



**PUBLIC HEARING FOLLOWED BY A SPECIAL BOARD MEETING**

**BRESNAN MEETING CENTER**  
706 Kenwood Road, Champaign, Illinois  
Wednesday, July 27, 2016  
5:30 p.m.

**PUBLIC HEARING**

**A. ORDINANCE NO. 609, THE BUDGET AND APPROPRIATION ORDINANCE**

The Public Hearing is to discuss and receive public comments on the Budget and Appropriation Ordinance for FY16-17. A Notice of Public Hearing was published in *The News-Gazette* on July 18, 2016.

**B. PUBLIC COMMENTS**

**C. CLOSE THE PUBLIC HEARING**

**SPECIAL BOARD MEETING**

**A. CALL TO ORDER**

**B. COMMENTS FROM THE PUBLIC**

**C. NEW BUSINESS**

1. Approval of Ordinance No. 609: Budget and Appropriation Ordinance  
Staff recommends adoption of Ordinance No. 609, the Budget and Appropriation Ordinance for FY 16-17 in the amount of \$17,167,520.00. **(ROLL CALL VOTE REQUIRED)**
2. Approval of the FY16-17 Annual Budget  
Staff recommends approval of the FY16-17 Annual Budget.
3. Approval of an Addendum to the Agreement for Independent Contractor Services at the Virginia Theatre  
Staff recommends approval of an Addendum to the Independent Contract Services at the Virginia Theatre between the Park District and Michael Frederick to extend the contract from July 31, 2016 to September 30, 2016.
4. Approval of an Extension of the Internet Ticketing Services Agreement with SeatAdvisor, Inc.  
Staff is requesting approval to enter into an Internet Ticketing Services Agreement with SeatAdvisor, Inc. to provide ticketing for the Virginia Theatre and other Park District events for a three-year period and authorization for the Executive Director to execute the agreement subject to further legal review.

**D. DISCUSSION ITEMS**

1. Policies
  - a. Acknowledgement of Gifts and Donations Policy
  - b. Distribution of Board Policy Manual
  - c. Distribution of Employment Policies and Procedures Manual

- d. District Wide Comprehensive/Strategic Plan Policy
- e. Employment of Certified/Professionally Trained Staff
- f. Intergovernmental Cooperation Policy
- g. Media Policy
- h. Meeting Agenda Format Policy
- i. Overtime and Compensatory Time Policy
- j. Payment of Employee Wages Policy
- k. Program Evaluations Policy

**E. COMMENTS FROM COMMISSIONERS**

**D. 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; and (c)(6) for the setting of a price for sale or lease of property owned by the public body.

**E. RECONVENE INTO OPEN SESSION**

**F. ACTION ITEMS FROM EXECUTIVE SESSION, IF ANY**

**G. ADJOURN**

**ORDINANCE #609**

**BUDGET AND APPROPRIATION ORDINANCE  
For Fiscal Year 2016-2017**

**AN ORDINANCE ADOPTING THE COMBINED  
ANNUAL BUDGET AND APPROPRIATION OF  
FUNDS FOR THE CHAMPAIGN PARK DISTRICT  
CHAMPAIGN COUNTY, ILLINOIS  
FOR THE FISCAL YEAR BEGINNING ON THE  
FIRST (1<sup>st</sup>) DAY OF MAY 2016, AND ENDING ON  
THE THIRTIETH DAY (30<sup>TH</sup>) OF APRIL 2017**

**BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE CHAMPAIGN PARK DISTRICT, CHAMPAIGN COUNTY, ILLINOIS:**

**SECTION 1.** It is hereby found and determined:

- (a) This Board has heretofore caused to be prepared a combined Annual Budget and Appropriation in tentative form, which Ordinance will be conveniently available for public inspection for at least 30 days prior to final action thereon; and
- (b) A public hearing will be held at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, on the 27<sup>th</sup> day of July 2016 on said Ordinance, notice of said hearing having been given by publication in the Champaign News Gazette, being a newspaper published within the District, at least one week prior to such hearing; and
- (c) That all other legal requirements for the adoption of the Annual Budget and Appropriation of this Park District for the fiscal year beginning May 1, 2016 and ending April 30, 2017 have heretofore been performed.

**SECTION 2.** The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first (1<sup>st</sup>) day of May 2016 and ending the thirtieth (30<sup>th</sup>) day of April 2017.

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning May 1, 2016 and ending April 30, 2017 for the respective purposes set forth.

All unexpended balances of the appropriations for the fiscal year ended April 30, 2016 and prior years are hereby specifically re-appropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriation in accordance with applicable law.

The receipts and revenues of said District derived from sources other than taxation and not specifically appropriated, shall constitute the general corporate fund and shall first be placed to credit of such fund.

**SECTION 3.** The following determinations have been made and are hereby made a part of the aforesaid budget:

- (a) An estimate of the cash on hand at the beginning of the fiscal year is expected to be \$19,731,950.
- (b) An estimate of the cash expected to be received during the fiscal from all sources is \$17,295,070.
- (c) An estimate of the expenditures and transfers contemplated for the fiscal year is \$17,167,510.
- (d) An estimate of the cash expected to be on hand at the end of the fiscal year is \$19,859,510.

(e) An estimate of the amount of taxes to be received during the fiscal year is \$11,550,360.

**SECTION 4.** The receipts and revenues of the Champaign Park District derived from sources other than taxation and not specifically appropriated, and all unexpended balances from the preceding fiscal year not required for the purposes for which they were appropriated and levied, shall constitute the General Corporate Fund and shall first be placed to credit of such fund.

**SECTION 5.** All ordinances or parts of ordinances conflicting with any of the provisions of this ordinance be, and the same are hereby, repealed to the extent of such conflict. If any item or portion thereof of this budget and appropriation ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portion of this ordinance.

**SECTION 6.** This ordinance shall be in full force and effect immediately upon its passage.

**PASSED** this 27<sup>th</sup> day of July, 2016.

**AYES:**

**NAYS:**

**ABSENT:**

**ABSTAIN:**

[SEAL]

**CHAMPAIGN PARK DIST**

By \_\_\_\_\_  
Timothy P. McMahon, Board President

**ATTEST:**

\_\_\_\_\_  
Cindy Harvey, Board Secretary  
STATE OF ILLINOIS )

)S.S.

COUNTY OF CHAMPAIGN )

I, Cindy Harvey, do hereby certify that I am the duly qualified and acting Secretary of the Champaign Park District in the county and state aforesaid, and as such Secretary, I am the keeper of the records and files of the Board of Commissioners of the Park District. I do further certify that the attached and foregoing is a true and complete copy of the "Combined Annual Budget and Appropriation Ordinance of the Champaign Park District, Champaign County, Illinois for the Fiscal Year beginning May 1, 2016 and ending April 30, 2017 as adopted by the Board of Park Commissioners at its properly convened meeting to be held on the 27<sup>th</sup> of July 2016, as appears from the official records of the Champaign Park District in my care and custody.

\_\_\_\_\_  
Cindy Harvey, Board Secretary

ORDINANCE NO. 609  
BUDGET & APPROPRIATIONS SUMMARY BY FUND  
MAY 1, 2016 THROUGH APRIL 30, 2017

| ACCOUNT                   | DESCRIPTION                    | 2016-17<br>FINAL BUDGET | APPROPRIATIONS | TOTAL |
|---------------------------|--------------------------------|-------------------------|----------------|-------|
| <b>Fund 01 - GENERAL</b>  |                                |                         |                |       |
| <b>SALARIES AND WAGES</b> |                                |                         |                |       |
| 70001                     | EXECUTIVE DIRECTOR             | 129,410                 | 129,700        |       |
| 70101                     | DEPARTMENT HEAD                | 370,200                 | 370,900        |       |
| 70301                     | OFFICE STAFF/SUPPORT           | 297,970                 | 298,600        |       |
| 70501                     | MANAGERS/SUPERVISORS           | 351,900                 | 352,600        |       |
| 70601                     | OPERATIONS STAFF               | 800,540                 | 802,100        |       |
| 70602                     | OPERATIONS STAFF OT            | 820                     | 800            |       |
| 70901                     | BUILDING SERVICE WORKER        | 29,250                  | 29,300         |       |
| 71001                     | PROGRAM/FACILITY DIR.          | 43,750                  | 43,800         |       |
| 80303                     | PT OFFICE STAFF/SUPPORT        | 78,590                  | 78,700         |       |
| 80903                     | PT BUILDING SERVICE WORKER     | 300                     | 300            |       |
| 82703                     | PT SEASONAL STAFF              | 463,670                 | 510,000        |       |
| 82704                     | PT SEASONAL                    | 1,200                   | 1,300          |       |
| SALARIES AND WAGES        |                                | 2,567,600               | 2,618,100      |       |
| <b>FRINGE BENEFITS</b>    |                                |                         |                |       |
| 53132                     | DENTAL INSURANCE               | 14,420                  | 15,900         |       |
| 53133                     | MEDICAL HEALTH INSURANCE       | 300,880                 | 331,000        |       |
| 53134                     | LIFE INSURANCE                 | 5,920                   | 6,500          |       |
| 53137                     | EMPLOYEE ASSISTANCE PROGRAM    | 1,500                   | 1,700          |       |
| 83003                     | ALLOWANCES/REIMBURSEMENTS      | 62,840                  | 69,100         |       |
| FRINGE BENEFITS           |                                | 385,560                 | 424,200        |       |
| <b>CONTRACTUAL</b>        |                                |                         |                |       |
| 54201                     | POSTAGE AND MAILING            | 5,360                   | 5,900          |       |
| 54202                     | PRINTING AND DUPLICATING       | 10,450                  | 11,500         |       |
| 54204                     | STAFF MEETINGS                 | 3,570                   | 3,900          |       |
| 54205                     | LEGAL PUBLICATIONS/NOTICES     | 13,720                  | 15,100         |       |
| 54206                     | ADVERTISING/PUBLICITY          | 22,700                  | 25,000         |       |
| 54207                     | STAFF TRAINING                 | 17,120                  | 18,800         |       |
| 54208                     | MEMBERSHIPS, DUES AND FEES     | 15,800                  | 17,400         |       |
| 54209                     | CONFERENCE AND TRAVEL          | 26,150                  | 28,800         |       |
| 54210                     | BOARD EXPENSE                  | 15,000                  | 16,500         |       |
| 54212                     | ATTORNEY FEES                  | 98,000                  | 107,800        |       |
| 54214                     | ARCHITECT AND ENGINEERING FEES | 125,000                 | 137,500        |       |
| 54215                     | PROFESSIONAL FEES              | 137,650                 | 151,400        |       |
| 54234                     | LANDFILL FEES                  | 30,100                  | 33,100         |       |
| 54236                     | AUTO ALLOWANCE                 | 500                     | 600            |       |
| 54240                     | OFFICE EQUIPMENT REPAIRS       | 1,000                   | 1,100          |       |
| 54241                     | VEHICLE REPAIR                 | 14,400                  | 15,800         |       |
| 54242                     | EQUIPMENT REPAIR               | 8,050                   | 8,900          |       |
| 54245                     | BUILDING REPAIR                | 16,500                  | 18,200         |       |
| 54250                     | EQUIPMENT RENTAL               | 14,250                  | 15,700         |       |
| 54253                     | PEST CONTROL                   | 1,520                   | 1,700          |       |
| 54254                     | SERVICE CONTRACTS              | 41,840                  | 46,000         |       |
| 54255                     | LICENSE AND FEES               | 21,840                  | 24,000         |       |
| 54260                     | SERVICE CONTRACTS - FACILITIES | 7,000                   | 7,700          |       |
| 54261                     | SERVICE CONTRACTS              | 46,850                  | 51,500         |       |
| 54263                     | CONTRACTUAL MOWING             | 126,000                 | 138,600        |       |
| 54264                     | CELL PHONE EXPENSE             | 5,600                   | 6,200          |       |
| 54265                     | SUBSCRIPTIONS                  | 1,260                   | 1,400          |       |
| 54270                     | PERSONNEL COSTS                | 22,620                  | 24,900         |       |
| 54275                     | HEALTH AND WELLNESS            | 6,650                   | 7,300          |       |
| 54280                     | OTHER CONTRACTUAL SERVICES     | 47,750                  | 52,500         |       |
| 54281                     | CONTRACTUAL PERSONNEL          | 200                     | 200            |       |
| 54282                     | INTERN STIPEND                 | 4,700                   | 5,200          |       |

ORDINANCE NO. 609  
 BUDGET & APPROPRIATIONS SUMMARY BY FUND  
 MAY 1, 2016 THROUGH APRIL 30, 2017

| ACCOUNT                             | DESCRIPTION                      | 2016-17      |                | TOTAL        |
|-------------------------------------|----------------------------------|--------------|----------------|--------------|
|                                     |                                  | FINAL BUDGET | APPROPRIATIONS |              |
| 54285                               | CONTRACTUAL ENTERTAINMENT        | 500          | 600            |              |
| 54291                               | PARK AND RECREATION EXCELLENCE   | 10,500       | 11,600         |              |
| 59412                               | PROPERTY/SALES TAX               | 500          | 600            |              |
| 59414                               | CREDIT CARD FEES                 | 1,500        | 1,700          |              |
| CONTRACTUAL                         |                                  | 922,150      | 1,014,700      |              |
| <u>COMMODITIES/SUPPLIES</u>         |                                  |              |                |              |
| 55301                               | OFFICE SUPPLIES                  | 16,670       | 18,300         |              |
| 55302                               | ENVELOPES AND STATIONARY         | 1,750        | 1,900          |              |
| 55303                               | DUPLICATING SUPPLIES             | 3,500        | 3,900          |              |
| 55304                               | CHECKS AND BANK SUPPLIES         | 2,000        | 2,200          |              |
| 55305                               | PHOTOGRAPHIC SUPPLIES            | 1,110        | 1,200          |              |
| 55307                               | BOOKS AND MANUSCRIPTS            | 1,410        | 1,600          |              |
| 55308                               | FIRST AID/MEDICAL SUPPLIES       | 5,000        | 5,500          |              |
| 55309                               | SAFETY SUPPLIES                  | 6,900        | 7,600          |              |
| 55315                               | STAFF UNIFORMS                   | 28,350       | 31,200         |              |
| 55316                               | PARTICIPANT UNIFORMS             | 3,000        | 3,300          |              |
| 55320                               | BUILDING MAINTENANCE SUPPLIES    | 32,650       | 35,900         |              |
| 55321                               | LANDSCAPE SUPPLIES               | 40,300       | 44,300         |              |
| 55322                               | CLEANING /JANITORIAL SUPPLIES    | 6,600        | 7,300          |              |
| 55323                               | PLAYGROUND MAINTENANCE SUPPLIE   | 10,000       | 11,000         |              |
| 55324                               | PRESCRIBED BURN SUPPLIES         | 1,500        | 1,700          |              |
| 55325                               | EQUIPMENT AND TOOLS              | 24,000       | 26,400         |              |
| 55326                               | SHOP EQUIPMENT AND SUPPLIES      | 8,000        | 8,800          |              |
| 55327                               | VEHICLE/EQUIPMENT REPAIR PARTS   | 48,900       | 53,800         |              |
| 55328                               | AMENITY MAINTENANCE SUPPLIES     | 10,000       | 11,000         |              |
| 55329                               | OFFICE/ EQUIPMENT VALUE <\$10000 | 42,000       | 46,200         |              |
| 55330                               | GAS,FUEL,GREASE AND OIL          | 80,500       | 88,600         |              |
| 55331                               | CHEMICALS                        | 29,600       | 32,600         |              |
| 55332                               | PAINTS                           | 2,000        | 2,200          |              |
| 55333                               | PLANT MATERIALS                  | 130,920      | 144,000        |              |
| 55348                               | FLOWERS AND CARDS                | 500          | 600            |              |
| 55349                               | PLAQUES, AWARDS AND PRIZES       | 8,000        | 8,800          |              |
| 55350                               | RECREATION/PROGRAM SUPPLIES      | 4,760        | 5,200          |              |
| 55352                               | FISH RESTOCKING                  | 3,040        | 3,300          |              |
| 55354                               | FOOD SUPPLIES                    | 2,100        | 2,300          |              |
| COMMODITIES/SUPPLIES                |                                  | 555,060      | 610,700        |              |
| <u>UTILITIES</u>                    |                                  |              |                |              |
| 56230                               | SANITARY FEES AND CHARGES        | 22,700       | 23,800         |              |
| 56231                               | GAS AND ELECTRICITY              | 46,000       | 48,300         |              |
| 56232                               | WATER                            | 62,100       | 65,200         |              |
| 56233                               | TELECOMM EXPENSE                 | 23,790       | 25,000         |              |
| UTILITIES                           |                                  | 154,590      | 162,300        |              |
| <u>ROUTINE/PERIODIC MAINTENANCE</u> |                                  |              |                |              |
| 58001                               | PERIODIC MAINTENANCE             | 95,000       | 104,500        |              |
| 58002                               | ROUTINE MAINTENANCE              | 130,000      | 143,000        |              |
| ROUTINE/PERIODIC MAINTENANCE        |                                  | 225,000      | 247,500        |              |
| <u>CAPITAL OUTLAY</u>               |                                  |              |                |              |
| 61508                               | PARK CONSTRUCTION/IMPROVEMENT    | 10,000       | 11,000         |              |
| CAPITAL OUTLAY                      |                                  | 10,000       | 11,000         |              |
| <u>TRANSFERS TO OTHER FUNDS</u>     |                                  |              |                |              |
| 59409                               | TRANSFERS TO OTHER FUNDS         | 100,000      | 100,000        |              |
| TRANSFERS TO OTHER FUNDS            |                                  | 100,000      | 100,000        | \$ 5,188,500 |

ORDINANCE NO. 609  
BUDGET & APPROPRIATIONS SUMMARY BY FUND  
MAY 1, 2016 THROUGH APRIL 30, 2017

| ACCOUNT                     | DESCRIPTION                    | 2016-17<br>FINAL BUDGET | APPROPRIATIONS | TOTAL |
|-----------------------------|--------------------------------|-------------------------|----------------|-------|
| <b>Fund 02 - RECREATION</b> |                                |                         |                |       |
| <u>SALARIES AND WAGES</u>   |                                |                         |                |       |
| 70101                       | DEPARTMENT HEAD                | 41,000                  | 41,300         |       |
| 70301                       | OFFICE STAFF/SUPPORT           | 58,220                  | 58,700         |       |
| 70501                       | MANAGERS/SUPERVISORS           | 99,510                  | 100,300        |       |
| 70601                       | OPERATIONS STAFF               | 36,700                  | 37,000         |       |
| 70901                       | CUSTODIAL                      | 40,360                  | 40,700         |       |
| 71001                       | PROGRAM/FACILITY DIR.          | 364,510                 | 367,400        |       |
| 80303                       | PT OFFICE STAFF/SUPPORT        | 155,370                 | 156,100        |       |
| 80903                       | PT BUILDING SERVICE WORKER     | 31,500                  | 34,700         |       |
| 81003                       | PT PROGRAM DIRECTOR/SUPERVISOR | 83,800                  | 92,200         |       |
| 81103                       | PT SPORTS OFFICIAL             | 64,740                  | 71,200         |       |
| 81303                       | PT ASSISTANT DIRECT SUPERVISOR | 95,780                  | 105,400        |       |
| 81403                       | PT INSTRUCTOR                  | 169,930                 | 186,900        |       |
| 81503                       | PT GENERAL STAFF               | 102,740                 | 113,000        |       |
| 81703                       | PT DAY CAMP STAFF/LIFE GUARD   | 395,470                 | 435,000        |       |
| 81803                       | PT SITE SUPERVISORS            | 38,890                  | 42,800         |       |
| 81903                       | PT BUILDING/PARK OPENERS       | 2,640                   | 2,900          |       |
| 82703                       | PT SEASONAL STAFF              | 51,180                  | 56,300         |       |
|                             | SALARIES AND WAGES             | 1,832,340               | 1,941,900      |       |
| <u>FRINGE BENEFITS</u>      |                                |                         |                |       |
| 53132                       | DENTAL INSURANCE               | 5,680                   | 6,200          |       |
| 53133                       | MEDICAL HEALTH INSURANCE       | 121,080                 | 133,200        |       |
| 53134                       | LIFE INSURANCE                 | 2,230                   | 2,500          |       |
| 53137                       | EMPLOYEE ASSISTANCE PROGRAM    | 620                     | 700            |       |
| 83003                       | ALLOWANCES/REIMBURSEMENTS      | 22,030                  | 24,200         |       |
|                             | FRINGE BENEFITS                | 151,640                 | 166,800        |       |
| <u>CONTRACTUAL</u>          |                                |                         |                |       |
| 54201                       | POSTAGE AND MAILING            | 21,960                  | 24,200         |       |
| 54202                       | PRINTING AND DUPLICATING       | 30,340                  | 33,400         |       |
| 54204                       | STAFF MEETINGS                 | 2,250                   | 2,500          |       |
| 54205                       | LEGAL PUBLICATIONS/NOTICES     | 300                     | 300            |       |
| 54206                       | ADVERTISING/PUBLICITY          | 10,530                  | 11,600         |       |
| 54207                       | STAFF TRAINING                 | 16,580                  | 18,200         |       |
| 54208                       | MEMBERSHIPS, DUES AND FEES     | 3,720                   | 4,100          |       |
| 54209                       | CONFERENCE AND TRAVEL          | 7,500                   | 8,300          |       |
| 54215                       | PROFESSIONAL FEES              | 7,500                   | 8,300          |       |
| 54234                       | LANDFILL FEES                  | 4,320                   | 4,800          |       |
| 54236                       | AUTO ALLOWANCE                 | 1,300                   | 1,400          |       |
| 54240                       | OFFICE EQUIPMENT REPAIRS       | 350                     | 400            |       |
| 54241                       | VEHICLE REPAIR                 | 1,000                   | 1,100          |       |
| 54242                       | EQUIPMENT REPAIR               | 14,170                  | 15,600         |       |
| 54245                       | BUILDING REPAIR                | 32,650                  | 35,900         |       |
| 54250                       | EQUIPMENT RENTAL               | 10,880                  | 12,000         |       |
| 54251                       | RENTAL FACILITIES              | 8,270                   | 9,100          |       |
| 54253                       | PEST CONTROL                   | 3,750                   | 4,100          |       |
| 54254                       | SERVICE CONTRACTS              | 14,590                  | 16,000         |       |
| 54255                       | LICENSE AND FEES               | 1,550                   | 1,700          |       |
| 54260                       | SERVICE CONTRACTS-FACILITIES   | 63,030                  | 69,300         |       |
| 54261                       | SERVICE CONTRACTS-GROUNDS      | 10,000                  | 11,000         |       |
| 54264                       | CELL PHONE EXPENSE             | 850                     | 900            |       |
| 54265                       | SUBSCRIPTIONS                  | 1,160                   | 1,300          |       |
| 54280                       | OTHER CONTRACTUAL SERVICES     | 11,530                  | 12,700         |       |
| 54281                       | CONTRACTUAL PERSONNEL          | 19,150                  | 21,100         |       |

ORDINANCE NO. 609  
BUDGET & APPROPRIATIONS SUMMARY BY FUND  
MAY 1, 2016 THROUGH APRIL 30, 2017

| ACCOUNT                             | DESCRIPTION                      | 2016-17      |                | TOTAL        |
|-------------------------------------|----------------------------------|--------------|----------------|--------------|
|                                     |                                  | FINAL BUDGET | APPROPRIATIONS |              |
| 54282                               | INTERN STIPEND                   | 3,600        | 4,000          |              |
| 54285                               | CONTRACTUAL ENTERTAINMENT        | 2,900        | 3,200          |              |
| 54299                               | FIELD/SPECIAL TRIPS              | 73,840       | 81,200         |              |
| 59412                               | PROPERTY/SALES TAX               | 11,160       | 12,300         |              |
| 59414                               | CREDIT CARD FEES                 | 32,500       | 35,800         |              |
| CONTRACTUAL                         |                                  | 423,230      | 465,800        |              |
| <b>COMMODITIES/SUPPLIES</b>         |                                  |              |                |              |
| 55301                               | OFFICE SUPPLIES                  | 4,220        | 4,600          |              |
| 55302                               | ENVELOPES AND STATIONARY         | 200          | 200            |              |
| 55303                               | DUPLICATING SUPPLIES             | 2,370        | 2,600          |              |
| 55305                               | PHOTOGRAPHIC SUPPLIES            | 200          | 200            |              |
| 55307                               | BOOKS AND MANUSCRIPTS            | 2,030        | 2,200          |              |
| 55308                               | FIRST AID/MEDICAL SUPPLIES       | 2,710        | 3,000          |              |
| 55315                               | STAFF UNIFORMS                   | 14,970       | 16,500         |              |
| 55316                               | PARTICIPANT UNIFORMS             | 30,730       | 33,800         |              |
| 55320                               | BUILDING MAINTENANCE SUPPLIES    | 52,400       | 57,600         |              |
| 55321                               | LANDSCAPE SUPPLIES               | 13,500       | 14,900         |              |
| 55322                               | CLEANING /JANITORIAL SUPPLIES    | 15,170       | 16,700         |              |
| 55325                               | EQUIPMENT AND TOOLS              | 5,320        | 5,900          |              |
| 55327                               | VEHICLE/EQUIPMENT REPAIR PARTS   | 5,300        | 5,800          |              |
| 55329                               | OFFICE/ EQUIPMENT VALUE <\$10000 | 7,000        | 7,700          |              |
| 55330                               | GAS,FUEL,GREASE AND OIL          | 8,700        | 9,600          |              |
| 55331                               | CHEMICALS                        | 39,000       | 42,900         |              |
| 55332                               | PAINTS                           | 10,600       | 11,700         |              |
| 55333                               | PLANT MATERIALS                  | 4,000        | 4,400          |              |
| 55348                               | FLOWERS AND GIFTS                | 130          | 100            |              |
| 55349                               | PLAQUES, AWARDS AND PRIZES       | 16,070       | 17,700         |              |
| 55350                               | RECREATION/PROGRAM SUPPLIES      | 71,980       | 79,200         |              |
| 55354                               | FOOD SUPPLIES                    | 25,330       | 27,900         |              |
| 55360                               | MERCHANDISE FOR RESALE           | 49,080       | 54,000         |              |
| COMMODITIES/SUPPLIES                |                                  | 381,010      | 419,200        |              |
| <b>UTILITIES</b>                    |                                  |              |                |              |
| 56230                               | SANITARY FEES AND CHARGES        | 12,090       | 13,300         |              |
| 56231                               | GAS AND ELECTRICITY              | 240,000      | 264,000        |              |
| 56232                               | WATER                            | 87,840       | 96,600         |              |
| 56233                               | TELECOMM EXPENSE                 | 33,680       | 37,000         |              |
| UTILITIES                           |                                  | 373,610      | 410,900        |              |
| <b>ROUTINE/PERIODIC MAINTENANCE</b> |                                  |              |                |              |
| 58002                               | ROUTINE MAINTENANCE              | 10,000       | 11,000         |              |
| ROUTINE/PERIODIC MAINTENANCE        |                                  | 10,000       | 11,000         |              |
| <b>CAPITAL OUTLAY</b>               |                                  |              |                |              |
| 61504                               | VEHICLES / EQUIPMENT             | 10,000       | 11,000         |              |
| CAPITAL OUTLAY                      |                                  | 10,000       | 11,000         | \$ 3,426,600 |

**Fund 03 - MUSEUM**  
**SALARIES AND WAGES**

|       |                       |         |         |
|-------|-----------------------|---------|---------|
| 70101 | DEPARTMENT HEAD       | 102,340 | 103,200 |
| 70301 | OFFICE STAFF/SUPPORT  | 52,640  | 53,100  |
| 70501 | MANAGERS/SUPERVISORS  | 96,470  | 97,200  |
| 70901 | CUSTODIAL             | 35,440  | 35,700  |
| 70902 | CUSTODIAL OT          | 70      | 100     |
| 71001 | PROGRAM/FACILITY DIR. | 142,630 | 143,800 |



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 BUDGET & APPROPRIATIONS SUMMARY BY FUND  
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| ACCOUNT                     | DESCRIPTION                    | 2016-17        |                | TOTAL |
|-----------------------------|--------------------------------|----------------|----------------|-------|
|                             |                                | FINAL BUDGET   | APPROPRIATIONS |       |
| 80303                       | PT OFFICE STAFF/SUPPORT        | 61,600         | 64,700         |       |
| 80903                       | PT BUILDING SERVICE WORKER     | 9,500          | 10,000         |       |
| 81003                       | PT PROGRAM DIRECTOR/SUPERVISOR | 36,140         | 39,800         |       |
| 81303                       | PT ASSISTANT DIRECT SUPRVISOR  | 18,650         | 20,500         |       |
| 81403                       | PT INSTRUCTOR                  | 49,430         | 54,400         |       |
| 81503                       | PT GENERAL STAFF               | 47,650         | 52,400         |       |
| 81703                       | PT DAY CAMP STAFF/LIFE GUARD   | 49,000         | 53,900         |       |
| 82503                       | PT VT HOUSE STAFF              | 22,800         | 25,100         |       |
| 82603                       | PT VT RENATL STAFF             | 40,200         | 44,200         |       |
| 82604                       | PT VT RENTAL STAFF OT          | 13,500         | 14,900         |       |
|                             | <b>SALARIES AND WAGES</b>      | <b>778,060</b> | <b>813,000</b> |       |
| <b>FRINGE BENEFITS</b>      |                                |                |                |       |
| 53132                       | DENTAL INSURANCE               | 2,440          | 2,700          |       |
| 53133                       | MEDICAL HEALTH INSURANCE       | 85,150         | 93,700         |       |
| 53134                       | LIFE INSURANCE                 | 1,160          | 1,300          |       |
| 83003                       | ALLOWANCES/REIMBURSEMENTS      | 11,360         | 12,500         |       |
|                             | <b>FRINGE BENEFITS</b>         | <b>100,110</b> | <b>110,200</b> |       |
| <b>CONTRACTUAL</b>          |                                |                |                |       |
| 54201                       | POSTAGE AND MAILING            | 17,120         | 18,800         |       |
| 54202                       | PRINTING AND DUPLICATING       | 38,840         | 42,700         |       |
| 54204                       | STAFF MEETING                  | 910            | 1,000          |       |
| 54205                       | LEGAL PUBLICATIONS/NOTICES     | 250            | 300            |       |
| 54206                       | ADVERTISING/PUBLICITY          | 34,410         | 37,900         |       |
| 54207                       | STAFF TRAINING                 | 2,280          | 2,500          |       |
| 54208                       | MEMBERSHIPS, DUES AND FEES     | 1,920          | 2,100          |       |
| 54209                       | CONFERENCE AND TRAVEL          | 4,100          | 4,500          |       |
| 54215                       | PROFESSIONAL FEES              | 700            | 800            |       |
| 54220                       | INSURANCE EXPENSE              | 1,750          | 1,900          |       |
| 54234                       | LANDFILL FEES                  | 11,750         | 12,900         |       |
| 54236                       | AUTO ALLOWANCE                 | 900            | 1,000          |       |
| 54240                       | OFFICE EQUIPMENT REPAIRS       | 100            | 100            |       |
| 54241                       | VEHICLE REPAIR                 | 500            | 600            |       |
| 54242                       | EQUIPMENT REPAIR               | 6,390          | 7,000          |       |
| 54245                       | BUILDING REPAIR                | 21,900         | 24,100         |       |
| 54250                       | EQUIPMENT RENTAL               | 114,190        | 125,600        |       |
| 54251                       | RENTAL FACILITIES              | 35,940         | 39,500         |       |
| 54253                       | PEST CONTROL                   | 1,370          | 1,500          |       |
| 54254                       | SERVICE CONTRACTS              | 5,160          | 5,700          |       |
| 54255                       | LICENSE AND FEES               | 10,060         | 11,100         |       |
| 54260                       | SERVICE CONTRACTS-FACILITIES   | 13,100         | 14,400         |       |
| 54264                       | CELL PHONE EXPENSE             | 550            | 600            |       |
| 54265                       | SUBSCRIPTIONS                  | 160            | 200            |       |
| 54280                       | OTHER CONTRACTUAL SERVICES     | 72,010         | 79,200         |       |
| 54281                       | CONTRACTUAL PERSONNEL          | 61,370         | 67,500         |       |
| 54282                       | INTERN STIPEND                 | 3,600          | 4,000          |       |
| 54285                       | CONTRACTUAL ENTERTAINMENT      | 257,800        | 283,600        |       |
| 54299                       | FIELD/SPECIAL TRIPS            | 5,710          | 6,300          |       |
| 59412                       | PROPERTY/SALES TAX             | 7,200          | 7,900          |       |
| 59414                       | CREDIT CARD FEES               | 32,480         | 35,700         |       |
|                             | <b>CONTRACTUAL</b>             | <b>764,520</b> | <b>841,000</b> |       |
| <b>COMMODITIES/SUPPLIES</b> |                                |                |                |       |
| 55301                       | OFFICE SUPPLIES                | 2,520          | 2,800          |       |
| 55302                       | ENVELOPES AND STATIONARY       | 200            | 200            |       |
| 55303                       | DUPLICATING SUPPLIES           | 1,050          | 1,200          |       |

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| ACCOUNT                              | DESCRIPTION                    | 2016-17        |                | TOTAL               |
|--------------------------------------|--------------------------------|----------------|----------------|---------------------|
|                                      |                                | FINAL BUDGET   | APPROPRIATIONS |                     |
| 55305                                | PHOTOGRAPHIC SUPPLIES          | 10             | 100            |                     |
| 55307                                | BOOKS AND MANUSCRIPTS          | 250            | 300            |                     |
| 55308                                | FIRST AID/MEDICAL SUPPLIES     | 1,200          | 1,300          |                     |
| 55315                                | STAFF UNIFORMS                 | 1,700          | 1,900          |                     |
| 55316                                | PARTICIPANT UNIFORMS           | 3,210          | 3,500          |                     |
| 55320                                | BUILDING MAINTENANCE SUPPLIES  | 25,800         | 28,400         |                     |
| 55321                                | LANDSCAPE SUPPLIES             | 300            | 300            |                     |
| 55322                                | CLEANING /JANITORIAL SUPPLIES  | 7,600          | 8,400          |                     |
| 55327                                | VEHICLE/EQUIPMENT REPAIR PARTS | 910            | 1,000          |                     |
| 55330                                | GAS,FUEL,GREASE AND OIL        | 990            | 1,100          |                     |
| 55348                                | FLOWERS AND CARDS              | 70             | 100            |                     |
| 55349                                | PLAQUES, AWARDS AND PRIZES     | 5,290          | 5,800          |                     |
| 55350                                | RECREATION/PROGRAM SUPPLIES    | 54,180         | 59,600         |                     |
| 55351                                | ANIMAL SUPPLIES                | 2,900          | 3,200          |                     |
| 55354                                | FOOD SUPPLIES                  | 11,410         | 12,600         |                     |
| 55355                                | ANIMAL FEED                    | 10,000         | 11,000         |                     |
| 55360                                | MERCHANDISE FOR RESALE         | 42,000         | 46,200         |                     |
|                                      | COMMODITIES/SUPPLIES           | <u>171,590</u> | <u>189,000</u> |                     |
| <b>UTILITIES</b>                     |                                |                |                |                     |
| 56230                                | SANITARY FEES                  | 2,930          | 3,200          |                     |
| 56231                                | GAS AND ELECTRICITY            | 85,800         | 94,400         |                     |
| 56232                                | WATER                          | 12,950         | 14,200         |                     |
| 56233                                | TELECOMM EXPENSE               | 13,810         | 15,200         |                     |
|                                      | UTILITIES                      | <u>115,490</u> | <u>127,000</u> | <b>\$ 2,080,200</b> |
| <b>Fund 04 - LIABILITY INSURANCE</b> |                                |                |                |                     |
| <b>SALARIES AND WAGES</b>            |                                |                |                |                     |
| 70501                                | MANAGERS/SUPERVISORS           | 43,840         | 44,200         |                     |
|                                      | SALARIES AND WAGES             | <u>43,840</u>  | <u>44,200</u>  |                     |
| <b>FRINGE BENEFITS</b>               |                                |                |                |                     |
| 53132                                | DENTAL INSURANCE               | 350            | 400            |                     |
| 53133                                | MEDICAL HEALTH INSURANCE       | 7,470          | 8,200          |                     |
| 53134                                | LIFE INSURANCE                 | 150            | 200            |                     |
| 83003                                | ALLOWANCES/REIMBURSEMENTS      | 840            | 900            |                     |
|                                      | FRINGE BENEFITS                | <u>8,810</u>   | <u>9,700</u>   |                     |
| <b>CONTRACTUAL</b>                   |                                |                |                |                     |
| 54207                                | STAFF TRAINING                 | 3,040          | 3,300          |                     |
| 54209                                | CONFERENCE AND TRAVEL          | 1,200          | 1,300          |                     |
| 54255                                | LICENSE AND FEES               | 1,370          | 1,500          |                     |
| 54281                                | CONTRACTUAL PERSONNEL          | 4,540          | 5,000          |                     |
|                                      | CONTRACTUAL                    | <u>10,150</u>  | <u>11,100</u>  |                     |
| <b>COMMODITIES/SUPPLIES</b>          |                                |                |                |                     |
| 55307                                | BOOKS AND MANUSCRIPTS          | 1,400          | 1,500          |                     |
| 55309                                | SAFETY SUPPLIES                | 6,500          | 7,200          |                     |
|                                      | COMMODITIES/SUPPLIES           | <u>7,900</u>   | <u>8,700</u>   |                     |

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| ACCOUNT  | DESCRIPTION                   | 2016-17<br>FINAL BUDGET | APPROPRIATIONS | TOTAL             |
|--|-------------------------------|-------------------------|----------------|-------------------|
| <b><u>INSURANCE</u></b>                              |                               |                         |                |                   |
| 57131  | WORKERS COMPENSATION          | 69,720                  | 76,700         |                   |
| 57137  | UNEMPLOYMENT PREMIUM          | 10,000                  | 11,000         |                   |
| 57220  | LIABILITY INSURANCE           | 33,060                  | 36,400         |                   |
| 57222  | EMPLOYMENT PRACTICES          | 15,700                  | 17,300         |                   |
| 57224  | PROPERTY INSURANCE            | 69,000                  | 75,900         |                   |
|  | INSURANCE                     | 197,480                 | 217,300        |                   |
| <b><u>CAPITAL OUTLAY</u></b>                         |                               |                         |                |                   |
| 61515  | REPAIR PROJECTS AND EQUIPMENT | 35,000                  | 38,500         |                   |
|  | CAPITAL OUTLAY                | 35,000                  | 38,500         | <b>\$ 329,500</b> |
| <b><u>Fund 06 - IMRF FUND</u></b>                    |                               |                         |                |                   |
| <b><u>FRINGE BENEFITS</u></b>                        |                               |                         |                |                   |
| 53135  | IMRF PAYMENTS                 | 358,770                 | 394,600        |                   |
|  | FRINGE BENEFITS               | 358,770                 | 394,600        | <b>\$ 394,600</b> |
| <b><u>Fund 08 - AUDIT FUND</u></b>                   |                               |                         |                |                   |
| <b><u>CONTRACTUAL</u></b>                            |                               |                         |                |                   |
| 54217  | AUDIT EXPENSES                | 20,000                  | 22,000         |                   |
|  | CONTRACTUAL                   | 20,000                  | 22,000         | <b>\$ 22,000</b>  |
| <b><u>Fund 09 - PAVING AND LIGHTING FUND</u></b>     |                               |                         |                |                   |
| <b><u>ROUTINE/PERIODIC MAINTENANCE</u></b>           |                               |                         |                |                   |
| 58002  | ROUTINE MAINTENANCE           | 78,000                  | 85,800         |                   |
|  | ROUTINE/PERIODIC MAINTENANCE  | 78,000                  | 85,800         | <b>\$ 85,800</b>  |
| <b><u>Fund 11 - ACTIVITY AND AFFILIATES FUND</u></b> |                               |                         |                |                   |
| <b><u>COMMODITIES/SUPPLIES</u></b>                   |                               |                         |                |                   |
| 55309  | SAFETY SUPPLIES               | 3,000                   | 3,300          |                   |
| 55348  | FLOWERS AND CARDS             | 200                     | 200            |                   |
| 55349  | PLAQUES, AWARDS AND PRIZES    | 2,500                   | 2,800          |                   |
| 55350  | RECREATION/PROGRAM SUPPLIES   | 170                     | 200            |                   |
| 55354  | FOOD SUPPLIES                 | 3,280                   | 3,600          |                   |
|  | COMMODITIES/SUPPLIES          | 9,150                   | 10,100         | <b>\$ 10,100</b>  |
| <b><u>Fund 12 - SPECIAL DONATIONS FUND</u></b>       |                               |                         |                |                   |
| <b><u>CONTRACTUAL</u></b>                            |                               |                         |                |                   |
| 54292  | SCHOLARSHIPS                  | 52,100                  | 57,300         |                   |
|  | CONTRACTUAL                   | 52,100                  | 57,300         | <b>\$ 57,300</b>  |
| <b><u>Fund 14 - SOCIAL SECURITY FUND</u></b>         |                               |                         |                |                   |
| <b><u>FRINGE BENEFITS</u></b>                        |                               |                         |                |                   |
| 53136  | FICA PAYMENTS                 | 374,610                 | 412,100        |                   |
|  | FRINGE BENEFITS               | 374,610                 | 412,100        | <b>\$ 412,100</b> |

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| ACCOUNT                                  | DESCRIPTION                    | 2016-17<br>FINAL BUDGET | APPROPRIATIONS | TOTAL |
|--|--------------------------------|-------------------------|----------------|-------|
| <b>Fund 15 - SPECIAL RECREATION FUND</b> |                                |                         |                |       |
| <u>SALARIES AND WAGES</u>                |                                |                         |                |       |
| 70301                                    | OFFICE STAFF/SUPPORT           | 31,200                  | 32,100         |       |
| 70501                                    | MANAGERS/SUPERVISORS           | 47,160                  | 48,600         |       |
| 71001                                    | PROGRAM/FACILITY DIRECTOR      | 111,620                 | 115,000        |       |
| 80303                                    | PT OFFICE STAFF/SUPPORT        | 7,500                   | 7,700          |       |
| 80903                                    | PT BUILDING SERVICE WORKER     | 3,750                   | 3,900          |       |
| 81003                                    | PT PROGRAM DIRECTOR\SUPERVISOR | 25,280                  | 27,800         |       |
| 81403                                    | INSTRUCTORS/OVERNIGHT STAFF    | 5,790                   | 6,400          |       |
| 81503                                    | PT GENERAL STAFF               | 58,500                  | 64,400         |       |
| 81703                                    | PT DAY CAMP STAFF/LIFE GUARD   | 156,760                 | 172,400        |       |
| 81903                                    | PT BUILDING/PARK OPENER        | 300                     | 300            |       |
|  | SALARIES AND WAGES             | 447,860                 | 478,600        |       |
| <u>FRINGE BENEFITS</u>                   |                                |                         |                |       |
| 53132                                    | DENTAL INSURANCE               | 1,050                   | 1,200          |       |
| 53133                                    | MEDICAL HEALTH INSURANCE       | 33,410                  | 36,800         |       |
| 53134                                    | LIFE INSURANCE                 | 630                     | 700            |       |
| 53135                                    | IMRF PAYMENTS                  | 16,750                  | 18,400         |       |
| 53136                                    | FICA PAYMENTS                  | 33,000                  | 36,300         |       |
| 53137                                    | EMPLOYEE ASSISTANCE PROGRAM    | 160                     | 200            |       |
| 83003                                    | ALLOWANCES/REIMBURSEMENTS      | 4,000                   | 4,400          |       |
|  | FRINGE BENEFITS                | 89,000                  | 98,000         |       |
| <u>CONTRACTUAL</u>                       |                                |                         |                |       |
| 54201                                    | POSTAGE AND MAILING            | 1,700                   | 1,900          |       |
| 54202                                    | PRINTING AND DUPLICATING       | 5,940                   | 6,500          |       |
| 54204                                    | STAFF MEETING                  | 800                     | 900            |       |
| 54206                                    | ADVERTISING/PUBLICITY          | 8,500                   | 9,400          |       |
| 54207                                    | STAFF TRAINING                 | 3,020                   | 3,300          |       |
| 54208                                    | MEMBERSHIPS, DUES AND FEES     | 5,980                   | 6,600          |       |
| 54209                                    | CONFERENCE AND TRAVEL          | 4,320                   | 4,800          |       |
| 54215                                    | PROFESSIONAL FEES              | 1,250                   | 1,400          |       |
| 54236                                    | AUTO ALLOWANCE                 | 1,440                   | 1,600          |       |
| 54241                                    | VEHICLE REPAIR                 | 2,000                   | 2,200          |       |
| 54245                                    | BUILDING REPAIR                | 200                     | 200            |       |
| 54250                                    | EQUIPMENT RENTAL               | 250                     | 300            |       |
| 54251                                    | RENTAL FACILITIES              | 30,630                  | 33,700         |       |
| 54253                                    | PEST CONTROL                   | 360                     | 400            |       |
| 54254                                    | SERVICE CONTRACTS              | 1,680                   | 1,800          |       |
| 54255                                    | LICENSE AND FEES               | 100                     | 100            |       |
| 54264                                    | CELL PHONE EXPENSE             | 320                     | 400            |       |
| 54265                                    | SUBSCRIPTIONS                  | 700                     | 800            |       |
| 54280                                    | OTHER CONTRACTUAL SERVICES     | 3,240                   | 3,600          |       |
| 54281                                    | CONTRACTUAL PERSONNEL          | 5,690                   | 6,300          |       |
| 54282                                    | INTERN STIPENDS                | 6,600                   | 7,300          |       |
| 54285                                    | CONTRACTUAL ENTERTAINMENT      | 300                     | 300            |       |
| 54299                                    | FIELD/SPECIAL TRIPS            | 23,990                  | 26,400         |       |
| 59414                                    | CREDIT CARD FEES               | 1,500                   | 1,700          |       |
|  | CONTRACTUAL                    | 110,510                 | 121,900        |       |
| <u>COMMODITIES/SUPPLIES</u>              |                                |                         |                |       |
| 55301                                    | OFFICE SUPPLIES                | 900                     | 1,000          |       |
| 55302                                    | ENVELOPES AND STATIONARY       | 400                     | 400            |       |
| 55303                                    | DUPLICATING SUPPLIES           | 400                     | 400            |       |
| 55315                                    | STAFF UNIFORMS                 | 4,630                   | 5,100          |       |
| 55316                                    | PARTICIPANT UNIFORMS           | 1,840                   | 2,000          |       |

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| ACCOUNT                                    | DESCRIPTION                      | 2016-17          |                  | TOTAL               |
|--|----------------------------------|------------------|------------------|---------------------|
|  |                                  | FINAL BUDGET     | APPROPRIATIONS   |                     |
| 55320                                      | BUILDING MAINTENANCE SUPPLIES    | 550              | 600              |                     |
| 55322                                      | CLEANING/JANITORIAL SUPPLIES     | 670              | 700              |                     |
| 55327                                      | VEHICLE/EQUIPMENT REPAIR PARTS   | 1,200            | 1,300            |                     |
| 55329                                      | OFFICE/ EQUIPMENT VALUE <\$10000 | 3,000            | 3,300            |                     |
| 55330                                      | GAS,FUEL,GREASE AND OIL          | 6,000            | 6,600            |                     |
| 55348                                      | FLOWERS AND CARDS                | 50               | 100              |                     |
| 55349                                      | PLAQUES, AWARDS AND PRIZES       | 3,410            | 3,800            |                     |
| 55350                                      | RECREATION/PROGRAM SUPPLIES      | 6,380            | 7,000            |                     |
| 55354                                      | FOOD SUPPLIES                    | 17,270           | 19,000           |                     |
|  | COMMODITIES/SUPPLIES             | <u>46,700</u>    | <u>51,300</u>    |                     |
| <b>UTILITIES</b>                           |                                  |                  |                  |                     |
| 56231                                      | GAS AND ELECTRICTIY              | 3,700            | 4,100            |                     |
| 56232                                      | WATER                            | 750              | 800              |                     |
| 56233                                      | TELECOMM EXPENSE                 | 1,870            | 2,100            |                     |
|  | UTILITIES                        | <u>6,320</u>     | <u>7,000</u>     |                     |
| <b>INSURANCE</b>                           |                                  |                  |                  |                     |
| 57131                                      | WORKERS COMPENSATION             | 2,200            | 2,400            |                     |
| 57220                                      | LIABILITY INSURANCE              | 2,400            | 2,600            |                     |
| 57222                                      | EMPLOYMENT PRACTICES             | 800              | 900              |                     |
| 57224                                      | PROPERTY INSURANCE               | 4,600            | 5,100            |                     |
|  | INSURANCE                        | <u>10,000</u>    | <u>11,000</u>    |                     |
| <b>CAPITAL OUTLAY</b>                      |                                  |                  |                  |                     |
| 61508                                      | CPD - ADA                        | 671,650          | 738,800          |                     |
| 61509                                      | UPD CAPITAL ADA                  | 92,920           | 106,900          |                     |
|  | CAPITAL OUTLAY                   | <u>764,570</u>   | <u>845,700</u>   | <b>\$ 1,613,500</b> |
| <b>Fund 16 - CAPITAL IMPROVEMENTS FUND</b> |                                  |                  |                  |                     |
| <b>CAPITAL OUTLAY</b>                      |                                  |                  |                  |                     |
| 61502                                      | TECHNOLOGY EQUIP REPLACEMENT     | 20,000           | 22,000           |                     |
| 61504                                      | VEHICLES / EQUIPMENT             | 326,000          | 358,600          |                     |
| 61508                                      | PARK CONSTRUCTION/IMROVEMENTS    | 1,898,560        | 2,088,400        |                     |
|  | CAPITAL OUTLAY                   | <u>2,244,560</u> | <u>2,469,000</u> | <b>\$ 2,469,000</b> |
| <b>Fund 19 - POLICE PROTECTION</b>         |                                  |                  |                  |                     |
| <b>CONTRACTUAL</b>                         |                                  |                  |                  |                     |
| 54281                                      | CONTRACTUAL PERSONNEL            | 20,430           | 22,500           |                     |
|  | CONTRACTUAL                      | <u>20,430</u>    | <u>22,500</u>    | <b>\$ 22,500</b>    |
| <b>Fund 21 - BOND AMORTIZATION FUND</b>    |                                  |                  |                  |                     |
| <b>TRANSFERS TO OTHER FUNDS</b>            |                                  |                  |                  |                     |
| 59409                                      | TRANSFERS TO OTHER FUNDS         | 1,100,500        | 1,100,500        |                     |
|  | TRANSFERS TO OTHER FUNDS         | <u>1,100,500</u> | <u>1,100,500</u> | <b>\$ 1,100,500</b> |

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| ACCOUNT                                      | DESCRIPTION                   | 2016-17<br>FINAL BUDGET | APPROPRIATIONS        | TOTAL                    |
|--|-------------------------------|-------------------------|-----------------------|--------------------------|
| <b><u>Fund 22 - BOND PROCEEDS FUND</u></b>   |                               |                         |                       |                          |
| <b><u>CONTRACTUAL</u></b>                    |                               |                         |                       |                          |
| 54205  | LEGAL PUBLICATIONS/NOTICES    | 60                      | 100                   |                          |
| 54215  | PROFESSIONAL FEES             | 3,600                   | 4,000                 |                          |
|  | CONTRACTUAL                   | <u>3,660</u>            | <u>4,100</u>          |                          |
| <br><b><u>CAPITAL OUTLAY</u></b>             |                               |                         |                       |                          |
| 61504  | VEHICLES / EQUIPMENT          | 45,000                  | 49,500                |                          |
| 61508  | PARK CONSTRUCTION/IMPROVEMENT | 515,000                 | 566,500               |                          |
|  | CAPITAL OUTLAY                | <u>560,000</u>          | <u>616,000</u>        |                          |
| <br><b><u>DEBT SERVICE PRINCIPAL</u></b>     |                               |                         |                       |                          |
| 59405  | BOND REDEMPTION               | 410,000                 | 451,000               |                          |
|  | DEBT SERVICE PRINCIPAL        | <u>410,000</u>          | <u>451,000</u>        |                          |
| <br><b><u>DEBT SERVICE INTEREST/FEES</u></b> |                               |                         |                       |                          |
| 59407  | INTEREST EXPENSE              | 126,030                 | 138,600               |                          |
|  | DEBT SERVICE INTEREST/FEES    | <u>126,030</u>          | <u>138,600</u>        | <b>\$ 1,209,700</b>      |
| <br>APPROPRIATIONS - ALL FUNDS               |                               | <br><u>17,167,510</u>   | <br><u>18,421,900</u> | <br><b>\$ 18,421,900</b> |

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| FUND                       | DESCRIPTION                  | 2016-17               |                      |
|----------------------------|------------------------------|-----------------------|----------------------|
|                            |                              | PROPOSED FINAL BUDGET | APPROPRIATIONS       |
| 01                         | GENERAL                      | \$ 4,919,960          | \$ 5,188,500         |
| 02                         | RECREATION                   | 3,181,830             | 3,426,600            |
| 03                         | MUSEUM                       | 1,929,770             | 2,080,200            |
| 04                         | LIABILITY INSURANCE          | 303,180               | 329,500              |
| 06                         | IMRF FUND                    | 358,770               | 394,600              |
| 08                         | AUDIT FUND                   | 20,000                | 22,000               |
| 09                         | PAVING AND LIGHTING FUND     | 78,000                | 85,800               |
| 11                         | ACTIVITY AND AFFILIATES FUND | 9,150                 | 10,100               |
| 12                         | SPECIAL DONATIONS FUND       | 52,100                | 57,300               |
| 14                         | SOCIAL SECURITY FUND         | 374,610               | 412,100              |
| 15                         | SPECIAL RECREATION FUND      | 1,474,960             | 1,613,500            |
| 16                         | CAPITAL IMPROVEMENTS FUND    | 2,244,560             | 2,469,000            |
| 19                         | POLICE PROTECTION            | 20,430                | 22,500               |
| 21                         | BOND AMORTIZATION FUND       | 1,100,500             | 1,100,500            |
| 22                         | BOND PROCEEDS FUND           | 1,099,690             | 1,209,700            |
| APPROPRIATIONS - ALL FUNDS |                              | <u>\$ 17,167,510</u>  | <u>\$ 18,421,900</u> |

**CERTIFICATION OF ESTIMATE  
OF REVENUE  
FISCAL YEAR 2016-2017**

I, Gary G. Wackerlin, do hereby certify that I am the duly qualified Treasurer of the Champaign Park District and the Chief Fiscal Officer of said Park District. As such officer I do further certify that the revenues, by source, anticipated to be received by the Park District in the fiscal year beginning May 1, 2016 and ending on April 30, 2017 are estimated to be as follows:

**ESTIMATE OF REVENUE**

| <u>SOURCE</u>   | <u>AMOUNT</u>       |
|---|---------------------|
| Real Estate Taxes (Includes Urbana Park<br>District portion for CUSR) | \$11,762,740        |
| Personal Property Replacement Tax                                     | 293,400             |
| Interest Earned   | 58,020              |
| Sponsorships/Scholarships   | 131,670             |
| Concessions   | 223,770             |
| Program Fees  | 2,919,030           |
| Rental Fees   | 222,750             |
| Bond Receipts (Reflected as Transfer)                                 | 1,100,500           |
| Grant Proceeds  | 326,000             |
| Special Receipts/Other  | 157,190             |
| Transfers To Other Funds  | <u>100,000</u>      |
| Total   | <u>\$17,295,070</u> |

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Champaign Park District this 27<sup>th</sup> day of July, 2016.

**SEAL**

\_\_\_\_\_  
Gary G. Wackerlin, Treasurer, Chief Financial Officer





# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** July 22, 2016

**SUBJECT:** Approval of FY16-17 Budget Book

### Background

The formal FY16-17 budget book is presented to the Board for approval prior to submitting it to the Government Finance Officers Association (GFOA) for the distinguished budget award, due within 30 days of adoption of the budget. The totals reflected in the formal budget book are reflective of the Budget and Appropriation Ordinance No. 609 for FY16-17 as revised and presented for approval on July 27, 2016. This document meets the criteria of the GFOA budget award program and this will be the document submitted for consideration this year. The District first applied and received this award in FY2005 and has received annually since then.

### Prior Board Action

On May 11, 2016, the Board set a date for the public hearing on the budget and appropriation ordinance. Ordinance No. 609: Budget and Appropriation Ordinance for FY16-17 was presented for approval at the July 27, 2016 special meeting and will be filed with the Champaign County Clerk no later than July 29, 2016 as required.

### Budget Impact

The Champaign Park District sets total expenditures/transfers in the amount of \$17,167,510 for the period beginning May 1, 2016 through April 30, 2017.

### Recommended Action

Staff recommends the Board approve the FY16-17 budget book.

Prepared by:

Reviewed by:

Andrea N. Wallace  
Director of Finance

Joe DeLuce, CPRP  
Executive Director



## **REPORT TO PARK BOARD**

**FROM: Joe DeLuce, Executive Director**

**DATE: July 20, 2016**

**SUBJECT: Addendum to Agreement for Independent Contractor Services at the Virginia Theatre**

### Background

From 2004 through 2014, and from 2015 to 2016, Michael Frederick (Frederick) has filled the role of technical manager at the Virginia Theatre (Theatre) as an independent contractor with the Park District, doing consistent, excellent work throughout his tenure. An experienced theatre professional with three decades in the field, Frederick has been able to serve the technical needs of travelling and resident attractions at the Theatre. His professionalism and skill has resulted in repeat business for the facility, and he has been an invaluable resource for the theatre's directors.

Frederick's current agreement with the Park District expires July 31, 2016. He is planning to leave the community this fall to pursue other opportunities.

With Frederick's departure, staff have recommended the replacement of the independent contractor role at the Theatre with a full-time, exempt technical manager position, filling the job last held, in 2015, by Andrew Hall.

On May 11, 2016, the Park District began seeking applicants for the position of technical manager. To date, the role remains unfilled, however, staff continue to interview candidates with the expectation that a successful hire is forthcoming.

Frederick has indicated that he is able to continue offering his services as technical manager and to offer training to a new staff member hired to do the job in the coming weeks. He would be available to contract for this work in the months of August through September, 2016.

### Prior Board Action

None.

### Budget Impact

In the absence of an exempt, full-time staff technical manager at the Virginia, Frederick's agreement represents a monthly savings of from \$200 to \$1,000.00 (plus non-wage expense), over the cost of a staff member filling the role. Once a staff member is hired, Frederick's monthly contract expense of \$2,955.00 would be in addition to the staff salary for that period. This amount, while not budgeted, should be offset by the savings to the Park District for his agreement during the months of May through July, 2016.

### Recommended Action

Staff recommends that the Board authorize the Executive Director to execute an Addendum to the Agreement for Independent Contract Services with Michael Frederick to provide technical management services and training at the Theatre for the months of August and September 2016.

Prepared by:

Reviewed by:

Steven Bentz  
Director of the Virginia Theatre

Joe DeLuce, CPRP  
Executive Director

**ADDENDUM TO AGREEMENT  
FOR INDEPENDENT CONTRACTOR SERVICES**

**WHEREAS**, an Agreement was entered into effective as of July 31, 2015 by and between 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 **MICHAEL FREDERICK** whose principal address is 1007 North Cunningham Avenue, Urbana, Illinois 61802 (hereinafter referred to as "**FREDERICK**").

**RECITALS**

**WHEREAS**, **PARK DISTRICT** is a municipal corporation which owns the Virginia Theatre;

**WHEREAS**, **FREDERICK** is an individual experienced in the equipment used for theatrical performances, including lighting, audio-visual equipment, fly system, film projection and other services and equipment related thereto; and

**WHEREAS**, **PARK DISTRICT** and **FREDERICK** entered into an agreement whereby **FREDERICK** will provide services to **PARK DISTRICT** as an independent contractor for theatrical and other events at the Virginia Theatre and other venues as may from time to time be designated by **PARK DISTRICT**.

**WHEREAS**, the original term of the Agreement was from August 1, 2015 to July 31, 2016, unless such period is extended by written agreement of both parties.

**NOW, THEREFORE**, for and in consideration of the mutual promises, covenants and agreements herein set forth, **PARK DISTRICT** and **FREDERICK** hereby agree to amend the Agreement according to the following terms and conditions:

**5. COMPENSATION.** As consideration for such further services rendered by **FREDERICK** pursuant to this Addendum to Agreement, **PARK DISTRICT** shall pay **FREDERICK** the sum of Five Thousand Nine Hundred Ten Dollars and no cents, payable in two (2) equal installments, commencing August 1, 2016.

**6. TERM AND TERMINATION.** The term of this Addendum to Agreement shall be from July 31, 2016 to September 30, 2016 for **FREDERICK** to perform the services as set forth in the Agreement. **FREDERICK** shall also assist with training a new staff member during the extended term. Either **PARK DISTRICT** or **FREDERICK** may terminate this Addendum to Agreement at any time upon twenty-four (24) hours written notice to the other Party with or without cause. If this Addendum to Agreement is terminated by either Party, **FREDERICK's** compensation will end and be prorated as of the termination date.

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

**IN WITNESS WHEREOF**, the Parties have caused this Addendum to the Agreement to be executed this \_\_\_\_ day of July 2016.

**CHAMPAIGN PARK DISTRICT**  
A municipal Corporation

**MICHAEL FREDERICK**

By: \_\_\_\_\_  
Its Executive Director

\_\_\_\_\_  
MICHAEL FREDERICK

**Attest:**

By: \_\_\_\_\_  
Its Secretary

## AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES

This Agreement is made and entered into effective the 31<sup>ST</sup> day of July, 2015 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 **MICHAEL FREDERICK** whose principal address is 1007 North Cunningham Avenue, Urbana, Illinois 61802 (hereinafter referred to as "**FREDERICK**").

### RECITALS

WHEREAS, **PARK DISTRICT** is a municipal corporation which owns the Virginia Theatre;

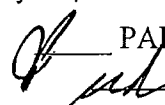
WHEREAS, **FREDERICK** is an individual experienced in the equipment used for theatrical performances, including lighting, audio-visual equipment, fly system, film projection and other services and equipment related thereto; and

WHEREAS, **PARK DISTRICT** and **FREDERICK** desire to enter into a contract whereby **FREDERICK** will provide services to **PARK DISTRICT** as an independent contractor for theatrical and other events at the Virginia Theatre and other venues as may from time to time be designated by **PARK DISTRICT**.

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

1. **PROFESSIONAL SERVICES:** **FREDERICK** shall provide professional theatrical technical and film projection and related services as may be directed from time to time by the Virginia Theatre Director; provided that with the exception of requiring services to be performed on or by certain dates and times, neither the **PARK DISTRICT** nor any of its employees shall have control over the manner or method by which **FREDERICK** performs the services pursuant to this Agreement. The services to be provided by **FREDERICK** shall include, without limitation, the following:

- a. Facilitate and coordinate the use of technical equipment at the Virginia Theatre.
- b. Assist the Virginia Theatre Director with determining the cost of rental for technical aspects of all events booked at the theatre.
- c. Advise and assist the Virginia Theatre Director in the scheduling of stage and technical crews for productions at the theatre.
- d. Act as a liaison among performers, artists, technicians and production staff.
- e. Coordinate all loading (in and out), technical rehearsals, performances and other theatre events.
- f. Coordinate with Virginia Theatre Director to maintain and update as needed, with no financial responsibility to **FREDERICK**, the lighting, audio-visual, rigging, flying and film projection areas of the theatre.
- g. Advise and assist the Virginia Theatre Director in the purchase and rental of technical equipment for the theatre. **FREDERICK** shall advise and assist the Virginia Theatre Director in acquiring quotes acceptable to the **PARK DISTRICT** for additional equipment needed for rentals and **PARK DISTRICT** sponsored events.
- h. At all times deal with clients, **PARK DISTRICT** employees, volunteers, and patrons of

 **PARK DISTRICT Initial**  
**FREDERICK Initial**

the theatre in a professional and courteous manner.

- i. Operate the technical equipment and related aspects of the license described herein in a professional manner.
- j. Exercise appropriate good judgment in dealing with theatre safety matters, including, without limitation, adherence to Occupational Safety and Health Administration (OSHA) regulations and other pertinent federal, state and local laws, regulations, and ordinances.
- k. Demonstrate ability to operate any and all pertinent equipment during performances or events at the theatre.
- l. Resolve differences of opinion about issues that arise concerning technical aspects of performances.
- m. At the request of the Virginia Theatre Director, make suggestions regarding budgetary expenditures.
- n. Notwithstanding any other provisions of this Agreement, in the event that Virginia Theatre is closed by the Park District for renovation or repairs, FREDERICK shall not be compensated for such period of time.
- o. Design and conduct classes focusing on stage craft and other technical aspects of theatre for the **PARK DISTRICT**. The times, dates, and content of such classes will be mutually agreed to by **FREDERICK** and the Virginia Theatre Director.
- p. Assist the **PARK DISTRICT** in building a working relationship with the technical union staff and supervisors.

**PARK DISTRICT** shall provide **FREDERICK** with such facilities and support as may be necessary to carry out his responsibilities hereunder.

**2. TIMING OF PERFORMANCE OF SERVICES.** **FREDERICK** shall perform the above listed professional services to assure preparation and operation of all events at the theatre in a professional manner, which may entail working days and hours beyond a normal, recognized workweek. **FREDERICK** shall also be available to work according to the terms hereof on weekends, evenings, and holidays, as needed.

**3. WORK LOCATION.** All work performed by **FREDERICK** hereunder shall take place at **PARK DISTRICT** facilities, with the majority of that work taking place at the Virginia Theatre.

**4. CONTROL OF WORK.** **FREDERICK** 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 this Agreement, policies, and procedures of **PARK DISTRICT**. Furthermore, he shall be solely responsible for the direction of his employees or agents. **FREDERICK** acknowledges that he 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 tasks assigned for the purposes of carrying out the performances and events scheduled from to time at the theatre.

**5. COMPENSATION.** As consideration for the services rendered by **FREDERICK** pursuant to this Agreement, **PARK DISTRICT** agrees to pay **FREDERICK** the sum of Thirty Five Thousand Four Hundred Sixty Five Dollars and no cents \$35,465.00, payable in twelve (12) equal monthly installments, commencing August 1, 2015; provided that, there shall be no compensation paid for the months when the Virginia Theatre is closed for renovations and repairs. 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. **FREDERICK** shall be responsible for all withholdings and reporting of wages and income to the federal and state authorities. **FREDERICK** acknowledges and understands that he is not entitled to any benefits or protections afforded employees of **PARK DISTRICT**. **FREDERICK** acknowledges that he will be responsible for paying any unemployment insurance and workers compensation insurance on behalf of himself and any of his employees. **FREDERICK** 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. **FREDERICK** will provide **PARK DISTRICT** with his Social Security Number. **FREDERICK** 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 **FREDERICK** reflecting compensation pursuant to the terms of this Agreement.

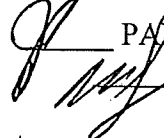
**6. TERM AND TERMINATION.** The term of this Agreement shall be from August 1, 2015 to July 31, 2016, subject to the following termination provision. The **PARK DISTRICT** or **FREDERICK** may terminate this Agreement at any time upon 60 days written notice with or without cause. If the contract is terminated by either party, **FREDERICK'S** compensation will end and be prorated as of the termination date.

**7. COMPLIANCE WITH APPLICABLE LAWS, RULES AND REGULATIONS.** **PARK DISTRICT** and **FREDERICK** 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. INSURANCE.** **FREDERICK** 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, including endorsements and/or riders 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 **FREDERICK** shall be primary coverage as to **PARK DISTRICT**. Any insurance or self-insurance maintained by **PARK DISTRICT** shall be in excess of **FREDERICK'S** insurance and shall not contribute with it. The **PARK DISTRICT**, its commissioners, officers, employees, agents, and volunteers shall 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.

**9. INDEMNIFICATION.** **FREDERICK** shall indemnify, save, defend, and hold harmless **PARK DISTRICT**, including its commissioners, officers, employees, agents, and volunteers (hereinafter collectively referred to as "**PARK DISTRICT**") from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs 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.

**10. REPRESENTATIONS AND WARRANTIES.** **FREDERICK** 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 understands that **PARK DISTRICT** is relying on such representation in contracting with him. **FREDERICK** will comply with all Occupational Safety and Health Administration regulations.

 **PARK DISTRICT** Initial  
 **FREDERICK** Initial

11. **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.

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

13. **SEVERABILITY.** In the event one or more of the provisions contained in this Agreement shall be determined by 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.

14. **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.

15. **COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original.

16. **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 to:

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

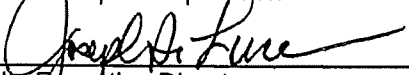
**MICHAEL FREDERICK**  
1007 North Cunningham Avenue  
Urbana, IL 61802

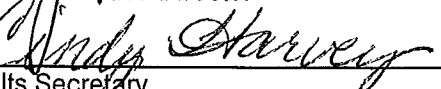
17. **TIME OF THE ESSENCE.** Time is of the essence of this Agreement. It shall be binding upon the personal representatives, successors and permitted assigns of the parties hereto.

18. **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

By:   
Its Executive Director

By:   
Its Secretary

**MICHAEL FREDERICK**

  
MICHAEL FREDERICK

 PARK DISTRICT Initial  
FREDERICK Initial





## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** July 27, 2016

**SUBJECT:** Renewal of Virginia Theatre Ticketing Service Contract

### Background

The Virginia Theatre uses a cloud-based ticketing software platform called Seat Advisor Box Office under a three-year agreement originally signed in 2013. That year, the Park District came to the end of a previous three-year agreement with another company, Choice Ticketing, for use of its software at the Virginia. In the opinion of staff, Choice had been an unreliable product that was prone to crashes and was also inflexible, slow, and difficult to operate. After reviewing a wide variety of different ticketing systems during fiscal year 2012-2013, the Park District signed the current agreement with Seat Advisor—which expires August 14, 2016.

In the past three years, staff has found Seat Advisor to be a reliable, feature-rich, affordable ticketing platform for the Virginia Theatre. Software crashes have been rare, and the sales interface is intuitive and easy to use for both patrons shopping online and for staff working in the box office. The company has also been responsive to requests for technical support, providing strong customer service and being open to suggestions for improvements to the software.

The Seat Advisor contract (both the current agreement and the proposed renewal) contains an open-ended “walk-away” clause that allows the Park District to terminate the agreement at any time, without penalty.

### Prior Board Action

None.

### Budget Impact

The current (FY17) proposed budget includes funds allocated for the payment of ticketing service charges (fees) at the Virginia. Since those fees were projected at the rate currently charged to the Park District by Seat Advisor, there is no budget impact from renewing the agreement with Seat Advisor for the use of its Seat Advisor Box Office software.

### Recommended Action

Staff recommends that the Board authorize the Executive Director to enter into a contract with Seat Advisor, San Diego, CA, to furnish ticketing software at the Virginia Theatre for three years beginning August 15, 2016.

Prepared by:

Reviewed by:

Steven Bentz  
Director of the Virginia Theatre

Joe DeLuce, CPRP  
Executive Director

**INTERNET TICKETING SERVICES AGREEMENT**

THIS AGREEMENT made and effective as of *August 15, 2016*, by and between the Champaign Park District, an Illinois municipal corporation (hereinafter referred to as, "CPD"), with a principal address of 706 Kenwood Road, Champaign, Illinois, and SeatAdvisor Inc., a California corporation (hereinafter referred to as, "SA" or "SeatAdvisor", as the case may be), with a principal address of 2655 Camino Del Rio North, Suite 470, San Diego, California.

**Whereas**, the CPD, wants to engage the services of a company to provide internet based ticketing for the Virginia Theatre and other CPD events;

**Whereas**, SA is engaged in the business of internet based ticketing, and wants to provide such services to the CPD; and

**Whereas**, CPD and SA want to enter into a contract whereby SA will provide certain internet based ticketing services according to the terms and conditions stated herein.

For and in consideration of the mutual promises and agreements set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, CPD and SA hereby agree to the following terms and conditions.

1. General Purpose. The purpose of this Agreement is for CPD to obtain internet based ticketing services by utilizing SA's SeatAdvisor Box Office ™ system (hereinafter referred to as, "SABO"), pursuant to the terms and conditions stated herein.
  - 1.1. SA shall provide SABO to CPD pursuant to the terms and conditions set forth in this Agreement and the fee structure set forth in Exhibit A, which is attached hereto, made a part hereof and incorporated by reference herein.
2. Definitions. For purposes of this Agreement, the following definitions shall apply:
  - 2.1. Patron: A purchaser of a Ticket to an Event at the Venue(s) and/ or individuals and entities whose personal information is added or transferred into SABO.
  - 2.2. Patron Data: Personal information about Patrons, including, but not limited to, their names, addresses, phone numbers, ticket purchases history and patterns, credit card numbers and donation information.
  - 2.3. SeatAdvisor Box Office System (SABO): The Internet-based box office management system and related procedures established and maintained by SA for the purpose of managing event creation, facilitating ticket inventory management, handling subscription and single ticket sales in CPD's Ticket Office, handling single ticket sales on the Internet, managing the creation of ticket subscription packages, printing tickets, tracking Patron data, and related other features, and subsequent versions thereof.
  - 2.4. Venues: CPD's Virginia Theatre and other locations as determined by CPD.

3. Term of Agreement. The Term of this Agreement shall commence on the date set forth herein and continue in full force and effect for a period of three (3) years. Either party may terminate this Agreement at any time without cause upon thirty (30) days written notice. Upon such termination, SA shall remove any of CPD's ticket data and Patron Data from SABO, and CPD shall remit any sums owing to SA pursuant to Paragraph 8 and Exhibit A. It will be CPD's responsibility to obtain any reports needed prior to the termination of the Agreement in order to obtain any data needed.
4. Compensation. Consideration and compensation to be paid by CPD to SA for use of SABO according to the terms of this Agreement is as set forth in Exhibit A.
5. Central Computer Facility. SeatAdvisor shall, at its sole expense, provide a central computer facility for the operation of SABO. Barring unforeseen technical difficulties, acts of God or other events beyond the control of SeatAdvisor, the central computer facility serving CPD will be in operation 24 hours each a day/ seven days per week, except for scheduled downtime not to exceed 4 (four) hours per week for the purpose of routine maintenance. The central computer facility will be adequately staffed to perform all of SA's services under this Agreement. SA shall not be responsible for any errors made by CPD in undertaking event set up activities. In the event the central computer facility is not operational for more than 8 hours, SA will provide a fully functional backup system.

SA will establish and maintain an organizational process (backup system) to provide support for SABO under this Agreement. Support shall include (i) diagnosis of problems or performance deficiencies of the Software and (ii) a resolution of the problem or performance deficiencies of SABO. SA will provide telephone support on a business day basis. Business day is defined as 9:00 a.m. through 5:00 p.m. pacific standard time, excluding holidays and weekends. In addition, SA will provide an internet based support system generally available seven (7) days a week, twenty-four (24) hours a day. SA will use its best efforts to cure, as described below, reported and reproducible errors in SABO. SA shall utilize the following four (4) severity levels to categorize reported problems:

1. SEVERITY 1 - CRITICAL BUSINESS IMPACT. The impact of the reported deficiency is such that CPD is unable to either use SABO or reasonably continue work using SABO. SA will commence work on resolving the deficiency within one (1) hour of notification and will engage staff during business hours until an acceptable resolution is achieved.
- ii. SEVERITY 2 - SIGNIFICANT BUSINESS IMPACT. Important features of SABO are not working properly and there are no acceptable, alternative solutions. While other areas of SABO are not impacted, the reported deficiency has created a significant, negative impact on the productivity or service level. SA will commence work on resolving the deficiency within two (2) hours of notification and will engage staff during business hours until an acceptable resolution is achieved.
111. SEVERITY 3 - SOME BUSINESS IMPACT. Important features of SABO are unavailable, but an alternative solution is available or non-essential features of SABO are unavailable with no alternative solution. The impact on CPD, regardless of product usage, is minimal loss of operational functionality or implementation

resources. SA will commence work on resolving the deficiency within one (1) business day of notification and will engage staff during business hours until an acceptable resolution is achieved.

- iv. SEVERITY 4 – MINIMAL BUSINESS IMPACT. CPD submits an information request, software enhancement or documentation clarification which has no operational impact. The implementation or use of SABO by CPD is continuing and there is no negative impact on productivity. SA will provide an initial response regarding the request within one (1) business week.

With respect to Severity 1 reported deficiencies, SA may, with the concurrence of CPD, elect to send support or development staff to CPD location to accelerate problem resolution.

MAINTENANCE. During the term of this Agreement, SA will provide CPD with patches, updates, releases and new versions of SABO along with other generally available technical material for its utilization. All patches, updates, release and new versions shall be subject to the terms of this Agreement.

- 6. Event Set-Up. CPD shall have the sole responsibility for the operation of the venue and all events at any such venue, including without limitation, the ticket pricing structure, providing ticket text, event description, and all other information necessary for the sale of event tickets. SA shall not be responsible for inserting any of the foregoing information into SABO. SA shall not be responsible for any errors made by CPD in performing the event set-up, but SA shall be responsible for its own conduct and any errors arising thereunder.
- 7. Treatment of Patron Data. SA recognizes that the Patron Data is a significant asset of CPD and not an asset of SA. Accordingly, SA shall not share, sell, disseminate or otherwise dispose of or provide such data to any third party without the express written permission of CPD. SA shall not utilize the Patron Data for any purpose, except as requested or permitted in writing by CPD, or for the purposes such as the following, determining the number of Patron Data records stored in SABO, for the purpose of fulfilling its duties under this Agreement, or as may be required by law. Notwithstanding the foregoing, if any of CPD's Patrons purchase tickets through more than one SABO client, then such other SABO client shall retain the right to access the pertinent Data for that Patron.
- 8. Accounting Procedures. CPD shall either utilize CPD's own credit card merchant account, integrated with the SABO online credit card transaction processing system, or use SA's merchant account for the purpose of accepting credit card orders for tickets on the Internet or in the ticket office. In the event CPD uses its own merchant account information, SA will provide CPD with a monthly invoice for amounts owed by CPD pursuant to Exhibit A of this Agreement. CPD shall pay SA within thirty (30) days of receipt of a proper invoice for amounts due. In the event CPD is approved for and uses SA's merchant account, SA will inform CPD when funds will be remitted by SA for sales minus any fees provided for in Exhibit A. Any past due amounts will be charged a one percent (1%) finance charge per month (twelve percent (12%) per annum).
- 9. CPD's Default. The continuation of any of the following events for 30 days after receipt by CPD of written notice thereof and its failure to cure such a default shall, at SA's option,

constitute a default and entitle SA to immediately terminate this Agreement, including CPD's right to effectuate the sales of tickets through SABO and CPD will pay the full retail price for any equipment provided by SA if CPD has not yet paid SA for at least 70,000 sold tickets; provided that, upon the sale of 70,000 billable tickets, the Hardware and Equipment described herein shall be owned by CPD (See "Hardware Provided to CPD" in Exhibit A):

- 9.1. CPD's breach of any material term, covenant, condition, representation or warranty stated in this Agreement, and
- 9.2. Provided that, failure of CPD to pay SA any invoice for sums due under this Agreement in accordance with Section 8 for more than seven (7) days following receipt by CPD of a written notice of such default and failure to cure it.

In the event of such a default, CPD shall without demand, immediately pay to SA all amounts due and owing under this Agreement. SA may, without notice to or demand upon CPD, terminate access to SABO, institute litigation for the recovery of all damages resulting from CPD's failure to perform its obligations under this Agreement and terminate this Agreement. All remedies pursuant to this Agreement shall be cumulative and in addition to any other remedy available to SA at law or in equity.

10. SA's Default. The occurrence of any of the following events for thirty (30) days after receipt by SA of written notice thereof and its failure to cure such a default shall, at CPD's option, constitute a default and entitle it to immediately terminate this Agreement and SA's rights hereunder:

10.1. SA's breach of any material term, covenant, condition, representation or warranty in this Agreement; and

10.2. Failure of SA to provide the services agreed to herein in a proper, timely and effective manner so as to allow CPD Patrons to purchase event tickets via the Internet, upon a seven (7) days written notice by CPD and SA's failure to cure the same;

In the event of such a default, SA shall without demand, immediately pay to CPD any and all amounts due and owing under this Agreement, and CPD may, without notice to or demand upon SA, terminate this Agreement and institute litigation for the recovery of all damages resulting from SA's failure to perform its obligations under this Agreement. All remedies pursuant to this Agreement shall be cumulative and in addition to any other remedy available to CPD at law or in equity.

11. CPD's Representations and Warranties. CPD has identified for SA agreements it has for substantially identical services with another entity through November 18, 2013. Except for those agreements, CPD represents and warrants to SA that the entering into and performance of this Agreement will not violate any other agreement, contract, judgment, order, law or regulation applicable to CPD for any provision of CPD's authority to act, or result in any breach of, default under, or creation of, any lien, charge, security interest or other encumbrance upon any assets of CPD or upon the equipment provided by SA,

pursuant to any agreement or instrument to which CPD is a party with any third party or by which it or its assets may be bound. CPD represents and warrants to SA that it is the owner of each venue at which any of its events are held, and is duly authorized as owner to execute this Agreement.

12. SA's Representations. SA represents and warrants that it has not infringed upon, unlawfully acquired, breached, confiscated or in any manner whatsoever interfered with or obtained for its use or benefit under this Agreement any intellectual property rights, patents, copyrights or otherwise which might give rise to any claims against it or CPD arising out of the use of SABO or any of its related software, hardware, equipment or intellectual property. Furthermore, SA shall indemnify, defend and hold harmless CPD and any of its commissioners, officers, employees, agents and representatives from and against any and all liability, loss, costs, cause of action, demands, attorney's fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form they may take, with respect to any claim made against CPD that arises from any act, failure or omission on the part of SA or any of its directors, officers, employees, agents and representatives related to providing SABO to CPD; it being understood that CPD does not have the expertise or wherewithal to investigate and make an independent determination about the conduct of SA with regard to the development, use and dissemination of SABO.
13. Termination Due to Bankruptcy. In the event a party: (i) declares its intent to seek bankruptcy protection; (ii) becomes insolvent; (iii) voluntarily files or has filed against it a petition under applicable bankruptcy or insolvency laws which such party fails to have dismissed within thirty (30) days after filing; (iv) proposes any dissolution, composition or financial reorganization with creditors or if a receiver, trustee, custodian or similar agent is appointed or takes possession with respect to all or substantially all property or business of such party; or (v) such party makes a general assignment for the benefit of creditors, the other party may terminate this Agreement by giving a termination notice, which termination shall become effective ten (10) days after mailing such notice.
14. EXCLUSION OF WARRANTIES. CPD HEREBY ACKNOWLEDGES THAT SEATADVISOR HAS NO CONTROL OVER INTERNET-RELATED AND SERVER CONDITIONS (INCLUDING WITHOUT LIMITATION INTERNET ACCESS, SPEED AND NETWORK SERVICE INTERRUPTIONS). CPD HEREBY ACKNOWLEDGES THAT SEATADVISOR HAS MADE NO REPRESENTATION OR WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO: (I) THE SUITABILITY OF ITS SERVICES FOR THE PURPOSES OR USES OF CPD, OR (II) THE MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. SEATADVISOR SHALL NOT BE LIABLE TO CPD FOR, AND CPD HEREBY ASSUMES ALL RISK OF AND WAIVES ALL CLAIMS AGAINST SEATADVISOR, IN RESPECT OF ANY DAMAGE WHATSOEVER IN CONNECTION WITH CPD'S USE OF SABO (WHETHER BASED UPON CONTRACT, TORT, NEGLIGENCE, WARRANTY, PRODUCT LIABILITY, STRICT LIABILITY, AND/OR OTHERWISE AND WHETHER OR NOT SEATADVISOR HAS BEEN NOTIFIED OF THE POSSIBILITY OF SUCH DAMAGE) RESULTING FROM, OR ARISING OUT OF, SEATADVISOR'S SERVICES OR CPD'S USE OF SABO.

15. Governing Law. This Agreement is governed by and construed in accordance with the laws of the State of Illinois, irrespective of Illinois's conflict of law or choice-of-law principles. In the event of any claim or loss regarding this Agreement, the Circuit Court of Champaign County, Illinois, or in the event of federal jurisdiction, the United States District Court for the Central District of Illinois, shall be the appropriate venue for any such claim or suit.
16. Entire Agreement. This Agreement and all documents specifically referred to and executed in connection with this Agreement: (a) contain the entire and final Agreement of the parties to this Agreement with respect to the subject matter of this Agreement, and (b) supersede all negotiations, stipulations, understandings, Agreements, representations and warranties, if any, with respect to such subject matter, which precede or accompany the execution of this Agreement. This Agreement may be changed, modified or amended only by mutual written agreement executed by the Parties.
17. Compliance with Applicable Laws, Rules and Regulations. The Parties, and any subcontractor with which a Party may enter into any related Agreement shall comply with all applicable Federal, State and Local statutes, rules, regulations, ordinances and licensing requirements regarding the performance and carrying out of the terms of this Agreement.
18. Independent Contractors. Notwithstanding any other provision of this Agreement, the relationship between CPD and SA is, and shall remain, one of independent contractors. Nothing in this Agreement shall be construed to establish a relationship of employer/ employee, partners or joint ventures between the Parties.
19. 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 CPD permits 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.
20. Severability. In the event 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 from this Agreement and the validity, legality, or enforceability of the remaining provisions of this Agreement or any other application thereof shall not be affected or impaired thereby, and shall therefore remain in effect.
21. Waiver. Failure to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement, shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of the right or power at all or any other times.
22. Counterparts. This Agreement shall be executed in any number of counterparts, each of which shall be deemed an original.
23. Attorney's Fees. The prevailing party(ies) in any litigation, arbitration, bankruptcy, insolvency or other proceeding ("Proceeding") relating to the enforcement or interpretation of this Agreement may recover from the unsuccessful party(ies) all costs, expenses, and actual attorney's fees (including expert witness and other consultants' fees and costs) relating

to or arising out of (a) the Proceeding (regardless of whether the Proceeding results in a judgment), and (b) any post-judgment or post-award proceeding including, without limitation, one to enforce or collect any judgment or award resulting from the Proceeding. All such judgments and awards shall contain a specific provision for the recovery of all such incurred costs, expenses, and actual attorney's fees.

24. Notices. Each notice and other communication required or permitted to be given under this Agreement ("Notice") must be in writing. Notice is deemed to be duly given to another party upon: (a) hand delivery to the other party, (b) receipt by the other party when sent by facsimile to the address and number for such party set forth below (provided, however, that the Notice sent in this manner is not effective unless a duplicate copy of the facsimile Notice is promptly given by one of the other methods permitted under this paragraph), (c) four (4) business days after the Notice has been deposited with the United States postal service as first class certified mail, return receipt requested, postage prepaid, and addressed to the party as set forth below, or (d) the next business day after the Notice has been deposited with a reputable overnight delivery service, postage prepaid, addressed to the party as set forth below with next-business-day delivery guaranteed, provided that the sending party receives a confirmation of delivery from the delivery service provider.

Each party shall make a reasonable, good faith effort to ensure that it will accept or receive Notices to it that are given in accordance with this paragraph. A party may change its address for purposes of this paragraph by giving the other party(ies) written notice of a new address in the manner set forth above.

To: SEATADVISOR INC.  
2655 Camino Del Rio North  
Suite 470  
San Diego, CA 92108  
(714) 442-2627 -- fax

To: CHAMPAIGN PARK DISTRICT  
Attention: Executive Director  
706 Kenwood Road  
Champaign, IL 61821  
(217) 355-8421 -- fax

SeatAdvisor's Initials: \_\_\_\_\_ Client's Initials: \_\_\_\_\_



CHAMPAIGN PARK DISTRICT, an Illinois Municipal Corporation

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

SEATADVISOR, INC., a California Corporation

By: \_\_\_\_\_

Brent Miller, President and CEO

Attest:

Signed: \_\_\_\_\_  
Board Secretary

CLIENT Initials \_\_\_\_\_  
SA Initials \_\_\_\_\_



EXHIBIT A

**Box Office Processing Fee**

\$0.50 per ticket

CPD shall pay to SeatAdvisor a Box Office Ticket Processing Fee, which will be calculated based on the net tickets processed by Client using SABO. "Net tickets" is defined as **[number of tickets sold less refunds, exchanges and up to 10% Complementary tickets per month]**. Complementary tickets are defined as tickets sold at \$0. CPD shall be allotted 10% of its monthly ticket sales for Complementary tickets available for it to use at its discretion. Any Complementary tickets in excess of such 10% monthly allotment shall be charged \$0.50 per ticket Processing Fee.

CPD shall be charged a \$0.50 per ticket processing charge for Festival Passes sold through SABO. In the future, SeatAdvisor may enhance its subscription management functionality, and CPD shall have the right to continue to utilize pass functionality as currently exists, or to create passes, which may contain more than one ticket, and be billed a processing fee commensurate with the number of tickets contained in the pass.

**Credit Card Processing Fee - SeatAdvisor Merchant Account**

If CPD uses SeatAdvisor's credit card merchant account for any Ticket sales, CPD shall pay SeatAdvisor 5% of the gross amount of all tickets and CPD extra charges/ fees (if any) processed.

**Credit Card Processing Fee - Client Merchant Account**

If CPD uses the PayPal gateway "Pay Flow Pro" Client will pay PayPal directly for any costs involved for processing credit card transactions. If CPD chooses to use Cybersource as the gateway CPD shall pay SeatAdvisor a setup fee of \$ 100.00 to integrate CPD's merchant account directly into SABO (must be Cybersource compatible) and a fee of \$0.15 per credit card transaction for those transactions that are processed through SABO on CPD's Credit Card Merchant Account. This fee shall apply to transactions that are made via Patron Internet sales or box office credit card transactions that CPD chooses to charge through the SABO system. This fee shall be applied per authorization, not per ticket.

**Charge-backs**

In the event of a Patron credit card charge-back in connection with any order processed through SeatAdvisor's merchant account, SeatAdvisor will use reasonable efforts to resolve the charge-back issue. If SeatAdvisor is unable to reverse the Patron charge-back within five (5) days of receiving notification of such charge-back, SeatAdvisor is authorized to deduct the amount of any such charge-back from CPD's next payment, less any fees collected by SeatAdvisor in connection with such Patron order. If such funds are insufficient to cover all such chargebacks, CPD shall deliver the amount of the deficiency to SeatAdvisor within seventy-two (72) hours after notice by SeatAdvisor to CPD of the amount of the deficiency verified supporting documentation. In addition, SeatAdvisor will charge CPD a \$20 processing fee per chargeback occurrence. This processing fee will be assessed regardless of whether the charge back is reversed.

**Training Fee**

CPD shall pay SeatAdvisor \$ 0.00 for training. The training fee is waived. SeatAdvisor will provide CPD with:

- Up to 9 hours telephone training by a SeatAdvisor CPD Services representative to be used during the first year of this Agreement
- Import of CPD-supplied Patron Data list into SABO, provided such data is supplied in SeatAdvisor-specified format

**Per Venue Setup Fee**

\$50 General admission  
 \$300 For SeatMap up to 500 seats  
 \$600 For SeatMap up to 1,500 seats  
 Over 1,500 seats: \$600 plus \$0.15 per seat over 1,500

Additional map layouts or changes for the same venue will be charged at 50% of the above prices.

50% surcharge on all rush maps.

**Service and Support**

CPD shall be solely responsible for all selvice, maintenance and support-related costs for its own computers, printers, CPD Internet connection(s), and any other CPD-owned hardware and software utilized to access and use SABO. SeatAdvisor will provide CPD with telephone and email support specifically related to the use of the SABO system. After the completion of the Set Up and Training services set forth in this Exhibit A, CPD shall maintain its own qualified personnel (or contract with a third-party service provider) who are trained in the operation of SABO for the purpose of on-going staff training, answering staff "how-to" questions, and addressing any other SABO usage-related issues; provided that, CPD can contact SeatAdvisor and obtain from it support.

CLIENT Initials \_\_\_\_\_  
 SA Initials \_\_\_\_\_

as needed. After the initial setup and training, any additional training will be billed at \$100/hr. or a full training can be scheduled for \$500.

**Other Costs.**

All costs and expenses to be paid by CPD under this Agreement shall be due and payable within thirty (30) days after receipt of an invoice from SA.

**INFORMATION CONTAINED IN THIS DOCUMENT IS INTENDED SOLELY FOR USE OF THE RECIPIENT(S) NAMED ABOVE AND IS CONFIDENTIAL. IF YOU ARE NOT THE INTENDED RECIPIENT, PLEASE DO NOT READ, DISTRIBUTE, OR REPRODUCE THIS DOCUMENT. YOU ARE ADVISED THAT UNAUTHORIZED USE OF THIS INFORMATION BY ANY UNINTENDED RECIPIENT MAY BE UNLAWFUL AND COULD SUBJECT THE USER TO CIVIL DAMAGES AND OTHER PENALTIES.**

CLIENT Initials \_\_\_\_\_  
SA Initials \_\_\_\_\_



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** July 20, 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:

- Acknowledgement of Gifts and Donations Policy
- Distribution of Board Policy Manual
- Distribution of Employment Policies and Procedures Manual
- District Wide Comprehensive/Strategic Plan Policy
- Employment of Certified/Professionally Trained Staff
- Intergovernmental Cooperation Policy
- Media Policy
- Meeting Agenda Format Policy
- Overtime and Compensatory Time Policy
- Payment of Employee Wages Policy
- Program Evaluations Policy

### Prior Board Action

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

### Budget Impact

None.

### Recommended Action

For discussion only.

Prepared by:

Reviewed by:

Cindy Harvey  
Assistant to the Executive Director

Joe DeLuce, CPRP  
Executive Director

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

## CHAMPAIGN PARK DISTRICT

### Acknowledgment of Gifts and Donations Policy

The purpose of this policy is to provide guidelines for recognizing gifts and donations.

~~The Park District may directly receive gifts and donations. All gifts and donations to the Champaign Parks Foundation shall be for the benefit of the Park District receive donations, when possible, on behalf of the Champaign Park District in accordance with the Foundation's Gift Acceptance and Disclosure Policies.~~

#### Scope

1. Acknowledgement of park amenities, such as trees and benches.
2. Acknowledgement of donated land, facilities or funds for land or facility construction.
3. Acknowledgement of donated funds for any ~~P~~park ~~D~~istrict programs or endeavor.

#### Procedure

1. Acknowledgement of park amenities shall be recognized by installation of a plaque if requested by the donor, and included in the price value of the amenity.
2. Acknowledgement of donated land or facilities or a majority of funds for land or facility construction shall be acknowledged by installation of a plaque and may also be acknowledged by naming the park or facility ~~after as suggested by the donor; provided that, park naming shall be~~ (in accordance with the ~~District's~~ Park Naming Policy).
3. Acknowledgement of all donated funds, shall be acknowledged by with a thank you letter ~~and~~ accompanied by tax identification information unless otherwise approved by the ~~Park~~ Board of Commissioners and the Champaign Parks Foundation Board of Directors. For example: Naming opportunities for renovation of the Virginia Theatre.

Approved by Board of Commissioners    December 2001  
Revised by Board of Commissioners    November 9, 2005  
Revised by Board of Commissioners    July 13, 2011  
Revised by Board of Commissioners    August 10, 2016

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

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

## CHAMPAIGN PARK DISTRICT

### Distribution of Board Material Policy

Board of Commissioners meeting material shall be mailed, emailed or delivered, to Board members the Friday before the Board meeting to allow time for study of items on the agenda.

Delete

The material shall include the minutes of previous meetings, the agenda for the coming meeting, and reports and proposals that will need advance study.

Delete

Upon request, local news media representatives and citizens may also obtain copies of Board materials from the Executive Director's office.

Approved by Board of Commissioners September 14, 2005

Revised by Board of Commissioners July 13, 2011

Revised by Board of Commissioners August 10, 2016

\_\_\_\_\_  
Timothy P. McMahon, President

\_\_\_\_\_  
Joseph C. DeLuce, Executive Director

Delete

Delete



## CHAMPAIGN PARK DISTRICT

### District Wide Comprehensive/Strategic Plan Policy

The Board of Commissioners (Board) shall adopt and maintain at all times either a current District Wide Comprehensive Plan or Strategic Plan ~~at all times~~. The Plan shall be developed based on ~~Board commissioner~~, staff and citizen assessments of the Park District's current and future park, cultural art facility, and recreational needs. The Plan shall include, but not be limited to, a community profile and trends assessment, citizen input, Park District profile, mission statement, goals, objectives, capital projects and financial analysis. The Plan shall be updated ~~at lease a minimum of~~ every five (5) years and shall be published for public access review.

|  |                        |
|--|------------------------|
| Approved by Board of Commissioners       | November 9, 2005       |
| Revised by Board of Commissioners        | June 8, 2011           |
| <u>Revised by Board of Commissioners</u> | <u>August 10, 2016</u> |

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

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

## CHAMPAIGN PARK DISTRICT

### Employment of Certified/Professionally Trained Staff

It shall be the policy of the Board of Commissioners of the ~~Champaign~~ Park District that employee and staff recruitment be ~~done~~ undertaken in accordance with appropriate guidelines that comply with all federal, state and Park District, state and federal requirements. The Board ~~of Commissioners~~ encourages the hiring of management and supervisory staff that are certified or professionally trained for their respective positions as recognized by standard professional associations for ~~their individual~~ in that field of work.

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    August 10, 2016

Timothy P. McMahon, Newton H. Dodds,  
President

Joseph C. DeLuce, Bobbie Herakovich,  
Executive Director

## CHAMPAIGN PARK DISTRICT

### Intergovernmental Cooperation Policy

#### Intergovernmental Cooperation

~~To~~ In order to promote and enhance efficient use of tax dollars and effective delivery of park, facility and recreation services, the Board of Commissioners and staff shall strive to develop intergovernmental cooperation agreements with local, state and federal government agencies.

#### Lending of Equipment

Lending and borrowing of equipment are common among governmental entities such as, ~~park~~ Districts, ~~C~~ities and ~~S~~chool Districts.

The Administrative staff will be empowered to both ~~loan~~ lend and/or borrow equipment when ~~determined~~ it is deemed necessary by Administrative staff and approved by the Executive Director. The Administrative staff and Executive Director are similarly empowered to establish a fair and equitable ~~rate~~ charges for lending specialized pieces of equipment ~~or~~ and authorized to lend to loan such equipment ~~with the exception of~~ notwithout charging the requesting ~~agency~~ governmental entity, which in turn, ~~will~~ should reciprocate on a like basis at a later date.

Approved by Board of Commissioners    November 9, 2005

Revised by Board of Commissioners    July 13, 2011

Revised by Board of Commissioners    August 10, 2016

\_\_\_\_\_  
Newton H. Dedds Timothy P. McMahon,  
President

\_\_\_\_\_  
Bobbie Herakovich Joseph C. DeLuce, Executive  
Director

**CHAMPAIGN PARK DISTRICT**

**Meeting Agenda Format Policy**

The Executive Director shall be responsible for preparing the agenda for each meeting, in cooperation with the President of the Board of Commissioners. When possible, copies of the agenda, minutes of previous meetings, and relevant supplementary information shall be mailed, emailed or delivered to each Board member the Friday before the board meeting.

Delet  
Delet

Agenda changes shall be made by formal request from the Executive Director, after conferring with the Board President; no additions may be made in the agenda later than forty-eight (48) hours before the Board meeting, except in cases of emergency.

Approved by Board of Commissioners    September 15, 2005  
Revised by Board of Commissioners    July 13, 2011  
Revised by Board of Commissioners    August 10, 2016

\_\_\_\_\_  
Timothy P. McMahon, President

\_\_\_\_\_  
Joseph C. DeLuce, Executive Director

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Delet

## CHAMPAIGN PARK DISTRICT

### Media Policy

The ~~Champaign~~ Park District seeks to establish and maintain a high level of public confidence and support in the conduct of its activities. ~~and p~~ Providing clear communications through the media is essential for sharing information with ~~our~~ citizens. Long term success requires the ~~Park~~ District to provide complete, accurate, and timely information to ~~our~~the public through the media. ~~We firmly~~ The Park District believes that the best communication occurs when staff is well-trained and encouraged to openly respond to appropriate questions from the media inquiries. ~~at their appropriate level of responsibility and accountability.~~

The ~~Park District's~~ Executive Director is the official spokesperson for the ~~Champaign~~ Park District. In ~~his or her~~ their absence ~~the unless suitably delegated to or at his or her direction,~~ the Director of Marketing and Communications ~~Marketing and Development Director~~ or President of the Board of Commissioners ~~shall shall respond fulfill this roll. If a reporter~~ In the event a media representative approaches ~~other~~ staff, they are to respond ~~with~~ as follows: "I'm sorry but I am not the best person to answer that question. You may want to speak ~~discuss this~~ with the Park District's Executive Director, President of the Board of Commissioners or Director of Marketing and Communications ~~Marketing & Development Director~~".

Approved by Board of Commissioners June 8, 2011

Revised by Board of Commissioners August 10, 2016

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

Joseph C. DeLuce ~~\_\_\_\_\_~~ Bobbie

## CHAMPAIGN PARK DISTRICT

### Overtime and Compensatory Time Policy

The Park District compensates all employees in accordance with the Fair Labor Standards Act (FLSA). In calculating overtime, ~~wethe Park District~~ exceeds the FLSA requirements.

#### Definitions:

Exempt Employee - An employee to whom the overtime provisions of ~~the FLSA~~ Fair Labor Standards Act do not apply.

Non-Exempt Employee - An employee subject to the overtime provisions of ~~the FLSA~~ Fair Labor Standards Act.

Workweek - The workweek begins at 12:01 am Monday and ends at 12:00 midnight the following Sunday.

#### Eligibility:

Non-exempt employees are entitled to overtime compensation or compensatory time off at the rate of one and one-half times their established pay rate, for work in excess of 40 hours in a single workweek. The FLSA does not require ~~any~~ leaves of absence such as vacation leave or sick leave to be considered as hours

worked for overtime purposes. Exempt employees are not eligible for overtime pay.

#### Overtime Obligations and Approval

Because of the nature of ~~the P~~arks and ~~R~~recreation occupations field and the public services to be rendered, ~~employees~~ you may be required to work more than ~~a number of your~~ standard hours per workweek. Depending on the Park District's work needs, employees may be required to work overtime. Employees are required to work overtime when necessary, and any employee's unwillingness or refusal to do so may be cause for disciplinary action, up- ~~u~~to and including termination.

For all non-exempt employees, prior approval of the employee's immediate supervisor is required before any non-exempt employee works overtime. Employees working overtime without approval may be subject to disciplinary action.

Approved by Board of Commissioners February 9, 2011

Revised by Board of Commissioners August 10, 2016

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

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

## CHAMPAIGN PARK DISTRICT

### Payment of Employee Wages Policy

It shall be the policy of the Board of Commissioners (Board) to ~~pay~~compensate ParkDistrict ~~staff~~employees with fair and competitive wages on a timely basis. The Executive Director shall prepare for ~~the~~ Board consideration and action~~approval~~ an annual guideline of wage and salary ranges from which ~~the Board shall make such determination and appropriation~~staff shall be paid. Salary ranges for full-time ~~and regular part-time~~ employees shall be reviewed every two years.

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

### Program Evaluations Policy

In order to ~~fulfill~~ensure the ~~Champaign~~ Park District's ~~is fulfilling its~~ purpose of providing quality programs, activities, and events for ~~theits~~ community, the recreation department will conduct written program evaluations for all programs, activities and events.

Staff will seek and receive input from participants and/or parents of all programs, activities, and events through evaluations. Each program coordinator will add their comments and suggestions to the evaluations. The evaluations will be reviewed by the supervising program manager and forwarded to the Director of Recreation.

All program evaluations are to be submitted to the Director of Recreation at the end of each program brochure ~~period~~session (fall, winter/spring and summer). The evaluations must be submitted within two weeks of the end of each program brochure ~~period~~session and summarized in each ~~period~~semester report.

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|--|------------------------|
| Approved by Board of Commissioners       | August 11, 1999        |
| Revised by Board of Commissioners        | November 9, 2005       |
| Revised by Board of Commissioners        | June 8, 2011           |
| <u>Revised by Board of Commissioners</u> | <u>August 10, 2016</u> |

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

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