



**CHAMPAIGN  
PARK DISTRICT**

**AGENDA  
PUBLIC HEARING FOLLOWED BY REGULAR BOARD MEETING  
BRESNAN MEETING CENTER  
706 Kenwood Road, Champaign, Illinois  
Wednesday, November 9, 2016  
7:00 p.m.**

**PUBLIC HEARING**

**A. OPEN PUBLIC HEARING**

The Public Hearing is to receive comments on the proposed Property Tax Levy for the year commencing May 1, 2017 and ending April 30, 2018. A notice of the proposed 2017-2018 Tax Levy was published in *The News-Gazette* on November 2, 2016 in compliance with State Statute.

**B. PUBLIC COMMENTS REGARDING TAX LEVY**

**C. CLOSE THE PUBLIC HEARING**

**REGULAR BOARD MEETING**

**A. CALL TO ORDER**

**B. COMMENTS FROM THE PUBLIC**

**C. PRESENTATIONS**

1. Chambanamoms
2. Audit

**D. COMMUNICATIONS**

**E. TREASURER'S REPORT**

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

**F. EXECUTIVE DIRECTOR'S REPORT**

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

**G. COMMITTEE REPORTS**

1. Champaign Parks Foundation

**H. REPORT OF OFFICERS**

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

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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.**

**I. CONSENT AGENDA**

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

1. Approval of Minutes of the Study Session, September 28, 2016
2. Approval of Minutes of the Executive Session, September 28, 2016
3. Approval of Minutes of the Public Hearing and the Regular Board Meeting, October 12, 2016
4. Approval of Minutes of the Executive Session, October 12, 2016
5. Approval of Conflict of Interest Policy
6. Approval of Cyber Security Policy
7. Approval of Freedom of Information Act (FOIA) and Fee Schedule
8. Approval of Naming of Parks and Facilities Policy
9. Approval of No Trespass Policy
10. Approval of Payment Card Industry Data Security Standards Policy
11. Approval of Safety Policy
12. Approval of Safety Committee Policy
13. Approval of Tuition Reimbursement Policy

**J. NEW BUSINESS**

1. Approval of Disbursements as of October 12, 2016  
Staff recommends approval of disbursements for the period beginning October 12, 2016 and ending November 8, 2016.
2. Acceptance of FY15-16 Audit  
Staff is requesting acceptance of the FY15-16 Annual Audit. The audit has been previously reviewed by the Treasurer and Executive Director.
3. Approval to Pay Off 2016 Bond Issue  
Staff recommends that the Board approve payment of the 2016 bond issue in the amount of \$1,100,545.59 due by November 30, 2016.
4. Approval of a Bid for General Obligation Bonds  
Staff recommends that the Board accept the low bid from Commerce Bank for the annual \$1,100,400 General Obligation Bond issue.
5. Approval of Adoption of Ordinance No. 613: Bond Ordinance  
Staff recommends adoption of Ordinance No. 613: An Ordinance authorizing the issuance of General Obligation Park Limited Bonds, Series 2016, of the Champaign Park District, Champaign County, Illinois, and providing the details of such Bonds and for the levy of direct annual taxes to pay such bonds, and related matters. **(ROLL CALL VOTE REQUIRED)**
6. Approval of Adoption of Ordinance No. 614: Tax Levy Ordinance  
Staff recommends adoption of Ordinance No. 614: An Ordinance to Levy Property Taxes in the amount of \$12,296,376 for fiscal year beginning May 1, 2017 and ending April 30, 2018. **(ROLL CALL VOTE REQUIRED)**
7. Approval of a Bid for the Hays Center Sloped Roof Project  
Staff recommends authorizing the Executive Director to enter into a contract with the lowest responsible bidder, Top Quality Roofing Co., of Mt. Zion IL, in the amount of \$60,370.00 plus unit price items as needed.

8. Approval of the Release of the Letter of Credit for Abbey Fields Property Area  
Staff recommends approval to release the letter of credit for the Abbey Fields property area and authorize the Executive Director to notify the development group of the decision to develop a park on the 20 acres.
9. Approval to Proceed with a Community Survey  
Staff recommends Option 1, work with the U of I Office of Recreation & Park Resources to conduct a community wide survey in the amount of \$8,000.
10. Approval of List of Prequalified Architects and Engineers  
Staff recommends approval of the Prequalified List of Architects and Engineers as shown in *Attachment 1* for a three year period, which will end in November 2019.
11. Approval of Maintenance Agreements with Ricoh USA for Various Copiers  
Staff recommends approval of a Maintenance Agreement to service and provide supplies for various copiers between the Park District and Ricoh USA for a three year term and authorize the Executive Director to add any copier purchased to the Maintenance Agreement during the term of the agreement.
12. Approval of Ordinance No. 615: Declaring Items as Surplus  
Staff recommends that the Board adopt Ordinance No. 615: An Ordinance providing for the disposal of personal property owned by the Champaign Park District of Champaign County, which will allow for the disposal of three copiers.

**K. OLD BUSINESS**

1. Summer Program Report

**L. DISCUSSION ITEMS**

**M. COMMENTS FROM COMMISSIONERS**

**N. 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 120/2(c)(5) for the purchase or lease of real property for the use of the public body.

**O. RETURN TO REGULAR MEETING**

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

**Q. ADJOURN**

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

**September 28, 2016**

The Champaign Park District Board of Commissioners held a Study Session on Wednesday, September 28, 2016 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President McMahon presided over the meeting.

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

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Kevin Crump, Director of Operations and Planning, Jameel Jones, Director of Recreation, and Tammy Hoggatt, and Director of Human Resources, Information Technology and Risk.

Other staff were present as well as members of the public.

**Call to Order**

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

**Presentations**

Indoor Aquatic Facility Types and Operations

George Deines with Counsilman-Hunsaker presented an overview and answered questions about indoor aquatic facility types and operations. Counsilman-Hunsaker has conducted aquatic center design and planning for 46 years. It has completed over 1,000 projects, conducted over 200 aquatic studies and has offices in St. Louis, Dallas, Denver, and Los Angeles. He discussed the feasibility process; aquatic user groups; year-round programming potential; trends in indoor aquatics; questions to consider; and next steps. Discussion ensued about whether the focus should be Spalding Park and whether there is a need to conduct a community wide assessment to determine the needs at Spalding Park and pursue possible partnerships. The Board directed the Executive Director to research options to proceed with a community wide survey and report at the next Board meeting.

The Board thanked Mr. Deines for the presentation and stated that it was very informative.

**Comments from the Public**

There were no comments from the public.

**Discussion Items**

Hessel Park Phase 2 and 3 Timeline

Mr. DeLuce reported that he shared a timeline for Hessel Park Phase 2 and 3 project prepared by Mr. Crump. He stated that staff was asked if it was possible to begin construction in March or April 2017 instead of August 2017 as recommended by staff. Discussion ensued about the pros, cons, and options for beginning construction in March/April or August of 2017. Mr. Crump discussed the timeframe for the bid process and reasons to delay start of construction until August 2017.

After discussion, it was the consensus of the Board to proceed with beginning construction in August of 2017.

### New Federal Overtime Rule

Mr. DeLuce reported that the Chamber of Commerce in 21 states are suing the Federal government over the new overtime rule. He also reported that is currently a Bill in the House to extend the deadline until June of 2017. Mr. DeLuce stated that staff was seeking Board feedback on moving forward with the new overtime limits.

Ms. Hoggatt reported that the report to the Board recommends three options for consideration. She stated that no changes will be made until December 1, 2016 just in case there is a delay in when the new rule takes effect. Ms. Hoggatt stated that there has been discussion about a phased in increase. Discussion ensued about the four identified positions whose wages are being recommended for increases, and address other staff being paid or accruing comp time for any hours over 40 hours worked in a week.

It was the consensus of the Board to support Option 3, increase the wages of the four identified positions that require more than 40 hours per week and observe other positions and hours worked over the next year to determine if other changes need to be recommended, as well as allow staff the option to be paid or accrue comp time for any hours over 40 hours worked per week. Ms. Hoggatt reiterated that no changes will be made before December 1, 2016.

### Policies

- a. Administrative Succession Procedure Policy
- b. Auditing Services Policy
- c. Bonded Indebtedness Policy
- d. Capital Improvements Plan Policy
- e. Compensation of Officers and Employees Policy
- f. Comprehensive Revenue Policy
- g. Designation of Depositories Policy
- h. Executive Director and Park Board of Commissioners Relationship Policy
- i. Investment Policy
- j. Primary Functions of the Park District Board

Mr. DeLuce reported that staff received several comments about the various policies from Commissioners. He stated that Ms. Harvey was working on making changes suggested by Commissioners. Discussion ensued about suggested changes to the policies addressed. Commissioner Kuhl expressed concern about the Park District investing in "commercial paper" in connection with the Investment Policy.

### **Comments from Commissioners**

Mr. DeLuce reported that Flannel Fest and the domino mattress event went well.

### **Executive Session**

Commissioner Solon moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner Griggs. The motion passed 5 - 0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Griggs – yes; Vice President Hays – yes; President McMahon – yes; and Commissioner Kuhl – yes. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body; (c)(2) collective negotiating matters involving the public body; 120/2(c)(5) for the purchase or lease of real property for the use of the public body; (c)(6) for the setting of a price for sale or lease of property owned by the public body; and (c)(11) to address litigation that is probable or imminent.

### **Reconvene into Open Session**

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

**Action Item from Executive Session, If Any**

None.

**Adjourn**

There being no further business to come before the Board, Commissioner Griggs made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. The motion passed 4-0 and the meeting was adjourned at 7:40 p.m.

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Timothy P. McMahon, President

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Cindy Harvey, Secretary

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

**October 12, 2016**

**PUBLIC HEARING**

The Champaign Park District Board of Commissioners held a Public Hearing on Wednesday, October 12, 2016 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President McMahon presided over the hearing.

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

Absent: Commissioner Barbara Kuhl

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Kevin Crump, Tammy Hoggatt, and Director of Human Resources, Information Technology and Risk, and Steven Bentz, Virginia Theatre Director.

Other staff were in attendance as well as members of the public were in attendance.

**Open the Public Hearing**

President McMahon opened the Public Hearing at 7:00 p.m. He stated the purpose of the Public Hearing was to discuss and receive comments on the intent to issue \$1,100,400 in General Obligation Bonds. He reported a notice of Public Hearing was published in *The News-Gazette* on October 3, 2016.

President McMahon called for comments from the public. There were no comments received.

Vice President Hays made a motion to close the Public Hearing. The motion was seconded by Commissioner Solon. The motion passed 4-0.

**REGULAR BOARD MEETING**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, October 12, 2016 immediately following the Public Hearing at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President McMahon presided over the meeting.

The Commissioners, Officers, staff and public present at the Public Hearing were in attendance at the Regular Meeting.

**Call to Order**

President McMahon called the meeting to order at 7:02 p.m.

**Comments from the Public**

There were no comments from the public.

**Communications**

President McMahon Hays circulated the communications.

## **Treasurer's Report**

Commissioner Solon made a motion to accept the Treasurer's Report for the month of September 2016. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

## **Executive Director's Report**

### Volunteer of the Month

Mr. DeLuce introduced Jill Taylor, the new Special Events and Volunteer Coordinator. Ms. Taylor introduced and presented a short biography of herself.

Ms. Taylor reported that the Volunteer of the Month for September is Terry Dudley. Mr. Dudley was chosen for his assistance with building the sets and organizing volunteers for the youth theater shows. He has been valuable to the Youth Theater program for the past four years. Mr. Dudley was presented with a certificate and gift bag. The Board thanked Mr. Dudley for his efforts.

### General Announcements

Mr. DeLuce reported that the NAACP Freedom Banquet will be held on October 14, 2016; the Zombie Run will be held October 15, 2016; and the Illinois Association of Park Districts Best of the Best Award on October 21, 2016. Mr. DeLuce informed the Board that staff was working on a plan to recognize Tatyana McFadden, who was unable to attend the 25<sup>th</sup> Olympic Tribute event.

## **Committee and Liaison Reports**

### Champaign Parks Foundation

Vice President Hays reported that the Foundation met on September 12, 2016. He reported that the promotion for the Jimmy John's Scholarship Fund is being finalized and should be released soon. Vice President Hays also reported that the annual appeal is in the final staged and that it will be mailed before Thanksgiving. He stated that the appeal will be on social media, ads in The News-Gazette and Mass Transit District bus advertising. A post card mailing reminding donors about the annual appeal will be mailed after Thanksgiving. Vice President Hays reported the Foundation Special Events Committee has a confirmed a concert scheduled for April 1, 2017 at the City Center. He stated that the headline band will be Mike and Joe. The committee is working on an opening act, identifying a sponsor, and a name for the event.

## **Report of Officers**

### Attorney's Report

#### Ordinance No. 612

Attorney Hall presented Ordinance No. 612, an ordinance annexing territory near Curtis and Staley Roads and recommended Board approval.

Commissioner Solon made a motion to approve Ordinance No. 612: annexing territory pursuant to petition (3802 West Curtis Road, 3401 South Staley Road and 3102 South Staley Road). The motion was seconded by Commissioner Griggs. The motion passed 4-0.

### President's Report

President McMahon reported that he attended the Olympic Tribute rededication and that it was a nice, well attended event.

## **Consent Agenda**

President McMahon stated that all items on the Consent Agenda are considered routine and shall be acted upon by one motion. If discussion is desired, that item shall be removed and discussed separately. He reported that Item No. 2, Approval of Minutes of the Executive Session, September 14, 2016 is being removed from the Consent Agenda and will be considered separately.



1. Approval of Minutes of the Regular Board Meeting, September 14, 2016
3. Administrative Succession Procedure
4. Auditing Services Policy
5. Bonded Indebtedness Policy
6. Capital Improvements Plan
7. Compensation of Officers and Employees Policy
8. Comprehensive Revenue Policy
9. Designation of Depositories
10. Executive Director and Park Board of Commissioners Relationship Policy
11. Investment Policy
12. Primary Functions of Board Policy

Commissioner Griggs made a motion to approve Consent Agenda items no. 1 and 3 through 12. The motion was seconded by Vice President Hays. The motion passed 4-0.

2. Approval of Minutes of the Executive Session, September 14, 2016

Attorney Hall noted the corrections to the Minutes of the Executive Session, September 14, 2016. Commissioner Solon made a motion to approve Consent Agenda item No.2 with changes recommended by Attorney Hall. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

## **New Business**

### Approval of Disbursements as of September 14, 2016

President McMahon reported that staff recommended approval of the list of disbursements for the period beginning September 14, 2016 and ending October 11, 2016.

Commissioner Griggs made a motion to approve the list of disbursements for the period beginning September 14, 2016 and ending October 11, 2016 as presented. The motion was seconded by Commissioner Solon. The motion passed 4-0.

### Approval to Solicit Bids for Issuance of General Obligation Bonds

President McMahon reported that staff requested confirmation authorizing the Treasurer to solicit bids for the issuance of \$1,100,400 in General Obligation Bonds for the purpose of providing funds to pay for the building, maintaining, improving and protecting the parks and boulevards of the Park District and for the payment of expenses incident thereto, as provided in a resolution adopted by the Board at its Regular Meeting held September 14, 2016.

Commissioner Solon made a motion to approve and confirm authorizing the Treasurer to solicit bids for the issuance of \$1,100,400 in General Obligation Bonds for the purpose of providing funds to pay for the building, maintaining, improving and protecting the parks and boulevards of the Park District, and for the payment of expenses incident thereto, as provided in a resolution adopted by the Board at its Regular Meeting held September 14, 2016. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

### Approval of an Agreement with I.A.T.S.E. Local 482

Mr. DeLuce reported that this item was presented for discussion at a prior Study Session.

Attorney Hall discussed the process for finalizing the terms of the agreement. He reported that Attorney Dennis Weedman and he recommend approval of the agreement. Attorney Hall stated that the wage rates will be through July 2019.

Commissioner Griggs made a motion to approve an agreement between the Park District and Local #482 of the International Alliance of Theatrical State Employees, Moving Picture Technicians, Artists and

Allied Crafts of the United States and Canada for three years. The motion was seconded by Vice President Hays. The motion passed 4-0.

Approval of an Agreement with Champaign Unit 4 School District for use of facilities during emergency  
Mr. DeLuce reported that an agreement with Unit 4 has been in place for several years. He stated that staff recommends approval of the new agreement with Champaign Unit #4 School District to provide access to certain facilities during times of crisis and authorize the Executive Director to execute the agreement for a three year term.

Commissioner Solon made a motion to approve an agreement with Champaign Unit #4 School District to provide access to certain facilities during emergencies and authorize the Executive Director to execute the agreement for a three year term. The motion was seconded by Vice President Hays. The motion passed 4-0.

Approval and ratification of Participation in and Support of Headwaters Invasive Plant Partnership's proposal for a Natural Resources Conservation Service Regional Conservation Partnership Grant  
Mr. DeLuce presented the staff report. He stated that staff recommends Board ratification and approval of the Park District's participation in and support of HIPP's proposal for a Natural Resources Conservation Service Regional Conservation Partnership Program grant by contributing in-kind partner value in the amount of \$110,732 through ongoing volunteer activities at Park District natural area sites over the five years of the project. Discussion ensued.

Commissioner Solon made a motion to ratify and approve of the Park District's participation in and support of HIPP's proposal for a Natural Resources Conservation Service Regional Conservation Partnership Program grant by contributing in-kind partner value contribution in the amount of \$110,732 through ongoing volunteer activities. The motion was seconded by Commissioner Griggs. The motion passed 4-0.

Approval and Ratification of participation in and support of Headwaters Invasive Plant Partnership's proposal for a National Fish and Wildlife Foundation Pulling Together Initiative Grant  
Mr. DeLuce presented the report. He stated that staff recommends Board ratification and approval of the Park District's ongoing participation in HIPP's pursuit of a National Fish and Wildlife Foundation Pulling Together Initiative grant by contributing an in-kind partner value in the amount of \$44,292.80 through ongoing volunteer activities.

Commissioner Griggs made a motion to ratify and approve of the Park District's ongoing participation in HIPP's pursuit of a National Fish and Wildlife Foundation Pulling Together Initiative grant by contributing an in-kind partner value in the amount of \$44,292.80 through ongoing volunteer activities at Park District natural area sites over the two years of the project. The motion was seconded by Vice President Hays. The motion passed 4-0.

#### **Old Business**

None.

#### **Discussion Items**

##### Fiscal Year 2018 Budget Process

Mr. DeLuce reported that staff was seeking Board feedback on the approaches for each of the various components of the budget cycle ahead of time. He stated that staff would like to discuss the property tax levy process, capital improvement plan, and overall budget document for FY17-18. Mr. DeLuce reported that the General Obligation Bond issue is in process and that the approval to solicit bids for the issuance of General Obligation Bonds was approved earlier on the agenda. He stated that the Board must set the property tax levy for FY18 and would like to know if the Board desires to set the tax at a not to exceed rate.

Ms. Wallace discussed the property tax levy process and answered questions. She stated that the past two years the Board has set a rate not to exceed a certain value. Discussion ensued about new construction, enterprise zone, estimated assessed value and other factors associated with the property tax levy. After discussion, it was the consensus of the Board for the rate to remain the same as last year.

#### *Capital Improvement Plan*

Mr. DeLuce reported that staff is working on a list of priorities for next year. He stated that the Heritage Park and Hessel Park Phase 2 and 3 projects will not be completed this year and the funds will be carried over. Mr. DeLuce stated that carryover of funds causes the budget to appear as a deficit. Discussion ensued.

Mr. DeLuce reported that staff will present an update of the current capital projects, proposed for FY17-18 and suggested new projects for discussion with the Board. He stated that staff will present an update at the October 26, 2016 meeting.

#### *Operating Budget*

Mr. DeLuce reported that the goal is to have a minimum of \$250,000 carryover. He asked for additional thoughts and suggestions.

Vice President Hays does not favor the four employees scheduled to receive salary increases due to a change in the law also be given a raise in May of 2017.

Mr. DeLuce addressed the process for approving the operating budget. Discussion ensued about the clearly defining the budget for contractual services, including professional services and events at the Virginia Theatre. There was discussion about the potential increase in water fees.

#### Hessel Park Restroom and Splash Pad Redesign

Mr. Crump presented the report and answered questions. Staff has worked with MSA Professional Services to prepare a scaled back design. Mr. Crump reviewed drawings of the original and proposed plan for the restrooms and splashpad and the redesigned splashpad. Discussion ensued about water usage cost; engineering fees incurred and additional fees to redesign the project; pros and cons of reduced scope of the project; rebidding the original plan versus the smaller scale plan; and other concerns associated with the project. Commissioner Griggs supported rebidding the original project. After discussion, it was the consensus of the Commissioners to rebid the smaller scaled redesigned project.

The agreement with MSA Professional Services will be presented to the Board for approval at the October 26, 2016 Special meeting.

#### Design Development of Shop and Yard Expansion

Mr. DeLuce presented the report and answered questions. He indicated that staff recommends entering into an agreement with Farnsworth Group for the shop and yard expansion design services. Mr. DeLuce also ask the Board to consider allowing the large bins for storage of materials like mulch and soil to be located near the shop. Discussion ensued about the number of meetings that will be held and the completed date of the design.

The agreement with Farnsworth Group will be presented to the Board for approval at the October 26, 2016 Special meeting.

#### Community Survey on Spalding Park Development

Mr. DeLuce reported that staff was directed to research options for a community-wide survey on Spalding Park. He solicited quotes from five organizations. Mr. DeLuce stated that two organizations who have experience in parks and recreation. He favors working with Office of Recreation & Park Resources.

Commissioner Solon expressed concerns about working with an organization that may have preconceived ideas about what the community needs and consider working an organization that has not worked with the Park District in the past.

The Board will review the surveys and staff will return this matter to the Board for consideration at the October 26, 2016 Special meeting.

#### **Comments from Commissioners**

Commissioner Griggs reported on his attendance at the 2016 NRPA Congress. He stated that Tiffany White, Douglass Park District Manager, made an excellent presentation. Commissioner Griggs reported that he attended a session on climate change and shared information with Mr. DeLuce. He commented about the session on parks and tourism presented by Joe and Jayne DeLuce.

Vice President Hays echoed Commissioner Griggs comments. He updated the Board on the various sessions that he attended at the NRPA Conference. Vice President Hays commented that he believes that Hessel Park is used to the maximum and addressed the need to encourage people to utilize other parks such as Porter Park.

Attorney Hall updated the Board on the status of the proposed agreement with SmithGroupJJR for the Heritage Park project. He reported that an addendum to address insurance requirements has been proposed and is being addressed by both parties. Once finalized, the agreement and addendum will be executed by the Executive Director.

#### **Executive Session**

Commissioner Solon moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner Griggs. The motion passed 4-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Griggs – yes; Vice President Hays – yes; and President Timothy McMahon – yes. 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 (c)(5) for the purchase or lease of real property for the use of the public body.

#### **Reconvene into Open Session**

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

#### **Action Item from Executive Session, If Any**

None.

#### **Adjourn**

There being no further business to come before the Board, Commissioner Solon made a motion to adjourn the meeting. The motion was seconded by Vice President Hays. The motion passed 4-0 and the meeting was adjourned at 9:05 p.m.

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Timothy P. McMahon, President

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Cindy Harvey, Secretary



## **REPORT TO PARK BOARD**

**FROM: Joe DeLuce, Executive Director**

**DATE: November 4, 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.

### Prior Board Action

At the October 26, 2016 Special Board meeting, the Board discussed and provided comments and suggested revisions to the following 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

### Budget Impact

None.

### Recommended Action

Staff recommends approval of the Board all of the policies listed above except for the Environmental Policy. Staff is revising this policy and it will be presented to the Board for approval at the December 14, 2016 Regular Board meeting.

Prepared by:

Reviewed by:

Cindy Harvey  
Assistant to the Executive Director

Joe DeLuce, CPRP  
Executive Director

## CHAMPAIGN PARK DISTRICT

### Conflict of Interest Policy

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

Each action taken by a Commissioner 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 conduct by a Commissioner or the Executive Director, which creates the appearance of a conflict of interest, 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, the Board and staff members will comply with the following:

1. Board and staff members must disclose all memberships or financial interests in companies or organizations doing business with the Park District;
2. Board members must abstain from voting on any action in which they have a financial interest;
3. Board members will file a Statement of Economic Interests annually with the county (as required by law); and
4. Both Board and staff members shall not accept any remuneration in money, goods or services from any vendor or entity, nor operate or manage any vendor or entity 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

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Timothy P. McMahon, President

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Joseph C. DeLuce, Executive Director

# CHAMPAIGN PARK DISTRICT

## Cybersecurity Policy

### 1. Introduction

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

The primary purpose of this policy is to inform Park District users, including employees, contractors and other authorized persons (hereinafter referred to as, "Users") of their obligation to protect the technology and information assets of the Park District. The Cybersecurity Policy describes the technology and information assets that must be protected and identifies many, but not all, threats to those assets.

The Cybersecurity Policy also describes the User's responsibilities and privileges, including without limitation, acceptable use and rules regarding Internet access. This policy addresses those matters, describes User limitations and informs Users that there will be discipline for violation of the policy. This policy also contains procedures for responding to incidents that threaten the security of the Park District computer systems and network.

### 2. What Is Protected

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:

- a. Computer hardware, including without limitation, central processing units (CPU), discs, Email, web, application servers, personal computer (PC) systems, application software, system software, and other related materials and equipment;
- b. System Software, including without limitation, operating systems, database management systems, and backup and restore software, communications protocols, and the like;
- c. Application Software used by the various departments within the Park District, including without limitation, custom written software applications and commercial off the shelf software packages; and
- d. Communications Network hardware and software, including without limitation, 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 Park District. It applies to all employees, contractors and persons 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 the business of the Park District and shall 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, as well as employment discipline.

Users are personally responsible for protecting all confidential information used and/or stored on their accounts. This responsibility includes logon IDs and passwords. Furthermore, Users 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 following intentions: harassing other Users; degrading the performance of the system; diverting system resources to their own use; or gaining 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 proper 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 or 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, contractors and persons who are connected to the internal network and who have a Park District business need for such 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 without limitation, patterns of usage of the Internet (for example, sites 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 Park District policy.

## 4. Access Control

This section addresses the means and methods by which Users may access the Park District's technology and information.

### 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. A 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:

- a. Passwords should not be posted on or near computer terminals or otherwise be readily accessible in the area of the User's work area.
- b. Password must be changed every 6 months
- c. 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 that level of access to production systems must obtain a Special Access account. Employee logon IDs and passwords will be deactivated as soon as possible if the employee is terminated, suspended, placed on leave, or otherwise leaves the employment of the Park District.

Supervisors/Managers shall immediately and directly contact the Park District Technology Team to report changes in employee status which requires terminating or modifying employee logon access



privileges. Users who forget their password must contact the Technology Team to obtain 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 employment positions.

All system administrator passwords will be **DELETED** immediately after any User 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-parties and other entities required to electronically exchange information with the 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 and only for the business purposes of the Park District. The Third-party and 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 a connectivity option as described in subsections 4.4 and 4.5 below.

#### 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 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 may be by 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 through use of a secure ID.

#### 5. Penalty for Security Violation

The Park District takes the issue of security seriously. Employees 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 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. Examples of security incidents are:

- a. Illegal access of a Park District computer system, such as, a hacker logs onto a production server and copies the password file;
- b. Damage to a Park District computer system or network caused by illegal access, such as releasing a virus or worm;
- c. Denial of service attack against a Park District web server, such as, a hacker initiates a flood of packets against a Web server designed to cause the system to crash; and

- d. Malicious use of system resources to launch an attack against other computer outside of the Park District network, such as, the system administrator notices a connection to an unknown network and a strange process accumulating substantial 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, shall immediately report the situation to the Technology Team. 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

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

In accordance with 5 ILCS 140/1, *et seq.* (Freedom of Information Act), the Park District shall make available to any person for inspection or copying all public records, except as otherwise exempted as provided for therein or in accordance with law.

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 through the Executive Director at 706 Kenwood Road, Champaign, Illinois 61821 or to FOIA.officer@champaignparks.com. Requests shall be sufficiently detailed to identify the documents sought to be examined or copied.

Commissioners and Park District employees or 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

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Timothy P. McMahon, President

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Joseph C. DeLuce, Executive Director

# CHAMPAIGN PARK DISTRICT

## Naming of Parks and Facilities Policy

The Park District Board of Commissioners (Board) 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 Park District in accordance with these guidelines or as otherwise determined by the Board. The Board is the final authority for any naming and/or renaming decision.

### I. Qualifying Names Criteria

1. Geographic location of a facility
2. Outstanding feature
3. Adjoining subdivision
4. Individual, group or historical event
5. Contribution for acquisition/development
6. 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; and
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; and
4. In order for a park or a facility to be considered for renaming one of the following must occur:
  - a. The recommended name must qualify according to Section II. Naming Park and Recreation Facilities,
  - b. Be accompanied by a petition from the particular park or facility users, and
  - c. Be a directive of the Board.

#### IV. Other Naming Alternatives

1. Parks and facilities that are donated to the Park District can be named by deed restrictions or contractual agreement with the donor. The naming and acceptance of land is subject to the guidelines set forth in this policy and by the Board.
2. Naming opportunities may include specific park features such as playground, picnic shelter, ball field or athletic field, et cetera to encourage private donations and shall be done with approval from the Board.
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 Park District Board of Commissioners (Board) that the Executive Director may issue No-Trespass Notices to persons arising out of certain conduct, including without limitation, the following:

1. Violation of Federal, State and local laws;
2. Threats or actions against the Park District;
3. Any violation of Park District policy;
4. Criminal or violent activity on Park District property;
5. Possession of or use of illegal drugs on or within 1,000 feet of Park District property;
6. Possession of or use of weapons or guns on or within 1,000 feet of Park District property;
7. Gang activity on Park District property;
8. Aggravated battery on Park District property;
9. Vandalism of Park District property;
10. Robbery, theft or burglary on Park District property;
11. Inciting a riot and/or interfering with official police business on Park District property;
12. Public gambling on Park District property;
13. Public drinking or fighting on Park District property; and
14. Obscene, offensive or abusive language.

Upon being issued a No-Trespass Notice, the person(s) may not enter upon park lands or facilities for any reason whatsoever. All Park District staff and police officers of the City of Champaign are hereby authorized to give verbal notice to the individual to leave the 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 for Criminal Trespass to Property or any other applicable offense pursuant to the laws of the State of Illinois.

Approved by Board of Commissioners  
Revised by Board of Commissioners  
Revised by Board of Commissioners  
Revised by Board of Commissioners

July 14, 1999  
September 14, 2005  
August 24, 2011  
November 9, 2016

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Timothy P. McMahon, President

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Joseph C. DeLuce, Executive Director

## 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 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 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 205/1, *et seq.*);
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; and
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

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Timothy P. McMahon, President

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Joseph C. DeLuce, Executive Director

## CHAMPAIGN PARK DISTRICT

### Safety Committee Policy

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

#### Purpose

The purpose of the safety committee shall be to make recommendations to the Executive Director in order to improve the safety for the public and Park District employees through the use of regular evaluations of parks, programs, facilities, safety-related policies and procedures, work environments, and work practices.

#### Responsibilities

The committee shall be responsible for the following:

1. Review all accident, conduct, property damage and vandalism reports prepared by staff;
2. Make recommendations to address the elimination of recurring safety-related problems;
3. Prepare and review monthly fire inspections of all buildings and facilities;
4. Review monthly and seasonal inspections of parks, playgrounds and sport fields;
5. Review safety policies, procedures and training programs, as well as make recommendations for modifications, improvements and upgrades; and
6. Administer the 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 for 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

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Timothy P. McMahon, President

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Joseph C. DeLuce, Executive Director



## CHAMPAIGN PARK DISTRICT

### Safety Policy

The Park District acknowledges an obligation to provide safe working conditions for employees, as well as a safe environment for members of the public using facilities and parks and participating in programs.

It is the intention of the Park District to develop, implement and administer a safety and comprehensive loss control program. In all of Park District activities, the health and safety of employees and the public is 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 undertaken in a safe manner, inspections are conducted on a regular basis, hazards are addressed, and accidents are investigated.

Safety adherence and implementation shall be an important part of each Park District performance appraisal.

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

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Timothy P. McMahon, President

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Joseph C. DeLuce, Executive Director

## 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, fees and materials will not be reimbursed. The amount an employee receives will depend on the Park District's approval and upon passing grades (grade C or higher). The reimbursement amount may vary depending on budgetary constraints and will not exceed \$3,000.00 per fiscal year, with the final reimbursement amount determined by the Executive Director.

To receive tuition reimbursement, an employee must apply and be approved for the program before the coursework begins. The program is administered as follows:

1. Employee completes a Tuition Reimbursement Form. See the applicable department head or Human Resources Director for the form;
2. If the Executive Director approves of the program and reimbursement, the employee returns the signed form to the Finance Department;
3. The employee pays the course tuition;
4. After the employee receives his/her grade(s), the employee must attach the tuition bill and the final grades to a copy of the Tuition Reimbursement Form and send them to the Finance Department; and
5. Within thirty (30) days, the employee will receive a reimbursement for grades of C or above. No reimbursement is provided for a grade below C.

Unless specifically approved in writing by the applicable department head or Director of Human Resources, coursework or class attendance may not be performed during Park District 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.

In the event an employee resigns or is terminated before completing a course and receiving a grade, the employee will not be reimbursed for tuition expenses. Employees shall repay the Park District if the employee resigns or is terminated 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 suitable written documentation.

Approved by Board of Commissioners February 9, 2011

Revised by Board of Commissioners November 9, 2016

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Timothy P. McMahon, President

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Joseph C. DeLuce, Executive Director



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** October 17, 2016

**SUBJECT:** Recommend Acceptance of the FY15-16 Audit Report

### Background

The Park District is required by law to hire a licensed public accountant or firm to conduct a financial audit annually. The audit for the fiscal year ended April 30, 2016 was conducted by CliftonLarsonAllen, LLP (CLA). Representatives of CLA will be present to review the audit report and answer any questions. Staff has reviewed the documents in their entirety prior to the meeting.

### Prior Board Action

The Board approved retaining CLA as the auditor for FY16 at the January 13, 2016 meeting.

### Budget Impact

The audit for FY16 is \$19,000, of which \$15,400 has been paid through October 12, 2016.

### Recommended Action

Staff recommends the Board accept the FY15-16 audit report as presented.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA  
Director of Finance

Joe DeLuce, CPRP  
Executive Director



**CHAMPAIGN  
PARK DISTRICT**

**REPORT TO PARK BOARD**

**FROM: Joe DeLuce, Executive Director**

**DATE: November 3, 2016**

**SUBJECT: Approval to pay off 2015 General Obligation Bond**

Background

The annual general obligation (GO) bond is issued annually with the payment due in lump sum with interest on November 30. Interest due for the 2015 GO bond is \$7,845.59 which is \$2,779 more than in the prior year.

Prior Board Action

Board approved the 2015 bond issue on November 12, 2015 in the amount of \$1,092,700 plus interest at 0.72%.

Budget Impact

The bond payment plus interest is included in the FY17 budget and will be paid out of property tax revenues.

Recommended Action

Staff recommends that the Board approve payment of \$1,100,545.59 to Commerce Bank to pay off the 2015 bond issue. The payment for the \$1,092,700 bond issue plus interest is due no later than November 30, 2016.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA  
Director of Finance

Joe DeLuce, CPRP  
Executive Director



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** October 31, 2016

**SUBJECT:** Approval to Accept Bid for Purchase of 2016 General Obligation Bond

### Background

As directed by the Board of Commissioners at the October 12, 2016 meeting, bids were solicited from sixteen local banks on October 13, 2016. Bids were due no later than 2:00 p.m. CST on October 31, 2016. The prior year GO Bond (2015) was awarded to Commerce Bank at an interest rate of 0.72%.

Bids were received from two (2) local banks for the purchase of \$1,100,400 General Obligation Bonds. These results were as follows:

<u>Bank</u>	<u>Interest Rate</u>	<u>Serve as Bond Registrar</u>	<u>If Yes, Fee Charged</u>
Commerce Bank	1.03%	Yes	No
Midland States Bank	1.835%	Yes	No

It should be noted for disclosure purposes that while the bid letter signed by Commerce Bank was by a member of the Champaign Parks Foundation board of directors, no conflict of interest exists as this member does not have any influence over the District Board of Commissioners on this matter.

### Prior Board Action

September 14, 2016 – Board of Commissioners set the date for the public hearing and approved a resolution noting the intent to issue.

October 12, 2016 – Board of Commissioners authorized the Treasurer to solicit bids.

### Budget Impact

The proceeds from the 2016 bond issue is included in the FY17 budgeted expenditures.

### Recommended Action

Staff recommends that the Board accept the low bid from Commerce Bank of 1.03% for the \$1,100,400 bond issue.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA  
Director of Finance

Joe DeLuce, CPRP  
Executive Director



# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** November 3, 2016

**SUBJECT:** Adoption of Ordinance No. 613: An Ordinance Authorizing the Issuance of General Obligation Park Limited Bonds, Series 2016, of the Champaign Park District, Champaign County, Illinois and Providing the Details of Such Bonds and For the Levy of Direct Annual Taxes to Pay Such Bonds, and Related Matters

### Background

Each year the Champaign Park District issues General Obligation Bonds in order to fund necessary improvements and repairs to Park District property and to make the payment of debt service on outstanding alternate revenue bonds issued to build Sholem Aquatic Center. Last year the Board authorized the issuance of \$1,092,700 of General Obligation Bonds. CPI increased 0.7% allowing the District the authority to add that percent to the \$1,092,700, increasing the new bond issue to \$1,100,400. As a reminder, the interest rate for the current bond issue was 0.47%.

### Prior Board Action

On September 14, 2016, the Board approved a resolution stating the Park District's need and intent to issue \$1,100,400 of General Obligation Bonds for FY16-17 and approved a resolution setting the public hearing for October 12, 2016.

### Budget Impact

The GO Bond issuance has been included in the FY16-17 budget for payment on the alternate revenue bonds as well as capital improvement purchases.

### Recommended Action

Staff recommends adoption of Ordinance No. 613: An Ordinance authorizing the issuance of General Obligation Park Limited Bonds, Series 2016, of the Champaign Park District, Champaign County, Illinois, and providing the details of such Bonds and for the levy of direct annual taxes to pay such bonds, and related matters.

Prepared by:

Andrea N. Wallace, CPA  
Director of Finance

Reviewed by:

Joe DeLuce, CPRP  
Executive Director

ORDINANCE NO. 613

AN ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION PARK LIMITED BONDS, SERIES 2016, OF THE CHAMPAIGN PARK DISTRICT, CHAMPAIGN COUNTY, ILLINOIS, AND PROVIDING THE DETAILS OF SUCH BONDS AND FOR THE LEVY OF DIRECT ANNUAL TAXES TO PAY SUCH BONDS, AND RELATED MATTERS

WHEREAS, the Board of Park Commissioners (sometimes herein, the “Corporate Authorities”) of the Champaign Park District, in Champaign County, Illinois (the “Issuer”), has determined that it is advisable, necessary and in the Issuer’s best interests to provide for the maintenance, improvements, and protection of lands, buildings and parks, including land acquisition and related design, facilities, improvements and costs (also including related costs and expenses and the payment of debt service (i.e., the “Refunding”) on certain outstanding obligations, the “Project”); and

WHEREAS, the Issuer is a park district and special district under the provisions of Section 8 of Article VII (Local Government) of the Constitution of the State of Illinois and has the applicable authority under The Park District Code (Section 1205/1-1 *et seq.* of Chapter 70 of the Illinois Compiled Statutes, as supplemented and amended, including by the Registered Bond Act, the Bond Replacement Act, the Bond Authorization Act, and the Local Government Debt Reform Act (including particularly, but without limitation, Section 15.01 concerning “Limited Bonds”), collectively, the “Act”); and

WHEREAS, pursuant to and in accordance with the Act and this ordinance, the Issuer is authorized to issue its General Obligation Park Limited Bonds, Series 2016, up to the aggregate principal amount of \$1,100,400 (the “Bonds”) for the purpose of providing funds to pay the costs of the Project and related costs and expenses; and

WHEREAS, the Bonds so authorized shall be issued as “limited bonds” under the provisions of Section 15.01 of the Local Government Debt Reform Act of the State of Illinois, 30 ILCS 350/15.01, as amended (the “Debt Reform Act”), and as such it is not necessary to submit the proposition of the issuance of the Bonds to the voters of the Issuer for approval; and

WHEREAS, pursuant to and in accordance with the Bond Issue Notification Act, with the required notice having been duly published on October 3, 2016 in *The News-Gazette*, the Issuer on October 12, 2016 held, conducted and concluded the required public hearing; and

WHEREAS, pursuant to arrangements made on behalf of the Issuer, Commerce Bank, Champaign, Illinois (including its assigns, the “Purchaser”) in response to the Issuer’s request for proposals has agreed by a letter term sheet (the “Purchase Agreement”) to purchase the Bonds; and

WHEREAS, for convenience of reference only this ordinance is divided into numbered sections with headings, which shall not define or limit the provisions hereof, as follows:

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NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE CHAMPAIGN PARK DISTRICT, CHAMPAIGN COUNTY, ILLINOIS, as follows:

**Section 1. Authority and Purpose.** This ordinance is adopted pursuant to the Act for the purpose of financing the Project.

**Section 2. Authorization and Terms of Bonds.** For the purposes described above in Section 1, there is hereby allocated the sum of \$1,100,400, to be derived from the proceeds of the Bonds. For such purposes, Bonds of the Issuer shall be issued and sold in an aggregate principal amount of not to exceed \$1,100,400, shall each be designated “**General Obligation Park Limited Bonds, Series 2016**”, and shall be issuable in the denominations of \$100.00 each or any authorized integral multiple thereof. The Bonds shall be numbered consecutively from 1 upwards in order of their issuance and may bear such identifying numbers or letters as shall be useful to facilitate the registration, transfer and exchange of the Bonds.



Unless otherwise determined in an order to authenticate the Bonds, not inconsistent herewith, each Bond shall be dated as of the date of issuance thereof. The Bonds shall mature in the principal amount on November 30 in the year and bear interest at the rate percent per annum, as follows:

<u>Year</u>	<u>Principal Amount(\$)</u>	<u>Interest Rate (%)</u>
2017	1,100,400	1.03

Each Bond shall bear interest from its date, or from the most recent interest payment date to which interest has been paid, computed on the basis of a 360-day year consisting of twelve 30-day months, and payable in lawful money of the United States of America at maturity on November 30, 2016, at the rate percent per annum above set forth. The principal of and premium, if any, on the Bonds shall be payable in lawful money of the United States of America upon presentation and surrender thereof at the office of Commerce Bank, Champaign, Illinois, the Paying Agent for the Bonds (including its successors, the **“Paying Agent”**). Interest on the Bonds shall be payable on each interest payment date to the registered owners of record appearing on the registration books maintained by Commerce Bank, through its designated office in Champaign, Illinois, the Bond Registrar on behalf of the Issuer for such purpose (including its successors, the **“Bond Registrar”**), as of the close of business on the fifteenth (15th) day (whether or not a business day) of the calendar month of the interest payment date. Interest on the Bonds shall be paid by check or draft mailed to such registered owners at their addresses appearing on the registration books therefor. The Bond Registrar shall not be required to transfer or exchange any Bond during a period commencing the fifteenth (15th) day next preceding each interest payment date and ending on such interest payment date.

The Bonds shall not be subject to optional call for redemption prior to their stated maturities.

The Bonds shall have such terms and provisions supplemental to, in addition to or modified and revised with respect to, those as provided herein, as along as the aggregate principal amount of the Bonds does not exceed \$1,100,400 and the tax levies in Section 9 are not exceeded, as may be set forth in a Bond Order. For purposes of the foregoing and otherwise in this ordinance, the term **“Bond Order”** shall mean a certificate signed by the President and attested by the Secretary and under the seal of the Issuer, setting forth and specifying details of the Bonds, including but not limited to, as the case may be, identification of the Bond Registrar and Paying Agent and Bond purchaser or purchasers (each a **“Purchaser”**), final rates, optional and mandatory call provisions, insurance provisions and the final maturity schedule. The Bonds shall be conformed to any Bond Order.

**Section 3. Sale and Delivery.** All acts and things done by officers of the Issuer in connection with the sale of the Bonds shall be and they are hereby in all respects ratified, confirmed and approved. The sale of the Bonds to Commerce Bank, Champaign, Illinois, as the Purchaser shall be and is hereby authorized and approved.

The President, Secretary, Treasurer and other officials of the Issuer are hereby authorized and directed to do and perform, or cause to be done or performed, for or on behalf of the Issuer each and every thing necessary for the issuance of the Bonds, including the due and proper execution, delivery and performance of this ordinance, the Purchase Agreement and all related and incidental agreements, certificates, receipts and opinions, upon payment of the full purchase price of the Bonds, an amount equal to 100% of par.

**Section 4. Execution and Authentication.** Each Bond shall be executed in the name of the Issuer by the manual or authorized facsimile signature of its President and the corporate seal of the Issuer, or a facsimile thereof, shall be thereunto affixed or otherwise reproduced thereon and attested by the manual or authorized facsimile signature of its Secretary and countersigned by the manual or authorized facsimile signature of its Treasurer.

In case any officer whose signature, or a facsimile of whose signature, shall appear on any Bond shall cease to hold such office before the issuance of such Bond, such Bond shall nevertheless be valid and sufficient for all purposes, the same as if the person whose signature, or a facsimile thereof, appears on such Bond had not ceased to hold such office. Any Bond may be signed, sealed or attested on behalf of the Issuer by any person who, on the date of such act, shall hold the proper office, notwithstanding that at the date of such Bond such person may not hold such office. No recourse shall be had for the payment of any Bonds against the President or any member of the Corporate Authorities or any officer or employee of the Issuer (past, present or future) who executes the Bonds, or on any other basis.

Each Bond shall bear thereon a certificate of authentication executed manually by the Bond Registrar. No Bond shall be entitled to any right or benefit under this ordinance or shall be valid or obligatory of any purpose until such certificate of authentication shall have been duly executed by the Bond Registrar. Such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this ordinance. The certificate of authentication on any Bond shall be deemed to have been executed by the Bond Registrar if signed by an authorized officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

**Section 5. Transfer, Exchange and Registration.** The Bonds shall be negotiable, subject to the provisions for registration of transfer contained herein. Each Bond shall be transferable only upon the registration books maintained by the Bond Registrar on behalf of the Issuer for that purpose at the principal corporate trust office of the Bond Registrar, by the registered owner thereof in person or by such registered owner's attorney duly authorized in writing, upon surrender thereof together with a written instrument of transfer satisfactory to the Bond Registrar and duly executed by the registered owner or such registered owner's duly authorized attorney. Upon the surrender for transfer of any such Bond, the Issuer shall execute and the Bond Registrar shall authenticate and deliver a new Bond or Bonds registered in the name of the transferee, of the same aggregate principal amount, maturity and interest rate as the surrendered Bond. Bonds, upon surrender thereof at the office of the Bond Registrar, with a written instrument satisfactory to the Bond Registrar, duly executed by the registered owner or

such registered owner's attorney duly authorized in writing, may be exchanged for an equal aggregate principal amount of Bonds of the same maturity and interest rate and of the denominations of \$100.00 each or any authorized integral multiple thereof, less previous retirements.

For every such exchange or registration of transfer of Bonds, the Issuer or the Bond Registrar may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to such exchange or transfer, which sum or sums shall be paid by the person requesting such exchange or transfer as a condition precedent to the exercise of the privilege of making such exchange or transfer. No other charge shall be made for the privilege of making such transfer or exchange. The provisions of the Bond Replacement Act shall govern the replacement of lost, destroyed or defaced Bonds.

The Issuer, the Bond Registrar and the Paying Agent may deem and treat the person in whose name any Bond shall be registered upon the registration books as the absolute owner of such Bond, whether such Bond shall be overdue or not, for the purpose of receiving payment of, or on account of, the principal of, premium, if any, or interest thereon and for all other purposes whatsoever, and all such payments so made to any such registered owner or upon such registered owner's order shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid, and neither the Issuer nor the Bond Registrar or the Paying Agent shall be affected by any notice to the contrary.

**Section 6. Bond Registrar and Paying Agent.** The Issuer covenants that it shall at all times retain a Bond Registrar and Paying Agent with respect to the Bonds and shall cause to be maintained at the corporate trust office of the Bond Registrar a place where Bonds may be presented for registration of transfer or exchange, that it will maintain at the designated corporate trust office of the Paying Agent a place where Bonds may be presented for payment, that it shall require that the Bond Registrar maintain proper registration books and that it shall require the Bond Registrar and Paying Agent to perform the other duties and obligations imposed upon them by this ordinance in a manner consistent with the standards, customs and practices concerning municipal securities. The Issuer may enter into appropriate agreements with the Registrar and Paying Agent in connection with the foregoing, including as follows (in any event (a) - (e) below shall apply to the Bond Registrar and Paying Agent):

(a) to act as Bond Registrar, authenticating agent, Paying Agent and transfer agent as provided herein;

(b) to maintain a list of registered owners of Bonds as set forth herein and to furnish such list to the Issuer upon request, but otherwise to keep such list confidential;

(c) to cancel and/or destroy Bonds which have been paid at maturity or submitted for exchange or transfer;

(d) to furnish the Issuer at least annually upon request a certificate with respect to Bonds cancelled and/or destroyed; and

(e) to furnish the Issuer at least annually an audit confirmation of Bonds paid, Bonds outstanding and payments made with respect to interest on the Bonds.

The Bond Registrar and Paying Agent shall signify their acceptances of the duties and obligations imposed upon them by this ordinance. The Bond Registrar by executing the certificate of authentication on any Bond shall be deemed to have certified to the Issuer that it has all requisite power to accept, and has accepted, such duties and obligations not only with respect to the Bond so authenticated but with respect to all of the Bonds. The Bond Registrar and Paying Agent are the agents of the Issuer for such purposes and shall not be liable in connection with the performance of their respective duties, except for their own negligence or default. The Bond Registrar shall, however, be responsible for any representation in its certificate of authentication on the Bonds.

The Issuer may remove the Bond Registrar or Paying Agent at any time. In case at any time the Bond Registrar or Paying Agent shall resign or shall be removed or shall become incapable of acting, or shall be adjudged a bankrupt or insolvent, or if a receiver, liquidator or conservator of the Bond Registrar, or of its property, shall be appointed, or if any public officer shall take charge or control of the Bond Registrar or Paying Agent or of their respective properties or affairs, the Issuer covenants and agrees that it will thereupon appoint a successor Bond Registrar or Paying Agent, as the case may be. The Issuer shall mail or cause to be mailed notice of any such appointment made by it to each registered owner of Bonds within twenty (20) days after such appointment. Any Bond Registrar or Paying Agent appointed under the provisions of this Section 6 shall be a bank, trust company, national banking association or other qualified professional with respect to such matters, maintaining its office in the State of Illinois.

**Section 7. General Obligations/Limited Tax Bonds.** The Bonds shall be issued as “**limited bonds**” under the Act. The full faith and credit of the Issuer are hereby irrevocably pledged to the punctual payment of the principal of and interest on the Bonds. The Bonds shall be direct and general obligations of the Issuer, and the Issuer shall be obligated to levy ad valorem taxes upon all the taxable property in the Champaign Park District for the payment of the Bonds and the interest thereon, without limitation as to rate but limited as to amount. Although this Bond constitutes a general obligation of the Issuer and no limit exists on the rate of such direct annual tax, the amount of such tax is limited by the provisions of the Property Tax Extension Limitation Law of the State of Illinois, as amended (the “**Law**”). The Law provides that the annual amount of the taxes to be extended to pay the issue of Bonds of which this Bond is one and all other limited bonds (as defined in the Local Government Debt Reform Act of the State of Illinois, as amended) hereafter issued by the Issuer shall not exceed the debt service extension base (as defined in the Law) of the Issuer (the “**Base**”) less the amount extended to pay certain other referendum bonds heretofore and hereafter issued by the Issuer, as more fully described in the proceedings of the Issuer providing for the issue of this Bond. The Issuer is authorized to issue from time to time additional limited bonds payable from the Base and additional referendum bonds payable from property taxes unlimited as to rate or amount, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the Issuer’s limited bonds.

Notwithstanding any other provision of this ordinance, the annual amount of the taxes to be extended by the County Clerk to pay the Bonds and all other limited bonds (as defined in the Debt Reform Act) hereafter issued by the Issuer shall not exceed the Base of the Issuer, based upon the Issuer's 1996 levies for its General Obligation Park Bonds, Series 1993 (\$536,985), 1995 (\$97,600) and 1996 (\$364,000), with "cpi" adjustments. No limit, however, exists on the rate of the direct annual tax levied herein, and the Bonds shall constitute a general obligation of the Issuer.

**Section 8. Form of Bonds.** Subject to the Purchaser accepting typewritten Bonds, as hereby provided, the Bonds shall be issued as fully registered Bonds conforming to the industry customs and practices of printing, including part on the front and part on the reverse of the certificates, as appropriate, the blanks to be appropriately completed when the Bonds are delivered; and the Bonds shall be prepared in compliance with the National Standard Specifications for Fully Registered Municipal Securities prepared by the American National Standards Institute and, with appropriate insertions and modifications, including in respect of the Policy and the Insurer, shall be in substantially the form, as follows (CUSIPs optional):

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UNITED STATES OF AMERICA  
STATE OF ILLINOIS  
COUNTY OF CHAMPAIGN  
CHAMPAIGN PARK DISTRICT  
GENERAL OBLIGATION PARK LIMITED BOND  
SERIES 2016

REGISTERED NO. \_\_\_\_\_

REGISTERED \$ \_\_\_\_\_

INTEREST RATE:

MATURITY DATE:

DATED DATE:

CUSIP:

Registered Owner:

Principal Amount:

**KNOW ALL BY THESE PRESENTS** that the Champaign Park District, a general park district situated in The County of Champaign, in the State of Illinois (the “**Issuer**”), acknowledges itself indebted and for value received hereby promises to pay to the Registered Owner identified above, or registered assigns, the Principal Amount set forth above on the Maturity Date specified above, and to pay interest on such Principal Amount from the later of the Dated Date hereof or the most recent interest payment date to which interest has been paid, as the case may be, at the Interest Rate per annum set forth above, computed on the basis of a 360-day year consisting of twelve 30-day months and payable in lawful money of the United States of America on November 30, 2017, and until the Principal Amount hereof shall have been paid, by check or draft mailed to the Registered Owner of record hereof as of the fifteenth (15th) day (whether or not a business day) of the calendar month of such interest payment date, at the address of such Registered Owner appearing on the registration books maintained for such purpose at the designated office of Commerce Bank, in Champaign, Illinois, as Bond Registrar (including its successors, the “**Bond Registrar**”). This Bond, as to principal and premium, if any, when due, will be payable in lawful money of the United States of America upon presentation and surrender of this Bond at the payment office of Commerce Bank, through its designated office in Champaign, Illinois, as Paying Agent (including its successors, the “**Paying Agent**”). The full faith and credit of the Issuer, including the power to levy taxes without limit as to rate but limited as to amount as “**limited bonds**” under Section 15.01 of the Local Government Debt Reform Act, are irrevocably pledged for the punctual payment of the principal of and interest on this Bond according to its terms.

This Bond is one of a series of Bonds issued in the aggregate principal amount of \$1,100,400, which are all of like tenor, except as to maturity, and which are authorized and issued under and pursuant to the Constitution and laws of the State of Illinois and pursuant to and in accordance with an authorizing ordinance adopted by the Board of Park Commissioners of the Issuer on November 9, 2016, and entitled: “An Ordinance Authorizing the Issuance of General Obligation Park Limited Bonds, Series 2016, of the Champaign Park District, Champaign County, Illinois, and Providing the Details of Such Bonds and for the Levy of Direct Annual Taxes To Pay Such Bonds, and Related Matters”. The Bonds are issued to finance the building,

maintaining, improving and protecting the Issuer's parks and boulevards and to pay debt service on certain outstanding obligations, and related costs and expenses.

The Bonds are not subject to optional redemption prior to their stated maturities.

This Bond is transferable only upon the registration books therefor by the Registered Owner hereof in person, or by such Registered Owner's attorney duly authorized in writing, upon surrender hereof at the office of the Bond Registrar in Champaign, Illinois, together with a written instrument of transfer satisfactory to the Registrar duly executed by the Registered Owner or by such Registered Owner's duly authorized attorney, and thereupon a new registered Bond or Bonds, in the authorized denominations of \$100.00 or any authorized integral multiple thereof and of the same aggregate principal amount as this Bond, shall be issued to the transferee in exchange therefor. In like manner, this Bond may be exchanged for an equal aggregate principal amount of Bonds of any authorized denomination.

The Bond Registrar shall not be required to exchange or transfer any Bond during the period from the fifteenth (15th) day preceding the interest payment date and ending on such interest payment date. The Issuer or the Bond Registrar may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to the transfer or exchange of this Bond. No other charge shall be made for the privilege of making such transfer or exchange.

The Issuer, the Bond Registrar and the Paying Agent may treat and consider the person in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal, premium, if any, and interest due hereon and for all other purposes whatsoever, and all such payments so made to such Registered Owner or upon such Registered Owner's order shall be valid and effectual to satisfy and discharge the liability upon this Bond to the extent of the sum or sums so paid, and neither the Issuer nor the Bond Registrar or the Paying Agent shall be affected by any notice to the contrary.

No recourse shall be had for the payment of any Bonds against the President, any member of the Board of Park Commissioners or any other officer or employee of the Issuer (past, present or future) who executes any Bonds, or on any other basis. The Issuer may remove the Bond Registrar or Paying Agent at any time and for any reason and appoint a successor.

This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been duly executed by the Bond Registrar.

The Issuer has designated the Bonds as **“qualified tax-exempt obligations”** under Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

It is hereby certified, recited and declared that all acts, conditions and things required to be done, exist and be performed precedent to and in the issuance of this Bond in order to make it a legal, valid and binding general obligation of the Issuer have been done, exist and have been performed in regular and due time, form and manner as required by law, and that the series of Bonds of which this Bond is one, together with all other indebtedness of the Issuer, is within every debt or other limit prescribed by law.

**IN WITNESS WHEREOF**, the Champaign Park District, in Champaign County, Illinois, by its Board of Park Commissioners has caused this Bond to be executed in its name and on its behalf by the manual or facsimile signature of its President, and its corporate seal, or a facsimile thereof, to be hereunto affixed or otherwise reproduced hereon and attested by the manual or facsimile signature of its Secretary and countersigned by the manual or facsimile signature of its Treasurer, all as of the Dated Date set forth above.

**CHAMPAIGN PARK DISTRICT**

(SEAL)

Attest:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

Countersigned:

\_\_\_\_\_  
Treasurer

**CERTIFICATE OF AUTHENTICATION**

Dated: \_\_\_\_\_

This Bond is one of the General Obligation Park Limited Bonds, Series 2016, described in the within mentioned ordinance.

**COMMERCE BANK,**  
Champaign, Illinois, as Bond Registrar

By \_\_\_\_\_  
Authorized Signer

**Bond Registrar**      Commerce Bank  
**and Paying Agent:**    Champaign, Illinois



**ASSIGNMENT**

For value received the undersigned sells, assigns and transfers unto \_\_\_\_\_

\_\_\_\_\_  
[Name, Address and Tax Identification Number of Assignee]  
the within Bond and hereby irrevocably constitutes and appoints \_\_\_\_\_  
\_\_\_\_\_ attorney to transfer the within Bond on the books kept for  
registration thereof, with full power of substitution in the premises.

Dated \_\_\_\_\_

\_\_\_\_\_  
Signature

Signature Guarantee:  
\_\_\_\_\_

Notice: The signature on this assignment must correspond with the name of the Registered Owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

**Section 9. Levy and Extension of Taxes.** For the purpose of providing the money required to pay the interest on the Bonds when and as the same falls due and to pay and discharge the principal thereof as the same shall mature, there shall be levied upon all the taxable property within the Champaign Park District, Champaign County, Illinois, in each year while any of the Bonds shall be outstanding, a direct annual tax for the year 2016 sufficient for that purpose, in addition to all other taxes, and in the amount for such year, as follows:

**For the Year**

**A Tax Sufficient to Produce the Sum of (\$):**

2016

1,111,703 for interest and principal

Interest or principal coming due at any time when there shall be insufficient funds on hand to pay the same shall be paid promptly when due from current funds on hand in advance of the collection of the taxes herein levied; and when such taxes shall have been collected, reimbursement shall be made to such fund or funds from which such advance was made in the amounts thus advanced.

After this ordinance becomes effective and before the issuance under this ordinance of any Bonds, a copy hereof certified by the Secretary, which certificate shall recite that this ordinance has been duly adopted, shall be filed with the County Clerk of Champaign County, Illinois, who is hereby directed to ascertain the rate per cent required to produce the aggregate tax hereinabove provided to be levied for the year 2016 and to extend the same for collection on the tax books in connection with other taxes levied in such year in and by the Issuer for general corporate purposes of the Issuer, and in such year such annual tax shall be levied and collected in like manner as taxes for general corporate purposes for such year are levied and collected and, when collected, such taxes shall be used solely for the purpose of paying the principal of and interest on the Bonds herein authorized as the same become due and payable or reimbursing the Issuer for any funds advanced therefor.

The Issuer covenants and agrees with the registered owners of the Bonds that so long as any of the Bonds remain outstanding, unless and to the extent funds are irrevocably on deposit in the Debt Service Fund established in Section 10 below, the Issuer will take no action or fail to take any action which in any way would adversely affect the ability of the Issuer to levy and collect the foregoing taxes, and the Issuer and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended and collected as provided herein and deposited in the Debt Service Fund established in Section 10 below to pay the principal of and interest on the Bonds.

**Section 10. Debt Service Fund.** Moneys derived from taxes herein levied are hereby directed to be set aside for the sole purpose of paying principal of and interest on the Bonds when and as the same come due. All of such moneys, and all other moneys to be used for the payment of the principal of and interest on the Bonds, including sufficient cash on hand in an existing bond and interest fund, which cash is hereby pledged, shall be deposited in the “**Debt Service Fund**”, and further identified to the series of related Bonds, which is hereby established as a special fund of the Issuer and shall be administered as a bona fide debt service fund under the Internal Revenue Code of 1986, as amended. At the time of issuance of the Bonds accrued interest, if any, received upon the issuance of the Bonds shall be deposited in the Debt Service Fund, and applied to pay interest on the Bonds.

**Section 11. Bond Proceeds Fund.** All of the proceeds of the sale of the Bonds (exclusive of accrued interest as provided above in Section 10) shall be deposited in the “**Bond Proceeds Fund**”, and further identified to the series of related Bonds, which is hereby established as a special fund of the Issuer. Within such fund there shall be a “**Refunding Account**” related to holding Bond proceeds to currently pay debt-service on outstanding alternate bonds issued to finance park facilities, and a “**Project Account**” for any excess proceeds for the Project. Moneys in the Bond Proceeds Fund, upon appropriation by proceedings supplemental to this ordinance, shall be used for the purposes specified in Section 1 of this ordinance, including for the payment of costs of issuance of the Bonds, but may thereafter be reappropriated pursuant to applicable law and used for other lawful purposes of the Issuer. Before any such reappropriation shall be made, upon request there shall be filed with the Secretary an opinion of Evans, Froehlich, Beth & Chamley, Champaign, Illinois, or other nationally recognized bond counsel (“**Bond Counsel**”) to the effect that such reappropriation will not adversely affect the tax-exempt status of the Bonds under Section 103 of the Internal Revenue Code of 1986, as amended.

**Section 12. Arbitrage Rebate.** The Issuer does not reasonably expect to issue more than \$5,000,000 of tax-exempt obligations in the calendar year of the issuance of the Bonds within the meaning of the small issuer exception under Section 148(f)(4)(D) of the Internal Revenue Code of 1986, as amended. The Issuer shall comply with the provisions of Section 148(f) of the Internal Revenue Code of 1986, as amended, relating to the rebate of certain investment earnings at periodic intervals to the United States of America to the extent that there shall have been filed with the Secretary an opinion of Bond Counsel to the effect that such compliance is necessary to preserve the exclusion from gross income for federal income tax

purposes of interest on the Bonds under Section 103 of the Internal Revenue Code of 1986, as amended.

**Section 13. Investment Regulations.** No investment shall be made of any moneys in the Debt Service Fund of 2016 or the Bond Proceeds Fund of 2016 except in accordance with the tax covenants and other covenants set forth in Section 14 of this ordinance. All income derived from such investments in respect of moneys or securities in any fund or account shall be credited in each case to the fund or account in which such moneys or securities are held.

Any moneys in any fund or account that are subject to investment yield restrictions, including in respect of the Escrow Agreement, may be invested in United States Treasury Securities, State and Local Government Series, pursuant to the regulations of the United States Treasury Department, Bureau of Public Debt. The Issuer's President or Treasurer and agents designated by such officers are hereby authorized to submit, on behalf of the Issuer, subscriptions for such United States Treasury Securities and to request redemption of such United States Treasury Securities.

**Section 14. Non-Arbitrage and Tax-Exemption.** One purpose of this Section 14 is to set forth various facts regarding the Bonds and to establish the expectations of the Corporate Authorities and the Issuer as to future events regarding the Bonds and the use of Bond proceeds. The certifications and representations made herein and at the time of the issuance of the Bonds are intended, and may be relied upon, as certifications and expectations described in the Income Tax Regulations dealing with arbitrage and rebate (the "**Regulations**"). The covenants and agreements contained herein, and at the time of the issuance of the Bonds, are made for the benefit of the registered owners from time to time of the Bonds. The Board of Park Commissioners and the Issuer agree, certify, covenant and represent as follows:

(1) The Bonds are being issued to pay the costs described in Section 1 above, and all of the amounts received upon the sale of the Bonds, plus all investment earnings thereon (the "**Proceeds**") are needed for the purpose for which the Bonds are being issued.

(2) The Issuer will apply proceeds of the Bonds to the costs in (1) above concurrently with the issuance of the Bonds, with respect to which not less than 5% will be incurred and paid within 6 months of issuance of the Bonds.

(3) The Issuer has on hand no funds which could legally and practically be used for the purposes hereof which are not pledged, budgeted, earmarked or otherwise necessary to be used for other purposes. Accordingly, no portion of the Proceeds will be used (i) directly or indirectly to replace funds of the Issuer or any agency, department or division thereof that could be used for such purposes, or (ii) to replace any proceeds of any prior issuance of obligations by the Issuer. No portion of the Bonds is being issued solely for the purpose of investing the Proceeds at a Yield higher than the Yield on the Bonds. For purposes of this Section 14, "**Yield**" means that yield (that is, the discount rate) which when used in computing the present worth of all payments of principal and

interest to be paid on an obligation (using semi-annual compounding on the basis of a 360-day year) produces an amount equal to its issue price, including accrued interest, and the purchase price of the Bonds is equal to the first offering price at which more than 10% of the principal amount of each maturity of the Bonds is sold to the public (excluding bond houses, brokers or similar persons or organizations acting in the capacity of underwriters or wholesalers).

(4) All principal proceeds of the Bonds, upon due appropriation, will be deposited in the Bond Proceeds Fund for the purposes described in Section 1 above, and accrued interest, if any, and premium, if any, received on the delivery of the Bonds will be deposited in the Debt Service Fund and used to pay the first interest due on the Bonds. Earnings on investment of moneys in any fund or account will be credited to that fund or account. Costs for the purposes described in Section 1 above, including issuance costs of the Bonds, are to be paid from the Bond Proceeds Fund, and no other moneys are expected to be deposited therein. Interest on and principal of the Bonds are to be paid from the Debt Service Fund. No Proceeds will be used more than 30 days after the date of issue of the Bonds for the purpose of paying any principal or interest on any issue of bonds, notes, certificates or warrants or on any installment contract or other obligation of the Issuer or for the purpose of replacing any funds of the Issuer used for such purpose.

(5) The Debt Service Fund is established to achieve a proper matching of revenues and earnings with debt service in each Bond year. Other than any amounts held to pay principal of matured Bonds that have not been presented for payment, it is expected that any moneys deposited in the Debt Service Fund will be spent within the 12-month period beginning on the date of deposit therein. Any earnings from the investment of amounts in the Debt Service Fund will be spent within a one-year period beginning on the date of receipt of such investment earnings. Other than any amounts held to pay principal of matured Bonds that have not been presented for payment, it is expected that the Debt Service Fund will be depleted at least once a year, except for a reasonable carryover amount not to exceed the greater of (i) one-year's earnings on the investment of moneys in the Debt Service Fund, or (ii) in the aggregate, one-twelfth (1/12th) of the annual debt service on the Bonds.

(6) Other than the Debt Service Fund, no funds or accounts have been or are expected to be established, and no moneys or property have been or are expected to be pledged (no matter where held or the source thereof) which will be available to pay, directly or indirectly, the Bonds or restricted so as to give reasonable assurance of their availability for such purposes. No property of any kind is pledged to secure, or is available to pay, obligations of the Issuer to any credit enhancer or liquidity provider.

(7) (a) All amounts on deposit in the Bond Proceeds Fund or the Debt Service Fund and all Proceeds, no matter in what funds or accounts deposited ("**Gross Proceeds**"), to the extent not exempted in (b) below, and all amounts in any fund or account pledged directly or indirectly to the payment of the Bonds which will be available to pay, directly or indirectly, the Bonds or restricted so as to give reasonable assurance of their availability for such purpose contrary to the expectations set forth in

(6) above, shall be invested at market prices and at a Yield not in excess of the Yield on the Bonds.

(b) The following may be invested without Yield restriction:

(i) amounts invested in obligations described in Section 103(a) of the Internal Revenue Code of 1986, as amended (but not specified private activity bonds as defined in Section 57(a)(5)(C) of the Code), the interest on which is not includable in the gross income of any registered owner thereof for federal income tax purposes (“**Tax-Exempt Obligations**”);

(ii) amounts deposited in the Debt Service Fund of 2016 that are reasonably expected to be expended within 13 months from the deposit date and have not been on deposit therein for more than 13 months; and

(iii) all amounts for the first 30 days after they become Gross Proceeds (in general the date of deposit in any fund or account securing the Bonds);

(iv) all amounts in the Project Account of the Bond Proceeds Fund for the applicable 3-year temporary period from the date of issue of the Bonds, subject to applicable expenditure requirements; and

(8) Subject to (17) below, once moneys are subject to the Yield limits of (7)(a) above, such moneys remain Yield restricted until they cease to be Gross Proceeds.

(9) As set forth in Section 148(f)(4)(D) of the Internal Revenue Code of 1986, as amended, the Issuer is excepted from the required rebate of arbitrage profits on the Bonds because the Issuer is a governmental unit with general taxing powers, none of the Bonds is a “**private activity bond**” as defined in Section 141(a) of the Internal Revenue Code of 1986, as amended, all the net proceeds of the Bonds are to be used for the local government activities of the Issuer, and the aggregate face amount of all Tax-Exempt Obligations (other than “**private activity bonds**” as defined in Internal Revenue Code of 1986, as amended) issued by the Issuer and all subordinate entities thereof during the calendar year of issuance of the Bonds, is not reasonably expected to exceed \$5,000,000.

(10) None of the Proceeds will be used, directly or indirectly, to replace funds which were used in any business carried on by any person other than a state or local governmental unit.

(11) The payment of the principal of or the interest on the Bonds will not be, directly or indirectly (A) secured by any interest in (i) property used or to be used for a private business activity by any person other than a state or local governmental unit, or (ii) payments in respect of such property, or (B) derived from payments (whether or not

by or to the Issuer), in respect of property, or borrowed money, used or to be used for a private business activity by any person other than a state or local governmental unit.

(12) None of the Proceeds will be used, directly or indirectly, to make or finance loans to persons other than a state or local governmental unit.

(13) No user of facilities in respect of the Bonds other than a state or local government unit will use the Project on any basis other than the same basis as the general public, and no person other than a state or local governmental unit will be a user of the Project as a result of (i) ownership, or (ii) actual or beneficial use pursuant to a lease or a management or incentive payment contract, or (iii) any other similar arrangement.

(14) Beginning on the 15th day prior to the Bond sale date, the Issuer will not have sold or delivered, and will not sell or deliver, (nor will it deliver within 15 days after the date of issue of the Bonds) any other obligations pursuant to a common plan of financing, which will be paid out of substantially the same source of funds (or which will have substantially the same claim to be paid out of substantially the same source of funds) as the Bonds or will be paid directly or indirectly from Proceeds.

(15) No portion of facilities in respect of the Bonds is expected to be sold or otherwise disposed of prior to the last maturity of the Bonds.

(16) The Issuer has not been notified of any disqualification or proposed disqualification of it by the Internal Revenue Service as a bond issuer which may certify bond issues under the Regulations.

(17) The Yield restrictions contained in (7) above or any other restriction or covenant contained herein may be violated or changed if the Issuer receives an opinion of Bond Counsel to the effect that such violation or change will not adversely affect the tax-exempt status of interest on the Bonds to which it is otherwise entitled.

(18) The Issuer acknowledges that any changes in facts or expectations from those set forth herein may result in different Yield restrictions or rebate requirements from those set forth herein and that Bond Counsel should be contacted if such changes do occur.

(19) The Corporate Authorities have no reason to believe the facts, estimates, circumstances and expectations set forth herein are untrue or incomplete in any material respect. On the basis of such facts, estimates, circumstances and expectations, it is not expected that the Proceeds or any other moneys or property will be used in a manner that will cause the Bonds to be arbitrage bonds within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended, and of the Regulations. To the best of the knowledge and belief of the Corporate Authorities, such expectations are reasonable, and there are no other facts, estimates and circumstances that would materially change such expectations.

The Issuer also agrees and covenants with the registered owners of the Bonds from time to time outstanding that, to the extent possible under Illinois law, it will comply with whatever federal tax law is adopted in the future which applies to the Bonds and affects the tax-exempt status of the Bonds.

The Corporate Authorities hereby authorize the officials of the Issuer responsible for issuing the Bonds, the same being the President, Secretary and Treasurer of the Issuer, to make such further covenants and certifications as may be necessary to assure that the use thereof will not cause the Bonds to be arbitrage bonds and to assure that the interest in the Bonds will be excluded from gross income for federal income tax purposes. In connection therewith, the Issuer and the Corporate Authorities further agree: (a) through the officers of the Issuer, to make such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with Bond Counsel approving the Bonds and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Bonds; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the Issuer in such compliance.

**Section 15. Bank Qualified Bonds.** Pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986, as amended, the Issuer hereby designates the Bonds as “qualified tax-exempt obligations” as defined in such Section 265(b)(3). The Issuer represents that the reasonably anticipated amount of tax-exempt obligations that will be issued by the Issuer and all subordinate entities of the Issuer during the calendar year in which the Bonds are issued will not exceed \$10,000,000 within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended. The Issuer covenants that it will not so designate and issue more than \$10,000,000 aggregate principal amount of such tax-exempt obligations in such calendar year. For purposes of this **Section 15**, the term “tax-exempt obligations” includes “qualified 501(c)(3) Bonds” (as defined in the Section 145 of the Internal Revenue Code of 1986, as amended) but does not include other “private activity bonds” (as defined in Section 141 of the Internal Revenue Code of 1986, as amended).

**Section 16. Ordinance to Constitute a Contract and Severability.** The provisions of this ordinance shall constitute a contract between the Issuer and the registered owners of the Bonds. Any pledge made in this ordinance and the provisions, covenants and agreements herein set forth to be performed by or on behalf of the Issuer shall be for the equal benefit, protection and security of the registered owners of any and all of the Bonds. All of the Bonds, regardless of the time or times of their issuance, shall be of equal rank without preference, priority or distinction of any of the Bonds over any other thereof except as expressly provided in or pursuant to this ordinance. This ordinance and the Act shall constitute full authority for the issuance of the Bonds, and to the extent that the provisions of this ordinance conflict with the provisions of any other ordinance or resolution of the Issuer, the provisions of this ordinance shall control. If any section, paragraph or provision of this ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this ordinance.

**Section 17. Conflict and Repeal.** All ordinances, resolutions or parts thereof in conflict herewith be and the same are hereby repealed to the extent of such conflict, and this ordinance shall be in full force and effect forthwith upon its adoption.

**Section 18. Effective Date.** This ordinance shall become effective immediately upon its passage, approval and publication in pamphlet form, and prior to the issuance of the Bonds this ordinance shall be filed with the County Clerk of Champaign County, Illinois.

Upon motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, adopted this 9<sup>th</sup> day of November, 2016, by roll call vote as follows:

Ayes (names): \_\_\_\_\_

\_\_\_\_\_

Nays (names): \_\_\_\_\_

Absent (names): \_\_\_\_\_

(SEAL)

Attest:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President







**CHAMPAIGN  
PARK DISTRICT**

**REPORT TO PARK BOARD**

**FROM: Joe DeLuce, Executive Director**

**DATE: November 2, 2016**

**SUBJECT: Adoption of Ordinance No. 614: An Ordinance to Levy the Annual Tax for the Fiscal Year Beginning May 1, 2017 and Ending April 30, 2018.**

Background

Each year, the Board is required to pass a resolution setting the tax levy for the following fiscal year (FY) 17-18. Following the approval of the resolution, staff will publish the Truth in Taxation notice, if required. Additionally, the Park District needs to hold a public hearing on its intent to adopt such an increased tax levy at the November Board meeting and then adopt an ordinance on the tax levy to file with the Champaign County Clerk. The ordinance must be filed no later than the last Tuesday in December.

Prior Board Action

On October 26, 2016, the Board adopted a resolution setting the estimated tax levy for FY 17-18 at \$12,296,376 and the set the public hearing for November 9, 2016.

Budget Impact

The estimated levy approved will be incorporated into the fiscal year 17-18 budget.

Recommended Action

Staff recommends adoption of Ordinance No. 614: An Ordinance to Levy Property Taxes in the amount of \$12,296,376 for FY beginning May 1, 2017 and ending April 30, 2018. **(ROLL CALL VOTE REQUIRED)**

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA  
Director of Finance

Joe DeLuce, CPRP  
Executive Director

**TAX LEVY ORDINANCE**

**No. 614**

**AN ORDINANCE TO LEVY THE ANNUAL TAX FOR THE FISCAL  
YEAR BEGINNING MAY 1, 2017 AND ENDING APRIL 30, 2018**

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

Pursuant to authority vested in them by the Park District Code, Article Five, the Commissioners of the Champaign Park District in meeting assembled do hereby find and declare that there will be required to be raised by general taxation in the amounts hereinafter set forth to be levied upon all of the taxable property in said Champaign Park District, in order to meet and defray all the necessary expenses and liabilities of the Champaign Park District as required by statute or voted by the people for uses and purposes as follows, to wit:

<b>FUND</b>	<b>CLASSIFICATION</b>	<b>2017-18 LEVY</b>
Fund 01 - GENERAL CORPORATE		
	SALARIES AND WAGES	\$ 2,669,776
	FRINGE BENEFITS	405,806
	CONTRACTUAL	1,009,175
	COMMODITIES/SUPPLIES	576,672
	UTILITIES	160,187
	ROUTINE/PERIODIC MAINTENANCE	282,996
	TRANSFERS TO OTHER FUNDS	675,389
	<b>TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 01 GENERAL CORPORATE</b>	<b>5,780,000</b>
Fund 02 - RECREATION		
	SALARIES AND WAGES	1,415,292
	FRINGE BENEFITS	72,055
	CONTRACTUAL	198,958
	COMMODITIES/SUPPLIES	220,467
	UTILITIES	180,676
	ROUTINE/PERIODIC MAINTENANCE	26,671
	<b>TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 02 RECREATION</b>	<b>2,114,119</b>
Fund 03 - MUSEUM		
	SALARIES AND WAGES	699,157
	FRINGE BENEFITS	79,910
	CONTRACTUAL	426,184
	COMMODITIES/SUPPLIES	127,855
	UTILITIES	47,946
	TRANSFERS TO OTHER FUNDS	49,650
	<b>TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 03 MUSEUM</b>	<b>1,430,702</b>

Fund 04 - LIABILITY INSURANCE	
SALARIES AND WAGES	48,000
FRINGE BENEFITS	7,674
CONTRACTUAL	19,145
COMMODITIES/SUPPLIES	12,675
INSURANCE	203,997
CAPITAL OUTLAY	30,664
<b>TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 04 LIABILITY INSURANCE</b>	<b>322,156</b>
Fund 06 - IMRF FUND	
FRINGE BENEFITS	355,197
<b>TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 06 IMRF</b>	<b>355,197</b>
Fund 08 - AUDIT FUND	
CONTRACTUAL	21,600
<b>TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 08 AUDIT</b>	<b>21,600</b>
Fund 09 - PAVING AND LIGHTING FUND	
ROUTINE/PERIODIC MAINTENANCE	83,430
<b>TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 09 PAVING AND LIGHTING</b>	<b>83,430</b>
Fund 14 - SOCIAL SECURITY FUND	
FRINGE BENEFITS	388,239
<b>TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 14 SOCIAL SECURITY</b>	<b>388,239</b>
Fund 15 - SPECIAL RECREATION FUND	
SALARIES AND WAGES	230,000
FRINGE BENEFITS	55,000
CONTRACTUAL	50,000
COMMODITIES/SUPPLIES	20,000
UTILITIES	10,218
INSURANCE	6,500
CAPITAL OUTLAY	289,114
<b>TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 15 SPECIAL RECREATION</b>	<b>660,832</b>
Fund 19 - POLICE PROTECTION	
CONTRACTUAL	21,600
<b>TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 19 POLICE PROTECTION</b>	<b>21,600</b>
Fund 21 - BOND AMORTIZATION FUND	
TRANSFERS TO OTHER FUNDS	1,118,500
<b>TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 21 BOND AMORTIZATION</b>	<b>1,118,500</b>

## TAX LEVY SUMMARY

The following are the total taxes to be levied for:

Fund 01 - GENERAL	\$	5,780,000
Fund 02 - RECREATION		2,114,119
Fund 03 - MUSEUM		1,430,702
Fund 04 - LIABILITY INSURANCE		322,156
Fund 06 - IMRF FUND		355,197
Fund 08 - AUDIT FUND		21,600
Fund 09 - PAVING AND LIGHTING FUND		83,430
Fund 14 - SOCIAL SECURITY FUND		388,239
Fund 15 - SPECIAL RECREATION FUND		660,832
Fund 19 - POLICE PROTECTION		21,600
Fund 21 - BOND AMORTIZATION FUND		1,118,500
<b>TOTAL AMOUNT IS HEREBY LEVIED AS - ALL FUNDS</b>	<b>\$</b>	<b>12,296,376</b>

Making the aggregate sum of Twelve Million, Two Hundred Ninety Six Thousand, Three Hundred Seventy Six Dollars (\$12,296,376) to be raised by taxation and levied on all of the taxable property in said Park District for the fiscal year beginning May 1, 2017 and ending April 30, 2018, in order to meet and defray all necessary expenses and liabilities of the Park District as required by statute of voted by the people in accordance with law, provided that the levy of such amounts does not cause the property tax rate to exceed 0.7443. If the levy amount of \$12,296,376 produces a tax rate higher than 0.7443, then the amount to be levied and collected for all funds shall be reduced to an amount which produces the 0.7443 tax rate for all funds.

The Secretary of the Champaign Park District shall file with the County Clerk of the County of Champaign, State of Illinois, a certified copy of this Ordinance, no later than the third Tuesday of December 2016.

This Ordinance shall be in full force and effect immediately on and after its passage and approval.

Adopted this 9th day of November 2016, pursuant to a roll call vote as follows:

Ayes:

Absent:

Nays:

Abstain:

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Timothy P. McMahon, President  
Champaign Park District  
Board of Commissioners

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Cindy Harvey, Secretary  
Champaign Park District  
Board of Commissioners



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director  
**DATE:** October 27, 2016  
**SUBJECT:** Bid for Hays Center Shingled Roof Replacement

### Background

The roofs of the Hays Recreation Center have been neglected for some time. During the development of the roof replacement schedule for the Park District's facilities, it was determined that the entire roof structure and clerestory window wall at the Hays Center were a priority. The lower flat roof was addressed last spring. The upper flat roof and window wall were bid and awarded at the September 14, 2016 Regular Board Meeting. This bid addresses the remaining shingled roof sections.

### Prior Board Action

The Board approved the FY17 Capital Improvement Plan at the March 9, 2016 Regular Board Meeting.

### Bid Results

Bid packets were available to potential contractors as of October 10, 2016. Three (3) bid packets were issued or requested. One (1) bid was received, opened and read aloud on October 27, 2016. The bid results are below.

	Base Bid	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
CONTRACTOR	Shingle Roof	Wood Nailers	Plywood Deck	1x4	1x6	1x8	1x12
Advanced Commercial Roofing Champaign, IL	No Bid						
Top Quality Roofing Mt. Zion, IL	\$60,370.00	\$1.75	\$2.75	\$2.00	\$2.50	\$3.00	\$4.00
Craftmasters, Inc. Decatur, IL	No Bid						

### Budget Impact

\$125,000 was budgeted in the FY17 Capital Improvement Plan for Project #170006, with \$74,914.00 remaining for this project.

### Recommended Action

Staff recommends that the Board authorize the Executive Director to enter into a contract with the low, responsible bidder, Top Quality Roofing Co., of Mt. Zion IL, in the amount of \$60,370.00 plus unit price items as needed.

Prepared by:

Kevin Crump  
Director of Operations & Planning

Reviewed by:

Joe DeLuce  
Executive Director



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** November 2, 2016

**SUBJECT:** Abbey Fields Property

### **Introduction**

During the process of selling THE 6.4 acres of Dodds Park to a development group known as 1901 W. Bradley, LLC, that group transferred to the Park District land consisting of twenty (20) undeveloped acres north of the Trail at Abbey Fields Subdivision and three residential lots in the Trails at Abbey Fields Subdivision area, together with a letter of credit in the event the Park District might decide not to develop a park on the land transferred to it.

After working with the Illinois Department of Natural Resources and the National Park Service, in order to obtain and confirm approval of the exchange, the Park District has been notified that the 20 acre parcel has been approved for development into a new park to satisfy the conversion of the conversion of the 6.4 acres at Dodds Park.

At this time it would be appropriate for the Park District to release the letter of credit provided to the Park District by the development group and terminate the Put Agreement related to it.

### **Budget Impact**

No budget implications.

### **Recommendation**

Staff recommends the Park Board direct the Executive Director to release the letter of credit and terminate the Put Agreement.

Prepared by:

Joe DeLuce  
Executive Director

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## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** November 2, 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.

### Project Scope

In my discussions and emails with each of the firms, I feel comfortable that each of the firms have a good understanding of the project scope. Each firm agrees to providing 400 or more completed surveys from the community on amenities for Spalding Park. Part of the scope will be for the selected firm to meet with the Board and staff to get input on the questions and scope details. The Board with staff input will have final approval of the questions to be included in the survey.

### 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
Public Research Group	\$9,000	Included	\$9,000
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 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 in the amount of \$8,000.

Option 2, work with the Public Research Group in the amount of \$9,000. This company was recommended by the aquatic firm Councilman-Hunsaker staff as they have worked with various park districts in Illinois. I checked with the Plainfield Park District and the Elk Grove Directors and both recommended the Public Research Group.

### Staff Recommendation

Staff recommends Option 1, work with the U of I Office of Recreation & Park Resources to conduct a community wide survey in the amount of \$8,000.

Prepared by:

Joe DeLuce  
Executive Director



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:

\_\_\_\_\_  
Robin Hall, Director, Office of Recreation & Park Resources

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
William Goodman, Assistant Dean, College of Applied Health Sciences

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joseph DeLuce, Executive Director, Champaign Park District

\_\_\_\_\_  
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.



October 31, 2016

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

RE: Professional Services for a Community Park Survey for the Champaign Park District  
(Proposal Number: 16-C182E)

Dear Joe,

It is our pleasure to provide the Park District this proposal for professional survey services for your planning project for your consideration. In our review of the past Board minutes, it appears that the planning project in question is Spalding Park. We can custom tailor a brief questionnaire that will collect community input regarding the preferred elements as well as other related development concerns that the Park District wishes to understand from the public point of view for the project. It is our desire to provide the staff and board valuable data to make informed decisions regarding this planning initiative.

**BASE SCOPE OF SERVICES:**

The Public Research Group has broken the following items above into a series of outlined steps to be included as professional services based on our initial discussions. Further refinement and definition of the scope of services if needed, can be developed in future stages of contract negotiation.

**Task A: *Kick Off Meeting***

Public Research Group will meet with the agency staff and invited parties to fully define the survey work plan, including initial goals along with finalizing the schedule. The purpose of this start up meeting is to establish survey project schedule and develop a preliminary set of survey questions.

***Total number of meetings for this step: 1***

1280 Iroquois Avenue  
Suite 110  
Naperville, Illinois 60563

Phone: 630-606-0776

**Task B: MySidewalk Public Engagement Virtual Town Hall Web Page**

Public Research Group will prepare the MySidewalk Virtual Town Hall site application for an on-line community engagement service. The simple virtual platform generates a broader audience and creates more effective community participation, leading to measurable results and valuable insights from the community.

**Task C: Statistically Valid Park Master Plan Survey**

Public Research Group will conduct a community survey to gather specific information regarding the proposed master plan for the park site. A sample size of 400 household returns will provide a 95% confidence level with a +/-5% confidence interval. We will utilize a mail, telephone and email survey up to 7 questions.

The breakdown includes:

Mail survey: Target return rate is 200 responses  
Telephone survey: Target return rate is 50 responses  
E-mail survey: Target return rate is 150 responses

We will then layer the data between the survey results to formalize a stronger confidence in the survey findings. Specific tasks include;

- Develop a custom database random sample of residents households
- Finalize the sample with geo-coding and survey methodology including methods for successful response rates
- Develop the survey instrument. The survey questions can be reviewed by staff and/or the Park Board and edited as many times as needed for approval
- Pre-test the survey
- Administer the mail survey including all printing and printing
- Administer the telephone survey
- Administer the e-mail survey
- Track response rates and administer back-up sample as required
- Enter data into Excel
- Perform data analysis on raw survey results
- Generate preliminary findings of raw data including graphs, tables and cross tabular comparison

- Prepare survey maps highlighting key question findings (Up to 3)

We have provided an alternate scope cost for 200 total returns.

**Total number of meetings for this step: 1**

**Task D: Survey Report**

Public Research Group will compile all relevant data into a comprehensive findings report. Specific tasks include;

- Prepare a final Report for distribution and data inclusion into the Master Planning process prepared by others. The report will be revised once under our base fee. Attend one board meeting to present the survey findings as requested.

Five copies of the final report will be delivered for distribution.

**Total number of meetings for this step: 1**

In the event that the scope of work increases during the course of the project, additional time will be allotted to provide for the requested work. We will require scope of work changes in writing and approval of an add service.

**WORK SCHEDULE:**

The project is anticipated to commence in November 2016 and the schedule is tentative.

Task	Date
<b>Task A: Kick Off Meeting</b>	November 2016
<b>Task B: MySidewalk Public Engagement Virtual Town Hall Web Page</b>	January-February 2017
<b>Task C: Statistically Valid Park Master Plan Survey</b>	
c1. Survey instrument development	January 2017
c2-7. Survey administration	February 2017
<b>Task D: Survey Report</b>	
d1. Final report	March 2017

**FEES:**

The scope below has been broken down with a lump sum fee approach. **The total to complete base scope items A-D is \$9,000.00.** All reimbursable expenses are included in the lump sum fee.

**BASE SCOPE:**

Task	Lump Sum Fee
Task A: <i>Kick Off Meeting</i>	\$500.00
Task B: <i>MySidewalk Public Engagement Virtual Town Hall Web Page</i>	\$500.00
Task C: <i>Statistically Valid Park Master Plan Survey</i>	\$7,000.00
Task D: <i>Survey Report</i>	\$1,000.00
<b>Total</b>	<b>\$9,000.00</b>

**ALTERNATE SCOPE:**

**The number of surveys can be reduced to 200 total returns for to provide a 95% confidence level with a +/-6.9% confidence interval.**

Task	Lump Sum Fee
Task A: <i>Kick Off Meeting</i>	\$500.00
Task B: <i>MySidewalk Public Engagement Virtual Town Hall Web Page</i>	\$500.00
Task C: <i>Statistically Valid Park Master Plan Survey</i>	\$4,000.00
Task D: <i>Survey Report</i>	\$1,000.00
<b>Total</b>	<b>\$6,000.00</b>




**2016-2017 Hourly Billing Rates:**

An hour rate will apply for any additional work requested in writing by the Client.

Principal Consultant:	\$120.00 per hour
Technical Staff:	\$85.00 per hour
Administrative Staff:	\$45.00 per hour

An executed copy of this proposal will serve as our binding agreement between both parties. This proposal expires for the scope of work outlined after December 9, 2016.

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Authorized Signature Champaign Park District	Date
	10/31/16

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Mr. Tod J. Stanton, Senior Partner Public Research Group, LLC	Date
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TERMS AND CONDITIONS:

- A. Standard of Care – The standard level of care for professional services performed by Consultant under this Agreement will be the skill and care used by members of Consultant's profession practicing under similar circumstances at the same time and locality.
- B. Indemnification – Client and Consultant each agree to identify and hold harmless, and their respective officers, employees, agents and representatives, from and against liability for all claims, losses, damages and expenses, including reasonable attorney fees and court costs, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors or omissions. In the event claims, losses, damages or expenses are caused by joint or concurrent negligence of the Client and Consultant, they shall be borne by each party in proportion to its negligence. All claims shall be limited to the contract value for this Agreement's scope of service.
- C. Dispute Resolution – Client and Consultant agree that they shall first submit any and all unsettled claims, counter claims, disputes, and other matters in question arising out of or related to this Agreement to mediation in accordance with industry rules of American Arbitration Association, effective as of the date of this agreement.
- D. Termination of Contract – Client may terminate this Agreement with seven days prior written notice to Consultant for convenience or cause. Consultant may terminate this Agreement with seven days prior written notice to Client. Upon written termination, all project related material will be turned over to the Client upon request when payment has been made for all work up to request of termination. Failure of Client to make payments when due shall be cause for suspension of services and ultimately termination.
- E. Force Majeure – Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without negligence.
- F. Ownership of Documents – Use of the documents by Client without permission shall be at the Client's sole risk.
- G. Payment – We will invoice this project on a 30-day cycle. Prompt payment is expected within 21 days of receiving said invoice. All unpaid invoices beyond 30 days are subject to 3% monthly interest on unpaid balances.



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** November 4, 2016

**SUBJECT:** Prequalified List of Architects and Engineers

### Background

With guidance from the Illinois Local Government Professional Services Act, Park District staff advertised request for qualifications (RFQ) for "on-call" Prequalified Architects and Engineers for a period of three years. The RFQ asks that a firm submit their qualifications for work that may occur over the term of the request. The Park District is not obliged to hire any firm on the list, and may decide to hire outside the list via an RFP for specific projects. By prequalifying firms the Park District makes the consultant selection process for incidental or individual projects more efficient. Responding firms were judged on qualifications, experience, quality of service, and past project performance. The responding firms (Attachment 1) were judged to be qualified for work the Park District may undertake within the next three years—ending in November 2019—whereupon the Park District must approve a new list.

### Prior Board Action

At the September 11, 2013 Regular meeting, the Board approved the list of on-call engineering firms for a three year period, which ended September 2016.

### Budget Impact

None.

### Recommended Action

Staff recommends Board approval of Prequalified List of Architects and Engineers as shown in Attachment 1.

Prepared by:  
Andrew Weiss  
Park Planner and Landscape Architect

Reviewed by:  
Kevin Crump  
Director of Operations and Planning

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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.**

Attachment 1

Professional Firm		Architecture		Engineering					Other Service		
Name	Address	Architecture	Landscape Architecture	Civil	Structural	Mechanical	Electrical	Plumbing	Surveying	Environmental	Geotechnical
Architectural Expressions LLP	100 N Chestnut Street 300 Champaign IL 61820	X			X	X	X	X			
Bailey Edward	1103 S Mattis Avenue Champaign IL 61821	X	X	X	X	X	X	X			
Berns Clancy And Associates	405 E Main Street Urbana IL 61803			X							
BLDD Architects	17 E Taylor Street Champaign IL 61820	X							X	X	
Carlile Architects	143 N Schuyler Avenue 300 Kankakee IL 60901	X								X	
Civil Design Inc	104 N Second Street A Effingham IL 62401			X	X				X		
Clark Dietz Inc	125 W Church Street Champaign IL 61820			X			X	X	X	X	
Engineering Concepts And Solutions Inc	2919 Crossing Court 11 Champaign IL 61822					X	X	X	X	X	
Farnsworth Group	1819 S Neil Street F Champaign IL 61820	X	X	X	X	X	X	X	X	X	
Fehr Graham Engineering And Environmental	1610 Broadmoor Drive Champaign IL 61821		X	X	X				X	X	
Fuhrmann Engineering Inc	1800 S Oak Street 104 Champaign IL 61820			X	X				X	X	
GHR Engineers And Associates Inc	1615 S Neil Street Champaign IL 61820			X	X	X			X		
Gorski Reifsteck	909 Arrow Road 4 Champaign IL 61821	X				X	X	X			
GreenbergFarrow	21 S Evergreen Avenue 200 Arlington Heights IL 60005	X	X	X							
Hitchcock Design Group	225 W Jefferson Avenue Naperville IL 60540		X								
Hurst Rosche Engineers Inc	531 E Washington Street 5 Springfield IL 62701	X	X	X	X	X	X	X	X	X	X
Larson And Darby Group	4949 Harrison Avenue 100 Rockford IL 61125	X			X	X	X	X			
MSA Professional Services	201 W Springfield Avenue 400 Champaign IL 61820	X	X	X	X	X	X	X	X	X	X
Professional Environmental Engineers Inc	500 S Ewing E Saint Louis MO 63103									X	X
SmithGroupJJR	35 E Wacker Drive 2200 Chicago IL 60601	X	X	X	X	X	X	X	X	X	
Upland Design Ltd	24042 Lockport Street Plainfield IL 60544		X								
Wight And Company	2500 N Frontage Road Darien IL 60561	X	X	X	X	X	X	X			



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** November 4, 2016

**SUBJECT:** Copier Maintenance Agreement with Ricoh USA.

### Background

The Champaign Park District has purchased four copiers from Ricoh USA this calendar year. Only one of the copiers is new and the other three are refurbished machines. The machines were purchased with capital funds. The agreement for maintenance on the machines is based on per copy. The agreement is set for a three year period. Other copiers within the Park District are on a current month-to-month agreement

### Prior Board Action

There is no prior action.

### Budget Impact

The current agreement costs are \$0.0082 per black and white copy and \$0.0598 per color copy. This is slightly less than the current rate for those machines and the anticipated annual savings across the Park District is approximately \$1,700.00.

### Recommended Action

Staff recommends approval of a Maintenance Agreement to service and provide supplies for various copiers between the Park District and Ricoh USA for a three year term and authorize the Executive Director to add any copier purchased to the Maintenance Agreement during the term of the agreement.

Prepared by:

Reviewed by:

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

Joe DeLuce, CPRP  
Executive Director



**U.S. COMMUNITIES  
EQUIPMENT SALE AND MAINTENANCE AGREEMENT  
(EQUIPMENT SALES, BREAK-FIX SERVICES)**

CUSTOMER INFORMATION					
Legal Name	CHAMPAIGN PARK DISTRICT				
Bill To Address	706 KENWOOD RD				
City	CHAMPAIGN	State	IL	Zip Code	61821-4100

This Equipment Sale and Maintenance Agreement (“Maintenance Agreement”) sets forth the terms pursuant to which Customer may acquire equipment, software, and/or hardware products and maintenance services identified on an Order (defined below) from Ricoh USA, Inc. (“RicoH”). This Maintenance Agreement is executed pursuant to the contract by and between Ricoh USA, Inc. (successor-in-interest to Ricoh Americas Corporation) and Fairfax County (the “County”) on behalf of the U.S. Communities Government Purchasing Alliance and all public agencies, non-profits and higher education entities (“Participating Public Agencies”), having a Contract ID number of 4400003732 and the contract period is from February 11, 2013 to June 30, 2019, with the option to renew for no more than three (3) years (the “Contract Period”), one year at a time, or any combination thereof (the “Contract”). Notwithstanding the foregoing, any Maintenance Agreement and Order entered into during the Contract Period shall continue in full force and effect for the entire term set forth in the Order. To the extent that Customer purchases or leases Equipment from Ricoh under the Contract and also desires for Ricoh to provide maintenance services for such Equipment under the order (the “Order”), then the terms and conditions of this Maintenance Agreement shall apply. This Maintenance Agreement shall consist of the terms and conditions of the Contract and this Maintenance Agreement. As it pertains to this Maintenance Agreement, the order of precedence of the component parts of the Maintenance Agreement shall be as follows: (a) the terms and conditions of this Maintenance Agreement and (b) the terms and conditions of the Contract. The foregoing order of precedence shall govern the interpretation of this Maintenance Agreement in cases of conflict or inconsistency therein.

**1. MAINTENANCE SERVICES COVERAGE.** Ricoh shall provide to Customer maintenance services under an Order, during Ricoh business hours, 8:00am to 5:00pm Monday through Friday excluding holidays ((i) New Year’s Day; (ii) Memorial Day; (iii) 4th of July; (iv) Labor Day; (v) Thanksgiving; (vi) Day after Thanksgiving; and (vii) Christmas Day) (“Normal Business Hours”), as follows (collectively, the “Maintenance Services”):

(a) During the term of the Order, Ricoh will provide the Maintenance Services necessary to keep the covered Equipment in, or restore the covered Equipment to, good working order. Maintenance Services will include lubrication, cleaning, adjustments and replacement of maintenance parts deemed necessary by Ricoh due to normal usage (other than consumable parts). In the event the Equipment becomes unserviceable as a result of normal usage, replacement parts will be furnished and installed on an exchange basis and will be new OEM; provided, however, if such OEM part is not available and in order to restore the functionality of the Equipment, Ricoh shall be permitted to use a reconditioned or used part until such time as the new OEM part becomes available and is installed in the Equipment. All parts removed due to replacement will become the property of Ricoh. The provision of Maintenance Services does not assure uninterrupted operation of the covered Equipment.

(b) If available, Maintenance Services requested and performed outside Normal Business Hours will be charged to Customer at applicable time and material rates set forth in the Contract.

(c) The Maintenance Services provided by Ricoh will not include the following: (i) Repairs resulting from misuse (including without limitation to improper voltage or the use of supplies that do not conform to Ricoh's specifications); (ii) Repairs made necessary by service performed by persons other than authorized Ricoh representatives; (iii) Replacement of consumable parts which are consumed in normal Equipment operation, unless specifically included in the Order; (iv) Removable cassette, copy cabinet, exit trays, or any item not related to the mechanical or electrical operation of the Equipment; (v) Unless

# RICOH

otherwise agreed, consumable supplies such as toner, developer, paper or supplies that are consumed in the normal operation of the Equipment; (vi) Repairs and/or service calls resulting from attachments or accessories not acquired from Ricoh; (vii) Any Software, system support or related connectivity unless otherwise agreed in the Order; (viii) Electrical work external to the Equipment, including problems resulting from overloaded or improper circuits; (ix) Charges for installation of the Equipment or de-installation and/or movement of the Equipment from one location to another; or (x) Repair of damage or increase in service time caused by: accident, disaster (which shall include but not be limited to fire, flood, water, wind and lightning), transportation, neglect, power transients, abuse or misuse, failure of the Customer to follow Ricoh's published operating instructions, and unauthorized modifications or repair of Equipment by persons other than authorized representatives of Ricoh.

(d) In the absence of a separate maintenance agreement for any software, if Ricoh is engaged to provide software support under an Order, during Normal Business Hours, Ricoh will provide advice by telephone, email or via the Ricoh or developer's website following receipt of a request from Customer to diagnose faults in the software and advice to rectify such faults. Such support may be provided remotely.

(e) Damage to the Equipment or its parts arising out of, or other causes beyond, the control of Ricoh are not covered by an Order and may subject Customer to a surcharge or to cancellation of the Maintenance Services by Ricoh. In addition, Ricoh may terminate an Order if the Equipment is modified, damaged, altered or serviced by personnel other than those employed by Ricoh or are authorized by Ricoh to provide service and maintenance for the Equipment.

(f) Service necessitated as a result of inadequate key operator involvement, operator caused damage, lack of recommended service, or use of inadequate or incompatible supplies may result in service being rendered on a time-and-material basis in addition to the Maintenance Charges (as defined in Section 5).

**2. MAINTENANCE SERVICE CALLS.** Maintenance service calls under an Order will be made during Normal Business Hours at the installation address shown on the Order. Travel and labor-time for the service calls after Normal Business Hours, on weekends and on holidays, if and when available, will be charged at overtime rates in effect at the time the service call is made. Ricoh representatives will not handle, disconnect or repair unauthorized attachments or components. Customer is responsible for disconnecting and re-connecting unauthorized attachments or components. Customer hereby indemnifies and holds Ricoh and its employees and representatives harmless for claims for damages to any unauthorized parts, components or accessories resulting from service performed on Equipment covered by an Order.

**3. RECONDITIONING.** Rebuilding, reconditioning or major overhauls necessitated by usage not in accordance with manufacturer's published specifications, which shall be provided upon Customer's request, are not covered by an Order. In addition, if Ricoh determines that a reconditioning is necessary as a result of normal wear and tear of materials and age factors caused by normal usage in order to keep the Equipment in working condition, Ricoh will submit to Customer an estimate of the needed repairs and the cost for such repairs (which costs will be in addition to the charges payable under this Maintenance Agreement). If the Customer does not authorize such reconditioning, Ricoh may, at its option: (a) discontinue service of the Equipment under an Order and refund any unused portion of the Maintenance Charges, or (b) refuse to renew an Order upon its expiration. After any such termination, Ricoh will make service available on a "Time and Material Rate" basis at Ricoh's then prevailing rates at the time of service.

**4. TERM.** Each Order shall become effective on the delivery and Customer acceptance of the Equipment and/or solution and shall continue for the term specified therein (the "Initial Term") so long as no ongoing default exists on Customer's part. At the expiration of the Initial Term or any renewal term, unless Customer provides written notice of its intention not to renew within thirty (30) days of the expiration of the Initial Term or any renewal term, the Order shall automatically renew on a month-to-month basis. In addition to any other rights or remedies which either party may have under this Maintenance Agreement or at law or equity, either party shall have the right to cancel the Services provided under this Maintenance Agreement immediately: (i) if the other party fails to pay any fees or charges or any other payments required under this Maintenance Agreement when due and payable, and

such failure continues for a period of thirty (30) days after being notified in writing of such failure; or (ii) if the other party fails to perform or observe any other material covenant or condition of this Maintenance Agreement, and such failure or breach shall continue un-remedied for a period of thirty (30) days after such party is notified in writing of such failure or breach.

**5. MAINTENANCE CHARGES.**

(a) Maintenance service charges ("Maintenance Charges") will be payable by the Customer in accordance with the terms set forth in the Order.

(b) Customer acknowledges and agrees that: (i) the transfer of the Equipment from the location indicated on the face hereof may result in an increase of Maintenance Charges or the termination of an Order; (ii) if an Order includes toner, toner usage is based on manufacturer supply consumption rates. Ricoh will determine and deliver supplies in accordance with agreed upon usage. Consumption of covered supply products varying significantly from expected usage may result in additional charges for supplies, or as otherwise agreed to by the parties. Maintenance Charges are based on standard 8.5x11 images. Ricoh reserves the right to assess additional images charges for non-standard images, including 11x17 images.

**6. USE OF RICOH RECOMMENDED SUPPLIES.** Ricoh products are designed to give excellent performance with Ricoh recommended supplies, including paper, developer, toner, and fuser oil. If the Customer uses other than Ricoh recommended supplies, and if such supplies are defective or not acceptable for use with the Equipment and cause abnormally frequent service calls or service problems, then Ricoh may, at its option, assess a surcharge or terminate an Order. If so terminated, Customer will be offered service on a time and materials basis at Ricoh's then prevailing rates. It is not a condition of an Order that the Customer use only Ricoh brand supplies.

**7. METER READINGS.** As part of its Services, Ricoh may, at its discretion and dependent upon device capabilities, provide remote meter reading and equipment monitoring services using its @Remote solution. If @Remote is not selected by the Customer, Customer shall be responsible and agrees to provide Ricoh true and accurate meter readings monthly and in any reasonable manner requested by Ricoh. If accurate meter readings are not provided, Ricoh reserves the right to estimate the meter readings from previous meter readings.

**8. CUSTOMER OBLIGATIONS.** Customer agrees to provide a proper place for the use of the Equipment, including electric service as specified by the manufacturer. Customer will provide adequate facilities (at no charge) for use by Ricoh representatives in connection with the maintenance of the Equipment hereunder within a reasonable distance of the Equipment. Customer agrees to provide "360 degree" service access to the Equipment, subject to Customer's usual security procedures. Customer will provide a key operator for the Equipment and will make operators available for instruction in use and care of the Equipment. All supplies for use with the Equipment will be provided by the Customer and will meet manufacturer specifications. It is the responsibility of the Customer to have the supplies available "on site" for servicing. Customer agrees that any systems utilizing similar supplies must be covered under similar inclusive maintenance programs. If any software, system support or related connectivity services are included as part of the Order as determined by Ricoh, Ricoh shall provide any such services at Customer's location set forth in the Order as applicable, or on a remote basis. Customer shall provide Ricoh with such access to Customer's facilities, networks and systems as may be reasonably necessary for Ricoh to perform such services.

**9. WARRANTY DISCLAIMER.** OTHER THAN THE OBLIGATIONS SET FORTH EXPRESSLY IN THIS MAINTENANCE AGREEMENT, RICOH DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR USE, OR FITNESS FOR A PARTICULAR PURPOSE. RICOH SHALL NOT BE RESPONSIBLE FOR ANY INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, DAMAGES ARISING OUT OF THE USE OR PERFORMANCE OF THE EQUIPMENT OR THE LOSS OF USE OF THE EQUIPMENT. RICOH'S TOTAL AGGREGATE LIABILITY TO CUSTOMER UNDER THE MAINTENANCE AGREEMENT, IF ANY, SHALL IN NO EVENT EXCEED THE TOTAL OF THE FEES PAID TO RICOH IN CONNECTION WITH THE



## MAINTENANCE SERVICES.

### 10. SERVICE LEVELS.

(a) Response Time. Ricoh will provide a one hour (1) phone response to service calls measured from receipt of the Customer's call. Ricoh service technicians will meet a four (4) business hour response time for all Customer service calls located within a major metropolitan area and eight (8) hour average response time for all Customer service calls located fifty (50) miles or greater from a Ricoh service center. Response time is measured in aggregate for all Equipment covered by the Order.

(b) Uptime. Ricoh will service the Equipment provided under an Order to be operational with a quarterly uptime average of 95% (based on manufacturer's performance standards and an 8-hour day, during Normal Business Hours), excluding preventative and interim maintenance time. Downtime will begin at the time Customer places a service call to Ricoh. Customer agrees to make the Equipment available to Ricoh for scheduled preventative and interim maintenance. Customer further agrees to give Ricoh advance notice of any critical and specific uptime needs Customer may have so that Ricoh can schedule with Customer interim and preventative maintenance in advance of such needs.

(c) Replacement of Equipment. Should a unit of Equipment or an accessory not be able to be maintained in conformance with manufacturer's specifications, Ricoh shall, at its own expense, replace such Equipment with another unit of the same product designation as that Equipment and Ricoh shall bear all installation, transportation, removal and rigging charges in connection with the installation of such replacement unit; provided, however that (a) the replacement unit may be a reconditioned or otherwise used unit rather than a new unit; and (b) if a replacement unit of the same product designation as the unit of Equipment it replaces is not available, the replacement unit may be a product of substantially similar or greater capabilities.

**11. DATA MANAGEMENT SERVICES.** The parties acknowledge and agree that Ricoh shall have no obligation to remove, delete, preserve, maintain or otherwise safeguard any information, images or content retained by or resident in any Equipment serviced and maintained by Ricoh, whether through a digital storage device, hard drive or other electronic medium ("Data Management Services"). If desired, Customer may engage Ricoh to perform Data Management Services at then-prevailing Contract rates. Customer acknowledges that Customer is responsible for ensuring its own compliance with legal requirements in connection with data retention and protection and that Ricoh does not provide legal advice or represent that the Equipment and Services will guarantee compliance with such requirements. The selection, use and design of any Data Management Services, and any decisions arising with respect to the deletion or storage of data, as well as the loss of any data resulting therefrom, shall be the sole and exclusive responsibility of Customer. If desired, Customer may engage Ricoh to perform the following Data Management Services, and the parties shall enter into a written work order setting the details of any such engagement:

- **Hard Drive Surrender Service.** Under this option, a Ricoh service technician can remove the hard drive from the applicable equipment (set forth on a work order) and provide Customer with custody of the hard drive before the equipment is removed from the Customer's location, moved to another department or any other disposition of the equipment. The cost for the Hard Drive Surrender Services shall be as set forth in the Contract.
- **Data Overwrite Security System (DOSS).** DOSS is a Ricoh product designed to overwrite the sector of the hard drive used for data processing to prevent recovery. Additionally, DOSS also offers the option of overwriting the entire hard drive up to nine (9) times.

**12. PURCHASES OF EQUIPMENT FOR CASH.** In the event that Customer desires to purchase equipment or products from Ricoh from time to time, it may do so by issuing a Purchase Order/Sales Order to Ricoh for that purpose. In connection with any equipment purchase from Ricoh, Ricoh shall transfer to Customer any equipment warranties made by the equipment manufacturer, to the extent transferable and without recourse. Customer agrees to confirm delivery and acceptance of all equipment purchased under this Agreement within ten (10) business days after any equipment is delivered and installed (if installation has been agreed to by the parties) by signing a delivery and acceptance certificate

(in a form to be provided by Ricoh) or written delivery acknowledgement. Ricoh reserves the right to make equipment deliveries in installments. All claims for damaged equipment shall be deemed waived unless made in writing, delivered to Ricoh within ten (10) business days after delivery of equipment to Customer; provided, however, Ricoh shall not be responsible for damage to equipment caused by the Customer, its employees, agents or contractors. Ricoh warrants to Customer that at the time of delivery and for a period of ninety (90) days thereafter the Ricoh-manufactured equipment will be free from any defects in material and workmanship; provided, however, the foregoing warranty shall not apply in the event (i) the Ricoh-manufactured equipment is installed, wired, modified, altered, moved or serviced by anyone other than Ricoh, (ii) the Ricoh-manufactured equipment is installed, stored and utilized and/or maintained in a manner not consistent with Ricoh specifications, (iii) a defective or improper non-Ricoh accessory or supply or part is attached to or used in the Ricoh-manufactured equipment. Except to the extent of any applicable and validated exemption, Customer agrees to pay any applicable taxes that are levied on or payable as a result of the use, sale, possession or ownership of the equipment purchased hereunder, other than income taxes of Ricoh.

**13. MISCELLANEOUS.** This Maintenance Agreement shall be governed by the laws of the State where the Customer's principal place of business or residence is located both as to interpretation and performance, without regard to its choice of law requirements. This Maintenance Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original. In order to expedite the ordering and delivery process, and for the convenience of the Customer, this Maintenance Agreement establishes the terms and conditions between the parties governing all services. Any documents issued by Customer to procure services at any time for any reason, even if they do not expressly reference or incorporate this Maintenance Agreement, will not modify or affect this Maintenance Agreement notwithstanding the inclusion of any additional or different terms or conditions in any such ordering document and shall serve only the purpose of identifying the services ordered and shall be subject to the terms and conditions of this Maintenance Agreement.

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

**CUSTOMER**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**RICOH USA, INC.**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



# ORDER AGREEMENT

Sale Type :CASH

Master Maintenance and Sale Agreement Date:	NEW	Sale Type :	CASH
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BILL TO INFORMATION			
Customer Legal Name: CHAMPAIGN PARK DISTRICT			
Address Line 1: 706 KENWOOD RD		Contact: Hoggatt, Tammy	
Address Line 2:		Phone: (217)819-3823	
City: CHAMPAIGN		E-mail: tammy.hoggatt@cparkdistrict.com	
ST / Zip: IL/61821-4100	County: CHAMPAIGN	Fax:	

ADDITIONAL ORDER INFORMATION			
Check All That Apply:			
<input checked="" type="checkbox"/> Sales Tax Exempt (Attach Valid Exemption Certificate)	<input checked="" type="checkbox"/> Fixed Service Charge	<input checked="" type="checkbox"/> Add to Existing Service Contract # 4234332	
<input type="checkbox"/> PO Included PO# _____	<input type="checkbox"/> PS Service (Subject to and governed by separate Statement of Work)		
<input type="checkbox"/> Syndication	<input type="checkbox"/> IT Service (Subject to and governed by separate Statement of Work)		

This is an Order made pursuant to the terms and conditions of the above referenced Master Agreement(s) between Customer and Ricoh USA, Inc. The signature below indicates that the customer accepts all terms and conditions of the applicable Master Agreement(s) for this sale, including by not limited to the terms set forth in the Master Agreement(s) and any Exhibit A thereto, all of which are incorporated herein by reference and made part of this Order. Each party agrees that electronic signatures of the parties on this Order will have the same force and effect as manual signature. Ricoh may accept this Order by either its signature or by commencing performance (e.g. Product delivery, initiating Services, etc.).

SERVICE INFORMATION		
Service Term (Months)	Base Billing Frequency	Overage Billing Frequency
36 Months	MONTHLY	MONTHLY

SHIP TO INFORMATION			
Customer Name: CHAMPAIGN PARK DISTRICT			
Address Line 1: 1311 W CHURCH ST		Contact: Hoggatt, Tammy	
Address Line 2: HAYS CTR		Phone: (217)819-3823	
City: CHAMPAIGN		E-mail: tammy.hoggatt@cparkdistrict.com	
ST / Zip: IL/61821-2653	County: CHAMPAIGN	Fax:	

PRODUCT INFORMATION									
Product Description	Qty	Service Type	B/W Allowance <small>(Per Base Billing Frequency)</small>	B/W Ovg	Color Allowance <small>(Per Base Billing Frequency)</small>	Color Ovg	Service Base <small>(Per Base Billing Frequency)</small>	Sell Price	Extended Sell Price
RICOH AFICIO MPC3502-RM 110V	1	Gold	N/A	\$0.0082	N/A	\$0.0598		\$2,740.00	\$2,740.00

BASIC CONNECTIVITY / PS / IT SERVICES INFORMATION			
BASIC CONNECTIVITY / PS / IT Services Description	Qty	Sell Price	Extended Sell Price
TS NETWORK & SCAN CONNECT - SEG BC3	1	\$0.00	\$0.00



# RICOH

SHIP TO INFORMATION			
Customer Name: CHAMPAIGN PARK DISTRICT			
Address Line 1: 512 E GROVE ST		Contact: Hoggatt, Tammy	
Address Line 2: OFC-DOUGLASS BLDG		Phone: (217)819-3823	
City: CHAMPAIGN		E-mail: tammy.hoggatt@cparkdistrict.com	
ST / Zip: IL/61820-3239	County: CHAMPAIGN		Fax:

PRODUCT INFORMATION									
Product Description	Qty	Service Type	B/W Allowance <i>(Per Base Billing Frequency)</i>	B/W Ovg	Color Allowance <i>(Per Base Billing Frequency)</i>	Color Ovg	Service Base <i>(Per Base Billing Frequency)</i>	Sell Price	Extended Sell Price
RICOH AFICIO MPC3502-RM 110V	1	Gold	N/A	\$0.0082	N/A	\$0.0598		\$2,740.00	\$2,740.00

BASIC CONNECTIVITY / PS / IT SERVICES INFORMATION			
BASIC CONNECTIVITY / PS / IT Services Description	Qty	Sell Price	Extended Sell Price
TS NETWORK & SCAN CONNECT - SEG BC3	1	\$0.00	\$0.00

SHIP TO INFORMATION			
Customer Name: CHAMPAIGN PARK DISTRICT			
Address Line 1: 301 N RANDOLPH		Contact: Hoggatt, Tammy	
Address Line 2:		Phone: (217)819-3823	
City: CHAMPAIGN		E-mail: tammy.hoggatt@cparkdistrict.com	
ST / Zip: IL/61821	County: CHAMPAIGN		Fax:

PRODUCT INFORMATION									
Product Description	Qty	Service Type	B/W Allowance <i>(Per Base Billing Frequency)</i>	B/W Ovg	Color Allowance <i>(Per Base Billing Frequency)</i>	Color Ovg	Service Base <i>(Per Base Billing Frequency)</i>	Sell Price	Extended Sell Price
RICOH AFICIO MPC3502-RM 110V	1	Gold	N/A	\$0.0082	N/A	\$0.0598		\$2,740.00	\$2,740.00

BASIC CONNECTIVITY / PS / IT SERVICES INFORMATION			
BASIC CONNECTIVITY / PS / IT Services Description	Qty	Sell Price	Extended Sell Price
TS NETWORK & SCAN CONNECT - SEG BC3	1	\$0.00	\$0.00



# RICOH

ORDER TOTALS		
<b>Service Type Offerings:</b>	<b>Product Total:</b>	\$8,220.00
<b>Gold:</b> Includes all supplies and staples. Excludes paper.	<b>BASIC CONNECTIVITY / PS / IT Services:</b>	\$0.00
<b>Silver:</b> Includes all supplies. Excludes paper and staples.	<b>Buyout:</b>	\$0.00
<b>Bronze:</b> Parts and labor only. Excludes paper, staples and supplies.	<b>Grand Total: (Excludes Tax)</b>	\$8,220.00
<b>Additional Provisions:</b>		
Per US Communities Contract 4400003732		

<b>Accepted by Customer</b>	<b>Accepted: Ricoh USA, Inc.</b>
Authorized Signature: _____	Authorized Signature: _____
Printed Name: _____	Printed Name: _____
Title: _____	Title: _____
Date: _____	Date: _____





**CHAMPAIGN  
PARK DISTRICT**

**REPORT TO PARK BOARD**

**FROM: Joe DeLuce, Executive Director**

**DATE: November 2, 2016**

**SUBJECT: Approval of Ordinance No. 615 Providing for the Disposal of Personal Property Owned by the Champaign Park District of Champaign County**

Background

The Park District purchases new copiers for various Park District facilities as needed. The copiers being replaced have exceeded their life expectancy and are no longer useful to the Park District. Illinois law permits park districts to dispose of unusable equipment. The Board must pass an ordinance authorizing disposal of the property.

Descriptions

The following copiers were all purchased in a refurbished state and are not useful for the Park District in their current condition:

RICOH COPIER MP3500	M2775401688
RICOH COPIER MP3500	M2782500094
RICOH COPIER MP3500	M2775900974

Prior Board Action

None

Budget Impact

Any proceeds received from the sale of these items will be placed in Park District operating funds.

Recommended Action

Staff recommends that the Board adopt Ordinance No. 615: An Ordinance providing for the disposal of personal property owned by the Champaign Park District of Champaign County, which will allow for the disposal of three copiers.

Prepared by:

Reviewed by:

Tammy Hoggatt  
Director of HR, IT, and Risk

Joe DeLuce  
Executive Director

**ORDINANCE NO. 615**

**AN ORDINANCE PROVIDING FOR THE DISPOSAL OF  
PERSONAL PROPERTY OWNED BY THE CHAMPAIGN  
PARK DISTRICT.**

**WHEREAS**, the Champaign Park District pursuant to 70 ILCS 1205/8-22 is granted the ability to dispose of personal property, and

**WHEREAS**, the Champaign Park District has determined that certain items it owns are no longer necessary, useful to or in its best interests District to retain.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of the Champaign Park District of Champaign County, Illinois as follows:

Section 1. The Park Board of Commissioners hereby authorizes that certain items shall be sold to the highest bidder, with or without advertising the sale, or disposed of on terms as may be approved by the Executive Director.

Section 2. The items of personal property to be disposed of are as follows:

RICOH COPIER MP3500	M2775401688
RICOH COPIER MP3500	M2782500094
RICOH COPIER MP3500	M2775900974

**PASSED AND APPROVED** by a three-fifths vote of the Board of Commissioners of the Champaign Park District this 9<sup>th</sup> day of November 2016.

**APPROVED:**

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Timothy P. McMahon, Board President

**ATTEST**

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Cindy Harvey, Board Secretary



CHAMPAIGN  
PARK DISTRICT

# Recreation Department PROGRAM REPORT





<b>Program Name</b>	<b>2015 Participants</b>	<b>2016 Participants</b>
<b><u>Adults</u></b>		
<b>The Brunch Club</b>	<b>2</b>	<b>2</b>
Who doesn't enjoy a late breakfast after sleeping in on a Sunday morning? Join us as we discover great breakfast and lunch foods at local restaurants. Program fee includes meals. Goals of these programs are to enhance socialization with peers, increase money management skills and dining etiquette.		
<b>Coffee Club</b>	<b>6</b>	
Join us in Goodfield, Illinois as we visit one of our favorite play venues for a wonderful buffet dinner followed by an entertaining play. Cost of meal and play included. Goals of this program are to enhance socialization and develop dining etiquette and cultural experience.		
<b>Jumpin' at Jupiter's</b>	<b>39</b>	<b>29</b>
Meet us at Jupiter's at the Crossing for a fun night of pool, arcade games and prizes! CUSR will pay for one game of pool. Please bring money for food and arcade games. Goals of this program are to increase money management skills, and enhance social skills with peers and community members.		
<b>Crafting at Hays</b>	<b>n/a in 2015</b>	<b>8</b>
Join the latest Pinterest craze as CUSR brings some of the creations on the website to real life. Some projects that we will be making are picture frames, shadow boxes, duct tape projects, and much more. We will do the pinning you just have to bring your creativity! Goals of this program are to increase fine and gross motor skills, and socialize with peers.		
<b>Martial Arts</b>	<b>6</b>	<b>5</b>
Experience the art of Taekwondo and gain overall exposure to the martial arts. CUSR has partnered with Tina and Jeff Newberry's Martial Arts in order to provide a comprehensive curriculum. This class will be taught by instructors who have years of experience teaching martial arts to individuals with and without disabilities. This program will offer a balanced physical and mental workout. Goals of this program are to increase concentration and balance, and improve coordination, gross motor skills, endurance, flexibility, and balance. It will also focus on self-confidence and self-defense.		
<b>CUSR Science Club</b>	<b>n/a in 2015</b>	<b>0</b>
Each month, the CUSR Science Club will be getting together to experiment, build, learn, and more! This season, the club will build rockets, volcanoes, robots, and dig up rocks and gems. Have fun while learning and take home anything you build or discover.		
<b>Burrito Bar &amp; Movie</b>	<b>n/a in 2015</b>	<b>4</b>
You be the chef! Come out to the Hays Recreation Center for a build-your-own burrito bar using ingredients like ground beef, chicken, lettuce, tomato, salsa, guacamole, and more. The possibilities are endless! After perfecting your burrito, sit down, relax, and enjoy a movie!		

<b>Program Name</b>	<b>2015 Participants</b>	<b>2016 Participants</b>
<p><b>Dancing in Decatur</b>  CUSR will be venturing out to enjoy an evening of dancing and snacks at the Knights of Columbus in Decatur, Illinois. Join us as we dance the night away and meet new friends. Admission is included, so just bring your dancing shoes! Goals of this program are to enhance socialization with peers and meet new people.</p>	<b>26</b>	<b>19</b>
<p><b>Cooking: BBQ Recipes</b>  Measure, chop, stir and cook! Join us as we prepare your favorite BBQ recipes for dinner. You will receive a recipe book of the meals we prepare for you to try at home! Goals of this program are to improve cooking skills and develop dining etiquette.</p>	<b>0</b>	<b>5</b>
<p><b>Diner's Club</b>  Join us as we try out different restaurants around town for dinner. At Diner's Club you will be able to socialize with your friends and enjoy a great dinner at a new place each month. Goals of this program are to enhance socialization with peers, increase money management skills, and dining etiquette.</p>	<b>14</b>	<b>35</b>
<p><b>Hays Hangout</b>  Fill the evening with a night of cards, Wii video games, board games, and more. At Hays Hangout you will get to play and socialize with all of your friends from CUSR. Snacks are included. Goals of this program are to enhance socialization with peers and turn-taking skills.</p>	<b>10</b>	<b>20</b>
<p><b>Karaoke and Dancing</b>  CUSR is bringing out the karaoke machine for a night of dancing and singing! With lots of music to choose from, it's sure to be a good time. Snacks will be provided. Goals of this program are to increase socialization skills and turn-taking skills.</p>	<b>36</b>	<b>16</b>
<p><b>Movie Night</b>  Join us as we choose movies to watch at the Hays Center, or feel free to bring your own movies from home to share with us! CUSR will provide snacks, you just need to be ready for some entertainment! Goals of this program are to enhance socialization with peers, increase listening and comprehension skills.</p>	<b>19</b>	<b>12</b>
<p><b>Movie Critics</b>  Grab your friends and get ready to see some of this season's biggest hits! We will be watching new releases, such as "The Peanuts Movie", "Zoolander 2", "Zootopia", and "Batman vs. Superman". Program time may vary depending on show times. Admission and transportation are included in the program fee. Please bring money for snacks.</p>	<b>n/a in 2015</b>	<b>13</b>
<p><b>Dinner and Cosmic Bowling</b>  CUSR staff will choose the restaurant based on some local favorites and then head to Arrowhead Lanes for Cosmic Bowling. Dinner and two games of bowling are included in this fee. Goals of this program include improving gross motor coordination, turn-taking skills, and socialization with peers.</p>	<b>14</b>	<b>9</b>

<b>Program Name</b>	<b>2015 Participants</b>	<b>2016 Participants</b>
<b>WWE Monday Night Raw</b> Join us Monday to watch wrestling superstars lay the smackdown! This night includes slamming down dinner and watching WWE Monday Night RAW. Grab your tag team buddies and enjoy the big show! A pizza dinner will be provided by CUSR; included in the program fee. Goals for this program include increasing socialization with peers and developing dining etiquette.	<b>n/a in 2015</b>	<b>0</b>
<b>Crafting: Recycled Crafts</b> Do you like to craft things? What about helping to keep the environment safe and clean? In this program, you can do both! We'll use common recyclable items and turn them into masterpieces. Goals for this program include enhancing of knowledge of recycling and improving fine motor skills.	<b>n/a in 2015</b>	<b>4</b>
<b>Crafting: Jewelry Making</b> Do you love to wear jewelry? Try making your own! CUSR will provide all the tools you need to craft up some beautiful accessories. Bring your imagination! Goals for this program include enhancing socialization with peers and improving fine motor skills.	<b>n/a in 2015</b>	<b>4</b>
<b>Drive-In in Gibson City</b> Come and enjoy a night with your friends as we head to Gibson City to see a movie at Harvest Mood Drive-In. We will watch a movie, socialize with our friends, and eat snacks. Fee includes admission, please bring money for snacks. Don't forget a chair or a blanket to sit on during the movie! Goals for this program include increasing money management skills and increasing socialization with peers.	<b>0</b>	<b>3</b>
<b>Blackout B-I-N-G-O</b> Come one, come all for a night of Bingo! You will enjoy hanging out and socializing with your friends, and may even win some prizes! Goals for this program include enhancing socialization with peers and turn-taking skills.	<b>n/a in 2015</b>	<b>25</b>
<b><u>Special Events- May</u></b>		
<b>Mother's Day Brunch</b> Let us help you show Mom how much you care this Mother's Day! Bring your mom and enjoy a delicious brunch meal followed by fun games. Goals of this program include increasing socialization skills and improving fine motor skills.	<b>0</b>	<b>0</b>
<b>Normal CornBelts Baseball Game</b> Play ball! Join CUSR as we travel to Normal, Illinois to watch the Normal CornBelts take on the Rascals from River City. And don't forget about the delicious ballpark food, too! Lunch and admission are included in the program fee. Bring money for additional snacks and souvenirs. Goals of this program include enhancing socialization with peers.	<b>0</b>	<b>2</b>

<b>Program Name</b>	<b>2015 Participants</b>	<b>2016 Participants</b>
<p><b>Starved Rock Waterfall &amp; Canyon Tour</b></p> <p>What better way to celebrate spring than with a beautiful waterfall and canyon tour? We'll start with lunch and a relaxing, historic trolley ride. A guided hike will take us to three remarkable waterfalls and canyons. Don't forget your camera! Goals of this program include enhancing socialization with peers, experiencing nature, and enhancing historical knowledge.</p>	<b>n/a in 2015</b>	<b>3</b>
<p><b>Peoria Chiefs Baseball Game</b></p> <p>Play ball! Join CUSR as we travel to Peoria, Illinois to watch the Peoria Chiefs take on Beloit Snappers. While enjoying delicious ballpark food! The goal of this program includes enhancing socialization with peers.</p>	<b>n/a in 2015</b>	<b>4</b>
<p><b>Field Museum</b></p> <p>See dinosaurs, mummies, birds, lions, gems, and so much more! CUSR is visiting Chicago once again, this time to explore the Field Museum. We'll check out all of the exciting exhibits the museum has to offer and grab lunch during. Goals of this program includes enhancing socialization with peers and cultural awareness.</p>	<b>n/a in 2015</b>	<b>5</b>
<b><u>Special Events- June</u></b>		
<p><b>Museum of Science &amp; Industry</b></p> <p>Join CUSR as we visit one of Chicago's most popular hot spots, the Museum of Science and Industry! We'll check out all the cool exhibits the museum has to offer like the Colleen Moore Fairy Castle, one of America's first diesel-electric streamlined passenger trains, Farm Tech, and more! We'll also be visiting the Brick by Brick exhibit, a special exhibit only open for a limited time. It will feature giant LEGO builds! Goals of this program include enhancing socialization with peers and improving science knowledge.</p>	<b>n/a in 2015</b>	<b>3</b>
<p><b>Dave &amp; Busters</b></p> <p>What's better than great food and arcade games? Join us for a trip to Dave &amp; Buster's in Orland Park! We will have a delicious lunch and enjoy over 200 games they have to offer! Goals of this program include enhancing socialization with others, developing dining etiquette and turn-taking skills, and practicing money management skills.</p>	<b>n/a in 2015</b>	<b>0</b>
<p><b>Blue Man Group</b></p> <p>You don't want to miss this! CUSR is traveling to Chicago to see the extremely popular Blue Man Group. This show is a dynamic combination of music, comedy, and technology. It is sure to be a great time! Goals of this program include enhancing socialization with peers and cultural awareness.</p>	<b>n/a in 2015</b>	<b>3</b>
<p><b>Six Flags Great America</b></p> <p>Summer's kicking off and CUSR wants to do it right! Grab your friends and join us on a trip to Six Flags Great America in Gurnee for a day full of roller coasters, water rides, games and more. The goal of this program includes enhancing socialization with peers.</p>	<b>n/a in 2015</b>	<b>5</b>

<b>Program Name</b>	<b>2015 Participants</b>	<b>2016 Participants</b>
<b>Arlington Race Track</b> The race is on! CUSR is venturing to Arlington Heights, Illinois to visit Arlington International, a historic horse race track! We'll watch several races, cheer on our favorite horses, and enjoy a delicious lunch at the track's café. Goals of this program include enhancing socialization with peers and developing dining etiquette.	<b>9</b>	<b>4</b>
<b>Ice Cream Social</b> Looking for ways to beat the summer heat? Join us at the Hays Center for our Ice Cream Social. We will provide the ice cream, toppings, and games! Tell all your friends! The goal of this program is to enhance socialization with peers.	<b>14</b>	<b>5</b>
<b><u>Special Events- July</u></b>		
<b>Banana Splits &amp; Movie</b> Everything is better with ice cream! Join us as we enjoy a night of delicious banana splits while watching our favorite movie! CUSR will provide the treats, all you need to bring is your sweet tooth. The goal of this program is to enhance socialization with peers.	<b>n/a in 2015</b>	<b>3</b>
<b>Indianapolis Zoo</b> Lions, tigers, bears, OH MY! CUSR is venturing to the Indianapolis Zoo for a day trip to see these and many more exciting animals! We will enjoy the exhibits, chat with some zookeepers, see the daily Dolphin Adventure Presentation, and more. Goals of this program include enhancing socialization with peers and developing dining etiquette.	<b>n/a in 2015</b>	<b>8</b>
<b>Chicago Trolley Tour</b> Join us as we take a trolley tour of the Windy City, covering 13 magnificent miles of Chicago's downtown. We'll even hop off the trolley and explore the city by foot. Bonus- you'll receive a FREE sample of Garrett's Popcorn! The goal of this program is to enhance socialization with peers.	<b>n/a in 2015</b>	<b>3</b>
<b>Murder Mystery Boat Tour</b> Do you like to play detective? Can you solve the murder? Join CUSR on this interactive boat tour! While we watch the story unfold before us, we'll play along as we try to solve the murder mystery. You'll even get a delicious dinner for all your hard work! The goal of this program is to enhance socialization with peers.	<b>n/a in 2015</b>	<b>3</b>
<b>Chicago Cubs Game</b> Play ball! Join CUSR as we travel to Chicago to watch the Chicago Cubs take on the Seattle Mariners, while enjoying delicious ballpark food! The goal of this program is to enhance socialization with peers.	<b>n/a in 2015</b>	<b>6</b>

<b>Program Name</b>	<b>2015 Participants</b>	<b>2016 Participants</b>
<b><u>Special Events - August</u></b>		
<b>Burrito Bar &amp; Movie</b>	<b>n/a in 2015</b>	<b>4</b>
Who doesn't love burritos? Come to the Hays Center for a fully-stocked, build-your-own burrito bar! After crafting your perfect meal, we'll sit down and enjoy a movie. Don't miss out! The goal of this program is to enhance socialization with peers.		
<b>Illinois State Fair</b>	<b>13</b>	<b>16</b>
Have you been looking for a mini escape during the week? Join CUSR as we venture to Springfield, Illinois for an afternoon at the Illinois State Fair. Enjoy rides, eat snacks, and visit the attractions. Goals of this program includes increasing money management skills and enhancing socialization.		
<b>End of Summer Dance</b>	<b>26</b>	<b>24</b>
ATTENTION EVERYONE! Enjoy dancing, music, and snacks. CUSR will provide the refreshments and music; you just bring your dancing shoes! This year, music will be provided by a local DJ! The goal of this program is to enhance socialization skills.		
<b>St. Louis Cardinals Baseball Game</b>	<b>n/a in 2015</b>	<b>6</b>
Play ball! Join CUSR as we travel to St. Louis, Missouri to watch the St. Louis Cardinals take on the Athletics from Oakland. Enjoy delicious ballpark food! The goal of this program is to enhance socialization with peers.		
<b>Pottery Place</b>	<b>3</b>	<b>7</b>
Paint the evening away with your friends from CUSR as we visit Pottery Place. Goals of this program include increasing artistic expression and social skills.		
<b>Nashville, TN Overnight</b>	<b>n/a in 2015</b>	<b>10</b>
CUSR is traveling south for a fun-filled, two-night trip to Nashville, Tennessee! We'll be stopping in Louisville, Kentucky on the way to visit the Louisville Slugger Museum, where you'll get your very own engraved wooden bat! Once we reach Nashville, we'll visit the Johnny Cash Museum, tour the famous Ryman Auditorium, home and "Mother Church" of country music, and later on, enjoy a musical performance at the Grand Ole Opry! Before heading home on Sunday, we'll visit the Nashville Zoo. Goals of this trip include increasing socialization with peers and community members and enhancing community awareness.		
<b><u>Cultural Arts Programs</u></b>		
<b>Art Programs</b>	<b>47</b>	<b>51</b>
Some programs run year round, others on a rotating basis. Programs include Beginning Drawing, Painting Plus, Comics for Kids, Anime & Manga: How To Draw Characters, Anime & Manga Color Techniques, Painting the Still Life, Beginning Portrait Painting, Beginning Watercolor Painting, and Acrylic Painting. Instructors teach these classes in various mediums: acrylic, oil, watercolor, tempera, Sakura Pigma Micron Pens, graphite and colored Pencils. They often use various props to set up scenes for the class to draw or paint and have discussions on how to work through drawing and painting challenges.		

<b>Program Name</b>	<b>2015 Participants</b>	<b>2016 Participants</b>
<p><b>Pottery Programs</b></p> <p>Programs run year round. Programs include: Creative Clay, The Potter's Wheel, Parent/Child Pottery, Saturday Adult Pottery, and Studio Ceramics. The Pottery Studio was revamped this summer, staff cleared out an enormous amount of unneeded items and furniture. The studio not only uses new clay, but recycled clay as well so there is less waste. Recycling clay is a process of rewetting and reworking it for future use. New clay and glazes are ordered as needed.</p>	<b>89</b>	<b>82</b>
<p><b>Open Studio</b></p> <p>The Open Studio Program runs year round is a program we offer to advanced adult pottery students who have taken at least two seven week sessions with us. Once they have met this requirement, they meet with the studio supervisor to set up a time to meet to go through the studio to verify their knowledge and abilities to work independently in the studio. Once approved, the participant registers for the program, and may come in when classes are not being held to create on their own. They pay by the hour and may come in as often as they like. Since we began this program, we have enrolled up to 90 participants. Participants who are enrolled are very excited to have the ability to create on their own time and at an affordable price.</p>	<b>31</b>	<b>49</b>
<p><b>Individual Drum or Guitar Lessons</b></p> <p>This program is offered year round and fluctuates in enrollment. Guitar or bass participants bring their own guitar/bass. The instructor gives 30 minute private lessons over a six week period. The drum students bring their own drum sticks. The drum instructor uses a drum set we provide to give 30 minute private lessons over a six week period to her students.</p>	<b>4</b>	<b>8</b>
<p><b>Dance Arts</b></p> <p>Programs run year round. Programs include Ballet, Irish Dance, Tap, Contemporary &amp; Belly Dance: Creative Movement, Children's Beginning Ballet, Teen Beginning Ballet, Level 1, Level 2, Level 3, Level 4, Senior Company (Levels 5 &amp; 6), Contemporary, Conditioning, Adult Ballet 1, Adult Ballet 2, Adult Ballet 3, Pointe-work, Beginner Tap, Adult Tap, Beginning Irish, Beginner 1 Irish, Beginner 2 Irish, Beginner 3 Irish, Intermediate Irish, Advanced Irish, Belly Dance 101 &amp; 102, and Musical Jazz Theatre. This summer we added the Tap Program as well as the Jazz Musical Theatre class. The Tap classes had excellent enrollment. The Jazz Musical Theatre class enrollment was great for its first offering. This summer we tried offering two five week sessions of each class instead of one ten week session. It worked well for some, but not for others, will go back to the original way for next summer.</p>	<b>210</b>	<b>323</b>
<p><b>Creative Kids Day Camp</b></p> <p>Creative Kids Day Camp is a camp that encourages putting creative minds and hands to work, and to the fun. Along with traditional day camp activities, swimming, field trips, this exciting camp offers children an introduction to the arts throughout the summer with visual arts, crafts, dance, performing arts and pottery. The campers bring a sack lunch and healthy snacks are provided by the Public Health twice a day. The Public Health Snack Program is a federal program and is free to us. Last year we offered full days as well as half days for the first time. We continued the offering this summer due to the popularity of it. This is the first summer that we added an additional week to the nine weeks of camp. We had success with the enrollment in the 10<sup>th</sup> week offering.</p>	<b>537</b>	<b>630</b>

<b>Program Name</b>	<b>2015 Participants</b>	<b>2016 Participants</b>
<p><b>Youth Theater</b>  Youth Theater runs year round with 5 shows a year. Summers are usually our lowest enrollment due to vacations. We performed Fame junior with 5-8<sup>th</sup> graders for 5 shows. We had 1100 people attending including our camp attendance.</p>	<b>45</b>	<b>43</b>
<p><b>C.U.A.S. Family Skywatch</b>  The C-U Astronomical Society is an affiliate group of the park district. Various sky watches are offered on Saturdays throughout the year at the Observatory south west of Champaign. There were three monthly watches scheduled this summer as well as one at Middle Fork Forest Preserve in August. The June watch had good views of the moon and planets including Mars, Jupiter and Saturn. The July watch had nearly 100 in attendance including several children groups. Rain and cloudy skies cancelled a few watches in 2015.</p>	<b>60 approximate</b>	<b>230 approximate</b>
<p><b>Central Illinois Aerospace Programs</b>  Central Illinois Aerospace (Model Rocket Club) is an affiliate group of the park district. In exchange for space in the district brochures and facility space for meetings, they offer various programs throughout the year. This summer the club held two model rocketry workshops for youth and adults. The Great Annual Rocket Launch of 2016 was held at Dodds Park along with other monthly launches during the summer.</p>	<b>Unknown</b>	<b>436 approximate</b>
<p><b>Heartsaver CPR Classes</b>  CPD partners with Presence Hospital to offer CPR and AED certification classes for the public. These classes are held usually once a month with increased offerings possible during the summer months. Participants receive a certification card upon successful completion of the class. Enrollment was more active in May and June as participants looked for certification prior to summer employment.</p>	<b>23</b>	<b>11</b>
<p><b>Senior Bridge Club</b>  The senior bridge club is an off shoot of card groups from the Hays Recreation Center. A group of approximately 16-20 people use Springer each Monday for bridge games.</p>	<b>224</b>	<b>124</b>
<p><b><u>Year Round Preschool Programs</u></b></p>		
<p><b>Busy Bees Creative Play Time</b></p>	<b>130</b>	<b>123</b>
<p><b>Preschool Camps</b></p>	<b>159</b>	<b>164</b>
<p>Busy Bees, Creative Play Time are Preschool programs we offer that involves full day programming/kindergarten readiness components. Swingsetters, Extended Swingsetters, Friday Funsters, and Extended Preschool Camp, are for ages 3-5 years old. Parents are very fond of these Sept-May and summer programs. The parents can send their children all day or half day for arts crafts, music, games, indoor and outdoor play and September through May they offer kindergarten readiness. We have staff and utilize teenage volunteers to help out with the children in the summer or afterschool in the fall/winter. It is very popular among the teens/children and they both benefit from it. We also had a buddy program with Creative Kids camp in Creative Play Time which worked out well! The camps run 10 weeks. We received positive feedback on the staff and their children's activities. Fall preschool</p>		



**Program Name****2015 Participants****2016 Participants**

program enrollment may vary a little from year to year but we normally are maxed out and varies from summer to summer and fall to spring.

**Misc. Preschool Programs/Babysitting****71****67**

Programs offered are: ABC's and 123's; Shake, Make, and Create; Wiggle Giggle Climb and Play; How Does Your Garden Grow Workshop; Buzzy Bees Workshop; Under the Sea with Me Workshop; ages 2-5 years old; and Wonderful World of Babysitting ages 11-15. These various programs give parents the opportunity to play, participate in art, music, story time with their children. There is one instructor and parent/ child. They are very popular programs and we change them up seasonally to offer new workshops and experiences for the children. ABC's and 123's is definitely the most popular. The other programs are also popular as well. The Wonderful World of Babysitting is a program that enables children to care for little ones. We include this under this description because it falls within the age group that they care for and we utilize this age to volunteer. The program usually full each session offered. We are certified to teach it under the Safe Sitter program and are limited to 8 participants per class. We offer it 4 times per year and it also has positive feedback from both parents and students.

**Art Smart Kids****60****71**

Programs offered are: Art Smart Kids, Summer Art Smart Kids, Art Smart Older Generation and Summer Art Smart Older Generation. Last year the Monday and Wednesday class were the most popular and this year the Friday class is very popular. The summer Monday, Wednesday and Friday Art Smart Kids were well attended. As well were the older generation sessions. We have added a new class, Play Group Pals, to offer an option for the toddler age in the fall. The program evaluations for these creative options are always excellent and we are within the positive numbers for budget.

**Special Events:****National Kids to Parks Day****150****200**

National Kids to Parks Day is an initiative through the National Park Trust that encourages nationwide outdoor play in local, state and national parks across the United States. This year in observance of the day we turned on the splash pad for the season, offered outdoor games and activities and partnered with the Booker T. Washington School's PTA to offer live music, inflatables and sports activities.

**Juneteenth Celebration****275****450**

Juneteenth Celebration is an annual event hosted jointly by the Champaign Park District and Champaign Public Library, Douglass Branch. This event provides food trucks, live entertainment, crafts, raffles, and information vendors. We also had inflatables, balloon artists and face painting.

**Family Fun Ag. Night****100****150**

We partnered again with the Champaign County Farm Bureau to host another Family Fun Ag Night event. During this event participants were served a light dinner, were encouraged to visit information vendors and were allowed to climb on a couple of tractors.

<b>Program Name</b>	<b>2015 Participants</b>	<b>2016 Participants</b>
<p><b>Champaign-Urbana Days</b> <span style="float: right;"><b>1500+</b></span> <span style="float: right;"><b>1700+</b></span></p> <p>Champaign-Urbana Days is an annual event hosted at Douglass Park over the course of two days. This year we hosted a movie in the park and showed "The Sandlot" on Friday evening and provided food trucks, children's activities, senior bingo and luncheon, live entertainment, food, merchandise, and info vendors on Saturday. This was a jammed packed weekend of activities!</p>		
<p><b>Douglass Day Camp</b> <span style="float: right;"><b>387</b></span> <span style="float: right;"><b>445</b></span></p> <p>The Douglass Day Camp program is designed for children ages 5-11 years old. Youth participate in traditional camp activities such as group games, field trips, gardening, cooking, swimming and crafts.</p>		
<p><b>Douglass Teen Camp</b> <span style="float: right;"><b>58</b></span> <span style="float: right;"><b>72</b></span></p> <p>The Douglass Teen Camp program was highly popular again this year. We ventured to several out of town locations including Chicago's Navy Pier, Indiana Beach, Medieval Times, and the Peoria Riverfront Museum. We expanded our maximum camp total to include up to 24 participants between Douglass Teen Camp and Community Matters Teen Camp. Teens also raised funds for additional field trips through car washes and snack sales.</p>		
<p><b>Girls Explore Day Camp</b> <span style="float: right;"><b>101</b></span> <span style="float: right;"><b>108</b></span></p> <p>This year we offered 11 unique weeks of Girls Explore Camps. While some were more popular than others, we still maintained a fairly steady number of campers each week. Some weeks this year included Maker Girl, Astronomy, Power Up Leadership Camp, and Archaeology.</p>		
<p><b>Community Matters Camps</b> <span style="float: right;"><b>211</b></span> <span style="float: right;"><b>169</b></span></p> <p>Community Matters Camp is for youth ages 5-14 who live in the Douglass Park, Garwood Park, Beardsley Park, Garden Hills and Bristol Park neighborhoods. This program is a grant funded program that is free to participate in.</p>		
<p><b><u>Teens in Action Programs/Events</u></b></p> <p><b>Afternoon at the Movies</b> <span style="float: right;"><b>0</b></span> <span style="float: right;"><b>17</b></span></p> <p>This year we scheduled three movie outings for teens. Movie outing dates were scheduled during anticipated summer blockbuster release dates. The first movie outing was to see <i>Captain America-Civil War</i> in May, participants saw <i>Finding Dory</i> in June and <i>Ice Age: Collision Course</i> in July.</p>		
<p><b>Six Flags Great America</b> <span style="float: right;"><b>0</b></span> <span style="float: right;"><b>5</b></span></p> <p>Last season we had 2 participants register for the outing which did not meet the minimum of 8 to cover costs so the trip was cancelled. In 2016, we had 5 registered participants and did decide to go forward with the trip although it did not technically meet the minimum. Our participants said that they had a great time on the trip and wish that we could implement that into the Teen Camp program again.</p>		

<b>Program Name</b>	<b>2015 Participants</b>	<b>2016 Participants</b>
<p><b>Deep River Waterpark</b></p> <p>In 2015 we offered this trip for the first time, but it was cancelled due to low-enrollment. This year we had 5 participants register to attend. Participants and staff noted that they had a great time on the trip, they only wished that the weather was warmer so that they could enjoy it more.</p>	<b>0</b>	<b>5</b>
<p><b>Sky Zone Indoor Trampoline Park</b></p> <p>A new summer activity added to the TIA lineup this year. Sky Zone was a popular field trip during our Teen Camp program in 2014 &amp; 2015. We decided to offer it as another trip that any youth could attend outside of the Teen Camp program.</p>	<b>N/A</b>	<b>7</b>
<b><u>Athletics &amp; Fitness</u></b>		
<p><b>Toned Up Tuesdays</b></p> <p>Toned-Up Tuesdays is a brand new, free, fitness class hosted at Douglass Park on the fitness trail. This new class was taught by our summer intern Miss Jackie Marshall. Each week, participants got together to walk the Douglass Fitness Trail learning how to use the outdoor fitness equipment and supplemented walking with other exercises.</p>	<b>N/A</b>	<b>32</b>
<p><b>Douglass Mini Ballers</b></p> <p>Douglass Mini Ballers is a youth basketball program designed for youth ages 3-6. This clinic is offered for 4 weeks each session and was offered in June &amp; July. The maximum registration number was 10 participants for each session. Mini Ballers received a clinic t-shirt with registration. They played on basketball hoops specifically designed for younger player and used preschool sized balls.</p>	<b>N/A</b>	<b>20</b>
<p><b>CU Days All-Star Basketball Tournament</b></p> <p>Registration for this effort has been day of and has turned into organized pick-up games over the last couple of years. We have worked to provide supplies, DJ and officials over the last couple of years.</p>	<b>6 teams</b>	<b>6 teams</b>
<p><b>Open Gym</b></p> <p>Douglass Community Center is open for basketball play Saturdays from 12pm-4pm beginning the last week of May through the second week of August due to Summer Day Camp programming. Open gym hours are available for youth ages 12-17 free of charge from 12pm-2pm, and for adults 18+ 2-4pm for \$1. Saturday open gym hours were added to the schedule as of May 1, 2016 in place of Sunday hours from 10am-1pm.</p>	<b>Unknown</b>	<b>240</b>
<b><u>50 Plus! Programs</u></b>		
<p><b>Douglass 50 Plus! Meeting</b></p> <p>Douglass 50 Plus! Meetings are hosted the first Monday of each month. Members are given the opportunity to share their ideas for new and current programs and activities. Members can also sign-up for upcoming activities during this meeting.</p>	<b>179</b>	<b>173</b>

<b>Program Name</b>	<b>2015 Participants</b>	<b>2016 Participants</b>
<p><b>Open House</b></p> <p>Open House is designed to attract potential new members by sharing information about the 50 Plus! program at the Douglass Annex. Light refreshments are offered.</p>	<b>12</b>	<b>11</b>
<p><b>Breakfast Club Outings</b></p> <p>There were three outings offered during the 2016 season. Outings were to Cracker Barrel, Denny's and Urbana Garden.</p>	<b>31</b>	<b>32</b>
<p><b>Supper Club Nights</b></p> <p>There were three outings offered during the 2016 season. Outings were to Jupiter's at the Crossing, Ruby Tuesday and Italian Patio.</p>	<b>71</b>	<b>60</b>
<p><b>Chair Exercises</b></p> <p>Chair exercise classes are provided to offer another low-impact fitness opportunity for 50 Plus! program participants. These opportunities are available M/W/F at the Douglass Annex on a year-round basis. These classes are free with membership.</p>	<b>126</b>	<b>134</b>
<p><b>Computers 101</b></p> <p>Computers 101 is a program run by local volunteers who assist 50 Plus! program participants with learning about technology.</p>	<b>51</b>	<b>88</b>
<p><b>Cardio Workouts</b></p> <p>Cardio workouts are a mixture between video led and instructor led workouts. These workouts were offered on Tuesdays and Thursdays 2-3pm at the Douglass Annex. Free with membership.</p>	<b>NA</b>	<b>173</b>
<p><b>Quilting</b></p> <p>Quilting time is available at least twice a week at the Douglass Annex. Many of the participants work on their own projects, however, a group of participants also worked on a joint quilt to showcase Douglass Park and the Champaign Park District.</p>	<b>93</b>	<b>247</b>
<p><b>Billiards</b></p> <p>Billiards is offered at the Douglass Annex on Monday afternoons from 1-2:30pm.</p>	<b>8</b>	<b>31</b>
<p><b>Card Games</b></p> <p>Participants are given the opportunity to play cards at the Douglass Annex with others. Participants determine which games and card activities they want to play.</p>	<b>53</b>	<b>28</b>
<p><b>BINGO</b></p> <p>BINGO is hosted every Friday 1-3pm, on an annual basis. While some of the BINGO dates are sponsored by organizations who specialize in senior citizen affairs, most times, prizes are brought in by players, wrapped and ready for distribution. Popcorn and drinks are typically offered. Free with membership.</p>	<b>153</b>	<b>177</b>

<b>Program Name</b>	<b>2015 Participants</b>	<b>2016 Participants</b>
<p><b>Round Table Potluck</b></p> <p>There were three opportunities for 50 Plus! Program participants to get together to walk the new Fitness Trail at Douglass Park. This new program was designed to give older adults the opportunity to do a low-impact fitness activity with other members. Free with membership.</p>	<b>52</b>	<b>40</b>
<p><b>Monthly Mystery Trip</b></p> <p>Monthly Mystery trips are typically offered on the third Wednesday of the month. Four trips were offered in 2016.</p>	<b>29</b>	<b>29</b>
<p><b>Senior Planning Meeting</b></p> <p>Senior Planning Meetings are designed to give members the opportunity to regularly meet to discuss current programs, events and activities and give feedback to the Program Coordinator. Those who attend these meetings have the chance to provide input for new program ideas, senior trips and activities.</p>	<b>38</b>	<b>42</b>
<p><b>Scrapbooking</b></p> <p>Scrapbooking opportunities were available on the second Monday of June, July and August 2016 at the Douglass Annex. Participants were encouraged to bring their own scrapbooks and supplies and were allowed to work on a Douglass Seniors scrapbook.</p>	<b>N/A</b>	<b>21</b>
<p><b>Movie Time</b></p> <p>Movie time was offered to participants during the 2015 season, but not during the summer 2016. Movie time was developed to give participants to opportunity to watch films at the Douglass Annex as a group.</p>	<b>7</b>	<b>N/A</b>
<p><b>Mother's Day Hat Show</b></p> <p>The Mother's Day Hat Show is an annual events hosted at the Douglass Annex to celebrate Mothers' Day. Often times this event is coupled with BINGO. Participants are given refreshments.</p>	<b>Unknown</b>	<b>14</b>
<p><b>Trivia</b></p> <p>Based on the popularity of this program at the Hays Recreation Center, Trivia was introduced to the Douglass Annex. It however, did not received any participants during its inception.</p>	<b>N/A</b>	<b>0</b>
<p><b>Coffee &amp; Coloring</b></p> <p>Coffee &amp; Coloring was a new activity to the Douglass Annex beginning in the spring of 2016 as a result of a recommendation from a senior who frequents the Douglass Annex. The program has been well received thus far.</p>	<b>N/A</b>	<b>78</b>
<p><b>Birthday Celebration</b></p> <p>Birthday celebrations are hosted twice a year once in the summer and once in the winter. Members with birthdays during the six month time span are honored at one of the celebrations.</p>	<b>51</b>	<b>36</b>

<b>Program Name</b>	<b>2015 Participants</b>	<b>2016 Participants</b>
<p><b>Douglass Lifetime Awards</b> An award ceremony that honored the Douglass Annex Seniors as well as business/organizations and volunteers that contribute towards the Douglass Annex Senior programs.</p>	<b>N/A</b>	<b>57</b>
<p><b>Shop Til' You Drop</b> Offered only during the summer months as day outings trip that only deal with shopping. This year we focused on antique malls rather than last year trips that dealt with regular retail shopping centers.</p>	<b>12</b>	<b>13</b>
<p><b>Western Hoedown</b> BBQ hotdogs and hamburgers are served at this outing where we show off all the line dances learned during the summer line dance class.</p>	<b>NA</b>	<b>43</b>
<p><b>Membership Appreciation Day</b> Hays &amp; Douglass Seniors come together for a picnic outing that includes bingo. This event is made in appreciation to the paid members.</p>	<b>66</b>	<b>84</b>
<p><b>CU Days Senior Luncheon</b> During CU Days a Senior Luncheon is hosted to provide senior citizens with a meal and a fun time playing bingo.</p>	<b>155</b>	<b>129</b>
<p><b>Line Dancing</b> Line Dance class was offered during the summer months as another form of cardio. This class gradually picked up interest as time went. This is a program that should be offered again in 2017.</p>	<b>N/A</b>	<b>30</b>
<p><b>Mother's Day Hat Show</b> Mother's Day celebration along with a hat show and bingo. This is an annual event to honor the mothers.</p>	<b>N/A</b>	<b>14</b>
<p><b>Senior &amp; Technology Discussion</b> Open forum discussion regarding the technology needs of local senior citizens and computer class participants.</p>	<b>N/A</b>	<b>22</b>
<p><b>Misc. Drop-In</b> The Douglass Annex is open from 9am-3pm daily and open for anyone to drop in during non-programmed hours. Many stop by to socialize, other stop in to watch soap operas and some just stop by the say hello to the program staff.</p>	<b>1324</b>	<b>2301</b>

<b>Program Name</b>	<b>2015 Participants</b>	<b>2016 Participants</b>
<b><u>PRAIRIE FARM</u></b>		
<b>Farm Tours</b>	<b>22</b>	<b>12</b>
<i>All Ages, with chaperone supervision</i>		
Educational tours are offered Monday – Friday mornings from 11:30am-1pm before the farm is open to the public. Tours are 45 minutes in length and include close contact with animals. Tours can accommodate up to 30 participants. We often get preschools and other camps to schedule tours.		
<b>Farm Birthday Parties</b>	<b>14</b>	<b>10</b>
<i>All Ages, with chaperone supervision</i>		
Families can book their children’s next birthday party at Prairie Farm. Parties are offered daily from 11:30am-1pm. The party includes private use of the farm for gift opening and food. Additionally, staff will lead the kids on a 45 minute tour and set up a piñata for the kids. Additionally, goody bags are included. The cost is \$120 for up to 15 kids and each additional child up to 30 is \$5 each.		
<b>Pee Wee Farmers</b>	<b>65</b>	<b>91</b>
<i>Ages 0-4, with parent supervision</i>		
A fun session for little ones and families to enjoy at the farm. Sessions include plenty of contact with animals, arts and crafts, games, and songs. A T-shirt is included in the fee.		
<b>All About Animals</b>	<b>35</b>	<b>24</b>
<i>Ages 3-7, with parent supervision</i>		
There were four sessions (Birds and Bunnies, Pigs, Baby Animals, Horses). Each class session is 90 minutes and is an educational and interactive class about the specified animal(s). Each session includes time for feeding and caring for the animal, informative information, and a craft.		
<b>Farmhands</b>	<b>62</b>	<b>55</b>
<i>Ages 4-11 (Split into 4-5yrs, 6-7yrs, and 8-11yrs)</i>		
Kids will learn to appreciate farm work as they get dirty and learn about the care of animals through hands on activities. For ages 4-5 the program is geared towards pre-readers, with emphasis on animal appreciation and identification. For ages 6-7 emphasis is placed on animal welfare with more advanced crafts and activities. For ages 8-11 basic animal handling techniques are covered as well as an ongoing project. Each age group meets 4 times, once a week, for a two hour period. At the end of the summer there is a fun picnic celebration for all farmhand participants with prizes, games, and food.		
<b>Helping Hands</b>	<b>7</b>	<b>8</b>
<i>Ages 12-13</i>		
This program is meant to be an exploration for young teenagers who love animals. This class is especially recommended if they want to volunteer at Prairie Farm once they turn 13. During the program they will learn about animal welfare and animal handling techniques as they work closely with staff to care for the animals.		

<b>Program Name</b>	<b>2015 Participants</b>	<b>2016 Participants</b>
<b>Barnyard Fun Camp</b> <i>Ages 5-11 (Split into ages 5-7 and 8-11)</i> There are two weeks of camp. The camp is a morning camp from 9-11:30am Monday through Thursday. During the week campers will do a variety of activities to help them learn about the care and maintenance of the farm and animals. This includes crafts, games, hands on care, and a special field trip. This year the field trip was to Prairie Fruit Farms.	<b>26</b>	<b>26</b>
<b>Leonhard Day Camp</b> Leonhard Day Camp is a traditional day camp that keeps children physically and mentally active by focusing on week-long themes ranging from the arts to athletics, and science to superheroes. Leonhard staff and kids strive to be kind, honest and helpful. We took field trips through the summer to locations such as Allerton Park, Sholem Aquatics Center, Putt Putt Golf at Old Orchard, Old Orchard Bowling Alley, Orpheum Children’s Science Museum, Peoria Chief’s Splash Day, UIUC Ice Skating, UIUC Pollatarium, Planetarium, Curtis Apple Orchard and many Champaign and Urbana parks. We also partnered with Girls Scouts of America, 4-H Extension, Champaign County Farm Bureau, Spurlock Museum, and McKinley Heath Center.	<b>1,485</b>	<b>1,267</b>
<b>Leonhard Teen Camp</b> Leonhard Teen Camp teaches teens what it is like to be a day camp leader, serve their community, take weekly field trips and make friendships that will last a lifetime. The teens took field trips throughout the summer to locations such as Sholem Aquatics Center, Crystal Lake Pool, Urbana Indoor Aquatics Center, Bowling, UIUC Campus Visit, UIUC Ice Skating, Turkey Run State Park, Planetarium, Champaign Public Library, and many Champaign and Urbana Parks. We also partnered with McKinley, Spurlock Museum, 4-H Extension, 4-H Gardening and Wolfram. Last, the teens also enjoyed volunteering at Salvation Army, Clark Lindsey Nursing Home, Times Center, and SHARE (horse rescue).	<b>24</b>	<b>134</b>
<b><u>Leonhard- Group Fitness</u></b> <b>Strength Training</b> Tone and sculpt your whole body. Instructor, Sabrina Carter, will help participants learn the building blocks you need to help you transform your body. This class is designed for all fitness levels. This class is currently held MWF from 9:30-10:15a.	<b>n/a</b>	<b>39</b>
<b>Zumba</b> Ditch the workout – join the party! Zumba® fuses Latin and other international rhythms with easy dance moves, resulting in an exhilarating, fat-burning fitness party that doesn’t even feel like exercise! You can’t help but move to this music, so come dance the calories away while toning and sculpting your whole body. No dance ability necessary. This class is currently held T/Th from 9:30-10:15a.	<b>n/a</b>	<b>19</b>
<b>Line Dance Fitness</b> Learn country line dances as well as line dances involving the waltz, hip hop, and other musical styles! Then, use your new moves to impress your friends and family at weddings, home or even at the club! This fun form of dance will get you fit and make you smile! No partner needed! This class is currently held on Monday from 6:30-7:15p.	<b>38</b>	<b>27</b>



<b>Program Name</b>	<b>2015 Participants</b>	<b>2016 Participants</b>
<b>Hatha Yoga</b> Improve and enhance your body's strength, flexibility, and balance as we focus on the whole body. This gentle class will also help relieve stress and tension as we learn yoga postures, meditation, and breathing exercises. This class is currently held on T and Th (separate sessions) from 5:30-6:15p.	<b>52</b>	<b>95</b>
<b>Cardio Kickboxing</b> We'll combine cardio, strength, and stretching exercises set to fun music for a full body, full-hour workout designed specifically for Baby Boomers. Improve heart and lung function, strengthen your muscles for daily activities, and increase your flexibility. This class is currently held on T/Th from 6:30-7:15p.	<b>23</b>	<b>34</b>
<b>Forever Fit</b> Beginners and active seniors: enjoy fun music, easy-to-follow moves, and a friendly atmosphere in a class that improves flexibility, joint stability, balance, coordination, muscular strength, and endurance. We combine light cardio exercises (to strengthen heart and lungs) with strength training to make this a workout you'll look forward to. This class is currently being held on M/W from 8:30-9:15a.	<b>29</b>	<b>33</b>
<b>Boot Camp</b> Drop and give me 20! This intermediate/advanced circuit training style class incorporates cardio, bodyweight exercises, strength conditioning, and athletic drills to ensure the muscle and performance change you are looking for. In Bootcamp class we start as a team and finish as a team! This class will get your heart rate up quickly to maximize benefits. This class is currently being held on M/W from 6:30a-7:15a.	<b>n/a</b>	<b>10</b>
<b><u>Adult Soccer Summer League</u></b> This is the 2 <sup>nd</sup> of 3 seasons of soccer that happen in the year. Come out and test your skills in the Recreation league or the Competitive league. The seasons are always filled with exciting action and also a chance to learn about the game of soccer through immediate feedback from our officials that officials.	<b>10</b>	<b>11</b>
<b><u>Adult Spring/Summer Softball</u></b> <b>Participants/Teams (20 ppl per team)</b>	<b>137</b>	<b>133</b>
Here's your chance to get in the summer softball action! Players must be 15 years of age or older to participate in the league. We offer a free agent list for those that do not have a full team. You can be added to this list at any time to try and be placed on a team permanently.		
<b><u>PIE RUN</u></b> Whether you want to work up an appetite before taste or you're a pie lover, with a running habit, this fun event was cooked up with you in mind! Pie Run will take you on a 3.14 mile course that starts and ends at the Taste of Champaign-Urbana in West Side Park.	<b>100</b>	<b>70</b>

<b>Program Name</b>	<b>2015 Participants</b>	<b>2016 Participants</b>
<b><u>Youth Sports</u></b>		
<b>High School Volleyball League</b> <i>9<sup>th</sup>- 12<sup>th</sup> Graders</i>	<b>0</b>	<b>0</b>
Haven't played enough volleyball with your high school teammates? Join the Champaign Park District High School Volleyball League. This is a varsity league. There will be two matches a night for each team and a single elimination tournament on the last day.		
<b>Iddy-Biddy Baseball</b> <i>Ages 3-5</i>	<b>76</b>	<b>47</b>
"Take me out to the Cagel!" Introduce your child to baseball. Using our "iddy-biddy" equipment and some fun games, we'll help your child learn throwing, catching and hitting. Parent participation is part of the fun, so we encourage parents to join us. We recommend the players bring a glove. Please bring a bottle of water. Weather permitting we will be outdoors; otherwise we will be inside the gym.		
<b>Mini Dribblers Basketball Clinic</b> <i>Ages 3-6</i>	<b>50</b>	<b>25</b>
Calling all pre-schoolers – this is your chance to be a big star! Mini Dribblers is designed to practice basic dribbling, passing and shooting skills. We'll use 8' hoops, just the right size when starting out. Players will be grouped with those of similar ability.		
<b>Girls Fast Pitch Softball</b> <i>Ages 8-16- 10U, 12U, &amp; 14/16U Leagues</i>	<b>80</b>	<b>51</b>
The Champaign Park District and the Central Illinois Diamonds have partnered together to provide an instructional girls fastpitch softball program that is designed to enhance players' skills while enjoying recreational play. Teams will play home and away games against other teams in the area such as Mahomet, Urbana, and St. Joseph.		
<b>Challenger British Soccer Camp</b> <i>Ages 3-14</i>	<b>95</b>	<b>136</b>
Challenger British Soccer Camps provide young players of all abilities with the rare opportunity to receive high-level soccer coaching from a team of international expert's right in the heart of their own community. Campers will be exposed to individual foot skills, technical drills, tactical practices, small-sided games and scrimmages. Soccer skills are coached within a framework of character development based on respect, responsibility, integrity, leadership and sportsmanship. We offer a cultural education too! Our ever-popular Camp World Cup Tournament allows us to introduce players to the geography, traditions, and culture of other great soccer-playing countries. Simply put; amazing coaches, awesome accents, and cultural ingredients combine for a one-of-a-kind camp experience. Each child will receive a free t-shirt, soccer ball, giant fold-out poster, and a personal player evaluation. Supplies: Campers should bring plenty of water each day. Full-day campers should also bring a packed lunch with a beverage and snacks each day. All campers should arrive at camp with sunscreen already applied, as well as with additional sunscreen to apply as needed (we recommend an SPF of at least 30). Attire: Summer active wear, shin guards, and athletic shoes or soccer cleats. Partial rebates are available for families willing to host the British coaches.		

Program Name	2015 Participants	2016 Participants
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<b>Illinois FC Summer Micro Soccer</b>	<b>104</b>	<b>103</b>
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Ages 3-6

Illinois FC and the Champaign Park District will now offer Summer Micro Soccer. Players should bring a soccer ball (preferably size 3), water bottle, and shin guards to each session. Soccer cleats are optional. All players receive a free t-shirt.

<b>Parkland College Fast Pitch Camp</b>	<b>unknown for 2015</b>	<b>26</b>
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Ages 12-18

Go Cobras! This marks the tenth year the Champaign Park District and national softball powerhouse Parkland College have partnered together to offer an advanced skills fast-pitch camp; and it has grown better every year! This camp will emphasize pitching, advanced hitting and defense. It also includes a discussion on recruiting. Coach Chuck Clutts has earned multiple CCCI Coach of the Year Awards and coached numerous college All-Americans.

<b>Figuroa/Parkland Basketball Academy</b>	<b>20</b>	<b>51(34 Registered w/ us &amp; 16 w/ Parkland)</b>
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Ages 8-14

Parkland Head Coach Anthony Figuroa and the Champaign Park District will be offering individualized instruction in basketball fundamentals for all levels of talent. Campers will work on shooting, ball-handling, passing, dribbling, defensive positioning, footwork, using screens, and guarding on and off the ball. Campers participate in several individual and team competitions. Camp t-shirt included.

<b>Cavalier Fencing Camps</b>	<b>33</b>	<b>36</b>
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Ages 8-14

En Garde! Looking for something more than just the same old sport camp? Add some excitement to your summer vacation with the Cavalier Fencing Camps. We have a variety of camp experiences for the beginner and the more experienced youth fencer. Fencers will spend the week playing games and learning footwork, blade technique, tactics, and the principles of competitive fencing—in short, everything you need to know about the sport! Fencers should come dressed to work hard in loose clothing (no denim jeans) and tennis shoes. All fencing equipment is provided.

#### *BEGINNING FENCING CAMP*

This camp will introduce all the basics of fencing to boys and girls ages 8-12. Learn to move your feet and your blade just like the pirates in the movies. We will teach you everything you need to know about foil fencing and play lots of fun fencing games to improve your skills and stamina. On the last day of camp we'll have a fun tournament to show off your new skills.

#### *ADVANCED CAMP*

Boys and girls with previous fencing experience can refine their techniques at this week long camp. Those who have participated in another fencing camp or in one of the Point's Cavalier classes are welcome to attend. We'll play fun and competitive games to refine your skills and introduce you to saber and epee fencing as well. On the last day of camp we will have a friendly tournament to show off your new skills!

<b>Program Name</b>	<b>2015 Participants</b>	<b>2016 Participants</b>
<b>Adult Beginner's Fencing Mini-Camp</b> <i>Ages 18+</i> Come learn the basics of this great lifetime sport from Master Coach Michael Vitoux in a friendly and fun introductory three day mini-camp. Adults will learn footwork, blade technique, tactics, and principles of fencing. Come ready to work hard, dressed in loose clothing (no jeans), and tennis shoes. All fencing equipment is provided. Tournament and snacks on last day!	<b>6</b>	<b>11</b>
<b><u>Special Events/Interest</u></b>		
<b>Boneyard Creek Community Day</b> Large volunteering event restoring the beauty of the Boneyard Creek in Champaign, Urbana, and Campus-town in this organized clean-up of the Boneyard Creek.	<b>500</b>	<b>519</b>
<b>Let's go Fly a Kite</b> Free event. This Mother's Day, fly above the rest when you bring the family to our 5th Annual Kite Festival. Bring a kite or watch the demonstrations at this unique and free event. 2015 event was cancelled due to weather.	<b>0</b>	<b>200</b>
<b>Touch A Truck</b> Free event. Tots, put your toy trucks away – it's time to touch the real thing! Climb in, hop on, and honk the horns of some really big trucks and other vehicles during Touch-A-Truck Day! Tow trucks, fire trucks, police cars, and more will be available for kids to explore. Pack a lunch and enjoy a picnic too!	<b>300+</b>	<b>1000+</b>
<b>Kids Fishing Derby</b> This event is designed for children ages 6-12. Adult supervision is required. Co-sponsored by the <a href="#">Optimist Club of Champaign-Urbana</a> for children who love to fish! Prizes will be awarded and a free hot dog lunch will be served. Bring your own fishing tackle – bait will be provided.	<b>61</b>	<b>48</b>
<b>Learn To Fish Clinics</b> Free event. Individuals and groups are invited to join Learn to Fish at Kaufman Lake. Each clinic will have two portions: education and actual fishing. The education portion will last about 45 minutes and focus on safety, fishing techniques, proper ethics, and aquatic ecology. Fishing equipment and bait will be provided. Registration for this program is required.	<b>226</b>	<b>156</b>
<b>Amazing Bike Race</b> The Amazing Bike Race is an adventure race that leads teams on an 8-10 mile course through Champaign with a focus on park destinations. Think of it as the Park District's version of The Amazing Race...on bikes! During the race, teams of 2-4 people solve clues which lead them to checkpoints where they'll face mental or physical challenges. As you work to solve clues, you may use smartphones or call smart friends, but it's up to you to figure out the best way to get to the next checkpoint. All members of your team must be assembled before you begin any of the challenges. You must use bicycles to navigate between checkpoints (helmets required).	<b>22</b>	<b>30</b>

**Program Name****2015 Participants****2016 Participants****Sounds at Sunset Concert Series****Est. 2000+****Est. 2000+**

This summer gather your friends, family, and neighbors as we host the Sounds at Sunset events throughout Champaign. Audience members are encouraged to bring lawn chairs and refreshments. Find us at a park near you!

**May 7; 2:00 – 5:00p***Hessel Park*

Edison Middle School Bands

(3 concert &amp; 3 jazz bands)

**May 22; 6:00 – 8:00p***Clark Park*

Craig Russo Latin Jazz Project

**May 29; 6:00 – 8:00p***Turnberry Ridge Park*

DR Dixie Band

**June 19; 6:00 – 8:00p***Eisner Park*

Kittens Incorporated

**June 26; 6:00 – 8:00p***Sunset Ridge Park*

Decadents

**July 24; 6:00 – 8:00p***Scott Park*

We the Animals

**July 31; 6:00 – 8:00p***Centennial Park*

Mike Ingram and the New Souls

**August 2; 5:00 – 7:00p***Beardsley Park*

National Night Out

**Program Name****2015 Participants****2016 Participants****August 28; 3:00 – 7:00p***Hessel Park*

Gospel Jazz Fest

**Neighborhood Block Parties****Est. 800+****Est. 800+**

We are bringing the party to your neighborhood! Join us at the neighborhoods listed below for Block Party fun! Inflatables, face painting, lawn games, live performances including CUperStars, interactive music by DJ Fireproof, and many more activities will be available for all to enjoy, so mark these dates!

**Performance locations & dates:****May 26; 5:00 – 7:00p**

Countrybrook Apts.

**June 23; 5:00 – 7:00p**[Garden Hills Park](#)**July 28; 5:00 – 7:00p**

Mayfair and Maywood Dr.

**August 25; 5:00 – 7:00p**

Dobbins Downs

**Summer Kick Off****50****75**

Let's kick off the summer with an art explosion! Bring the whole family and a picnic lunch to watch local artists paint murals on the skate park. Also, enjoy free face painting and inflatables at Spalding Skate Park.

**Streetfests (June/July)****n/a in 2015****5000+**

Join us for live local music in the streets of Downtown Champaign. Enjoy local food and drinks available from your favorite downtown establishments and listen to some great CU talent. Other activities include face painting, balloon animals, and sidewalk chalk. Also, [TCBY](#) and the Snack Shack food truck will all be on site!

**June 18 @ Neil St./Main St.**7:00 – 8:00p [The New and Slightly Used](#)8:45 – 10:00p [Jim Markum Swing Band](#)10:30 – Midnight [Sun Stereo](#)**July 16 @ Walnut St./University St.**7:00 – 8:15p [Kilborn Alley](#)8:45 – 10:00p [Candy Foster and Shades of Blue](#)10:30 – Midnight [Tons O' Fun Band](#)**Taste of Champaign Urbana****Est. 33,000****Est. 27,000**

Taste of CU is the area's premiere outdoor summer festival featuring delicious menu items from CU's best restaurants, frosty beer, diverse arts and crafts from local artists, the 3.14 mile Pie Run, and high-quality music and entertainment for the whole family – in Champaign's beautiful West Side Park. All proceeds from the festival go towards our youth scholarship fund which provides hundreds of local youth with the opportunity to go to camp, learn to dance, take swimming lessons, play baseball, and much more!