



**CHAMPAIGN
PARK DISTRICT**

REGULAR BOARD MEETING

**BRESNAN MEETING CENTER
706 Kenwood Road, Champaign, Illinois
Wednesday, July 13, 2016
7:00 p.m.**

A. CALL TO ORDER

B. COMMENTS FROM THE PUBLIC

C. COMMUNICATIONS

D. TREASURER'S REPORT

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

E. EXECUTIVE DIRECTOR'S REPORT

1. Volunteer of the Month
2. Project Team Updates
3. General Announcements

F. COMMITTEE AND LIAISON REPORTS

1. Champaign Parks Foundation

G. REPORT OF OFFICERS

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

H. CONSENT AGENDA

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

1. Approval of Minutes of the Public Hearing and Regular Board Meeting, June 8, 2016
2. Approval of Minutes of the Executive Session, June 8, 2017
3. Policies
 - a. Drug Free Workplace Policy
 - b. Communicable Disease Policy
 - c. Scholarship Policy
 - d. Illinois Identity Protection Act Policy and Procedures
 - e. Smoke Free Illinois Policy
 - f. Distinction between Board Policies and Administrative Procedures
 - g. Prospective Board Candidate and Packet Policy
 - h. Bond Rating Policy
 - i. Payment of Bills Policy
 - j. Economizing Purchases and Resources Policy

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

I. NEW BUSINESS

1. Approval of Disbursements as of June 8, 2016
Staff requests approval of the list of disbursements for the period beginning June 8, 2016 and ending July 12, 2016.
2. Approval of an Extension of Contract for Janitorial Services at the Dodds Tennis Center
Staff recommends Board approval of the one-year renewal option with ESS Clean, Inc. for Dodds Tennis Center janitorial service in 2016-17.
3. Approval of Bid for Janitorial Services at the Virginia Theatre
Staff recommends that the Board accept the bid and authorize the Executive Director to enter into a contract with the responsible bidder, ServiceMaster, Champaign, IL, at the hourly rate of \$20.15 to provide cleaning services at the Virginia Theatre for one year.
4. Approval of Bid for Spalding Park Tennis Courts Refurbishment
Staff recommends that the Board accept the bid for the Spalding Park Tennis Courts Refurbishment Project, and authorize the Executive Director to enter into a contract with the low, responsible bidder, Harris-Barrier Corporation of Indianapolis, IN, in the amount of \$26,520.00.
5. Approval of Bid for General Concrete
Staff recommends accepting the lowest responsible bid from Mid-Illinois Concrete in the amount of \$30,600.00 and authorize the Executive Director to enter into a contract for this work.
6. Approval of an Agreement with Depke Gases and Welding Supplies, Inc.
Staff recommends approval of a five (5) year lease agreement for seventeen (17) cylinders with Depke Welding Supplies, in the amount of \$2,465.00, and authorize the Executive Director to execute said agreement.
7. Approval of an Agreement with Newberry's Leaders for Life Martial Arts
Staff recommends entering into an agreement with Leaders for Life Martial Arts for a two-year period and authorize the Executive Director to execute said agreement.
8. Approval of a Resolution Authorizing the Destruction of Audio Recordings of Executive Sessions
Staff recommends the Board approve a resolution authorizing the destruction of audio recordings of executive sessions listed in the resolution.

J. OLD BUSINESS

K. DISCUSSION ITEMS

1. FY16-17 Operating Budget

L. COMMENTS FROM COMMISSIONERS

M. EXECUTIVE SESSION

The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS Par. 120/2(c)(2) collective negotiating matters involving the public body; (c)(5) for the purchase or lease of real property for the use of the public body; (c)(6) for the setting of a price for sale or lease of property owned by the public body; and (c)(21) for the discussion of minutes of meetings lawfully closed under this Act, whether for purpose of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

N. RECONVENE INTO OPEN SESSION

O. EXECUTIVE SESSION ITEMS – Action

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

P. ADJOURN

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

June 8, 2016

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, June 8, 2016 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President McMahon presided over the meeting.

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

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Bret Johnson, Maintenance and Grounds Supervisor, and Tammy Hoggatt, and Director of Human Resources, Information Technology and Risk.

Staff and other members of the public were in attendance.

Call to Order

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

Presentations

Trails Master Plan, Champaign County Regional Planning Commission (CCRPC)

Gabe Lewis, CCRPC Transportation Planner, presented a PowerPoint of the draft of the Trails Master Plan and responded to questions. The plan will be made available for public review for 30 days. After the 30 day review period, the plan will be presented to the Board for final evaluation and approval to the extent the Board deems appropriate. The Board may utilize the Plan from time to time as it sees fit.

Comments from the Public

None.

Communications

None.

Treasurer's Report

Treasurer Wackerlin reviewed the Treasurer's Report for the month of May 2016 and found it to be in appropriate order.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of April 2016. The motion was seconded by Vice President Hays. The motion passed 5-0.

Executive Director's Report

Volunteer of the Month

Claudia Christy, Volunteer Coordinator, reported that Douglass Park Manager Tiffany White was chosen as May Volunteer of the Month. She was recognized for her extraordinary efforts at various events and programs. She was presented with a Certificate of Appreciation and a bag of goodies. The Board thanked Ms. White for her efforts.

Interns

Ms. Christy reported that the Park District has four interns. Interns Brianna Walker, Jackie Marshall Denise Reynolds introduced themselves to the Board. Intern Nick Taylor was unable to attend the meeting. The Board thanked the interns for their work.

Commissioner Griggs noted that Ms. White also volunteered at the National Park and Recreation Conference. She will volunteer at the 2016 National Conference as well.

Project Team Updates

Mr. DeLuce reported that the Heritage Park Project Team held its first meeting and that it went well. Mr. DeLuce stated that the Operations and Shop Project Team meeting will be held on June 16, 2016. He reported that request for proposals for Operations and the Shop were let and that the project team will work to narrow the list to three firms. Mr. DeLuce stated that the Park report cards have been completed for the five signature parks and that Ms. Hoggatt is working on tabulating the final grades, which will be shared with the Board. Forty (40) parks will be evaluated this year. He discussed the composition of the teams evaluating the parks and encouraged the Board to participate in the process. Mr. DeLuce asked the Board to let him know if they need Park District garments.

Commissioner Solon commented on the lack of bike racks in the parks. Mr. DeLuce stated that putting together ideas for bike racks has been assigned to staff.

General Announcements

Mr. DeLuce reported that the training with Beth Michaels has been scheduled for Monday, July 25, 2016 at 5:30 p.m.

Committee and Liaison Reports

Champaign Parks Foundation

Vice President Hays reported that the Foundation Board decided to resume monthly Board meetings. He recommended that the Board approve the resolution to amend the by-laws which will be presented later on the agenda. He indicated that the Board continues to work on fundraising events for youth scholarship funds.

Mr. DeLuce reported that staff is working on a fall festival event with Mike Namoff of This Is It Furniture to include the world largest human mattress domino. The event will be held in Centennial Park. Some of the proceeds from food and beverages will go to the Foundation. The mattresses will go to individual families or shelters.

Report of Officers

Attorney's Report

None.

President's Report

President McMahan commented on a graduation party he attended at the Kaufman Lake boathouse. He shared feedback received from the renter about the deck in front of the boathouse not being included in the rental. Mr. DeLuce will share the feedback with staff.

President McMahan reported that Mr. DeLuce and he conducted a conference call with Beth Michaels. She will send out evaluations for completion prior to the meeting. He asked Mr. DeLuce to forward to the Board the two page summary from last year. The meeting will be held at 5:30 p.m.

Consent Agenda

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

1. Approval of Minutes of the Annual and Regular Board Meetings, May 11, 2016
2. Approval of Minutes of the Special Board Meeting, May 25, 2016
3. Approval of a Subrecipient Agreement between the City of Champaign and the Park District for the Community Matters Program

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

New Business

Approval of Disbursements as of May 11, 2016

President McMahon reported that staff recommended approval of the list of disbursements for the period beginning May 11, 2016 and ending June 7, 2016. Discussion ensued. Staff responded to questions from the Board about the purchase of nine wheelchairs for CUSR basketball, the ability to use a newly purchased toilet in the new Hessel Park restrooms, janitorial services at the Virginia Theatre, lawn care service with Scott's, and P-card purchases. Commissioner Solon inquired about the Kearfott Graphics purchase. Mr. DeLuce reported that staff will follow up and let the Board know.

Commissioner Griggs made a motion to approve the list of disbursements for the period beginning May 11, 2016 and ending June 7, 2016. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of a Bid for the Beardsley Park Basketball Court Replacement Project

Mr. Johnson presented the report and responded to questions.

Commissioner Kuhl made a motion to approve the main bid, alternate 1 and alternate 4 for the Beardsley Park Basketball Court Replacement Project and authorized the Executive Director to enter into a contract with the lowest responsible bidder, Wells & Wells Construction Company, in the total amount of \$47,263.00. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of a Bid for the Springer Cultural Center Generator

Mr. DeLuce presented the report and responded to questions.

Vice President Hays made a motion to approve the bid for the Springer Cultural Center Generator and authorize the Executive Director to enter into a contract with the lowest responsible bidder, Waters Electrical Contracting Inc., in the amount of \$51,356.00. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of a Bid for Powell Park Picnic Shelter

Mr. DeLuce presented the report and responded to questions. A copy of the map of Powell Park depicting where the shelter will be constructed was distributed to the Board.

Commissioner Griggs made a motion to approve the bid for the Powell Park Picnic Shelter and authorized the Executive Director to enter into a contract with the lowest responsible bidder, Shaw Brothers Concrete, in the amount of \$34,261.00. The motion was seconded by Vice President Hays. The motion passed 5-0.

Approval of Board Priorities for FY16-17

Mr. DeLuce reported that revisions were made to the priorities based on comments from the Board. He stated that the priorities are a part of the Distinguished Accreditation process. Discussion ensued. Commissioner Solon expressed concern about Hessel Park project not being included in the priorities. The consensus was that the project was underway and did not need to be included.

Commissioner Griggs made a motion to approve the FY15-16 Board priorities. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

Approval of Revisions to Champaign Parks Foundation By-Laws

Vice President Hays reported that the Champaign Parks Foundation (Foundation) Board of Directors desires to resume monthly meetings.

Commissioner Solon made a motion to approve an amendment to the Foundation by-laws to reflect a change in the regular meeting times from bi-monthly to monthly. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Ordinance No. 608: Prevailing Wage

Ms. Harvey reported that adoption of the prevailing wage is an annual item. She noted that the State has yet to set the prevailing wage rates for 2016 and it hopes to have that completed by the end of June or early July. Discussion ensued.

Attorney Hall stated that generally the prevailing wage rates have been set by the time this ordinance is adopted. However, presumably because of the State's budgetary issues, the new rates have not been determined. He stated that the Board can adopt the ordinance setting the rates based on July 2015 figures but may have to amend the ordinance once the new rates are set.

Commissioner Solon made a motion to approve Ordinance No. 608: Prevailing Wage. The motion was seconded by Vice President Hays. The motion passed 5-0.

Old Business

None.

Discussion Items

Annual Operating Budget FY16-17

Mr. DeLuce reported that Ms. Wallace sought questions from the Board about the budget. He stated that Ms. Wallace shared questions and responses to questions from Commissioner Hays.

Ms. Wallace updated the Board on the projected revenues and expenditures. She reviewed the total revenues and expenditures for FY2017. She stated that the Board will receive a revised Budget and Appropriation Ordinance, which will include the revised calculations at the June 22, 2016 Special Board meeting. She discussed the issuance of bonds by the Park District. She also shared a legal opinion received from bond counsel last year with the Board and talked about the possibility of having the bond counsel make a presentation to the Board. Discussion ensued about variances in revenues and expenditures.

President McMahon will be unable to attend the June 22, 2016 Special Board meeting and proposed that approval of the Budget and Appropriation Ordinance and the operating budget be moved to the July 13, 2016 Regular Board meeting. Discussion ensued.

After discussion, it was the consensus of the Board that the approval of the budget and appropriation ordinance and the operating budget be placed on the July 13, 2016 Regular Board meeting agenda.

Hessel Phase 2 and 3 Project

Mr. DeLuce presented pictures of the overall view of the new waterplay area, restrooms and pathway. He responded to questions from the Board and discussed the amenities that will be constructed. Discussion ensued. Commissioner Kuhl suggested that staff visit the Lake of the Woods restroom facility for comparison purposes.

Comments from Commissioners

Commissioner Solon expressed concern about the University of Illinois staff parking in the circle drive at Hessel Park.

Executive Session

Commissioner Solon moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner Griggs. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Griggs – yes; Vice President Hays – yes; President McMahon – yes; and Commissioner Kuhl – yes. The Board convened into Executive Session under the Illinois Open Meeting Act, specifically 5 ILCS 120/2(c)(5) for the purchase or lease of real property for the use of the public body and 120/2(c)(6) for the setting of a price for sale or lease of property owned by the public body.

Return to Regular Meeting

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

Action Items from Executive Session, if any

None.

Adjourn

There being no further business to come before the Board, Vice President Hays made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. The motion passed 5-0 and the meeting was adjourned at 9:30 p.m.

Timothy P. McMahon, President

Cindy Harvey, Secretary



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: July1, 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:

- Drug Free Workplace Policy
- Communicable Disease Policy
- Scholarship Policy
- Illinois Identity Protection Act Policy and Procedures
- Smoke Free Illinois Policy
- Difference between Board Policies and Administrative Procedures
- Prospective Board Candidate and Packet Policy
- Bond Rating Policy
- Payment of Bills Policy
- Economizing Purchases and Resources Policy

Prior Board Action

The Board reviewed and discussed the policies at the June 22, 2016 Study Session.

Budget Impact

None.

Recommended Action

Staff recommends that the Board approved the policies as presented.

Prepared by:

Cindy Harvey
Assistant to the Executive Director

Reviewed by:

Joe DeLuce, CPRP
Executive Director

CHAMPAIGN PARK DISTRICT

Drug Free Workplace Policy

The 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 aid in enhancing 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 laws/statutes and related 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, this policy is subject to periodic addition/review, amendment, 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).

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 particular/additional skill and attentiveness beyond/over that of non-commercial motor vehicles licensees. As part of its continuing commitment to safety and in order to comply with federal applicable 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 shall control.

Approved by Board of Commissioners June 22, 2016

Timothy P. McMahon, President

Joseph C. DeLuce, Executive Director

CHAMPAIGN PARK DISTRICT

Communicable Disease Policy

Employees with Chronic Infectious Diseases Policy

The **Champaign** Park District recognizes that the transmission of communicable diseases is a genuine health risk. It is the desire of the **Champaign** Park District to exercise appropriate measures to assist in ~~the preventing~~ the spread of diseases. The Board of Commissioners acknowledges its desire and willingness to respond effectively to the genuine concerns of the public consistent with its obligation to discharge its duties in accordance with applicable laws.

Statement of Purpose

Employees with identified chronic infectious diseases shall be permitted to retain their positions whenever, through an interactive process and reasonable accommodation, their employment does not constitute a direct threat to the health or safety of themselves or others and the employee is able to satisfactorily perform the Essential Functions of ~~thehis~~ job in question.

Administration of the Policy

Employment decisions will be made in accordance with applicable law and in conjunction with current, available state and local public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case.

-The determination of an employee's continued employment status ~~shall~~will be made in accordance with procedures implemented by the **Champaign** Park District. Employees with chronic infectious diseases shall maintain all rights, privileges and services provided by law and the policies and procedures of the **Champaign** Park District.

The **Champaign** Park District shall respect the right to privacy of any employee who has a chronic infectious disease. Subject to applicable law, the employee's medical condition shall be disclosed only to the extent necessary to avoid a health or safety threat to the employee or others. The number of personnel aware of the employee's condition will be kept at the minimum needed to assure proper care of the employee and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information and will be made aware of confidentiality requirements.

Participants with Chronic Infectious Diseases Policy

The **Champaign** Park District recognizes that the transmission of communicable diseases is a genuine health risk. It is the desire of the **Champaign** Park District to exercise appropriate measures to assist in ~~the preventing~~ the spread of diseases. The Board of Commissioners acknowledges its desire and willingness to respond effectively to the genuine concerns of the public consistent with its obligation to discharge its duties in accordance with applicable laws.

Statement of Purpose

Participants with identified chronic infectious diseases may attend **Champaign** Park District programs whenever, through reasonable accommodation, their attendance does not constitute a direct threat to the health or safety of themselves or others.

Administration of the Policy

Decisions will be made in accordance with applicable law and in conjunction with current, available public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case.

The determination of whether a participant with a chronic infectious disease may attend Park District programs shall be made in accordance with procedures implemented by the **Champaign** Park District. Participants with chronic infectious diseases shall maintain all rights, privileges and services provided by law and the policies and procedures of the **Champaign** Park District.

The **Champaign** Park District shall respect the right to privacy of any participant who has a chronic infectious disease. Subject to applicable law, the participant's medical condition shall be disclosed only to the extent necessary to avoid a health or safety threat to the participant or others. The number of personnel aware of the participant's condition will be kept at the minimum needed to assure proper care of the participant and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "direct need to know" will be provided with the appropriate information and will be made aware of confidentiality requirements.

Approved by Board of Commissioners July 13, 2011
Revised by Board of Commissioners June 22, 2016

Timothy P. McMahon, Newton H. Dodds,
President

Joseph C. DeLuceBobbie Herakovich, Executive
Director

CHAMPAIGN PARK DISTRICT

Scholarship Policy

The Park District strives to provide quality parks and recreation to all residents of Champaign, regardless of ability to pay. To achieve this, the Park District provides a limited number of scholarships to reduce or waive certain fees and charges for Champaign Park District residents, ~~ages 18 and under~~, to participate in Park District programs.

To be eligible ~~for under~~ this ~~policy~~ program, the Park District must receive a completed Scholarship Application along with a program registration form prior to the deadline for registration or start of program. Applicants must be a resident of the Champaign Park District, submit a current utility bill, ~~or~~ Illinois driver's license or identification card, and provide verification of household income by submitting the first two pages of ~~the most recent~~ current Federal Income Tax Return form. If total household income is equal to or less than the amounts on the income scale below, residents may be eligible for discounts on ~~recreational~~ programs offered by the Park District (trips excluded). Household means a group of related or non-related individuals living as one economic unit and sharing living expenses, such as rent, clothes, food, medical, and utility bills.

Illinois Department of Human Services 01.02.01 - Income Guidelines, 2015-11-09

	Maximum Monthly Income (185% FPL*)
<u>FAMILY SIZE - 1</u>	<u>\$1,815</u>
FAMILY SIZE - 2	\$2,456
FAMILY SIZE - 3	\$3,098
FAMILY SIZE - 4	\$3,739
FAMILY SIZE - 5	\$4,380
FAMILY SIZE - 6	\$5,022
FAMILY SIZE - 7	\$5,663
FAMILY SIZE - 8	\$6,304

*FPL=Federal Poverty Level

Confidential applications can be made to the Assistant Finance Director for partial or full financial assistance. If it is ~~determined~~ found that a hardship exists which prevents ~~them~~ an applicable resident from paying the program fee, the applicant will be granted a reduction in fee.

The Park District reserves the right to limit the dollar amount of scholarships awarded to an individual or family during the program season, ~~particularly if the demand for scholarships by the community is high.~~ Non-residents Individuals who do not reside in Champaign are not eligible for financial assistance.

Approved by Board of Commissioners August 11, 1999
Revised by Board of Commissioners June ~~re~~ 8-8, 2011
~~Revised by Board of Commissioners June 8, 2016~~
~~Revised by Board of Commissioners July 13, 2016~~

Timothy P. McMahon, President

Joseph C. DeLuce, Executive Director

CHAMPAIGN PARK DISTRICT

Identity-Protection Policy

I. Introduction and Identification of Act

This Identity-Protection Policy is adopted pursuant to the Illinois Identity Protection Act, 5 ILCS 179/1 et seq. The Identity Protection Act requires ~~Champaign~~ Park District to draft, approve, and implement this Identity-Protection Policy to ensure the confidentiality and integrity of Social Security numbers (SSNs) that the District collects, maintains, and uses. It is important to safeguard SSNs against unauthorized access because SSNs can be used to facilitate identity theft. One way to better protect SSNs is to limit the widespread dissemination of those numbers. The Identity Protection Act was ~~enacted passed~~ in part to require ~~the District and other~~ local and State government agencies to assess their personal information collection practices and make necessary changes to those practices to ~~enhance~~ secure confidentiality. All District officers, employees, and agents shall comply with the Identity Protection Act and this Policy at all times.

II. Definitions

The following words shall have the following meanings when used in this Policy.

“Act” means the Illinois Identity Protection Act, 5 ILCS 179/1 et seq.

“Board” means the Board of Commissioners of the Park District.

“Park District” means Champaign Park District.

“Person” means any individual in the employ of the Park District.

“Policy” means this Identity-Protection Policy.

“Publicly post” or “publicly display” means to intentionally communicate or otherwise intentionally make available to the general public.

“Redact” means to alter or truncate data so that no more than five sequential digits of a SSN are accessible as part of personal information.

“SSN(s)” means any Social Security number provided to an individual by the Social Security Administration.

“Statement of Purpose” means the statement of the purpose(s) ~~or purposes~~ for which the Park District is collecting and using an individual's SSN that the Act requires the Park District to provide when collecting a SSN or upon request by an individual. An example of a Statement of Purpose for the Park District is attached to this Policy.

III. Statement of Purpose

The Park District shall provide an individual with a Statement of Purpose anytime an individual is asked to provide the Park District with ~~their~~ his or her SSN or if an individual requests it.

IV. Prohibited Activities

(a) Neither the Park District nor any Person may:

1. Publicly post or publicly display in any manner an individual's SSN.
2. Print an individual's SSN on any card required for the individual to access products or services provided by the person or entity.
3. Require an individual to transmit a SSN over the Internet unless the connection is secure or the SSN is encrypted.
4. Print an individual's SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the SSN to be on the document to be mailed. Notwithstanding the foregoing, SSNs may be included in applications and forms sent by mail, including, but not limited to: (i) any material mailed in connection with the administration of the Unemployment Insurance Act; (ii) any material mailed in connection with any tax administered by the Department of Revenue; and (iii) documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed pursuant to this paragraph will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

(b) Except as otherwise provided in paragraph (c) below or unless otherwise provided in the Act, neither the Park District nor any Person may:

1. Collect, use, or disclose a SSN from an individual, unless: (i) required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of the Park District's duties and responsibilities; (ii) the need and purpose for the SSN is documented before collection of the SSN; and (iii) the SSN collected is relevant to the documented need and purpose.
2. Require an individual to use ~~their~~his or her SSN to access an Internet website.
3. Use the SSN for any purpose other than the purpose for which it was collected.

(c) The prohibitions in paragraph (b) above do not apply in the following circumstances:

1. The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity first receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's SSN will be achieved.
2. The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
3. The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.

4. The collection, use, or disclosure of SSNs for internal verification or administrative purposes.
5. The disclosure of SSNs by a State agency to the Park District for the collection of delinquent child support or of any State debt or to the Park District to assist with an investigation or the prevention of fraud.
6. The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm-Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

V. Coordination with the Freedom of Information Act and Other Laws

The Park District shall comply with the provisions of the Illinois Freedom of Information Act, 5 ILCS 140/1, et seq., and any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. However, the Park District shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, the Park District shall request each SSN in a manner that makes the SSN easy to redact if required to be released as part of a public records request. The Park District shall require that when collecting a SSN or upon request by the individual, a statement of the purpose or purposes for which it is collecting and using the SSN shall be provided.

VI. Limited Employee Access to Social Security Numbers

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs shall first be trained to protect the confidentiality of SSNs and sign an acknowledgement that such training was provided and completed. The training will include instructions on the proper handling of information that contains SSNs from the time of collection through destruction of the information.

VII. Embedded Social Security Numbers

Neither the Park District nor any Person shall encode or embed a SSN in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the SSN as required by the Act and this Policy.

VIII. Applicability

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

This Policy does not apply to:

1. The collection, use, or disclosure of a SSN as required by State or federal law, rule, or regulation; or
2. Documents that are recorded with a county recorder or required to be open to the public under a State or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois; provided, ~~however,~~ that, the Park District shall redact the SSN from such document if such law, rule, or regulation permits.

IX. Availability of Policy

The Policy shall be filed with the Board within 30 days of its approval. All Park District employees shall be advised of the existence of this Policy.

Park District employees who are required to use or handle information or documents that contain SSNs ~~shall have been~~ provided a copy of this Policy, which each shall maintain at all times and sign an acknowledgement of receipt of said Policy. A copy of the Policy is available to all other employees and any member of the public by requesting in writing a copy from: {Director of Human Resources, 706 Kenwood Road, Champaign, IL 61821 or at 217-398-2550~~INSERT CONTACT INFORMATION FOR OFFICE AND TELEPHONE NUMBER WHERE COPY OF THE POLICY CAN BE OBTAINED}~~.

X. Amendments

This Policy may be amended by the Park District at any time. If the Policy is amended, the Park District shall file a written copy of the Policy, as amended, with the Board and shall also advise all Park District employees of the existence of the amended Policy. A copy of the amended Policy will be made available to Park District employees and the public as set forth in the preceding section above.

Approved by Board of Commissioners June 8, 2011
Revised by Board of Commissioners July 13, 2016

Timothy P. McMahon~~Newton H. Dodds~~, President
Herakovich, Executive Director

Joseph C. DeLuce, _____ Bobbie

ATTACHMENT

Statement of Purpose for Collection of Social Security Numbers by the **Champaign** Park District

The Identity Protection Act, 5 ILCS 179/1, et seq., and the Identity Protection Policy of the **Champaign** Park District (~~“District”~~) require the **Park** District to provide an individual with a statement of the purpose or purposes for which the **Park** District is collecting and using the individual’s Social Security number (“SSN”) anytime an individual is asked to provide the **Park** District with ~~their~~ **his or her** SSN or if an individual requests it. This Statement of Purpose is being provided to you because you have been asked by the **Park** District to provide your SSN or because you requested a copy of this statement.

Why do we collect your Social Security number?

You are being asked for your SSN for one or more of the following reasons:

~~{IDENTIFY ALL PURPOSES FOR WHICH THE DISTRICT COLLECTS SSNs}~~—

- Employment matters
- Insurance ~~c~~Claim
- Complaint mediation or investigation
- Law enforcement investigation
- Child support collection
- Internal verification
- Administrative services

What do we do with your Social Security number?

We will only use your SSN for the purpose for which it was collected.

We will not:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
- Publicly post or publicly display your SSN;
- Print your SSN on any card required for you to access our services;
- Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
- Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you; the exceptions would be (i) any material mailed in connection with the administration of the Unemployment Insurance Act; (ii) any material mailed in connection with any tax administered by the Department of Revenue; and (iii) documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. ~~{ADD ITEMS FROM SECTION IV(a)(4) IF APPLICABLE}~~.—If mailed, your SSN will not be visible without opening the envelope in which it is contained.

Questions or Complaints about this Statement of Purpose

Write or e-mail to the Champaign Park District:

Tammy Hoggatt

Director of Human Resources Manager

706 Kenwood Road
Champaign, IL 61821

E-mail: Tammy.Heggattpersonnel@champaignparks.com eparkdistrict.com

CHAMPAIGN PARK DISTRICT

Smoke Free Illinois Policy

Smoking is prohibited in ~~or on any~~ Park District buildings, facilities, equipment, vehicles, or while working directly with the public, except in designated areas. Any new state or federal law regulating smoking to stricter standards will be adopted and enforced by the ~~Champaign~~ Park District at the time it becomes law.

The Smoke Free Illinois Act will be strictly enforced by the ~~Park~~ District. The ~~Smoke-f~~Free Illinois Act prohibits smoking in virtually all public places and workplaces, including offices. This also pertains to theaters, museums, libraries, educational institutions, schools, commercial establishments, and any other ~~Park d~~District buildings.

Approved by Board of Commissioners February 9, 2011
Revised by Board of Commissioners June 22, 2016

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

Joseph C. DeLuce~~Bobbie Herakovich~~, Executive Director

CHAMPAIGN PARK DISTRICT

Distinction ~~BB~~ Between Board Policies and Administrative Procedures

Defining Policies and Procedures

The Board of Commissioners recognizes the need for a document that contains Board policies and ~~A~~administrative ~~P~~procedures that facilitate the operation of the Park District on a daily basis.

Board Policy

A policy is a directive or desired course of action, which reflects the ~~aimsgoals~~-to be achieved by the Park District and is officially approved by the Board of Commissioners. Policies may reflect value judgments on issues related to the purpose of the park and recreation system and provide guidelines to the Executive Director for the operation of the Park ~~d~~District.

Board policies shall be in writing, ~~discussed~~ addressed at a ~~b~~Board meeting, voted upon, approved, recorded in the meeting minutes and recorded in the Board Policy Manual. ~~The Board will strive to have all policies written.~~

The Board may wish to study proposed policies and discuss them with the general public and other community representatives prior to adoption. The ~~Board Commissioners~~ shall review~~evaluate~~ policies every five years at a minimum and update as needed. ~~every five years and determine a method for evaluation.~~ The Board ~~of Commissioners~~ shall execute its control over the operation of the Park District by setting policies.

Administrative Procedure

An administrative procedure includes a course of action developed by administrative staff to facilitate the daily operation of the Park District within ~~b~~Board policy guidelines.

Administrative policies may include the purpose, scope and procedure to be implemented in written format or memo. The Executive Director must sign agency administrative procedures.

The Executive Director shall have the responsibility to ensure that procedures ~~are~~must be consistent with the policies ~~formulated~~ approved by the Board.

Administrative procedures shall be reviewed every two years and updated as needed.

Administrative procedures will be documented and placed in the Administrative Operational Policy and Procedures Manual and may be included in the Personnel Manual.

Adopted by the Board of Commissioners	August 11, 1999
Revised by the Board of Commissioners	September 14, 2005
Revised by the Board of Commissioners	July 13, 2011
<u>Revised by the Board of Commissioners</u>	<u>July 13, 2016</u>

CHAMPAIGN PARK DISTRICT

Prospective Board of Commissioners Candidate and Packet Policy

The Executive Director and/or ~~Park~~ Board of Commissioners Secretary shall assist prospective ~~Park~~ Board candidates which shall consist of, but not be limited to, meeting with candidates, touring of parks and facilities, providing copies of approved minutes from ~~Park~~ Board meetings for the past six months and additional information as requested.

All prospective candidates running for the Champaign Park District Board shall receive a packet of information, which will include the following:

- A. An introduction letter from the Executive Director
- B. Application to become a prospective candidate
- C. Brief history and profile of the ~~Champaign~~ Park District
- D. Copies of the ~~Park District~~CPD-mission statement and vision statement
- E. Organizational charts of the ~~Park District~~CPD and Champaign-Urbana Special Recreation
- F. Copy of the ~~tentative~~-budget for the current fiscal year
- G. Park features and map of all parks and facilities
- H. Copy of the most recent Strategic Plan
- I. ~~Strategic Plan brochure~~
- J. ~~Funformation Program~~ Guides (last three ~~issues~~semesters)
- K. State of Illinois Candidate's Guide issued by ~~T~~the Illinois State Board of Elections
- L. Petitions for Nominations, Statement of Candidacy, and Statement of Economic Interest
- M. Any other information deemed necessary by the Executive Director

Approved by Board of Commissioners September 14, 2005

Revised by Board of Commissioners July 13, 2011

Revised by Board of Commissioners June 22, 2016

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

Joseph C. DeLuce~~Bobbie Herakovich~~, Executive

CHAMPAIGN PARK DISTRICT

Bond Rating Policy

While the Park District has an official bond rating, the Park District shall not maintain a bond rating on an annual basis unless necessary for financing of projects. The decision of whether or not a bond rating shall be secured will be made by the ~~Park~~ Board of Commissioners on a case by case basis for each separate bond issue approved by the Park Board.

Approved by Board of Commissioners September 23, 1999

Revised by Board of Commissioners November 9, 2005

Revised by Board of Commissioners July 13, 2011

Revised by Board of Commissioners June 22, 2016

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

~~Joseph C. DeLuce~~Bobbie Herakovich,

CHAMPAIGN PARK DISTRICT

Payment of Bills Policy

It shall be the policy of the Board of Commissioners that all purchases of the Park District shall be paid promptly as provided by the Local Government Prompt Payment Act. All bills ~~will~~ must be paid within thirty (30) days of receipt of the bill unless there is some mitigating circumstance as to why the bill should not be paid within the thirty (30) day time frame. The Finance Department will prepare a monthly listing of the bills to be paid by the Park District. The Treasurer and the Director of Finance shall review the listing and recommend that the Board approve payment at the regular monthly ~~h~~Board meeting. After the Board approves the bills to be paid, paymentschecks will be processed, Checks will then be signed by the authorized personnel, and mailed to the vendors. Payments made by direct deposits and wire transactions will be deposited into vendor accounts.

Approved by Board of Commissioners September 23, 1999

Revised by Board of Commissioners September 14, 2005

Revised by Board of Commissioners July 13, 2011

Revised by Board of Commissioners July 13, 2016

Timothy P. McMahon, Newton H. Dodds, President
Herakovich, Executive Director

Joseph C. DeLuce _____ Bobbie

CHAMPAIGN PARK DISTRICT

Economizing Purchases and Resources Policy

It shall be the policy of the Board of Commissioners of the Champaign Park District to economize the purchases and resources of the Park District. The Executive Director and department heads are directed to determine the best options available to the Park District when making purchases ~~for the District~~. Such options include, but are not limited to, joining other municipal governmental bodies in cooperative purchasing, membership in the joint membership purchasing program with Illinois Parks and Recreation Association (IPRA), joint purchasing of health insurance with the City of Champaign, joint bidding with other local units of government and using the sState of Illinois purchasing program for vehicles and equipment.

Approved by Board of Commissioners October 13, 1999
Revised by Board of Commissioners September 14, 2005
Revised by Board of Commissioners July 13, 2011
Revised by Board of Commissioners June 22, 2016

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

Joseph C. DeLuce~~Bobbie Herakovich~~, Executive
Director



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: June 3, 2016

SUBJECT: Dodds Tennis Center Janitorial Service

Background

In 2015 the Board approved a one year agreement with an option for one additional year with ESS Clean, Inc. for Dodds Tennis Center janitorial service.

ESS Clean, Inc., has been contacted about extending the agreement for an additional year per the option listed in the current agreement. ESS Clean is interested and confirmed that they would extend the one year renewal option to provide janitorial service at the Dodds Tennis Center at the same rates.

Prior Board Action

At the August 12, 2015 Regular Board Meeting, the Board authorized the Executive Director to enter the Champaign Park District into a contract with ESS Clean, Inc. of Urbana, IL, in the annual base bid amount of \$21,835.00 with Alternate 1 West Wall Dusting of \$150.00 for a total of \$21,985.00. Also accepted and approved Alternate 1 Carpet Cleaning \$175.00, Alternate 1 Fabric Covered Furniture Cleaning \$175.00, and Additional Services Rate of \$20.00/hour on an as needed basis.

Budget Impact

The amount of \$24,818.00 has been budgeted for Service Contracts-Facilities in the FY16-17 Tennis Programs budget.

Recommended Action

Staff recommends Board approval of the one year renewal option with ESS Clean, Inc. for Dodds Tennis Center janitorial service in 2016-17.

Prepared by:

Reviewed by:

Shane Coats
Aquatics/Tennis Manager

Jameel Jones
Director of Recreation



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: July 13, 2016

SUBJECT: Virginia Theatre Cleaning Service Bid

Background

Janitorial services at the Virginia Theatre are arranged according to the facility's schedule, with full "Post-Event" cleanings of the auditorium, lobbies, and backstage areas taking place immediately following shows at different hours of the day, in the evening, and over the weekend. To this irregular, contingent schedule the theatre adds a regular weekly schedule of brief "Front-of-House" cleanings to keep the building's main lobby, restrooms, and offices tidy and sanitary.

In the past, the Park District has utilized both contract services and salaried staff to clean the Virginia Theatre. But, given the Virginia's increased schedule of events, theatre staff have recommended the use of contractors exclusively as the most effective and efficient solution to the facility's cleaning needs. This is due to several factors, given that a contract service is:

- scalable – additional workers can easily be scheduled after larger events;
- present at the building only when needed;
- able to be scheduled routinely around the clock, overnight, on weekends, on holidays, and during peak times, with quick turn-arounds between shifts.

The flexibility and efficiency of a contract service, coupled with the cost savings compared to a full-time, benefitted Building Services Worker plus part-time staff members, has led theatre staff to recommend contract cleaning as the best option currently available for the Virginia Theatre.

Prior Board Action

None.

Bid Results

An invitation to bid was published in *The News-Gazette* on June 12, 2016. Bids were opened and read aloud at on Thursday, June 30, 2016, at 10:00 A.M. Selection criteria considered when evaluating bids and selecting the most responsible bidder is based on the base bid hourly rate. Three bids were received and the results are as follows:

Bidder	Bid Amount – Hourly Rates
ServiceMaster Janitorial Cleaning, Champaign, IL	\$20.15 Front-of-House / \$20.15 Post-Event
ESS Clean, Inc. , Urbana, IL	\$20.00 Front-of-House / \$32.00 Post-Event
Perfect Cleaning Service, Inc., Chicago, IL	\$19.50 Front-of-House / \$22.00 Post-Event (with backstage areas) / \$21.00 Post-Event (without backstage areas)

Two of the bidding companies listed above (ESS Clean, Inc. and ServiceMaster Janitorial Cleaning) are based in Champaign-Urbana, IL, and one (Perfect Cleaning Services, Inc.) is based in Chicago, IL. Of the two local companies, ServiceMaster substantially underbid the other company on their hourly rate for Post-Event cleaning, which makes up the majority of the cleaning needed at the theatre.

The Chicago firm does not have a local office nor any local employees, and theatre staff recommend contracting with a company with local crew members to ensure the most responsive and flexible service possible in meeting the theatre's extensive cleaning needs.

Budget Impact

The current FY17 Champaign Park District budget includes \$36,500 for contract cleaning services at the Virginia Theatre. Given past monthly averages for contract cleaning services at the Virginia, and given the reduction in costs represented in the above ServiceMaster bid, staff estimates an average monthly cost of \$3,000.00 for the remainder of FY17, for an annual total of \$36,000.00.

No salaried or hourly cleaning staff are currently on payroll at the theatre, however \$8,011.25 has already been expended on cleaning for the first two months of this fiscal year. The months of May and June are exceptionally busy with children's programming (CU Ballet, Art in Motion, Youth Theatre) that results in a heavy cleaning schedule.

Recommended Action

Staff recommends that the Board accept the bid and authorize the Executive Director to enter into a contract with the responsible bidder, ServiceMaster, Champaign IL, at the hourly rate of \$20.15 to provide cleaning services at the Virginia Theatre for one year.

Prepared by:

Reviewed by:

Steven Bentz
Director of the Virginia Theatre

Joe DeLuce, CPRP
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: June 7, 2016

SUBJECT: Spalding Park Tennis Courts Refurbishment Project

Background

As directed, bids were let for the Spalding Park Tennis Courts Refurbishment due to availability of funding through savings in the Dodds Tennis Center Court Refurbishment Project (project # 170019). The Spalding Park courts were left off the 2015/16 Capital Improvement Plan in favor of refurbishment of the Hessel Park courts.

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 potential contractors, with one bid received. Bids were opened and read aloud on April 12, 2016, the results of which are below.

Contractor	Bid Amount
Harris Barrier Corp., Indianapolis IN	\$26,520.00
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, of which \$25,290.00 was authorized for refurbishment of the Dodds Tennis Center courts, leaving a balance of \$34,710.00 remaining.

Recommended Action

Staff recommends that the Board accept the bid for the Spalding Park Tennis Courts Refurbishment Project, and authorize the Executive Director to enter into a contract with the low, responsible bidder, Harris-Barrier Corporation of Indianapolis IN, in the amount of \$26,520.00.

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: July 1, 2016

SUBJECT: General Concrete Bid

Background

This is a bid to address concrete deficiencies and failures at various locations throughout the District. Sites included in this bid are as follows: additional concrete for the filter building service drive at the Sholem Aquatic Center, approach addition to the entrance of the Dodds soccer sidewalk, replacement panel at the operations facility, replacement panels to the entrance of the Dodds Tennis Center, and new curbs to replace failed timbers in 5 locations along Simon and Roby trails.

Prior Board Action

The Park Commissioners approved the FY16-17 Capital plan at the March 09, 2016 Regular Board meeting.

Bid Results

An invitation to bid was published in *The News-Gazette*. The bids were opened and read aloud on Thursday, June 30, 2016. Six (6) bids were received and the results are as follows:

BIDDER	BASE BID
Mid-Illinois Concrete, Urbana, IL	\$30,600.00
Otto Baum Company, Decatur, IL	\$32,050.00
Duce Construction, Champaign, IL	\$35,000.00
Schomburg & Schomburg, Danville, IL	\$38,124.20
Petry-Kuhne, Champaign, IL	\$39,840.00
Shaw Bros. Concrete, Champaign, IL	\$49,574.00

Budget Impact

\$50,000 has been budgeted in the FY16/17 Capital plan for General Concrete installations/renovations (Project #17RM02).

Recommended Action

Staff recommends accepting the low, responsive bid from Mid-Illinois Concrete in the amount of \$30,600 and authorizing the Executive Director to enter into a contractual agreement for this work.

Prepared by:

Reviewed by:

Bret Johnson
Grounds & Maintenance Supervisor

Kevin Crump
Director of Operations & Planning

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



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director
DATE: July 1, 2016
SUBJECT: Compressed Gas Tanks Lease Agreement

Background

The Operations Department uses 17 different compressed gas cylinders for various reasons such as: welding, cutting torches, and fuel for the forklift. These cylinders are leased from Depke Welding Supplies, Urbana, IL, and filled as needed. In the past, some of the cylinders have been leased for five (5) years, three (3) years, and on a monthly basis. The least expensive option is to enter into a five year agreement for all cylinders.

Prior Board Action

The Board approved a five year lease agreement for three (3) cylinders at the March 14, 2012 regular board meeting.

Budget Impact

Funds have been allocated in the FY 16/17 facility maintenance operating budget.

Recommended Action

Staff recommends approval of a five (5) year lease agreement for seventeen (17) cylinders with Depke Welding Supplies, in the amount of \$2,465, and authorize the Executive Director to execute said agreement.

Prepared by:

Reviewed by:

Bret Johnson
Grounds & Maintenance Supervisor

Kevin Crump
Director of Operations & Planning



Acct: 760577

Champaign Parks District
706 Kenwood Rd
Champaign, IL 61821

Cylinder Lease Agreement

Lease No. 2459

This lease is made on the 18th day of May, 2016, between: Depke Gases and Welding Supplies Inc. (hereinafter called "Lessor"), and J-Champaign Parks District (hereinafter called "Lessee") for a term of 5 year(s) as noted.

Whereas, Lessee desires to have a certain number of cylinders, in his possession and to be released from his obligation to pay monthly rental with respect to such number of cylinders, for the term of this Lease. Now, therefore, in consideration of the premises, the parties agree as follows:

(1) Lessor hereby leases to Lessee the following cylinders for the noted prices:

SIZE / DESCRIPTION	QUANTITY	AMOUNT	INVOICE #
2-AC4, 1-ARC25E, 2-ARQ, 2-NIQ, 2-OXS, 3-OXMPD, 5-PRO33	17	\$145.00 EACH	D474310

(2) It is intended that when any of the cylinders leased hereunder are returned to Lessor for any purpose during the term of this Lease, Lessor may return to Lessee either the same cylinders or equivalent cylinders, and cylinders from time to time in possession of the Lessee hereunder shall be hereinafter referred to as the "leased cylinders".

(3) The aggregate amount for the leased cylinders as listed in Paragraph (1), shall be paid for at the time the leased cylinders are delivered to Lessee.

(4) Lessee agrees that the title to leased cylinders remains with Lessor, and under no circumstances is transferred to Lessee. Lessee also agrees that the above listed cylinders are for Lessee's own use, and are not to be loaned to other parties without the express, written consent of the Lessor. Leased cylinders are to be refilled through Lessor only. In case of damage to leased cylinder or fitting, while charged out to the Lessee from any cause whatsoever; including fire, during the term of this Lease, Lessee agrees to pay all damages at the established valuation then in effect by the Lessor. Lessee agrees to return all leased cylinders covered on this Lease, to Lessor at the termination of this Lease.

(5) Lessor agrees to maintain leased cylinders in good condition and shall perform required maintenance on said cylinders, and shall conduct such inspections thereof as may be required by law. Lessor will assume no liability for Lessee's use of said leased cylinders and any personal injury of property damage resulting from Lessee's use of said cylinders, this shall be the Lessee's liability or responsibility, unless Lessor has been negligent in performing his obligations under this Lease. Lessor reserves to seize cylinders due to non-payment on store accounts.

(6) This lease will continue for the above term, commencing on the above date and thereafter, for a term equal to the original, until terminated by Lessee by giving at least 30 days written notice of any subsequent anniversary of the above date.

(7) Lessor may cancel this Lease by giving thirty (30) days written notice in the event the Lessee violates the term and conditions outlined in the Lease Agreement, and in such event Lessee waives all claims to value of the unexpired term of this Lease.

(8) This Lease is not assignable. Lessee agrees to notify Lessor within thirty (30) days of any address or phone number change.

Lessee (authorized signature)

Lessor - - Depke Gases and Welding Supplies Inc. /
Claudin Welding Supply

Depke Gases and Welding Supplies, Inc /Claudin Welding Supply
PO Box 967 - 628 E Williams Street
Danville, IL 61834-0967



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: June 27, 2016

SUBJECT: Agreement with Leaders For Life Martial Arts

Background

Champaign-Urbana Special Recreation (CUSR) has been working with Leader for Life Martial Arts since September of 2012. CUSR takes pride in this program. The goals for this program are as follows: to increase concentration and balance, and improve coordination, gross motor skills, endurance, flexibility and balance. It will also focus on self-confidence and self-defense.

Prior Board Action

The Board approved a two year agreement with Leaders for Life; Martial Arts in August of 2014.

Budget Impact

The amount of revenue received depends on number of participants enrolled.

Recommended Action

Staff recommends entering into an agreement with Leaders for Life Martial Arts for a two year period.

Prepared by:

Reviewed by:

Jessica DeYoung
Champaign-Urbana Special Recreation Manager

Jameel Jones
Director of Recreation

AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES

This Agreement is made and entered into effective this 1st day of August, 2016 by the **CHAMPAIGN PARK DISTRICT**, an Illinois municipal corporation, with the principal address of 706 Kenwood Road, Champaign, Illinois 61821 (hereinafter referred to as "**PARK DISTRICT**") and **Newberry's Leaders for Life Martial Arts**, whose principal address is 2413 Village Green Place, Champaign, Illinois 61822 (hereinafter referred to as "**Newberry's**").

RECITALS

WHEREAS, PARK DISTRICT is a municipal corporation which owns the Hays Recreation Center;

WHEREAS, Newberry's is an agency with experienced instructors and possessing equipment used to teach Martial Arts to children and adults; and

WHEREAS, PARK DISTRICT and **Newberry's** desire to enter into a contract whereby **Newberry's** will provide services to **PARK DISTRICT** as an independent contractor to provide trained and qualified instructor(s) to teach Martial Arts to children registered through the Champaign – Urbana Special Recreation program, as part of the Champaign Park District.

NOW, THEREFORE, for and in consideration of the mutual promises, covenants and agreements herein set forth, **PARK DISTRICT** and **Newberry's** agree as follows:

1. **PROFESSIONAL SERVICES:** **Newberry's** shall provide trained and qualified instructor(s), equipment and related services. The contractor shall at all times have sole control over the manner, means and methods of performing the services required by the contract according to his own independent judgment, and is solely responsible for the direction of his employees and agents. The contractor acknowledges and agrees that he will devote such time as is necessary to produce the contract for results. The services to be provided by **Newberry's** shall include, without limitation, the following:

- a. Provide trained and qualified instructor(s) for each class session.
- b. Provide participants with Martial Arts specifically Taekwondo certification at the level earned.
- c. Provide information to participants on how to purchase uniforms and apply for belt tests.
- d. Inform the CUSR Youth and Teen Coordinator by telephone when class(es) have been rescheduled or canceled, the Coordinator will then contact the class members.
- e. Provide brochure copy describing upcoming classes offered by the Park District's deadline.
- f. At all times deal with customers and patrons of the Park District in a professional and courteous manner.
- g. Exercise appropriate good judgment in dealing with Park District safety matters, including, without limitation, adherence to Occupational Safety and Health Administration (OSHA) regulations and other pertinent federal and state laws and regulations.
- h. Understand that there is a minimum of six (6) students per session or class will be canceled.

- i. Provide an evaluation of the class to the CUSR Youth and Teen Coordinator after each session. This should include the overall success of the class along with successes of students or any concerns.
- j. Provide request marketing materials for inclusion within the CUSR season brochure, as requested from staff which follows the printer's timeline. For Fall season, information will be collected by end of June; for Winter/Spring season information will be collect by the end of October; and for the Summer season information will be collect by the end of February. CUSR staff will initiate contact for information.

PARK DISTRICT shall provide **Newberry's** with such facilities and support staff as may be necessary for him to carry out his responsibilities hereunder.

PARK DISTRICT shall register students and collect fees.

PARK DISTRICT shall promote the classes in the CUSR Program Brochure.

2. **TIMING OF PERFORMANCE OF SERVICES.** **Newberry's** shall offer classes at the times both parties find suitable and have the availability of space at **Newberry's** in the Fall, Winter/Spring and Summer.

3. **WORK LOCATION.** All work performed by **Newberry's** hereunder shall take place in the **Newberry's** Leaders for Life Academy location or within the Park District as mutually agreed upon.

4. **CONTROL OF WORK.** **Newberry's** shall at all times have sole control over the manner, means and methods of completing the work and services required by the Agreement according to his independent judgment; provided that his conduct shall not be contrary to the Agreement policies and procedures of **PARK DISTRICT**. Furthermore, **Newberry's** is solely responsible for the direction of their employees or agents. **Newberry's** acknowledges that they will devote sufficient time and effort as is necessary to carry out the terms of this Agreement in a professional manner in order to complete the classes offered.

5. **COMPENSATION.** As consideration for the services rendered by **Newberry's** pursuant to this Agreement, **PARK DISTRICT** agrees to pay **Newberry's** 60% of paid enrollment minus the direct costs involved with staffing and site supervision (\$10.00 per hour times number of staff needed) through a purchase order approved at the monthly Board of Commissioners meetings on the second Wednesday of the month. The **PARK DISTRICT** will undertake no withholdings for taxes, social security benefits or any other obligations of any kind or character whatsoever, as the relationship between the parties is one of independent contractor. **Newberry's** shall be responsible for all withholdings and reporting of wages and income to the federal and state authorities. **Newberry's** acknowledges and agrees that he is not entitled to any benefits or protections afforded employees of **PARK DISTRICT**. **NEWBERRY'S** shall not hold himself out as an employee of **PARK DISTRICT** to members of the public, and further acknowledges that he will be responsible for paying any unemployment insurance and workers compensation insurance on behalf of himself and any of his employees. **NEWBERRY'S** shall be solely responsible for any employees' or agents' actions in performing the work or services to be provided pursuant to the terms of this Agreement. **NEWBERRY'S** will provide **PARK DISTRICT** with a Federal Employer Identification Number (FEIN) and social security number for any individual receiving payment. **NEWBERRY'S** acknowledges that he shall be solely responsible for the acts or omissions of his employees or agents in performing the work or services pursuant to this Agreement. **PARK DISTRICT** shall issue a form 1099 to **NEWBERRY'S** reflecting compensation pursuant to the terms of this Agreement.

6. **TERM AND TERMINATION.** The term of this Agreement shall be from **September 1, 2016** to **August 31, 2018**, subject to the following termination provisions. It is mutually agreed upon by the

parties that this Agreement may be terminated at any time without notice upon the express written consent of both of the Parties to this Agreement.

This Agreement may be terminated by either party for "cause" by giving fifteen (15) days' notice to the other party in writing of such intention to terminate the Agreement. For the purposes of this Paragraph, "termination for cause" is defined as termination for an intentional or a willful violation of any of the provisions of this Agreement by a party. The party seeking to terminate this Agreement for cause must specify in writing to the other party the nature of the "cause" resulting in termination. Furthermore, this Agreement may be terminated "without cause" by either party giving the other at least sixty (60) days' notice in writing of the intended termination date.

7. COMPLIANCE WITH APPLICABLE LAWS, RULES AND REGULATIONS. PARK DISTRICT and NEWBERRY'S shall comply with all applicable federal, state and local statutes, rules, regulations, ordinances and licenses regarding the performance and carrying out the terms of this Agreement.

8. EQUIPMENT AND ENEWBERRY'SPENSES. NEWBERRY'S shall be responsible for all expenses, including, without limitation, the provision of equipment and materials related to carrying out this Agreement unless otherwise stated herein.

9. INSURANCE. NEWBERRY'S shall keep in full force and effect at all times during the term of this Agreement the following insurance coverages: comprehensive general liability insurance, including contractual liability coverage, with minimum limits of not less than One Million Dollars (\$1,000,000.00) per occurrence, and Two Million Dollars (\$2,000,000.00) annual aggregate; property damage insurance; full worker's compensation insurance equal to the statutory amount required; and employers' liability insurance with limits of not less than One Million Dollars (\$1,000,000.00). All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best & Co. and satisfactory to PARK DISTRICT in its sole discretion. All certificates of insurance in connection herewith shall be furnished to the PARK DISTRICT no later than seven (7) days prior to the commencement date of this Agreement. All insurance coverage provided by NEWBERRY'S shall be primary coverage as to PARK DISTRICT. Any insurance or self-insurance maintained by PARK DISTRICT shall be in excess of NEWBERRY'S insurance and shall not contribute with it. The PARK DISTRICT, its officers, agents and employees are to be covered and named as additional insured's under the general liability coverage and shall contain no special limitation on the scope of protection afforded to the additional insured's. The policy and/or coverage shall also contain a "contractual liability" clause. Said insurance policies shall not be canceled or amended without thirty (30) days prior written notice having been given to the PARK DISTRICT. Such cancellation shall be grounds for the PARK DISTRICT to immediately cancel this Agreement.

10. INDEMNIFICATION. NEWBERRY'S shall indemnify, save, defend, and hold harmless PARK DISTRICT, including its officers, officials, agents, volunteers and employees, (hereinafter collectively referred to as "PARK DISTRICT") from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, cost and expenses (including reasonable attorney and paralegal fees) for which PARK DISTRICT may become obligated or alleged to be liable by reason of any accident, bodily injury or death of persons, civil or constitutional rights violation, or loss or damage to tangible property, arising directly or indirectly in connection with, under, or as a result of this Agreement.

11. REPRESENTATIONS AND WARRANTIES. NEWBERRY'S represents and warrants that he has the skills and knowledge necessary to perform the terms of this Agreement in a safe, proper, efficient, thorough and satisfactory manner and understand that PARK DISTRICT is relying on such representation in contracting with him.

12. ASSIGNMENT. This Agreement shall not be assigned or delegated by either party to any subsidiary, successor, partner, employee, agent or affiliate without the prior written consent of the other party which shall not be unreasonably withheld. If PARK DISTRICT permits the assignment of the

services provided for hereunder at any one or more times, such assignment shall not be deemed permission to assign the performance of this Agreement at any other time or times.

13. APPLICABLE LAW AND VENUE. The parties agree that the laws of the State of Illinois shall govern the terms of this Agreement. In the event of any claim or lawsuit regarding this Agreement, Champaign County, Illinois, shall be the appropriate venue for such claim or suit.

14. MISCELLANEOUS. If the Champaign Park District and **NEWBERRY'S** conclude that another instructor is required, **NEWBERRY'S** will provide staff at no cost to **PARK DISTRICT**.

15. SEVERABILITY. In the event one or more of the provisions contained in this Agreement shall be determined by the Court of law having appropriate jurisdiction to be invalid, illegal, or unenforceable in any respect, such provision shall be deemed severed from this Agreement and the validity, legality or enforceability of the remaining provisions of this Agreement or any other application thereof shall not be affected or impaired thereby, and shall remain in effect.

16. WAIVER. Failure to insist upon strict compliance with any of the terms, covenants or conditions of this Agreement shall be deemed a waiver of that term, covenant or condition, nor shall a failure to insist upon strict compliance with any right or power at any one time or times be deemed a waiver or relinquishment of any such term, covenant, condition or right or power at any other time or times.

17. COUNTERPARTS. This Agreement shall be executed in duplicate, each of which shall be deemed to be an original.

18. NOTICE. All notices required pursuant to this Agreement shall be in writing, and shall be deemed to have been given on the date and at the time they are sent by certified mail, return receipt requested, to the respective party at the addresses set forth below, or at such other place address as the parties shall provide to each other in writing. In addition, any such notice shall be sent by the first class regular U.S. Mail.

CHAMPAIGN PARK DISTRICT
Attention: Mr. Joseph DeLuce
Executive Director
706 Kenwood Road
Champaign, IL 61821

NEWBERRY'S Leaders for Life
Jeff and Tina Newberry
2413 Village Green Place
Champaign, IL, 61822

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

20. ENTIRE AGREEMENT AND AMENDMENT. This Agreement and any terms or specifications attached hereto or otherwise referred to herein constitute the entire agreement between the parties pertaining to the subject matter hereof and supersede all prior or contemporaneous agreements and understandings either oral or written of the parties in connection herewith. No modification of this Agreement shall be effective unless made in writing, signed by both parties and dated after the date hereof.

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

CHAMPAIGN PARK DISTRICT
A municipal Corporation

NEWBERRY'S Leaders for Life Martial Arts
An independent contractor

By: _____
Joseph DeLuce, Executive Director

By: _____
Jeff and/or Tina Newberry

Attest:

By: _____
Jessica DeYoung, CUSR Manager



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: July 6, 2016

SUBJECT: A Resolution Authorizing the Destruction of Certain Audio Recordings of Executive Sessions

Background

In accordance with the Illinois Open Meetings Act, the Park Board maintains minutes of all of its meetings, and makes an audio recording of all of its executive session meetings. The Open Meetings Act also allows executive session recordings to be destroyed after 18 months, provided minutes of those recorded meetings have been approved. The audio recordings listed in the resolution have been reviewed by Attorney Hall and are ready to be destroyed since the Park District no longer has to keep them.

Prior Board Action

None.

Budget Impact

None.

Recommended Action

Staff recommends Board approval of the resolution authorizing, approving and ordering the destruction of the verbatim audiotape records of the following closed full meeting(s): February 12, 2014; March 12, 2014; April 9 & 23, 2014; May 14 & 28, 2014; June 11 & 25, 2014; July 9 & 23, 2014; September 24, 2014; October 22, 2014; and December 10, 2014.

Prepared by:

Reviewed by:

Cindy Harvey
Assistant to the Executive Director

Joe DeLuce, CPRP
Executive Director

**CHAMPAIGN PARK DISTRICT
RESOLUTION**

WHEREAS, the Champaign Park District, is a municipal corporation located in Champaign County, Illinois, and is a park district organized and operating pursuant to the provisions of the Park District Code (70 ILCS 1205/1-1, et seq.); and

WHEREAS, there exists an Illinois law known as the Open Meetings Act (Act) 5 ILCS 120/1.02, et seq.), which provides in part for the recording of minutes and verbatim records of closed meetings in the form of audio or video recording; and

WHEREAS, in compliance with the Act, the Champaign Park District has audio tape recorded closed session meetings; and

WHEREAS, the Act permits public bodies such as the Champaign Park District 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 (18) 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; and

WHEREAS, at least eighteen (18) months have passed since the minutes of the verbatim audiotape record of the closed meeting(s) set forth in Section 1 of this Resolution were completed, and the Champaign Park District has approved the written minutes for each such meeting(s) or portions thereof; and

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

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Champaign Park District as follows:

Section 1: Based upon the recitals set forth in the preamble to this Resolution, the Champaign Park District hereby authorizes, approves and orders the destruction of the verbatim audiotape records of the following closed full meeting(s): February 12, 2014; March 12, 2014; April 9 & 23, 2014; May 14 & 28, 2014; June 11 & 25, 2014; July 9 & 23, 2014; September 24, 2014; October 22, 2014; and December 10, 2014.

Approved this 13th day of July 2016.

CHAMPAIGN PARK DISTRICT

By: _____
Timothy P. McMahon, President

Attest:

By: _____
Cindy Harvey, Secretary



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: July 8, 2016

SUBJECT: Discussion of REVISED Proposed FY17 Budget

Background

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.

Since the June 22 study session, the Executive Director has added revenues and cut additional expenditures from the budgets to get to a net surplus for all funds combined of at least \$500,000. Details of the cuts are included on pages 1-3 of the attached document.

Summary of REVISED FY17 Proposed Budget:

Revenues/Transfers	\$17,301,560
Expenditures/Transfers (appropriations)	<u>\$16,801,460</u>
Net Surplus (Deficit)	\$ 500,100

The Budget and Appropriation Ordinance was made available for public inspection after the May 11, 2016 Regular Board meeting. The current schedule for the budget approval is as follows:

The News-Gazette	July 18, 2016	Notice of Public Hearing on Budget & Appropriation Ordinance published in the newspaper
Public Hearing/ Regular Meeting	July 27, 2016	Public Hearing on Budget & Appropriation Ordinance. Budget & Appropriation Ordinance approved

Prior Board Action

March 9, 2016 Board approved the capital budget for FY17
April 27, 2016 Executive Director presented the budget summary for FY17
May 11, 2016 Discussion on budget
May 27, 2016 Entire budget book was distributed to Commissioners at the meeting
June 8, 2016 Discussion on budget
June 22, 2016 Further discussion on budget and approval of budget moved to July 27, 2016

Recommended Action

Discussion item only.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce, CPRP
Executive Director

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

07/08/2016 CHAMPAIGN PARK DISTRICT

	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
						PROPOSED	VARIANCE
ACCOUNT DESCRIPTION	ACTIVITY	ACTIVITY	AMENDED	PROJECTED	PROPOSED	VERSION 2	FROM
			BUDGET	ACTIVITY	BUDGET	BUDGET	PROPOSED
							BUDGET
BUDGET SUMMARY - ALL FUNDS COMBINED							
ESTIMATED REVENUES							
PROPERTY TAX REVENUE	11,531,570	11,452,260	11,293,330	11,289,640	11,762,740	11,762,740	-
PERSONAL PROPERTY REPLACEMENT TA	275,040	287,880	287,880	265,030	293,400	293,400	-
CHARGE FOR SERVICE REVENUE	2,109,580	2,201,640	2,527,430	2,643,120	2,893,410	2,919,950	26,540
CONTRIBUTIONS/SPONSORSHIPS	113,210	81,110	99,820	138,690	131,670	135,280	3,610
MERCHANDISE/CONCESSION REV	176,550	204,730	218,820	235,980	223,770	223,800	30
INTEREST INCOME	17,230	29,390	21,210	59,220	47,430	58,020	10,590
SPECIAL RECEIPTS	6,911,270	2,453,190	1,354,260	368,210	683,080	707,870	24,790
TRANSFERS FROM OTHER FUNDS	1,160,660	3,721,790	2,902,010	2,859,860	1,200,500	1,200,500	-
TOTAL ESTIMATED REVENUES	22,295,110	20,431,990	18,704,760	17,859,750	17,236,000	17,301,560	65,560
APPROPRIATIONS							
SALARIES AND WAGES	4,643,410	4,951,370	5,469,440	5,112,280	5,671,320	5,518,040	(153,280)
FRINGE BENEFITS	1,323,070	2,172,690	1,478,450	1,344,200	1,468,500	1,468,200	(300)
CONTRACTUAL	1,639,660	1,799,000	2,273,910	1,991,770	2,349,690	2,218,120	(131,570)
COMMODITIES/SUPPLIES	849,010	900,680	1,107,330	925,830	1,172,190	1,089,190	(83,000)
UTILITIES	515,290	538,750	637,780	538,400	650,010	622,620	(27,390)
INSURANCE	199,170	198,580	197,830	182,560	207,480	207,480	-
ROUTINE/PERIODIC MAINTENANCE		275,680	496,160	389,980	313,000	317,150	4,150
CAPITAL OUTLAY	8,154,840	2,546,130	2,799,260	1,186,970	3,624,130	3,624,130	-
DEBT SERVICE PRINCIPAL	375,000	385,000	400,000	400,000	410,000	410,000	-
DEBT SERVICE INTEREST/FEES	4,873,590	145,210	131,420	128,190	126,030	126,030	-
TRANSFERS TO OTHER FUNDS	1,160,660	3,721,790	2,902,010	2,859,860	1,200,500	1,200,500	-
TOTAL APPROPRIATIONS	23,733,700	17,634,880	17,893,590	15,060,040	17,192,850	16,801,460	(391,390)
ESTIMATED REVENUES - ALL FUNDS	22,295,110	20,431,990	18,704,760	17,859,750	17,236,000	17,301,560	65,560
APPROPRIATIONS - ALL FUNDS	23,733,700	17,634,880	17,893,590	15,060,040	17,192,850	16,801,460	(391,390)
NET OF REVENUES/APPROPRIATIONS - ALL	(1,438,590)	2,797,110	811,170	2,799,710	43,150	500,100	456,950
BEGINNING FUND BALANCE - ALL FUNDS	15,574,530	14,128,280	16,932,240	16,932,240	19,731,950	19,731,950	
FUND BALANCE ADJUSTMENTS - ALL FUND	(7,360)	6,930					
ENDING FUND BALANCE - ALL FUNDS	14,128,580	16,932,320	17,743,410	19,731,950	19,775,100	20,232,050	

07/08/2016 CHAMPAIGN PARK DISTRICT

ACCOUNT DESCRIPTION	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
	ACTIVITY	ACTIVITY	AMENDED BUDGET	PROJECTED ACTIVITY	PROPOSED BUDGET	PROPOSED VERSION 2 BUDGET	VARIANCE FROM PROPOSED BUDGET
ENDING FUND BALANCES BY FUND							
GENERAL	6,473,490	6,886,740		7,255,180	7,874,250	8,116,250	242,000
RECREATION	2,212,630	2,615,660		2,899,580	3,689,730	3,731,700	41,970
MUSEUM	1,705,740	1,705,740		2,228,810	2,821,000	2,929,460	108,460
TOTAL OPERATING FUNDS	10,391,860	11,208,140		12,383,570	14,384,980	14,777,410	392,430
LIABILITY	499,010	552,560		614,090	614,210	615,910	1,700
IMRF	324,800	306,890		365,840	341,740	341,890	150
AUDIT	24,650	22,310		22,030	22,340	22,370	30
ACTIVITY & AFFILIATES	0	0		630	630	2,270	1,640
SPECIAL DONATIONS	66,310	71,850		119,140	119,140	119,820	680
SOCIAL SECURITY	435,590	439,420		437,580	428,570	428,670	100
CUSR	2,106,250	1,902,380		2,044,900	1,548,070	1,601,500	53,430
POLICE PROTECTION	44,740	49,760		52,910	52,910	53,930	1,020
TOTAL SPECIAL REVENUE FUNDS	3,501,350	3,345,170		3,657,120	3,127,610	3,186,360	58,750
PAVING & LIGHTING	218,030	131,750		181,290	181,960	182,070	110
CAPITAL IMPROVEMENTS	374,760	1,735,350		2,180,450	649,700	650,700	1,000
BOND AMORTIZATION	766,120	761,210		384,410	384,410	384,410	-
BOND PROCEEDS	(904,240)	(549,750)		(256,450)	(255,120)	(254,840)	280
LAND ACQUISITION	200,120	300,430		401,480	501,480	502,780	1,300
PARK DEVELOPMENT	0	0		700,070	700,070	702,770	2,700
TRAILS & PATHWAYS	0	0		100,010	100,010	100,390	380
TOTAL CAPITAL FUNDS	654,790	2,378,990		3,691,260	2,262,510	2,268,280	5,770
TOTAL ALL FUND BALANCES	14,548,000	16,932,300		19,731,950	19,775,100	20,232,050	456,950

07/08/2016 CHAMPAIGN PARK DISTRICT

	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
							VARIANCE
							FROM
							PROPOSED
							BUDGET
ACCOUNT DESCRIPTION	ACTIVITY	ACTIVITY	AMENDED BUDGET	PROJECTED ACTIVITY	PROPOSED BUDGET	PROPOSED VERSION 2 BUDGET	PROPOSED BUDGET
SUMMARY BY FUND/DEPARTMENT							
GENERAL FUND							
ADMINISTRATION	1,429,100	2,257,450		2,660,280	1,686,370	1,661,180	(25,190)
OPERATIONS & PLANNING	3,532,960	4,053,880		2,463,300	3,103,380	2,895,150	(208,230)
MARKETING	163,470	76,040		112,630	150,430	142,540	(7,890)
OTHER PROGRAMS	72,370	3,910		3,830	4,500	4,500	-
VOLUNTEERS	5,940	6,990		9,360	9,830	9,830	-
FACILITIES	10,990	16,250		7,890	11,720	12,030	310
Net Change: General Fund	5,214,830	6,414,520		5,257,290	4,966,230	4,725,230	(241,000)
RECREATION FUND							
ADMINISTRATION	4,191,460	933,130		936,860	364,500	376,610	12,110
FACILITITES	327,270	470,860		508,200	604,820	579,710	(25,110)
BALLFIELDS MTC (OPERATIONS)	253,760	221,070		262,640	305,940	284,590	(21,350)
SPORTS	548,930	497,160		466,800	562,920	546,290	(16,630)
AFTERSCHOOL/DAYCAMPS	257,680	444,920		467,710	469,050	501,790	32,740
OTHER PROGRAMS	99,220	134,150		146,150	160,750	149,190	(11,560)
SPECIAL EVENTS	10,920	14,070		10,340	14,670	15,140	470
TEEN PROGRAMS	1,870	2,920		6,680	8,090	8,090	-
CONCESSIONS	93,280	99,450		111,660	100,140	100,210	70
AQUATICS	484,150	478,870		644,320	540,590	554,870	14,280
Net Change: Recreation Fund	6,268,540	3,296,600		3,561,360	3,131,470	3,116,490	(14,980)
MUSEUM FUND							
ADMINISTRATION	317,070	315,970		249,610	219,250	215,610	(3,640)
FACILITITES	266,580	299,790		299,460	327,580	313,540	(14,040)
CULTURAL ARTS	181,610	218,720		209,620	256,420	213,620	(42,800)
SPECIAL EVENTS	138,430	167,910		239,310	264,780	249,390	(15,390)
AFTERSCHOOL/DAYCAMP	101,130	42,920		45,130	55,530	52,100	(3,430)
OTHER PROGRAMS	7,580	8,160		6,830	7,900	7,900	-
VIRGINIA THEATRE	583,340	640,190		778,390	827,740	825,360	(2,380)
Net Change: Museum Fund					1,959,200	1,877,520	(81,680)
INSURANCE FUND	305,030	270,800		268,930	303,180	302,180	(1,000)
CUSR FUND	1,316,260	1,138,840		790,640	1,474,960	1,423,230	(51,730)
POLICE PROTECTION FUND	16,670	16,910		16,930	20,430	19,430	(1,000)
Total Changes in Expenditures							(391,390)