



**SPECIAL MEETING**  
**BRESNAN MEETING CENTER**  
**706 Kenwood Road, Champaign, Illinois**  
**Wednesday, October 26, 2016**  
**5:30 p.m.**

**A. CALL TO ORDER**

**B. COMMENTS FROM THE PUBLIC**

**C. NEW ITEMS**

1. Approval of a Resolution Estimating Taxes to be Levied for FY17-18  
Staff is requesting approval of a Resolution setting the tax levy for fiscal year beginning May 1, 2017 and ending April 30, 2018 and scheduling a public hearing on the Tax Levy Ordinance for Wednesday, November 9, 2016 at 7:00 p.m. at the Bresnan Meeting Center as required by the Truth in Taxation Act.
2. Approval of Tuition Assistance Agreement  
Staff recommends approval of the Tuition Assistance Agreement.
3. Approval of a Bid for Virginia Theatre Furnishings  
Staff recommends accepting the sole bid and authorizing the Executive Director to approve the purchase of furnishings for the Virginia Theatre at the total bid price of \$23,300.00.
4. Approval of an Agreement with MSA for the Hessel Park Restroom and Splash Pad Redesign  
Staff recommends approval of Professional Services Agreement between MSA Professional Services and the Park District for Hessel Park Restroom and Splashpad Redesign, and authorize the Executive Director to execute the agreement.
5. Approval of Agreement with Farnsworth Group for Design Development of Shop and Yard Expansion  
Staff recommends approval of an Agreement between Farnsworth Group for design development of the shop and yard expansion, and authorize the Executive Director to execute the agreement.
6. Approval to Proceed with a Community Survey  
Staff is requesting approval to contract with a firm to conduct a community-wide survey.

**D. DISCUSSION ITEMS**

1. Review of 6-year Capital Plan

**2. Board Policies**

- a. Conflict of Interest Policy
- b. Cyber Security Policy
- c. Environmental Policy
- d. Freedom of Information Act (FOIA) and Fee Schedule
- e. Naming of Parks and Facilities Policy
- f. No Trespass Policy
- g. Payment Card Industry Data Security Standards Policy
- l. Safety Policy
- m. Safety Committee Policy
- o. Tuition Reimbursement Policy

**E. COMMENTS FROM COMMISSIONERS**

**F. EXECUTIVE SESSION**

The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS Par. 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body, and 20/2(c)(5) for the purchase or lease of real property for the use of the public body.

**G. RETURN TO REGULAR MEETING**

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

**I. ADJOURN**



# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** October 18, 2016

**SUBJECT:** Approval of a Resolution Estimating Taxes to be Levied for FY17-18

### Background

Each year, the Board is required to pass a Resolution setting the tax levy for the following fiscal year (FY) 2017-18. Following the approval of the Resolution, staff will publish the Truth in Taxation notice, if required. Additionally, the District needs to hold a public hearing on its intent to adopt such an increased tax levy at the November Board meeting.

The estimated tax extension for revenue year (RY) 2016 was based on the limiting rate, rather than an estimate of the anticipated increases. Either way, the calculation for the estimated tax extension is an educated calculation based on estimated EAV and the consumer price index (CPI). The limiting rate allows for the extension for new construction and recovered enterprise zone EAV's which are not subject to tax caps in the initial year, to be maximized. The limiting rate is multiplied by the EAV estimate. This rate is calculated as follows:

**Numerator** – is the property taxes that we received last year multiplied by the CPI (0.8% for RY2016)

**Denominator** – is the EAV from the most recent County Assessor's Office notification received in August, decreased by the EAV for new construction and recovered enterprise zone.

This limiting rate is strictly an estimation or forecast of the future based on how close our assumptions are about the changes in CPI, EAV and new construction. As any one of these factors changes, so does this rate. What causes the limiting rate to change? New construction, recovered enterprise zone or TIF, no growth in EAV and changes to CPI.

Staff calculated the extension for FY17-18 as historically done, and recommended by finance professionals, as well as trade associations, which is to maximize the levy by estimating the extension to capture the legal rate limitation increase allowed once the final EAV is calculated. The County Clerk's Office will finalize the extension subject to legal restrictions and send the final extension in April. There is no impact on the overall tax rate for this year at the requested amount. It is important to note that the preliminary limiting rate applicable to tax capped funds estimated to decrease 3.05% from the prior year from .6333 to .6140.

Additional adjustments were made to various funds as noted:

- The tax extensions were reduced based on projected expenditures for IMRF, insurance, and general funds
- The tax extension for the debt service fund was based on the estimated 2016 general obligation bond issue plus projected interest to be paid November 2017.

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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.

Given the estimated 6.49% increase in total EAV from the prior year, coupled with a 25.4% increase in new construction, enterprise zone and TIF District adjustments, the total estimated levy does exceed 105% of the prior year extension, therefore a Truth in Taxation notice is required to be published. Per a meeting staff attended at the City of Champaign last week, it should be noted that because of the increase in EAV for this year, plus the anticipation of another significant increase for next year, there will be more truth in taxation notices being published this year. This is not uncommon given the growth in the community, but is something to be aware of.

Budget Impact

None at this time, however this is an estimate for taxes to be levied and collected for Fiscal Year 2017-18.

Recommended Action

Staff recommend that the Board of Commissioners approve the proposed Resolution setting the tax levy for fiscal year beginning May 1, 2017 and ending April 30, 2018 at \$12,296,376, or an amount authorized by law, and schedule a public hearing on the Tax Levy Ordinance for Wednesday, November 9, 2016 at 7:00 p.m. at the Bresnan Meeting Center as required by the Truth in Taxation Act.

Prepared by:

Reviewed by:

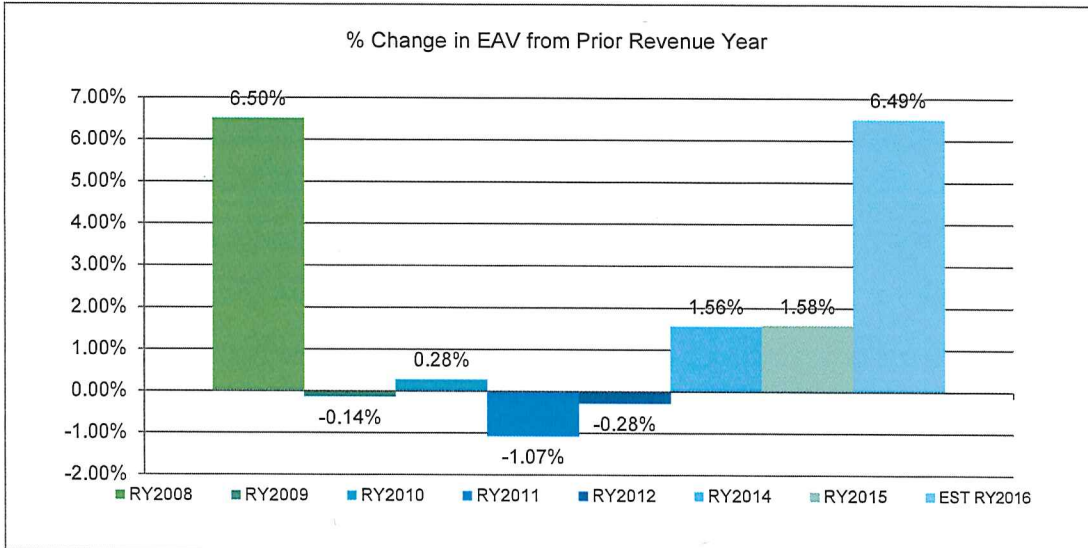
Andrea N. Wallace, CPA  
Director of Finance

Joe DeLuce, CPRP  
Executive Director



**Champaign Park District  
Tax Levy Information  
Fiscal Year 2017-2018**

	Current (RY2015)		Maximum	Levy Extension Amount		Levied Tax Rate		Adjusted for PTELL (Tax Caps)	
	Tax Revenue	Tax Rate		Based on:		Based on:		Projected Tax Levy After Tax Caps	Levied Tax Rate after Tax Caps
				Maximum	Last Year's Rate and Requested	Maximum	Last Year's Rate and Requested		
EST EAV for RY2016	<b>1,652,081,108</b>								
General	\$ 5,397,104	0.3479	0.3500	\$ 5,805,066	\$ 5,780,000	0.3514	0.3499	\$ 5,574,615	0.3374
Recreation	1,965,545	0.1267	0.3700	2,114,119	2,114,119	0.1280	0.1280	2,038,996	0.1234
Museum	1,343,458	0.0866	0.1500	1,445,009	1,430,702	0.0875	0.0866	1,379,864	0.0835
Insurance	302,511	0.0195	-	325,377	322,156	0.0197	0.0195	310,708	0.0188
IMRF	333,538	0.0215	-	358,749	355,197	0.0217	0.0215	342,576	0.0207
Social Security	364,564	0.0235	-	392,121	388,239	0.0237	0.0235	374,443	0.0227
Audit	20,167	0.0013	0.0050	21,692	21,600	0.0013	0.0013	20,832	0.0013
Paving and Lighting	77,567	0.0050	0.0050	83,430	83,430	0.0050	0.0050	80,465	0.0049
Police	20,167	0.0013	0.0250	21,692	21,600	0.0013	0.0013	20,832	0.0013
Total Subject to Tax Cap	9,824,621	0.6333		10,567,256	10,517,044	0.6396	0.6366	10,143,333	0.6140
Special Recreation	620,535	0.0400	0.0400	665,458	660,832	0.0403	0.0400	660,832	0.0400
Debt Service	1,101,450	0.0710	-	1,124,527	1,118,500	0.0681	0.0677	1,118,500	0.0677
Total Levy Amount	\$ 11,546,606	0.7443		\$ 12,357,241	\$ 12,296,376	0.7480	0.7443	\$ 11,922,665	0.7217
Increase (Decrease) from Current Year Levy for FY17-18				\$ 810,635	\$ 749,770	0.0037	0.0000	\$ 376,059	-0.0226
% Increase (Decrease) from Current Year Levy for FY17-18				7.02%	6.49%	0.49%	0.00%	3.26%	-3.04%
Truth In Taxation Public Notice Required (%>105%)				YES	YES	N/A	N/A	N/A	N/A



**Comments:**

- A. The total overall Amount to be Levied in Fiscal Year 2017/2018 is \$12,296,376 and represents an increase in total extension before capped rates of \$749,770 (6.49%) or an increase of \$376,059 (3.26%) after the capped amounts.
- B. Based on the County Assessor's office estimate for Revenue Year (RY) 2016, the EAV is expected to increase 6.5% over RY 2015 actual EAV. While the estimated EAV received by the County Assessor in August did increase, it is very likely that this value will change once the appeals filed with the Board of Review are finalized in early 2017. Based on discussions it is anticipated that the change in original EAV used to calculate the estimated levy for FY17-18 will be minimal. A decrease in EAV will increase our estimated tax rate, whereas an increase in EAV will reduce our tax rate.
- C. Estimated New Construction and Recovered Enterprise Zone EAV's are projected to increase 25.4% from RY 2015. As these values are exempt from tax caps in the initial year, the limiting rate decreased from the prior year to account for this change in EAV, and will be subject to tax caps in future years.
- D. The EAV will change per comment B above. The County Clerk will re-calculate the legal extension based on the new limiting rate, which may vary from the estimated .6140 limiting rate used for the RY16 calculations, which is a decrease of 3.05%. The final extension is issued the first week in April.

Champaign Park District  
 RY2016 Limiting Rate Calculation

Estimate

Cap Amount from Previous Year  
 Multiply by any Rate Increase Factor (RIF)  
 Multiply by the increase in CPI  
 Total

**Estimated Levy**

\$ 9,749,578.00  
 1  
 1.007  
 \$ 9,817,825.05 A

Divide by:

Total Assessed Valuation  
 Less (Estimates):  
 New Construction  
 New TIF  
 New Annexed Values  
 New EZ  
 Recovered TIF  
 Recovered Enterprise Zone (EZ)

\$ 1,652,081,108 per County Assessor's  
 letter from 8/2016 - est. Plus  
 (46,301,570) add % Change in Farmland  
 (2,938,450)  
 (2,118,000)  
 (1,172,610)  
 (2,503,110) per email from County Clerk 8/2016

Subtotal

1,597,047,368 B

Capped Amount  
 Divide by Adjusted EAV  
 Capped Rate per \$100 assessed value

9,817,825 A  
 1,597,047,368 B  
 0.614748519 =A/B\*100

Assessed Valuation - Estimated  
 Limiting Rate (Capped Rate)  
 Capped Extension Amount

1,652,081,108  
 0.6147  
 10,155,343

Special Rec Extension  
 Bond Extension  
 Total Taxes Extended

660,832  
 1,112,500  
 \$ 11,928,675.01

Estimated Overall Tax Rate per \$100  
 Current Year Rate  
 Increase/Decrease from prior year

0.7220  
 0.7443  
 (0.0223)

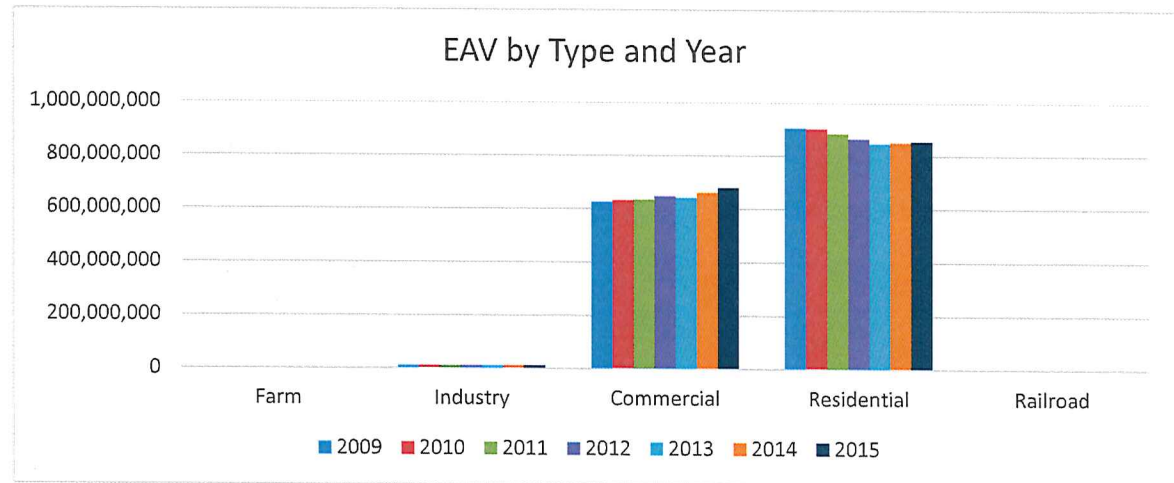


## SUPPLEMENTAL INFORMATION

### ASSESSED VALUATION COMPARISONS

	2009	2010	2011	2012	2013	2014	2015
Farm	459,720	515,170	557,110	1,576,320	592,580	695,500	740,150
Industry	13,330,860	13,537,720	12,351,850	12,924,540	12,557,450	12,646,840	12,791,620
Commercial	626,288,673	632,401,694	634,668,004	647,959,504	641,997,792	661,533,102	680,053,846
Residential	904,967,910	902,817,642	885,062,912	865,874,392	847,650,152	851,408,122	856,759,228
Railroad	747,330	807,525	907,361	928,108	920,989	905,966	992,773
<b>Total</b>	<b>1,545,794,493</b>	<b>1,550,079,751</b>	<b>1,533,547,237</b>	<b>1,529,262,864</b>	<b>1,503,718,963</b>	<b>1,527,189,530</b>	<b>1,551,337,617</b>

Year	Amount	% Change	Year	Amount	% Change
1990	487,191,842	5.19%	2009	1,545,794,493	-0.14%
1991	504,274,866	3.51%	2010	1,550,079,751	0.28%
1992	523,691,379	3.85%	2011	1,533,547,237	-1.07%
1993	545,619,696	4.19%	2012	1,529,262,864	-0.28%
1994	566,642,428	3.85%	2013	1,503,718,963	-1.67%
1995	598,548,928	5.63%	2014	1,527,189,530	1.56%
1996	637,893,624	6.57%	2015	1,551,337,617	1.71%
1997	675,224,045	5.85%			
1998	704,527,520	4.34%			
1999	738,490,572	4.82%			
2000	804,839,227	8.98%			
2001	863,909,695	7.34%			
2002	918,220,166	6.29%			
2003	974,471,183	6.13%			
2004	1,031,948,826	5.90%			
2005	1,191,143,418	15.43%			
2006	1,325,034,312	11.24%			
2007	1,453,398,642	9.69%			
2008	1,547,895,455	6.50%			



**CHAMPAIGN PARK DISTRICT**  
**Property Tax Rates - Direct and Overlapping Governments**  
**Last Ten Fiscal Years**  
**(Unaudited)**

Levy Year Fiscal Years	Rate Limit if applicable	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
		2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
<b>Champaign Park District:</b>											
General	0.3500	0.3281	0.3154	0.3206	0.3379	0.3374	0.3419	0.3497	0.3499	0.3500	0.3479
Recreation	0.3700	0.0695	0.0696	0.0697	0.0717	0.0549	0.1001	0.1114	0.1205	0.1259	0.1267
Museum	0.1500	0.0525	0.0499	0.05	0.0514	0.0916	0.0648	0.0704	0.0808	0.0860	0.0866
IL Municipal Retirement Fund (IMRF)	N/A	0.0196	0.0185	0.0185	0.0170	0.0174	0.0186	0.0196	0.0246	0.0239	0.0215
Social Security	N/A	0.0241	0.0246	0.0234	0.0219	0.0206	0.0210	0.0220	0.0233	0.0237	0.0235
Audit	0.0050	0.0008	0.0013	0.0017	0.0014	0.0014	0.0012	0.0013	0.0014	0.0013	0.0013
Liability Insurance	N/A	0.0241	0.0234	0.0198	0.0170	0.0168	0.0174	0.0183	0.0210	0.0213	0.0195
Debt Service	N/A	0.0768	0.0700	0.0657	0.0655	0.0665	0.0677	0.0697	0.0964	0.0480	0.0710
Paving and Lighting	0.0050	0.0048	0.0047	0.0046	0.0048	0.0049	0.0048	0.0049	0.0050	0.0050	0.0050
Police	0.0250	0.0015	0.0016	0.0017	0.0014	0.0014	0.0014	0.0015	0.0016	0.0013	0.0013
Special Recreation	0.0400	0.0396	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400
		0.6414	0.6190	0.6157	0.6300	0.6529	0.6789	0.7088	0.7645	0.7264	0.7443
City of Champaign		1.2659	1.2942	1.2942	1.2942	1.2942	1.3084	1.3152	1.3152	1.3152	1.3152
Champaign County		0.7616	0.7389	0.7426	0.7487	0.7688	0.7841	0.8138	0.8511	0.8636	0.8672
Forest Preserve District		0.0800	0.0779	0.0783	0.0790	0.0817	0.0843	0.0880	0.0931	0.0944	0.0947
Champaign Township		0.0357	0.0350	0.0350	0.0357	0.0371	0.0385	0.0404	0.0467	0.0472	0.0419
Health District		0.1060	0.1049	0.1052	0.1071	0.1075	0.1102	0.1163	0.1259	0.1290	0.1307
Parkland College		0.4720	0.4688	0.5115	0.5082	0.5064	0.5120	0.5191	0.5253	0.5259	0.5460
Champaign School District Unit 4		3.7273	3.6296	3.6554	3.6546	3.7238	3.8805	4.1185	4.3014	4.3884	4.4117
Mass Transit District		0.2592	0.2544	0.2575	0.2619	0.2725	0.2831	0.2966	0.3198	0.3282	0.3332
<b>Total</b>		<b>7.3491</b>	<b>7.2227</b>	<b>7.2954</b>	<b>7.3194</b>	<b>7.4449</b>	<b>7.6800</b>	<b>8.0167</b>	<b>8.3430</b>	<b>8.4183</b>	<b>8.4849</b>

Note 1: Fiscal Years - The annual levy covers a calendar year, but Champaign Park District recognizes the related revenue 50% in the fiscal year in which the levy is passed and 50% the subsequent fiscal year

Note 2: Tax rates per \$100 of assessed value

Source: Champaign County Clerk

## RESOLUTION

### 2017-2018 TAX LEVY

WHEREAS, the Champaign Park District proposes to adopt an aggregate levy for the fiscal year commencing May 1, 2017 and ending April 30, 2018 in amounts more than 105% of the amount of property taxes (exclusive of election costs) extended by said District for the final aggregate levy of the preceding year; and

WHEREAS, it is required by law that in such circumstances, this Board of Commissioners of said District determine the amounts, exclusive of election costs, estimated to be necessary to be raised by taxes for said 2017-2018 fiscal year upon the taxable property in said District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Champaign Park District does hereby determine and declare that the amount of money, exclusive of election costs, estimated to be necessary to be raised by taxation upon the taxable property in Park District for the fiscal year commencing May 1, 2017 and ending April 30, 2018 is \$12,296,376.00.

BE IT FURTHER RESOLVED that the District shall give public notice of and hold a public hearing on its intent to adopt a tax levy, as required by the Truth in Taxation Act, such hearing to be held on November 9, 2016 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois.

APPROVED by the President and Board of Commissioners of the Champaign Park District this 26<sup>th</sup> day of October 2016.

APPROVED:

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

ATTEST:

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



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director  
**DATE:** October 18, 2016  
**SUBJECT:** Exception to Tuition Reimbursement Policy

### Background

The Board approved an update to the Tuition Reimbursement Policy in the Employment Manual on April 13, 2016. The policy is listed below:

#### 4-10 TUITION REIMBURSEMENT

If an employee is a regular, FT1 employee and has worked for the Park District at least one (1) year, he/ she may be eligible to participate in the Park District's tuition reimbursement program.

The Park District may partially reimburse the employee for tuition of certain courses that it believes are job-related. Eligible courses must be directly and substantially related to an employee's improving productivity in his or her current job. Courses eligible for reimbursement shall be taken for undergraduate or graduate level accredited college, university, high school or trade school program. Costs for textbooks, lab fees and materials will not be reimbursed. The amount an employee receives will depend on the Park District's written approval and upon a passing grade (grade C or higher). The amount varies depending on the budget and will not exceed \$3,000.00 per fiscal year, and the ultimate decision of the Executive Director.

To receive tuition reimbursement, an employee must apply and be approved before the course begins. By completing the following:

1. Complete a Tuition Reimbursement Form. See your department head or Human Resources Department for the form.
2. If the Executive Director approves the form, return the signed form to the Finance Department.
3. The employee pays the initial course fees.
4. Once the employee receives his grade(s), the employee should attach the tuition bill and the final grades to a copy of the initial Tuition Reimbursement Form and send them to the Finance Department.
5. Within thirty (30) days, the employee will receive a reimbursement for a grade of C or above. No reimbursement is provided for a grade below C.

Unless specifically approved in writing by your department head or the Director of Human Resources, course work or class attendance may not be performed during business hours. Any employee that has been given permission to attend class during work hours must make up any time away from work on an hour per hour basis.

If an employee resigns or is terminated for cause before receiving a grade, the employee will not be reimbursed for tuition expenses. Employees will be expected to repay the District in full if the employee resigns or is terminated for cause up to three (3) years after receiving reimbursement. The Park District will provide employees written approval for tuition

reimbursement and will specify the amount of the reimbursement as well as the repayment requirements in the approval documentation.

Staff supports this policy and expects it to be an excellent benefit for the employees as well as the Park District when the employee is working towards a degree for their personal development that also directly relates to their position.

Recently, the job market locally has seen a change and the availability of individuals with experience in the trades is quite low. Job candidates in trade positions are seeking a much higher wage than the Park District allows. If the Park District hired new staff at a higher level this could cause long time staff to be upset if new staff are hired in at a higher rate than existing staff and cause strife among employees. This has initiated staff to look creatively at solutions such as succession planning in these positions as well as job training.

One such situation is the opening for an HVAC trade specialist. The Park District opened this position twice and without any viable candidates. However, a current employee stated he was interested in working in this position but would need training. The solution suggested by staff was to train this individual while he is working for the Park District in a position that is a step below a Trade Specialist and provide on the job training while he also attends classes at Parkland College to obtain a certification in HVAC work. The employee would agree to continue working for the Park District for three years after receiving a certification or pay a portion of the fees for tuition, fees and books at his departure.

This would be an exception to the current tuition reimbursement program, as this request does not meet the criteria for tuition reimbursement. This would require approval from the Park Board.

#### Prior Board Action

The only prior action on this subject is the approval of the tuition reimbursement policy in April of 2016.

#### Budget Impact

The total cost will not exceed \$9,000 spread over a three year period and paid directly to Parkland College.

#### Recommended Action

Staff recommends approval of an agreement between the Park District and employee allowing for the exception to the policy.

Prepared by:

Reviewed by:

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

Joe DeLuce, CPRP  
Executive Director

**CHAMPAIGN PARK DISTRICT**  
**TUITION ASSISTANCE AGREEMENT**

This Tuition Assistance Reimbursement Agreement is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2016 by and between the Champaign Park District (hereinafter referred to as, "Park District") and James Kennedy (hereinafter referred to as, "Employee") and collectively referred to as the "Parties".

1. Employee has voluntarily applied to and been accepted into the Heating Ventilation and Air Conditioning (HVAC) certification program at Parkland Community College in Champaign, Illinois.
2. The Park District has agreed, on the terms set forth in this Agreement, to financially assist Employee in paying for this educational certification program. Employee shall complete the course work for such certification by December 2018. In consideration of Park District's tuition payment provided pursuant to this Agreement, Employee shall continue working for Park District in the position of HVAC Specialist, or such other position as may be assigned by Park District, for a period of three (3) years after the date of receipt of certification.
3. The Park District shall pay directly to Parkland Community College a total of \$9,000.00 toward tuition, fees and book materials for the HVAC certification program into which Employee has been accepted and enrolled. The tuition assistance shall be paid in installment payments as billed by Parkland Community College. As requested by the Park District, Employee shall provide it with reasonable documentation to support any payment.
4. In the event Park District terminates Employee's employment prior to completion of the certification, Park District shall only be responsible for reimbursement of tuition costs incurred prior to the date of termination, subject to the provisions herein.
5. Employee shall repay Park District for tuition costs incurred in connection with Employee's attainment of the HVAC certification in the event that Employee does not attain grades of C or better in the courses taken toward such certification.
6. In the event Employee voluntarily terminates his employment or Park District terminates him "for cause" earlier than three (3) years after any tuition assistance payment is made, Employee shall immediately pay, without demand, an amount equal to that payment and all previous payments.
7. Employee may authorize deduction of the amount of any tuition assistance repayment from compensation due him at the time of separation of employment. Employee shall have no obligation to repay Park District for tuition assistance if, on the third (3<sup>rd</sup>) anniversary of the date of HVAC certification, he has not voluntarily resigned or has not been terminated from employment for cause.
8. Nothing in this Agreement constitutes, nor shall it be construed as a commitment, promise, guarantee or expectation of continued employment to/of Employee at Park District for any period of time whatsoever. Accordingly, for the purposes of this Agreement and the relationship of the Parties, Employee's employment shall remain "at-will".



9. In the event any one (1) or more of the provisions contained in this Agreement shall be held invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, such provision shall be deemed severed from this Agreement, and the validity, legality, or enforceability of the remaining provisions of this Agreement or any other application thereof shall not be affected or impaired thereby, and shall, therefore remain in effect.
10. Neither Party nor any subsidiary, successor, partner, employee, agent, affiliate, nor any other person whatsoever, shall assign or delegate any of their rights or responsibilities under this Agreement without the prior written consent of the other.
11. Failure to insist upon strict compliance with any of 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 (1) or more times be deemed a waiver or relinquishment of the right or power at all or any other times.
12. This Agreement shall be executed in any number of counterparts, each of which shall be deemed to be an original.
13. This Agreement constitutes the entire agreement of the Parties regarding the subject matter herein, and supersedes any and all prior agreements, understandings, or communications, wither oral or written. This Agreement shall be interpreted and enforced according to the laws of the State of Illinois, and Champaign County, Illinois shall be the appropriate venue for any cause of action related thereto.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first above written.

Champaign Park District,  
A municipal corporation

James Kennedy,  
Employee

By: \_\_\_\_\_  
Joseph DeLuce,  
Executive Director

\_\_\_\_\_  
James Kennedy



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** October 21, 2016

**SUBJECT:** Bid for Furnishings at the Virginia Theatre

### Background

Staff requested funding to purchase furnishings for the Virginia Theatre's mezzanine lobby to enhance the experience of patrons enjoying the facility. The furnishings would include a circle banquette sofa, Century royal ring side tables, Century anthony chairs, round tables for circular niches, Sedlak "camille" benches, and COM fabric.

### Prior Board Action

At the April 27, 2016 Special meeting, it the consensus of the Park Board to recommend to the Champaign Parks Foundation Board that the expenditure for furnishings be approved under the renovation funds of the Virginia Theatre.

At the May 9, 2016 Foundation meeting, the Foundation Board approved funding from the Foundation Virginia Theatre Restoration Fund for the purchase of furnishings for the Virginia Theatre mezzanine lobby in an amount not to exceed \$30,000.

### Bid Results

An invitation to bid was published in *The News-Gazette*. The Bid packet was sent to 11 vendors. The bid was opened and read aloud on Wednesday, October 19, 2016. Only one bid was received and the results for the furnishings are follows:

<b>Bidder: Carter's Furniture, Inc.</b>	<b>Bid Amounts</b>	
	<b>Unit Price</b>	<b>Total</b>
<b>Description</b>		
One (1) Circle Banquette Settee Lobby Sofa	\$5,650.00	\$5,650.00
Two (2) Homeclick Manama End Table	\$458.00	\$916.00
Three (3) Sedlak "Camille" Bench	\$2,448.00	\$7,344.00
Two (2) Century Royal Ring Side Table	\$745.00	\$1,490.00
Four (4) Century Anthony Chair	\$1,975.00	\$7,900.00

### Budget Impact

\$23,300.00 will funded from the Champaign Parks Foundation Virginia Theatre Restoration Fund for the purchase of the furnishings.

### Recommended Action

Staff recommends awarding the bid to purchase the furnishings for the Virginia Theatre to the sole bidder, Carter's Furniture, Inc., Urbana, IL, at the total bid price of \$23,300.00.

Prepared by:

Reviewed by:

Cindy Harvey  
Assistant to the Executive Director

Joe DeLuce, MS, CPRP  
Executive Director

---

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



**REPORT TO PARK BOARD**

**FROM:** Joe DeLuce, Executive Director

**DATE:** October 18, 2016

**SUBJECT:** Approval of Agreement between MSA Professional Services and the Park District for Hessel Park Restroom and Splashpad Redesign

Background

At the August 22, 2016 Special Meeting, the Board rejected initial Hessel Park Phase 2 and 3 bids due August 1, 2016 and directed staff to rebid the project—the lowest bid was \$146,531.44 over the \$800,000 project budget. Staff worked with MSA Professional Services to scale back the Phase 2 and 3 design so the rebid project will be within the allotted budget. *Attachment 1* is MSA's summary of the scaled back design elements. *Attachment 2* is MSA's Professional Services Agreement and detailed Scope of Work to redesign and rebid the scaled back Hessel Park Phase 2 and 3 project.

Prior Board Action

- April 27, 2016 Special Meeting: Board approved the Executive Director to enter into a \$19,500 professional services agreement with MSA Professional Services providing construction/bid documents for Hessel Splash Pad and Restroom Improvements.
- August 10, 2016 Regular Meeting: Board approved a resolution authorizing Amendment No. 1 to the MSA Professional Services Agreement for additional services (\$12,850) regarding Hessel Park Phases 2 and 3.

Budget Impact

Item Description	Amount	Budget Line
Design Phase	\$16,485	50% 15-25-001-61508-170015, <i>Capital Outlay</i> 25% 16-01-001-61508-170015, <i>Capital Outlay</i> 25% 22-01-001-61508-170015, <i>Capital Outlay</i>
Construction Phase	12,265	01-20-300-54215-170015, <i>Professional Fees</i>
Total	\$28,750	

Recommended Action

Staff recommends approval of a Professional Services Agreement between MSA Professional Services and the Park District for Hessel Park Restroom and Splashpad Redesign, and authorize the Executive Director to execute the agreement.

Prepared by:

Reviewed by:

Andrew Weiss  
Park Planner and Landscape Architect

Kevin Crump  
Director of Operations and Planning

---

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



**PROFESSIONAL SERVICES**

More ideas. Better solutions.

**Professional Services Agreement  
Project No. R 12431041.0**

This AGREEMENT (Agreement) is made today October 12, 2016, by and between CHAMPAIGN PARK DISTRICT (OWNER) and MSA PROFESSIONAL SERVICES (MSA), which agree as follows:

**Project Name: CPD Hessel Restroom and Splashpad Redesign**

**The scope of the work authorized is:** Per the attached scope of work description and quoted lump sum costs.

**The schedule to perform the work is:** Approximate Start Date: 10/13/2016  
Approximate Completion Date: 10/15/2017

**The lump sum fee for the work is:** \$ 28,750.00  
This cost is to cover the redesign of a new restroom building / storage, trails, splash pad, water supply, construction layout of improvements as outlined in the attached scope of work.

**The retainer amount required is:** \$ 0.00

**NOTE: No retainer required**

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a lump sum basis.

**Approval:** Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

**CHAMPAIGN PARK DISTRICT**

**MSA PROFESSIONAL SERVICES**

\_\_\_\_\_  
Joe DeLuce  
Executive Director

\_\_\_\_\_  
David Atchley  
Team Leader

Date: \_\_\_\_\_

Date: \_\_\_\_\_

706 Kenwood Road  
Champaign, Illinois 61821  
Phone: (217) 398-2550  
Fax: (217) 355-8421

\_\_\_\_\_  
Merle Ingersoll, Jr.  
Project Manager

Date: \_\_\_\_\_  
201 W. Springfield Ave. – Suite 400  
Champaign, Illinois 6182

## MSA PROFESSIONAL SERVICES (MSA) – GENERAL TERMS AND CONDITIONS OF SERVICES

1. The quoted fees and scope of services constitute the best estimate of the fees and tasks required to perform the services as defined. This agreement upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development service, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction which may alter the scope. MSA will promptly inform the OWNER in writing of such situations so that changes in this agreement can be made as required.

2. MSA will bill the OWNER monthly. The Champaign Park District will pay according to the Government Prompt Payment Act for all payments.

3. Costs and schedule commitments shall be subject to change for delays caused by the OWNER's failure to provide specified facilities or information or for delays caused by unpredictable occurrences including, without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults, by suppliers of materials or services, process shutdowns, acts of God or the public enemy, or acts of regulations of any governmental agency. Temporary delays of services caused by any of the above which result in additional costs beyond those outlined may require renegotiation of this agreement.

4. MSA intends to serve as the OWNER's professional representative for those services as defined in this agreement, and to provide advice and consultation to the OWNER as a professional. Any opinions of probable project costs, reviews and observations, and other decisions made by MSA for the OWNER are rendered on the basis of experience and qualifications and represents the professional judgment of MSA. However, MSA cannot and does not guarantee that proposals, bid or actual project or construction costs will not vary from the opinion of probable cost prepared by it.

5. This agreement shall not be construed as giving MSA, the responsibility or authority to direct or supervise construction means, methods, techniques, sequence, or procedures of construction selected by the contractors or subcontractors or the safety precautions and programs incident to the work of the contractors or subcontractors.

6. In conducting the services, MSA will apply present professional, engineering and/or scientific judgment, and use a level of effort consistent with current professional standards in the same or similar locality under similar circumstances in performing the Services. The OWNER acknowledges that "current professional standards" shall mean the standard for professional services, measured as of the time those services are rendered, and not according to later standards, if such later standards purport to impose a higher degree of care upon MSA.

MSA does not make any warranty or guarantee, expressed or implied, nor have any agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, MSA will not accept those terms and conditions offered by the OWNER in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt, or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

7. MSA shall make visits to the site at intervals appropriate to the various stages of construction as MSA deems necessary in order to observe as an experienced and qualified design professional the progress and quality of the various aspects of Contractor's work.

The purpose of MSA's visits to and representation at the site will be to enable MSA to better carry out the duties and responsibilities assigned to and undertaken by MSA during the Construction Phase, and, in addition, by the exercise of MSA's efforts as an experienced and qualified design professional, to provide for OWNER a greater degree of

confidence that the completed work of Contractor will conform in general to the Contract Documents and that the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents has been implemented and preserved by Contractor. On the other hand, MSA shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct or have control over Contractor's work nor shall MSA have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by Contractor, for safety precautions and programs incident to the work of Contractor or for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor's furnishing and performing the work. Accordingly, MSA neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

8. This Agreement shall commence upon execution and shall remain in effect until terminated by either party, at such party's discretion, on not less than thirty (30) days' advance written notice. The effective date of the termination is the thirtieth day after the non-terminating party's receipt of the notice of termination. If MSA terminates the Agreement, the OWNER may, at its option, extend the terms of this Agreement to the extent necessary for MSA to complete any services that were ordered prior to the effective date of termination. If OWNER terminates this Agreement, OWNER shall pay MSA for all services performed prior to MSA's receipt of the notice of termination and for all work performed and/or expenses incurred by MSA in terminating Services begun after MSA's receipt of the termination notice. Termination hereunder shall operate to discharge only those obligations which are executory by either party on and after the effective date of termination. These General Terms and Conditions shall survive the completion of the services performed hereunder or the Termination of this Agreement for any cause.

This agreement cannot be changed or terminated orally. No waiver of compliance with any provision or condition hereof should be effective unless agreed in writing and duly executed by the parties hereto.

9. The OWNER agrees to clarify and define project requirements and to provide such legal, accounting and insurance counseling services as may be required for the project.

10. If, due to MSA's error, any required or necessary item or component of the project is omitted from the construction documents, MSA's liability shall be limited to the reasonable costs of correction of the construction, less what OWNER'S cost of including the omitted item or component in the original construction would have been had the item or component not been omitted. It is intended by this provision that MSA will not be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the project.

11. OWNER acknowledges and agrees that MSA has had no role in generating, treating, storing, or disposing of hazardous substances or materials which may be present at the project site, and MSA has not benefited from the processes that produced such hazardous substances or materials. Any hazardous substances or materials encountered by or associated with Services provided by MSA on the project shall at no time be or become the property of MSA. MSA shall not be deemed to possess or control any hazardous substance or material at any time; arrangements for the treatment, storage, transport, or disposal of any hazardous substances or materials, which shall be made by MSA, are made solely and exclusively on OWNER's behalf for OWNER's benefit and at OWNER's direction. Nothing contained within this Agreement shall be construed or interpreted as requiring MSA to assume the status of a generator, storer, treater, or disposal facility as defined in any federal, state, or local statute, regulation, or rule governing treatment, storage, transport, and/or disposal of hazardous substances or materials.

All samples of hazardous substances, materials or contaminants are the property and responsibility of OWNER and shall be returned to OWNER at the end of a project for proper disposal. Alternate arrangements to ship such samples directly to a licensed disposal facility may be made at OWNER's request and expense and subject to this subparagraph.

12. MSA will maintain insurance coverage for: Worker's Compensation, General Liability, and Professional Liability. MSA will provide information as to specific limits upon written request. If the OWNER requires coverages or limits in addition to those in effect as of the date of the agreement, premiums for additional insurance shall be paid by the OWNER. The liability of MSA to the OWNER for any indemnity commitments, or for any damages arising in any way out of performance of this contract is limited to such insurance coverages and amount which MSA has in effect.

13. Reuse of any documents and/or services pertaining to this project by the OWNER or extensions of this project or on any other project shall be at the OWNER's sole risk. The OWNER agrees to defend, indemnify, and hold harmless MSA for all claims, damages, and expenses including attorneys' fees and costs arising out of such reuse of the documents and/or services by the OWNER or by others acting through the OWNER.

14. To the fullest extent permitted by law, MSA shall indemnify and hold harmless, OWNER, and OWNER's officers, directors, members, partners, agents, consultants, and employees (hereinafter "OWNER") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of MSA or MSA's officers, directors, members, partners, agents, employees, or Consultants (hereinafter "MSA"). In no event shall this indemnity agreement apply to claims between the OWNER and MSA. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that MSA is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of MSA to defend the OWNER on any claim arising under this agreement.

To the fullest extent permitted by law, OWNER shall indemnify and hold harmless, MSA, and MSA's officers, directors, members, partners, agents, consultants, and employees (hereinafter "MSA") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of the OWNER or the OWNER's officers, directors, members, partners, agents, employees, or Consultants (hereinafter "OWNER"). In no event shall this indemnity agreement apply to claims between MSA and the OWNER. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that the OWNER is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of the OWNER to defend MSA on any claim arising under this agreement.

To the fullest extent permitted by law, MSA's total liability to OWNER and anyone claiming by, through, or under OWNER for any cost, loss or damages caused in part or by the negligence of MSA and in part by the negligence of OWNER or any other negligent entity or individual, shall not exceed the percentage share that MSA's negligence bears to the total negligence of OWNER, MSA, and all other negligent entities and individuals.

15. OWNER and MSA desire to resolve any disputes or areas of disagreement involving the subject matter of this Agreement by a mechanism that facilitates resolution of disputes by negotiation rather than by litigation. OWNER and MSA also acknowledge that issues and problems may arise after execution of this Agreement which were not anticipated or are not resolved by specific provisions in this Agreement. Accordingly, both OWNER and MSA will endeavor to settle all controversies, claims, counterclaims, disputes, and other matters in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect, unless OWNER and MSA mutually agree otherwise. Demand for mediation shall be filed in

writing with the other party to this Agreement. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. Neither demand for mediation nor any term of this Dispute Resolution clause shall prevent the filing of a legal action where failing to do so may bar the action because of the applicable statute of limitations. If despite the good faith efforts of OWNER and MSA any controversy, claim, counterclaim, dispute, or other matter is not resolved through negotiation or mediation, OWNER and MSA agree and consent that such matter may be resolved through legal action in any state or federal court having jurisdiction.

16. This agreement shall be construed and interpreted in accordance with the laws of the State of Illinois.

17. OWNER hereby irrevocably submits to the jurisdiction of the state courts of the State of Illinois for the purpose of any suit, action or other proceeding arising out of or based upon this Agreement. OWNER further consents that the venue for any legal proceedings related to this Agreement shall be, at MSA's option, Champaign County, Illinois, or any county in which MSA has an office.

18. When required, MSA will complete a storm water management plan and erosion control plan as required by applicable state statutes and local ordinances. MSA will prepare appropriate development site storm water management and erosion and sediment control permit applications for submittal by the land owner. To be valid this application(s) will need to be signed by the land owner. If required, MSA will sign the application as the preparer of the document.

**COMPLIANCE WITH THE STORMWATER MANAGEMENT AND EROSION CONTROL PROVISIONS IDENTIFIED IN THE STORMWATER MANAGEMENT PLAN AND EROSION CONTROL PLAN PREPARED BY MSA ARE THE RESPONSIBILITY OF THE OWNER. LAND DISTURBANCE ACTIVITIES CAN COMMENCE ONLY AFTER THE LANDOWNER HAS RECEIVED AUTHORIZATION AND/OR A DNR PERMIT, AND EROSION CONTROL MEASURES HAVE BEEN IMPLEMENTED.**

The Contractor shall be responsible for the implementation of the plan including means, methods, scheduling, sequencing and techniques employed in constructing and maintaining storm water and erosion facilities and the practices required to comply with all standards and permits until construction is complete and final site stabilization is complete. MSA shall be responsible for the on-site observation stipulated elsewhere in this agreement.

**NOTE: THERE CAN BE SUBSTANTIAL MONETARY FINES AND PENALTIES TO THE OWNER FOR VIOLATIONS OR NON-COMPLIANCE WITH THE CONDITIONS OF THE 'NOTICE OF INTENT - STORM WATER DISCHARGES ASSOCIATED WITH LAND DISTURBING CONSTRUCTION ACTIVITIES GENERAL PERMIT' FROM LOCAL, STATE, AND FEDERAL REGULATORY AGENCIES.**

19. This agreement contains the entire understanding between the parties on the subject matter hereof and no representations, Inducements, promises or agreements not embodied herein (unless agreed in writing duly executed) shall be of any force or effect, and this agreement supersedes any other prior understanding entered into between the parties on the subject matter hereto.



**SCOPE OF WORK FOR  
CPD HESSEL RESTROOM  
AND SPLASHPAD REDESIGN  
MSA PROJECT NO. 12431041**

This describes our scope of work and is our proposal for the Hessel Park Restroom and Splash Pad Redesign in Champaign, IL. If you need anything different than what is being proposed, please let us know and we will revise it to meet your exact needs. Our scope of work and lump sum costs are as follows:

**DESIGN PHASE**

**A. RESEARCH / VALUE ENGINEERING**

1. Provide options, ideas and alternatives to save costs on the projects to either eliminate or downsize on current plans. Eliminating features in splash pad and replacing them with lower cost features will be determined between Water Play and CPD staff. Water features, layout of improvements, building size and building components will be determined prior to starting design, drafting and plan revisions.

**B. SITE ENGINEERING PLANS**

1. Provide engineering services for redesign and plans for reconstruction of the splash pad and restroom / storage facility. Civil site plans will include demolition of existing splash pad, playground and paving. Plans will include cover, site demo, grading, paving, new splash pad and related features, sidewalks / trails, utilities and specifications for civil related items.
2. Client is to provide a template drawing of splash pad configuration in ACAD format and all equipment and specs. Water Play is to provide drawings, specs and diagrams as necessary for the construction of the splash pad unit. CPD staff is to work with Water Play to determine design they want to go with on layout and features for the improvement. It is assumed the configuration will be approximately the same size but the layout of features will be different and will not include a Spring-Ocean feature.
3. Provide control points, a benchmark, contours, spot elevations, existing paving, visible utilities, fences, and trees on plans.
4. Provide client a complete set of plans, specs, details and final design.

**C. ARCHITECTURAL PLANS – NEW BUILDING**

1. Provide architectural and MEP services for design and plans for a new restrooms and storage / equipment room building for the park. The new building would have a smaller version than previous design, eliminate

some stalls, sinks and features. CPD staff to agree on a new preliminary layout of new restroom / storage building.

2. Work would include plans for demolition of the existing and reconstructing a new facility. Design for electrical, plumbing, heating, structural and architectural improvements are included in the work.
3. Provide specifications on plans for all work to be done as described above.

#### **D. BIDDING PROCESS**

1. Provide quantity takeoffs and bid sheets for contractors.
2. Prepare electronic versions of site engineering plans for bidding process, splash pad details, control panel and manifold details, and bid documents.
3. Review newspaper ad prepared by CPD staff and send out notification to contractors about bidding.
4. Coordinate and track plan holders, addendums, etc. Provide clarification or addendums through bidding process of project.
5. Attend bid opening for the project.
6. Provide 3 hard copy prints to successful bidder and 2 hard copies for CPD Staff of plans.
7. This proposal reflects that the CPD staff has agreed on items to revise and eliminate and there won't be a need for an extensive list of alternates beyond these two items:
  - 8' wide walks and dirt work in lieu of 6' wide walks except east walk
  - 10' wide walks and dirt work in lieu of 8' wide walks
  - Stainless Steel fixtures in lieu of porcelain fixtures
8. This proposal reflects that CPD has agreed on the new layout from WaterPlay before MSA begins work.
9. This proposal reflects that WaterPlay will provide accurate information pertaining to their equipment and setup. They will provide information in a timely fashion when requested as to not cause extensive delays or hinder the design.

### **CONSTRUCTION PHASE**

#### **E. CONSTRUCTION LAYOUT**

1. Provide layout of construction fencing and limits of sidewalk demo.
2. Provide centerline of trailways and offset to one side with grade stakes to finish grade of pavement. Provide any small radii stakes at intersections or end of trailways.
3. Provide paving stakes on offset at all corners and perimeter of walk around restroom / storage building for finished paving.
4. Provide staking of the splash pad that will cover the following:
  - Paving stakes along perimeter and interior grades where grades are shown on plans.
  - Provide center of radii points.



- Provide center location of all features only.
  - Provide two benchmarks set outside the pad at a designated elevation to be used by the contractor to determine the pier elevation, footing elevation and finished pavement elevation of pad.
5. Provide stakes at corners of building with offsets for building in two directions at each corner. Set a finish floor hub to be used by the contractor for construction of all footings, foundations and finished floors of the building. All interior layout of plumbing to be done by contractor.
  6. Provide location of all culvert ends and sanitary sewer service with grade stakes on offset for cuts to inverts or rims.

#### **F. INSPECTION & SITE MEETINGS**

1. Meet with CPD staff or contractor on site to answer questions about construction work up to 4 times.
2. Contractor will be required to include testing and lab reports in bidding but MSA to review reports to make sure they are to specification.
3. Review any shop drawings for proposed building construction.
4. Consultation during construction to building contractors and CPD staff on building related issues.
5. Perform a final walk-thru inspection at the end of project with the CPD staff and inform the contractor of any punch list items.
6. Review any pay requests submitted by the contractor and forward to CPD staff with recommendation.
7. Review testing of water lines constructed on site but doesn't relieve the contractor of any defective work if there is a defect or leak found after testing of lines.

**LUMP SUM FOR DESIGN PHASE: \$ 16,485.00**

**LUMP SUM FOR CONSTRUCTION PHASE: \$ 12,265.00**

**TOTAL LUMP SUM COST: \$ 28,750.00**

The above fees are based on a one time service of items described above. Please note that there are no allowances for resetting of stakes due to weather related issues, disturbance, redesign or destruction of stakes that may arise during construction. The contractor is responsible for the protection of stakes, control points and property corners. This proposal reflects revisions and elimination of work items in the original design based on what MSA was instructed to do with the current project. No redesign or additional alternatives after the design process has begun on revising the project has been included in this proposal. These fees do include all labor, materials, insurance, travel time, calculations, supervision and quality control with the outlined items described in the above scope of work.



**REPORT TO PARK BOARD**

**FROM: Joe DeLuce, Executive Director**

**DATE: October 5, 2016**

**SUBJECT: Shop and Yard Expansion Design Services Proposal**

Background

At the August 22, 2016 Special Meeting, three architecture firms presented qualifications for the Shop and Yard Expansion to the Board; subsequently the Shop and Yard Expansion committee gave Farnsworth Group direction to send their formal proposal to the full Board for consideration as shown in *Attachment 1*.

Prior Board Action

- July 27, 2016 Special Meeting: Board approved the FY16-17 Annual Budget, including design services for the Shop and Yard Expansion.
- September 14, 2016 Regular Meeting: Board gave staff approval to proceed with negotiating a contract with and architectural firm for development of the operations facility (Shop and Yard Expansion").

Budget Impact

The FY16-17 budget allots \$60,000 for the Shop and Yard Expansion design project within budget line 01-20-300-54214, *Architecture and Engineering Fees*.

Recommended Action

Staff recommends approval of a Professional Services Agreement between Farnsworth Group and the Park District Shop and Yard Expansion Design Services and authorize the Executive Director to execute the agreement.

Prepared by:

Reviewed by:

Andrew Weiss  
Park Planner and Landscape Architect

Kevin Crump  
Director of Operations and Planning



# CHAMPAIGN PARK DISTRICT SHOP AND YARD EXPANSION SD & DD

PROPOSAL FOR PROFESSIONAL DESIGN SERVICES  
CHAMPAIGN, ILLINOIS

*SEPTEMBER 30, 2016*  
*REVISED: OCTOBER 5, 2016*



September 30, 2016

Mr. Joe DeLuce  
Executive Director  
Champaign Park District  
706 Kenwood Drive  
Champaign, IL 61821

Re: Proposal for Professional Design Services – Shop & Yard Expansion SD & DD

Dear Mr. DeLuce:

We truly appreciate the opportunity to work with you on the Shop and Yard Expansion project in Champaign, IL. It is our goal to work with you and all the stakeholders to provide the most practical and reasonable solution for the project. We respectfully submit the following proposal for your review and approval.

---

PROJECT DESCRIPTION

We understand that the project consists of expanding the shop and yard area that sits directly east of the Bresnan Center. Due to the expansion of park space throughout the community and expansion of the District programs, you have outgrown the existing area. The shop and yard spaces consist of: offices, wood shops, vehicle storage, material storage, metal shop, and material storage. The expansion shall accommodate all of the existing equipment, materials, and operational requirements, but should also look toward the future for additional growth. Expansion of the shop and yard area is possible to the south, but is limited by Dexter Field. Expansion may also occur to the east on the area currently occupied by Seaman Field. If possible, some of the recreational space on the east side of Seaman Field shall be utilized for soccer and lacrosse. A neighborhood baseball backstop shall be considered in the northeast corner of this recreational field.

In addition to the building and yard expansion, there are several deficiencies with the existing site components and buildings. The existing buildings need some architectural, structural, mechanical, electrical, plumbing, and fire protection improvements. The existing site is in need of better paving, drainage, and overall site layout improvements.

Farnsworth Group will consider the relocation of Material Handling as part of the yard expansion. Special consideration shall be given to large bins for storage of materials like mulch, soil, etc. This will reduce the need for staff to travel to the north side of town to get bulk materials. If Material Handling is relocated to the shop, the area currently used for material handling will be used for storage of seasonal items such as picnic tables, etc.

The project will be divided into two design stages: schematic design (SD) and design development (DD). Within the SD stage, we will provide three alternatives and describe pros and cons of each design along with providing preliminary cost opinions. After the SD stage, the Board will select one of the options that will be developed further. In the DD stage, we will further develop the option selected by the Board and provide an opinion of cost of a level sufficient enough for a DD phase.

---

PROJECT CONTACT INFORMATION

Scott Burge, AIA, NCARB  
Senior Project Architect  
2211 West Bradley Avenue  
Champaign, IL 61821  
Phone: (217) 352-7408

Mike Friend, P.E.  
Engineering Manager  
2211 West Bradley Avenue  
Champaign, IL 61821  
Phone: (217) 352-7408

### **Architectural Design**

#### General Project Management:

- Coordinate project team and serve as the single point-of-contact.
- Prepare the project deliverables and submit to CPD.

#### Schematic Design Stage:

- Attend one meeting with CPD operations staff.
- Attend one meeting with the CPD Board Committee group.
- Document the existing conditions via existing CPD documentation and field observation.
- Develop three design schemes for the shop and yard expansion and existing building renovations.
- Drawings for each of the three schemes shall include: existing floor plans, proposed floor plans, site master plan, and three-dimensional images of the site that will convey the design intent.
- Provide opinion of probable cost for all three design options.
- Present the schematic design options to the CPD Board.
- Code study.

#### Design Development Stage:

- Refinement of schematic design option chosen by CPD Board.
- Incorporate the comments provided by the CPD Board and Staff.
- Drawings of the selected scheme shall include: demolition floor plan(s), proposed floor plans, building elevations, building sections, wall sections, and reflected ceiling plans.

### **Civil Design**

#### Schematic Design Stage:

- Code and City Ordinance study.
- Attend one meeting with CPD operations staff.
- Attend one meeting with the CPD Board Committee group.
- Perform topographic, boundary, and subsurface utility survey to document existing site conditions.
- Develop Site/Civil designs for each of the three (3) design schemes. This will include preliminary water, sewer, stormwater, and pavement designs.
- Provide review and details for incorporation into the site plan(s).
- Prepare opinion of probable cost for Site/Civil constructed components for each of the three (3) design Schemes.
- Provide support during presentation of design options to the CPD Board.

#### Design Development Stage:

- Refinement of schematic design option chosen by CPD Board.
- Incorporate CPD Board and Staff comments.
- Provide updated Opinion of Probable Cost.

### **Structural Engineering**

#### Design Development Stage:

- It has been noted in the prior study completed by Gorski-Reifsteck that some of the existing roof structure within the shop is degrading at the bearing point. We will review this condition and offer an opinion for renovation if needed.
- Design development drawings shall include: foundation plans for building additions and standalone structures, roof structure framing plan for structures that aren't pre-engineered, and detail of any unique structural condition.



**Plumbing and Mechanical Engineering**

Schematic Design Stage:

- Review existing conditions drawings.
- Provide plumbing and mechanical engineering narrative for each of the three schemes.
- Plumbing and mechanical engineering cost opinion for each of the three schemes.

Design Development Stage:

- Code study.
- Refinement of schematic design option chosen by CPD Board.
- Plumbing drawings of the selected scheme shall include: demolition floor plan(s) showing water supply and sanitary sewer work, proposed floor plans showing water supply and sanitary sewer work, and fire protection criteria and general scope.

**Electrical Engineering**

Schematic Design Stage:

- Review existing conditions drawings.
- Provide electrical engineering narrative for each of the three schemes.
- Electrical engineering cost opinion for each of the three schemes.

Design Development Stage:

- Code study.
- Refinement of schematic design option chosen by CPD Board.
- Electrical drawings of the selected scheme shall include: demolition site plan, demolition floor plan(s) showing power supply and lighting work, proposed site plan, and proposed floor plans showing power supply and lighting.

FEE

The Scope of Professional Services described above will be completed by Farnsworth Group for the following professional fees:

Lump Sum Fee:	\$58,000
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Invoices for these professional service fees shall be billed on a lump sum basis. Mileage and printing expenses are not included in the proposed fee and should be minimal for this project. Please see attached rate sheet regarding hourly rates and material charges.

**SERVICES NOT INCLUDED**

The following services are not included in the fees for this proposal, but may be relevant to the project and can be provided at your request for an additional fee. If you direct Farnsworth Group to provide additional services, we propose to perform the service on a time-and-expense basis in accordance with our current schedule of charges adopted at the time the service is requested and approved by the Owner:

- Land / legal fees.
- Permit applications and associated fees for the City, IEPA, and other entities.
- Detailed design computations for presentation to regulatory agencies
- Construction Documents.
- Platting and Easement documents.
- Archeological reconnaissance surveys.
- We assume that sufficient survey monuments are available on-site to determine site boundary limits. Extensive research and surveying required to locate property boundary monumentation is not included as part of this scope of work.
- Furniture, fixtures, and equipment (FF&E) design.

- Landscape Architecture.
- Arc flash study.
- Transportation Engineering.
- Environmental Engineering.
- Telecommunications design.
- Detailed fire protection design.
- Hazardous materials testing / removal.
- Geotechnical Engineering for subsurface soil investigation.
- Design of off-site: utilities, roads, and parking lots.
- Flow tests for water service.
- Site and street lighting plans.
- Commissioning services.
- LEED design services.
- Multiple revisions and changes of scope.

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#### YOUR RESPONSIBILITIES

It will be the Owner's responsibility to provide the following:

- Gather stakeholders and facilitate meetings between stakeholders and FGI.
- Access to the site.
- Timely feedback to questions during the design process.
- Provide access to drawings or other documentation showing existing conditions.
- Feedback on conceptual designs.

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#### PROJECT SCHEDULE AND TIMING

Upon your notice to proceed, we are prepared to begin work on this project within one week. We propose the following dates as milestones:

CPD Board Discussion of FGI Proposal	10/12/16
CPD Board Approval of FGI Proposal	10/26/16
CPD Operations Staff Meeting:	10/27/16
CPD Board Committee Meeting:	11/03/16
Schematic Design:	10/26/16 through 12/14/16
Presentation to CPD Board:	12/14/16
Design Development:	12/14/16 through 01/11/16
Final Recommendation to CPD Board	01/11/16

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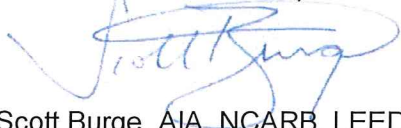
#### AGREEMENT

Enclosed with this letter is a copy of our "General Conditions Professional Services Agreement". Please review this material and feel free to contact me for any clarification. We propose this letter and the attached General Conditions represent the Agreement between you and Farnsworth Group, Inc. Please acknowledge your acceptance of this proposal by signing both copies and returning them to my attention. Upon receipt, FGI will then execute both copies and return one to you for your records.

Thank you again for this opportunity to continue to work with you. Please call me at (217) 352-7408, if you have any questions about this proposal.

Yours Truly,

FARNSWORTH GROUP, INC.



Scott Burge, AIA, NCARB, LEED AP  
Architect

Attachments: FGI General Conditions  
Hourly Staff Rates

If this proposal is acceptable as presented herein, please sign and date below accordingly.

**CHAMPAIGN PARK DISTRICT**

**FARNSWORTH GROUP, INC.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed name & title

\_\_\_\_\_  
Printed name & title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**Date:** September 30, 2016

**Client:** Champaign Park District

**Project:** Shop and Yard Expansion SD & DD

**Reference Conditions:** Farnsworth Group, Inc. will hereinafter be referred to as FARNSWORTH GROUP, the above referenced Client will be referred to as CLIENT, and the above referenced Project will hereinafter be referred to either as PROJECT or by abbreviation as above set forth. FARNSWORTH GROUP is defined as including Farnsworth Group, Inc. and its subsidiaries, affiliates, contractors, subcontractors and agents, including their respective officers, directors, employees, successors and assigns.

**Entire Agreement:** This Agreement is the entire Agreement between CLIENT and FARNSWORTH GROUP. It supersedes all prior communications, understandings and agreements, whether written or oral. Both parties have participated fully in the preparation and revision of this Agreement, and each party and its counsel have reviewed the final document. Any rule of contract construction regarding ambiguities being construed against the drafting party shall not apply in the interpreting of the Agreement, including any Section Headings or Captions. Amendments to this Agreement must be in writing and signed by both CLIENT and FARNSWORTH GROUP.

**Modification to the Agreement:** CLIENT or FARNSWORTH GROUP may, from time to time, request modifications or changes in the scope of services to be performed hereunder. Such changes, including any increase or decrease in the amount of FARNSWORTH GROUP's compensation, to which CLIENT and FARNSWORTH GROUP mutually agree shall be incorporated in this Agreement by a written amendment to the Agreement.

**Severability:** If any term or provision of this Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, such holding shall be applied only to the provision so held, and the remainder of this Agreement shall remain in full force and effect.

**Waiver:** No waiver by either party of any breach, default, or violation of any term, warranty, representation, agreement, covenant, condition, or provision hereof shall constitute a waiver of any subsequent breach, default, or violation of the same or any other term, warranty, representation, agreement, covenant, condition, or provision hereof. All waivers must be in writing.

**Survival:** Notwithstanding completion or termination of the Agreement for any reason, all rights, duties, obligations of the parties to this Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.

**Governing Law:** This Agreement shall be governed by and interpreted pursuant to the laws of the State of Illinois.

**Compliance with Law:** In the performance of services to be provided hereunder, FARNSWORTH GROUP and CLIENT agree to comply with applicable federal, state, and local laws and ordinances and lawful order, rules, and regulations of any constituted authority.

**Force Majeure:** Obligations of either party under this Agreement shall be suspended, and such party shall not be liable for damages or other remedies while such party is prevented from complying herewith, in whole or in part, due to contingencies beyond its reasonable control, including, but not limited to strikes, riots, war, fire, acts of God, injunction, compliance with any law, regulation, or order, whether valid or invalid, of the United States of America or any other governmental body or any instrumentality thereof, whether now existing or

hereafter created, inability to secure materials or obtain necessary permits, provided, however, the party so prevented from complying with its obligations hereunder shall promptly notify the other party thereof.

**Standard of Care:** Services performed by FARNSWORTH GROUP under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other representation expressed or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinion, document or otherwise.

**Statutes of Repose and Limitation:** All legal causes of action between the parties to this Agreement shall accrue and any applicable statutes of repose or limitation shall begin to run not later than the date of Substantial Completion. If the act or failure to act complained of occurs after the date of Substantial Completion, then the date of final completion shall be used, but in no event shall any statute of repose or limitation begin to run any later than the date FARNSWORTH GROUP's services are completed or terminated.

**Assignment:** Neither party to this Agreement shall transfer or assign any rights under or interest in this Agreement, including but not limited to monies that are due or monies that may become due, without the written consent of the other party.

**Precedence:** These General Conditions shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document regarding FARNSWORTH GROUP's services.

**Dispute Resolution:** In an effort to resolve any conflicts that arise during the performance of professional services for PROJECT or following completion of PROJECT, CLIENT and FARNSWORTH GROUP agree that all disputes between them arising out of or relating to the Agreement or PROJECT shall first be negotiated between senior officers of CLIENT and FARNSWORTH GROUP for up to 30 days before being submitted to mediation. In the event negotiation and mediation are not successful, either CLIENT or FARNSWORTH GROUP may seek a resolution in any state or federal court that has the required jurisdiction within 180 days of the conclusion of mediation.

**Timeliness of Performance:** FARNSWORTH GROUP will begin work under this Agreement upon receipt of a fully executed copy of this Agreement. CLIENT and FARNSWORTH GROUP are aware that many factors outside FARNSWORTH GROUP's control may affect FARNSWORTH GROUP's ability to complete the services to be provided under this Agreement. FARNSWORTH GROUP will perform these services with reasonable diligence and expediency consistent with sound professional practices.

**Suspension:** CLIENT or FARNSWORTH GROUP may suspend all or a portion of the work under this Agreement by notifying the other party in writing if unforeseen circumstances beyond control of CLIENT or FARNSWORTH GROUP make normal progress of the work impossible. FARNSWORTH GROUP may suspend work in the event CLIENT does not pay invoices when due, and FARNSWORTH GROUP shall have no liability whatsoever to CLIENT, and CLIENT agrees to make no claim for any delay or damage as a result of such suspension. The time for completion of the work shall be extended by the

number of days work is suspended. If the period of suspension exceeds 90 days, FARNSWORTH GROUP shall be entitled to an equitable adjustment in compensation for start-up, accounting and management expenses.

**Termination:** This Agreement may be terminated for cause by either party upon written notice. Any termination shall only be for good cause such as legal, unavailability of adequate financing or major changes in the scope of services. In the event of any termination, FARNSWORTH GROUP will be paid for all services and expenses rendered to the date of termination on a basis of payroll cost times a multiplier of 3.0 (if not previously provided for) plus reimbursable expenses, plus reasonable termination expenses, including the cost of completing analyses, records, and reports necessary to document job status at the time of termination.

**Consequential Damages:** Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither CLIENT nor FARNSWORTH GROUP, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for incidental, indirect, or consequential damages arising out of or connected in any way to PROJECT or the Agreement. This mutual waiver of consequential damages shall include, but not be limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict and implied warranty. Both CLIENT and FARNSWORTH GROUP shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in PROJECT.

**Personal Liability:** It is intended by the parties to this Agreement that FARNSWORTH GROUP's services in connection with the Project shall not subject FARNSWORTH GROUP's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, CLIENT agrees that as CLIENT's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against FARNSWORTH GROUP, an Illinois corporation, and not against any of FARNSWORTH GROUP's individual employees, officers or directors.

**Confidentiality:** Each party shall retain as confidential all information and data furnished to it by the other party which are designated in writing by such other party as confidential at the time of transmission and are obtained or acquired by the receiving party in connection with this Agreement, and said party shall not reveal such information to any third party. However, nothing herein is meant to preclude either disclosing and/or otherwise using confidential information (i) when the confidential information is actually known to the receiving party before being obtained or derived from the transmitting party; or (ii) when confidential information is generally available to the public without the receiving party's fault at any time before or after it is acquired from the transmitting party; or (iii) where the confidential information is obtained or acquired in good faith at any time by the receiving party from a third party who has the same in good faith and who is not under any obligation to the transmitting party in respect thereof; or (iv) is required by law or court order to be disclosed.

**Reuse of Documents:** All documents including reports, drawings, specifications, and electronic media furnished by FARNSWORTH GROUP and/or any subcontractor pursuant to this Agreement are instruments of its services. They are not intended or represented to be suitable for reuse by CLIENT or others on extensions of this project or on any other project. Any reuse without specific written verification or adaptation by FARNSWORTH GROUP will be at CLIENT's sole risk, and without liability to FARNSWORTH GROUP, and CLIENT shall indemnify and hold harmless FARNSWORTH GROUP and/or any subcontractor from all claims, damages, losses and expenses including court costs and attorney's fees arising out of or resulting therefrom. Any such verification or adaptation will entitle FARNSWORTH GROUP to further compensation at rates to be agreed upon by CLIENT and FARNSWORTH GROUP.

**Subcontracting:** FARNSWORTH GROUP shall have the right to subcontract any part of the services and duties hereunder without the consent of CLIENT.

**Third Party Beneficiaries:** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either CLIENT or FARNSWORTH GROUP. FARNSWORTH GROUP's services under this

Agreement are being performed solely for CLIENT's benefit, and no other party or entity shall have any claim against FARNSWORTH GROUP because of this Agreement; or the performance or nonperformance of services hereunder; or reliance upon any report or document prepared hereunder. Neither FARNSWORTH GROUP nor CLIENT shall have any obligation to indemnify each other from third party claims. CLIENT and FARNSWORTH GROUP agree to require a similar provision in all contracts with Construction Contractors, Construction Subcontractors, vendors, and other entities involved in PROJECT to carry out the intent of this provision.

**Insurance and Limitation:** FARNSWORTH GROUP is covered by commercial general liability insurance, automobile liability insurance and workers compensation insurance with limits which FARNSWORTH GROUP considers reasonable. Certificates of all insurance shall be provided to CLIENT upon request in writing. Within the limits and conditions of such insurance, FARNSWORTH GROUP agrees to indemnify and hold CLIENT harmless from any loss, damage or liability arising directly from any negligent act by FARNSWORTH GROUP. FARNSWORTH GROUP shall not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance. FARNSWORTH GROUP shall not be responsible for any loss, damage or liability arising from any act by CLIENT, its agents, staff, other consultants, independent contractors, third parties or others working on PROJECT over which FARNSWORTH GROUP has no supervision or control. Notwithstanding the foregoing agreement to indemnify and hold harmless, the parties agree that FARNSWORTH GROUP has no duty to defend CLIENT from and against any claims, causes of action or proceedings of any kind.

**Professional Liability Insurance and Limitation:** FARNSWORTH GROUP is covered by professional liability insurance for its professional acts, errors and omissions, with limits which FARNSWORTH GROUP considers reasonable. Certificates of insurance shall be provided to CLIENT upon request in writing. Within the limits and conditions of such insurance, FARNSWORTH GROUP agrees to indemnify and hold CLIENT harmless from loss, damage or liability arising from professional acts by FARNSWORTH GROUP and errors or omissions that exceed the industry standard of care for the services provided. FARNSWORTH GROUP shall not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance. FARNSWORTH GROUP shall not be responsible for any loss, damage or liability arising from any act, error or omission by CLIENT, its agents, staff, other consultants, independent contractors, third parties or others working on PROJECT over which FARNSWORTH GROUP has no supervision or control. Notwithstanding the foregoing agreement to indemnify and hold harmless, the parties agree that FARNSWORTH GROUP has no duty to defend CLIENT from and against any claims, causes of action or proceedings of any kind.

**Additional Limitation:** In recognition of the relative risks and benefits of PROJECT to both CLIENT and FARNSWORTH GROUP, the risks have been allocated such that CLIENT agrees that for the compensation herein provided FARNSWORTH GROUP cannot expose itself to damages disproportionate to the nature and scope of FARNSWORTH GROUP's services or the compensation payable to it hereunder. Therefore, to the maximum extent permitted by law, CLIENT agrees that the liability of FARNSWORTH GROUP to CLIENT for any and all causes of action, including, without limitation, contribution, asserted by CLIENT and arising out of or related to the negligent acts, errors or omissions of FARNSWORTH GROUP in performing professional services shall be limited to fifty thousand dollars (\$50,000) or the total fees paid to FARNSWORTH GROUP by CLIENT under this Agreement, whichever is greater ("Limitation"). CLIENT hereby waives and releases (i) all present and future claims against FARNSWORTH GROUP, other than those described in the previous sentence, and (ii) any liability of FARNSWORTH GROUP in excess of the Limitation. In consideration of the promises contained herein and for other separate, valuable consideration, the receipt and sufficiency of which are hereby acknowledged, CLIENT acknowledges and agrees that (i) but for the Limitation, FARNSWORTH GROUP would not have performed the services, (ii) it has had the opportunity to negotiate the terms of the Limitation as part of an "arms-length" transaction, (iii) the Limitation amount may differ from the amount of Professional liability insurance required of FARNSWORTH GROUP under this Agreement, (iv) the

Limitation is merely a Limitation of, and not an exculpation from, FARNSWORTH GROUP's liability and does not in any way obligate CLIENT to defend, indemnify or hold harmless FARNSWORTH GROUP, (v) the Limitation is an agreed remedy, and (vi) the Limitation amount is neither nominal nor a disincentive to FARNSWORTH GROUP performing the services in accordance with the Standard of Care.

**Fee Schedule:** Where lump sum fees have been agreed to between the parties, they shall be so designated in the Agreement attached hereto and by reference made a part hereof. Where fees are based upon hourly charges for services and costs incurred by FARNSWORTH GROUP, they shall be based upon the hourly fee schedule annually adopted by FARNSWORTH GROUP, as more fully set forth in a Schedule of Charges attached hereto and by reference made a part hereof. Such fees in the initial year of this Agreement shall be those represented by said Schedule of Charges, and these fees will annually change at the beginning of each calendar year after the date of this Agreement.

**Invoices:** Charges for services will be billed at least as frequently as monthly, and at the completion of PROJECT. CLIENT shall compensate FARNSWORTH GROUP for any sales or value added taxes which apply to the services rendered under this Agreement or any amendment thereto. CLIENT shall reimburse FARNSWORTH GROUP for the amount of such taxes in addition to the compensation due for services. Payment of invoices shall not be subject to any discounts or set-offs by CLIENT unless agreed to in writing by FARNSWORTH GROUP. Invoices are delinquent if payment has not been received within 30 days from date of invoice. There will be an additional charge of 1 ½ percent per month compounded on amounts outstanding more than 30 days. All time spent and expenses incurred (including attorney's fees) in connection with collection of any delinquent amount will be paid by CLIENT to FARNSWORTH GROUP per FARNSWORTH GROUP's then current Schedule of Charges.

**Opinions of Cost:** Since FARNSWORTH GROUP has no control over the cost of labor, materials or equipment, or over a contractor's method of determining prices, or over competitive bidding or market conditions, FARNSWORTH GROUP's opinions of probable project cost or construction cost for PROJECT will be based solely upon its own experience with construction, but FARNSWORTH GROUP cannot and does not guarantee that proposals, bids, or the construction cost will not vary from its opinions of probable cost. If CLIENT wishes greater assurance as to the construction cost, CLIENT should employ an independent cost estimator.

**Contingency Fund:** CLIENT and FARNSWORTH GROUP acknowledge that changes may be required during construction because of possible ambiguities, inconsistencies, errors or omissions in the Contract Documents and, therefore, that the costs of the project may exceed the construction contract sum. CLIENT agrees to set aside a reserve in the amount of Five Percent (5%) of the actual project construction costs as a contingency reserve to be used, as required, to pay for any such increased project costs. CLIENT further agrees to make no claim by way of direct or third party action against FARNSWORTH GROUP or subcontractors and consultants with respect to any payments within the limit of the contingency reserve made to the construction contractors because of such changes or because of any claims made by the construction contractors relating to such changes.

**Subpoenas:** CLIENT is responsible, after notification, for payment of time charges and expenses resulting from the required response by FARNSWORTH GROUP and/or any subcontractor to subpoenas issued by any party other than FARNSWORTH GROUP and/or any subcontractor in conjunction with the services performed under this Agreement. Charges are based on fee schedules in effect at the time the subpoena is served.

**Right of Entry:** CLIENT shall provide for FARNSWORTH GROUP's and/or any subcontractor's right to enter property owned by CLIENT and/or others in order for FARNSWORTH GROUP and/or any subcontractor to fulfill the scope of services for this Project. CLIENT understands that use of exploration equipment may unavoidably cause some damage, the correction of which is not part of this Agreement.

**Utilities:** CLIENT shall be responsible for designating the location of all utility lines and subterranean structures within the property line of PROJECT. CLIENT

agrees to waive any claim against FARNSWORTH GROUP and/or any subcontractor, and to indemnify and hold harmless from any claim or liability for injury or loss arising from FARNSWORTH GROUP and/or any subcontractor or other persons encountering utilities or other man-made objects that were not called to FARNSWORTH GROUP's attention or which were not properly located on documents furnished to FARNSWORTH GROUP. CLIENT further agrees to compensate FARNSWORTH GROUP and/or any subcontractor for any time spent or expenses incurred by FARNSWORTH GROUP and/or any subcontractor in defense of any such claim, in accordance with FARNSWORTH GROUP's and/or any subcontractor's prevailing fee schedule and expense reimbursement policy.

**Aquifer Contamination:** Subsurface sampling may result in contamination of certain subsurface areas, as when a probe or boring device moves through a contaminated area, linking it to an aquifer, underground stream, or other hydrous body not previously contaminated and capable of spreading hazardous substances or pollutants off-site. Because subsurface sampling is a necessary aspect of services which FARNSWORTH GROUP and/or any subcontractor may provide on CLIENT's behalf, CLIENT waives any claim against FARNSWORTH GROUP and/or any subcontractor, and agrees to indemnify and hold FARNSWORTH GROUP and/or any subcontractor harmless from any claim or liability for injury or loss which may arise as a result of alleged cross contamination caused by any sampling. CLIENT further agrees to compensate FARNSWORTH GROUP and/or any subcontractor for any time spent or expenses incurred by FARNSWORTH GROUP and/or any subcontractor in defense of any such claim, in accordance with FARNSWORTH GROUP's and/or any subcontractor's prevailing fee schedule and expense reimbursement policy.

**Samples:** All samples of any type (soil, rock, water, manufactured materials, biological, etc.) will be discarded sixty (60) days after submittal of project deliverables. Upon CLIENT's authorization, samples will be either delivered in accordance with CLIENT's instructions or stored for an agreed charge.

**Recognition of Risk:** CLIENT acknowledges and accepts the risk that: (1) data on site conditions such as geological, geotechnical, ground water and other substances and materials, can vary from those encountered at the times and locations where such data were obtained, and that this limitation on the available data can cause uncertainty with respect to the interpretation of conditions at CLIENT's site; and (2) although necessary to perform the Agreement, commonly used exploration methods (e.g., drilling, borings or trench excavating) involve an inherent risk of contamination of previously uncontaminated soils and waters. FARNSWORTH GROUP's and/or any subcontractor's application of its present judgment will be subject to factors outlined in (1) and (2) above.

**Discovery of Unanticipated Hazardous Substances or Pollutants:** Hazardous substances are those so defined by prevailing Federal, State, or Local laws. Pollutants mean any solid, liquid, gaseous, or thermal irritant or contaminant including smoke, vapor, soot, fumes, acids, alkalies, chemicals and waste. Hazardous substances or pollutants may exist at a site where they would not reasonably be expected to be present. CLIENT and FARNSWORTH GROUP and/or any subcontractor agree that the discovery of unanticipated hazardous substances or pollutants constitutes a "changed condition" mandating a renegotiation of the scope of services or termination of services. CLIENT and FARNSWORTH GROUP and/or any subcontractor also agree that the discovery of unanticipated hazardous substances or pollutants will make it necessary for FARNSWORTH GROUP and/or any subcontractor to take immediate measures to protect human health and safety, and/or the environment. FARNSWORTH GROUP and/or any subcontractor agree to notify CLIENT as soon as possible if unanticipated known or suspected hazardous substances or pollutants are encountered. CLIENT encourages FARNSWORTH GROUP and/or any subcontractor to take any and all measures that in FARNSWORTH GROUP's and/or any subcontractor's professional opinion are justified to preserve and protect the health and safety of FARNSWORTH GROUP's and/or any subcontractor's personnel and the public, and/or the environment, and CLIENT agrees to compensate FARNSWORTH GROUP and/or any subcontractor for the additional cost of such measures. In addition, CLIENT waives any claim against FARNSWORTH GROUP and/or any subcontractor, and agrees to indemnify and hold FARNSWORTH GROUP and/or any subcontractor harmless from any claim or liability for injury or loss arising from the presence of unanticipated known or suspected hazardous substances or pollutants. CLIENT also agrees to compensate FARNSWORTH GROUP and/or any subcontractor for any time

spent and expenses incurred by FARNSWORTH GROUP and/or any subcontractor in defense of any such claim, with such compensation to be based upon FARNSWORTH GROUP's and/or any subcontractor's prevailing fee schedule and expense reimbursement policy. Further, CLIENT recognizes that FARNSWORTH GROUP and/or any subcontractor has neither responsibility nor liability for the removal, handling, transportation, or disposal of asbestos containing materials, nor will FARNSWORTH GROUP and/or any subcontractor act as one who owns or operates an asbestos demolition or renovation activity, as defined in regulations under the Clean Air Act.

**Job Site:** CLIENT agrees that services performed by FARNSWORTH GROUP and/or any subcontractor during construction will be limited to providing assistance in quality control and to deal with questions by the CLIENT's representative concerning conformance with the Contract Documents. This activity is not to be interpreted as an inspection service, a construction supervision service, or guaranteeing the Construction Contractor's or Construction Subcontractor's performance. FARNSWORTH GROUP and/or any subcontractor will not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs. FARNSWORTH GROUP and/or any subcontractor will not be responsible for Construction Contractor's or Construction Subcontractor's obligation to carry out the work according to the Contract Documents. FARNSWORTH GROUP and/or any subcontractor will not be considered an agent of the owner and will not have authority to direct Construction Contractor's or Construction Subcontractor's work or to stop work.

**Shop Drawing Review:** CLIENT agrees that FARNSWORTH GROUP and/or any subcontractor shall review shop drawings and/or submittals solely for their general conformance with FARNSWORTH GROUP's and/or any subcontractor's design concept and general conformance with information given in the Contract Documents. FARNSWORTH GROUP and/or any subcontractor shall not be responsible for any aspects of a shop drawing and/or submittal that affect or are affected by the means, methods, techniques, sequences, and procedures of construction, safety precautions and programs incidental thereto, all of which are the Construction Contractor's or Construction Subcontractor's responsibility. The Construction Contractor or Construction Subcontractor will be responsible for dimensions, lengths, elevations and quantities, which are to be confirmed and correlated at the jobsite, and for coordination of the work with that of all other trades. CLIENT warrants that the Construction Contractor and Construction Subcontractor shall be made aware of the responsibility to review shop drawings and/or submittals and approve them in these respects before submitting them to FARNSWORTH GROUP and/or any subcontractor.

**Authority and Responsibility:** CLIENT agrees that FARNSWORTH GROUP and/or any subcontractor shall not guarantee the work of any Construction Contractor or Construction Subcontractor, shall have no authority to stop work, shall have no supervision or control as to the work or persons doing the work, shall not have charge of the work, shall not be responsible for safety in, on, or about the job site, or have any control of the safety or adequacy of any equipment, building component, scaffolding, supports, forms, or other work aids.

**LEED Certification:** CLIENT agrees that FARNSWORTH GROUP and/or any subcontractor shall not guarantee the LEED certification of any facility for which FARNSWORTH GROUP and/or any subcontractor provides commissioning, LEED consulting or energy modeling services. LEED certification and the number of points awarded are solely the responsibility of the U.S. Green Building Council and Green Building Certification Institute.

**Energy Models:** The techniques and specific requirements for energy models used to meet LEED criteria have limitations that result in energy usage predictions that may differ from actual energy usage. FARNSWORTH GROUP and/or any subcontractor will endeavor to model energy usage very closely to actual usage, but CLIENT agrees that FARNSWORTH GROUP and/or any subcontractor will not be responsible or liable in any way for inaccurate budgets for energy use developed from the predictions of LEED-compliant energy models. The number of LEED points awarded for energy efficiency are solely the responsibility of the U.S. Green Building Council and Green Building Certification Institute.

**Environmental Site Assessments:** No Environmental Site Assessment can wholly eliminate uncertainty regarding the potential for Recognized Environmental

Conditions in connection with a Subject Property. Performance of an Environmental Site Assessment is intended to reduce, but not eliminate, uncertainty regarding potential for Recognized Environmental Conditions in connection with a Subject Property. In order to conduct the Environmental Site Assessment, information will be obtained and reviewed from outside sources, potentially including, but not limited to, interview questionnaires, database searches, and historical records. Farnsworth Group, Inc. (Farnsworth Group) cannot be responsible for the quality, accuracy, and content of information from these sources. Any non-scope items provided in the Phase I Environmental Site Assessment report are provided at the discretion of the environmental professional for the benefit of the client. Inclusion of any non-scope finding(s) does not imply a review of any other non-scope items with the Environmental Site Assessment investigation or report. The Environmental Site Assessment report is prepared for the sole and exclusive use of the client. Nothing under the Agreement between Farnsworth Group and their client shall be construed to give any rights or benefits to anyone outside the client's use and that of Farnsworth Group. All duties and responsibilities undertaken pursuant to the Agreement will be for the sole and exclusive benefit of the client and Farnsworth Group. In particular, Farnsworth Group does not intend, without its written consent, for this report to be disseminated to anyone beside the client, or to be used or relied upon by anyone beside the client. Use of the report by any other person or entity is unauthorized and such use is at their sole risk.



**Schedule of Charges - January 1, 2016**

<b>Engineering/Surveying Professional Staff</b>	<b>Per Hour</b>
Administrative Support.....	\$ 67.00
Engineering Intern I .....	\$ 105.00
Engineering Intern II .....	\$ 115.00
Engineer/Land Surveyor.....	\$ 126.00
Senior Engineer/Senior Land Surveyor.....	\$ 132.00
Project Engineer/Project Land Surveyor .....	\$ 145.00
Senior Project Engineer/Senior Project Land Surveyor .....	\$ 162.00
Engineering Manager/Land Surveying Manager.....	\$ 181.00
Senior Engineering Manager/Senior Land Surveying Manager.....	\$ 192.00
Principal/Vice President.....	\$ 199.00

<b>Technical Staff</b>	
Technician I .....	\$ 69.00
Technician II .....	\$ 92.00
Senior Technician.....	\$ 102.00
Chief Technician.....	\$ 117.00
Designer/Computer Specialist/Lead Technician .....	\$ 127.00
Senior Designer .....	\$ 132.00
Project Designer/Project Technician .....	\$ 140.00
Senior Project Designer/Systems Integration Manager .....	\$ 158.00
Design Manager/Government Affairs Manager.....	\$ 170.00
Technical Manager .....	\$ 179.00
Senior Technical Manager.....	\$ 192.00

<b>Architecture/Landscape Architecture/Interior Design Professional Staff</b>	
Designer I .....	\$ 95.00
Senior Interior Designer/Designer II .....	\$ 105.00
Architect/Designer III/Project Coordinator.....	\$ 119.00
Senior Architect/Senior Project Coordinator.....	\$ 127.00
Project Architect/Project Manager.....	\$ 138.00
Senior Project Architect/Senior Project Manager.....	\$ 152.00
Architectural Manager.....	\$ 162.00
Senior Architectural Manager.....	\$ 170.00
Principal – Architecture.....	\$ 193.00

<b>Units</b>	
Overtime, If Required by Client – Non-Exempt Employees Only.....	1.25xbilling rate
Expert Testimony.....	2xbilling rate
Per diem .....	\$51.00/day
ATV & Trailer .....	\$11.00/hr
Field Vehicle .....	\$13.00/hr
Automobile mileage .....	\$0.57/mile
Software/CAD/Revit Station .....	\$15.00/hr
Hand Held GPS .....	\$11.00/hr
GPS Unit (each).....	\$22.00/hr
Utility Locator/Robotic Total Station .....	\$22.00/hr
Subconsultants & Other Reimbursable Expenses Related to Project* .....	Cost+ 10%

\*Includes the actual cost of prints/copies, supplies, travel charges, testing services, conferencing services, and other costs directly incidental to the performance of the above services.

CHARGES EFFECTIVE UNTIL JANUARY 1, 2017 UNLESS NOTIFIED





# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** October 19, 2016

**SUBJECT:** Spalding Park Project

### Introduction

In the ongoing discussion on the re-development of Spalding Park, the Board directed the Executive Director to move forward on completing a community-wide survey on the re-development of Spalding Park.

### Survey Fee Quotes

Staff reached out to various survey firms and agencies across the Midwest and received quotes from the firms listed below:

Survey Firm or Agency	Proposed Fee	Expenses	Total
Office of Recreation & Park Resources	\$8,000	Included	\$8,000
Ron Vine & Associates	\$16,800	TBD	\$16,800+
Patron Insight	\$16,300	Included	\$16,300
Fallon Research	\$12,500 to \$16,000	Included	\$12,500 to \$16,000
Unicom ARC	\$16,750 – \$22,750	TBD	\$16,750 + to \$22,750+

### Budget Impact

Funds for a community-wide survey were not included in the FY17 Budget; however, funds are available in the capital contingency line item or from completed projects line items that may be used to cover the cost.

### Options

Option 1: Work with the U of I Office of Recreation & Park Resources to complete the survey at the quoted amount of \$8,000.

Option 2: Work with Ron Vine & Associates to complete survey at the quoted amount of \$16,800 plus expenses. The Park District has worked with Ron on previous community needs assessments.

The Office of Recreation & Park Resources and Ron Vine & Associates both have a thorough knowledge of recreation. Staff would be comfortable working with either organization.

Prepared by:

Joe DeLuce  
Executive Director

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Office of Recreation & Park Resources  
*"Helping Build Healthy Communities"*

## Champaign Park District Proposal

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Attitude & Interest Community Survey  
Winter, 2016

### Research Team Members

Robin Hall, Executive Director, ORPR  
Jarrod Scheunemann, Community Services & Education Coordinator, ORPR  
Dr. Michael Mulvaney, Professor at Illinois State University

The Office of Recreation & Park Resources  
University of Illinois  
104 Huff Hall  
1206 S. Fourth St  
Champaign, Illinois 61820

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## Introduction

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The Champaign Park District (CPD) will soon initiate the process to receive input concerning the community's general opinion of the Park District. It will also include a review of one or two special issues the District is studying. The District has asked the Office of Recreation and Park Resources (ORPR) at the University of Illinois to submit a proposal for the development of this plan. The plan will provide the Park District an evaluation of their programs, facilities, property and operations. It will also include a vision for the future and specific recommendations for how to achieve the goals set forth.

## Goals & Objectives

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### Research Goals

There are multiple goals for this study. The first goal is to gather input from the residents served within the CPD boundary lines. Specifically, this study will seek to understand the overall satisfaction of these residents with existing parks, facilities and programs. It will also seek to understand their future park, facility and program priorities. The second goal of this study is to conduct a statistically reliable and valid survey for the CPD. The third goal of this study is to assess and analyze the community view concerning some special issues facing the Park District. Lastly, this study will seek to utilize the research and results to make recommendations for improvements and to engage the CPD Board and staff in dialogue concerning the future development of certain facilities and areas in the District.

### Study Objectives

1. Identify resident/ member priorities toward potential improvement projects.
2. Investigate the willingness of the Champaign Park District residents to support or spend for recreational services.
3. Draw awareness to parks and facilities that are in need of updates.
4. Determine how residents are being made aware of the Park District's offerings and opportunities and to determine how to most effectively reach Park District residents with information.
5. Ascertain the District's strengths and weaknesses as perceived by the residents.

## Study Methods

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To ensure the success of this project it is important to follow a planning process prior to the delivery of a community survey. Upon approval of this proposal, ORPR will begin the study by taking the following steps:

### **Programs, Services and Parks Evaluation**

The project team will visit and tour the facilities and parks and neighborhoods to be studied. A visual investigation of the Park District's resources will be necessary to obtain a first-hand understanding.

#### Interviews

A series of individual and group interviews and focus groups will take place. (This will become part of the final written agreement.)

### **Survey Development**

A draft of the survey will be developed following the tour of parks and facilities and the initial interviews and discussions take place. A final draft of the survey will be reviewed with the Executive Director and his staff for their comments. It will then be presented to the Board of Commissioners for their approval before it is delivered to the resident sample.

### **Survey Instrument**

The purpose of this survey is to provide accurate insight into resident's attitudes, opinions and perceptions toward the CPD's parks, facilities, programs and services. The data collected from the survey will be used by the staff to more accurately plan for the provision of programs, resources, and facilities in order to best meet the needs of the community. However, to ensure the results of the survey are valid indications of resident's attitudes and behaviors, proper survey methods and procedures are necessary.

### **Sampling Frame**

In response to this need, ORPR will utilize the services of Marketing Systems Group to draw a sampling list of Champaign residents. A random sample method will be used to ensure an unbiased random selection of Champaign households in order to best represent the population.

## Survey Type

For this study, it is suggested that a post card be mailed to the selected participants alerting them to expect to receive a survey and asking for their participation. Three to four days later, the survey will be received in the mail by the participant. Participants will also be given the opportunity to complete the survey online. The second mailing will include a cover letter, the survey and a SASE to return the survey. Seven days after the survey has been received by the selected participants, a follow up post card will arrive reminding them of the importance of their participation.

## Results & Analysis

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Respondents will return completed surveys online or mail hard copies via SASE sealed envelopes to ORPR. Once the surveys are received, they will be inspected for accuracy. Surveys received by mail will then be entered into the database. The surveys received online will also be merged into the database. The data will then be coded and analyzed. Analysis will be conducted to meet the stated objectives using frequency distributions with descriptive statistics.

## Community Survey Report

The project team will review and study the information collected through the public participation process. After conducting a thorough analysis of all the data collected through interviews, tours and inspections, review of existing documents and records, and surveys, the project team will use this data to compile the final report.

The results will seek to provide the following information:

1. Resident's current use, satisfaction with and perception of the quality of existing parks, facilities, programs and services.
2. Resident's evaluation/views concerning current issues and future needs for expansion, rehabilitation, and/or development of parks, facilities, programs and services.
3. Resident's willingness to support rehabilitation, development and/or expansion of any projects.
4. Resident preference on how to receive information from the Park District.



## **Market Research & Analysis**

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The community survey will aid in the development of future planning. The final report will provide survey results and evaluations that are foundational to developing plans for future programming and park/facility development for the Champaign Park District.

Final deliverables will include:

1. Report on the community input via survey
2. Review of report's recommendations.
3. Presentation to the Park District Board of Commissioners

In addition, the CPD will receive ten bound copies of the final report, an electronic copy of the report, and the raw data in excel format. In the final stages of the community survey, the project team will work closely with the executive director to organize and prepare the report in a manner that effectively and efficiently meets the CPD's needs.

## **Timeline**

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ORPR will begin work on the community survey within two weeks of CPD's approval of this agreement. The estimated time frame for completing the community survey is the end of 2016. The project director and the executive director of the CPD will work together to develop a detailed timeline upon contract approval.

## **Project Staff**

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Mr. Robin Hall, Director of the Office of Recreation and Park Resources will serve as the project director. Jarrod Scheunemann, Community Services and Education Coordinator for ORPR will serve as the project assistant. Other ORPR, Recreation, Sport & Tourism staff and consultants will be involved in the data collection and analysis process. Additional information on the project staff can be found in the Addendum.

## Project Cost

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The total cost for this project will be \$8,000 of which \$4,000 is payable upon acceptance of the proposal. The remaining balance is due upon receipt of the executive summary report. Please make checks payable to the University of Illinois.

Payments may be sent to the following location:

The Office of Recreation and Park Resources  
Attn: Mr. Robin Hall  
University of Illinois  
Room 104 Huff Hall  
1206 South Fourth St  
Champaign IL 61821



## Study Proposal Approval

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If you are in agreement with the budget and scope of the work outlined above, please sign below:

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Robin Hall, Director, Office of Recreation & Park Resources

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Date

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Laurence Chalip, Department Head, Recreation, Sport & Tourism Dept.

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Date

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William Goodman, Assistant Dean, College of Applied Health Sciences

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Date

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Joseph DeLuce, Executive Director, Champaign Park District

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Date

## **Addendum: Project Team**

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### **Robin Hall**

Hall is the Director of the Office of Recreation and Park Resources, a position he has held for ten years. He has over thirty-five years of experience in the field of community parks and recreation management. He served as the Executive Director of the Urbana Park District for thirty-three years and has also worked as a consultant to park and recreation departments and agencies.

Hall has expertise in the planning, operation and evaluation of park and recreation agencies, citizen involvement in the planning and evaluation of parks and recreation, the relationship between park design and park use, public policy issues and trends that relate to parks and recreation, and art in outdoor public spaces.

He has conducted surveys and studies for the Illinois Department of Natural Resources, the Illinois Association of Park Districts, and local park and recreation agencies.

Hall has been active with the Illinois Park and Recreation Association. He has served as its president, as director of the Administration and Finance Section and on the Board of the Professional Development School. Hall currently serves as chair of the IAPD research committee. He was also an active member of the IAPD/IPRA Joint Legislative Committee.

Hall has a Bachelor and Master Degrees from the University of Illinois in community recreation administration. He also has a certificate from Indiana University's Fundraising school, Indiana University's Professional Development School and the Illinois Park and Recreation Association's Professional Development School.

## **Jarrold Scheunemann, MS**

Jarrold is the Community Services and Education Coordinator for the Office of Recreation and Park Resources. He holds a Master's degree in Recreation Management from the University of Illinois. He also received a Bachelor's degree in Geographic Information Systems from the University of Wisconsin-Oshkosh. Prior to joining the Office of Recreation & Park Resources, Jarrold was responsible for the sale of over six million dollars' worth of construction and industrial supplies in a ten year sales career.

Jarrold has completed work involving park planning, policy and urban planning. He has assisted in surveys for the Illinois Department of Natural Resources (IDNR) and the Illinois Park & Recreation Association (IPRA). He has also helped produce technical reports for the National Great Rivers Research and Education Center (NGRREC), IDNR, IPRA, the Oak Lawn Park District, the Champaign Park District, and the City of Pontiac. Jarrold has made presentations at local, statewide and national conferences.

He is an active member of the Illinois Park and Recreation Association and National Recreation and Park Association. He currently serves on the Board of IPRA and is also a board member of IPRA's Leadership Academy. Jarrold is the recipient of the 2011 Ronald H. Dodd award for graduate student excellence in the Department of Recreation, Sport and Tourism at the University of Illinois. He is also Red Card certified in wildland firefighting and prescribed burns.

### **Michael Mulvaney, Ph.D.**

Michael Mulvaney is an Assistant Professor in the Department of Recreation at Illinois State University. Dr. Mulvaney is a member of the National Recreation and Park Association, the Illinois Park and Recreation Association, and several regional park and recreation associations. Dr. Mulvaney has extensive experience working with public park and recreation agencies and professionals on a variety of management topics, including comprehensive planning projects, compensation and benefits administration, performance appraisal systems and practices, and training and development programs. Dr. Mulvaney's areas of research include human resource management functions in public park and recreation agencies, management and organization of public park and recreation agencies, learning and the use of learning technologies in employee training, and planning processes in park and recreation agencies. Publications authored include two textbooks, journal articles, technical reports, and several national and international presentations. Dr. Mulvaney received a Ph.D. from the University of Illinois. Prior to obtaining his Ph.D., Dr. Mulvaney was employed with the Decatur Park District (Decatur, Illinois) in a variety of capacities including, Facility Management, Fitness, Programming, and Special Recreation.

**Kerri Schiller, BS, MBA**

Kerri is a Research Assistant in the Office of Recreation & Park Resources and a second year Ph.D. student in the Recreation, Sport, and Tourism Department at the University of Illinois. She has assisted with community surveys for the Wheaton Park District and the Oak Lawn Park District.

Prior to enrolling at the University of Illinois Kerri spent ten years working for the Bellevue Family YMCA. Before that she worked as an engineer and a consultant, and her experience includes three years as a Senior Consultant for KPMG LLP. She is a member of the National Parks and Recreation Association (NRPA) and the US Play Coalition (USPC) and has presented at national conferences for both organizations.





# Ron Vine and Associates

## “Making Citizen Opinions Matter”

October 11, 2016

Joe DeLuce, Executive Director  
Champaign Park District  
706 Kenwood Road  
Champaign Park District  
Champaign, Illinois

Dear Joe:

The following are tasks the Ron Vine and Associates and Eppley Institute team will take to conduct a community survey for Spalding Park.

1. Survey Design. In association with Champaign Park District officials Ron Vine will design the survey. Survey questions are anticipated to include:
  - ❖ Should the Champaign Park District construct an indoor aquatic center within Spalding Park?
  - ❖ Should the Champaign Park District construct an indoor activity/community center within Spalding Park?
  - ❖ Should the Champaign Park District construct a multi-purpose Aquatic/Activity Center within Spalding Park?
  - ❖ Should the Champaign Park District construct an indoor aquatic center at another park or location other than Spalding Park?

It is anticipated that the survey would be 8-14 questions in length, or about 3 pages long plus demographics.

2. Survey Sampling and Administration. The survey will be administered by mail/web/phone, including the targeted completion of 450 surveys (+/-10%) to two designated areas, those being: 1) a selected area around Spalding Park, representing current primary users of the Park and 2) from the Champaign Park District as a whole.

The sampling will be drawn so that a stratified and statistically valid number of responses is received from each area. One (1) printed postcard will be sent to up to 5,000 households with a web-address to take the survey by web and a phone number to call to get a paper copy of the survey. Two (2) additional post cards will be sent out to the same households to receive a high number of returns. It is recommended that an incentive be provided by the Champaign Park District to encourage participation.

3. Analysis of Survey Findings. Ron Vine and Associates will conduct a detailed analysis of the survey findings, to include cross tabular analysis by demographic factors, including location of residency (in the two areas), gender, race, ethnicity, age of respondents, households with and without children, etc.

# Ron Vine and Associates

## “Making Citizen Opinions Matter”

4. A management report will be developed including a summary of key findings, tabular data, graphs, charts and recommendations.
5. A presentation of the survey results will be made to the Champaign Park District Board and staff by Ron Vine.

Fee: \$16,800, plus expenses

### Optional Services:

6. Ron Vine can spend one day on-site conducting stakeholder meetings and focus groups with residents in the Spalding Park community as well as other residents and officials of the Champaign Park District to be sure that issues of importance to the analysis process are on the survey and to build trust and buy-in. Fee: \$1,250 plus expenses
7. Surveys will be geocoded in the Qualtrics system with participation rates by geographical areas reviewed and reported. Fee: \$1,000
8. Timelines. RVA is available to start the project within 10 days of selection. It is anticipated that the survey effort will take 12-14 weeks to administer, including the optional 1 day on site.

Joe, please call me if you have any questions regarding our proposal. I look forward to the opportunity to work with the Champaign Park District on this important project.

Best Regards



Ronald A. Vine, President



### **Stephen A. Wolter, CPRP, CIPP**

Executive Director, Eppley Institute for Parks and Public Lands  
Assistant Professor (part-time), Indiana University, Bloomington

Steve Wolter has over 35 years' service as a leader, manager, teacher, and executive experience in the park, recreation, public lands, and higher education field. His experience includes executive experience in agencies across three states, and work at the highest levels of parks agencies nationally, with state and local agencies including non-profit and for-profit organizations. As originator of numerous competency and capability frameworks for the park and recreation field, including international certification programs, he offers Eppley Institute clients a unique qualification for improving services and programs. His background in facilities management, urban and regional planning, recreation, sports, and tourism, as well as project management, serving as project director on over 200 projects, make him uniquely qualified to assist organizations in developing and meeting their strategic aspirations.

In his role as Executive Director of the Eppley Institute, Steve leads major programs in training and education, consulting, research, and planning for Indiana University. A critical experience set for the Eppley Institute is Mr. Wolter's expertise as an executive leading park, recreation, and public land organizations. This unique experience allows him and by extension, the Eppley Institute to consult with organizations undergoing significant challenges or organizational change to align with long range strategic goals. Steve is also well regarded as a public speaker and teacher, having taught classes and delivered keynote speeches throughout the world. As a faculty member at Indiana University, Mr. Wolter teaches leadership, philanthropy, planning, public policy, and park management classes in his role as Assistant Professor at Indiana University, Bloomington.

#### Experience

##### *Eppley Institute for Parks and Public Lands*

- Executive Director, 2003—Present
- Director, 2001-2003
- Assistant Director, 1996—2001

##### *Other organizations, spanning 15 years:*

- Director, Parks and Recreation, City of Bloomington, IN
- Director, Parks, Recreation and Facilities, City of Morro Bay, CA
- Associate Director, Recreational Sports and Facilities, Indiana University
- Facility Manager, Parks and Recreation, City of Santa Maria, CA
- Assistant Director, Recreational Sports, University of Minnesota, Duluth, MN

#### Education

MS, Recreation and Park Management, Indiana University, 1980

BA, Urban Studies, University of Minnesota, 1979

### Related Projects

- City of Boulder, CO Park and Recreation Master Plan
- Municipality of Anchorage Parks, Natural Resources, and Recreation Facilities Plan
- City of Fairfield, OH Park and Recreation Master Plan
- City of Gary, IN Park and Recreation Master Plan
- City of Indianapolis, IN Park and Recreation Master Plan
- St. Joseph County Regional Parks Comprehensive Plan
- Tidelands Park Coastal Tidelands Development Project
- Morro Bay Community Center, Centennial Parkway Development
- Hesperia, California; Park and Recreation Comprehensive Plan
- Municipality of Anchorage Parks and Recreation Management strategic reorganization



## About Eppley

### A Snapshot of the Eppley Institute

As a unit of Indiana University, the Eppley Institute is a full-service organization that provides consulting, project management, research, training design and development, distance education course hosting and management, web and technical services, and many other services for park, recreation, and public land management organizations. The Eppley Institute has collaborated with several parks and recreation agencies including the City of Boulder and the City of Bloomington to provide master planning services in which public outreach and community engagement was a required component of the project. As a result, the Eppley Institute has administered and managed hundreds of community engagement surveys nationwide.

### Qualifications of the University

Indiana University is one of the preeminent public universities in the nation, with renowned programs in environmental affairs, park management, and related study areas. As an important unit of Indiana University's Department of Recreation, Park, and Tourism Studies, and the University as a whole, the Eppley Institute is supported by Indiana University's robust educational infrastructure that includes a team of survey research experts experienced in survey design and implementation. The Institute's relationship with Indiana University provides valuable access to highly qualified and capable experts in many fields, research resources, and additional staffing in the form of faculty and graduate assistants.

### References

City of Bloomington IN 2015 Parks & Recreation Master Plan Update	
<b>Project</b>	City of Bloomington Parks and Recreation Department
<b>Client</b>	401 N. Morton St. Bloomington, IN 47404  Mick Renneisen, Director (currently serving as Deputy Mayor) renneism@bloomington.in.gov (812) 349-3711
<b>Scope</b>	5-Year Parks and Recreation Master Plan including community health impact planning, long range capital investment strategy, community engagement plan, web based master plan website, benchmarking, community steering committee meetings, and program management guideline development.
City of Fairfield OH 2014 Parks and Recreation Master Plan	
<b>Project</b>	City of Fairfield Parks and Recreation Department
<b>Client</b>	411 Wessel Dr. Fairfield, OH 45014  Jim Bell, Director



	jbell@fairfield-city.org 513-867-5348
<b>Scope</b>	10-Year Parks and Recreation Master Plan engaging community in 1 <sup>st</sup> ever master plan with a focus on asset management, Total Cost of Facility Ownership, and health disparities by neighborhood. Project included long range capital investment strategy, community engagement plan, web based master plan website, benchmarking, community steering committee meetings, and program management guideline development.
<b>City of Boulder CO 2013 Parks and Recreation Master Plan and 2014 General Maintenance Management Plan</b>	
<b>Project</b>	City of Boulder Parks and Recreation Department
<b>Client</b>	3198 N. Broadway Boulder, CO 80304  Jeff Haley, Park Planning, Design and Community Outreach Manager Haleyj@bouldercolorado.gov (303) 413-7223
<b>Scope</b>	10-Year Parks and Recreation Master Plan with expanded scope of maintenance management plan and organizational capability study based on initial findings regarding status of the Department. Work performed included all aspects of the master plan and maintenance management plan including: strategy development, community engagement, community survey, research, analysis, detailed organizational analysis, standards development, workshops, document development and review.



TO: Joe DeLuce, CPRP, Executive Director, Champaign Park District  
FROM: Ken DeSieghardt, CEO, Patron Insight, Inc.  
RE: Champaign Park District community survey proposal  
DATE: October 6, 2016

Mr. DeLuce, we appreciate the opportunity to submit a proposal regarding the community survey you would like to conduct about potential facility construction at Spalding Park, or at another park or location.

In addition to the general indoor pool/activity and events center questions posed in your e-mail to me, I think it would be valuable to determine the following, so that we can create the demographic "picture" of an individual who supports this idea and, by the same token, a picture of an individual who does not.

Specifically:

- **Determine the participant's recreational habits and preferences**

It will be important to determine the types of recreational activities our respondents like to participate in, how frequently they participate, how far they travel for these activities, etc. along with how each person decides which recreational activities he or she will pursue. We may even want to set a quota for the number of interviews with what we (together) would classify as an "active" recreational participant versus an "inactive" one.

- **Questions designed to extract from the respondent what recreational opportunities are either non-existent or in short supply (according to him or her)**

Understanding what the "market" is looking for will be very helpful in your planning.

- **What the participant likes and dislikes about Spalding Park, as it is today.**

Perceptions of the Park, its location, its facilities, its amenities, etc. will influence how the individual feels about the facility you are proposing to place there.

All of these topics will help you and your team better understand how the idea to construct an indoor aquatic center (or some variation thereof) is perceived, by learning more about the key demographic factors that drive support or opposition to the project.

(If building this facility would require a referendum, we would also certainly want to ask questions about the participant's tolerance for a tax increase to cover the cost.)

All of the topics to be addressed in the research will be discussed with you and your team in an on-site planning meeting at your offices. We believe that active collaboration is critical to producing a research instrument that gathers the data that is needed.

Once that collaboration session takes place, we will return to our offices and prepare a draft survey. This is sent to you, along with a detailed explanation document that walks you through the draft survey, section by section.

The survey is then sent back and forth between your team and Patron Insight (via e-mail), until we are all satisfied that it covers the topics that need to be addressed to aid you with your decision-making on this project.

In terms of the research methodology, the most statistically reliable approach is a random digit dial telephone survey (landlines and cell phones) of heads of household (male or female) living within the boundaries served by the Champaign Park District. If building such a facility would require passage of a referendum, we would also want to make certain that we are talking only to registered voters – and, ideally, to those who are active voters in lower-profile elections.

To secure results that have a Margin of Error of plus or minus 5% (at the 95% Confidence Level) would require that we complete 400 interviews. We will want to divide those interviews up based on geography, so that we are interviewing people in numbers that reflect the population density in various areas of the Park District.

Our calling is – and has been since 1992 – completed by Market Research Associates. Based in Kansas City, MRA's interviewers are professionals who only call at appropriate times of the day or evening, who are Midwestern-sounding (meaning they sound like the people they would be interviewing) and who will be good representatives of the Champaign Park District.

Once the data collection is complete, we will return to Champaign to present the results to you, in person, along with providing 15 printed and bound copies of the final report (and one electronic copy).

Assuming a survey of a typical length (10 to 12 minutes of telephone time), our fees are \$16,300, which includes all out-of-pocket costs associated with the two trips to Champaign. Having worked twice on research initiatives with Champaign Unit 4 Schools, I am very familiar with the route from O'Hare to Champaign!

One additional thought to consider: If you have an e-mail list of people who have signed up for events, teams, etc. that occur at Spalding Park, it might also be helpful to create and distribute a companion online survey, just for this audience. Online research does not have the statistical reliability that telephone research does, because those who participate are “self-selected” and not chosen at random. However, we have found that it can be helpful with a captive audience like this one to offer them a separate opportunity to provide their input. There would be an additional fee for us to create, field and analyze this survey, but the total cost for this survey and the telephone survey would still be less than \$20,000 (total).

From a timing perspective, it typically takes one week to 10 days from the date of the planning meeting to having a final, approved survey. Calling takes 2 1/2 to 3 weeks, because we limit the times when we call to not be intrusive on the dinner hour, or call too late. The analysis of the data takes about 10 days, at which time a report is produced and a presentation meeting is scheduled. In essence, it is a six- to seven-week timeframe from start to finish. (It would be longer if it took more than 10 days to finalize the survey.)

At this point in the calendar, we could begin planning at any time, but would want to wait to begin collecting data until after the November 8 election. We would be done with collecting data by early December (taking most of the week of Thanksgiving off the phone), with a report by the end of the year.

If, however, your calendar is a bit more relaxed than that, late January through March is an ideal time for data collection. By then, people will have had a chance to catch their breath from the election and the holiday season. This is just an option for you to consider.

As you can see from our website, ([www.patroninsight.com](http://www.patroninsight.com)) much of our work is on behalf of K-12 school districts. However, a good example of a non-school district survey that we completed was for a county that wanted to build a new jail complex. A copy of the report on that survey is attached, for your information. (They won the election, and construction should be nearing completion by now.)

Thank you, again, for the opportunity to submit a proposal for your review. I look forward to your thoughts, comments and questions.



**Fallon Research & Communications, Inc.**  
WASHINGTON, DC: 202-263-7292 COLUMBUS, OH: 614-341-7005  
FAX: 202-318-0346 MAIL: P.O. Box 12181, Columbus, Ohio 43212

October 5, 2016

TO: Joe DeLuce

FR: Paul Fallon

RE: Research Proposal

As you requested, I have drafted a proposal for a public opinion research survey that will provide insight into the views, attitudes and preferences that adult residents and recreation facility users in the city of Champaign, Illinois have about the prospects of various different recreation facilities that could be constructed at Spalding Park, as well as other related topics that you may wish to test.

Using a combination of consumer files and residential address lists, the survey research data will be gathered through telephone interviews that will be performed by specially-trained opinion research interviewers. The data will be demographically and geographically stratified to assure a proper distribution of the data and the most representative sample of respondents among the various zip codes within the city's park district. At your request, the instrument also could include screening to qualify respondents for participation in the survey, in order to differentiate between temporary residents, such as college students, and permanent residents.

The survey will include approximately 25 to 30 content and demographic questions (data points), as well as one open-ended question, which will be coded for aggregate survey results, with individual responses provided in a verbatim format. With a sample size of 400 respondents, the estimated overall margin of sampling error would be +/- 4.9%, which should be large enough to yield statistically significant conclusions where differences in attitudes exist when the data is analyzed by age, gender, household composition (such as those with children, for example) and other important explanatory variables. Moreover, to minimize the likelihood of a coverage error that could bias the results, this survey will include a cellular phone sub-sample to ensure inclusion of households that do not have land-line or VOIP telephone services.

The total cost for this research project will be \$16,000. If you prefer a smaller sample size in order to reduce the cost of research, a study of 300 respondents (+/- 5.65% estimated overall margin of sampling error) will cost \$12,500. The prices quoted herein are inclusive ones that cover all aspects of the research, such as pre-survey consultations with key leaders, consultants and decision-makers to develop the survey questionnaire, sample



acquisition, respondent interviews, post-survey processing and analysis, two books with bound results and cross-tabulated data tables, and a formal on-site presentation of the key findings or an executive summary. Fallon Research also will participate in the development of any possible reports that your agency prepares for internal use or public dissemination. This service will be provided at no additional cost.

It should be noted that, as you will find with other opinion research firms, the cost of interviewing has increased substantially due to the change in federal regulations (FCC) regarding the types of equipment that must be used to call respondents for interviews on cellular phones (TCPA). I regret this, but interviewing respondents on cellular phones is essential to ensuring that the data gathered is representative of the population being studied, in order to avoid a coverage error.

The survey process typically takes approximately four weeks to complete from the time of initial consultations to final processing of results, so this study could be completed by the end of the year, if needed or preferred. For your reference, I have prepared a four-week timetable, which outlines the various steps in the process:

Initial Step	Authorization to proceed is given
3 Days	Stakeholder meeting or conference call to discuss survey content
4 Days	First draft of survey instrument is submitted for review
3 Days	Second draft of survey instrument is submitted for review
2 Days	Final draft is approved
2 Days	Interviewing commences
5 Days	Interviewing concludes
1 Day	Summary of aggregate results will be e-mailed
1 Day	Cross-tabulated results will be e-mailed
9 Days	On-site presentation and analysis of results

In reviewing my proposal, it may be helpful to know that I have worked on numerous public opinion research surveys and opinion studies, including citizen satisfaction studies; facility needs surveys; policy assessments; sales tax initiatives; bond issue requests; land-use referendums; and candidate campaigns. Prior to starting Fallon Research as an opinion research firm, I completed a 3-year stint as the director of public opinion research for a national trade association in Washington, D.C., where I was responsible for opinion research and polling for a highly successful ballot issue management program that resulted

in numerous successes at the state and local level. During my career, I have worked on elections, policy issues and opinion studies in 38 different states throughout the country.

In closing, let me point out that Fallon Research & Communications, Inc. is a sole proprietorship research consultancy. This means that I will be overseeing every aspect of the research. This includes, but is not limited to, planning and facilitation, survey development and data gathering and, most importantly, the interpretation of the data, so that it can be parlayed into actionable information that you and your agency can use to fulfill vital objectives.

Thank you for the opportunity to submit this proposal!

*This bid remains valid for 30 days from the date of issuance. Fallon Research & Communications, Inc. reserves the right to change or withdraw the bid if the client alters the parameters of the project.*



The Power Of Integrated Solutions

*Proposed Scope of Services: Opinion Research*  
*for*  
**CHAMPAIGN PARK DISTRICT**

October, 2016

UNICOM•ARC  
505 S. Ewing Ave.  
St. Louis, MO 63103  
314-535-4900  
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## Introduction and Qualifications

Thank you for the opportunity to submit our proposal to complete a community survey for the Champaign Park District. The research professionals at UNICOM•ARC are delighted to respond to this request.

Based on our recent correspondence, it's our understanding that the Park District is interested in conducting a telephone-based research survey seeking the opinions from residents of its community. Of particular interest is the attitude of residents toward various athletic, activity and community facilities that could be constructed by the District. Options being discussed and to be surveyed include an indoor aquatics center, a community center, and a multi-purpose aquatic and activity center at Spalding Park or at an alternate park location.

It's our belief that few firms in the United States have our experience in conducting research for public sector organizations. This includes literally hundreds of survey projects for public school districts, library districts, fire protection districts, park districts and municipalities.

It's our belief that we have few equals with respect to our depth of research experience and feel confident that we can make the same claim about our commitment to up-to-date methodology. This year, UNICOM•ARC began its 46<sup>th</sup> year of doing business providing professional research methods to public sector organizations located across the United States.

Our success is built on three major factors: (1) an unswerving commitment to client service; (2) a corporate culture emphasizing the essential need to stay up-to-date on methodologies, technologies and approaches; and (3) an understanding that each and every project is different and must be customized to serve our clients' needs.

U•A's staff is made up of seasoned public sector administrators and research experts combining for well over 100 years of professional experience. Its president, Dr. Rod Wright, is a nationally recognized expert on the subject of integrating public opinion research into decision-making and communications strategies. He speaks frequently on this topic with public sector organizations, school districts and community colleges at both state and national professional conferences.

UNICOM•ARC is headquartered at 505 South Ewing Avenue in St. Louis, Missouri. All survey projects are managed from this location.

"For over 10 years UNICOM•ARC has worked with the Ritenour School District to provide data collection and analysis. The research data was a vital element in the District's comprehensive improvement plans. Our School District has experienced tremendous success in the classrooms, renovation of facilities and an overall revitalization of the District."

*Cindy Gibson  
Former Assistant to the  
Superintendent,  
Community Services  
Ritenour School District*



## **Project Management and Key Personnel**

Without question, opinion research is a valuable tool for supporting communications and planning efforts. In the absence of upfront research, it's difficult to develop a reliable and accurate plan for getting from where things are, to where things need to be. In addition, survey research can be a very useful tool for planning purposes and in many cases, referendum strategy.

Effective opinion research is the foundation of a well-executed communications and planning program. An opinion survey is essential to:

- determine the starting point in terms of overall attitudes toward specific initiatives or planning processes.
- track and compare results to previous surveys to determine progress against goals set for communications.
- indicate the degree to which effective communications can move opinion toward a stated goal.
- measure the degree to which there is awareness, overall levels of satisfaction, and evaluation of performance broken down into key categories.

Should U•A be selected for this project, Dr. Wright and Senior Associates, John Siemers and Andy Duttlinger (resumes attached) will manage the project from start to its completion and final report to the Park Board of Commissioners. Information obtained from the survey will be critical in determining the community's appetite toward the construction options and in developing the "message" to be delivered in any future referendum and campaign materials.

## **Conducting the Research**

An important first step in designing this research project is evaluating the particular interests and informational needs of the Park District. Initial meetings with District officials will provide guidance with respect to the development of a questionnaire and other sampling issues.

In addition, U•A will hold up to six "input sessions" to help develop the content of the questionnaire. It's suggested that these informal focus groups be comprised of staff, active members of the Park District and local business and civic leaders, and residents at large. Members of the Board can also be included in these focused discussions. The language and specific concerns that emerge from these meetings will have a considerable impact on the development of the survey instrument. To

this end, this type of “up front” qualitative research is extremely helpful in the development of an effective survey instrument.

Based on these fact finding meetings and focus group discussions, U•A will develop a questionnaire to phone interview 400 likely voters. This draft questionnaire will be submitted for approval to the Park District followed by any necessary revisions, additions and/or clarifications. A 400-sample yields an error margin of 4.9% at the 95% confidence interval. A slightly larger sample size may be recommended if the Park District wishes to test more than one issue in a split sample or wants data organized into several sub-categories.

As part of this process we will review, along with Park officials, previous public opinion studies that may have been conducted to determine what questions should be included for tracking purposes. This kind of time-series, or tracking data, can be very helpful in terms of assisting in the development of a long-term communications program.

Once a final draft of the questionnaire is approved by the District, it will be pre-tested to ensure clarity before fieldwork begins. Phone interviews will be conducted by Consumer Research International, a long time and trusted business partner with a national reputation for producing accurate and reliable results.

Staff at U•A will manage and closely monitor the telephone process as we guarantee completion of the full sample of Park District residents. We would estimate that the actual phone survey will take up to 7 to 10 days to complete depending on the sample size requested by the District.

## **Reporting Results**

Overall survey results will be made available within five business days of completing field work. U•A is confident that raw data analysis and reporting of results can be offered to the District within two weeks of the completion of the phone survey.

A subsequent final report will include the following items:

- an overview of data
- an executive summary (which includes key findings and interpretations in narrative form)
- complete frequencies (in both tabular and graphic forms)
- cross-tabulations (which break down the responses of each question by demographic sub-sets).

Input sessions can be scheduled after acceptance of our proposal. An initial draft of the survey questionnaire will be submitted to the



District within one week following the input sessions. It usually takes about a week after delivery of the first draft to complete a final draft in consultation with the Park District.

We will work with the District to ensure that the project is completed in a timeline that meets any certain due date. This project can easily be completed within a two month time frame.

## **Budget and Compensation**

Our all-inclusive fee for completing this survey is listed in the table below. This fee covers initial meetings, six input sessions, development of the questionnaire, acquiring phone numbers (including cell phone numbers for households without land lines), conducting the sample survey by phone, a full data analysis and the reporting of results.

This fee also includes a formal presentation of the survey results to the Board of Commissioners or another audience of the District's choice. In all instances, travel and incidental expenses will be billed at actual cost. Unlike many of our competitors, we do not charge for subsequent meetings to which we may be invited and will attend any kind of planning meeting to discuss survey results at no additional monthly charge.

	<b>10-minute (approx. 30-40 questions)</b>	<b>15-minute (approx. 50-60 questions)</b>
500	\$20,750	\$22,750
400	\$18,000	\$19,750
300	\$16,750	\$17,750

Final billing will be based on the length of the survey in minutes. The number of questions cited above is listed for informational and planning purposes only.

U•A will bill the Park District for 75% of the contract amount as the project begins with the balance paid within 30 days of the final report to the Board of Commissioners.

In addition to the phone survey, U•A will offer to conduct an on-line survey at no additional cost to the Park District. This on-line survey will be posted on the District's web site immediately following the conclusion of the phone survey. All responses of the on-line survey will be collected by U•A and the results and analysis will be provided separate of the phone survey results.

## **Conclusion**

UNICOM•ARC is delighted to offer the services of its team of professionals to the Champaign Park District. We strongly believe that careful, intelligent research is a critical component of long-term planning, and we are confident that no other firm has our record of providing public sector institutions with the tools they need to build long-term solutions.

*For more information, please contact:*

Rod Wright, President

UNICOM•ARC

505 S. Ewing Ave.

St. Louis, MO 63103

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Direct: 314-256-4123

Email: [rwright@unicomarc.com](mailto:rwright@unicomarc.com)

*Or visit our website [www.unicomarc.com](http://www.unicomarc.com)*

## Resume

### *Rodney D. Wright, Ph.D., President*

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[rwright@unicomarc.com](mailto:rwright@unicomarc.com)  
Office: 314-535-4900  
Cell: 314-705-1121

Specializing in customized public opinion and market research, Rodney D. Wright joined Attitude Research Company (the research arm of UNICOM•ARC) as its president in 1986. Prior to joining ARC, Dr. Wright was vice president and director of research with Public Response, Inc., a political/business consulting firm. He has also served on the faculty at Southern Illinois University-Edwardsville and the University of Missouri-St. Louis. Dr. Wright has directed a wide variety of public opinion and market research projects for public and private clients, including Citicorp, A. G. Edwards, Anheuser-Busch, Western Textile Corporation, United Investors, Browning-Ferris Industries, Hycel Corporation, Taylor-Morley Home Builders, The Jones Company, the Home Builders Association, St. Louis Community College, Girl Scout Council of Greater St. Louis, the League of Women Voters Education Fund, Moberly Regional Medical Center, the St. Louis Zoological Park, the St. Louis Science Center, the St. Louis Art Museum and the St. Louis History Museum.

Since joining the firm, Dr. Wright has conducted workshops, led training sessions and lectured to organizations and classes including Confluence, the Missouri School Board Association, the Missouri Association of School Budget Officers, the National School Public Relations Association, the Missouri School Public Relations Association, the St. Louis County Municipal League, the St. Louis Chapter of the American Statistical Association, East-West Gateway's/St. Louis Community College's Training Program in Public Affairs and a variety of classes at Washington University, Webster University and the University of Missouri-St. Louis.

#### **Education:**

PhD. (Political Science), Washington University  
Masters (Political Science), Washington University  
Bachelor of Arts (Music), William Jewell College

#### **Associations:**

National School Public Relations Association (NSPRA),  
Missouri School Public Relations Association (MOSPRA)  
Illinois Chapter of the National School Public Relations Association (INSPRA).



John Siemers joined UNICOM•ARC in 2007 after retiring as the Assistant Superintendent for District Operations with the Parkway School District, a 20,000 student school district in suburban St. Louis, MO. He also spent ten years at Parkway as the Director of Public Affairs and Communications, serving as president of the regional chapter of the Missouri School Public Relations Association and receiving numerous awards for excellence in school public relation work from the National School Public Relations Association. In addition John trained with the Burke Institute in qualitative research and focus group facilitation during his tenure with Parkway.

Throughout his 30 plus year career, John has served in the public sector in a variety of leadership positions. He served eight years as the executive director of a non-profit, United Way organization and four years as an administrator of a municipal government in west St. Louis County. He completed his master's degree at Washington University in counseling psychology and participated in post graduate studies in social work at the George Warren Brown School of Social Work. Upon his retirement, John entered a specialized program at San Diego State University and completed course work in educational facility planning. In this effort, he has achieved the professional designation as a Recognized Educational Facility Planner (REFP) by the Council of Educational Facility Planners International.

John works for UNICOM•ARC in a consulting role and with educational institutions, non-profits and municipal governments to facilitate community engagement programs, communication audits, public opinion research, facility assessment study efforts and other communication-related issue.

*John Siemers*  
*Senior Associate*

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505 S. Ewing Ave.  
St. Louis, MO 63103

[jsiemers@unicomarc.com](mailto:jsiemers@unicomarc.com)  
Office: 314-535-4900  
Cell: 314-713-7349

Mr. Duttlinger joined UNICOM•ARC in July 2000. He is responsible for all aspects of public opinion research projects, including questionnaire design, statistical analysis, and interpretation of research results. Since joining UNICOM•ARC, he has worked on projects for a wide range of public and private entities. Public clients include Metro, St. Louis County, the O'Fallon (MO) Parks and Recreation Department, Manchester Corridor Revitalization Committee and dozens of school Councils and community colleges across Missouri and Illinois.

Mr. Duttlinger has presented original research at a number of professional conferences, including the National School Public Relations Association, Missouri School Public Relations Association and Pennsylvania School Public Relations Association. He has taught several undergraduate courses at Washington University in the fields of electoral politics, comparative politics, and American politics.

**Education:**

Masters of Arts (Political Science), Washington University  
Bachelor of Science (Political Science), University of Illinois

**Associations:**

American Association of Public Opinion Research (AAPOR)  
National School Public Relations Association (NSPRA),  
Missouri School Public Relations Association (MOSPRA)  
Illinois Chapter of the National School Public Relations Association (INSPRA)

*Andrew Duttlinger*  
*Consulting Associate*

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## ABOUT UNICOM•ARC

UNICOM•ARC has more than 45 years of experience in working with state and local government, and corporate clients. Projects on which we have worked have won multiple awards from the National School Public Relations Association, two Golden Paragon Awards from the National Council for Marketing and Public Relations and two Magna Awards from the American School Boards Journal.

From conducting public opinion research, engaging the community in two-way conversations to plan a district's future, recreating brands, recruiting students, producing communication materials, and winning referenda, the professional staff at U•A brings together a diverse background to meet the needs of each client.

Our efforts have included:

- Implementing successful community engagements programs for dozens of school districts
- Assisting on tax increase and bond elections including referenda to support more than \$4 billion in improved facilities
- Designing and implementing comprehensive community engagement programs for some of the nation's largest community colleges
- Re-branding and image improvement work
- Producing of new student recruitment materials
- Conducting communications audits and rebuilding and redesigning public sector communications programs
- Developing innovative approaches for social networking and other forms of electronic communications
- Creating long range plans, including facility master plans, utilizing a community engagement program
- Assisting school and community college districts with crisis communications

## Capital Improvement Program Update - as of 9/30/16

Project Name	Budget	Amt. Encumbered as of 9/30/16	Balance	Project Status
3-Plex Storage Shed	\$ 15,000.00	\$ -	\$ 15,000.00	Winter project
ADA General	\$ 71,650.00	\$ 75,566.00	\$ (3,916.00)	
Douglass Gym Floor Replace.	\$ 77,000.00	\$ 69,445.56	\$ 7,554.44	Completed
Dug-out Covers at Ball Fields	\$ 14,000.00	\$ 2,567.04	\$ 11,432.96	Completed
Eddie Albert Gardens Water			\$ -	
System Replacement	\$ 30,000.00	\$ -	\$ 30,000.00	Spring project
Henry Michael Park New			\$ -	
Development	\$ 20,000.00	\$ -	\$ 20,000.00	Unknown
Lindsay Tennis Courts Shade			\$ -	
Structures	\$ 15,000.00	\$ 13,340.53	\$ 1,659.47	Completed
Olympic Tribute			\$ -	
Improvements	\$ 15,000.00	\$ 17,584.61	\$ (2,584.61)	Completed
PG Safety Surface - LRC			\$ -	
Indoor playroom	\$ 10,000.00	\$ 3,582.62	\$ 6,417.38	Completed
Phase 2 and 3 ADA Hessel			\$ -	
Park Improvements	\$ 800,000.00	\$ 26,708.64	\$ 773,291.36	In Progress
Picnic Shelter @ Powell	\$ 35,000.00	\$ 34,338.18	\$ 661.82	In Progress
Playground Replacement			\$ -	
Beardsley	\$ 70,000.00	\$ 70.56	\$ 69,929.44	In Progress
Replacement Fencing	\$ 25,000.00	\$ 21,995.00	\$ 3,005.00	Complete
Replacement Park Light Fix.	\$ 35,000.00	\$ 1,387.01	\$ 33,612.99	In Progress
Risk Mgmt. Improvements			\$ -	
& Updates	\$ 35,000.00	\$ 2,556.53	\$ 32,443.47	On Going
Roof Replacements	\$ 125,000.00	\$ 50,086.00	\$ 74,914.00	In Progress
Sholem Addt'l Shade			\$ -	
Structures & Replace.	\$ 20,000.00	\$ -	\$ 20,000.00	Spring Project

Project Name	Budget	Amt. Encumbered as of 9/30/16	Balance	Project Status
Tennis Center Court			\$ -	
Refurbishment	\$ 60,000.00	\$ 26,520.00	\$ 33,480.00	Completed (balance to Spalding TC refurb)
Spring Reception Remodel	\$ 15,000.00	\$ -	\$ 15,000.00	Winter Project
Backhoe Replacement	\$ 90,000.00	\$ 78,840.00	\$ 11,160.00	Completed
Backup Generator - Springer	\$ 70,000.00	\$ 51,923.02	\$ 18,076.98	Completed
Replacement Gator-type unit	\$ 15,000.00	\$ 8,436.12	\$ 6,563.88	Completed
Replacement Boiler - Douglass	\$ 45,000.00	\$ 31,020.56	\$ 13,979.44	In Progress
Replacement Pool Vac	\$ 10,000.00	\$ 9,700.00	\$ 300.00	Completed
Technology Eqt. Replace.	\$ 20,000.00	\$ 9,856.40	\$ 10,143.60	On Going
Turf Aerator	\$ 26,000.00	\$ 24,409.45	\$ 1,590.55	Completed
Vehicle Replacement	\$ 125,000.00	\$ 107,741.98	\$ 17,258.02	Completed
Soccer Goals	\$ 7,000.00	\$ 6,887.94	\$ 112.06	Completed
Network/Wireless Eqt.			\$ -	
Upgrades	\$ 15,000.00	\$ -	\$ 15,000.00	On Going
Replacement Copy Machines	\$ 20,000.00	\$ -	\$ 20,000.00	On Going
Server/Hardware Replace.	\$ 7,000.00	\$ -	\$ 7,000.00	On Going
Duct Cleaning	\$ 10,000.00	\$ -	\$ 10,000.00	Spring Project
Hard Court Replacement			\$ -	
Basketball Courts	\$ 50,000.00	\$ 54,066.50	\$ (4,066.50)	Completed
Hard Court Re-surface/stripe			\$ -	
Tennis Courts	\$ 35,000.00	\$ 34,830.10	\$ 169.90	In Progress
General Concrete	\$ 50,000.00	\$ 34,520.00	\$ 15,480.00	On Going
General Roadway	\$ 6,000.00	\$ 338.14	\$ 5,661.86	On Going
Seal-coating/Line-striping			\$ -	
Parking Lots	\$ 42,000.00	\$ 30,827.56	\$ 11,172.44	Completed
General Painting	\$ 25,000.00	\$ 5,649.16	\$ 19,350.84	On Going
Park Amenities	\$ 30,000.00	\$ 4,457.52	\$ 25,542.48	On Going
Park Signs	\$ 10,000.00	\$ 5,901.08	\$ 4,098.92	On Going
Playground Surfacing	\$ 30,000.00	\$ 11,650.00	\$ 18,350.00	On Going
Prayer For Rain Mtnc.	\$ 15,000.00	\$ 3,860.00	\$ 11,140.00	In Progress
Sports Field Mix	\$ 10,000.00	\$ -	\$ 10,000.00	On Going
	\$ 1,813,650.00	\$ 834,143.81	\$ 1,341,506.19	

UPDATED 10/18/16									
Project Name	FY17	FY18	FY18 Updated	Delayed to future yrs.	Description	Justification			
Contingency	\$ 100,000.00	\$ 90,000.00	\$ 90,000.00						
3-Plex Field Lights				\$ 525,000.00	updated quote				
3-Plex Storage Shed	\$ 15,000.00								
ADA General	\$ 71,650.00	\$ 148,500.00	\$ 300,000.00		Addressing accessibility issues in parks & facilities	Adding accessible path system at Zahnd Park			
Carpet Replacement			\$ 10,000.00	\$ 18,000.00	Replacing worn carpet in facilities	Douglass afterschool room replacement (20+ years)			
Sunset Ridge Lot Entrance									
Re-location			\$ 40,000.00		Complete initial park plan	Re-locate parking entry to Peppermill extension			
Henry Michael Park									
Development	\$ 20,000.00	\$ 60,000.00	\$ 80,000.00		Development of park				
Replace Kaufman Boathouse				\$ 150,000.00					
Land Acquisition	\$ 100,000.00			\$ 200,000.00					
Lindsay Tennis Court Shade									
Structures	\$ 15,000.00								
Olympic Tribute Improvements	\$ 15,000.00		\$ 7,000.00		Electrical upgrade and additional plants	During FY17 work, discovered electrical concerns and short-fall in plantings			
Playground Safety Surface - LRC	\$ 10,000.00								
Picnic Shelter at Powell Park	\$ 35,000.00								
Playground Replacements	\$ 70,000.00	\$ 90,000.00	\$ 210,000.00	\$ 755,000.00	Updated FY18 - replacement of Westside	Condition issues/replacement part costs at Westside pushed replacement ahead of schedule			
Replacement Fencing	\$ 25,000.00	\$ 10,000.00	\$ 10,000.00	\$ 160,000.00	FY18 - repairs only				
Replacement of Park Light									
Fixtures	\$ 35,000.00								
Risk Mgmt Improvements & Updates	\$ 35,000.00	\$ 30,000.00	\$ 60,000.00		Security camera installation/upgrades				
Roof Replacements	\$ 125,000.00	\$ 475,000.00	\$ 575,000.00	\$ 1,125,000.00	Updated FY18: SCC roof, tuckpointing				
SAC Additional Shade Structures and Replacement	\$ 20,000.00								
SAC Confined Space Remediation			\$ 25,000.00						
Tennis Center Court Refurb.	\$ 60,000.00								
Trails & Park Path Additions			\$ 320,000.00		Completion of No. Champaign Trail link				
3-Plex Upgrades				\$ 185,000.00					
BMC Basement HVAC			\$ 18,000.00	\$ 45,000.00	FY18- Engineering; FY19 - Replacement	Units showing signs of failure. New units will be more efficient			
Kaufman Lake Wooden Fishing Piers			\$ 40,000.00	\$ 75,000.00	FY18- contracted removal of east & west wooden fishing piers; FY19- Engineering & construction of west side accessible replacement	Safety and accessibility issues require removal of both piers. West pier should be replaced due to intense patron use.			
LRC Utility Access									
Parking/drive at Eddie Albert Gardens				\$ 140,000.00					
Pfarm Restroom/Pavilion			\$ 13,000.00	\$ 130,000.00	Updated FY18 - A/E for building				
SCC Reception Remodel	\$ 15,000.00								
Tennis Ctr. Backdrop Replac.				\$ 22,000.00					
Trail Amenities - Exercise Eq.				\$ 50,000.00					
Backup Generator for Servers			\$ 80,000.00	\$ 80,000.00					





Large Projects - Reserve Funds									
Hessel Phase 2 & 3			\$ 800,000.00						
Heritage Phase 2			\$ 1,200,000.00						
Trails of Abbey Fields Park			\$ 300,000.00						
Greenbelt Bikeway Link			\$ 80,000.00			FY18 - Design			
Shop Expansion			\$ 1,000,000.00	\$ 3,000,000.00		FY18 - Design & phase 1 construction			
Spalding Park			\$ 80,000.00	\$ 3,000,000.00		FY18 - Design			
3-Plex Field Lights			\$ 525,000.00						
			\$ 3,985,000.00						
I – Imperative (must do)-projects that cannot reasonably be postponed in order to avoid harmful or otherwise undesirable consequences (public health/safety, legal, prevents irreparable damage to facility)									
II – Essential (should do)-projects that address clearly demonstrated needs or objectives (stimulates economic growth, reduces future operating/mtc costs, rehabs or replaces obsolete facility)									
III – Important (could do) projects that benefit the community but may be delayed without detrimental effects to basic services (reduces energy consumption, new or expanded service level, promotes intergovernmental cooperation)									
IV – Deirable (other year) desirable projects that are not included within the six-year program because of funding limitations									



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** October 21, 2016

**SUBJECT:** Distinguished Accreditation Program

### Background

The Champaign Park District participates in the Illinois Distinguished Agency program 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 is involved in the accreditation process for 2017-2022.

The process to apply for accreditation requires an application and a long list of standards that 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 that need to be revised, updated or created to meet the various standards.

Staff has revised the following Board policies:

- Conflict of Interest Policy
- Cyber Security Policy
- Environmental Policy
- Freedom of Information Act (FOIA) and Fee Schedule
- Naming of Parks and Facilities Policy
- No Trespass Policy
- Payment Card Industry Data Security Standards Policy
- Safety Policy
- Safety Committee Policy
- Tuition Reimbursement 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:

Cindy Harvey  
Assistant to the Executive Director

Reviewed by:

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

### Conflict of Interest Policy

The Board of Commissioners (Board) recognizes that the Champaign Park District's (Park District) success and reputation are dependent upon and entrusted to the honesty, integrity, and ethical standards of its Board members and employees.

Each action taken by a Board member and/or employee in the course of their duties are to be motivated by the Park District's best interests and will be free of outside influence and self-interests.

In the event of an act of conflict of interest by a Board member or the Executive Director, the Board shall have the responsibility to decide upon any action to be taken, and in the event of such an act by a staff member, that responsibility shall be undertaken by the Executive Director.

In accordance with this policy, Board and staff members will comply with the following:

- Board and staff members must disclose all memberships or financial interests in companies or organizations doing business with the Park District.
- Board members must abstain from voting on any action in which they have a financial interest.
- Board members will file a Statement of Economic Interests annually with the county (as required by law).
- Both Board and staff members shall not accept any remuneration in money, goods or services from any vendor or organization doing business with the District.

Approved by Board of Commissioners    November 9, 2005

Revised by Board of Commissioners    October 12, 2011

Revised by Board of Commissioners    November 9, 2016

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

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

# CHAMPAIGN PARK DISTRICT

## Cyber Security Policy

### 1. Introduction

This Cyber Security Policy is a formal set of rules by which those people who are given access to Park District technology and information assets must abide.

The main purpose is to inform Park District users: employees, contractors and other authorized users of their obligatory requirements for protecting the technology and information assets of the Park District. The Cyber Security Policy describes the technology and information assets that we must protect and identifies many of the threats to those assets.

The Cyber Security Policy also describes the user's responsibilities and privileges. What is considered acceptable use? What are the rules regarding Internet access? The policy answers these questions, describes user limitations and informs users there will be penalties for violation of the policy. This document also contains procedures for responding to incidents that threaten the security of the Park District computer systems and network.

### 2. What Are We Protecting

It is the obligation of all users of the Park District systems to protect the technology and information assets of the Park District. This information must be protected from unauthorized access, theft and destruction. The technology and information assets of the Park District are made up of the following components:

- Computer hardware, CPU, disc, Email, web, application servers, PC systems, application software, system software, etc.
- System Software including: operating systems, database management systems, and backup and restore software, communications protocols, and so forth.
- Application Software: used by the various departments within the Park District. This includes custom written software applications, and commercial off the shelf software packages.
- Communications Network hardware and software including: routers, routing tables, hubs, modems, multiplexers, switches, firewalls, private lines, and associated network management software and tools.

### 3. User Responsibilities

This section establishes usage policy for the computer systems, networks and information resources of the office. It pertains to all employees and contractors who use the computer systems, networks, and information resources as business partners, and individuals who are granted access to the network for the business purposes of the Park District.

#### 3.1 Acceptable Use

User accounts on Park District computer systems are to be used only for business of the Park District and not to be used for personal activities. Unauthorized use of the system may be in violation of the law, constitutes theft and can be punishable by law. Therefore, unauthorized use of the Park District computing system and facilities may constitute grounds for either civil or criminal prosecution.

Users are personally responsible for protecting all confidential information used and/or stored on their accounts. This includes their logon IDs and passwords. Furthermore they are prohibited from making unauthorized copies of such confidential information and/or distributing it to unauthorized persons outside of the Park District.

Users shall not purposely engage in activity with the intent to: harass other users; degrade the performance of the system; divert system resources to their own use; or gain access to Park District systems for which they do not have authorization.

Users shall not attach unauthorized devices on their PCs or workstations, unless they have received specific authorization from the employees' manager and/or the Park District IT designee. Users shall not download unauthorized software from the Internet onto their PCs or workstations.

Users are required to report any weaknesses in the Park District computer security, any incidents of misuse or violation of this policy to their immediate supervisor.

### 3.2 Use of the Internet

The Park District will provide Internet access to employees and contractors who are connected to the internal network and who has a business need for this access.

The Internet is a business tool for the Park District. It is to be used for business-related purposes such as: communicating via electronic mail with suppliers and business partners, obtaining useful business information and relevant technical and business topics.

The Internet service may not be used for transmitting, retrieving or storing any communications of a discriminatory or harassing nature or which are derogatory to any individual or group, obscene or pornographic, or defamatory or threatening in nature for "chain letters" or any other purpose which is illegal or for personal gain.

### 3.3 Monitoring Use of Computer Systems

The Park District has the right and capability to monitor electronic information created and/or communicated by persons using Park District computer systems and networks, including e-mail messages and usage of the Internet. It is not the Park District policy or intent to continuously monitor all computer usage by employees or other users of the Park District computer systems and network. However, users of the systems should be aware that the Park District may monitor usage, including, but not limited to, patterns of usage of the Internet (e.g. site accessed, on-line length, time of day access), and employees' electronic files and messages to the extent necessary to ensure that the Internet and other electronic communications are being used in compliance with the law and with Park District policy.

## 4. Access Control

### 4.1 User System and Network Access – Normal User Identification

All users will be required to have a unique logon ID and password for access to systems. The user's password should be kept confidential and **MUST NOT** be shared with management & supervisory personnel and/or any other employee whatsoever. All users must comply with the following rules regarding the creation and maintenance of passwords:

- Passwords should not be posted on or near computer terminals or otherwise be readily accessible in the area of the terminal.
- Password must be changed every 6 months
- Logon IDs and passwords will be suspended after 6 months without use.

Users will not be allowed to logon as a System Administrator. Users who need this level of access to production systems must request a Special Access account. Employee Logon IDs and passwords will be deactivated as soon as possible if the employee is terminated, fired, suspended, placed on leave, or otherwise leaves the employment of the Park District office.

Supervisors/Managers shall immediately and directly contact the Park District Tech Team to report change in employee status that requires terminating or modifying employee logon access privileges. Employees who forget their password must call the Tech Team to get a new password assigned to their account.

### 4.2 System Administrator Access

System Administrators, network administrators, and security administrators will have access to host systems, routers, hubs, and firewalls as required to fulfill the duties of their job.



All system administrator passwords will be **DELETED** immediately after any employee who has access to such passwords is terminated, fired, or otherwise leaves the employment of the Park District.

#### 4.3 Connecting to Third-Party Networks

This policy is established to ensure a secure method of connectivity provided between the Park District and all third-party companies and other entities required to electronically exchange information with Park District.

“Third-party” refers to vendors, consultants and business partners doing business with Park District, and other partners that have a need to exchange information with the Park District. Third-party network connections are to be used only by the employees of the third-party, only for the business purposes of the Park District. The third-party Park District will ensure that only authorized users will be allowed to access information on the Park District network. The third-party will not allow Internet traffic or other private network traffic to flow into the network. A third-party network connection is defined as one of the following connectivity options:

#### 4.4 Connecting Devices to the Network

Only authorized devices may be connected to the Park District network(s). Authorized devices include PCs and workstations owned by Park District that comply with the configuration guidelines of the Park District. Other authorized devices include network infrastructure devices used for network management and monitoring.

Users shall not attach to the network: non-Park District computers that are not authorized, owned and/or controlled by Park District.

#### 4.5 Remote Access

Only authorized persons may remotely access the Park District network. Remote access is provided to those employees, contractors and business partners of the Park District that have a legitimate business need to exchange information, copy files or programs, or access computer applications. Authorized connection can be remote PC to the network or a remote network to Park District network connection. The only acceptable method of remotely connecting into the internal network is using a secure ID.

#### 5. Penalty for Security Violation

The Park District takes the issue of security seriously. Those people who use the technology and information resources of Park District must be aware that they can be disciplined if they violate this policy. Upon violation of this policy, an employee of Park District may be subject to discipline up to and including termination.

#### 6. Security Incident Handling Procedures

This section provides some policy guidelines and procedures for handling security incidents. The term “security incident” is defined as any irregular or adverse event that threatens the security, integrity, or availability of the information resources on any part of the Park District network. Some examples of security incidents are:

- Illegal access of a Park District computer system. For example, a hacker logs onto a production server and copies the password file.
- Damage to a Park District computer system or network caused by illegal access. Releasing a virus or worm would be an example.
- Denial of service attack against a Park District web server. For example, a hacker initiates a flood of packets against a Web server designed to cause the system to crash.
- Malicious use of system resources to launch an attack against other computer outside of the Park District network. For example, the system administrator notices a connection to an unknown network and a strange process accumulating a lot of server time.

Employees, who believe their terminal or computer systems have been subjected to a security incident, or has otherwise been improperly accessed or used, should report the situation to the Tech Team immediately. The employee shall not turn off the computer or delete suspicious files. Leaving the computer in the condition it was in when the security incident was discovered will assist in identifying the source of the problem and in determining the steps that should be taken to remedy the problem.

Approved by Board of Commissioners November 9, 2016

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Timothy P. McMahon, President

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Joseph C. DeLuce, Executive Director

## CHAMPAIGN PARK DISTRICT

### Environmental Policy

#### Environmental Policy Statement

The Public and the Champaign Park District (Park District) are increasingly concerned about environmental issues facing our entire community. It is our intent to have the Park District be a role model, and assume a partnership and leadership role in developing and implementing programs that demonstrate and teach the value and importance of sound environmental policies and practices.

Personnel at all levels are directed to make sound environmental practices a matter of continuing and mutual concern, equal in importance with all other operational considerations. Every employee is charged with the responsibility of supporting and cooperating with the environmental program outlined in this policy. Adherence to this policy will be considered, where applicable, an important measure in the yearly evaluation of Park District employees.

#### Policy Goals

##### Promote Preservation and Restoration of Open Spaces

The Park District shall protect and restore indigenous natural communities such as prairies, woodlands and wetlands, and promote the reclamation, acquisition, preservation and management of other open space areas.

##### Make Reasonable Efforts to Reuse or Recycle All Natural Materials and Manufactured Products Used

The Park District shall make reasonable efforts to re-use or otherwise recycle all natural materials and manufactured products used by the Park District. The Park District shall comply with all applicable state laws and local ordinances governing the recycling of materials. The District will cooperate with units of local government to support recycling efforts within the community.

##### Purchase and Use Environmentally Safe and Sensitive Products Whenever Feasible

The Park District shall purchase and use environmentally safe and sensitive products which take into consideration the effects of product production, use, storage and disposal that could contribute to pollution of the air, water and soil; and which avoid causing the destruction of natural communities of plants and animals.

##### Seek and Implement Ways to Conserve Energy Resources

The Park District shall actively seek and implement ways to conserve energy resources and investigate methods of applying alternative energy technologies.

##### Seek and Implement Ways to Conserve and Protect Air, Water, Soil and Wildlife

The Park District shall actively seek and implement ways to conserve and protect water and soil, enhance air quality, limit the production and release of damaging pollutants, and protect wildlife.

##### Provide Environmental Education and Interpretation Opportunities for Staff and the Public

The Park District shall provide public education and interpretation opportunities for staff and the public which increase appreciation for the natural world and promote environmentally conscious lifestyles, emphasizing selective consumption and low-impact resource use.

## Action Plan

### The Park District shall:

- a. Establish an environmental committee with the responsibilities to conduct a yearly review of the policy; establish and meet short-term and long-term goals; monitor policy compliance; maintain periodic reports; and submit to the Executive Director a yearly written progress report.
- b. Alter new employee's orientations to include a basic introduction to the environmental policy, including the responsibilities of individual employees.
- c. Schedule periodic environmental in-service training for all employees.
- d. Investigate possibilities for external audits.
- e. Create individual facility/department-specific policies that use the environmental policy as a general guideline.
- f. Consider environmental initiatives when developing departmental budgets.
- a. Suggested Actions and Best Practices. The Park District Shall Promote Preservation and Restoration of Open Spaces
  - Develop and implement plans for the re-establishment, restoration and protection of native ecosystems.
  - Provide appropriate recreational access to and enhance public awareness of such restored and protected natural sites.
  - Support local efforts to establish greenways and make accessible to all visitors.
  - Work with commercial or private land owners in an effort to acquire or otherwise ensure the use of these lands for open space.
  - Develop relationships with land trusts and preservation/conservation organizations to assist in open space and natural habitat preservation.
  - Develop a plan to balance appropriate recreational use of environmentally sensitive lands with preservation goals.
  - Eliminate or control exotic and invasive plant and animal species that inhibit ecological diversity and integrity.
  - Abide by existing laws to protect rare, threatened and endangered plant and animal species.
- b. The Park District Shall Make Reasonable Efforts to Reuse or Recycle All Natural Materials and Manufactured Products Used in Order to
  - Reduce paper use by making two-sided copies, eliminating multiple subscriptions, reducing mailings, printing only necessary documents and keeping all mailing lists current.
  - Reduce the use of printer ink by using lower print quality where applicable.
  - Transition toward a paperless Park District by encouraging the use of electronic program guides, registrations, confirmation and receipts.
  - Reduce the use of disposable products by staff and vendors (paper plates, cups, plastic bottles and washroom products, etc.).
  - Eliminate the use of styrofoam products by staff vendors, and park facility users. Include this specification in bidding documents and rental agreements.
  - Reduce the use of and begin to replace pressurized spray products and fluorocarbons.
  - Reuse organic landscape waste by mulching leaves in place, returning clippings to the turf chipping brush and using the wood chips as landscape mulch, and composting.

- Develop and implement a comprehensive in-house recycle program to include glass, plastic, paper, cardboard, pallets, cans, metal, oil, antifreeze, batteries, electronics, etc.
  - Install recycle bins in all parks and facilities, scheduling the proper removal and recycling of the contents.
  - Encourage all users of facilities and parks to recycle.
  - Require all contractual vendors to adhere to the Park District's recycling guidelines.
  - Discourage the release of balloons and the use of helium at all parks and facilities.
  - Incorporate environmental considerations in bid documents.
  - Include recycling as a part of contracts with food vendors.
  - Use reusable bags when purchasing items for supply needs. Park District will allocate funds, when feasible, to provide ten (10) reusable bags to each division.
- c. The Park District Shall Purchase and Use of Environmentally Safe and Sensitive Products
- Purchase products with recycled content.
  - Purchase products made from renewable resources
  - Encourage conservative use of paper, wood, and biodegradable products.
  - Minimize purchase of petroleum based products (paint, fertilizer, pesticides, plastics, etc.).
  - Purchase products in bulk or with minimal packaging.
  - Only purchase 'Energy Star' appliances and make energy usage a major consideration in all electronic purchases.
  - Avoid the use of chlorine-bleached paper products.
  - Inventory all hazardous materials and investigate 'green' alternatives.
  - Purchase environmentally friendly cleaning products.
  - Flooring should be non-toxic and preferably made of recycled or renewable materials.
  - Where possible, batteries should be rechargeable.
  - Purchase safer snow-melt products.
  - Develop facility-specific recommended product-purchase lists.
  - Properly dispose all fluorescent lighting products
- d. The Park District Shall Seek and Implement Ways to Conserve Energy Resources
- Schedule periodic audits of buildings for energy efficiency. Any deficiencies found during the audits should be rectified to prevent wasting energy.
  - Install programmable thermostats in all buildings. Establish summer and winter temperature guidelines for daytime, evening, overnight and weekends.
  - Retrofit all indoor and outdoor lighting with energy efficient bulbs.
  - Set standards and schedules for proper maintenance of HVAC equipment and appliances.
  - Insulate hot water pipes and water heaters. Set water heater thermostats to lowest reasonable temperature.
  - Set district-wide standards for turning off lights, computers, electronic equipment, etc. Unplug unused phone chargers and disable unnecessary electronics (clocks, LCD read-outs, etc.).
  - Consider alternative energy sources like passive lighting, solar, wind, and geo-thermal for new building construction, major remodeling, and retrofitting existing structures.
  - Consider fuel efficiency when making vehicle purchases. Consider alternate-fuel, hybrids and electric vehicles.



- Reduce fuel usage by:
    1. Eliminating prolonged idling and turning off vehicles when not in use at all parks and facilities.
    2. Car pooling
    3. Efficient routing
    4. Eliminating trips for lunch and breaks
    5. Mowing only when needed
    6. Selecting vehicles with lowest fuel usage that will accomplish desired task
    7. Encouraging bicycle use and walking
    8. Maintaining equipment for maximum efficiency
  - Consider exhaust emissions as purchasing criteria for vehicles and equipment. Establish standards for all equipment and vehicles on the allowance of emissions.
  - Switch to bio-diesel and bio 2 cycle oil
  - Limit the use of phosphorus fertilizers.
  - Install automatic faucets and other water saving devices.
  - Install 'forced-air' and dryers to reduce the use of paper products.
  - Install vegetative buffer strips around all unprotected lakes and streams to reduce the amount of pollutants entering the water and to provide habitat for wildlife.
  - Develop water, energy, and hazardous chemical conservation plans for pools. Update and standardize equipment using the latest technology.
  - Properly store all chemicals and hazardous materials.
  - Install rain-water barrels at facilities for small area irrigation
- e. The Park District Shall Seek and Implement Ways to Conserve and Protect Air, Water, Soil and Wildlife
- Preserve and restore our open spaces and water features.
  - Promote the reclamation, acquisition, preservation and management of open space areas, including waterway corridors, greenways and trails.
  - Utilize native species for park landscapes. Locate plants in appropriate habitats, i.e. trees that evolved in flood plains should be planted in wet areas.
  - Develop a plan to control or eliminate non-native, exotic plants and animals.
  - Continue the ongoing tree planting program utilizing native species from the Park District's recommended tree list.
  - Establish a comprehensive integrated pest management, (IPM), program for all Park District green spaces.
  - Establish native-plant demonstration gardens with interpretative signs as example landscapes for Park District residents.
  - Conduct environmental impact studies for all major construction projects.
  - Where possible, develop parks utilizing and enhancing native ecosystems such as prairies, wetlands, woodlands, savannahs, etc. and provide appropriate recreational access to and public awareness of such restored and protected sites.
  - Where possible, create no-mow or low-maintenance areas in new or existing parks and convert to native vegetation.
- f. The Park District Shall Provide Environmental Education and Interpretation Opportunities for Staff and the Public
- Establish an ongoing environmental committee.

- Develop PR program to inform and educate the public and promote the Park District's effort.
- Make environmental stewardship a part of contracts with park users, sports leagues, and for special events, etc.
- Develop staff training programs with regularly scheduled events.
- Develop recreation programs such as:
  1. How –to classes: landscapes, composting, energy efficient homes, etc.
  2. Summer conservation camps
  3. Volunteer conservation events
  4. Park Pride, Earth Day tie-ins
  5. Environmental tours of facilities
  6. Field trips

The Park District invites all interested citizens and organizations to join with us in this effort to improve the quality of our environment.

Adopted by Board of Commissioners	March 9, 1970
Revised by Board of Commissioners	July 14, 1999
Revised by Board of Commissioners	October 11, 2000
Revised by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	October 14, 2009
Revised by Board of Commissioners	June 8, 2011
<u>Revised by Board of Commissioners</u>	<u>November 9, 2016</u>

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

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

## CHAMPAIGN PARK DISTRICT

### Freedom of Information Act (FOIA) and Fee Schedule

In accordance with 5 ILCS, Par. 140/1, Freedom of Information Act, the Champaign Park District (Park District) shall make available to any person for inspection or copying all public records, except as otherwise provided in Section 7 of this Act.

Persons may request public records either via email or in writing. Requestors are encouraged to submit requests in writing to expedite accurate processing of their requests to the Executive Director at 706 Kenwood Road, Champaign, Illinois 61821 or to FOIA.officer@champaignparkseparkdistrict.com. Requests should be sufficiently detailed to identify the documents sought to be examined or copied.

Board Commissioners, Park District employees and agents receiving a request for public records shall coordinate responses through the Executive Director's office. The Executive Director shall determine which Park District personnel and departments are to provide assistance in responding to the request.

The Park District shall not be obligated to create a new record or compile lists or information from various existing records to accommodate a public records request.

The following Schedule of Fees shall be distributed to each office and shall be updated as needed, so that fees can be communicated by all personnel to persons requesting public records.

<u>Type of Record Duplicated</u>	<u>Fees</u>
Letter page, one side	\$0.15 (First 50 pages free)
Certified copy charge, per page	\$2.00
Computer records CD	\$0.75 per CD
Computer records DVD	\$1.00 per DVD

Note: For copies not listed above, the charge shall be limited to the actual cost of duplication.

Approved by Board of Commissioners    September 14, 2005

Revised by Board of Commissioners    July 13, 2011

Revised by Board of Commissioners    November 9, 2016

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

Joseph C. DeLuce, Bobbie Herakovich,

**CHAMPAIGN PARK DISTRICT**  
**Naming of Parks and Facilities Policy**

The Board of Commissioners shall select names for new parks, buildings, facilities, ball fields, athletic fields, roads, pathways, trails, and other amenities or, when appropriate, change the name(s) of existing parks, buildings, facilities, ball fields, athletic fields, roads, pathways, trails, and other amenities of the District in accordance with these guidelines or as otherwise determined by the Park Board of Commissioners. The Board has the final authority for any Park District naming and/or renaming.

I. Qualifying Names

- Geographic location of a facility
- Outstanding feature
- Adjoining subdivision
- Individual, group or historical event
- Contribution for acquisition/development
- Exceptional service in the Park District's interest

II. Naming Park and Recreation Facilities

The following guidelines will be used when naming a park or recreation facility:

1. A permanent name shall be assigned as soon as possible.
2. Duplication of other places or facility names in the District shall not be considered.
3. Recommendations for a name may come from neighborhood organizations in the same locality as the park or facility. Recommendations from other concerned citizens and special interest groups will also be considered. If no citizen recommendations are made or no consensus obtained, the Champaign Park District staff will initiate naming recommendations which may include a park naming contest.
4. Prominent geographic features or local reference points (i.e., hill, stream, lake, notable tree, street, community or neighborhood) shall be considered for a potential name.
5. Consideration for naming a park or facility in honor of an individual shall only be given if one of the following criteria has been met:
  - a. For an individual (excluding state and nationally significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the park, facility or to the Park District overall. The suggested name may be accompanied by a biographical sketch, which shall provide evidence of contributions to the park, facility, or to the Park District overall.
  - b. Major contribution must have been made to the District or Park District Foundation.
  - c. Substantial donation to the District for park and recreational purposes wherein the donor stipulates a name as being consideration for the donation.
  - d. Outstanding community leader who has made significant civic contributions to the community and has given highly productive support to the Park District.
6. An existing name of a park and/or facility, particularly one of local or national importance or outstanding feature, shall not be changed unless there are extraordinary circumstances of local or national interest.

### III. Renaming

1. The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.
2. Only those parks and facilities named for location or subdivision shall be considered for renaming. Parks named by deed restrictions shall not be considered for renaming.
3. Parks and facilities named after individuals shall never be changed unless it is found that the individual's personal character is or was such that the continued use of the name for a park or facility would not be in the best interest of the community.
4. In order for a park or a facility to be considered for renaming one of the following must occur:
  - The recommended name must qualify according to Section II. Naming Park and Recreation Facilities,
  - Be accompanied by a petition from the particular park or facility users, and
  - Be a directive of the Board of Commissioners.

### IV. Other Naming Alternatives

1. Parks and facilities that are donated to the District can be named by deed restrictions or contractual agreement by the donor. The naming and acceptance of land is subject to the guidelines set forth in this policy and by the Board of Commissioners.
2. Naming opportunities may include specific park features such as playground, picnic shelter, ball field or athletic field, etc. to encourage private donations and shall be done with approval from the Board of Commissioners.
3. The purchasing of naming rights is possible. The duration of the naming rights opportunity shall be negotiated on a case-by-case basis, based upon the life span of the park, facility or amenity, and the financial commitment of the sponsor. Location and design of signage will be approved by both parties and made a part of any contract. Staff shall prepare a naming contract for approval by the Board. The expiration term shall be included in the contract, if applicable. If the contract is not renewed at the end of the term, the name will revert back to previous name.

Approved by Board of Commissioners, September 10, 1997

Revised by Board of Commissioners, August 2001

Revised by Board of Commissioners, November 9, 2005

Revised by Board of Commissioners, July 12, 2006

Revised by Board of Commissioners, August 24, 2011

Revised by Board of Commissioners, September 9, 2015

Revised by Board of Commissioners, November 9, 2016

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Timothy P. McMahon, President

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Joe DeLuce, Executive Director



## CHAMPAIGN PARK DISTRICT

### No-Trespass Policy

It is the policy of the Champaign Park District (Park District)-Board of Commissioners (Board) that a No-Trespass Notice can be issued by the Executive Director to individuals for the following, but not limited to the reasons listed below:

- Violation of Federal, State and local laws.
- Threats or actions against the Park District.
- Any violation of ~~Champaign~~ Park District policy.
- Criminal or violent activity on Park District property.
- Possession of or use of drugs on or within 1,000 feet of Park District property.
- Possession of or use of weapons on or within 1,000 feet of Park District property.
- Gang activity on Park District property.
- Aggravated battery on Park District property.
- Vandalism of Park District property.
- Robbery, theft or burglary on Park District property.
- Inciting a riot and/or interfering with official police business on Park District property.
- Public gambling on Park District property.
- Public drinking or fighting on Park District property.
- Obscene, offensive or abrasive language

Upon being issued a No-Trespass Notice, the individual may not enter upon park lands or facilities for any reason whatsoever. All Park District staff and all police officers of the City of Champaign are hereby authorized to give verbal notice to the individual to leave said property owned and operated by the Park District. Following such notice to leave, the individual must promptly leave the property or face arrest and be subject to prosecution of Criminal Trespass to Property, pursuant to the laws of the State of Illinois.

Approved by Board of Commissioners                      July 14, 1999  
Revised by Board of Commissioners                      September 14, 2005  
Revised by Board of Commissioners                      August 24, 2011  
Revised by Board of Commissioners                      November 9, 2016

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

Joseph C. DeLuce, Bobbie Herakovich,

## CHAMPAIGN PARK DISTRICT

### Payment Card Industry Data Security Standards Policy

#### Policy Statement

It is the policy of the Champaign Park District (~~Park District~~) to comply with all mandated requirements of the Payment Card Industry Data Security Standards (PCI-DSS) for the protection and security of customer account data.

#### Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

In order to minimize risk the ~~Champaign~~ Park District will ensure that:

1. Only those data elements on the payment card that are needed for Park District business are stored.
2. Access to payment card holder data will be limited to Park District employees requiring such information to complete assigned job tasks.
3. Payment card data on an Internet connected computer or processed through the Internet are protected through a secure network with periodic monitoring of its security.
4. Paper and electronic media that contain cardholder data shall be physically secure and identified as confidential information.
5. Payment card data on documents will be destroyed when no longer needed for Park District business. Documents with legible payment card data should be destroyed in accordance with the Illinois Local Records Act (50 ILCS ACT 205)
6. Awareness training is provided for Park District employees involved in payment card processing.
7. All payment card service providers comply with PCI-DSS.
8. The Executive Director and Director of Finance be promptly notified of any information security breach.
9. All additional procedures for PCI-DSS compliance, as required by the appropriate Self-Assessment Questionnaire (SAQ), be created and reviewed annually.

Approved by Board of Commissioners July 13, 2011

Reviewed by Board of Commissioners November 9, 2016

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

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

## CHAMPAIGN PARK DISTRICT

### Safety Policy

We acknowledge an obligation to provide safe working conditions for employees and a safe leisure environment for the public using our programs, facilities and parks.

It is the intention of the Champaign Park District to develop, implement and administer a safety and comprehensive loss control program. In all of our assignments, the health and safety of all should be an important consideration.

Personnel at all levels are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Each supervisor is to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted and accidents are investigated.

Safety adherence and performance shall be an important part of each performance appraisals of the Park District.

Approved by Board of Commissioners    March 12, 1997  
Revised by Board of Commissioners    September 14, 2005  
Revised by Board of Commissioners    July 13, 2011  
Revised by Board of Commissioners    November 9, 2016

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

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

## CHAMPAIGN PARK DISTRICT

### Safety Committee Policy

As part of the Champaign Park District's overall safety program it shall be a policy of the Park District to establish a safety committee to help develop, implement and administer the safety program for the Park District.

#### Purpose

The purpose of the safety committee shall be to make recommendations to the Executive Director that will improve safety for residents and Park District staff by regular evaluations of District programs, facilities, safety-related policies and procedures, work environments and work practices.

#### Responsibilities

The committee shall be responsible for the following:

- Review all accident, conduct, property damage and vandalism reports prepared by Park District staff.
- Make recommendations on recurring safety-related problems.
- Prepare and review monthly fire inspections of all buildings and facilities of the Park District.
- Review monthly and seasonal inspections of Park District playgrounds and sport fields.
- Review safety policies, procedures and training programs, and make recommendations for modifications, improvements and upgrades.
- Administer the Park District's safety incentive program.

#### Members

The Executive Director shall assign a representative from each department and program area to the committee. The Executive Director has the final responsibility on assigning members to the committee.

#### Meetings

Safety committee meetings shall be held monthly at various locations throughout the Park District.

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    November 9, 2016

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

Joseph C. DeLuce, Bobbie Herakovich,



## CHAMPAIGN PARK DISTRICT

### Tuition Reimbursement Policy

If an employee is a regular, FT1 full-time employee and has worked for the Park District at least one (1) year, he/she may be eligible to participate in the Park District's tuition reimbursement program. The Park District may partially reimburse the employee for tuition of certain courses that it believes are job-related. Eligible courses must be directly and substantially related to an employee's improving productivity in his or her current job. Costs for textbooks, lab fees and materials will not be reimbursed. The amount an employee receives will depend on the Park District's approval and upon a passing grade (grade C or higher). The amount varies depending on the budget and will not exceed \$3,000.00 per fiscal year, and the ultimate decision of the Executive Director.

To receive tuition reimbursement, an employee must apply and be approved before the course begins. This is how the program works:

1. Complete a Tuition Reimbursement Form. See your Department Head or Human Resources Director/Manager for the form.
2. If the Executive Director approves the form, return the signed form to the Finance Department Accounting.
3. The employee pays the initial course fees.
4. Once the employee receives his grade(s), the employee should attach the tuition bill and the final grades to a copy of the initial Tuition Reimbursement Form and send them to the Finance Department Business Office.
5. Within thirty (30) days, the employee will receive a reimbursement for a grade of C or above. No reimbursement is provided for a grade below C.

Unless specifically approved in writing by your Department Head or Director of Human Resources Manager, course work or class attendance may not be performed during business hours. Any employee that has been given permission to attend class during work hours must make up any time away from work on an hour per hour basis.

If an employee resigns or is terminated for cause before receiving a grade, the employee will not be reimbursed for tuition expenses. Employees will be expected to repay the Park District if an the employee resigns or is terminated for cause up to three (3) years within twelve (12) months after receiving reimbursement, the employee must repay the Park District in full. The Park District will provide employees written approval for tuition reimbursement and will specify the amount of the reimbursement as well as the repayment requirements in the approval documentation.

Approved by Board of Commissioners February 9, 2011  
Revised by Board of Commissioners November 9, 2016

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

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