



**CHAMPAIGN
PARK DISTRICT**

**AGENDA
REGULAR BOARD MEETING
BRESNAN MEETING CENTER
706 KENWOOD ROAD, CHAMPAIGN, ILLINOIS 61821
WEDNESDAY, FEBRUARY 8, 2017
7:00 P.M.**

A. CALL TO ORDER

B. COMMENTS FROM THE PUBLIC

C. COMMUNICATIONS

D. TREASURER'S REPORT

1. Acceptance of the Treasurer's Report for the Month of January 2017

E. EXECUTIVE DIRECTOR'S REPORT

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

F. COMMITTEE REPORT

1. Champaign Parks Foundation

G. REPORT OF OFFICERS

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

H. CONSENT AGENDA

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

1. Approval of Minutes of the Regular Board Meeting, January 11, 2017
2. Approval of Minutes of the Executive Session, January 11, 2017
3. Approval of Health Insurance Rates for 2017/2018
4. Approval of Revision to the Bereavement Policy in the Employment Policies and Procedures Manual
5. Approval of a Website Privacy Policy
6. Approval of a Resolution to Commit Excess Reserves for the Future Development of a Park North of Trails at Abbey Fields Subdivision

I. NEW BUSINESS

1. Approval of Disbursements as of February 7, 2017
Staff recommends approval of disbursements for the period beginning January 11, 2017 and ending February 7, 2017. **(Roll Call Vote)**

2. Approval of a Letter to Endorse Age-Friendly Champaign Urbana
Staff recommends approval of endorsement of the efforts to obtain the World Health Organization (WHO) and AARP designation of Age-Friendly Community. This is an international effort to address the needs of a growing number of older adults worldwide.
3. Approval of a Resolution and Authorization to file the Abatement Certificate for Series 2013A Bond
Staff recommends approval of a resolution and authorization for staff to file the Abatement Certificate for Series 2013A Bond.
4. Approval of 2017-2018 Program Guide Printing and Mail Preparation Bid
Staff recommends awarding the bid for 2017-2018 program guide printing and mailing preparation to the lowest responsible bidder, Woodward Printing, in the amount of \$47,570.00 for all three issues with an additional cost of \$3,295.00 for Alternate A, a heavier paper. Total cost for the three issues with Alternate A is 50,865.00.
5. Approval of 2018-2023 Capital Improvement Plan
Staff recommends approval of the 2018-2023 Capital Improvement Plan.

J. OLD BUSINESS

K. DISCUSSION ITEMS

L. COMMENTS FROM COMMISSIONERS

M. EXECUTIVE SESSION

The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS Par. 120/2(c)(5) for the purchase or lease of real property for the use of the public body including meetings held for the purpose of discussing whether a particular parcel should be acquired.

N. RETURN TO REGULAR MEETING

O. ADJOURN

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

January 11, 2017

The Champaign Park District Board of Commissioners held a Regular Board meeting on Wednesday, January 11, 2017 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 hearing.

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

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

Tim Mitchell, reporter with *The News-Gazette*, and 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

Operations Expansion, Farnsworth Group

Scott Burge, Architect, and Michael Friend, Engineering Manager, with The Farnsworth Group presented three options for the project, estimated costs for expanding the operations shop and yard facilities, and responded to questions from the Board. The site plans in the three options are very similar and involve extensive renovations and improvements to the existing operations facility and construction of new facilities. All of the options are to the east of the current facilities and would eliminate a portion of Seaman Field. The estimated cost for the options range in cost from \$8.1 million to \$8.5 million. Discussion ensued about various aspects of the plan and whether it called for relocating the current material handling site, and how much current office space exists in light of the drawings showing substantial additional space.

Mr. Crump addressed the current material handling site. It would only be the bins for storage of topsoil, mulch and fibar. There were questions about whether the plans call for relocating all of material handling, how much current office space exists, plans for proposed new office space, current versus proposed space for vehicle storage, proposed square foot cost to build the facility and other matters associated with the proposed plans.

Commissioner Solon was surprised by the proposed scope of the project. She stated the Board had discussed a \$3 to \$4 million facility. She asked about whether all of the additional utility and City fees were included in the cost.

President McMahon also stated that he did not realize the scope of the project and noted the earlier estimated cost of \$3 million. He stated that the previous plans did not include expanding as far to the east so as to impact Seaman Field. He stated that the Board should have had more input into the proposed plans.

Commissioner Kuhl expressed concern about the plans for office spaces. She would need to know how much office space currently exist versus how much is being proposed to make a proper comparison. Commissioner Kuhl also asked about current storage for vehicles versus how much was being proposed.

Vice President Hays inquired about the proposed cost per square foot to build the building. Mr. Burge projected the new building cost at about \$200 a square foot for a precast building. He also discussed other types of building options.

Mr. DeLuce stated that this is the first time the project team has seen the cost estimates. He stated that further discussion about the project was needed.

Commissioner Griggs addressed the importance of the project for the operations department. He stated that the Park District could not operate without adequate operations and maintenance facilities.

President McMahon stated that further discussion on this project was needed and suggested that staff add the item to the agenda for the next meeting. He and the Board thanked the Farnsworth Group for the presentation.

Comments from the Public

None.

Communications

President McMahon circulated the communications.

Treasurer's Report

Treasurer Wackerlin presented the Treasurer's Report for the month of December 2016. He stated the Park District's finances have been reviewed and found to be in appropriate order.

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

Executive Director's Report

Volunteer of the Month

Jill Taylor, Volunteer Coordinator, reported that Matt Holland was chosen as December Volunteer of the Month. She stated that Mr. Holland has been a volunteer Santa Claus for the Park District's "Calls from Santa" event for three years. He was presented with a certificate of appreciation and a bag of goodies.

The Board thanked Mr. Holland for his volunteer efforts.

Project Updates

Mr. DeLuce distributed a list of project updates to the Board. He reported that the engineering services to provide a study of the Greenbelt Bikeway Trail Connection costs approximately \$15,000.00.

General Announcements

Mr. DeLuce reminded the Board that the 2017 IAPD/IPRA Annual Conference will be held January 19-21. He reported also that Tatyana McFadden will attend the January 25, 2017 Study Session to be presented with an Olympic Tribute award.

Committee Report

Champaign Parks Foundation

Vice President Hays reported the Foundation Board met on January 9, 2017. He stated that the Annual Appeal raised \$20,657.00, slightly less than last year. He also updated the Board on the future fundraising event. The event will be held April 1, 2017. Tickets for general admission will be \$10.00 and for the mezzanine, \$20.00. Contracts with performers are being finalized. He asked the Board to let the Foundation members know of anyone who may be interested in serving on the Foundation Board.

Report of Officers

Attorney's Report

Attorney Hall reported that the proposed agreement with F.E. Moran had not been finalized. He stated that discussion continues between the parties about liability coverage.

Mr. Hall reported that the paperwork for the Liberty on the Lake property donation has been finalized. He discussed the property value and stated he is waiting for the title insurance to be issued. Discussion ensued about the proposed announcement of the donation. Mr. DeLuce stated that a sign indicating the future home of Henry Michael Park will be installed and that a press release would be issued about the donation.

President's Report

President McMahon reported that a baseball booster's meeting with the Champaign Unit 4 School District' will be held January 12, 2017 at 7 p.m.

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.

1. Approval of Minutes of the Board Meeting, December 14, 2016
2. Approval of Minutes of the Executive Session, December 14, 2016

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

New Business

Approval of Disbursements as of January 13, 2017

President McMahon stated that staff recommended approval of the list of disbursements for the period beginning December 14, 2016 and ending January 13, 2017. Discussion ensued about approving disbursements by roll call vote. Ms. Harvey responded that this was suggested by Attorney Hall to satisfy some changes in State law and for convenience. She also discussed the proposed travel reimbursement ordinance and current travel policy.

President McMahon asked if it would be possible to highlight the travel reimbursement expenses in the list of disbursements.

Further discussion ensued about the proposed reimbursements to employees, including mileage, the current policy for reimbursements, per diems, and requirements to approve reimbursements by roll call vote.

Attorney Hall noted that the statute states the exceeds amount as to officers and employees shall be by roll call vote and any reimbursements for the Board members requires a roll call vote. He addressed the logic, efficiency and statutory requirements.

Discussion continued about the reimbursement for officers and staff that serve in dual roles. Ms. Harvey stated that the staff follows the employee's travel policy.

Attorney Hall explained the intent of the statute and the process for approving travel reimbursements. He suggested that the Board could approve the ordinance and amend it at a later date, if necessary.

Commissioner Solon expressed concern about approving all disbursements by roll call vote and the need to be transparent. Attorney Hall addressed her concerns.

Commissioner Griggs commented that Treasurer Wackerlin reviews the list of disbursements and will note if there are any discrepancies that need to be addressed. Commissioner Kuhl noted that the Board still has a responsibility to oversee the approval of disbursements.

Attorney Hall explained the reason for the mandated statute. He also encouraged the Board to review the current policies and make adjustments as necessary.

Ms. Wallace noted that the list of disbursements includes a list of P-card purchases and the reason for the purchases. She also noted that the list of disbursements also includes the list of employees that receive mileage reimbursements. Discussion ensued about the Park District's travel policy for employees, including the mileage rate and other regulations that govern travel. There was discussion about separately listing all of the items that require roll call vote as well as mileage reimbursement and per diem rates.

Vice President Hays asked questions about the purchase of the sump pump at Sholem Aquatic Center and other purchases. Staff responded to the questions and explained the Park District's safety program and the incentives received from PDRMA.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning December 14, 2016 and ending January 13, 2017. The motion was seconded by Vice President Hays. 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 Barbara J. Kuhl – yes.

Approval of a Bid to Purchase Park Lights for Various Parks

President McMahon reported that staff recommends accepting the lowest responsible bid from Tepper Electric and authorizing the purchase of 20 new LED light fixtures in the amount of \$32,180.00.

Commissioner Griggs made a motion to accept the lowest responsible bid from Tepper Electric and authorizing the purchase of 20 new LED light fixtures in the amount of \$32,180.00. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of Bids for Mowing Services

Mr. Crump presented the Board report and answered questions. He reported that there were 12 groups of parks let for bid. Mr. Crump explained that one contract is for one year and the remaining contracts are for two years. Discussion ensued about including the explanation for not awarding the low bid to a contractor on the bidder's sheet and prices compared to last year's prices.

Commissioner Solon made a motion to approve authorizing the Executive Director to enter into contracts with the low bidders on each respective site for mowing services for a period beginning May 1, 2017 through April 30, 2019 as indicated in the respective contracts. Staff recommended awarding to the lowest responsible bidder for each group, except groups 1, 2, 3, 5, 6, 8, 9, 11, and 12. Staff recommends awarding the bids for these sites to the second, third, and/or fourth lowest responsible bidders (described on attached bid results) as the lowest bidders are not capable of performing the scope of work required due to lack of staff or proper equipment to take on additional sites. Accordingly, those bidders are not deemed responsible. The motion also indicated that in the event of a contractor forfeiting his contract prior to its completion, the Park Board authorizes the Executive Director to proceed to the next lowest responsible bidder and enter into a contractual arrangement for the remainder of the original contract term. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of the Adoption of Ordinance No. 619, an Ordinance Regulating Travel Reimbursements

President McMahon reported that staff recommends approval adopting Ordinance No. 619, an ordinance regulating the reimbursement of all travel, meal, and lodging expenses of commissioners, officers and employees of the Champaign Park District in accordance with the Local Government Travel Expense Control Act (Public Act 099-0604).

Ms. Harvey asked the Board if it would like staff to revise the ordinance based on earlier comments and return it for approval at a later meeting. Discussion ensued.

Commissioner Kuhl asked if there could be consistency as to the coverage for Board members, officers and employees. She also suggested that wording in the ordinance should say approval by a majority of the Board and that the Executive Director be responsible for determining if an employee should incur the cancellation fee. Staff will make revisions based upon Board members comments.

Commissioner Kuhl made a motion to table Ordinance No. 619: an ordinance regulating travel reimbursements. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Old Business

None.

Discussion Items

Projected Cash Flow Update

Vice President Hays reported that he had met with Ms. Wallace to discuss the Park District's cash position. Vice President Hays presented and discussed the projected cash flow through April 30, 2017. He stated that having this information will allow for setting priorities for various projects. Discussion ensued about funds set aside for improvements to Spalding Park and allocation of Americans with Disabilities Act (ADA) funds.

Spalding Park

President McMahon noted that status of Spalding Park was included in the Project Updates report.

Capital Budget

Mr. DeLuce stated that staff would like the capital budget to be approved at the February 8, 2017 Regular Board meeting. He asked for feedback and questions from the Board.

David Saam, candidate for Park Commissioners, arrived to the meeting at 6:55 p.m.

Commissioner Solon reminded staff that if changes were made they should be highlighted or redlined. Discussion ensued. Ms. Wallace reviewed the changes that were made to the capital budget and responded to questions from the Board about the funds for development of Trails of Abbey Fields, lights for Dodds 3-plex, Greenbelt Bikeway Path, and Springer Cultural Center roof.

Mr. DeLuce stated that staff would like to know which of the larger projects the Board would like to move forward by using reserve funds. Discussion ensued about allocating funds for development of Trails at Abbey Fields over three years, funds for development of Henry Michael Park, and the Springer Cultural Center roof. Commissioner Kuhl stated that she felt the Springer Cultural Center roof repair should be moved up on the priority list.

Ms. Wallace asked for direction from the Board about the capital budget. She asked if the Board is interested in moving development of Trails of Abbey Fields to the FY18 budget. Discussion ensued. She stated that she will bring a resolution to formally commit \$300,000 for development of the Trails of Abbey Fields for Board approval at a future meeting. Attorney Hall suggested contacting the Department of Natural Resources (IDNR) about the level of progress IDNR would be looking for by certain dates. Ms. Wallace inquired about allocating funding for the Springer Cultural Center roof. It was a consensus of the Board to include funding for the completion of the Springer Cultural Center roof. Commissioner Solon favors setting aside funds for all roof repairs.

President McMahon suggested that the discussion of the 3-plex lights at Dodds Park be discussed at the next meeting. Mr. Crump reported that the Board authorized removal of the existing lights and a bid has been let for that work.

Comments from Commissioners

None.

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 Barbara J. Kuhl – yes. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(5) for the purchase or lease of real property for the use of the public body including meetings held for the purpose of discussing whether a particular parcel should be acquired and (c)(21) for the discussion of minutes of meetings lawfully closed under this Act, whether for purpose of approval by body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

Return to Regular Meeting

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

Executive Session Items – Action

Approval to Make Available for Public Viewing Executive Session Minutes

Vice President Hays made a motion to approve making available for public viewing a portion of minutes from the Executive Session meeting on July 13, 2016. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

Adjourn

There being no further business to come before the Board, Vice President Hays made a motion to adjourn the meeting. The motion was seconded by Commissioner Kuhl. The motion passed 5-0 and the meeting was adjourned at 7:25 p.m.

Timothy P. McMahon, President

Cindy Harvey, Secretary



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: January 26, 2017

SUBJECT: Health Insurance Rates for 2017/2018

Background

The Park District partners with the City of Champaign to increase bargaining power and risk pool for health insurance rates. The Benefit Advisory Committee (BAC) is comprised of City HR professionals, representatives from bargaining units, the Champaign Library, Park District and Sanitary District. The group meets to discuss broad perspective expenditures within the plan, possible plan changes or options, member concerns or issues, as well as other relevant topics.

This year the proposal from Health Alliance was to increase the cost 11%. The increase is due to a larger than usual number of claims. The plan is experiencing a current deficit of nearly \$700,000. However, Health Alliance and the BAC were able to negotiate the increase to 4.9%, which includes the 1.7% administrative fee paid to the City of Champaign. By using 50% of the risk share (about \$250,000) and by increasing employee paid copays for doctor, convenient care, specialists and emergency room visits.

In 2009, the BAC negotiated a unique risk share arrangement with Health Alliance, whereby 50% of the profit, if any, which Health Alliance receives from the insurance plan, is placed into a risk share account, to be used as a credit against premiums in a future year. In addition, if there is a loss in the plan the loss is covered solely by Health Alliance. The current and proposed rates are as follows:

	Current Plan Rates			Proposed 2017/2018 Rates		
	Premium	CPD Cost	Employee Cost	Premium	CPD Cost	Employee Cost
Employee	\$622.40	\$622.40	\$0.00	\$652.91	\$652.91	\$0.00
Employee + Spouse	\$1,472.62	\$962.49	\$510.13	\$1,544.82	\$1,009.67	\$535.15
Employee + Children	\$1,153.28	\$834.75	\$318.28	\$1,206.16	\$874.04	\$332.12
Family	\$1,537.70	\$988.52	\$549.18	\$1,607.88	\$1,034.90	\$572.98

The Park District recognizes the importance of offering competitive employee health care benefits to recruit and retain a talented and productive workforce. This plan has been approved by the BAC and the Champaign City Manager. The Champaign City Council will vote on this health insurance plan at their meeting on February 6, 2017. There will be a 4.9% increase to health insurance for 12 months effective March 1, 2017 with some changes to the plan benefits. The changes are listed below:

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.

Copay	Current Rate	Proposed New Rate
Primary Care Doctor visits	\$25.00 per visit	\$30.00 per visit
Specialist Doctor visits	\$40.00 per visit	\$60.00 per visit
Convenient Care visits	\$25.00 per visit	\$30.00 per visit
Emergency Room visit	\$200.00 per visit	\$250.00 per visit

The proposed rates include the Park District's practice of paying for the employee only coverage and 40% of the dependent coverage. It is the practice of the Park District to allow full-time I and full-time II employees to waive the health insurance coverage if they can be covered elsewhere on a qualified health insurance plan. Those employees receive an annual \$2,000.00 stipend.

Prior Board Action

History of increases approved by the Board over the last nine years is as follows:

Plan Year	% Increase	Comments
2009	12.75%	Dropped PPO option, increased out of pocket costs to employees and option is now a HMO only plan
2010	8.95%	No change to plan
2011	6.48%	No change to plan
2012	4.4%	No change to plan
2013	0.0%	Used revenue share agreement to keep plan the same
2014	4.5%	No change to plan and used revenue share to drop original proposed increase of 11% proposed increase down to 4.5%
2015	0.5%	Changes to the plan and use of risk share
2016	0.0%	No change to the plan and use of a portion of the risk share
2017	4.9%	Increased employee paid copays for Doctor

Budget Impact

The proposed rates will increase by 4.9% from the current fiscal year and based on existing personnel eligible for insurance (including vacant and filled position), there will be an impact to the FY17/18 proposed budget of approximately \$21,800.00.

Recommended Action

Staff recommend the Board approve renewal of the health insurance plan with the City of Champaign, and continue the practice of paying for employee only coverage, share costs for dependent coverage and allow a stipend for staff who are covered elsewhere on a qualified health insurance plan.

Prepared by:

Reviewed by:

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

Joe DeLuce, CPRP
Executive Director



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: January 17, 2017

SUBJECT: Update to Bereavement Policy in the Employee Policies and Procedures Manual

Background

On July 29, 2016, Governor Rauner signed into law the Child Bereavement Leave Act, Public Act 99-0703. The Act provides a maximum of two weeks (10 work days) of unpaid leave for bereavement of an employee's child. The Act is effective immediately.

An employee is eligible for this leave under the Act if they have worked for the employer for at least 12 months and at least 1,250 hours during the previous 12 month period. An employee is entitled to take leave under the Act to: 1) attend the funeral or alternative to a funeral of a child; 2) make arrangements necessitated by the death of a child; or 3) grieve the death of a child.

An employer is prohibited from taking any adverse actions against an employee for exercising his or her rights under the Act. An employer who violates the Act is subject to a \$500 penalty per employee for a first offense, and a \$1,000 penalty per employee for any subsequent offense.

Prior Board Action

The Board reviewed the proposed updated bereavement policy at the January 25, 2017 Study Session. The current policy approved by the Board at the April 13, 2016 Regular Board meeting is attached along with the recommended updated policy.

Budget Impact

The budget would be impacted by the paid leave of any employee that needs to take this leave.

Recommended Action

Staff recommend the Board approve the updated bereavement policy and staff update the Employment Policies and Procedures Manual.

Prepared by:

Reviewed by:

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

Joe DeLuce, CPRP
Executive Director

CURRENT POLICY

3-5 BEREAVEMENT LEAVE

All FT1 employees are allowed up to three (3) working days with pay to attend the funeral of a family member. For purposes of this policy, "family member" is defined as the employee's spouse, civil union partner, child, stepchild, parent, stepparent, grandparent, sibling, grandchild, parent-in-law, son-in-law, daughter-in-law, brother-in-law, and sister-in-law. Up to five (5) days of travel is allowed if more than 300 miles one way is necessary, with the written approval of the department head. FT2 employees are allowed half this amount. In turn, the employee's department head should notify Payroll of the reason and length of the employee's absence. Days off are to be taken consecutively within a reasonable time of the day of the death or day of the funeral, and may not be split or postponed.

Upon returning to work, the employee must record his absence as a Bereavement Leave on his Absence Report Form. Proof of death and relationship to the deceased may be required.

RECOMMENDED UPDATED POLICY

3-5 BEREAVEMENT LEAVE

All FT1 employees are allowed up to three (3) working days with pay to attend the funeral of a family member. For purposes of this policy, "family member" is defined as the employee's spouse, civil union partner, child, stepchild, parent, stepparent, grandparent, sibling, grandchild, parent-in-law, son-in-law, daughter-in-law, brother-in-law, and sister-in-law. Up to five (5) days of travel is allowed if more than 300 miles one way is necessary, with the written approval of the department head. Additionally, FT2 employees are allowed half this amount. In turn, the employee's department head should notify Payroll of the reason and length of the employee's absence. Days off are to be taken consecutively within a reasonable time of the day of the death or day of the funeral, and may not be split or postponed.

All eligible employees are entitled to 10 days of unpaid leave within 60 days after they are notified of the death of a child. A child is defined as an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. Employees may substitute any accrued paid during this absence. An employee is eligible for this leave if they have worked for the Park District for at least 12 months and at least 1,250 hours during the previous 12 month period. An employee is entitled to take leave to: 1) Attend the funeral or alternative to a funeral of a child; 2) Make arrangements necessitated by the death of a child; or 3) Grieve the death of a child.

Upon returning to work, the employee must record his absence as a Bereavement Leave on his Absence Report Form. Proof of death and relationship to the deceased may be required.



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: January 26, 2017

SUBJECT: Website Privacy Policy

Background

The Park District has contracted with ThirdSide for website maintenance services. This vendor has recommended the Park District adopt a website privacy policy. A published privacy policy is recommended for any website that collects personal information, even as little as a name or email address. Since the Park District collects this information online, staff have prepared a privacy policy for Board approval. The proposed policy is attached to this report.

Prior Board Action

The Board reviewed the draft policy at the January 25, 2017 Study Session.

Budget Impact

There is no impact to the budget for this policy.

Recommended Action

Staff recommend the Board approve the policy as presented.

Prepared by:

Reviewed by:

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

Joe DeLuce, CPRP
Executive Director

CHAMPAIGN PARK DISTRICT

Privacy Policy

INTRODUCTION

The Champaign Park District is committed to maintaining your online privacy. The Champaign Park District On-Line Privacy Policy applies to data collected for the Champaign Park District web site. We do not collect personal information without your permission.

Your name, address, telephone number and other non-statutory protected data are private and cannot be given to the general public, including third parties for direct mail or advertising purposes. The Champaign Park District needs this information for the enrollment of a participant in a recreational program and to be able to contact you, if necessary. If you do not provide the information, the participant may not be able to enroll in the requested program. The information you provide may be released to: persons authorized to have access to the information under state or federal law; persons authorized by court order to have access to the information; persons to whom you have given written consent to have access to the information; and all individuals employed by or entities under contract with the Champaign Park District who have a need and a right to know the information in order to administer, manage and improve Champaign Park District programming. At any time you may request that your online registration account be deactivated, and we will comply with your request. Historical transactions may be retained by the Champaign Park District for audit and archival purposes.

INFORMATION GATHERING AND COOKIES

A cookie is a very small text file inserted onto your computer by a website that you visit. When you return to the website, the cookie is then read by the site's web server. Cookies are used for many things, from making web sites more personal to tracking your web browsing habits.

If you visit our website to read or download information, such as schedules, forms, brochures, we capture and store only the domain name of your computer (for example, gmail.com), your browser type and version, and other related information to speed up the performance of web page delivery. All information is deleted from your cache memory when you close the session and leave our site. We collect no other personal information.

We use Google Analytics and Google AdWords as part of our media strategy and it is in place on our champaignparks.org website in order to learn more about our visitors and customers. If you choose not to be part of this process, you can learn about opting out here: <https://tools.google.com/dlpage/gaoptout/>

ON-LINE TRANSACTIONS

The Champaign Park District allows job applicants to apply for open job positions on-line. The Champaign Park District also allows on-line registration for our programs and purchase of merchandise and gift cards. Any information submitted online for these activities is subject to the same safeguards as if you had engaged in these activities in person rather than over the Internet.

SENDING THE CHAMPAIGN PARK DISTRICT EMAIL

We value your feedback. If you send the Champaign Park District an email with questions or comments about our programs or services, we do collect your email address and any other information that you volunteer.

OTHER WEB SITES

This site contains links to other sites. The Champaign Park District is not responsible for privacy practices or the content of such sites.

CHILDREN

The Champaign Park District requires the parent or guardian to enter registrations on behalf of minors. Since the Champaign Park District website requires an "electronic signature" on the waiver of liability agreement, only a parent or guardian may enroll a minor in an activity. We only collect such information as is necessary to conduct programs and activities.

INFORMATION SHARING AND DISCLOSURE

Champaign Park District does not rent, sell, or share personal information about you with other people or nonaffiliated companies except to provide products or services you've requested. We may provide the information to trusted partners who work on behalf of or with the Champaign Park District. These companies or individuals may use your information in the normal course of offering classes or activities. However, these companies do not have any independent right to share this information. We respond to subpoenas, court orders, or legal process, or to establish or exercise our legal rights or defend against legal claims; or if we believe it is necessary to share information in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of Champaign Park District policies, or as otherwise required by law.

CHANGES TO THIS POLICY

The Champaign Park District may update this policy. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address specified in your account or by placing a prominent notice on our website.

QUESTIONS AND SUGGESTIONS

If you have questions or suggestions, contact us at:

Champaign Park District
706 Kenwood Road
Champaign, Illinois 61821
217-398-2550

Approved by Board of Commissioners February 8, 2017

Timothy P. McMahon, President

Joseph C. DeLuce, Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: January 12, 2017 (*revised February 7, 2017*)

SUBJECT: Approval of Resolution to Commit Excess Reserves for the Future Development of a Park North of Trails at Abbey Fields Subdivision

Background

Historically unspent capital project fund balances have been added back to the reserve balances annually unless specifically re-budgeted in the following capital budget. As a result funds that had previously been approved by the Board in the capital budgets, but remained unspent have not accumulated. At the January 11, 2017 Board meeting Commissioner Hays reviewed the projected cash balance anticipated at April 30, 2017 that is uncommitted excess is approximately \$6,568,600. This reflects the amount that the Board could reallocate towards future capital projects. It was discussed that of this balance, the Board consensus was to commit \$300,000 of these uncommitted funds to be used for the future development of a park North of Trails at Abbey Fields Subdivision.

Based on the above information, a resolution has been drafted. By resolution the Board is formally committing funds to be set aside for the above purpose. Should the Board choose to modify this in the future, a new resolution would be brought forward as necessary.

Prior Board Action

None

Budget Impact

No impact to revenues or expenditures in fiscal year ended April 30, 2017, however fund balance will reflect \$300,000 as committed funds and reduce the amount from the unrestricted funds. Fiscal year commencing May 1, 2017 and ending April 30, 2018 will reflect a transfer of \$300,000 into the capital projects fund to be used for above referenced project such that the transactions is properly reflected in the budget without requiring a budget amendment in fiscal year 2017.

Recommended Action

Staff recommends the Board of Commissioners approve a Resolution to commit \$300,000 as of the date of the resolution, and on or after May 1, 2017 transfer from General Fund excess reserves of \$300,000 into the Capital Improvement Fund for the future development of a park North of Trails at Abbey Fields Subdivision.

Prepared by:

Reviewed by:

Andrea N. Wallace
Director of Finance

Joe DeLuce, CPRP
Executive Director

RESOLUTION

CHAMPAIGN PARK DISTRICT BOARD OF PARK COMMISSIONERS

Committing Excess Reserves for Development of a Park North of Trails at Abbey Fields Subdivision

WHEREAS, the Champaign Park District annually considers and approves a capital budget for the fiscal year commencing May 1 and ending April 30 for specific projects; and

WHEREAS, the balance of unspent capital budgets historically have been added back to the excess fund balance unless specifically re-budgeted for the succeeding fiscal year; and

WHEREAS, the intention of the Board of Commissioners is to accumulate funds for specific future large capital projects rather than increasing the District's debt limit to fund such projects; and

WHEREAS, the current priority of the Board of Commissioners is the future development of a park North of Trails at Abbey Fields Subdivision of the Champaign Park District; and

WHEREAS, the uncommitted cash basis fund balance for the fiscal year commencing May 1, 2016 and ending April 30, 2017 is projected to be \$6,568,600 after any transfers, commitments and the required 120-day reserve balance.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Champaign Park District does hereby determine and commit a total of \$300,000 from these projected uncommitted funds as of April 30, 2017 to be transferred for such specific priorities, and

BE IT FURTHER RESOLVED that the Board of Commissioners of the Champaign Park District does hereby authorize staff to transfer \$300,000 from the General Fund into the Capital Projects Fund to be used for the future development of a park North of Trails at Abbey Fields Subdivision,

BE IT FURTHER RESOLVED that the Board of Commissioners of the Champaign Park District does hereby authorize staff to transfer these funds after April 30, 2017 such that these funds are included in the budget for the fiscal year commencing May 1, 2017 and end April 30, 2018.

APPROVED by the President and Board of Commissioners of the Champaign Park

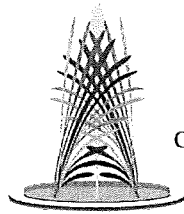
District this 8th day of February, 2017.

APPROVED:

Timothy P. McMahon, President

ATTEST:

Cindy Harvey, Secretary



**AGE-FRIENDLY
CHAMPAIGN-URBANA**

Dear _____

As members of the Champaign-Urbana Age-Friendly Steering Committee, we write to ask for your endorsement of our efforts to obtain the World Health Organization (WHO) and AARP designation of Age-Friendly Community. This is an international effort to address the needs of a growing number of older adults worldwide.

We believe that participating in this effort will ensure that we offer the best of opportunities and services for Champaign and Urbana's older adults and residents of all ages to remain healthy, active and engaged. To this end, the community and the University are working together to join the AARP network of Age-Friendly Communities. More information can be found at <http://www.aarp.org/livable-communities/network-age-friendly-communities/>

The first step in obtaining the designation of Age-Friendly Community is to conduct a community assessment of areas such as outdoor spaces, housing, transportation, respect and social inclusion, communication, and health services. Surveys currently are being distributed to collect these data. The results of the assessment will assist us in developing a multi-year plan to guide improvements in these areas and to implement action strategies.

Your endorsement will help us demonstrate a broad base of interest and support and strengthen our application for the Age-Friendly Community designation. As the need arises, we may contact you to ask for information, and of course we will keep you informed of our progress, including the results of the surveys being collected. A letter of endorsement is attached.

If you have questions, please contact Wendy Bartlo, of the University's Center on Health, Aging, and Disability, at wbartlo@illinois.edu or 217-300-4323. Please send the letter of endorsement to her email address as well.

Sincerely,

Ben LeRoy, Associate Planner, City of Champaign

Elizabeth Tyler, Community Development Director and City Planner, City of Urbana

Patrick Harness, Community Liaison, Health Alliance

Debra Reardanz, President and CEO, Clark-Lindsey Village

Joe DeLuce, Executive Director, Champaign Park District

Tim Bartlett, Executive Director, Urbana Park District

Rosanna McLain, Director, Senior Resource Center

Preston L. Williams Jr., Retired Superintendent Urbana School District

Traci Nally, Vice President of Human Resources, the News-Gazette

Kathleen Holden, Retired UIUC Administrator

Sue Grey, President and CEO, United Way of Champaign County

Linda Coleman, Chair, Board of Directors, Osher Lifelong Learning Institute

Linda Tauber-Olson, Regional Director Faith in Action, Presence

Dawn Henry, Director of Rehabilitation, Carle Foundation Hospital

To Whom It May Concern:

I write on behalf of my organization to express support for Champaign and Urbana to be designated as Age-Friendly Communities. This designation, initiated by the World Health Organization (WHO), and administered by the AARP in the United States, is an international effort to address the needs of a growing number of older adults worldwide.

To this end, the University and the community are working together to ensure that Champaign and Urbana's older adults and residents of all ages are offered opportunities and services to remain active, healthy and engaged. This process includes surveying needs and current strengths, assessing the results, developing a multi-year plan to maintain strengths and address weaknesses, and implementing action strategies.

I understand that my endorsement will be used, in both presentations about the initiative and in the Age-Friendly application to the AARP, to demonstrate a broad base of community support, and that I may be contacted at a later date with requests for information or with updates about the progress of the initiative.

Name and Title

Organization



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: January 12, 2017

SUBJECT: Approval of a Resolution and Authorize Staff to file the Abatement Certificate for Series 2013A Bond

Background

This is an annual filing requirement pursuant to the Alternate Revenue Bonds originally issued in 2005 and later refunded in June 2013.

Each year, until the year 2023, the Champaign Park Board of Commissioners will be requested to abate the taxes pertaining to the Alternate Revenue Bond, originally issued in 2005 to build the Sholem Aquatic Center, then later refinanced in June 2013. This is a necessary step to keep in compliance with our Alternate Revenue Bond and Debt limitations pursuant to Ordinance No. 574, *An Ordinance Authorizing the Issuance of General Obligation Refunding Bonds (Alternate Revenue Source), Series 2013A, of the Champaign Park District, in Champaign County, Illinois, Providing the Details of Such Bonds and For Alternate Revenue Sources and the Levy of Direct Annual Taxes Sufficient to Pay the Principal of and Interest on Such Bonds, and Related Matters.*

Prior Board Action

None taken related to the 2016 tax year to which this abatement applies.

Budget Impact

This does not have any additional impact on the budget as this is already factored into the annual tax levy revenue for the subsequent fiscal year.

Recommended Action

Staff recommends that the Board approve a resolution and authorize Staff to file the Abatement Certificate for Series 2013A Bond.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce
Executive Director

RESOLUTION

WHEREAS, the Board of Commissioners of the Champaign Park District, an Illinois municipal corporation, did adopt an ordinance on the 12th day of June 2013 as Ordinance No. 574 AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION REFUNDING BONDS (ALTERNATE REVENUE SOURCE), SERIES 2013A, OF THE CHAMPAIGN PARK DISTRICT, IN CHAMPAIGN COUNTY, ILLINOIS, PROVIDING THE DETAILS OF SUCH BONDS AND FOR ALTERNATE REVENUE SOURCES AND THE LEVY OF DIRECT ANNUAL TAXES SUFFICIENT TO PAY THE PRINCIPAL OF AND INTEREST ON SUCH BONDS, AND RELATED MATTERS; and

WHEREAS, the Board of Commissioners of the Champaign Park District hereby determines that the Pledged Revenues (as defined in the Bond Ordinance) will be available for the purpose of paying the debt service due on the Bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the Champaign Park District that the tax heretofore levied for the year 2016 to pay such debt service on the Bonds be abated; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Champaign Park District, as follows: The tax heretofore levied for the year 2016 in the Bond Ordinance is hereby abated in the amount of \$524,850.

APPROVED by the President and Board of Commissioners of the Champaign Park District this 8th day of February 2017.

APPROVED:

Timothy P. McMahon, President

ATTEST:

Cindy Harvey, Secretary

ABATEMENT CERTIFICATE

Pursuant to Ordinance No. 574, AN ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION REFUNDING BONDS (ALTERNATE REVENUE SOURCE), SERIES 2013A, OF THE CHAMPAIGN PARK DISTRICT, IN CHAMPAIGN COUNTY, ILLINOIS, PROVIDING THE DETAILS OF SUCH BONDS AND FOR ALTERNATE REVENUE SOURCES AND THE LEVY OF DIRECT ANNUAL TAXES SUFFICIENT TO PAY THE PRINCIPAL OF AND INTEREST ON SUCH BONDS, AND RELATED MATTERS, adopted by the Board of Park Commissioners of the Champaign Park District, Champaign County, Illinois (the "Issuer") on June 12, 2013 (the "Bond Ordinance"), the undersigned, as President and Secretary of the Issuer hereby certify to the Champaign County Clerk that it is appropriate to reduce by abatement the tax levy for 2016 (to be received in 2017) as provided in Section 9 of the Bond Ordinance (filed on June 17, 2013, with such County Clerk), as follows:

Tax Levy For the Year,	New Levy Amount To Continue After Abatement <u>A Tax Sufficient to Produce the Sum of,</u>	<u>(Amount Abated)</u>
2016	\$0.00	\$524,850.00

No other tax levy year is to be affected by this Abatement Certificate. The County Clerk is hereby directed to abate taxes as set forth above and to ascertain the rate per cent required to produce the aggregate tax hereinabove provided to be levied in 2016, as shown above to be levied, 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 levied and collected in like manner as taxes for general corporate purposes for such year is 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 described as the same become due and payable. The tax levy shall be abated as parenthetically shown above. Otherwise Ordinance No. 574 shall be given effect according to its terms.

(SEAL)

Secretary

President

Receipt

The Champaign County Clerk hereby acknowledges receipt of the above Abatement Certificate this _____ day of February, 2017 and agrees to abate (and continue to extend with respect to the Bond Ordinance, as shown above) the taxes as therein provided.

Champaign County Clerk



REPORT TO PARK BOARD

FROM: Joe DeLuca, Executive Director

DATE: February 3, 2017

SUBJECT: 2017-2018 Program Guide Printing and Mail Preparation Bid

Background

The Program Guide bid includes printing and mail preparation of 38,000 catalogs for three seasons including summer, fall, and winter/spring. The bid is awarded to one vendor for all three issues. The bids called for printing and mail preparation of an 88 page catalog for summer and 80 page catalogs for fall and winter/spring. New alternate options were requested in the bid including a thicker paper weight (Alternate A) and alternate coating on covers (Alternate B) to compare costs.

Prior Board Action

None.

Bid Results

Six (6) bid responses were received and opened on January 31, 2017. Selection criteria considered when evaluating bids and selecting the most responsive bidder included: base price, mail service price, production turnaround time, quality of piece, press location, and mail service location. All companies that submitted bids met bid specifications. The bid tabulation is as follows for all responsive bidders:

Company	Location	Bid Amount	Alternate A	Total
Woodward Printing	Platteville, WI	\$47,570.00	\$3,295.00	\$50,865.00
K.K. Stevens	Astoria, IL	\$52,768.00	\$5,720.00	\$58,488.00
American Litho	Milwaukee, WI	\$53,280.00	\$51,901.58	\$105,181.58
E.P. Graphics	Berne, IN	\$65,428.00	\$60,498.00	\$125,926.00
Kingery Printing	Effingham, IL	\$67,477.52	\$5,904.00	\$73,381.52
Premier Print Group	Champaign, IL	\$91,684.00	\$5,654.00	\$97,338.00

Budget Impact

Printing, mail preparation and postage are regular annual expenses for the Park District as allocated in the operating budget. The lowest bid for printing and mailing preparation of the 2016-2017 catalogs was \$47,144.00.

Recommended Action

Staff recommends the bid for printing and mailing of the 2017-2018 Program Guides be awarded to Woodward Printing for \$47,570.00 for all three issues with an additional cost of \$3,295 to utilize Alternate A – a heavier paper that will increase durability and readability of the program guide. Total cost for the three issues with Alternate A is \$50,865. Staff worked with Woodward Printing last year and is confident they will continue to provide a positive customer service experience for our organization.

Prepared by:

Chelsea Norton
Director of Marketing and Communications

Reviewed by:

Joe DeLuca, CPRP
Executive Director

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



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: February 1, 2017

SUBJECT: Approval of the 2018-2023 Capital Improvement Plan (CIP)

Background

This is a continuation of prior meetings held to discuss and request that action be taken on the proposed capital improvement plan for 2018-2023.

Based on prior board action/discussions and as directed by the Executive Director, staff modified the originally presented CIP document with those changes being denoted in Attachment A. Version 4 dated February 2, 2017 of the CIP includes projects to be funded from excess reserve funds as discussed at various Board meetings and agreed by a consensus.

Prior Board Action

The CIP was discussed at the November 9, 2017 Regular Board meeting, January 11, 2017 Regular Board meeting and the January 25 Study Session. No formal action has been taken on FY2018 projects.

Budget Impact

The revised capital budget for FY2017-2018 is \$4,136,560. All items are detailed in Attachment A of the 2018-2023 CIP document.

Recommended Action

Staff recommend Board approval of the 2018-2023 CIP as presented.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce, CPRP
Executive Director



CHAMPAIGN
PARK DISTRICT

**Champaign Park District
Capital Improvement Plan
For Fiscal Years Ended April 30
2018-2023**

PRESENTED TO BOARD: JANUARY 25, 2017

Revised Plan Presented to Board: February 8, 2017

Overview

The capital ~~improvement plan (CIP)~~ budget encompasses capital ~~outlay and routine expenditures only.~~ ~~The capital is broken up into capital improvement plan, small capital projects and Equipment/Vehicle Replacement; whereas the routine expenditures include periodic maintenance, routine maintenance and repairs, and non-depreciated equipment.~~

Capital Outlay

The capital budget authorizes and provides the basis for control of expenditures for the acquisition of significant District assets and construction of all capital facilities. A six-year ~~Capital Improvement Program (CIP)~~ is developed, reviewed and updated annually. The projects outlined in the CIP includes the CIP for the FY2018 budget year, as well as the projected plan for the next five fiscal years in accordance with District policy. The 2018-2023 CIP will be presented to the Board of Commissioners for review and final approval prior to the presentation and adoption of the overall District budget.

Capital budget appropriations lapse at the end of the fiscal year, however, they are re-budgeted until the project is complete, or unless re-assigned by the Board of Commissioners. As capital improvements projects are completed, the operations of these facilities are funded in the operating budget.

~~The operating budget authorizes and provides the basis for control of the operation expenditures for all services, including operating and maintaining new facilities. Operating budget appropriations lapse at the end of the fiscal year.~~

Capital Improvement Project Guidelines

The project must:

- Have a monetary value of at least \$510,000.
- Have a life of at least three years.
- Result in the creation of a fixed asset, or the revitalization of a fixed asset.
- Support the District's strategic plan or board priorities.

Included within the above definition of a capital project are the following items:

- Construction of new facilities.
- Remodeling or expansion of existing facilities.
- Purchase, improvement and development of land.
- Operating equipment and machinery for new or expanded facilities.
- Planning and engineering costs related to specific capital improvements.

~~Routine Capital Expenditures~~

~~The operating budget authorizes and provides the basis of control of operating and maintaining existing facilities. Annual routine, as well as periodic maintenance and repair expenditures are factored in as part of the capital budget process, however these expenditures are included in the operating budget even though they are approved as part of the overall CIP.~~

Each department submits project requests for review to the Director of Operations and Planning. These projects are reviewed and further evaluated by the ~~executive~~ Executive director ~~Director~~ and department heads. Individuals and group staff meetings are held throughout the process to discuss the requests. Projects are prioritized based on the Park District's overall goals, Board priorities, department priorities, and anticipated funding. When requests exceed available funding sources in a given year, adjustments in scheduling or scope of the project are recommended and agreed upon.

The final compilation of requests, sources of funding and scheduling presented to the Board of Commissioners are based on the consensus agreement of the ~~executive~~ Executive director ~~Director~~ and department heads.

By providing this planning and programming of capital improvements the effect of capital expenditures on the

annual budget is determined. This provides an orderly growth of Park District assets and allows for proper planning of resources in future years.

The Park District's CIP funds capital projects may include items such as the redevelopment of land, buildings, playgrounds, tennis courts, athletic fields, swimming pools, vehicles, ~~technology,~~ and equipment. If these assets are not maintained in good condition, or if they are allowed to become obsolete, the result is often a decrease in the usefulness of the assets, an increase in the cost of maintaining and replacing them and a decrease in the quality of service. The average cost to fund these types of projects (excluding major renovations) is \$2 million per year.

Each year it is important to identify and pursue the funding sources for capital improvements ~~and ongoing maintenance of improvement projects.~~ We also need to explore innovative means of financing facility renovations and maintaining existing parks and amenities.

CIP Funding Sources

The CIP uses funding from grant funds when available, revenue bonds, recreation funds, non-referendum general obligation bonds and donations through the Park Foundation.

~~Operating Funds~~

~~Operating funds represent pay-as-you-go contributions from the operating revenues for capital projects specific to the fund making the contribution and denoted as a transfer from applicable funds to the capital improvement fund.~~

General Fund

The General Fund is the general operating fund of the District and includes administrative, maintenance, parks and all other financial resources except those required to be accounted for in another fund. Funding is provided from property taxes, interest income, and other receipts such as easement fees. Available fund balance in excess of 33% of annual budgeted operating expenditures may be transferred to the Capital Improvements Fund to support future capital projects with Board approval.

Recreation Fund

This fund is a special revenue fund used to account for the operation of recreation programs and facilities. Financing is provided from fees and charges for programs and activities as well as the annual property tax levy. Program numbers are used to account for separate recreation programs such as swimming, senior programs, preschool, and day camp programs. Funds used for capital projects as deemed by the CIP, will be transferred to the Capital Improvement Fund annually as part of the annual budget. Examples of past projects funded with these dollars include, the Leonhard Recreation Center, Douglass Community Center, and Sholem Aquatic Center.

Museum Fund

This fund is a special revenue fund used to account for the operation of cultural arts programs and facilities. Financing is provided from fees and charges of programs and activities as well as the annual property tax levy. Program numbers are used to account for separate cultural arts programs such as special events, Prairie Farm, Virginia Theatre and the Springer Cultural Center programs. Funds used for capital projects as deemed by the CIP, will be transferred to the Capital Improvement Fund annually as part of the annual budget.

Champaign-Urbana Special Recreation (CUSR) Fund

This fund is a Special Revenue Fund established to account for revenues derived from a specific annual property tax levy and expenditures of these monies for the CUSR program to provide special recreation programs for physically and mentally handicapped. This is a joint program created through an intergovernmental agreement with the Urbana Park District. Of the annual tax levy, 43.75% is set aside specifically to fund ADA improvements. It also assists in making the existing facilities accessible as required by the ADA (Americans with Disabilities Act).

Interest and Miscellaneous Income

Interest and miscellaneous income represents interest income earned on the capital projects funds' investments and other miscellaneous revenues related to capital projects.

Grants

The Park District has had an impressive record of success obtaining grants from various agencies and organizations. Grants awarded in prior years for capital projects include the following:

- **OSLAD Grants** are grant funds from the Open Space Land Acquisition and Development Act (OSLAD). The Act provides for grants to be disbursed by the Illinois Department of Natural Resources to eligible local governments for the purpose of acquiring, developing, and/or rehabilitating land for public outdoor recreation purposes. The Park District completed the Douglass Park Improvements project using \$300,000 awarded from this grant.
- **PARC Grants** (Park and Recreational Facility Construction Act) were created by Public Act 096-0820 effective November 19, 2009 to provide grants to be disbursed by IDNR to eligible local governments for park and recreation unit construction projects. Park or recreation unit construction project means the acquisition, development, construction, reconstruction, rehabilitation, improvements, architectural planning, and installation of capital facilities consisting of, but not limited to, buildings, structures, and land for park and recreation purposes and open spaces for natural areas. The Park District received a PARC grant for \$2.5 million for the new Leonhard Recreation Center in prior years.

Non-Referendum Limited Obligation Park Bonds

Non-Referendum Limited Obligation Park Bonds are bonds that are secured by the full faith and credit of the issuer. General obligation bonds, issued by local governments are secured by a pledge of the issuer's property taxing power. The legal debt limit for non-referendum bonds is .575% of assessed valuation. The Park District has the capacity to issue \$8,920,191 in general obligation bonds; however the debt service extension base (DSEB) on these bonds limits maturities to \$1,124,527 per year. The Park District uses the funds from these bonds to fund capital improvements and to develop, maintain and improve parks and facilities, acquire land, and replace outdated equipment. Funds are also used to pay the debt service for the Sholem Aquatic Center revenue bonds.

Our current non-referendum bonding plan will provide for \$6 million over the next six years. Based on current economic conditions and revenue and expenditure projections, funding is not sufficient to maintain all existing system assets and build new park and recreation facilities.

Impact on the Operating Budget

The majority of the District's assets are invested in its physical assets or infrastructure, such as land, buildings, swimming pool, ~~technology~~, equipment, and tennis courts. If regular maintenance on these assets to keep them in quality operating condition does not occur, or the assets are not replaced before they become obsolete, then this results in an increase in maintenance and repair expenditures, a decrease in the usefulness and safety of the asset, and ultimately a decrease in the quality of standards that the District strives to achieve.

The overall capital improvement plan projects will most likely result in a reduction of long-term operating expenditures, while staying on scheduled maintenance and replacement timelines with higher-efficiency equipment should meet the strategic goal of reducing energy consumption. See the attached CIP schedule for specifics as to the operating impact.

Summary

This year the District CIP for FY2018 totals \$~~4,136,560~~. ~~4,018,260~~, of which ~~\$473,200 is for maintenance and repairs~~. The 2018-2023 CIP is scheduled to be approved at the February 8, 2017 Board of Commissioners regular meeting. The major capital projects included in the upcoming fiscal year include phase 2 and 3 for Hessel Park splash pad/restroom and paths, roof replacement at Springer Cultural Center, security camera installation at various facilities and parks, as well as playground replacement at West Side, Heritage Park

phase 1, planning for new Henry Michael Park and the future development of a park North of Trails at Abbey Fields Subdivision. Other capital funding is to be used for maintaining our existing parks and facilities, ~~technology~~, and vehicle/equipment replacements.

The following is a breakdown of the capital ~~and repair~~ projects presented to the Board of Commissioners and budgeted for the following year, with a brief description of the major projects. Not included in the ~~\$4,136,560~~ 4,018,260, is a \$100,000 transfer from the General Fund to the Land Acquisition Fund that will come from operating budget in FY2018.

2017/18 Capital Summary

Capital Projects (Capital Budget):	
Capital Outlay	\$3,421,560 <u>2,845,060</u>
ADA	715,000 <u>700,000</u>
Total CIP Expenditures	<u>4,136,560</u> 3,545,060
Routine Capital Projects (Operating Budget):	
Equipment, Non-Depreciable	49,000
Periodic Maintenance	266,000
Routine Repairs and Maintenance	158,200
Subtotal Routine	473,200
Total Capital	<u>\$4,018,260</u>

Attachment A: Six-Year Capital Improvement Program with Descriptions

Attachment B: Replacement Schedules

2/2/2017

CHAMPAIGN PARK DISTRICT
CAPITAL IMPROVEMENT PLAN 2018-2023

ATTACHMENT A
Version 4 - Revised 2-2-17

Project Name	PROPOSED 2018	2019	2020	2021	2022	2023	Amounts from Prior CIP Request Presented 1/13/2016 DELAYED to Future Years	Totals	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
CAPITAL PROJECTS FROM NEW FUNDS										
Contingency	\$ 90,000	90,000	100,000	100,000	100,000	100,000	-	580,000	Contingency for unexpected expenditures related to capital items	To allow for unexpected expenditures that may arise during the year either beyond our control or that become a necessity to be addressed within the fiscal year. There is no known impact on the operating budget at this time.
ADA General	\$ 315,000	200,000	200,000	200,000	200,000	200,000	-	1,315,000	Addressing accessibility issues in parks & facilities.	Adding accessible path system at Zahnd Park, as well as \$15,000 in costs for ADA porta-potty rentals for the parks/events throughout the fiscal year.
Roof Replacements at various facilities	\$ 575,000	450,000	375,000	150,000	150,000	-	-	1,700,000	Updated FY18: SCC roof, tuck-pointing. FY19: DTC. FY20 VT. FY 21 & FY22 are place holding estimates.	All replacements based upon replacement schedule, to address defects and deficiencies. Impact to operating budget is a decrease in the unexpected repairs, as a more planned approach is taken.
3-Plex Upgrades (Dodds)	\$ -	-	-	-	-	-	185,000	185,000	Dodds 3plex bathroom/concessions building and potential fencing of complex.	The building is in disrepair and needs to be replaced. When it rains, both bathrooms are completely covered with water which makes it a hazard to enter the bathroom as the floors are concrete so it becomes very slippery. The walls of this facility have moved off its foundation. Fencing in the complex would allow better control of the facilities in terms of controlling access and would allow for taking admission at tournaments. Reduction in repairs within the operating budget as a result of this upgrade.
Amphitheatre Replacement at Douglass Park	\$ -	-	-	-	150,000	-	-	150,000	Replacement of existing wood retaining wall seating and grading.	Replace with concrete seating, retaining walls, increase grading of the South side. No impact on operating budget.
BMC Basement HVAC	\$ 18,000	40,000	-	-	-	-	-	58,000	Year 1 - Engineering for entire building; Year 2 - Replacement/Upgrade of HVAC system	Units showing signs of failure. New units will be more efficient
Carpet Replacement	\$ -	-	-	-	-	-	35,000	35,000	Replacing worn carpet in facilities	Douglass afterschool room replacement (20+ years)

2/2/2017

**CHAMPAIGN PARK DISTRICT
CAPITAL IMPROVEMENT PLAN 2018-2023**

**ATTACHMENT A
Version 4 - Revised 2-2-17**

Project Name	PROPOSED 2018	2019	2020	2021	2022	2023	Amounts from Prior CIP Request Presented 1/13/2016 DELAYED to Future Years	Totals	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Flower Staging Area (Operations)	\$ -	-	-	-	35,000	-	-	35,000	Replacement of wooden units which are beginning to deteriorate and need repair	Partial replacement of wooden structures due to failures; replacement of shade cloths. These structures can be relocated if necessary pending outcome of shop expansion. No expected impact on operating budget.
Kaufman Lake West Pier Replacement	\$ 20,000	90,000	-	-	-	-	-	110,000	1st year- Engineering and design of west side pier replacement 2nd year- construction of west side accessible replacement.	East and West piers were removed in FY17. This is to plan, design and construct a new pier on the West side for patron use.
Land Acquisition	\$ -	-	-	100,000	100,000	100,000	200,000	500,000	Annual funds set aside for a future land purchase(s)	Board approved the establishment of a Land Acquisition Fund in April 2012. \$100,000 was to be transferred from the General Fund for future land acquisitions. To keep with this, the Board has continued to transfer \$100,000 annually into this fund. The cumulative balance through 4/30/2017 is projected at \$503,500. No impact on operating budget other than using current year transfer from the General Fund into the Land Acquisition Fund.
LRC Utility Access	\$ -	-	-	-	-	25,000	-	25,000	Provide paved access to west mechanical rooms.	Poured concrete surfaces allowing vehicular access to LRC mechanical rooms, thus reducing damage and subsequent turf and planting repairs. Staff efficiencies to have a positive impact on the operating budget.
Olympic Tribute Improvements (Dodds) - moved to Operating Budget since <\$10,000	\$ -	-	-	-	-	-	-	-	Electrical upgrade and additional plants (\$7,000)	During FY17 work, discovered electrical concerns and short-fall in plantings
Parking and Drive at Eddie Albert Gardens in Dodds Park	\$ -	-	-	-	-	-	140,000	140,000	Provide additional parking and paved access to east gardens.	This has been a public request for some time. Also will help eliminate turf destruction and repair. Allow to redirect staff time to other areas, and reduce the repair/supply costs within the operating budget.
Playground Replacement	\$ 210,000	90,000	200,000	80,000	85,000	140,000	-	805,000	Updated FY18 replacement of Westside FY 19- Morrissey FY 20-Clark FY 21-Noel FY22-Zahnd FY23-Robenson & Bristol	Condition issues/replacement part costs at Westside pushed replacement ahead of schedule.

2/2/2017

CHAMPAIGN PARK DISTRICT
CAPITAL IMPROVEMENT PLAN 2018-2023

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Project Name	PROPOSED 2018	2019	2020	2021	2022	2023	Amounts from Prior CIP Request Presented 1/13/2016 DELAYED to Future Years	Totals	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Prairie Farm Restroom/ Pavilion	\$ 13,000	100,000	-	-	-	-	130,000	243,000	Year 1 - A/E for building. Year 2 - Construction.	Construction would allow exterior accessibility to restrooms as well as covered program/rental space. Potential for increased patron use, however no impact on operating budget expected unless patrons charged rental fee for pavilion private use.
Replacement Fencing - moved to operating budget as under \$10,000	\$ -									
Replacement of Kaufman Boathouse	\$ -	-	-	-	-	-	150,000	150,000	Replacement of useless space with accessible restrooms and rentable shelter. Existing boathouse will be demo by staff and the replacement is delayed to future years.	Boathouse has reached useful life expectation. New restrooms and rentable space will be a draw for the site, as well as programming space. The cost also includes an estimate for architectural and engineering costs. Potential impact to operating budget is increased A&E costs to work on planning of new master plan for that location.
Risk Management Improvements & Updates	\$ 11,000	30,000	30,000	8,000	8,000	8,000	-	95,000	Security camera installation/upgrades (Tort Fund). Total project is \$60,000 with the remaining funds coming out of excess restricted tort funds.	Current cameras in facilities aside from Douglass Annex & Community Center, the technology does not allow proper pixilation of video. Therefore there is no clear documentation to provide police when filing a police report. This would allow staff to invest in better quality cameras and technology to protect our patrons. The alarm upgrades are to shift from analog to cell receptor transmission due to a change in technology through the alarm companies. No impact on operating budget as the increase in alarm fee monitoring should be offset by the reduction in analog phone lines. Security cameras to be added to Leonhard Recreation Center both inside and outside, Shoalem Pool, Westside Park and Virginia Theatre to increase security. In addition this fund is for Tort Liability projects that are currently unforeseen.
Shoalem Confined Space Remediation	\$ 25,000	-	-	-	-	-	-	25,000	Re-fitting of drain/fill valves at SAC safety issue.	Addresses safety risks of current system. No impact on operating budget.

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Project Name	PROPOSED 2018	2019	2020	2021	2022	2023	Amounts from Prior CIP Request Presented 1/13/2016 DELAYED to Future Years	Totals	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Sholem Replacement Shade Cloth	\$ -	-	-	-	20,000	-	20,000	40,000	Replacement of existing deteriorating shade structures as needed	This is an annual request by patrons at the end of year surveys conducted. Last shades purchased were in October 2007. No impact on operating budget.
Sunset Ridge Lot Entrance Re-Location	\$ -	-	40,000	-	-	-	-	40,000	Complete initial park plan	Re-locate parking entry to Peppermill extension
Tennis Center Backdrop Replacement	\$ -	-	-	-	10,000	12,000	-	22,000	Replacement of backdrops and court dividers.	Replacement of backdrops on south side and court dividers. Some of backdrops are torn, different colors, and in need of updating. No impact on operating budget.
Tennis Center Shed Replacement	\$ -	-	-	-	-	-	10,000	10,000	Replace existing "garage".	Provide for better storage options, which are limited currently. No impact on operating budget.
Trail Amenities - Exercise Equipment	\$ -	-	-	50,000	-	-	-	50,000	Add exterior grade exercise equipment to existing trail(s).	Centennial Park and Kaufman Lake are targeted possibilities. This project has been on the CIP for a couple years, No impact on operating budget.
Trail and Park Path Additions 50% to come from ADA-CUSR	\$ -	125,000	125,000	125,000	125,000	150,000	975,000	1,625,000	FY19-Noel	The trails plan developed internally by the planning department, in conjunction with discussions with Regional Planning Commission address the locations identified. No impact on operating budget.
Backup generator for servers and data	\$ -	100,000	-	-	-	-	-	100,000	Address need for backup during power outages, all servers are located at Bresnan facility. A & E, Installation.	This will allow servers to run during power outages and prevent loss of data. These servers also control the entire phone system throughout the District. Cost estimated is for equipment, installation and A&E. This was originally proposed in FY17, but later moved due to funding.
Kubota Replacement	\$ -	-	-	-	-	20,000	-	20,000	Replacement of utility/snow equipment.	Replacement based upon replacement schedule.
Replacement Chipper	\$ -	-	-	-	35,000	-	-	35,000	Scheduled replacement of 1996 chipper.	Upgrade to more modern, faster, efficient unit per replacement schedule.
Replacement of 2 Trim Mowers	\$ 45,000	-	-	-	-	-	-	45,000	Mower 1 - '10 trim mower replacement Mower 2 - '11 trim mower replacement	Each shows high hours and wear (drive motors, gear boxes). Heavily used.
Replacement Slit Seeder	\$ 18,000	-	-	-	-	-	-	18,000	Replacing '88 seeder showing excessive wear and maintenance costs.	Due for replacement with more efficient model

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Project Name	PROPOSED 2018	2019	2020	2021	2022	2023	Amounts from Prior CIP Request Presented 1/13/2016 DELAYED to Future Years	Totals	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Technology/Equipment Replacement (\$30,000) moved to operating budget.	\$ -									
Tennis Center Court Fans moved from 2017 to 2020	\$ -	-	35,000	35,000	-	-	-	70,000	Replacement of under-sized units.	Replacement of units to allow for increased air flow for patrons. When comparing to installing air conditioning, staff does not see an increase in revenue to justify the cost of installation of units and monthly utilities. Many of the summer programs continue to be held outdoors for various reasons and would continue despite having AC at the TC; thus the fans should be sufficient.
Vehicle Replacement - Recreation	\$ 140,000	70,000	-	-	-	-	-	210,000	Replacement of '94 Sound Truck and '96 passenger van (FY18); Replacement of '00 passenger van (FY19)	1996 passenger van is restricted to in-town driving only due to age of vehicle, sound truck inadequate for Showmobile transport.
Vehicle Replacement-Operations	\$ 110,000	139,000	230,000	245,000	300,000	300,000	-	1,324,000	Replacement: '02 3/4 ton w/ body, '06 1 ton dump, addition: 1/2 ton pickup (hort).	Replacement Scheduled. Replacement of aging vehicles "per schedule", Additional Horticulture vehicle for new seasonal perennial crew.
Wide Area Mower	\$ -	-	-	-	-	-	50,000	50,000	New.	Contingent on new grounds FT position. Plan is to re-claim Douglass and Zahnd parks from the contracted mowers at \$12,250/year. New staff would account for \$27,000 plus benefits and the mower would be \$6,500/year (purchase over 8 year useful life). These funds would be reinvested back into the parks since they are of "showcase" grade and deserve our full attention.
SUBTOTAL-CAPITAL FROM NEW FUNDS	\$ 1,590,000	\$ 1,524,000	\$ 1,335,000	\$ 1,093,000	\$ 1,318,000	\$ 1,055,000	\$ 1,895,000	\$ 9,810,000		

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Project Name	PROPOSED 2018	2019	2020	2021	2022	2023	Amounts from Prior CIP Request Presented 1/13/2016 DELAYED to Future Years	Totals	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
CARRY OVER PROJECTS FROM FY17 AND NEW PROJECTS FROM EXCESS RESERVES										
Carry Over Project #170011 Henry Michael Park New Development	\$ 20,000	80,000	-	-	-	-	-	100,000	Development of park. A/E in FY18; construction in FY19.	Increased costs for maintenance of park estimated at \$2,200 annually.
Carry Over Project #170015 Hessel Phase 2 & 3 (50% is ADA-CUSR excess funds)	\$ 800,000	-	-	-	-	-	-	800,000	Phase 2 of the Hessel Park improvements, to relocate and replace the water play area; Phase 3 of Hessel Park Improvements for restroom relocation and replacement, as well as ADA connector paths from pavilion (one year). Combined into single project.	Carryover from FY17 for the project of \$754,340 plus an additional cost estimate of \$45,660 for the remainder of the project. All to come from excess funds. Of the amount, \$391,758 will come from ADA excess funds (Fund 15). Committed to MSA for construction oversight in amount of \$15,440 which will come out of the operating budget. Phase 2 replaces aging water play structure with pad that is similar to Douglass Park. Potential for increase in utility costs for water depending on the size and efficiencies of the pipe used estimated at \$20,000 per year out of operating budget.
Carry Over Project #170021 Heritage Phase 1	\$ 1,132,560	-	-	-	-	-	-	1,132,560	Site preparation and earthwork around perimeter of lake, utilities, hardscape including a concrete path, stone jetties and weir wall; also to include boardwalk and woodland platform with footbridges, and partial landscaping.	Budgeted for in FY17, but carried over into FY18. This project will be funded from excess funds (fund 16).
3-Plex Field Lights Replacement (Dodds)	\$ 525,000	-	-	-	-	-	-	525,000	Change out of poles, wiring and fixtures to meet standards for ball field lighting, safety. Includes the engineering, equipment and installation.	Upgrade of ball field lighting systems to higher efficiency LED lights. The lights are the originals purchased/installed in 1984 and have not had any upgrades since that time. Light readings were taken and based on the recommended foot-candles for the infields at 50 for infield and 30 for outfield, these lights are well below those levels on average of 20/infield and 14/outfield. The levels of the current lights are well below a Class III facility which would be at the 50/30 foot-candles mentioned earlier. Expect to see efficiencies and savings on utility expenditures as part of the operating budget, also with improved lighting potentially additional use of fields will result in additional revenue. This could be phased based on an estimate of replacing lights on one field in year one of \$250,000; and the remaining two fields in year 2 of \$325,000

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Project Name	PROPOSED 2018	2019	2020	2021	2022	2023	Amounts from Prior CIP Request Presented 1/13/2016 DELAYED to Future Years	Totals	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
Development of a park North of Trails at Abbey Fields Subdivision	\$ 20,000	280,000	-	-	-	-	-	300,000	FY18-Design A/E construction phase and completion. FY19-	Land improvements required under IDNR agreement, must be completed within 3 years from fall 2016.
Risk Management Improvements & Updates	\$ 49,000	30,000	30,000	8,000	8,000	8,000	-	133,000	Security camera installation/upgrades (Tort Fund). Balance to come out of restricted tort fund reserves to cover installation of cameras.	Current cameras in facilities aside from Douglass Annex & Community Center, the technology does not allow proper pixilation of video. Therefore there is no clear documentation to provide police when filling a police report. This would allow staff to invest in better quality cameras and technology to protect our patrons. The alarm upgrades are to shift from analog to cell receptor transmission due to a change in technology through the alarm companies. No impact on operating budget as the increase in alarm fee monitoring should be offset by the reduction in analog phone lines. Security cameras to be added to Leonhard Recreation Center both inside and outside, Sholem Pool, Westside Park and Virginia Theatre to increase security. In addition this fund is for Tort Liability projects that are currently unforeseen.
SUBTOTAL-CARRY OVER FROM-FY17 PROJECTS	\$ 2,546,560	\$ 390,000	\$ 30,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	\$ 2,032,560		
GRAND TOTAL CAPITAL PROJECTS FOR FY2018										
PROJECTS	\$ 4,136,560	\$ 1,980,000	\$ 1,620,000	\$ 1,598,000	\$ 1,598,000	\$ 1,598,000	\$ 1,590,000	\$ 4,580,560		

Operations & Planning Department
Replacement Schedule
Equipment – Rolling Stock

The following is the suggested replacement schedule for the district’s Equipment – Rolling Stock. Each replacement would occasionally include a trade-in piece of equipment, usually of little value. However, some equipment items are purchased as “additions” to the existing inventory. Barring unforeseen circumstances, Equipment – Rolling Stock replacement varies, based upon age, repair history, engine hours, industry/programming changes, efficiency upgrades and appearance.

Unit	Year	Model	Type	Replacement
	1988	Land Pride	Slit Seeder	FY 18/19
997	2010	John Deere	Mower	FY 17/18
997	2011	John Deere	Mower	FY 18/19
AFM4211	2011	Land Pride	Wide Area Pull Behind Mower	FY 18/19
BX2230	2006	Kubota	Compact Tractor w/Cab	FY 21/22
1250	1996	Vermeer	Chipper	FY 21/22
Hydro Seeder	2009	FINN	Seeder	
Fertilizer Cart	2009	BBI Cricket	Fertilizer Spreader	
BB702X	2009	Woods	Rotary Mower	
3520	2010	John Deere	Tractor	
1445	2010	John Deere	Mower	
2615RP	1990	Bush Hog	Rotary Cutter	
416D	2005	Caterpillar	Backhoe	
V72	2007	Smithco	Big Vac	
MX5000SU	2007	Kubota	Tractor	
21" Mower	2006	Exmark	Mower	
48" Mower	2006	Exmark	Mower	
48" Mower	2006	Exmark	Mower	
1500	2008	Vermeer	Chipper	
L5740	2011	Kubota	Tractor	
5056M	2011	John Deere	Tractor	
CPM-8-9H	2013	EDCO	Concrete Scarifier	
Golf Cart	2013	Club Car Carryall II	Utility Cart	
Golf Cart	2013	Club Car Carryall II	Utility Cart	
Aerifier	2013	Exmark	Ride-on Aerifier	
5040	2014	Toro - Sandpro	Ballfield Groomer	
4000D	2014	Toro	Wide Area Mower	
Grinder	2014	Vermeer	Stump Grinder	
MT55	2015	Bobcat	Mini Track Loader	
3500D	2015	Toro	Mower	
	2015	Toyota	Forklift	
580 Super N	2016	Case	Backhoe	
4x2 Gator	2016	John Deere	Utility Cart	
Procore 864	2016	Toro	Aerator	

FY 17/18:

- Land Pride Slit Seeder to be replaced by similar equipment
- John Deere mowers to be replaced by similar equipment

Update 1/17/17



Operations & Planning Department
Replacement Schedule
Vehicles FY 17/18 & FY 18/19

The following is the suggested replacement schedule for the district’s fleet vehicles. Each replacement would normally include a trade-in vehicle, usually of little value. However, some vehicles are purchased as “additions” to the existing fleet. Barring unforeseen circumstances, fleet vehicles are replaced every 12 to 14 years, based upon age, repair history, mileage and appearance.

Unit #	Year	Model	Type	Dept/Division	Replacement	Est. Cost
17	1999	Ford	14 pass. van	Recreation	FY 17/18	\$35K
24	1994	International	Sound Truck	Recreation - Sp. Events	FY 17/18	\$105K
43	2002	Chevy 2500	Truck w/bed	Maintenance	FY 17/18	\$45K
64	2006	Ford F350	Dump Truck	Grounds	FY 17/18	\$50K
14	2000	Chevy	14 pass. Van	Recreation	FY18/19	\$65K
22	2006	Ford F150	Truck	Grounds	FY 18/19	\$24K
32	2006	Ford F150	Truck	Special Projects	FY 18/19	\$24K
39	2006	Ford F150	Truck	Maintenance	FY 18/19	\$24K
42	2006	Ford F150	Truck	Special Projects	FY 18/19	\$24K
47	2006	Chevy 1500	Truck	Maintenance	FY 18/19	\$24K
48	2006	Ford F150	Truck	Horticulture	FY 18/19	\$24K
62	2001	Dodge Ram	Truck	Maintenance	FY 18/19	\$24K
63	2003	Ford F350	Dump Truck	Grounds	FY 18/19	\$55K
66	2006	Ford F150	Truck	Grounds	FY 18/19	\$24K

Updated 1-17-17



Operations & Planning Department
Replacement Schedule
Outdoor Basketball Court Surfaces

The following is the suggested replacement schedule for the district’s outdoor basketball court surfaces. Each project will include removal of the existing surface, excavation of sub-grade, installation of a new concrete surface, court striping, and new poles, backboards and rims. Barring unforeseen circumstances, each new surface should last 20 years.

<u>Location</u>	<u>Last Reconstruction</u>	<u>Capital Plan Year</u>
Hazel Park (1 court)	no record	2017/18
Washington Park (1 court)	1988/89	2018/19
Clark Park (1 court)	1990/91	2018/19
Detention Basin (1 court)	1992/93	2018/19
Powell Park (1 court)	1993/94	2019/20
Mulliken Park (1/2 court)	2006/07	2026/27
Turnberry Ridge Park (1/2 court)	2006/07	2026/27
Spalding Park (2 courts)	2007/08	2027/28
Scott Park (1 court)	2009/10	2029/30
Toalson Park (1/2 court)	2009/10	2029/30
Sunset Ridge Park (1 court)	2011/12	2031/32
HK Park (1 court)	2014/15	2034/35
Eisner Park (1 court)	2014/15	2034/35
Glenn Park (1/2 court)	2014/15	2034/35
Wesley Park (2 courts)	2015/16	2035/36
Beardsley Park (1 court)	2016/17	2036/37

Centennial Park (located on Dexter Field parking lot; to be moved as off as part of park master plan)

UPDATED 1/17/17



Operations & Planning Department
Replacement Schedule
Outdoor Tennis Court Surfaces

The following is the suggested replacement schedule for the district’s outdoor tennis court surfaces.

- Each RENOVATION project will include removal of the existing surface, excavation of sub-grade, installation of a new asphalt surface, court striping, and new net poles. Replacement lighting and/or fencing may be a consideration. Barring unforeseen circumstances, each RENOVATED surface should last 25 years (with proper REFURBISHMENT every 7 to 8 years).
- Each REFURBISHMENT project will include crack-filling, rectifying ponding issues, color-coating and line striping. Barring unforeseen circumstances, each REFURBISHED surface should last 7 to 8 years, with a maximum of 3 refurbishments before RENOVATION is necessary.

<u>Location (# of courts)</u>	<u>Last Yr. RENOVATED</u>	<u>REFURBISHED</u>	<u>Next REFURB/RENOV</u>
Spalding Park (4)	1995/96	2008/09	2117/18 REFURB
Eisner Park (1 synth)	1990/91	2008/09	HOLD
Sunset Park (1)	2011/12		2019/20 REFURB
Centennial Park (8)	1997/98	2006/07 2013/14	2020/21 REFURB
Clark Park (2)	1996/97	2014/15	2021/22 REFURB
Morrissey Park (4)	1994/95	2008/09 2015/16	2022/23 REFURB
Hessel Park (4)	2004/05	2016/17	2024/25 REFURB
Spalding Park (4)	1995/96	2008/09 2016/17	2024/25 REFURB

Updated 1/17/17



Operations & Planning Department
Replacement Schedule
Outdoor Playground Structures

The following is the suggested replacement schedule for the district’s outdoor playground structures. Each project will include removal of the existing structure, excavation of site, installation of a new structure, and installation of the chosen surfacing. Barring unforeseen circumstances, each new playground should last 20 years.

Year	Location	Current Surface	Replacement
1992	Westside	FIBAR	2017/18
1996	Spalding	FIBAR	HOLD
1998	Morrissey	FIBAR	2018/19
1998	Clark	FIBAR	2019/20
1999	Noel	FIBAR	2020/21
1999	Zahnd	FIBAR	2021/22
2000	Robeson	FIBAR	2022/23
2000	Bristol	FIBAR	2022/23
2001	Millage	FIBAR	2023/24
2002	Johnston	FIBAR	
2002	Mayfair	FIBAR	
2003	Wesley	FIBAR	
2003	Davidson	FIBAR	
2003	Turnberry Ridge	FIBAR	
2004	RM West	FIBAR	
2005	Mullikin	FIBAR	
2007	Prairie Farm	FIBAR	
2007	Centennial	Poured-in-place	
2009	Scott	FIBAR	
2009	Toalson	FIBAR	
2010	Hazel	FIBAR	
2010	Dodds	FIBAR	
2011	Garden Hills	Poured-in-place	
2011	Sunset Ridge	FIBAR	
2011	Porter	FIBAR/P-i-P	
2014	Eisner	Poured-in-place	
2014	Douglass	Poured-in-place	
2014	Powell	FIBAR	
2014	Glenn	FIBAR	
2016	Hessel	Poured-in-place	
2017	Beardsley	FIBAR	

* part of Spalding development

Updated 1/17/17



Operations & Planning Department
Replacement Schedule
Building Roofing

The following is the suggested replacement schedule for the district’s roof structures. Each project will include removal of the existing roof, under-lying repair, and installation of the chosen roofing material. Barring unforeseen circumstances, each new roof system should last 40 years.

Location	Action	Action Year	Projected Cost
Hays Recreation Center	Sloped Asphalt Roof - Replacement	FY16/17	\$85,000
Springer Cultural Center	Main Roof – Replacement	FY17/18	\$368,000
	Masonry Tuckpointing	FY17/18	\$185,000
	Canopy Roof (west)	FY 17/18	\$22,000
Dodds Tennis Center	Court Roof	FY18/19	\$350,000
	Flat Roof	FY18/19	\$100,000
Virginia Theatre		FY19/20	\$375,000
Hays Recreation Center	Lower Flat Roof – Replacement	FY16/17 - COMPLETED	\$45,600 - ACTUAL
Hays Recreation Center	Upper Flat Roof/Window Wall– Replacement	FY16/17	\$48,300 - ACTUAL

Updated 1-17-17