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Park District aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Park District.

The Park District will make all decisions concerning recruitment, placement, selection, training, hiring, advancement, termination or other terms, conditions, or privileges of employment based on job-related qualifications and abilities. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their Department Head. The Park District encourages individuals with disabilities to come forward and request reasonable accommodation. If you feel uncomfortable making an accommodation request to your Department Head or you believe your accommodation request was not properly managed, report it to the Human Resources Department Manager.

On receipt of an accommodation request, your Department Head and your immediate supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the Park District might make to help overcome those limitations and perform the essential job functions of your position. The Park District will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the Park District's overall financial resources, the accommodation's impact on the operation of your department, including the ability of other employees to perform their duties, and on the Park District's ability to provide its services to the public.

What is considered a reasonable accommodation will be based on a case-by-case analysis. The Park District will inform the employee of its decision, and if the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final. The ADA does not require the Park District to make the *best* possible accommodation, to reallocate essential job functions, to create new positions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.).

An employee or job applicant who has questions regarding this policy or believes that he or she had been discriminated against based on a disability should immediately notify the Executive Director. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

Approved by Board of Commissioners April 27, 2016 ~~February 9, 2011~~

Timothy P. McMahon ~~Jane L. Solon~~, President

Joe DeLuce ~~Bobbie Herakovich~~, Executive Director

CHAMPAIGN PARK DISTRICT

Family and Medical Leave Act FMLA Policy Statement

This policy section briefly summarizes rights and regulations under the Family and Medical Leave Act of 1993 ("FMLA").

The FMLA provides eligible employees with up to 12 work weeks of unpaid leave for certain family and medical reasons during a 12-month period. During this leave, an eligible employee is entitled to continued group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position.

Certain highly compensated key employees may be denied reinstatement when necessary to prevent substantial and grievous economic injury to the Park District's operations. A key employee is a salaried employee who is among the highest paid 10% of employees, ~~at that location or any location within a 75-mile radius.~~ Employees will be notified of their status as a key employee, when applicable, after they request a Family and Medical Leave.

Eligibility

Any full-time (FT1 or FT2) or part-time (PT1) employee who has worked for the Park District for at least 12 months, and for at least 1,250 hours during the 12-month period immediately preceding the start of the leave will be eligible.

Reasons for Leave

A leave may be taken for the following reasons: (1) birth and care of a newborn child; (2) placement of a child for adoption or foster care in the employee's home; (3) to care for the employee's parent, spouse or child (but not in-law) with a serious health condition; (4) to attend the employee's own serious health condition which renders the employee unable to perform the functions of the employee's job; or (5) for military leave.

For purposes of this policy, "serious health condition" means an injury, illness, impairment, or physical or mental condition that involves one of the following:

1. Hospital Care: Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity relating to the same condition;
2. Absence plus Treatment: A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves either: (1) treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or (2) treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment under the supervision of the health care provider;
3. Pregnancy: Any period of incapacity due to pregnancy or for prenatal care;
4. Chronic Conditions Requiring Treatment: A chronic condition that: requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistance under direct supervision of a health care provider; continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;

5. Permanent/Long-Term Conditions Requiring Supervision: A period of incapacity that is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider;
6. Multiple Treatments (non-chronic conditions): Any period of absence to receive multiple treatment (including any period of recovery there from) by a healthcare provider or by a provider of health care services under orders of, or in referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

Military Leave Entitlements

Military leave is given in accordance with the FMLA in each of the following cases:

1. A covered military member's active duty status, or notification of an impending call or order to active duty status;
2. Up to 26 weeks of leave in a single 12-month period to care for a covered service member recovering from a serious injury or illness incurred in the line of duty on active duty; and
3. For any qualifying exigency arising out of the fact that the employee's spouse, son, civil union partner, daughter, or parent is on (or has been notified of an impending call to) "covered active duty" in the Armed Forces.

Length of Time

Employees qualifying for leave under the FMLA may take up to a maximum of 12 calendar weeks of leave over a rolling 12 month period measured retroactively from the last day of leave. Where both a husband and wife are employed by the Park District, their combined leave under this policy is 12 weeks over the 12 months where the leave involves the birth or adoption of a child or the care of a seriously ill parent.

Leave because of an employee's own serious health condition, or to care for an employee's spouse, civil union partner, child or parent with a serious health condition, may be taken all at once or, where medically necessary, intermittently or on a reduced work schedule.

Intermittent or Reduced Work Schedule Leave

Intermittent leave is leave taken in separate blocks of time. A reduced work schedule leave is a leave schedule that reduces an employee's usual number of hours per workweek or hours per workday.

If an employee takes leave intermittently or on a reduced work schedule basis, the employee must, when requested, attempt to schedule the leave so as not to disrupt the Park District's operations. When an employee takes intermittent or reduced work schedule leave for foreseeable medical treatment, the Park District may temporarily transfer the employee to an alternative position with equivalent pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave.

Serious Health Conditions & Certification Issues

A Park District representative (the Director of Human Resources HR-Manager, manager, or Department Head, but not the employee's direct supervisor) may directly contact the employee's health care provider to obtain information required by the medical certification form. Further, if a medical certification is incomplete

or insufficient, the Park District must notify the employee in writing, specify what information is lacking, and give the employee seven calendar days (unless not practicable under the particular circumstances) to provide the additional information. If the employee does not provide a complete certification after this process, the Park District may deny FMLA leave.

Limitations on FMLA Leave

Leave to care for a newborn or for a newly placed child must conclude within 12 months after the birth or placement of the child and ~~may~~ shall not be taken intermittently or on a reduced work schedule unless the Park District agrees with respect to an individual leave request.

Compensation

You must substitute any accrued paid vacation days, paid personal days, and paid sick days for unpaid leave under this policy, and any such paid time off must be taken at the same time as your Family and Medical Leave. All time missed from work that qualifies for both Family and Medical Leave and for workers' compensation will be counted toward your twelve weeks of Family and Medical Leave. If you qualify for both Family and Medical Leave and any other leaves, Family and Medical Leave must be taken first.

Benefit Continuation

While a full-time employee (FT1 and FT2) is on FMLA leave, the Park District will maintain the employee's group health insurance coverage under the same conditions that the employee had at the start of FMLA leave under the FMLA 12-week period. The employee will be responsible for any premium contribution and/or payment to other employee elected benefit programs. To the extent that an employee's FMLA leave is paid, the employee's portion of health insurance premiums will be deducted from the employee's salary. For the portion of FMLA leave that is unpaid, the employee's portion of health insurance premiums may be paid to the Park District under a system that is previously agreed upon in writing. Other benefits, if any, such as vacation, sick leave, or personal days, shall not accrue while an employee is on FMLA leave. Employees on FMLA leave, however, will not forfeit any benefits that accrued prior to the start of FMLA leave by virtue of taking FMLA leave.

Requesting Leave

Requests for FMLA leaves must be made in writing. At least 30 days advance notice for the birth or adoption of a child or for planned medical treatment should be given. In cases of emergency, notice ~~will~~ should be given as soon as possible (usually within one or two business days). A delay in submitting this request may result in a delay of the start of your leave.

1. The request must specify, in detail, the reasons for requesting the leave and the length of time the employee intends to be away.
2. In cases where an employee requests leave for the employee's own serious health condition or to care for a seriously ill family member, the Park District may require medical certification from a health care provider to support the request. Medical certification forms are available in the Human Resources Department business office.
3. If the Park District has reason to doubt the employee's initial certification, the Park District may: (a) with the employee's permission, have a Park District designated health care provider contact the employee's health care provider in an effort to clarify or authenticate the initial certification; and/or (b) require the employee to obtain a second opinion by an independent Park District designated provider at the Park District's expense. If the initial and second certifications differ, the Park District may, at its expense, require the employee to obtain a third, final and binding certification from a jointly selected health care provider.

During FMLA leave, the Park District may request that the employee provide recertification of a serious health condition at intervals in accordance with the FMLA. In addition, during FMLA leave, the employee must provide the Park District with periodic reports regarding the employee's status and intent to return to work. If the employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide the Park District with reasonable notice (i.e., within 2 business days). If the employee gives the Park District notice of the employee's intent not to return to work, the employee will be considered to have voluntarily resigned.

- ~~4. A request for a leave of absence must be approved by the employee's supervisor(s) and the Executive Director.~~
- ~~5. An approved medical leave of absence will be considered FMLA if it qualifies as such under the FMLA regulations promulgated by the U.S. Department of Labor.~~
- ~~6. If an employee's request does not meet the requirements for FMLA leave of absence, the employee may apply for a personal leave of absence. (See Section 3-9.)~~

Return from Leave

Upon returning from FMLA leave, the employee will be reinstated to the employee's original or equivalent position with equivalent pay and benefits. In the case of an employee's own serious health condition, a physician's statement certifying the employee's ability to perform the essential functions of the job is required. However, an employee is only entitled to reinstatement if he would have continued to be employed had FMLA leave not been taken. Thus, an employee is not entitled to reinstatement if, because of a layoff, reduction in force or other reason, the employee would not be employed at the time job restoration is sought.

Failure to Return to Work after FMLA Leave

An employee who fails to return to their position on the first day after the leave of absence has expired, will be considered to have voluntarily resigned. However, pursuant to the Park District's American with Disabilities Act Policy, employees may request extended unpaid leave as a "reasonable accommodation" under the ADA (~~See Section 1-3~~). The Park District may recover health insurance premiums that the Park District paid on behalf of the employee during any unpaid FMLA leave. ~~An exception is,~~ However, the Park District's share of such premiums may not be recovered if the employee fails to return to work because of the employee's or a family member's serious health condition or because of other circumstances beyond the employee's control. In such cases, the Park District shall ~~may~~ require the employee to provide medical certification of the employee's or the family member's serious health condition.

Additional Information

For further information or clarification about FMLA leave, please contact the Human Resources Department Business Office.

Approved by Board of Commissioners ~~April 27, 2016~~ February 9, 2011

Timothy P. McMahon ~~Jane L. Solon~~, President

Joe DeLuce ~~Bobbie Herakovich~~, Executive Director

CHAMPAIGN PARK DISTRICT

Recording and Disposal of Closed Session Minutes Policy

It shall be the policy of the Champaign Park District to comply with the Open Meetings Act (Act), 5 ILCS 120/1.02, et seq. The Act permits public bodies to destroy the verbatim records of closed meetings without notification to or the approval of a Records Commission or the State Archivist under the Local Records Act no less than eighteen months after completion of recorded meeting, but only after:

1. The Park District Board of Commissioners approves of the destruction of a particular recording; and
2. The Park District Board of Commissioners approves the written minutes of the closed meeting.

The Champaign Park District may order the destruction of verbatim record even if it continues to withhold the approved written minutes of the closed session until some later period of time.

All Champaign Park District records are required to be kept on file for various lengths of time in accordance with the Records Retention Schedule. Once the Records Retention Schedule has been met, the Executive Assistant recommends to the Executive Director which records should be destroyed. The Executive Assistant works cooperatively with the Park District's Attorney to finalize the destruction process. The Park District Board of Commissioners must then approve any destruction of the records.

Original approvals are maintained in the Executive Assistant's Office for future reference should someone request a copy of a record that has been destroyed.

Approved by Board of Commissioners April 27, 2016 ~~October 12, 2011~~

Timothy P. McMahon ~~Newton H. Dodds~~,
President

Joe DeLuce ~~Bobbie Herakovich~~, Executive
Director



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: April 12, 2016

SUBJECT: Dodds Tennis Center Court Refurbishment Project

Background

The Dodds Tennis Center Courts Refurbishment Project was included in the 2016/2017 Capital Improvement Plan (Project #170019). Each year, staff inspects the court surfaces at DTC in preparation for capital funding.

Prior Board Action

The Board of Commissioners approved the FY16-17 Capital Improvement Plan budget at the March 9, 2016 Regular Board meeting.

Bid Results

Bid packets were mailed to three (3) potential contractors. Only one (1) bid was received. The Bid was opened and read aloud on April 12, 2016, the result of which is below.

Contractor	Bid Amount
Harris Barrier Corp., Indianapolis, IN	\$25,290.00
U.S. Tennis Construction, Lockport, IL	No Bid
Evans & Son Blacktop, West Chicago, IL	No Bid

Budget Impact

\$60,000.00 is budgeted in the 2016/2017 Capital Improvement Plan for Project #170019.

Recommended Action

Staff recommends the Board accept the bid for the Dodds Tennis Center Court Refurbishment Project, and authorize the Executive Director to enter into a contract with the lowest responsible bidder, Harris-Barrier Corporation of Indianapolis, IN, in the amount of \$25,290.00.

Prepared by:

Reviewed by:

Kevin Crump, CPRP
Director of Operations & Planning

Joe DeLuce, CPRP
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: April 21, 2016

SUBJECT: Professional Services Agreement for Legal Counsel

Background

The Professional Services Agreement for Legal Counsel with Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd, acting primarily by and through Guy C. Hall, commenced January 1, 2013 and expires April 30, 2016.

Prior Board Action

None.

Budget Impact

Funds will be budgeted in the FY16-17 operating budget for legal services.

Recommendation

Staff recommends Board approval of an agreement between Robbins Schwartz, with Guy C. Hall acting as primary legal counsel for a three (3) year period.

PROFESSIONAL SERVICES AGREEMENT FOR LEGAL COUNSEL

This Agreement is made and effective the ____ day of May, 2016, by and between the Champaign Park District, a municipal corporation (hereinafter referred to as "District"), whose principal address is 706 Kenwood Road, Champaign, Illinois, and Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd., acting primarily by and through Guy C. Hall (hereinafter referred to as "Attorney"), with a principal office located at 301 N. Neil Street, Suite 400, Champaign, IL 61820.

WHEREAS, the purpose of this Agreement is for legal counsel services to the Park Board of Commissioners; and

WHEREAS, the Park Board of Commissioners is engaging the Attorney; and

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance of the scope of work contained herein, the District and the Attorney mutually agree as follows:

I. TERM

The term of this Agreement shall be from May 1, 2016 through April 30, 2019 at which time services shall be evaluated.

II. ATTORNEY SHALL: SCOPE OF WORK

- A. Provide legal advice, counsel, service, consultation, and opinions to the Park Board of Commissioners, Committee Members, Executive Director, and other District employees, on civil assignments, including but not limited to land use planning, applicable local, state and federal statutes, laws, condemnation, purchasing and procurement, leasing, purchasing and sale of property, employment legal matters, public disclosure issues, District business, tort law, and general ordinances, resolutions and contracts.
- B. Furnish legal representation at all regularly scheduled monthly Park Board meetings and at other meetings when requested.
- C. Appear before courts and administrative agencies to represent the District's legal interests.
- D. Prepare and review ordinances and resolutions, contracts, minutes and other documents for legal correctness and acceptability.
- E. Coordinate with other special counsel to undertake management, coordination and transition of legal matters to such counsel, as necessary.
- F. Assist District officials and employees to maintain awareness of legal and ethical standards and appearance of fairness standards, and to avoid potential conflicts of interest, prohibited transactions and the appearance of prohibited transactions.
- G. Assist officials and employees to understand the legal roles and duties of their respective offices and interrelations with others upon specific request.
- H. Provide the Park Board of Commissioners with guidance regarding Robert's Rules of Order and related procedural matters concerning District minutes.
- I. Prepare legal opinions at the request of the Park Board of Commissioners or the Executive Director.
- J. Provide the Park Board of Commissioners and administration with legal perspectives and advice on various governmental issues upon specific request.

- K. Perform other legal services and tasks, as assigned by the Park Board of Commissioners or Executive Director.
- L. Respond and be accessible to the District in a timely manner. Accessibility includes the ability to be generally available to attend meetings in person or on short notice and the ability to be reached promptly by telephone.
- M. Accept direction from the Executive Director as well as from the Park Board of Commissioners.
- N. Publish required legal notices upon specific request.
- O. Record all deeds, easements and related real estate transactions, from which attorney shall be reimbursed the expenses thereof.
- P. Prepare contracts for goods and services.
- Q. Assist with all legal aspects of real estate transactions.

III. REUSE OR ALTERATION OF DOCUMENTS

Documents prepared by Attorney are instruments of the Attorney's Work and Attorney retains all common law, statutory and other reserved rights, including copyright, if applicable. The documents are for the exclusive use of District on the matter identified. Attorney assumes no liability or responsibility if the documents are reused by District or others on any other matters or modified in any manner. In the event that the District or its employees or agents alter the documents without Attorney's authorization, any and all liability arising out of such alteration is waived as against Attorney, and District assumes full responsibility for such changes. Where Attorney has used due care in electronic or disk transmission of data, information or documents to District and its agents, District shall be responsible for and bear the risk of loss or damages resulting from (i) errors or defects introduced by such transmission, (ii) District's or its agent's automated conversion or reformatting of the data, information or documents; and (iii) deficiencies, defects or errors in District's or its agent's software or hardware utilized to receive, transmit, utilize, format or reproduce the data, information or documents.

IV. PAYMENT

The Attorney shall be paid a monthly retainer of \$1,600.00 for the initial nine (9) hours of service for this Agreement, May 1, 2016 through April 30, 2019. For the period May 1, 2016 through April 30, 2018, services beyond that nine (9) hours shall be charged as follows: principal attorney, \$210.00 per hour; associate attorney, \$180.00 per hour; paralegal, \$110.00 per hour; law clerk \$90.00 per hour. For the period May 1, 2018 through April 30, 2019, services beyond that nine (9) hours shall be charged as follows: principal attorney, \$215.00 per hour; associate attorney, \$190.00 per hour; paralegal, \$120.00 per hour; law clerk \$100.00 per hour. If during the course of any monthly billing period Attorney determines that the amount that will be due for services performed has reached the amount of \$6,000.00, Attorney shall not provide any further services that will cause such amount to be exceeded for that month without the express direction of the District's Executive Director or designee.

Mileage will not be charged for travel related work that takes place in Champaign or Urbana, Illinois. Any travel by automobile outside of those cities shall be charged at the then prevailing Internal Revenue Service rate. Other travel expenses shall be reimbursed at cost. The attorney may advance the expenses of filings such as recording documents or court documents which shall be reimbursed by the District. The District shall not be charged for copies up to ten (10) in number for any project. Thereafter, copies will be charged at the rate of .10¢ per page.

Attendance by Attorney at conferences, workshops and state professional meetings will be compensated at the rate of \$210.00 per diem, plus expenses for meals and travel expense, with mileage to be at the then prevailing Internal Revenue Service rate. The District's travel policy will otherwise be in effect.

The Attorney shall submit a monthly invoice for the compensation and expenses payable under this Agreement performed during the preceding month. The invoice shall provide a detailed description of the services performed and expenses incurred during the month, the number of hours spent performing such services, and any reimbursable costs and expenses incurred in connection with such services.

Invoices shall be submitted to: Executive Director, Champaign Park District, 706 Kenwood Road, Champaign, Illinois 61821.

V. TERMINATION

- A. This Agreement may be terminated at any time without notice upon the express written consent of both Parties. Either Party may terminate this Contract by giving written notice to the other Party at least thirty (30) days prior to the proposed termination.
- B. In the event that any of the provisions of this Agreement are violated by the Attorney or the District, the aggrieved party may serve written notice upon the other of the intention to terminate this Agreement unless the violation is cured, such notice to contain the reasons for such intention. Unless within fifteen (15) calendar days after the serving of such notice upon such party, the violations cease and satisfactory arrangements for correction be made, the Agreement shall upon expiration of said fifteen (15) calendar days cease and terminate.
- C. In the event of termination, the Attorney shall be paid by the District for all services and expenses rendered up to the receipt of the notice of termination, and thereafter, until the date of termination. The Attorney will provide all work documents developed up to the date of termination prior to the District rendering final payment for service, which documents shall be the property of the District.

VI. SUCCESSORS AND ASSIGNS

The District and Attorney each bind the other and their respective successors and assigns, in all respects, to all of the terms, conditions, covenants and provisions of this Agreement, and any assignment or transfer by either party of their respective interests in this Agreement without the written consent of the other party shall be void.

VII. MUTUAL HOLD HARMLESS AND INDEMNIFICATION

District shall indemnify, defend and hold harmless Attorney and any of its officers, employees, agents and representatives from and against any and all liability, loss, costs, causes of actions, demands, attorney 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 Attorney that arises solely from an act, failure or omission on the part of District, or any of its commissioners, officers, employees, agents and representatives in carrying out terms of this Agreement.

Attorney shall indemnify, defend and hold harmless District and any of its officers, employees, agents and representatives from and against any and all liability, loss, costs, causes of actions, demands, attorney 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 District that arises solely from an act, failure or omission on the part of Attorney, or any of its officers, employees, agents, and representatives in carrying out the terms of this Agreement.

VIII. COMPLIANCE WITH LAW

The Attorney and District shall comply with any and all applicable Federal, State and local laws as the same exist and may be amended from time to time. This Agreement shall be governed by the laws of the State of Illinois, and the venue for any claim, action or lawsuit regarding it shall be in Champaign County, Illinois. In compliance, in part with this requirement, Attorney agrees to complete and maintain on file with the District a current Disclosure Affidavit and Dual Representation Affidavit attached hereto and incorporated by reference herein.

IX. INSURANCE

Attorney shall secure, maintain and keep in force, at Attorney's expense Professional Liability Insurance including Errors and Omissions with limits in no case less than \$1,000,000.

X. NATURE OF ATTORNEY'S RELATIONSHIP WITH DISTRICT

The Attorney is acting as an independent contractor and not as an employee of the District.

XI. SEVERABILITY

In the event of any one or more of the provisions contained in this Agreement shall be invalid, illegal, or unenforceable in any respect, such provision shall be deemed severed herefrom, 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.

XII. AMENDMENTS

This Agreement may be amended only by written agreement signed by both the Attorney and the District.

XIII. NOTICE

All notices required under this Agreement shall be in writing and shall be deemed to have been given at the time they are mailed in any general or branch of the United States Postal Service enclosed in a registered or certified postage-paid envelope addressed to the address of the respective party as stated below, or to any changed address either party may have fixed by notice as follows:

Joseph DeLuce, Executive Director
Champaign Park District
706 Kenwood Road
Champaign, Illinois 61821

Guy C. Hall, Attorney
Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd
301 N. Neil, Suite 400
Champaign, Illinois 61820

Any notice of change of address shall be effective only upon receipt.

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

CHAMPAIGN PARK DISTRICT

Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd.

By _____
Timothy P. McMahon, President

By _____
Guy C. Hall

ATTEST

Date _____

By _____
Cindy Harvey, Secretary

Federal Employee ID No. 36-2850001

Date _____

DISCLOSURE AFFIDAVIT

STATE OF ILLINOIS)
) **ss.**
COUNTY OF CHAMPAIGN)

(Fill in State and County in which affidavit is being signed)

SECTION 1. BUSINESS STATUS STATEMENT

I, the undersigned, being duly sworn, do state as follows:

A. Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd.

(Place mark in front of appropriate type of business)

 X Corporation (if a Corporation, complete B)

 Partnership (if a Partnership, complete C)

 Limited Liability Corporation (if an LLC, complete C)

 Individual Proprietorship (if an Individual, complete D)

Federal Tax Identification Number, or in the case of an individual or sole proprietorship,
Social Security Number: 36-2850001

B. CORPORATION

The State of incorporation is Illinois

Registered Agent of Corporation in Illinois: <u>Joseph J. Perkoski, Esq.</u> Name <u>55 W. Monroe St., Ste 800</u> Address <u>Chicago, IL 60603-5144</u> City State, Zip <u>(312) 332-7760</u> Telephone	Business Information: <i>(If Different from Registered Agent):</i> _____ Company Address, Principal Office _____ City, State, Zip _____ Telephone Facsimile _____ Website
--	--

The corporate officers are as follows:

President: Phillip H. Gerner, III

Secretary: Joseph J. Perkoski

Treasurer: Robert E. Riley

C. PARTNERSHIP OR L.L.C.

The partners or members are as follows: *(Attach additional sheets if necessary)*

Name Address City State Zip Telephone

Name Address City State Zip Telephone

Name Address City State Zip Telephone

The business address is _____

Telephone & Fax: _____ Website (if available) _____

D. INDIVIDUAL PROPRIETORSHIP

The business address is _____

Telephone: _____ Fax: _____

My home address is _____

Telephone: _____ Fax: _____

SECTION 2. NON-COLLUSION STATEMENT

A. This proposal, bid or contract is made without any connection or common interest in the profits with any other person other than the Attorney except as listed on a separate attached sheet to the affidavit.

Check One:

_____ Others Interested in Contract X None

B. No department director or any employee or any officer of the Champaign Park District has any financial interest, directly or indirectly, in the award of this contract except as listed on a separate sheet to this affidavit.

C. That the Attorney is not barred from bidding on any contract, if bidding process was used) as a result of violation of 720 ILCS 5/33E-3 and 5/33E-4 (Bid Rigging or Bid Rotating).

**ATTORNEY, Robbins, Schwartz, Nicholas,
Lifton & Taylor, Ltd.**

By: _____
Signature

Printed Name

SUBSCRIBED AND SWORN to before me this day ____ of _____
2016.

(SEAL)

Notary Public
My Commission Expires: _____

DUAL REPRESENTATION AFFIDAVIT

STATE OF ILLINOIS)
) ss.
COUNTY OF CHAMPAIGN)

The undersigned attorney, begin duly sworn, states and as certifies that it will read, review, agree to, and abide by the following Champaign Park District Dual Representation Policy:

I. DEFINITIONS

- A. An "attorney" includes individuals and individuals within the same business organization or firm. The actions of one member of a multi-member firm as attributable to the firm as the "attorney".
- B. A "project" may be a specific undertaking, defined as to scope and duration, or a course of general representation relative to a field of activity.
- C. "Dual Representation" is defined as a situation where:
 - 1. the attorney is engaged to provide or proposes to provide advice and recommendations to the District on either a specific project, a defined phase of a project or on a longer term continuous basis; and
 - 2. the attorney, simultaneously, with the representation of the District, provides or proposes to provide services to another person or entity that has a financial interest in the same project or a defined phase of the project.
- D. "Simultaneous representations" includes those work situations where the attorney is contractually bound to the District and other party to provide services over a defined period of time.

II. FACTORS

Relevant factors in determining dual representation exists or is proposed are the following:

- 1. Conflicting interests exist, i.e., where financial or other gain to one party in the transaction will affect financial or other gain to the other party; and,
- 2. The attorney is in a position to supply information or effectively influence recommendations to either or both parties where the probable result of such information or recommendation may affect a material aspect of the work engaged by the others with financial interests in the transaction. A "material" aspect of the work is some substantial portion of the work in which independent professional judgement is expected from the attorney as opposed to a purely information gathering or drafting.

III. DISCLOSURE

Where dual representation exists or its proposed, the attorney shall provide full information in writing to the District and the other party with respect to the representation of the other party at the earliest possible time that the issue is known to the attorney. Detailed disclosure of the

nature and extent of the services to be rendered and areas where services overlap with that of the District should be provided by the attorney.

IV. CONSENT

- A. Where dual representation exists or is proposed, the attorney hereby agrees that the District shall have the option of:
 - 1. Providing Consent in writing; or
 - 2. Withdrawing from any contractual commitment with the attorney; or
 - 3. Requesting the attorney to not provide the services to the other party.

- B. At preliminary stages of project or in other appropriate situations, it may be appropriate to provide conditional consent. The conditional consent may specify factors, which, if met, provide consent subject to the condition or for a definite duration of time.

- C. The District may, through the Executive Director with the advice of the Park Board of Commissioners or person supervising the work, consent to dual representation if:
 - 1. the District and the other party will mutually benefit from the representation; and
 - 2. (a) either the District and the other party have agreed in advance to the financial responsibilities for the work of the attorney and the financial responsibilities for the project; or
 - (b) the work of the attorney on one phase of the work for the other party will not significantly effect the overall work of the attorney on behalf of the District; and
 - 3. the District and the other parties have been fully informed with respect to all aspects of such dual representation; and
 - 4. sufficient safeguards are in place such that the work of the attorney for the District is effectively reviewed either by the District's staff or by a third-party professional of the District's choice.

**Attorney, Robbins, Schwartz, Nicholas,
Lifton & Taylor, Ltd.**

By: _____
Signature

Printed Name

Title

I, the undersigned, a Notary Public in and for said County and State aforesaid, DO HEREBY CERTIFY, that Guy C. Hall, of Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd., personally known to me, appeared before me this day in person and acknowledged that the foregoing instrument was signed, sealed and delivered as a free and voluntary act, for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this ____ day of _____ A.D.,
2016.

(SEAL)

Notary Public

My commission expires: _____

ADDENDUM TO PROFESSIONAL SERVICES CONTRACT

This Addendum sets forth the rates for professional services to be provided by Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. to the Champaign Park District, a municipal corporation.

	May 1, 2016 through <u>April 30, 2018</u>	May 1, 2018 through <u>April 30, 2019</u>
Attorney / Principal	Rate: \$210.00	Rate: \$215.00
Attorney / Associate	Rate: \$180.00	Rate: \$190.00
Paralegal	Rate: \$110.00	Rate: \$120.00
Law Clerk	Rate \$90.00	Rate: \$100.00

Dated this ____ day of _____, 2016.

CHAMPAIGN PARK DISTRICT

**Robbins, Schwartz, Nicholas, Lifton & Taylor,
Ltd.**

By _____
Timothy P. McMahon, President

By _____
Guy C. Hall

ATTEST

Date _____

By _____
Cindy Harvey, Secretary

Federal Employee ID No. 36-2850001

Date _____



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: April 22, 2016

SUBJECT: Engineering Services Consideration for Hessel Park Restroom

Background

Following the large capital project discussion at the March 28, 2016, Study Session, staff asked MSA Professional Services (MSA) to provide a design/construction document proposal for Hessel Park Phase II including the new sprayground, restroom, and concrete paths. CPD asked MSA specifically—not only for project continuity with Phase I work, but they've been a reliable partner over the years regarding Hessel Park—having a lot of time invested in, and information on-hand, already at Hessel Park (e.g., survey information, park path design) where other A/E firms would need time and resources to "start from scratch".

While the Phase II sprayground and concrete path design scope remain the same, MSA offered three alternate proposals based on the fate of the existing restroom building. Whether or not to add on/renovate the existing restroom building or to raze it and build anew is the larger conversation, and the purpose of this report is to offer information and staff's recommendation on moving forward.

Prior Board Action

Board consensus at the March 28 Study Session was to proceed with construction at Hessel Park in FY16-17 with the new sprayground, restroom, and concrete paths with an \$800,000 project budget. During discussion, a question came up regarding what work has been done on the existing restroom building, and is it worthwhile to add onto the existing restroom building.

Budget Impact

Background: The existing ~ 500 SF Hessel Park restroom structure was itself a 1991 renovation project of a prior restroom structure, built atop re-used slab and foundations of the previous structure—this construction contract was \$55,800 in 1991. In 2013 the restroom roof was replaced at a cost of \$2,950; shortly thereafter, in-house improvement projects including flooring improvements, select toilet and lavatory replacement, and new toilet partitions were put in place. The total material cost for those items was in the \$20-25,000 range.

Renovation versus New Building: Whether CPD renovates or builds new, the resulting new construction will be ~ 1300 SF. Consulting with local architects, estimated cost for a new 1300 SF building of this footprint and construction type would be in the neighborhood of \$190,000. Adding 800 SF onto the existing building, along with renovating the existing structure as

needed, is an estimated 70% of the new building construction, or approximately \$130,000. (Please note these figures are "shooting from the hip".)

Three Design Proposal Options:

- 1) MSA will author bid/construction documents for the entire Phase II scope, with design of expanding the existing building, for \$17,650.
- 2) MSA will author bid/construction documents for the entire Phase II scope, with designing a new restroom building, for \$19,500.
- 3) MSA will author bid/construction documents for the entire Phase II scope, and include BOTH options for general contractors to price (one or the other being a bid alternate) for \$25,075.

Recommended Action

While the basic question is how to proceed with an A/E scope of service agreement—one of which requires Board approval to proceed—it puts into relief the greater conversation of "should we renovate or build new?" Knowing the *exact* cost to execute either option requires MSA to spend the time designing the scope for each, which naturally adds to the fee; then the question becomes, is that additional fee worth the price to know the exact cost of renovate vs. build new (?) only to make the same essential decision with the benefit of finer detail.

While the option to design just the addition/renovation is the least expensive design option, the resulting construction cost will be more (on a per/SF basis) regardless of where the exact numbers fall; moreover, addition/renovation will not address some of this older building's existing problems (e.g., very narrow plumbing chase, cracked concrete slab).

Staff recommends authorizing the Executive Director to enter into what will yield the best long-term value: the \$19,500 agreement with MSA providing construction documents whose scope 1) razes the existing Hessel Park restroom building and 2) provides plans and specification for a brand new restroom building befitting one of our signature parks.

Prepared by:

Reviewed by:

Andrew Weiss
Park Planner and Landscape Architect

Kevin Crump
Director of Operations and Planning



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: April 22, 2016

SUBJECT: Virginia Theatre Ticket Fees

Background

The Champaign Park District currently charges rental clients four different kinds of fees for ticketing services at the Virginia Theatre:

1. Box Office: a flat \$750 fee is charged to offset the cost of staff, ticket printers, and ticket stock;
2. Seat Advisor Box Office (SABO): \$1 per paid admission is charged to cover the cost of the Virginia's third party ticketing system;
3. Credit Card Commission: a 4% commission on the gross of all credit card ticket sales is charged;
4. Restoration: \$1 per paid admission is charged to support the restoration and maintenance of the facility.

For its self-produced programs (films, Youth Theatre, Dance Arts, Special Events, live performances and speaking events), CPD is also charged for ticketing services at the Virginia, paying for SABO, credit card processing, and contributions to the Restoration Fund of the Champaign Parks Foundation.

Ticket Fee Examples:

<u>2015 Ebertfest (Rental)</u>	<u>The Second City (CPD)</u>	<u>2015 CU Ballet (Rental)</u>
Gross Revenue: \$154,928	Gross Revenue: \$31,765	Gross Revenue: \$27,993
Restoration Fees: \$10,220	Restoration Fees: \$1,291	Restoration Fees: \$1,810
Total Ticket Fees: \$17,166	Total Ticket Fees: \$3,030	Total Ticket Fees: \$5,225

The Park Board has directed staff to review the Virginia Theatre's ticketing fees so that an increase to the Restoration Fund fee may be considered.

Prior Board Action

A \$1 per paid admission Restoration Fee was approved by the Board in 2002.

Pros

Increasing the Virginia's Restoration Fee would raise much-needed funds for important repairs, maintenance, major capital projects, and purchases at the facility, including:

- Roof replacement;
- HVAC updates and repairs;
- Maintenance and repair of the Wurlitzer Pipe Organ;
- Theatrical lighting/sound equipment

Cons:

A higher Restoration Fee could also have the following negative impacts:

- Increased ticket service charges paid by the public;
- Greater cost burden for local rental clients;
- Increased tax-payer subsidy of the Virginia;
- Decreased competitiveness of the facility among other venues used by commercial promoters

Options

The Park Board could consider the following options for the Restoration Fee at the Virginia Theatre:

1. Raise the fee by \$1 per paid admission
2. Leave the fee at its current level of \$1 per paid admission
3. Consider a split structure where local productions are charged a lower Restoration Fee and touring productions a higher Restoration Fee.

Prepared by:

Steven Bentz
Director of the Virginia Theatre

Reviewed by:

Joe DeLuce, CPRP
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: April 19, 2016

SUBJECT: Phase 2 Washington Street Drainage Improvements – City Project

Background

The City of Champaign staff presented the Phase 2 Washington Street Drainage Improvements Plan to the Board at the March 30, 2016 Study Session. This project encompasses proposed changes to the district's Glenn Park location including the additions of rain gardens, multi-purpose paths, new lighting fixtures, landscaping islands and decorative stone columns, sited on district property with the proposed maintenance of all but the lighting to fall to the park district.

Prior Board Action

No action has been taken.

Questions Posed and Explanations

How many park lights are in Glenn Park currently? Six, none of which have been changed to LED. These lights have not been converted due to the fact that they are matches to the neighborhood City lights.

How does the addition of the multi-purpose path through the park and the path proposed on city property affect our snow removal costs? The total length of the path and walk on both properties is 2246 feet or .4 miles. After a snow event, the district processes a mile of path at a cost of \$28 per mile. This system will cost approximately \$14 per snow event.

What does the addition of the rain gardens and landscape areas add to the district's plant maintenance program? The plan requests the district to maintain an additional 6218 square feet of planting area (4298 sq. ft. on district property, 1920 sq. ft. on city property). The addition of these areas would represent a 12.4% increase to the 50,000 sq. ft. of current district perennial landscape beds we currently try to maintain. The district employs three (3) part-time staff (PT1) whose primary focus (80% of total hours) is dedicated to the maintenance of these beds. Full-time staff are also utilized for perennial bed maintenance as well, albeit at a lower percentage of their time. Currently, our cost is \$1.37 per square foot of perennial bed, which means adding 6218 sq. ft. equals \$8518.66 in staff labor costs.

Is the playground too close to the proposed entrance drive? Staff has examined the site and the proposed plan and feels confident that enough space exists for patrons to safely use the playground.

Budget Impact

Additional personnel, and the accompanying equipment, may be needed to properly address such a highly visible site, as well as offer relief to an over-burdened system. An alternative may be to remove/reduce current beds within park spaces or "trade" these areas with other City-owned, Park District maintained properties such as the Green Street Entryway or the Healey Street Basin, which would help address these concerns.

Staff Recommendation

Overall, with the proper staffing and equipment, this proposal offers an abundance of potential at a low cost. Staff recommends the Board move forward with an intergovernmental agreement for the ownership and use of property at Glenn Park, and that the agreement be presented to the Board for approval at a future meeting.

Prepared by:

Reviewed by:

Kevin Crump, CPRP
Director of Operations & Planning

Joe DeLuce, CPRP
Executive Director



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuca, Executive Director

DATE: April 21, 2016

SUBJECT: Discussion of Proposed FY17 Operating Budget

Background

To start the process, Finance projected current year FY16 revenues and expenditures. Then staff compiled individual program budgets beginning in late December. Those budgets were then submitted to the respective program manager and director for "approval".

Once the Directors reviewed the program budgets, Finance reviewed and added the personnel costs/benefits, property tax revenues, and facility budget activity. The Finance Director and Executive Director reviewed and adjusted the proposed FY17 budget as presented.

With the recent Park Board approvals of Phase One of Heritage Park and Phase Two of Hessel Park added to the capital budget, the District will utilize excess funds for these projects.

Also included in the proposed FY17 operating budget is a request to reclassify a Part-Time 1 Youth Theatre position to a Full-Time 2 position and Maintenance Worker Full-Time 2 position to a Full-Time 1 position. The personnel requested are included in the board packet.

Summary of FY17 Proposed Budget:

Revenues/Transfers	17,121,480
Expenditures/Transfers (appropriations)	<u>16,949,810</u>
Net Surplus (Deficit)	171,670

Personnel costs for full-time staff (current open positions were not included) was based on 2.5% increase with part-time and seasonal positions budgeted at the hourly rates approved by the Board in January 2016.

To meet the District's commitment to transparency and to satisfy legal requirements, the Budget and Appropriation Ordinance will be made available for public inspection for at least thirty (30) days before it is considered for approval. The current schedule for the budget is as follows:

Tax Update	April 10, 2016	District receives the new fiscal year tax levy amount from the county. Staff reviews the levy allocation and adjusts the amount between funds as needed. Update proposed budget revenue if necessary based on final extension.
Special Meeting	April 27, 2016	FY16 Budget Summary (not full budget book) is presented and discussed (operating & approved capital plan).

Regular Meeting	May 11, 2016	FY16 Budget Summary (not full budget book) is presented and discussed (operating & approved capital plan).
Regular Meeting	May 11, 2016	A Public Hearing is set on the proposed Budget and Appropriation Ordinance. The Ordinance is prepared and made available to the public at the Bresnan Meeting Center for at least 30 days prior to public hearing. <u>Change will require a special meeting in order to accommodate 30-day notice.</u>
Regular Meeting	June 14, 2016	Notice of Public Hearing on the Budget and Appropriation Ordinance is published in the newspaper. - must be at least 7 days prior to approval of ordinance.
Special Meeting	June 22, 2016	Public Hearing on the Budget and Appropriation Ordinance is held. After the hearing, the ordinance is approved by the Board. The Budget and Appropriation Ordinance is approved.
County Clerk's Office	July 22, 2016	A certified copy of the Budget and Appropriation Ordinance and an Estimate of the Revenues to be received are filed with the County Clerk within 30 days after Ordinance is approved.

Budget and Appropriation Ordinance will be made available to the public following the Regular Board Meeting on May 11, 2016, at the Bresnan Meeting Center and officially considered for approval at the June 22, 2016 Special Board Meeting.

Prior Board Action

The Board approved the capital budget for FY17 at the March 9, 2016 Regular Board meeting.

Budget Impact

Champaign Park District proposes total expenditures/transfers in the amount of \$16,949,810 for fiscal year beginning May 1, 2016 and ending April 30, 2017.

Recommended Action

Discussion item only.

Prepared by:

Reviewed by:

Andrea Wallace
Director of Finance and Development

Joe DeLuce, CPRP
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: April 18, 2016

SUBJECT: Personnel Request

Background

The Champaign Park District (District) has 71 Full-Time 1(FT1) positions and 9 Full-Time 2 (FT2) positions since September of 2013. Currently the District has two open positions. The first is a FT2 Trash & Recycling Worker in Operations and the District will be opening this position for applications soon. The other is the FT1 Technical Manager position at the Virginia Theatre. This position was filled with an independent contractor with a one year agreement that will end in July 2016. The District will be accepting applications to fill this position within the next few months.

The District is pleased to have success in the Youth Theatre program and over the past few years it has been more successful with the consistency of one staff member directing the program. This position has been seasonal. However, the work load is now year round. In order to continue to grow this program, staff are recommending that the seasonal position be reclassified to an FT2. Patty Dudley is currently a year round part time employee working over 1,000 hours per year as the Youth Theatre Director. Patty has done an outstanding job leading this program to be one of the best year round programs in the District. We feel in order for this program to continue its success the District needs to support this program with a full-time 2 position and Patty Dudley would be the person to take this program to the next level.

With the increase of the number of parks in the last few years and with new parks being added in the future staff have requested to change the classification of the Trash Recycling Worker from a FT2 to a FT1. It has become difficult for staff in this position working 32 hours per week with the amount of work and the employee in this position would be helpful in the winter months to assist with projects and snow removal.

The proposal would bring all Full-Time staff to 8 with 72 FT1 employees and 9 FT2 employees.

Pros

- These two positions will assist with the improvements in the Youth Theatre program and the efficiency of the Operations Department.
- The Youth Theatre position is currently working over 1,000 hours per year and the employee is already paying into the IMRF pension.
- The Youth Theatre position will allow the program to continue to grow and provide a great experience for the youth in the community
- The Trash Recycling Worker is already working 32 hours per week and receiving most benefits.

- The Trash Recycling Worker position will aid the Operations department during the winter months with projects and snow removal duties.

Cons

- The cost to cover the health insurance for the Youth Theatre position, increased hours and other related benefits.

Prior Board Action

No previous action.

Budget Impact

The position with Youth Theatre is an existing PT1 position. The annual impact to the budget including the increased hours, benefits and taxes will be approximately \$16,009.00. The Trash and Recycling Worker position is an existing FT2 position. The annual impact to the budget including increased hours, benefits and taxes will be approximately \$7,287.00. The total for both position would be \$23,296.00

Recommended Action

Staff recommends that the Board approve the one FT2 position for the coordination of the Youth Theatre program and reclassify the Trash Recycling Worker position from a FT2 to a FT1 position.

Prepared by:

Reviewed by:

Tammy Hoggatt
Director of Human Resources

Joe DeLuce, CPRP
Executive Director

Fund: 01 GENERAL

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	2016-17 FINANCE RECOMMENDED BUDGET
ESTIMATED REVENUES						
PROPERTY TAX REVENUE						
41010	PROPERTY TAXES	5,284,300	5,326,140	5,338,140	5,338,140	5,403,300
	PROPERTY TAX REVENUE	5,284,300	5,326,140	5,338,140	5,338,140	5,403,300
CHARGE FOR SERVICE REVENUE						
49115	PROGRAM FEES	131,080	128,060	126,140	128,170	133,150
	CHARGE FOR SERVICE REVENUE	131,080	128,060	126,140	128,170	133,150
CONTRIBUTIONS/SPONSORSHIPS						
47100	SPONSORSHIPS			1,750	1,750	2,500
47105	Donations					
	CONTRIBUTIONS/SPONSORSHIPS			1,750	1,750	2,500
INTEREST INCOME						
43030	INTEREST	13,170	7,500	29,420	27,000	27,000
	INTEREST INCOME	13,170	7,500	29,420	27,000	27,000
SPECIAL RECEIPTS						
44100	RENTAL INCOME	1,450		1,270	1,350	1,350
46150	SPECIAL RECEIPTS	18,830	13,000	28,850	21,470	18,000
46160	OTHER REIMBURSEMENTS					
47200	GRANT PROCEEDS	1,250,000				
	SPECIAL RECEIPTS	1,270,280	13,000	30,120	22,820	19,350
TRANSFERS FROM OTHER FUNDS						
46500	TRANSFER IN	128,990	137,600	85,040	137,600	
	TRANSFERS FROM OTHER FUNDS	128,990	137,600	85,040	137,600	
TOTAL ESTIMATED REVENUES		6,827,820	5,612,300	5,610,610	5,655,480	5,585,300
APPROPRIATIONS						
SALARIES AND WAGES						
70001	EXECUTIVE DIRECTOR	111,900	125,900	109,640	126,340	129,410
70101	DEPARTMENT HEAD	321,950	307,550	313,780	333,730	370,200
70301	OFFICE STAFF/SUPPORT	260,520	254,080	227,280	253,930	297,970
70302	OFFICE STAFF/SUPPORT OT					
70501	MANAGERS/SUPERVISORS	385,360	402,400	350,740	383,110	351,900
70601	OPERATIONS STAFF	674,640	719,210	653,620	691,910	800,540
70602	OPERATIONS STAFF OT					820
70901	BUILDING SERVICE WORKER	27,670	28,930	26,740	28,500	29,250
70902	BUILDING SERVICE WORKER OT					
71001	PROGRAM/FACILITY DIR.	41,850	45,530	39,610	42,000	43,750
80303	PT OFFICE STAFF/SUPPORT	67,750	104,390	56,850	62,460	70,090
80304	PT OFFICE STAFF/SUPPORT OT					
80903	PT BUILDING SERVICE WORKER	270	1,850	240	400	110
81503	PT GENERAL STAFF					
82703	PT SEASONAL STAFF	210,950	382,910	238,970	300,010	477,470
82704	PT SEASONAL STAFF OT					1,100
	SALARIES AND WAGES	2,102,860	2,372,750	2,017,470	2,222,390	2,572,610
FRINGE BENEFITS						
53132	DENTAL INSURANCE	13,170	13,710	13,950	14,950	14,420
53133	MEDICAL HEALTH INSURANCE	260,720	321,110	275,800	289,000	300,880
53134	LIFE INSURANCE	5,670	6,600	6,230	6,650	5,920
53137	EMPLOYEE ASSISTANCE PROGRAM	1,460	1,520	1,170	1,590	1,500

Fund: 01 GENERAL

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	2016-17 FINANCE RECOMMENDED BUDGET
APPROPRIATIONS						
FRINGE BENEFITS						
83003	ALLOWANCES/REIMBURSEMENTS	50,040	60,220	56,100	69,050	62,840
	FRINGE BENEFITS	331,060	403,160	353,250	381,240	385,560
CONTRACTUAL						
54201	POSTAGE AND MAILING	4,960	5,450	5,570	5,500	5,360
54202	PRINTING AND DUPLICATING	3,510	16,870	7,900	11,220	13,950
54204	STAFF MEETINGS	2,880	3,670	1,690	2,140	4,570
54205	LEGAL PUBLICATIONS/NOTICES	8,410	9,800	13,760	14,600	13,720
54206	ADVERTISING/PUBLICITY	18,810	22,350	21,990	21,850	23,700
54207	STAFF TRAINING	8,080	18,640	9,210	8,950	19,120
54208	MEMBERSHIPS, DUES AND FEES	15,060	17,640	17,660	17,670	16,300
54209	CONFERENCE AND TRAVEL	20,210	26,400	23,290	25,570	37,240
54210	BOARD EXPENSE	13,500	14,900	11,300	11,200	12,000
54212	ATTORNEY FEES	96,910	78,000	104,410	117,500	98,000
54214	ARCHITECT AND ENGINEERING FEES	76,380	125,000	65,230	128,340	125,000
54215	PROFESSIONAL FEES	85,810	140,100	76,180	140,100	147,000
54234	LANDFILL FEES	30,750	30,150	22,750	30,020	30,100
54236	AUTO ALLOWANCE	270	500	290	290	500
54240	OFFICE EQUIPMENT REPAIRS	760	1,000	90	150	1,000
54241	VEHICLE REPAIR	13,460	13,400	17,310	22,050	14,400
54242	EQUIPMENT REPAIR	2,610	8,650	5,970	7,870	8,050
54245	BUILDING REPAIR	23,030	17,750	6,100	11,690	16,500
54250	EQUIPMENT RENTAL	12,380	16,980	10,440	11,450	14,250
54253	PEST CONTROL	780	1,160	1,060	1,160	1,520
54254	SERVICE CONTRACTS	33,630	43,330	35,210	42,870	41,840
54255	LICENSE AND FEES	12,130	20,310	10,880	18,840	21,840
54260	SERVICE CONTRACTS - FACILITIES	8,520	7,920	5,140	7,200	7,000
54261	SERVICE CONTRACTS	42,890	55,850	27,770	41,850	51,850
54262	OTHER SERVICE CONTRACTS	16,020				
54263	CONTRACTUAL MOWING	118,550	111,000	110,070	111,000	126,000
54264	CELL PHONE EXPENSE	5,720	6,500	5,050	5,300	5,600
54265	SUBSCRIPTIONS	610	820	1,210	1,520	1,190
54266	INTERNET SERVICES					
54270	PERSONNEL COSTS	12,000	17,600	12,890	17,600	24,620
54271	PETTY CASH					
54275	HEALTH AND WELLNESS	3,670	8,650	3,810	4,000	8,650
54280	OTHER CONTRACTUAL SERVICES	6,820	97,430	18,750	54,400	50,640
54281	CONTRACTUAL PERSONNEL		200			200
54282	INTERN STIPEND	3,550	5,700	1,200	1,670	4,700
54285	CONTRACTUAL ENTERTAINMENT	350	500			500
54291	PARK AND RECREATION EXCELLENCE	1,010	6,000	800	1,340	14,500
59412	PROPERTY/SALES TAX	290	2,200	290	480	500
59414	CREDIT CARD FEES	620	1,500	490	650	1,500
59416	DEPRECIATION EXPENSE					
90000	EXTRAORDINARY LOSS-INVESTMENT	93,600		11,910	10,000	
	CONTRACTUAL	798,540	953,920	667,670	908,040	963,410
COMMODITIES/SUPPLIES						
55301	OFFICE SUPPLIES	27,870	19,480	14,780	15,050	16,780
55302	ENVELOPES AND STATIONARY	900	1,500	1,450	2,410	1,750
55303	DUPLICATING SUPPLIES	2,330	2,500	1,690	2,570	3,500
55304	CHECKS AND BANK SUPPLIES	1,790	2,060	1,510	1,500	2,000
55305	PHOTOGRAPHIC SUPPLIES	170	410	530	890	1,110
55307	BOOKS AND MANUSCRIPTS	1,730	2,970	870	2,110	1,410

Fund: 01 GENERAL

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	2016-17 FINANCE RECOMMENDED BUDGET
APPROPRIATIONS						
COMMODITIES/SUPPLIES						
55308	FIRST AID/MEDICAL SUPPLIES	4,260	8,000	2,230	5,000	5,000
55309	SAFETY SUPPLIES	6,280	3,820	3,660	3,800	6,900
55315	STAFF UNIFORMS	8,090	23,030	18,920	21,420	28,350
55316	PARTICIPANT UNIFORMS	910	3,000	290	490	3,000
55319	MONTHLY RUNNING VENDOR EXPENSES					
55320	BUILDING MAINTENANCE SUPPLIES	28,450	39,600	17,170	24,230	32,250
55321	LANDSCAPE SUPPLIES	26,360	37,800	34,450	45,100	40,300
55322	CLEANING /JANITORIAL SUPPLIES	4,120	5,600	4,190	5,880	6,600
55323	PLAYGROUND MAINTENANCE SUPPLIES	6,750	8,000	7,520	10,000	10,000
55324	PRESCRIBED BURN SUPPLIES	4,240	2,000	1,970	1,970	1,500
55325	EQUIPMENT AND TOOLS	22,000	25,700	19,210	22,190	24,000
55326	SHOP EQUIPMENT AND SUPPLIES	7,490	7,000	4,830	5,800	8,000
55327	VEHICLE/EQUIPMENT REPAIR PARTS	47,540	41,900	35,530	40,060	48,900
55328	AMENITY MAINTENANCE SUPPLIES	8,160	9,000	9,230	10,000	10,000
55329	OFFICE/ EQUIPMENT VALUE <\$10000	7,920	25,000	13,420	25,710	42,000
55330	GAS,FUEL,GREASE AND OIL	65,630	87,500	41,930	69,710	80,500
55331	CHEMICALS	15,760	46,000	14,650	34,300	29,600
55332	PAINTS	600	2,300	420	430	2,000
55333	PLANT MATERIALS	113,200	122,290	109,680	118,000	130,920
55348	FLOWERS AND CARDS	1,110	500	1,040	730	500
55349	PLAQUES, AWARDS AND PRIZES	3,980	6,030	3,040	1,640	7,640
55350	RECREATION/PROGRAM SUPPLIES	8,410	4,200	2,910	3,430	3,950
55352	FISH RESTOCKING					4,000
55354	FOOD SUPPLIES	1,080	3,400	820	1,260	2,600
COMMODITIES/SUPPLIES		427,130	540,590	367,940	475,680	555,060
UTILITIES						
56230	SANITARY FEES AND CHARGES	26,800	17,600	12,040	14,410	22,700
56231	GAS AND ELECTRICITY	35,810	44,600	34,410	37,220	46,000
56232	WATER	35,300	62,600	50,530	58,120	62,100
56233	TELECOMM EXPENSE	20,080	22,860	22,750	24,090	23,790
UTILITIES		117,990	147,660	119,730	133,840	154,590
ROUTINE/PERIODIC MAINTENANCE						
58001	PERIODIC MAINTENANCE	94,630	147,000	99,210	150,800	95,000
58002	ROUTINE MAINTENANCE	85,190	113,000	96,760	103,600	130,000
ROUTINE/PERIODIC MAINTENANCE		179,820	260,000	195,970	254,400	225,000
CAPITAL OUTLAY						
61501	OFFICE EQUIPMENT	540				
61504	VEHICLES / EQUIPMENT					
61508	PARK CONSTRUCTION/IMPROVEMENTS	88,580				10,000
61515	REPAIR PROJECTS AND EQUIPMENT					
61520	LAND ACQUISITION/DEVELOPMENT					
61599	CAPITAL OUTLAY					
99000	COUNTRIBUTION OF PROP AND EQUI					
CAPITAL OUTLAY		89,120				10,000
TRANSFERS TO OTHER FUNDS						
59409	TRANSFERS TO OTHER FUNDS	2,368,000	1,228,600	1,228,600	1,228,600	100,000
TRANSFERS TO OTHER FUNDS		2,368,000	1,228,600	1,228,600	1,228,600	100,000
TOTAL APPROPRIATIONS		6,414,520	5,906,680	4,950,630	5,604,190	4,966,230

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	FINANCE	2016-17 RECOMMENDED BUDGET
NET OF REVENUES/APPROPRIATIONS - FUND 01		413,300	(294,380)	659,980	51,290		619,070
BEGINNING FUND BALANCE		6,473,440	6,886,680	6,886,680	6,886,680		6,937,970
ENDING FUND BALANCE		6,886,740	6,592,300	7,546,660	6,937,970		7,557,040

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Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	2016-17 FINANCE RECOMMENDED BUDGET
ESTIMATED REVENUES						
PROPERTY TAX REVENUE						
41010	PROPERTY TAXES	1,862,510	1,940,620	1,920,100	1,920,200	1,963,110
	PROPERTY TAX REVENUE	<u>1,862,510</u>	<u>1,940,620</u>	<u>1,920,100</u>	<u>1,920,200</u>	<u>1,963,110</u>
CHARGE FOR SERVICE REVENUE						
42100	SEASON TICKET SALES	114,320	118,700	116,100	108,510	109,210
42105	DAILY ADMISSION SALES	161,570	171,140	225,750	225,750	204,530
48110	BALL MACHINE USAGE	570	600	880	800	690
48111	RANDOM COURT TIME	99,410	87,700	91,650	87,000	96,860
48112	PRIVATE LESSONS	32,050	31,120	34,750	31,800	34,430
48115	RACQUET STRINGING	860	250	1,520	1,230	1,760
48120	VENDING MACHINE SALES					
49115	PROGRAM FEES	988,230	1,038,180	1,123,340	1,114,730	1,025,090
49116	VENDOR PORTION OF INCOME	(40,030)	(57,710)	(47,130)	(59,770)	(79,620)
49165	NON RESIDENT FEES					
49175	SPECIAL EVENTS	820	2,610	5,840	5,560	380
49260	MEMBERSHIP FEES	70,070	92,280	94,460	95,770	112,790
49310	CASH OVER/SHORT					
	CHARGE FOR SERVICE REVENUE	<u>1,427,870</u>	<u>1,484,870</u>	<u>1,647,160</u>	<u>1,611,380</u>	<u>1,506,120</u>
CONTRIBUTIONS/SPONSORSHIPS						
47100	SPONSORSHIPS		1,500	8,840	3,010	15,400
	CONTRIBUTIONS/SPONSORSHIPS		<u>1,500</u>	<u>8,840</u>	<u>3,010</u>	<u>15,400</u>
MERCHANDISE/CONCESSION REV						
48100	CONCESSION REVENUE	96,970	105,930	120,250	125,770	123,490
48105	MERCHANDISE FOR RESALE	4,040	4,150	5,230	4,790	5,430
48171	CONCESSIONS					
48239	MERCHANDISE FOR RESALE	150	900	340	340	1,550
48392	MERCHANDISE FOR RESALE					
	MERCHANDISE/CONCESSION REV	<u>101,160</u>	<u>110,980</u>	<u>125,820</u>	<u>130,900</u>	<u>130,470</u>
INTEREST INCOME						
43030	INTEREST	6,120	5,500	6,440	5,800	5,800
	INTEREST INCOME	<u>6,120</u>	<u>5,500</u>	<u>6,440</u>	<u>5,800</u>	<u>5,800</u>
SPECIAL RECEIPTS						
44100	RENTAL INCOME	150,540	138,820	138,070	141,540	142,750
46150	SPECIAL RECEIPTS	122,730	123,690	42,390	40,670	40,450
46160	OTHER REIMBURSEMENTS	2,640	620	1,120	1,850	3,500
47200	GRANT PROCEEDS	26,240	18,500			19,500
	SPECIAL RECEIPTS	<u>302,150</u>	<u>281,630</u>	<u>181,580</u>	<u>184,060</u>	<u>206,200</u>
TOTAL ESTIMATED REVENUES		<u>3,699,810</u>	<u>3,825,100</u>	<u>3,889,940</u>	<u>3,855,350</u>	<u>3,827,100</u>
APPROPRIATIONS						
SALARIES AND WAGES						
70101	DEPARTMENT HEAD	64,970	70,160	41,980	47,080	41,000
70301	OFFICE STAFF/SUPPORT	80,210	119,910	80,860	85,420	58,220
70302	OFFICE STAFF/SUPPORT OT					
70501	MANAGERS/SUPERVISORS	176,250	214,430	162,960	215,880	99,510
70601	OPERATIONS STAFF	27,820	33,280	32,250	33,280	36,700
70602	OPERATIONS STAFF OT					
70901	CUSTODIAL	38,670	38,980	37,120	39,280	40,360
71001	PROGRAM/FACILITY DIR.	240,010	239,820	281,190	286,980	362,810

Fund: 02 RECREATION

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	2016-17 FINANCE RECOMMENDED BUDGET
APPROPRIATIONS						
SALARIES AND WAGES						
71002	PROGRAM/FACILITY DIR. OT					
80303	PT OFFICE STAFF/SUPPORT	130,920	142,740	143,270	147,270	155,370
80304	PT OFFICE STAFF/SUPPORT OT					
80903	PT BUILDING SERVICE WORKER	20,210	35,450	27,840	30,780	30,810
80904	PT BUILDING SERVICE WORKER OT					
81003	PT PROGRAM DIRECTOR\SUPERVISOR	73,060	67,800	67,400	78,900	83,080
81103	PT SPORTS OFFICIAL	81,330	85,350	56,890	70,100	74,540
81303	PT ASSISTANT DIRECT SUPRVISOR	79,420	92,820	94,550	115,300	100,370
81403	PT INSTRUTOR	153,350	163,740	149,420	164,950	122,520
81503	PT GENERAL STAFF	82,640	103,020	85,960	89,920	69,350
81603	PT SCOREKEEPERS	580	980			
81703	PT DAY CAMP STAFF/LIFE GUARD	376,530	405,570	383,210	455,660	412,670
81803	PT SITE SUPERVISORS	17,880	31,630	26,160	25,500	55,890
81903	PT BUILDING OPENER	3,010	5,170	2,600	2,970	2,670
82703	PT SEASONAL STAFF	43,910	56,210	38,970	55,680	50,080
	SALARIES AND WAGES	1,690,770	1,907,060	1,712,630	1,944,950	1,795,950
FRINGE BENEFITS						
53132	DENTAL INSURANCE	5,490	5,520	5,920	6,060	5,680
53133	MEDICAL HEALTH INSURANCE	95,990	151,190	110,470	114,170	121,080
53134	LIFE INSURANCE	2,340	2,400	2,320	2,390	2,230
53137	EMPLOYEE ASSISTANCE PROGRAM	580	620	460	520	620
83003	ALLOWANCES/REIMBURSEMENTS	12,190	16,560	20,910	23,950	22,030
	FRINGE BENEFITS	116,590	176,290	140,080	147,090	151,640
CONTRACTUAL						
54201	POSTAGE AND MAILING	18,390	21,540	19,440	21,890	21,960
54202	PRINTING AND DUPLICATING	29,160	32,130	28,450	31,310	32,340
54204	STAFF MEETINGS	390	1,230	750	680	2,200
54205	LEGAL PUBLICATIONS/NOTICES	280	300	370	420	300
54206	ADVERTISING/PUBLICITY	1,540	8,250	2,790	4,620	10,590
54207	STAFF TRAINING	15,030	12,990	15,500	24,020	17,010
54208	MEMBERSHIPS, DUES AND FEES	4,350	4,480	5,460	4,610	8,490
54209	CONFERENCE AND TRAVEL	9,250	11,500	8,010	7,930	12,570
54215	PROFESSIONAL FEES	2,700	14,500	7,200	6,030	10,000
54234	LANDFILL FEES	4,070	6,050	3,120	3,840	4,270
54236	AUTO ALLOWANCE	460	1,360	420	500	1,300
54240	OFFICE EQUIPMENT REPAIRS		350		100	350
54241	VEHICLE REPAIR		1,000	700	690	1,000
54242	EQUIPMENT REPAIR	210	10,120	9,120	10,330	12,020
54245	BUILDING REPAIR	32,750	28,190	60,540	47,440	27,150
54250	EQUIPMENT RENTAL	9,970	11,320	11,060	13,080	10,080
54251	RENTAL FACILITIES	4,980	5,120	5,220	6,760	8,270
54253	PEST CONTROL	3,730	4,040	3,190	3,570	3,750
54254	SERVICE CONTRACTS	4,590	13,410	4,830	5,010	14,590
54255	LICENSE AND FEES	300	1,450	90	330	1,550
54260	SERVICE CONTRACTS-FACILITIES	57,450	65,100	54,300	60,210	67,030
54261	SERVICE CONTRACTS-GROUNDS	4,830	8,000	7,110	10,000	10,000
54264	CELL PHONE EXPENSE	1,090	1,250	710	1,130	830
54265	SUBSCRIPTIONS	200	810	870	820	1,100
54266	INTERNET SERVICES					
54270	PERSONNEL COSTS					
54271	PETTY CASH	50				
54280	OTHER CONTRACTUAL SERVICES	4,210	6,440	11,130	14,990	8,270

Fund: 02 RECREATION

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	2016-17 FINANCE RECOMMENDED BUDGET
APPROPRIATIONS						
CONTRACTUAL						
54281	CONTRACTUAL PERSONNEL	7,470	9,500	8,190	9,420	15,250
54282	INTERN STIPEND	5,000	13,200	3,200	3,200	7,200
54285	CONTRACTUAL ENTERTAINMENT	1,190	750	1,370	1,840	2,900
54289	PROGRAM REGISTRATION FEES					
54299	FIELD/SPECIAL TRIPS	84,490	71,100	59,290	74,060	81,070
59412	PROPERTY/SALES TAX	8,220	9,890	10,610	12,300	11,160
59414	CREDIT CARD FEES	26,440	26,270	28,710	32,770	4,000
CONTRACTUAL		342,790	401,640	371,750	413,900	408,600
COMMODITIES/SUPPLIES						
55301	OFFICE SUPPLIES	6,230	6,090	4,580	4,270	4,300
55302	ENVELOPES AND STATIONARY	200	200			200
55303	DUPLICATING SUPPLIES	1,860	2,210	1,520	1,790	2,320
55304	CHECKS AND BANK SUPPLIES					
55305	PHOTOGRAPHIC SUPPLIES					200
55307	BOOKS AND MANUSCRIPTS	920	2,210	830	940	2,290
55308	FIRST AID/MEDICAL SUPPLIES	1,910	2,000	1,130	1,890	3,710
55315	STAFF UNIFORMS	7,370	7,560	10,270	16,420	8,530
55316	PARTICIPANT UNIFORMS	21,370	23,070	21,620	23,430	29,770
55320	BUILDING MAINTENANCE SUPPLIES	46,090	54,450	33,710	37,270	57,900
55321	LANDSCAPE SUPPLIES	15,830	20,000	16,650	20,000	13,500
55322	CLEANING /JANITORIAL SUPPLIES	14,250	14,880	12,810	14,780	15,000
55325	EQUIPMENT AND TOOLS	2,270	7,800	2,640	4,000	5,320
55327	VEHICLE/EQUIPMENT REPAIR PARTS	900	5,310	3,860	5,300	5,300
55329	OFFICE/ EQUIPMENT VALUE <\$10000					7,000
55330	GAS,FUEL,GREASE AND OIL	9,940	11,820	6,200	8,800	8,700
55331	CHEMICALS	19,060	27,500	36,610	38,540	39,000
55332	PAINTS	200	200	200	200	10,600
55333	PLANT MATERIALS	3,270	8,000	510	1,000	4,000
55348	FLOWERS AND CARDS	10	130	50		130
55349	PLAQUES, AWARDS AND PRIZES	10,390	14,810	14,430	15,210	16,020
55350	RECREATION/PROGRAM SUPPLIES	69,130	84,560	51,250	60,190	78,140
55354	FOOD SUPPLIES	15,670	22,260	19,160	18,100	27,610
55360	MERCHANDISE FOR RESALE	55,230	50,240	55,050	57,050	43,630
COMMODITIES/SUPPLIES		302,100	365,300	293,080	329,180	383,170
UTILITIES						
56230	SANITARY FEES AND CHARGES	14,690	19,480	6,970	8,240	12,090
56231	GAS AND ELECTRICITY	204,530	231,770	186,420	201,400	240,000
56232	WATER	57,100	90,160	60,380	65,500	87,840
56233	TELECOMM EXPENSE	33,220	33,860	30,720	36,650	33,680
UTILITIES		309,540	375,270	284,490	311,790	373,610
ROUTINE/PERIODIC MAINTENANCE						
58001	PERIODIC MAINTENANCE	36,600	128,160	124,500	138,500	
58002	ROUTINE MAINTENANCE		10,000	6,580	10,000	10,000
ROUTINE/PERIODIC MAINTENANCE		36,600	138,160	131,080	148,500	10,000
CAPITAL OUTLAY						
61504	VEHICLES / EQUIPMENT					10,000
61508	FACILITY IMPROVEMENTS	313,610				
61515	REPAIR PROJECTS AND EQUIPMENT					
CAPITAL OUTLAY		313,610				10,000

Fund: 02 RECREATION

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	2016-17 FINANCE RECOMMENDED BUDGET
APPROPRIATIONS						
TRANSFERS TO OTHER FUNDS						
59409	TRANSFERS TO OTHER FUNDS	184,600	517,000	472,250	517,000	
	TRANSFERS TO OTHER FUNDS	184,600	517,000	472,250	517,000	
TOTAL APPROPRIATIONS		3,296,600	3,880,720	3,405,360	3,812,410	3,132,970
NET OF REVENUES/APPROPRIATIONS - FUND 02		403,210	(55,620)	484,580	42,940	694,130
	BEGINNING FUND BALANCE	2,212,450	2,615,670	2,615,670	2,615,670	2,658,610
	ENDING FUND BALANCE	2,615,660	2,560,050	3,100,250	2,658,610	3,352,740

Fund: 03 MUSEUM

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	2016-17 FINANCE RECOMMENDED BUDGET
ESTIMATED REVENUES						
PROPERTY TAX REVENUE						
41010	PROPERTY TAXES	1,261,750	1,312,080	1,311,820	1,311,820	1,342,800
	PROPERTY TAX REVENUE	1,261,750	1,312,080	1,311,820	1,311,820	1,342,800
CHARGE FOR SERVICE REVENUE						
42100	SEASON TICKET SALES		13,320			13,320
47111	RESTORATION FEE			90		
49100	ADMINISTRATIVE FEES	21,660	54,930	7,520	7,520	
49115	PROGRAM FEES	1,326,500	1,411,750	1,557,710	1,650,930	1,767,590
49116	VENDOR PORTION OF INCOME	(831,150)	(749,120)	(641,200)	(766,370)	(768,120)
49175	SPECIAL EVENTS	270	250	440	440	560
49260	MEMBERSHIP FEES	60				
	CHARGE FOR SERVICE REVENUE	517,340	731,130	924,560	892,520	1,013,350
CONTRIBUTIONS/SPONSORSHIPS						
47100	SPONSORSHIPS	38,130	32,320	39,940	39,920	62,870
47258	DONATIONS		100			
	CONTRIBUTIONS/SPONSORSHIPS	38,130	32,420	39,940	39,920	62,870
MERCHANDISE/CONCESSION REV						
48100	CONCESSION REVENUE	95,190	69,940	86,130	70,640	71,000
48239	MERCHANDISE FOR RESALE	8,210	16,800	9,270	2,120	2,000
48257	MERCHANDISE FOR RESALE	170	200	220	220	300
	MERCHANDISE/CONCESSION REV	103,570	86,940	95,620	72,980	73,300
INTEREST INCOME						
43030	INTEREST	2,520	2,100	3,920	3,870	3,900
	INTEREST INCOME	2,520	2,100	3,920	3,870	3,900
SPECIAL RECEIPTS						
44100	RENTAL INCOME	116,410	91,460	29,980	43,770	15,700
46150	SPECIAL RECEIPTS	15,070	18,560	9,130	8,980	12,970
46160	OTHER REIMBURSEMENTS	51,040	75,000	18,190	29,990	
47200	GRANT PROCEEDS	7,300				6,500
	SPECIAL RECEIPTS	189,820	185,020	57,300	82,740	35,170
TOTAL ESTIMATED REVENUES		2,113,130	2,349,690	2,433,160	2,403,850	2,531,390
APPROPRIATIONS						
SALARIES AND WAGES						
70101	DEPARTMENT HEAD	65,940	70,130	64,400	75,030	102,340
70301	OFFICE STAFF/SUPPORT	50,000	49,460	48,760	51,410	52,640
70302	OFFICE STAFF/SUPPORT OT					
70501	MANAGERS/SUPERVISORS	118,510	125,870	62,730	55,260	96,470
70901	BUILDING SERVICE WORKER	59,390	62,910	32,740	34,730	35,440
70902	BUILDING SERVICE WORKER OT	480		50	80	70
71001	PROGRAM/FACILITY DIR.	108,930	107,630	128,440	148,750	166,290
80303	PT OFFICE STAFF/SUPPORT	66,380	62,810	79,670	84,210	61,600
80304	PT OFFICE STAFF/SUPPORT OT					
80903	PT BUILDING SERVICE WORKER	9,000	8,150	10,050	8,590	9,500
80904	PT BUILDING SERVICE WORKER OT					
81003	PT PROGRAM DIRECTOR/SUPERVISOR	41,990	22,720	27,020	32,520	39,680
81303	PT ASSISTANT DIRECT SUPRVISOR	11,010	14,500	17,700	19,150	19,650
81403	PT INSTRUCTOR	76,900	84,920	70,050	75,980	48,350
81503	PT GENERAL STAFF	57,800	62,130	46,700	60,300	49,410

Fund: 03 MUSEUM

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	2016-17 FINANCE RECOMMENDED BUDGET
APPROPRIATIONS						
SALARIES AND WAGES						
81703	PT DAY CAMP STAFF/LIFE GUARD	40,470	51,700	46,070	48,000	53,000
81704	PT DAY CAMP STAFF/LIFE GRD OT					
82503	PT VT HOUSE STAFF	30,160	13,950	21,000	21,930	21,930
82504	PT VT HOUSE STAFF OT	610		310		
82603	PT VT RENATL STAFF	27,990	24,000	39,440	40,140	40,000
82604	PT VT RENTAL STAFF OT	8,230	6,500	13,190	13,390	13,350
	SALARIES AND WAGES	773,790	767,380	708,320	769,470	809,720
FRINGE BENEFITS						
53132	DENTAL INSURANCE	2,690	3,600	2,420	2,380	2,440
53133	MEDICAL HEALTH INSURANCE	66,690	90,350	64,190	71,070	85,150
53134	LIFE INSURANCE	1,250	1,290	1,120	1,150	1,160
53137	EMPLOYEE ASSISTANCE PROGRAM	340	350	200	220	
83003	ALLOWANCES/REIMBURSEMENTS	11,340	8,700	16,090	19,640	11,360
	FRINGE BENEFITS	82,310	104,290	84,020	94,460	100,110
CONTRACTUAL						
54150	EQUIPMENT RENTAL					
54201	POSTAGE AND MAILING	13,030	18,890	14,890	15,050	14,620
54202	PRINTING AND DUPLICATING	34,900	38,310	38,650	39,570	38,900
54204	STAFF MEETINGS	610	800	290	480	900
54205	LEGAL PUBLICATIONS/NOTICES	90	250			250
54206	ADVERTISING/PUBLICITY	40,960	31,000	20,750	17,030	22,560
54207	STAFF TRAINING	3,170	3,760	950	1,250	1,950
54208	MEMBERSHIPS, DUES AND FEES	1,110	2,300	2,940	2,380	1,520
54209	CONFERENCE AND TRAVEL	2,740	5,500	8,400	8,970	7,200
54215	PROFESSIONAL FEES	610	700	600	600	700
54220	INSURANCE EXPENSE	1,140	2,250	960	1,600	3,250
54234	LANDFILL FEES	10,710	10,320	7,270	8,530	11,750
54236	AUTO ALLOWANCE		900	350	230	900
54240	OFFICE EQUIPMENT REPAIRS		150			100
54241	VEHICLE REPAIR	60	500			500
54242	EQUIPMENT REPAIR	4,950	3,270	5,670	6,370	6,390
54245	BUILDING REPAIR	18,910	5,400	28,570	28,630	27,900
54250	EQUIPMENT RENTAL	99,220	87,110	110,640	117,550	107,980
54251	RENTAL FACILITIES	28,460	36,370	36,260	35,060	36,260
54253	PEST CONTROL	1,370	1,450	1,320	1,410	1,370
54254	SERVICE CONTRACTS	2,470	1,900	2,900	2,840	3,040
54255	LICENSE AND FEES	13,920	13,270	7,140	6,610	9,150
54260	SERVICE CONTRACTS-FACILITIES	5,420	14,740	10,450	12,830	13,100
54264	CELL PHONE EXPENSE	260	540	120	100	540
54265	SUBSCRIPTIONS	210	1,320	60	60	160
54266	INTERNET SERVICES					
54270	PERSONNEL COSTS					
54271	PETTY CASH	50		20		
54280	OTHER CONTRACTUAL SERVICES	44,430	36,720	50,440	48,780	61,590
54281	CONTRACTUAL PERSONNEL	33,620	32,720	61,080	68,090	54,640
54282	INTERN STIPEND		3,600	2,520	2,550	3,600
54285	CONTRACTUAL ENTERTAINMENT	112,530	248,300	168,580	99,890	78,670
54291	PARK AND RECREATION EXCELLENCE					
54292	SCHOLARSHIPS					
54299	FIELD/SPECIAL TRIPS	2,630	1,380	4,590	4,580	7,710
59412	PROPERTY/SALES TAX	7,720	6,120	5,300	5,700	
59414	CREDIT CARD FEES	12,860	25,600	32,380	31,160	23,230

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	2016-17 FINANCE RECOMMENDED BUDGET
APPROPRIATIONS						
CONTRACTUAL						
CONTRACTUAL		498,160	635,440	624,090	567,900	540,430
COMMODITIES/SUPPLIES						
55301	OFFICE SUPPLIES	1,810	2,160	2,510	2,840	2,520
55302	ENVELOPES AND STATIONARY	230	420			200
55303	DUPLICATING SUPPLIES	860	850	470	530	950
55304	CHECKS AND BANK SUPPLIES					
55305	PHOTOGRAPHIC SUPPLIES		100	10	10	310
55307	BOOKS AND MANUSCRIPTS	70	250	890	1,220	250
55308	FIRST AID/MEDICAL SUPPLIES	1,030	1,200	910	910	1,200
55315	STAFF UNIFORMS	670	990	1,130	1,610	1,700
55316	PARTICIPANT UNIFORMS	2,940	3,150	2,160	2,760	3,210
55320	BUILDING MAINTENANCE SUPPLIES	20,860	20,000	13,150	19,480	25,800
55321	LANDSCAPE SUPPLIES			300	300	300
55322	CLEANING /JANITORIAL SUPPLIES	7,900	10,250	7,350	7,250	7,600
55327	VEHICLE/EQUIPMENT REPAIR PARTS	760	1,000	280	470	1,000
55330	GAS,FUEL,GREASE AND OIL	1,400	1,690	790	1,230	240
55348	FLOWERS AND CARDS		70	30	40	70
55349	PLAQUES, AWARDS AND PRIZES	1,270	2,700	2,020	520	5,570
55350	PROGRAM/RECREATION SUPPLIES	36,090	56,300	39,460	44,130	55,280
55351	ANIMAL SUPPLIES	3,150	2,200	2,870	2,870	2,900
55354	FOOD SUPPLIES	9,170	11,700	10,580	12,390	11,310
55355	ANIMAL FEED	9,070	10,000	8,670	8,670	10,000
55360	MERCHANDISE FOR RESALE	30,370	15,200	30,720	28,920	18,500
COMMODITIES/SUPPLIES		127,650	140,230	124,300	136,150	148,910
UTILITIES						
56230	SANITARY FEES	3,890	2,420	2,760	2,810	2,930
56231	GAS AND ELECTRICITY	77,000	83,220	72,470	77,400	85,800
56232	WATER	11,280	11,000	11,210	12,690	12,950
56233	TELECOMM EXPENSE	12,890	11,910	13,080	13,770	13,810
UTILITIES		105,060	108,550	99,520	106,670	115,490
ROUTINE/PERIODIC MAINTENANCE						
58001	PERIODIC MAINTENANCE	12,300	10,000			
ROUTINE/PERIODIC MAINTENANCE		12,300	10,000			
CAPITAL OUTLAY						
61508	FACILITY IMPROVEMENTS					
61515	REPAIR PROJECTS AND EQUIPMENT					
CAPITAL OUTLAY						
TRANSFERS TO OTHER FUNDS						
59409	TRANSFERS TO OTHER FUNDS	94,390	46,600	38,780	46,600	
TRANSFERS TO OTHER FUNDS		94,390	46,600	38,780	46,600	
TOTAL APPROPRIATIONS		1,693,660	1,812,490	1,679,030	1,721,250	1,714,660
NET OF REVENUES/APPROPRIATIONS - FUND 03		419,470	537,200	754,130	682,600	816,730
BEGINNING FUND BALANCE		1,286,270	1,705,690	1,705,690	1,705,690	2,388,290
ENDING FUND BALANCE		1,705,740	2,242,890	2,459,820	2,388,290	3,205,020

Fund: 04 LIABILITY INSURANCE

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	2016-17 FINANCE RECOMMENDED BUDGET
ESTIMATED REVENUES						
PROPERTY TAX REVENUE						
41010	PROPERTY TAXES	319,530	324,970	324,640	324,640	302,300
	PROPERTY TAX REVENUE	319,530	324,970	324,640	324,640	302,300
CHARGE FOR SERVICE REVENUE						
49115	PROGRAM INCOME	4,040		3,840	3,650	
	CHARGE FOR SERVICE REVENUE	4,040		3,840	3,650	
INTEREST INCOME						
43030	INTEREST	810	620	1,140	1,000	1,000
	INTEREST INCOME	810	620	1,140	1,000	1,000
SPECIAL RECEIPTS						
46160	OTHER REIMBURSEMENTS					
47200	GRANT PROCEEDS			750	750	
	SPECIAL RECEIPTS			750	750	
TOTAL ESTIMATED REVENUES		324,380	325,590	330,370	330,040	303,300
APPROPRIATIONS						
SALARIES AND WAGES						
70501	MANAGERS/SUPERVISORS	40,040	41,200	39,090	41,660	43,840
71001	PROGRAM/FACILITY DIR					
81503	PT GENERAL STAFF					
	SALARIES AND WAGES	40,040	41,200	39,090	41,660	43,840
FRINGE BENEFITS						
53132	DENTAL INSURANCE			180	200	350
53133	MEDICAL HEALTH INSURANCE	7,500	8,520	7,470	7,800	7,470
53134	LIFE INSURANCE			70	80	150
83003	ALLOWANCES/REIMBURSEMENTS	570	840	830	840	840
	FRINGE BENEFITS	8,070	9,360	8,550	8,920	8,810
CONTRACTUAL						
54207	STAFF TRAINING	1,110	3,770	2,360	3,340	3,040
54209	CONFERENCE AND TRAVEL		2,500	870	790	2,500
54255	LICENSE AND FEES	1,190	4,350	3,630	4,300	6,070
54270	PERSONNEL COSTS					
54281	CONTRACTUAL PERSONNEL	8,320	8,900	6,270	6,300	4,540
	CONTRACTUAL	10,620	19,520	13,130	14,730	16,150
COMMODITIES/SUPPLIES						
55307	BOOKS AND MANUSCRIPTS	430		1,380	1,380	1,900
55309	SAFETY SUPPLIES	350	11,030	6,780	8,000	
55350	RECREATION/PROGRAM SUPPLIES	240	500			
	COMMODITIES/SUPPLIES	1,020	11,530	8,160	9,380	1,900
INSURANCE						
57131	WORKERS COMPENSATION	74,060	71,240	64,580	70,340	69,720
57137	UNEMPLOYMENT PREMIUM	11,570	15,000	3,490	6,000	10,000
57220	LIABILITY INSURANCE	28,880	27,160	26,100	28,810	33,060
57222	EMPLOYMENT PRACTICES	12,300	12,730	12,280	13,600	15,700
57224	PROPERTY INSURANCE	61,740	62,550	58,690	64,500	69,000
	INSURANCE	188,550	188,680	165,140	183,250	197,480

Fund: 04 LIABILITY INSURANCE

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	FINANCE	2016-17 RECOMMENDED BUDGET
APPROPRIATIONS							
CAPITAL OUTLAY							
61515	REPAIR PROJECTS AND EQUIPMENT	22,500	68,000	19,110	63,290		35,000
	CAPITAL OUTLAY	22,500	68,000	19,110	63,290		35,000
TOTAL APPROPRIATIONS		270,800	338,290	253,180	321,230		303,180
NET OF REVENUES/APPROPRIATIONS - FUND 04		53,580	(12,700)	77,190	8,810		120
	BEGINNING FUND BALANCE	498,980	552,560	552,560	552,560		561,370
	ENDING FUND BALANCE	552,560	539,860	629,750	561,370		561,490

Fund: 06 IMRF FUND

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	2016-17 FINANCE RECOMMENDED BUDGET
ESTIMATED REVENUES						
PROPERTY TAX REVENUE						
41010	PROPERTY TAXES	365,980	358,530	364,520	364,520	334,170
	PROPERTY TAX REVENUE	365,980	358,530	364,520	364,520	334,170
INTEREST INCOME						
43030	INTEREST	340	220	530	500	500
	INTEREST INCOME	340	220	530	500	500
TRANSFERS FROM OTHER FUNDS						
46500	TRANSFER IN	825,000				
	TRANSFERS FROM OTHER FUNDS	825,000				
TOTAL ESTIMATED REVENUES		1,191,320	358,750	365,050	365,020	334,670
APPROPRIATIONS						
FRINGE BENEFITS						
53135	IMRF PAYMENTS	1,209,250	335,000	303,180	335,290	358,770
	FRINGE BENEFITS	1,209,250	335,000	303,180	335,290	358,770
TOTAL APPROPRIATIONS		1,209,250	335,000	303,180	335,290	358,770
NET OF REVENUES/APPROPRIATIONS - FUND 06		(17,930)	23,750	61,870	29,730	(24,100)
	BEGINNING FUND BALANCE	324,820	306,860	306,860	306,860	336,590
	ENDING FUND BALANCE	306,890	330,610	368,730	336,590	312,490

Fund: 08 AUDIT FUND

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	2016-17 FINANCE RECOMMENDED BUDGET
ESTIMATED REVENUES						
PROPERTY TAX REVENUE						
41010	PROPERTY TAXES	20,240	19,830	19,940	19,940	20,280
	PROPERTY TAX REVENUE	20,240	19,830	19,940	19,940	20,280
INTEREST INCOME						
43030	INTEREST	20	20	40	40	30
	INTEREST INCOME	20	20	40	40	30
TOTAL ESTIMATED REVENUES		20,260	19,850	19,980	19,980	20,310
APPROPRIATIONS						
CONTRACTUAL						
54217	AUDIT EXPENSES	22,600	20,450	20,260	20,260	20,000
	CONTRACTUAL	22,600	20,450	20,260	20,260	20,000
TOTAL APPROPRIATIONS		22,600	20,450	20,260	20,260	20,000
NET OF REVENUES/APPROPRIATIONS - FUND 08		(2,340)	(600)	(280)	(280)	310
	BEGINNING FUND BALANCE	24,650	22,310	22,310	22,310	22,030
	ENDING FUND BALANCE	22,310	21,710	22,030	22,030	22,340

Fund: 09 PAVING AND LIGHTING FUND

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	2016-17 FINANCE RECOMMENDED BUDGET
ESTIMATED REVENUES						
PROPERTY TAX REVENUE						
41010	PROPERTY TAXES	75,390	76,280	76,440	76,440	78,420
	PROPERTY TAX REVENUE	<u>75,390</u>	<u>76,280</u>	<u>76,440</u>	<u>76,440</u>	<u>78,420</u>
INTEREST INCOME						
43030	INTEREST	200	120	290	240	250
	INTEREST INCOME	<u>200</u>	<u>120</u>	<u>290</u>	<u>240</u>	<u>250</u>
SPECIAL RECEIPTS						
47200	GRANT PROCEEDS	189,000				
	SPECIAL RECEIPTS	<u>189,000</u>				
TOTAL ESTIMATED REVENUES		<u>264,590</u>	<u>76,400</u>	<u>76,730</u>	<u>76,680</u>	<u>78,670</u>
APPROPRIATIONS						
ROUTINE/PERIODIC MAINTENANCE						
58002	ROUTINE MAINTENANCE	46,960	88,000	26,250	88,000	78,000
	ROUTINE/PERIODIC MAINTENANCE	<u>46,960</u>	<u>88,000</u>	<u>26,250</u>	<u>88,000</u>	<u>78,000</u>
CAPITAL OUTLAY						
61508	PARK CONSTRUCTION/IMPROVEMENTS	303,910				
61515	REPAIR PROJECTS AND EQUIPMENT					
	CAPITAL OUTLAY	<u>303,910</u>				
TOTAL APPROPRIATIONS		<u>350,870</u>	<u>88,000</u>	<u>26,250</u>	<u>88,000</u>	<u>78,000</u>
NET OF REVENUES/APPROPRIATIONS - FUND 09		<u>(86,280)</u>	<u>(11,600)</u>	<u>50,480</u>	<u>(11,320)</u>	<u>670</u>
	BEGINNING FUND BALANCE	218,030	131,750	131,750	131,750	120,430
	ENDING FUND BALANCE	131,750	120,150	182,230	120,430	121,100

Fund: 11 ACTIVITY AND AFFILIATES FUND

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	FINANCE	2016-17 RECOMMENDED BUDGET
ESTIMATED REVENUES							
CHARGE FOR SERVICE REVENUE							
48120	VENDING MACHINE SALES	3,680	3,700	4,770	4,770		4,200
48679	VENDING SALES						
49115	PROGRAM FEES	3,450	1,130	130	130		500
CHARGE FOR SERVICE REVENUE		7,130	4,830	4,900	4,900		4,700
INTEREST INCOME							
43030	INTEREST	70	60	60	60		
INTEREST INCOME		70	60	60	60		
SPECIAL RECEIPTS							
46150	SPECIAL RECEIPTS			3,980	3,860		3,950
46160	OTHER REIMBURSEMENTS	390	4,200	690	960		500
47200	GRANT PROCEEDS						
SPECIAL RECEIPTS		390	4,200	4,670	4,820		4,450
TOTAL ESTIMATED REVENUES		7,590	9,090	9,630	9,780		9,150
APPROPRIATIONS							
SALARIES AND WAGES							
81503	PT GENERAL STAFF						
SALARIES AND WAGES							
CONTRACTUAL							
54201	POSTAGE AND MAILING						
54202	PRINTING AND DUPLICATING						
54250	EQUIPMENT RENTAL	160	200				
54265	SUBSCRIPTIONS						
54280	OTHER CONTRACTUAL SERVICES		800				
54281	CONTRACTUAL PERSONNEL	350					
54299	FIELD/SPECIAL TRIPS						
CONTRACTUAL		510	1,000				
COMMODITIES/SUPPLIES							
55300	SAFETY SUPPLIES						
55301	OFFICE SUPPLIES			90	90		
55309	SAFETY SUPPLIES		3,500				3,000
55315	STAFF UNIFORMS						
55333	PLANT MATERIALS						
55348	FLOWERS AND CARDS	690	680	80	80		80
55349	PLAQUES, AWARDS AND PRIZES	1,480	800	2,710	2,590		2,500
55350	RECREATION/PROGRAM SUPPLIES	3,570	2,210	2,620	100		170
55354	FOOD SUPPLIES	8,270	900	2,830	3,800		3,400
55356	PEPSI PURCHASES						
COMMODITIES/SUPPLIES		14,010	8,090	8,330	6,660		9,150
TOTAL APPROPRIATIONS		14,520	9,090	8,330	6,660		9,150
NET OF REVENUES/APPROPRIATIONS - FUND 11		(6,930)		1,300	3,120		
BEGINNING FUND BALANCE							3,120
FUND BALANCE ADJUSTMENTS		6,930					
ENDING FUND BALANCE				1,300	3,120		3,120

Fund: 12 SPECIAL DONATIONS FUND

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	2016-17 FINANCE RECOMMENDED BUDGET
ESTIMATED REVENUES						
CHARGE FOR SERVICE REVENUE						
47116	CUSR SCHOLARSHIP DONATIONS	2,220	2,100	2,910	2,690	2,100
47168	CAPITAL DONATIONS					
CHARGE FOR SERVICE REVENUE		2,220	2,100	2,910	2,690	2,100
CONTRIBUTIONS/SPONSORSHIPS						
47105	DONATIONS	20				
47115	SCHOLARSHIP DONATIONS	41,460	65,000	84,830	82,200	50,000
CONTRIBUTIONS/SPONSORSHIPS		41,480	65,000	84,830	82,200	50,000
INTEREST INCOME						
43030	INTEREST	90	70	100		
INTEREST INCOME		90	70	100		
TOTAL ESTIMATED REVENUES		43,790	67,170	87,840	84,890	52,100
APPROPRIATIONS						
CONTRACTUAL						
54201	POSTAGE					
54202	PRINTING AND DUPLICATING					
54215	PROFESSIONAL FEES					
54280	OTHER CONTRACTUAL SERVICES					
54291	PARK AND RECREATION EXCELLENCE					
54292	SCHOLARSHIPS	38,250	67,170	37,500	40,000	52,100
59410	MISC EXPENSES					
CONTRACTUAL		38,250	67,170	37,500	40,000	52,100
COMMODITIES/SUPPLIES						
55333	PLANT MATERIALS					
55349	PLAQUES, AWARDS AND PRIZES					
55350	RECREATION/PROGRAM SUPPLIES					
COMMODITIES/SUPPLIES						
TOTAL APPROPRIATIONS		38,250	67,170	37,500	40,000	52,100
NET OF REVENUES/APPROPRIATIONS - FUND 12		5,540		50,340	44,890	
BEGINNING FUND BALANCE		66,310	71,860	71,860	71,860	116,750
ENDING FUND BALANCE		71,850	71,860	122,200	116,750	116,750

Fund: 14 SOCIAL SECURITY FUND

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	2016-17 FINANCE RECOMMENDED BUDGET
ESTIMATED REVENUES						
PROPERTY TAX REVENUE						
41010	PROPERTY TAXES	355,000	361,590	361,210	361,200	365,100
	PROPERTY TAX REVENUE	355,000	361,590	361,210	361,200	365,100
INTEREST INCOME						
43030	INTEREST	470	540	510	500	500
	INTEREST INCOME	470	540	510	500	500
SPECIAL RECEIPTS						
46160	OTHER REIMBURSEMENTS					
	SPECIAL RECEIPTS					
TOTAL ESTIMATED REVENUES		355,470	362,130	361,720	361,700	365,600
APPROPRIATIONS						
FRINGE BENEFITS						
53136	FICA PAYMENTS	351,650	379,100	368,490	379,100	374,610
	FRINGE BENEFITS	351,650	379,100	368,490	379,100	374,610
TOTAL APPROPRIATIONS		351,650	379,100	368,490	379,100	374,610
NET OF REVENUES/APPROPRIATIONS - FUND 14		3,820	(16,970)	(6,770)	(17,400)	(9,010)
	BEGINNING FUND BALANCE	435,600	439,410	439,410	439,410	422,010
	ENDING FUND BALANCE	439,420	422,440	432,640	422,010	413,000

Fund: 15 SPECIAL RECREATION FUND

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	2016-17 FINANCE RECOMMENDED BUDGET
ESTIMATED REVENUES						
PROPERTY TAX REVENUE						
41010	PROPERTY TAXES - CPD OPERATING	316,860	318,330	318,430	318,430	323,980
41011	PROPERTY TAXES - CPD IMRF/FICA	24,650	24,950	24,960	24,960	24,950
41012	PROPERTY TAXES - UPD OPERATING	94,820	93,660	93,310	93,310	94,510
41013	PROPERTY TAXES - UPD IMRF/FICA	24,730	24,950	24,840	24,860	24,950
41014	PROPERTY TAXES - UPD ADA	92,980	92,250	91,920	91,920	92,920
41015	PROPERTY TAXES - CPD ADA	262,580	266,990	267,080	267,080	271,650
	PROPERTY TAX REVENUE	816,620	821,130	820,540	820,560	832,960
CHARGE FOR SERVICE REVENUE						
47267	DONATIONS					
49115	PROGRAM FEES	111,960	141,790	106,280	100,660	139,470
	CHARGE FOR SERVICE REVENUE	111,960	141,790	106,280	100,660	139,470
CONTRIBUTIONS/SPONSORSHIPS						
47100	SPONSORSHIPS	1,500	900	150	150	900
	CONTRIBUTIONS/SPONSORSHIPS	1,500	900	150	150	900
INTEREST INCOME						
43030	INTEREST	2,970	3,000	4,700	4,800	4,800
	INTEREST INCOME	2,970	3,000	4,700	4,800	4,800
SPECIAL RECEIPTS						
44100	FACILITY RENTAL	140	150	(60)	(60)	
46150	SPECIAL RECEIPTS	400	210	1,100	1,100	
47200	GRANT PROCEEDS	1,400		1,060	1,060	
	SPECIAL RECEIPTS	1,940	360	2,100	2,100	
	TOTAL ESTIMATED REVENUES	934,990	967,180	933,770	928,270	978,130
APPROPRIATIONS						
SALARIES AND WAGES						
70301	OFFICE STAFF/SUPPORT		29,990	22,320	23,000	31,200
70302	OFFICE STAFF/SUPPORT OT					
70501	MANAGERS/SUPERVISORS	47,350	46,010	43,520	46,180	47,160
71001	PROGRAM/FACILITY DIRECTOR	103,630	104,080	89,550	94,000	111,620
80303	PT OFFICE STAFF/SUPPORT	31,170	7,200	8,200	9,000	7,500
80903	PT BUILDING SERVICE WORKER	3,670	3,750	3,490	3,750	3,750
81003	PT PROGRAM DIRECTOR\SUPERVISOR	16,120	25,180	14,020	13,910	25,280
81403	INSTRUCTORS/OVERNIGHT STAFF	4,010	5,920	4,790	4,790	5,790
81503	PT GENERAL STAFF	40,570	41,000	51,490	56,000	56,000
81703	PT DAY CAMP STAFF/LIFE GUARD	97,320	126,420	102,620	108,030	159,560
81704	PT DAY CAMP STAFF/LIFE GRD OT					
81903	PT BUILDING/PARK OPENER			180	150	
82103	ADA STAFF	70				
	SALARIES AND WAGES	343,910	389,550	340,180	358,810	447,860
FRINGE BENEFITS						
53132	DENTAL INSURANCE	810	1,280	880	920	1,050
53133	MEDICAL HEALTH INSURANCE	22,750	33,140	20,540	22,240	33,410
53134	LIFE INSURANCE	470	560	470	790	630
53135	IMRF PAYMENTS	19,030	17,500	16,820	17,500	16,750
53136	FICA PAYMENTS	25,960	32,400	27,390	32,400	33,000
53137	EMPLOYEE ASSISTANCE PROGRAM	140	310	90	90	160
53140	IMRF/FICA PAYMENTS					

Fund: 15 SPECIAL RECREATION FUND

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	2016-17 FINANCE RECOMMENDED BUDGET
APPROPRIATIONS						
FRINGE BENEFITS						
83003	ALLOWANCES/REIMBURSEMENTS	4,600	2,250	5,500	5,780	4,000
	FRINGE BENEFITS	73,760	87,440	71,690	79,720	89,000
CONTRACTUAL						
54201	POSTAGE AND MAILING	1,430	1,400	1,880	1,880	1,700
54202	PRINTING AND DUPLICATING	5,810	5,800	4,100	3,900	5,940
54204	STAFF MEETING	590	650	540	540	800
54205	LEGAL PUBLICATIONS/NOTICES		150	90	150	
54206	ADVERTISING/PUBLICITY	110	680	580	770	8,500
54207	STAFF TRAINING	950	1,290	2,170	1,810	2,390
54208	MEMBERSHIPS, DUES AND FEES	1,420	2,150	1,750	1,500	5,980
54209	CONFERENCE AND TRAVEL	4,800	2,050	1,470	1,470	4,950
54212	ATTORNEY FEES					
54215	PROFESSIONAL FEES		250	5,700	4,770	1,250
54234	LANDFILL FEES					
54236	AUTO ALLOWANCE	1,290	1,440	1,320	1,300	1,440
54240	OFFICE EQUIPMENT REPAIRS					
54241	VEHICLE REPAIR	290	500	1,080	1,080	2,000
54245	BUILDING REPAIR	210	200	160	160	200
54250	EQUIPMENT RENTAL	540	540	320	320	250
54251	RENTAL FACILITIES	26,820	28,120	26,470	26,500	30,630
54253	PEST CONTROL	360	360	330	300	360
54254	SERVICE CONTRACTS	1,370	1,680	3,310	2,700	1,680
54255	LICENSE AND FEES					100
54260	SERVICE CONTRACTS-FACILITIES					
54264	CELL PHONE EXPENSE	70	220	260	200	320
54265	SUBSCRIPTIONS		30	330	330	700
54266	INTERNET SERVICES					
54270	PERSONNEL COSTS					
54280	OTHER CONTRACTUAL SERVICES	400	1,990			3,240
54281	CONTRACTUAL PERSONNEL	5,120	5,190	2,690	2,690	5,690
54282	INTERN STIPENDS	2,300	3,200	4,300	4,500	6,600
54285	CONTRACTUAL ENTERTAINMENT	100	300	300	300	300
54292	SCHOLARSHIPS					
54299	FIELD/SPECIAL TRIPS	9,960	17,200	14,980	15,760	23,990
59414	CREDIT CARD FEES	1,250	1,200	1,290	1,500	1,500
	CONTRACTUAL	65,190	76,590	75,420	74,430	110,510
COMMODITIES/SUPPLIES						
55301	OFFICE SUPPLIES	810	1,100	700	700	950
55302	ENVELOPES AND STATIONARY	570	300	260	300	400
55303	DUPLICATING SUPPLIES	400	400	140	180	400
55304	CHECKS AND BANK SUPPLIES					
55305	PHOTOGRAPHIC SUPPLIES		50			
55307	BOOKS AND MANUSCRIPTS					
55315	STAFF UNIFORMS	1,590	2,060	1,390	1,440	4,330
55316	PARTICIPANT UNIFORMS	1,720	760	470	660	1,790
55320	BUILDING MAINTENANCE SUPPLIES	440	500	640	510	550
55322	CLEANING/JANITORIAL SUPPLIES	570	670	150	150	670
55327	VEHICLE/EQUIPMENT REPAIR PARTS	450	1,000	230	230	1,500
55329	OFFICE/ EQUIPMENT VALUE <\$10000	3,600	3,000	690	700	3,000
55330	GAS,FUEL,GREASE AND OIL	4,910	5,000	4,040	4,800	6,000
55348	FLOWERS AND CARDS		50	20	20	50
55349	PLAQUES, AWARDS AND PRIZES	1,340	1,570	950	950	3,410

Fund: 15 SPECIAL RECREATION FUND

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	2016-17 FINANCE RECOMMENDED BUDGET
APPROPRIATIONS						
COMMODITIES/SUPPLIES						
55350	RECREATION/PROGRAM SUPPLIES	4,740	4,720	5,310	5,970	6,380
55354	FOOD SUPPLIES	7,630	13,050	7,750	9,880	17,270
55360	MERCHANDISE FOR RESALE					
	COMMODITIES/SUPPLIES	28,770	34,230	22,740	26,490	46,700
UTILITIES						
56231	GAS AND ELECTRICTIY	3,520	3,700	3,320	3,530	3,700
56232	WATER	740	750	660	720	750
56233	TELECOMM EXPENSE	1,900	1,850	1,730	1,900	1,870
	UTILITIES	6,160	6,300	5,710	6,150	6,320
INSURANCE						
57131	WORKERS COMPENSATION	2,460	2,130	1,930	2,150	2,200
57220	LIABILITY INSURANCE	1,750	2,170	1,810	2,200	2,400
57222	EMPLOYMENT PRACTICES	730	700	660	700	800
57224	PROPERTY INSURANCE	5,090	4,150	3,880	4,150	4,600
	INSURANCE	10,030	9,150	8,280	9,200	10,000
ROUTINE/PERIODIC MAINTENANCE						
58001	PERIODIC MAINTENANCE					
	ROUTINE/PERIODIC MAINTENANCE					
CAPITAL OUTLAY						
61501	OFFICE EQUIPMENT >\$10,000					
61504	VEHICLES / EQUIPMENT	45,120	65,000	52,930	52,930	
61508	CPD - ADA	446,750	550,000	47,320	47,320	671,650
61509	UPD CAPITAL ADA	119,150	96,370	139,810	90,000	92,920
	CAPITAL OUTLAY	611,020	711,370	240,060	190,250	764,570
TOTAL APPROPRIATIONS		1,138,840	1,314,630	764,080	745,050	1,474,960
NET OF REVENUES/APPROPRIATIONS - FUND 15		(203,850)	(347,450)	169,690	183,220	(496,830)
	BEGINNING FUND BALANCE	2,106,230	1,902,430	1,902,430	1,902,430	2,085,650
	ENDING FUND BALANCE	1,902,380	1,554,980	2,072,120	2,085,650	1,588,820

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	2016-17 FINANCE RECOMMENDED BUDGET
ESTIMATED REVENUES						
PERSONAL PROPERTY REPLACEMENT TAXES						
41020	REPLACEMENT TAXES	287,880	287,880	166,730	293,400	293,400
	PERSONAL PROPERTY REPLACEMENT TAXES	<u>287,880</u>	<u>287,880</u>	<u>166,730</u>	<u>293,400</u>	<u>293,400</u>
INTEREST INCOME						
43030	INTEREST	930	500	3,060	2,500	2,500
	INTEREST INCOME	<u>930</u>	<u>500</u>	<u>3,060</u>	<u>2,500</u>	<u>2,500</u>
SPECIAL RECEIPTS						
46150	SPECIAL RECEIPTS	120,100	120,050	64,460	129,430	117,910
47200	GRANT PROCEEDS					300,000
	SPECIAL RECEIPTS	<u>120,100</u>	<u>120,050</u>	<u>64,460</u>	<u>129,430</u>	<u>417,910</u>
TRANSFERS FROM OTHER FUNDS						
46500	TRANSFERS	1,593,000	1,554,600	754,600	1,554,600	
	TRANSFERS FROM OTHER FUNDS	<u>1,593,000</u>	<u>1,554,600</u>	<u>754,600</u>	<u>1,554,600</u>	
TOTAL ESTIMATED REVENUES		<u>2,001,910</u>	<u>1,963,030</u>	<u>988,850</u>	<u>1,979,930</u>	<u>713,810</u>
APPROPRIATIONS						
CONTRACTUAL						
54214	ARCHITECT AND ENGINEERING FEES					
54215	PROFESSIONAL SERVICES			390		
	CONTRACTUAL			<u>390</u>		
CAPITAL OUTLAY						
61501	OFFICE TECHNOLOGY					
61502	TECHNOLOGY EQUIP REPLACEMENT		25,000	15,230	25,000	20,000
61504	VEHICLES / EQUIPMENT		110,000	111,560	110,380	326,000
61508	PARK CONSTRUCTION/IMPROVEMENTS	641,310	1,212,600	429,140	560,310	1,898,560
61515	REPAIR PROJECTS AND EQUIPMENT					
61520	LAND DEVELOPMENT					
	CAPITAL OUTLAY	<u>641,310</u>	<u>1,347,600</u>	<u>555,930</u>	<u>695,690</u>	<u>2,244,560</u>
TOTAL APPROPRIATIONS		<u>641,310</u>	<u>1,347,600</u>	<u>556,320</u>	<u>695,690</u>	<u>2,244,560</u>
NET OF REVENUES/APPROPRIATIONS - FUND 16		<u>1,360,600</u>	<u>615,430</u>	<u>432,530</u>	<u>1,284,240</u>	<u>(1,530,750)</u>
	BEGINNING FUND BALANCE	374,750	1,735,360	1,735,360	1,735,360	3,019,600
	ENDING FUND BALANCE	1,735,350	2,350,790	2,167,890	3,019,600	1,488,850

Fund: 19 POLICE PROTECTION

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	2016-17 FINANCE RECOMMENDED BUDGET
ESTIMATED REVENUES						
PROPERTY TAX REVENUE						
41010	PROPERTY TAXES	21,860	19,830	19,940	19,940	20,300
	PROPERTY TAX REVENUE	21,860	19,830	19,940	19,940	20,300
INTEREST INCOME						
43030	INTEREST	70	60	120	130	130
	INTEREST INCOME	70	60	120	130	130
TOTAL ESTIMATED REVENUES		21,930	19,890	20,060	20,070	20,430
APPROPRIATIONS						
CONTRACTUAL						
54281	CONTRACTUAL PERSONNEL	16,910	19,890	16,930	19,890	20,430
	CONTRACTUAL	16,910	19,890	16,930	19,890	20,430
COMMODITIES/SUPPLIES						
55350	RECREATION/PROGRAM SUPPLIES					
	COMMODITIES/SUPPLIES					
TRANSFERS TO OTHER FUNDS						
59409	TRANSFERS TO OTHER FUNDS					
	TRANSFERS TO OTHER FUNDS					
TOTAL APPROPRIATIONS		16,910	19,890	16,930	19,890	20,430
NET OF REVENUES/APPROPRIATIONS - FUND 19		5,020		3,130	180	
	BEGINNING FUND BALANCE	44,740	49,760	49,760	49,760	49,940
	ENDING FUND BALANCE	49,760	49,760	52,890	49,940	49,940

Fund: 21 BOND AMORTIZATION FUND

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	2016-17 FINANCE RECOMMENDED BUDGET
ESTIMATED REVENUES						
PROPERTY TAX REVENUE						
41010	PROPERTY TAXES	1,069,080	732,330	732,350	732,350	1,100,000
	PROPERTY TAX REVENUE	1,069,080	732,330	732,350	732,350	1,100,000
INTEREST INCOME						
43030	INTEREST	810	350	510	530	500
	INTEREST INCOME	810	350	510	530	500
TOTAL ESTIMATED REVENUES		1,069,890	732,680	732,860	732,880	1,100,500
APPROPRIATIONS						
DEBT SERVICE PRINCIPAL						
59405	BOND REDEMPTION					
	DEBT SERVICE PRINCIPAL					
DEBT SERVICE INTEREST/FEEES						
59407	INTEREST EXPENSE					
	DEBT SERVICE INTEREST/FEEES					
TRANSFERS TO OTHER FUNDS						
59409	TRANSFERS TO OTHER FUNDS	1,074,800	1,109,810	1,109,670	1,109,670	1,100,500
	TRANSFERS TO OTHER FUNDS	1,074,800	1,109,810	1,109,670	1,109,670	1,100,500
TOTAL APPROPRIATIONS		1,074,800	1,109,810	1,109,670	1,109,670	1,100,500
NET OF REVENUES/APPROPRIATIONS - FUND 21		(4,910)	(377,130)	(376,810)	(376,790)	
	BEGINNING FUND BALANCE	766,120	761,220	761,220	761,220	384,430
	ENDING FUND BALANCE	761,210	384,090	384,410	384,430	384,430

Fund: 22 BOND PROCEEDS FUND

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	2016-17 FINANCE RECOMMENDED BUDGET
ESTIMATED REVENUES						
INTEREST INCOME						
43030	INTEREST	480	200	790	750	520
	INTEREST INCOME	480	200	790	750	520
SPECIAL RECEIPTS						
46900	BOND RECEIPTS					
46901	BOND PROCEEDS DUE TO REFUNDING					
46902	BOND ISSUANCE PREMIUM					
47200	GRANT PROCEEDS	379,510	750,000			
	SPECIAL RECEIPTS	379,510	750,000			
TRANSFERS FROM OTHER FUNDS						
46500	TRANSFER IN	1,074,800	1,109,810	1,109,670	1,109,670	1,100,500
	TRANSFERS FROM OTHER FUNDS	1,074,800	1,109,810	1,109,670	1,109,670	1,100,500
TOTAL ESTIMATED REVENUES		1,454,790	1,860,010	1,110,460	1,110,420	1,101,020
APPROPRIATIONS						
CONTRACTUAL						
54205	LEGAL PUBLICATIONS/NOTICES	50	60	40	40	60
54215	PROFESSIONAL FEES	5,380	5,000	3,350	3,350	3,600
54280	OTHER CONTRACTUAL SERVICES					
	CONTRACTUAL	5,430	5,060	3,390	3,390	3,660
CAPITAL OUTLAY						
61504	VEHICLES / EQUIPMENT	344,780	112,690	98,000	98,000	45,000
61508	PARK CONSTRUCTION/IMPROVEMENTS	219,880	1,060,000	171,880	309,480	515,000
61515	REPAIR PROJECTS AND EQUIPMENT					
	CAPITAL OUTLAY	564,660	1,172,690	269,880	407,480	560,000
DEBT SERVICE PRINCIPAL						
59405	BOND REDEMPTION	385,000	400,000	400,000	400,000	410,000
	DEBT SERVICE PRINCIPAL	385,000	400,000	400,000	400,000	410,000
DEBT SERVICE INTEREST/FEES						
59406	PAYMENT TO BOND ESCROW AGENT					
59407	INTEREST EXPENSE	145,210	131,420	128,190	132,090	126,030
59408	BOND ISSUANCE COSTS					
	DEBT SERVICE INTEREST/FEES	145,210	131,420	128,190	132,090	126,030
TRANSFERS TO OTHER FUNDS						
59409	TRANSFERS TO OTHER FUNDS					
	TRANSFERS TO OTHER FUNDS					
TOTAL APPROPRIATIONS		1,100,300	1,709,170	801,460	942,960	1,099,690
NET OF REVENUES/APPROPRIATIONS - FUND 22		354,490	150,840	309,000	167,460	1,330
	BEGINNING FUND BALANCE	(904,240)	(549,750)	(549,750)	(549,750)	(382,290)
	ENDING FUND BALANCE	(549,750)	(398,910)	(240,750)	(382,290)	(380,960)

Fund: 24 LAND ACQUISITION FUND

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	2016-17 FINANCE RECOMMENDED BUDGET
ESTIMATED REVENUES						
INTEREST INCOME						
43030	INTEREST INCOME	320	350	870	800	
	INTEREST INCOME	320	350	870	800	
SPECIAL RECEIPTS						
46150	SPECIAL RECEIPTS					
	SPECIAL RECEIPTS					
TRANSFERS FROM OTHER FUNDS						
46500	TRANSFER IN	100,000	100,000	100,000	100,000	100,000
	TRANSFERS FROM OTHER FUNDS	100,000	100,000	100,000	100,000	100,000
TOTAL ESTIMATED REVENUES		100,320	100,350	100,870	100,800	100,000
APPROPRIATIONS						
CAPITAL OUTLAY						
61508	PARK CONSTRUCTION/IMPROVEMENTS					
61520	LAND ACQUISITION/DEVELOPMENT					
	CAPITAL OUTLAY					
TOTAL APPROPRIATIONS						
NET OF REVENUES/APPROPRIATIONS - FUND 24		100,320	100,350	100,870	100,800	100,000
	BEGINNING FUND BALANCE	200,110	300,430	300,430	300,430	401,230
	ENDING FUND BALANCE	300,430	400,780	401,300	401,230	501,230

Fund: 25 PARK DEVELOPMENT FUND

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	FINANCE	2016-17 RECOMMENDED BUDGET
ESTIMATED REVENUES							
INTEREST INCOME							
43030	INTEREST						
	INTEREST INCOME						
TRANSFERS FROM OTHER FUNDS							
46500	TRANSFER IN			700,000			
	TRANSFERS FROM OTHER FUNDS			700,000			
TOTAL ESTIMATED REVENUES							
				700,000			
NET OF REVENUES/APPROPRIATIONS - FUND 25							
				700,000			
	BEGINNING FUND BALANCE						
	ENDING FUND BALANCE			700,000			

Fund: 26 TRAILS AND PATHWAYS FUND

Calculations as of 04/30/2016

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	2015-16 PROJECTED ACTIVITY	FINANCE RECOMMENDED	2016-17 RECOMMENDED BUDGET
ESTIMATED REVENUES							
INTEREST INCOME							
43030	INTEREST						
	INTEREST INCOME						
TRANSFERS FROM OTHER FUNDS							
46500	TRANSFER IN			100,000			
	TRANSFERS FROM OTHER FUNDS			100,000			
TOTAL ESTIMATED REVENUES							
NET OF REVENUES/APPROPRIATIONS - FUND 26							
	BEGINNING FUND BALANCE						
	ENDING FUND BALANCE			100,000			
ESTIMATED REVENUES - ALL FUNDS							
APPROPRIATIONS - ALL FUNDS							
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS							
BEGINNING FUND BALANCE - ALL FUNDS							
FUND BALANCE ADJUSTMENTS - ALL FUNDS							
ENDING FUND BALANCE - ALL FUNDS							