



**CHAMPAIGN
PARK DISTRICT**

AGENDA

**ANNUAL BOARD MEETING IMMEDIATELY FOLLOWED BY
REGULAR BOARD MEETING
BRESNAN MEETING CENTER
706 Kenwood Road, Champaign, Illinois
Wednesday, May 10, 2017
7:00 p.m.**

A. CALL TO ORDER

B. SWEARING IN OF NEW COMMISSIONERS (*Oath Required*)

1. Barbara J. Kuhl
2. Kevin J. Miller

C. ELECTION OF OFFICERS

1. Election of President
2. Election of Vice President

D. APPOINTMENT OF OFFICERS (*Oath Required*)

1. Appointment of Secretary
2. Appointment of Assistant Secretary
3. Appointment of Treasurer

E. APPOINTMENT OF BOARD MEMBER TO BOARDS AND COMMITTEES

1. Appointment to Champaign Parks Foundation Board

F. ADJOURN

REGULAR BOARD MEETING

A. CALL TO ORDER

B. COMMENTS FROM THE PUBLIC

C. COMMUNICATIONS

D. TREASURER'S REPORT

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

E. EXECUTIVE DIRECTOR'S REPORT

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

F. COMMITTEE AND LIAISON REPORTS

1. Champaign Parks Foundation

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.

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. Minutes of the Regular Board Meeting, April 12, 2017
2. Minutes of the Executive Session Meeting, April 12, 2017
3. Minutes of the Study Session, April 26, 2017
4. Minutes of the Executive Session, April 26, 2017
5. Acceptance of Donations, Gifts and Bequests Policy

I. NEW BUSINESS

1. Approval of Disbursements as of April 12, 2017
Staff requests approval of the list of disbursements for the period beginning April 12, 2017 and ending May 9, 2017.
2. Approval Setting a Public Hearing on the Budget and Appropriation Ordinance
Staff recommends the Board set a Public Hearing on the proposed Budget and Appropriation Ordinance for Wednesday, June 28, 2017 at 5:30 p.m. at the Bresnan Meeting Center to receive public comments. Ordinance No. 620, the proposed Budget and Appropriation Ordinance, is available at the Bresnan Meeting Center for public review.
3. Approval of an Agreement between the Park District and Micro Systems International, Inc.
Staff recommends Board approval of an agreement between the Park District and Micro Systems International, Inc. for a one year period at the rate of \$2,500.00 per month.
4. Approval of Park Operating Hours
Staff recommends approval of park operating hours as presented.
5. Approval of the Park District Facility Fee Schedule
Staff recommends approval of the Facility Fee Schedule for May 1, 2017 through April 30, 2018.
6. Approval of the Crisis Management Plan
Staff recommends approval of the revised Crisis Management Plan as presented.

J. OLD BUSINESS

K. DISCUSSION ITEMS

1. FY17-18 Operating Budget

L. COMMENTS FROM COMMISSIONERS

M. EXECUTIVE SESSION

The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS Par. 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body; 120/2(c)(5) for the purchase or lease of real property for the use of the public body; 120/2(c)(6) for the setting of a price for sale or lease of property owned by the public body; and 120/2(c)(11) to address litigation that is probable and imminent.

N. RETURN TO REGULAR MEETING

O. ACTION ITEMS FROM EXECUTIVE SESSION

1. Approval of Wage Increase for the Executive Director for FY17-18

P. ADJOURN

Abstract of Votes

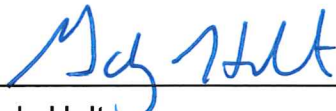
Champaign Park District

I, Gordy Hulten, County Clerk of Champaign County, Illinois, do certify that I have canvassed the returns of the Consolidated General Election held on April 04, 2017 for **Champaign Park District**, and that each candidate listed below received the total number of votes next to their name, and that those candidates who have been elected to office are denoted as such, and that the individual precinct results are attached.

Others

	Votes		
Park Commissioner		6 Year Term	Vote For 2
Barbara J. Kuhl	4,631	Elected	
Kevin Miller	3,762	Elected	
David Saam	1,710		

I certify that the above is a true and accurate accounting of the votes of this election.



Gordy Hulten
Champaign County Clerk
April 25, 2017

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

April 12, 2017

The Champaign Park District Board of Commissioners held a Regular Board meeting on Wednesday, April 12, 2017 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President McMahon presided over the meeting.

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

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

Kevin Miller, Park Commissioner elect, was also in attendance.

Call to Order

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

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 March 2017. He stated the Park District's finances have been reviewed and found to be in appropriate order.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of March 2017. The motion was seconded by Vice President Hays. The motion passed 5-0.

Executive Director's Report

Volunteer of the Month

Zoe Stinson, Special Events Manager, reported that Connie Carper was chosen as March Volunteer of the Month. She stated that Ms. Carper was being recognized for her efforts in maintaining Hessel Park. Ms. Carper was unable to attend the meeting. She will be presented with a certificate of appreciation and a bag of goodies.

Commissioner Kuhl commented that Ms. Carper does a great job cleaning and has a real passion for Hessel Park.

Project Updates

Mr. DeLuce distributed a list of project updates to the Board. He asked the Board members to let him know if they had any questions regarding the projects.

General Announcements

Mr. DeLuce reported that the Champaign Park Honors will be held on April 13, 2017 at 5 p.m. at the Virginia Theatre. He reported that the Legislative Conference will be held on May 2 and 3, 2017, and asked the Board to let Ms. Harvey know if any Commissioners plan to attend. Mr. DeLuce updated the Board on the status of the Community Survey with 131 surveys returned as of April 8, 2017. He reported that the

Park District received a grant for the Leonhard Recreation Center construction project from the Illinois Clean Energy Community Foundation.

Committee Report

Champaign Parks Foundation

Vice President Hays reported the Foundation's fundraiser was a learning experience. He stated that it was held on the same date as several other local events. Vice President Hays reported that the Foundation broke even. The Foundation is working on plans for a new event. He stated that later on the agenda is an item for the appointment of new Foundation board members. Vice President Hays reported that Newt Dodds and Lou Liay are stepping down from the Foundation Board.

Report of Officers

Attorney's Report

None.

President's Report

None.

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 Regular Board Meeting, March 8, 2017
2. Approval of Minutes of the Executive Session Meeting, March 8, 2017

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

New Business

Approval of Disbursements as of March 9, 2017

President McMahon stated that staff recommended approval of the list of disbursements for the period beginning March 9, 2017 and ending April 11, 2017. Discussion ensued. Staff responded to questions about billing and disbursements associated with the Champaign-Urbana Special Recreation Program and benefits made available to retirees.

Commissioner Griggs made a motion to approve the list of disbursements for the period beginning March 9, 2017 and ending April 11, 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 Kuhl.

Approval of Champaign County Community Coalition Membership Dues

Mr. DeLuce presented the report. He reported that last year was the Park District's first year of involvement in the program. Mr. DeLuce updated the Board on programming efforts. He stated that staff recommends continuing its membership in the Champaign County Community Coalition's Executive Committee.

Commissioner Solon made a motion to approve disbursement of \$5,000.00 for 2017 Annual Membership dues in the Champaign County Community Coalition's Executive Committee. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of a Resolution Appointing and Reappointing Directors to the Champaign Parks Foundation

Vice President Hays presented the report. He reported that the biographies of the proposed board members were included in the Board packet. Vice President Hays stated that the Foundation Board of Directors recommends that Emily Corum and Peter Bannon be appointed to the Champaign Parks

Foundation Board of Directors for three year terms expiring in May of 2019; Sally Carter and Shira Epstein be appointed for two year terms expiring in May of 2019; and Penn Nelson, A.J. Thoma and Patrick Harrington be reappointed for two year terms expiring in May of 2019.

Commissioner Solon made a motion to approve a resolution appointing Emily Corum and Peter Bannon the Champaign Parks Foundation Board of Directors for three year terms expiring in May of 2019; Sally Carter and Shira Epstein for two year terms expiring in May of 2019; and Penn Nelson, A.J. Thoma and Patrick Harrington for two year terms expiring in May of 2019. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of the IPRA Environmental Report Card

Mr. DeLuce presented the report. He stated that this is a standard of the Distinguished Accreditation process. Mr. Weiss reported that the IPRA Environmental Report Card is completed approximately every two years. Discussion ensued the scoring of the report card.

Commissioner Kuhl made a motion to approve the IPRA Environmental Report Card dated January 10, 2017. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of Bids for Garments

Mr. Jones presented the report. He stated that staff recommended accepting bids for garments from the lowest responsible bidder for each item that meets specifications as follows in an amount not to exceed \$37, 932.92: Will Enterprise in the amount of \$21, 837.65; Sunburst Sportswear in the amount of \$6,367.50; The Lifeguard Store in the amount of \$3,662.50; YBA Sports in the amount of \$,948.00; Challenger Teamwear in the amount of \$1,138.50; Project Te in the amount of \$967.50; Aramark in the amount of \$557.91; Marathon Sportswear in the amount of \$309.75; and Jim Wagner Signs in the amount of \$144.00. Discussion ensued about the overall cost of garments compared to last year. Staff indicated that the overall cost of garments decreased compared to last year.

Commissioner Solon made a motion to approve the bids for garments from the lowest responsible bidder for each item that meets specifications for a total amount not to exceed \$37, 932.92 as follows: Will Enterprise in the amount of \$21, 837.65; Sunburst Sportswear in the amount of \$6,367.50; The Lifeguard Store in the amount of \$3,662.50; YBA Sports in the amount of \$2,948.00; Challenger Teamwear in the amount of \$1,138.50; Project Te in the amount of \$967.50; Aramark in the amount of \$557.91; Marathon Sportswear in the amount of \$309.75; and Jim Wagner Signs in the amount of \$144.00. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of Ratification of a Contract with Mid-American Energy for Electric Rates

Mr. DeLuce presented the report. He updated the Board on the bid process. Mr. DeLuce reported about the projected increase compared to the existing rate. He stated that staff recommends ratification and approval of the two-year contract with Mid-American Energy commencing June 2017 and ending June 2019. Discussion ensued. Ms. Wallace reported that this process is completed using a private source.

Commissioner Griggs made a motion to ratify and approve the two-year contract with Mid-American Energy commencing June 2017 and ending June 2019. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

Approval of Bid for Hessel Park Project Phase 2 and 3

Mr. DeLuce reported that a copy of Alternate 1 was distributed to the Board.

Mr. Weiss presented the report. He discussed the bid scope, process, bid results, and budget for the project. Discussion ensued about boring, Ameren Illinois service upgrade, Illinois American Water 4" line extension, removal of the old playground equipment, and construction of the restroom. The cost include demolition and removal of the old playground. The construction is scheduled to begin the end of August.

President McMahon thanked Mr. Weiss and Mr. Crump for their efforts into this project.

Vice President Hays made a motion to award the Base Bid plus Alternates 1 and 3 to Mid Illinois Concrete for the Hessel Park project Phase 2 and 3 in the total contract amount of \$772,677.40 and to authorize the Executive Director to enter into the contract. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval to Reject the RFP for Compensation Consulting Services

Ms. Hoggatt presented the report. She discussed the scope of the project. Ms. Hoggatt reported that nine (9) RFPs were mailed but only one (1) proposal was received for twice the budgeted amount. Staff suggests reducing the scope and timeline, and re-issuing the RFP. Discussion ensued about the pros and cons of doing this type of survey and whether there is a need for it. Vice President Hays suggested using the information from the state to compare and analyze wages and job classifications. Commissioner Kuhl suggested that if staff determines that a survey is needed to let the Board know.

Commissioner Solon made a motion to reject the sole proposal received for compensation consulting services from Gallagher Benefit Services, Inc. The motion was seconded by Vice President Hays. The motion passed 5-0.

Ms. Hoggatt stated that staff will let the Board know of the staff's final recommendation.

Old Business

None.

Discussion Items

Taste of Champaign-Urbana (Taste)

Mr. Jones presented the report. He stated that staff attempted to address concerns raised about entertainment, ticket pricing and the budget for the Taste. Mr. Jones reported that staff continue to make changes annually to this event. Last year it was \$5 for 5 tickets. The prior year tickets were \$5 for 4 tickets. Mr. Jones reported that staff suggested returning to 4 tickets for \$5 which will increase revenue. He stated staff is considering not using community groups to work the entrances as it did last year. The event will not be considered a fundraiser, but rather, a special event for people to come to the park to listen to music, eat and drink.

Mr. Jones reported that staff is seeking Board feedback on a proposed national act for entertainment. Staff believes that a national act adds value to the event and attracts a larger audience. Staff suggests taking the opportunity to use a national act at this year's Taste, and then reevaluate and possibly make changes to the entertainment for the 2018 taste. He discussed the pros and cons of using national acts versus local acts. He stated that discussions are ongoing for sponsorships for the Taste to help defray costs. Tent fees have been adjusted to reflect the increase in rental fees.

Commissioner Kuhl asked if the Park District set the vendors prices. Mr. Jones stated that staff encourages the vendors to make their prices reasonable.

Commissioner Solon recommended that ticket costs of \$1 per ticket is easier for the user and the seller. She suggested staff consider increasing the costs of beer. She questioned the cost comparison of the Taste versus the streetfests. Mr. Jones reported that the streetfests receive TIF funds. Commissioner Solon stated that since the Taste is no longer considered a fundraiser and it doesn't make money, would the Park District have a bigger impact if it offered a couple of more streetfests instead. That would also alleviate wear and tear on the park and staff time. Mr. Jones stated that is a possibility, as the nearby businesses received more customers during streetfests and those events are well received. He stated that Taste is in its 47th year and staff have discussed whether to continue with Taste or create a new event. Discussion ensued about the ramifications of not having Taste this year. Staff noted that the event has been advertised. Mr. DeLuce stated that changes to the event for this year are possible.

Vice President Hays favors using local bands for the event. He stated that the Park District's mission is to

benefit the taxpayers of Champaign. He said it is nice to bring in other organizations and help the community as a whole. However, he suggested reducing expenses, using local bands, and publicizing locally.

Commissioner Kuhl suggested that the Board agree that if staff secures a sponsor for national entertainment that it proceed with a national act. If sponsorship is not secured, staff proceed with using local entertainment. Mr. Jones agreed with being fiscally responsible and stated that not using national entertainment unless sponsorship is secured to cover the cost is not a problem.

Commissioner Kuhl questioned the timeframe for engagement of a national act. Mr. Jones stated that staff has a couple of weeks before finalizing the arrangements. Tentative arrangements with a possible national act have been made.

Mr. Jones summarized that if staff secures the sponsorship for a national act and the projected figures show a possible breakeven, then staff will proceed with booking a national act. If not, staff will book entertainment with local entertainers.

Mr. Jones suggested that since the tickets will be \$1 for \$1, that staff be allowed to use community groups to work the entrances. Discussion ensued. There were no objections from the Board with using the community groups as suggested.

FY18 Budget Update and Discussion

Ms. Wallace presented the report. She reported that the Park District received notification about its levy request of \$12,296,376. After all of the property tax limits, the net amount will be \$11,985,000, which equates to approximately a 4% growth from last year. The EAV itself grew 8% from 2015 to 2016. Ms. Wallace reported that the Park District tax rate will decrease slightly. She is reviewing the information for accuracy.

Ms. Wallace updated the Board on the budget progress. The budget will be presented to the Board in May for discussion. The budget will be presented for approval at the July meeting. Discussion ensued about the budget process.

Comcast Easement in Spalding Park

Mr. DeLuce presented the report. Comcast received a request from CDC Paper and Janitor Supply to service its building on Elm Street. Comcast approached the Park District with the proposed route through Spalding Park. Mr. Weiss reported that CDC would be the only customer Comcast would be serving. He stated that it is inquiring about the fees associated with this request. Mr. Weiss reported that he asked if the Board had a preference of going above or below ground. Underground is preferred. Discussion ensued. Mr. Weiss will share with Comcast that the fees associated with this easement request will include the easement fee, reimbursement of attorney fees and any other fees included in the easement ordinance, and that it should be underground.

Comments from Commissioners

Commissioner Solon stated that she continues hear comments from people that they like the performances at the Virginia Theatre. She sends kudos to the Theatre staff.

President McMahon asked for an updated on Ebertfest. Mr. DeLuce reported that 680 passes have been sold. Currently no show is sold out.

Commissioner Solon asked about the hours for Hessel Park. Mr. DeLuce reported that the hours were changed to open at 6 a.m. and close at 11 p.m.

Executive Session

Commissioner Solon moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner Griggs. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Griggs – yes; Vice President Hays – yes; President McMahon –

yes; and Commissioner Griggs. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body; (c)(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)(11) to address litigation that is probable and imminent.

Return to Regular Meeting

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

Executive Session Items

Approval of Staff Wage Increases FY17-18

Commissioner Kuhl made a motion to approve setting the staff merit pool increases at 2.5% for FY17-18. The motion was seconded by Commissioner Griggs. 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 Griggs. The motion passed 5-0 and the meeting was adjourned at 9:06 p.m.

Craig W. Hays, President

Cindy Harvey, Secretary

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

April 26, 2017

The Champaign Park District Board of Commissioners held a Study Session on Wednesday, April 26, 2017 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President Timothy P. McMahon presided over the meeting.

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

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

Absent: Joe DeLuce, Executive Director and Gary Wackerlin, Treasurer

Kevin Miller, Park Commissioner elect, was in attendance.

Call to Order

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

Comments from the Public

There were no comments from the public.

Discussion

Acceptance of Donations, Gifts and Bequests Policy

Ms. Wallace reported that the edits to the proposed policy have been made to comply the Distinguished Accreditation requirements. Discussion ensued. Commissioner Kuhl suggested minor revisions to the policy. Commissioner Solon suggested including language that naming rights be approved by the Board. Ms. Harvey reported that staff is seeking Board consensus to place this item on consent agenda of the May 10, 2017 regular meeting.

It was the consensus of the Board that this item be placed on the May 10, 2017 regular board meeting.

Crisis Management Plan

Ms. Hoggatt reported that a draft of the Crisis Management Plan was shared with the Board for review. She stated that the plan was revised in 2002 and 2011. The plan needs to be revised again to satisfy the Distinguished Accreditation standards. She stated that the plan has been rewritten in its entirety. Discussion ensued. Commissioner Solon stated that the crisis management plan is a plan for how the Park District addresses the public. She questioned whether an action plan for incidents such as tornadoes existed. Ms. Hoggatt responded that this plan is included in the safety manual. She reported that the safety manual will be presented to the Board for consideration in the future.

Commissioner Kuhl shared several comments. She stated that the Director of Human Resources should be included on the list of alternate spokespersons. The first step after a crisis should be to contact the appropriate member of the Crisis Team, who is the Executive Director. She also suggested that the Park District's corporate legal counsel should be notified of the crisis. Commissioner Kuhl recommended that the language be revised to clarify and define legal counsel throughout the document when it refers to staff consulting with legal counsel. Finally, she suggested making sure that a person at the Park District have a concise file of everything that pertains to the crisis.

Commissioner Solon stated that the risk manager is the person that should maintain the crisis information.

Vice President Hays commented that, it appears that two reporting forms will be prepared that are subject to disclosure under FOIA laws. He questioned the need for two documents. Vice President Hays preferred the use of one document that will protect confidentiality.

Attorney Hall stated that the forms will not necessarily be subject to FOIA laws. He stated that if the forms are prepared in defense of a claim, even though they are processed through an insurance company, they are still considered privileged. He stated that whether one form is preferable is a different question. Generally anything that is an incident report provided by staff that is being sent to the insurance company or legal counsel for that purpose is going to be considered a privileged document.

Vice President Hays still expressed concern about the use of a form that is subject to FOIA laws. Attorney Hall stated that he would need to review the forms before commenting further. Vice President Hays suggested that the forms be reviewed.

Attorney Hall will review the document and coordinate any discussion with Ms. Hoggatt and PDRMA representatives, as needed.

Ms. Hoggatt stated that changes will be made based on Board feedback. Ms. Harvey reported that the goal is to present the plan to the Board for approval at the May 10, 2017 regular meeting.

Park District Fee Schedule

Mr. Jones presented the report. He reported that staff was requesting a \$5 fee increase in facility fees; a \$20 reservation fee to secure small shelters; special events from \$100 to \$500 based on the number of participants; \$5 increase to the tent permit fee; \$100/hour tennis rental court fee; and \$10 increase to Leonhard Recreation Center membership fee and reducing the nonresident fee to 50%. Mr. Jones stated that staff is requesting no increase in Virginia Theatre fees. Staff is recommending capping nonresident fees of 50% for all programs that will be over \$100. Any program costing over \$100 would have a maximum nonresident fee of \$50. Also, program fees and concession fees are based on the Park District's revenue policy and must be approved by the Executive Director. Discussion ensued.

Commissioner Solon noted inconsistencies in the fees listed for facilities. Ms. Harvey stated that staff will revise the fees. Commissioner Solon if staff anticipated there being issues with people not being aware that the smaller shelters are reserved. Mr. Crump stated that people contact him when these problems arise. He stated users are required to have permit when reserving large pavilions in the park. Discussion ensued about the new fee system for smaller pavilions.

Commissioner Solon asked if the new fee structure for the smaller pavilions would cause much of a disturbance. Discussion ensued about how people will know about the options to rent the smaller pavilions. Mr. Jones stated that the Park District will have marketing prepare releases, include information in the program guide, and post notices at the pavilions.

Commissioner Solon asked about the breakdown of residents and nonresident that have memberships at the Leonhard Recreation Center. She does not favor increasing resident fees and reducing nonresident fees. Mr. Jones stated that there are approximately 1,800 memberships, but he is not sure of the breakdown of resident versus nonresidents. He will compile that information to share with the Board.

Vice President Hays asked if there is a need for a nonresident rate.

Commissioner Kuhl had questions about reducing nonresident fees. Discussion about taxpayers

paying for facilities and the reason for reducing nonresident fees. Mr. Jones reported that the concept is more people will participate or attend programs if they are less expensive. He discussed the research of surrounding parks districts about various facility and park shelter fees.

This item will be presented for Board consideration at the May 10th regular meeting.

Park Operating Hours

Mr. Weiss presented the report. He reported that staff is seeking a consistent strategy for a policy on park operating hours. Mr. Weiss stated that staff is requesting that parks be open from dawn to dusk except facilities that having certain programs or have lights.

Commissioner Solon commented that lights were installed in West Side Park to help deter undesirable behavior and activity in the park, and allow the police to see inside the park when it is dark. She does not favor encouraging people to use the parks later at night. Commissioner Kuhl favors and support the consistency policy.

President McMahon commented that most of the 11 p.m. times are a result of programming, with the exception of West Side Park.

Discussion ensued. It was suggested that the time for Human Kinetics Park should be dawn to dusk only.

Discussion ensued about opening and closing times for West Side Park. The Board directed staff to follow up with the Champaign Police Department regarding its opinion about that issue.

Ms. Harvey stated that staff will follow up on the comments for West Side Park and change the time for Human Kinetics. This item will be presented to the Board for consideration at the May 10, 2017 regular meeting.

Comments from Commissioners

Commissioner Kuhl complimented the staff on the awards ceremony at the Virginia Theatre. She thought it was excellent and the CUSR Sports Banquet was tremendous. Commissioner Kuhl favors keeping the event at the Virginia Theatre.

Commissioner Solon stated that both events were great. She asked if there was going to be any recognition for Sean O'keeffe for his time and dedication as a volunteer coach for CUSR Mustang sports team. Mr. Jones stated that staff is discussing a way to recognize Mr. O'keeffe. Commissioner Kuhl requested his address be shared with Commissioners in case they wish to send a "thank you" for his efforts.

Commissioner Kuhl noted that currently there are 600 volunteers signed up to work at the Boneyard Creek Community Cleanup.

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 Solon – 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)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body; (c)(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)(11) to address litigation that is probable and imminent.

Return to Regular Meeting

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

Commissioner Comments

Commissioner Hays noted the tax levy status and suggested that it may be useful to inform the public.

Adjourn

There being no further items to come before the Board, Vice President Hays made a motion to adjourn the meeting. The motion was seconded by Commissioner Griggs. The motion passed 5-0 and the meeting was adjourned at 7:31 p.m.

Craig W. Hays, President

Cindy Harvey, Secretary

CHAMPAIGN PARK DISTRICT

Acceptance of Donations, Gifts, Devises and Bequests Policy

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

The Champaign Park District (Park District) may at times be asked to consider accepting donations, gifts, devises and bequests (hereinafter generally referred to as, "Gifts"). Definition: Gifts are hereby defined as a donor's voluntary transfer of personal, real or intangible property to the Park District or Champaign Parks Foundation without exchange of consideration or imposition of undue restriction. The acceptance of such Gifts will be initially directed to the Champaign Parks Foundation as the charitable entity for the benefit of the Park District. In the event a donor prefers to give directly to the Park District, then Park District staff will consider and analyze in context the following:

- A. All applicable state laws, including the Illinois Gift Ban Act;
- B. All relevant Park District policy and personnel practices;
- C. The overall benefit to the community;
- D. The overall benefit to the Park District;
- E. The potential associated costs, liabilities and exposure to/of the Park District; and
- F. Compliance with any potential limitations or reversionary clauses associated with such Gifts. The Park District seeks to ensure perpetuity of open space/recreation use(s) without undue limitation or restriction.

All Gifts of real estate will be considered by the Board of Commissioners for approval or denial of acceptance at a public meeting.

Scope

1. Acknowledgment of park amenities such as trees and benches.
2. Acknowledgment of donated land, facilities or funds for land or facility construction, including naming rights.
3. Acknowledgment of Gifts for any Park District programs or endeavor.

Procedure

1. Acknowledgment of park amenities shall be by installation of a plaque, if requested by the donor, and included in the value of the amenity.
2. Acknowledgment of donated land or facilities or a majority of funds for land or facility construction shall be by installation of a plaque and may also be by naming the park or facility as suggested by the donor; provided that, park naming shall be in accordance with the Park Naming Policy.
3. Acknowledgment of Gifts to the Park District, shall be by a letter of thanks accompanied by tax identification information, unless another alternative is approved by the Board of Commissioners. For example: naming opportunities for renovation of the Virginia Theatre has been considered such an alternative.

Approved by Board of Commissioners	December 2001
Revised by Board of Commissioners	November 9, 2005
Revised by Board of Commissioners	July 13, 2011
Revised by Board of Commissioners	August 10, 2016
Revised by Board of Commissioners	May 10, 2017

Craig W. Hays, President

Joseph C. DeLuce, Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 3, 2017

SUBJECT: Technology Consultant Agreement Renewal

Background

The Park District held a month-to-month agreement with Micro Systems International from July of 2012 until May of 2016. Last year the Board approved a one year agreement with the technology consultant for \$30,000.00. The agreement expired April 30, 2017.

Microsystems and especially their co-owner Furat Ibrahim continue to be instrumental in maintaining the Park District's network, computers, servers, backup procedures, printers and wireless both internal and guest. The service includes assistance around the clock, day or night assistance which is necessary as the Park District has facilities and programs running early in the morning and late at night as well as backups that occur during the night.

Upon advice from Corporate Counsel it technology services are an exception to bidding requirements and may be awarded without bidding. Micro Systems and Mr. Ibrahim are familiar with the Park District network and have gained a high level of trust from staff. Micro Systems is also an authorized dealer for HP and provide HP for many business and schools including NIU.

Micro Systems have agreed to a one year renewal of the current agreement at the same terms and cost.

Prior Board Action

In May 2016, the Board approved a one year agreement for \$2,500.00 per month, or a total of \$30,000.00 for the year.

Budget Impact

The impact to the budget will be for the next year will be \$30,000.00

Recommended Action

Staff recommend approval of a one year agreement between the Park District and Micro Systems at the rate of \$2,500.00 per month.

Prepared by:

Reviewed by:

Tammy V. Hoggatt, SPHR, SHRM-SCP
Director of Human Resources

Joe DeLuce, CPRP
Executive Director

AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES

This Agreement is made and entered into effective May 1, 2017 by and between the CHAMPAIGN PARK DISTRICT, an Illinois municipal corporation, with the principal address of 706 Kenwood Road, Champaign, Illinois 61821 (hereinafter referred to as "PARK DISTRICT") and MICRO SYSTEMS INTEGRATION, INC., doing business as, MICRO SYSTEMS INTERNATIONAL, INC., a for profit corporation, whose principal address is 505 S. Neil Street #3, Champaign, Illinois 61821 (hereinafter referred to as "MICRO SYSTEMS").

RECITALS

WHEREAS, PARK DISTRICT is a municipal corporation;

WHEREAS, MICRO SYSTEMS is a company that provides computer networking, data processing, software, service, repair, maintenance, technology consulting and other services and equipment related thereto; and

WHEREAS, PARK DISTRICT and MICRO SYSTEMS desire to enter into an Agreement whereby MICRO SYSTEMS will provide services to PARK DISTRICT as an independent contractor for computer data processing, software, and network consulting, and services at all Park District facilities and other venues as may from time to time be designated by PARK DISTRICT.

NOW, THEREFORE, for and in consideration of the mutual promises, covenants and agreements herein set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, PARK DISTRICT and MICRO SYSTEMS agree as follows:

1. PROFESSIONAL SERVICES: MICRO SYSTEMS shall provide professional information technology services and support including without limitation, consulting, data processing, software and hardware configuration and support for desktop and laptop computers, services, email, network appliances, internet connectivity, and other related services as may be directed from time to time by the Park District; provided that, with the exception of requiring services and purchase of equipment to be performed on or by certain dates and times, neither the PARK DISTRICT nor any of its employees shall have control over the manner or method by which MICRO SYSTEMS performs the services pursuant to this Agreement. The services to be provided by MICRO SYSTEMS shall include, without limitation, the following:

- a. Facilitating and coordinating the system network software and equipment throughout the PARK DISTRICT;
- b. Assisting the PARK DISTRICT with determining the cost of equipment and services related to the technology utilized or considered for use by staff;
- c. Delivering the services in a manner and method determined at the sole discretion of MICRO SYSTEMS, whether via telephone, remotely by computer or by onsite attendance;
- d. Consulting with the PARK DISTRICT about network planning, assessment, analysis, forensics, troubleshooting, and optimization;
- e. Performing network maintenance, monitoring, repair, and administration on all servers and computers;
- f. Managing onsite and offsite computer and data backup procedures according to PARK DISTRICT policy;

- g. Dealing at all times with clients, employees, volunteers, and patrons of the PARK DISTRICT in a professional and courteous manner;
- h. Being reasonably available to the PARK DISTRICT on twenty-four (24) hour or, in the event of an emergency, earlier notice as needed, including after hours and weekends;
- i. Exercising appropriate good judgment in dealing with PARK DISTRICT safety matters, including without limitation, the requirements referred to in Section 7; and
- j. Advising and assisting the Park District's Director of Human Resources with procuring price information and quotations for purchases acceptable to the PARK DISTRICT for additional equipment it may need.

2. TIMING OF PERFORMANCE OF SERVICES. MICRO SYSTEMS shall perform the professional services identified herein upon request in order to assure completion and operation of all events at the PARK DISTRICT in a professional manner. Such services may include working days and hours beyond a normal, recognized workweek. MICRO SYSTEMS shall be available to work according to the terms hereof on weekends, evenings, and holidays, as reasonably needed.

3. CONTROL OF WORK. MICRO SYSTEMS shall at all times have sole control over the manner, means, and methods of completing the work and services required and performed pursuant to this Agreement according to its independent judgment; provided that, the conduct of such work and services shall not be contrary to this Agreement, policies and procedures of PARK DISTRICT. Furthermore, MICRO SYSTEMS shall be solely responsible for the direction of its employees or agents. MICRO SYSTEMS acknowledges that it will devote sufficient time and effort as is necessary to perform the terms of this Agreement in a good, workmanlike, and professional manner in order to complete the tasks assigned in a timely manner.

4. COMPENSATION. As consideration for the services rendered by MICRO SYSTEMS pursuant to this Agreement, PARK DISTRICT shall pay MICRO SYSTEMS the sum of Two Thousand Five Hundred Dollars (\$2,500.00) per month commencing May 1, 2016. The PARK DISTRICT shall not undertake any withholdings for taxes, social security benefits or any other obligations of any kind or character whatsoever, as the relationship between the Parties is one of independent contractors. MICRO SYSTEMS shall be responsible for all withholdings and reporting of wages and income to the federal and state authorities. MICRO SYSTEMS acknowledges and understands that neither it, nor any of its employees, is entitled to any compensation, benefits, or protections afforded to employees of PARK DISTRICT. MICRO SYSTEMS acknowledges that it will be responsible for paying any unemployment insurance and workers compensation insurance on behalf of any of its employees. MICRO SYSTEMS shall be solely responsible for any employees' or agents' actions in performing the work or services to be provided pursuant to the terms of this Agreement. MICRO SYSTEMS will provide PARK DISTRICT with Social Security Numbers, Federal Employer Identification Numbers, and other identifying information as needed to comply with law. PARK DISTRICT shall issue a form 1099 or other applicable documentation to MICRO SYSTEMS reflecting compensation paid pursuant to the terms of this Agreement.

5. TERM AND TERMINATION. The term of this Agreement shall be from May 1, 2017 to April 30, 2018, subject to the following termination provision. The PARK DISTRICT or MICRO SYSTEMS may terminate this Agreement at any time upon thirty (30) days written notice without cause. If this Agreement is terminated by either party, MICRO SYSTEMS'S compensation will end and be prorated as of the termination date.

6. DEFAULT. In the event that either Party fails to comply with the terms of this Agreement, and cure such default within seven (7) days after written notice from the other Party, then the non-defaulting Party shall have the right to terminate this Agreement by further written notice. Any such termination shall not terminate or affect the obligations or rights to enforce the same as they may have accrued prior to such termination. The non-defaulting Party shall have the right to obtain all available remedies

occurring as a result of such default, whether in law, equity or both and shall be entitled to reimbursement for its reasonable attorneys' fees and other costs incurred as a result of the default.

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

8. INSURANCE. MICRO SYSTEMS shall keep in full force and effect at all times during the term of this Agreement the following insurance coverages: comprehensive general liability insurance, including contractual liability coverage, with minimum limits of not less than Five Hundred Thousand Dollars (\$ 500,000.00) per occurrence, and One Million Dollars (\$1,000,000.00) annual aggregate; property damage insurance; full worker's compensation insurance equal to the statutory amount required; and employers' liability insurance with limits of not less than Five Hundred Thousand Dollars (\$500,000.00). All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best & Co. and satisfactory to PARK DISTRICT in its sole discretion. All certificates of insurance in connection herewith shall be furnished to the PARK DISTRICT no later than seven (7) days prior to the commencement date of this Agreement. All insurance coverage provided by MICRO SYSTEMS shall be primary coverage as to PARK DISTRICT. Any insurance or self-insurance maintained by PARK DISTRICT shall be in excess of MICRO SYSTEMS'S insurance and shall not contribute with it. The PARK DISTRICT, its commissioners, officers, employees, agents, and volunteers are to be covered and named as additional insured's under the general liability coverage, which shall contain no special limitation on the scope of protection afforded to' the additional insured's, and which shall contain express extensions or riders confirming such coverage. The policy and/or coverage shall also contain a contractual liability clause. Such insurance policies shall not be canceled or amended without thirty (30) days prior written notice having been given to the PARK DISTRICT. Such cancellation shall be grounds for the PARK DISTRICT to immediately cancel this Agreement.

9. INDEMNIFICATION. MICRO SYSTEMS shall indemnify, save, defend, and hold harmless PARK DISTRICT, including its commissioners, officers, employees, agents, and volunteers (hereinafter collectively referred to as "PARK DISTRICT") from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including reasonable attorney and paralegal fees) for which PARK DISTRICT may become obligated by reason of any accident, bodily injury or death of persons, civil or constitutional rights violation, or loss or damage to tangible property, arising (1) as a result of MICRO SYSTEMS' failure to adhere to the terms, conditions, and representations set forth in this Agreement, or (2) MICRO SYSTEMS negligence in performing the services described in this Agreement. Notwithstanding the foregoing, MICRO SYSTEMS shall not be responsible for any liability or alleged liability that is the result of any conduct of PARK DISTRICT employees that may perform the same or similar services for the PARK DISTRICT.

10. REPRESENTATIONS AND WARRANTIES. MICRO SYSTEMS represents and warrants that it has the skills and knowledge necessary to perform the terms of this Agreement in a safe, proper, efficient, thorough, and satisfactory manner and understands that PARK DISTRICT is relying on such representation in contracting with it.

11. ASSIGNMENT. This Agreement shall not be assigned or delegated by either Party to any subsidiary, successor, partner, employee, agent or affiliate without the prior written consent of the other Party, which shall not be unreasonably withheld. If PARK DISTRICT permits the assignment of the services provided for hereunder at any one or more times, such assignment shall not be deemed permission to assign the performance of this Agreement at any other time or times.

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

13. SEVERABILITY. In the event one or more of the provisions contained in this Agreement shall be determined by the Court of law having appropriate competent jurisdiction to be invalid, illegal,

or unenforceable in any respect, such provision shall be deemed severed from this Agreement and the validity, legality or enforceability of the remaining provisions of this Agreement or any other application thereof shall not be affected or impaired thereby, and shall remain in effect.

14. WAIVER. Failure to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement shall not be deemed a waiver of that term, covenant, or condition, nor shall a failure to insist upon strict compliance with any right or power at any time or times be deemed a waiver or relinquishment of any such term, covenant, condition, right or power at any other time or times.

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

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

CHAMPAIGN PARK DISTRICT
Attention: Joe DeLuce, Executive Director
706 Kenwood Road
Champaign, IL 61821

MICRO SYSTEMS INTEGRATION, INC.
d/b/a MICRO SYSTEMS INTERNATIONAL, INC,
Attention: Furat Ibrahim, President
505 S. Neil Street #3
Champaign, IL 61820

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

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

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

CHAMPAIGN PARK DISTRICT

MICRO SYSTEMS INTEGRATION, INC.
doing business as **MICRO SYSTEMS INTERNATIONAL, INC.**

By: _____
Craig W. Hays, President

By: _____
Furat Ibrahim, President

Attest:

Attest:

By: _____
Cindy Harvey, Secretary

By: _____
Khaled Nafea, Secretary



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 3, 2017

SUBJECT: Park Operating Hours

Background

Over the years there has not been consistency when determining park operating hours. The following recommendations will hopefully help residents understand and comply with operating hours for each park.

Centennial Park

Centennial Park includes various Unit 4 School District facilities, many of which operate past dusk. Since the Park District operates and oversees softball games, tennis matches, swimming, and other recreational programs after dusk at Leonhard Recreation Center, it is appropriate that the entire park be open from 6am to 11 pm. The current operating hours are posted as dawn to dusk.

Dodds Park

Softball tournaments, leagues within Dodds Park and activities at Parkland College continue beyond dusk on a nightly basis. Staff recommends that the operating hours for Dodds Park be set at 6 am to 11pm. The current posted operating hours are from 5am to 11pm.

Douglass Park

The Douglass Community Center is often open until late at night. The Park District provides a variety of different events and programs. The park also has a lighted basketball court and lights throughout the park. In order to be more consistent, the recommendation is to operate Douglass Park from 6 am to 11pm. The current posted operating hours are from 5am to 11pm.

Hessel Park

The lighted tennis courts, volleyball courts and park lights encourage patrons to use Hessel Park after dusk. Therefore, it is appropriate to operate the park from 6am to 11pm. The Park District recently changed the operating time to 6am to 11pm since there is a lot of usage after 11pm.

Human Kinetics Park

The park is currently operating from dawn to dusk. The recommendation is that no changes be made to the current posting time from dawn to dusk.

Scott Park

Previous discussions about the use of Scott Park included issues with students walking through the park after dusk and the Park District does not want to cause any additional issues for students. The solution is to operate this park from 6am to 11pm. The current operating sign states that the park closes at 11pm.

Spalding Park

The Park has lighted tennis courts and basketball courts and an indoor recreation center. It is recommended that the park operate from 6am to 11pm. The current posted operating hours are from dawn to dusk.

West Side Park

This park has a tremendous amount of use as one of our signature parks. The current operating hours are from dawn to dusk, but given its usage and the installation of new lights, the recommendation is to operate the park from 6am to 11pm.

Zahnd Park

The park has lighted baseball fields which are consistently operating after dusk. The recommendation is to operate the park from 6am to 11pm. The current operating hours are not posted.

The following parks have operating times until 11pm, but they do not have lights or indoor facilities. The recommendation would be to post the operating hours as dawn to dusk: **Toalson Park, Sunset Ridge Park, Porter Family Park, and Johnston Park.**

Park	Operating Hours
Bannon	Dawn to Dusk
Beardsley Park	Dawn to Dusk
Bian Park	Dawn to Dusk
Bridgewater	Dawn to Dusk
Bristol Park	Dawn to Dusk
Centennial Park	6 am to 11 pm
Champaign Bark District	Dawn to Dusk
Citizen's Park	Dawn to Dusk
Clark Park	Dawn to Dusk
Commissioners Park	Dawn to Dusk
Davidson Park	Dawn to Dusk
Dodds Park	6 am to 11 pm
Douglass Park	6 am to 11 pm
Eisner Park	Dawn to Dusk
Firefighter's Park	Dawn to Dusk
Garden Hills Park	Dawn to Dusk
Glenn Park	Dawn to Dusk
Green Street Entryway Park	Dawn to Dusk
Greenbelt #1 Park	Dawn to Dusk
Hallbeck Park	Dawn to Dusk
Harris Park	Dawn to Dusk
Hazel Park	Dawn to Dusk
Henry Michael Park	Dawn to Dusk
Heritage Park	Dawn to Dusk
Hessel Park	6 am to 11 pm
Hosier Park	Dawn to Dusk
Human Kinetics Park	Dawn to Dusk
Johnston Park	Dawn to Dusk

Kaufman Park	Dawn to Dusk
Mattis Park	Dawn to Dusk
Mayfair Park	Dawn to Dusk
McCullum Park	Dawn to Dusk
Meadows Square Park	Dawn to Dusk
Millage Park	Dawn to Dusk
Mini Park IV	Dawn to Dusk
Mini Park V	Dawn to Dusk
Mini Park VIII	Dawn to Dusk
Moore Park	Dawn to Dusk
Morrissey Park	Dawn to Dusk
Mullikin Park	Dawn to Dusk
Noel Park	Dawn to Dusk
Porter Family Park	Dawn to Dusk
Powell Park	Dawn to Dusk
Robeson Meadows West Detention Park	Dawn to Dusk
Robeson Meadows West Park	Dawn to Dusk
Robeson Park	Dawn to Dusk
Scott Park	6 am to 11 pm
Skelton Park	Dawn to Dusk
Spalding Park	6 am to 11 pm
Stampofski Park	Dawn to Dusk
Sunset Ridge Park	Dawn to Dusk
Thompson Park	Dawn to Dusk
Toalson Park	Dawn to Dusk
Town Center Park	Dawn to Dusk
Trevitt-Finch Park	Dawn to Dusk
Turnberry Ridge Park	Dawn to Dusk
Washington Park	Dawn to Dusk
Wesley Park	Dawn to Dusk
West Side Park	6 am to 11 pm
Willis Park	Dawn to Dusk
Wisegarver Park	Dawn to Dusk
Zahnd Park	6 am to 11 pm

Prepared by:

Reviewed by:

Joe DeLuce, CPRP
Executive Director

Department Heads

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: May 10, 2017

SUBJECT: Facility Fee Schedule

Background

Over the years the Board has approved the various facility fees separately. Staff is presenting one comprehensive fee schedule for all facilities to the Board for approval. In the future, this item will be presented to the Board annually in the spring for action. Proposed changes to fees are highlighted in "red" on the attached FY17-18 Facility Fee Schedule. All other fees will remain unchanged.

Facility Fee Highlights/Recommendations

Facility Rentals

Staff is recommending that facility rental fees increased slightly increased to remain competitive but still remain affordable for our residents.

Picnic Shelters

The Park District has several picnic shelters that are available at no cost and are available on a first come, first serve basis. Staff recommends implementing a fee for users to be able to reserve the shelters for use. If the shelter are not reserved, they will remain available for use to the public on a first come, first serve basis.

Special Events Fees

The Park District' current fee for any size special event is \$100. Staff recommends creating fees to help cover costs associated with the larger special event rentals. The parks take a lot of abuse during special event rentals and the overall cost to maintain our parks continues to increase.

Dodds Tennis Center (Tennis Center)

The Park District has never implemented a rental fee for the Tennis Center. Staff recommends establishing a \$100 an hour rental fee for use of the Tennis Center. Staff also recommends increasing the random court time by \$2 per hour. The Tennis Center rates are less per hour than rates charged at surrounding tennis centers. The following are rates from surrounding tennis centers: Atkins Tennis Center, depending on the time of day, - \$20 per hour/24 per hour; Bloomington Tennis Center - \$28 non-prime time/\$32 prime time; Decatur Athletic Club - \$18 non-prime time/\$28 prime time; and Evergreen Racquet Club (Bloomington) - \$30 non-prime time/\$40 prime time

Leonhard Recreation Center (LRC)

Staff recommends increasing the LRC Membership by \$10 beginning in the fall of 2017 and reducing the non-resident fee to 50% to remain consistent with the Park District wide non-resident fee of 50%.

Resident/Non Resident Fees

Residents living within the boundaries of the Park District regularly support park facilities and programs through property taxes. People living within the Champaign and Urbana Park District boundaries pay the “resident (R)” fee. Persons residing outside these districts will pay 50% more than the resident rates – “non-resident (NR)”. Fees charged for programs are used to offset part of the costs for special instructors, facility costs and program supplies.

Staff recommends capping the non-resident fees at 50% for all programs over \$100. Any program costing over \$100 would have a maximum non-resident fee of \$50.

Program Fees

Program fees and concession fees are based on the Park District’s Revenue Policy. All programs and concession fees must be approved by the Executive Director.

**Champaign Park District
Facility Fee Schedule
May 1, 2017 to April 30, 2018**

Recommended changes are highlighted in "red"

Current Fees Facility	Current/Proposed Fees CPD Residents	Current/Proposed Non-Profits
Bresnan Center	\$45 per hour	\$35 per hour
Douglass Annex	\$45 per hour	\$35 per hour
Douglass Annex Kitchen	\$40 + room rental	\$30 + room rental
Douglass Library	\$45 per hour	\$35 per hour
Douglass Library Kitchen	\$35 + room rental	\$30 + room rental
Douglass Gymnasium	\$60 per hour	\$45 per hour (\$30 ½ gym)
Hays Center	\$45 per hour	\$35 per hour
Hays Center Kitchen	\$30 + room rental	\$25 + room rental
Kaufman Lake Boathouse	\$40 per hour	\$30 per hour
Kaufman Lake Fire Ring	\$45 flat rate	\$35 flat rate
Spalding Recreation Center	\$45 per hour	\$35 per hour
Springer Cultural Center	\$45 per hour	\$35 per hour
Springer Cultural Center	\$30 per add. room	\$25 per add. room
Springer Cultural Kitchen	\$40 + room rental	\$35 + room rental
Leonhard Activity Room	\$50 per hour	\$40 per hour
Leonhard Fitness Room	\$50 per hour	\$40 per hour
Leonhard Gymnasium	\$120 per hour full gym	\$90 per hour full gym
Leonhard Gymnasium	\$60 per hour half gym	\$45 per hour half gym
Leonhard Gymnasium	\$30 per hour ¼ gym	\$20 per hour ¼ gym
Leonhard Group Fitness Room	\$40 per hour	\$30 per hour
Leonhard Party Room	\$40 per hour	\$20 per hour
LRC Indoor Playground	\$60 per hour	\$45 per hour

All rentals have a two hour minimum + (\$100) damage deposit

Non-profit organizations with a 501c3 status only designation will qualify for defined rates below. Those Organizations are but not limited to: Boys & Girls Club & Scouts, DSC, Family Service, Mental Health, NAACP, United Way Agencies, and the Urban League. A \$100 damage deposit is required for all rentals by non-profit organizations.

Governmental Agencies are provided free use of facilities when no staff is required to be on site: Agencies included: City of Champaign, Unit 4 Schools, CU Public Health, Champaign Public Library, MTD, and the CU Sanitary District, etc. Governmental agencies must provide a \$100 damage deposit on all rentals and may be charge additional fees depending on their requests.

Facility	Current Fees	Current Fees
	CPD Residents	Non-Profits
West Side Park Gazebo	\$25 per hour	\$20 per hour
Hessel Pavilion	\$25 per hour	\$20 per hour
Centennial Pavilion	\$25 per hour	\$20 per hour
Douglass Pavilion	\$25 per hour	\$20 per hour
Porter Park Shelter	\$25 per hour	\$20 per hour
Hessel Small Shelters	First come first serve or \$20 reservation fee	
Toalson Shelter	First come first serve or \$20 reservation fee	
Sunset Ridge Park Shelter	First come first serve or \$20 reservation fee	
Zahnd Park Shelter	First come first serve or \$20 reservation fee	
Powell Park Shelter	First come first serve or \$20 reservation fee	
Scott Park Shelter	First come first serve or \$20 reservation fee	
Turnberry Ridge Shelter	First come first serve or \$20 reservation fee	
Spalding Park Shelter	First come first serve or \$20 reservation fee	
Mullikin Park Shelter	First come first serve or \$20 reservation fee	
Millage Park Shelter	First come first serve or \$20 reservation fee	
Mattis Park Shelters	First come first serve or \$20 reservation fee	

- If an individual would like to make sure they have a smaller shelter in our parks they can pay a \$20 reservation fee or take a chance on a first come first serve opportunity. If they pay the \$20 reservation fee, they would receive a written permit that state the day and time they have the shelter reserved. Staff would do no extra work on these shelters, as the idea is to give patrons the option to reserve a shelter or try to get if for free on a first come, first serve basis.
- Non-Resident Rates: 50% more than the resident rate
- Urbana Residents are considered CPD Residents
- Site Supervisor is included in the rental for any indoor facility rental

Portable Potty-House Units:

- Acquiring portable potty-houses are the sole responsibility of permit holder and/or renter.

Holiday rates: Indoor Facilities:

- Double the costs of normal rates listed above; requires that staff are available. Holidays include New Year’s Eve, New Year’s Day, MLK Day, Memorial Day, 4th of July, Labor Day, Veteran’s Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve and Christmas Day. Other days/dates that are deemed Holidays by the CPD will apply.

Special Event Fees:

Up to 25 persons per day	No Fee
Up to 200 persons per day	\$100
Up to 400 persons per day	\$200
Up to 800 persons per day	\$400
Over 1000 persons per day	\$500

Additional fees may be assessed for very large events to cover various logistics and Park District costs

Staff costs will be charged to hold a special event in any Champaign Park District facility or park. Individual and groups charging fees to produce revenues: (concert, fund raiser, charity events, etc.)

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.

Tent Permit Fee - \$25 per tent per day

Groups and individuals must have a permit to erect a tent. Location of tent and/or tents must be approved by Director of Operations or Maintenance Supervisor.

Showmobile Rates:

\$200 refundable deposit to reserve

\$500 for profit rate or \$350 non-profit rate (flat fee)

\$60/hr for staffing (this starts the moment the stage arrives on site until it is pulled off site)

Additional charges may be added if they need additional equipment

\$350/day for large generator

\$25/day for small generator

\$25/day for sound equipment

Sports Fields Fees:

Field Name	Practice Rate	Game Rate	Supervisor	Lights
Dexter	\$10/2hr	\$25/2hr	\$10/hr	\$10/hr
Dodds 3-Plex	\$45/2hr	\$80/2hr	\$10/hr	\$10/hr
Dodds 4-Plex	\$45/2hr	\$80/2hr	\$10/hr	\$10/hr
Spalding	\$10/2hr	\$25/2hr	N/A	N/A
Zahnd LL	\$10/2hr	\$35/2hr	\$10/hr	\$10/hr
Zahnd Pony	\$10/2hr	\$50/2hr	\$10/hr	\$10/hr
Seaman	\$35/2hr	\$70/2hr	N/A	N/A
Dodds Soccer	\$35/2hr	\$70/2hr	\$10/hr	N/A

Tournament fees are provided per request or contractual agreements may have different fees per the agreement

Tennis Center Fees

Memberships

Individual (ages 18-54) R/\$50 NR/\$75

Family (2-4 members) R/\$80 NR/\$120

Each additional family member R/\$10 NR/\$15

Senior (ages 55+) R/\$30 NR/\$45

Full-time Students: R/\$30 NR/\$45

Rental fee for all the courts/tennis facility \$100 per hour

PERMANENT COURT TIME

M-F 18-week fee 7-9a \$198

9a-5:30p \$306

5:30-10p \$342

Weekends 18-week fee all times \$234

RANDOM COURT TIME

Time: M-F, 7a-5:30p & 9-10p Member Fee: \$15/hour Guest Fee: \$17/hour

Time: M-F, 5:30-9p Member Fee: \$19/hour Guest Fee: \$23/hour

Time: Sa-Su, All Day Member Fee: \$15/hour Guest Fee: \$17/hour

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.

RANDOM COURT TIME

Time: M-F, 7a-5:30p, Member fee: \$17 /hour Guest fee: \$19/hour
Time: M-F, 5:30-10p, Member fee: \$19/hour Guest fee: \$23/hour
Time: Sa-Su, All day, Member fee: \$17/hour Guest fee: \$19/hour

Sholem Aquatic Center Fees

Daily Admission Fees	(R/NR)
Individual	\$6/\$9
3 & under	Free
Twilight Rate	\$4/\$6
Friday rate	\$4/\$6
5 punch card	\$25/\$40
10 punch card	\$50/\$80

Season Pool Pass

	Sale Price	Regular
	Valid through 4/30/17	Fee (R/NR)
Individuals	\$80/\$120	\$90/\$135
Family of 2-3	\$150/\$225	\$175/\$262.50
Family of 4	\$180/\$270	\$205/\$307.50
Family of 5	\$210/\$315	\$235/\$352.50
Add family members	\$30/\$45	\$30/\$45
Senior (Age 55+)	\$60/\$90	\$70/\$105
Replacement Fob	\$5/\$5	\$5/\$5

50% off all pool passes on or after 7/17/17

AFTER-HOURS RENTALS AT SHOLEM AQUATIC CENTER

- "Ultimate Beach Party" (full-facility rental). Fee (R/NR): \$365/\$550 per hour (minimum 2 hour rental)
- "Surf's Up!" (limited to the river and the three slides). Fee (R/NR): \$230/\$345 per hour (minimum 2 hour rental)
- "Summer Nights" (limited to the main pool and lap lanes). Fee (R/NR): \$195/\$295 per hour (minimum 2 hour rental)

Leonhard Recreation Center Fees

Annual membership rates:

Non-walking infants are free

Individual (R/NR):	\$80/\$120
Family of 2 or 3 (R/NR):	\$150/\$225
Each additional family member after 3 (R/NR):	\$25/\$37.50
Senior Age 55+ (R/NR):	\$60/\$90
Card Fee (R/NR):	\$5 per family member.

Applies to the first time a Leonhard membership is purchased or any time a card is replaced.

Staff recommends increasing the LRC Membership by \$10 beginning in the fall of 2017 and reducing the non-resident fee to 50% so it is consistent with the Park District wide non-resident fee of 50%.

DAILY ADMISSION FEE

For those without a membership, there is a \$5/\$10 (R/NR) Daily Admission Fee. The daily admission fee includes the use of the indoor playground, walking track, open gym, and weight room.

Open Gym Information Non-Members: For those without a membership, there is a \$5/\$10 (R/NR) Daily Admission Fee.

SUPERVISED PLAY TIME

Date Day Time 5/1-9/14* Tu/W/Th 5:30-8:30p *Not available on major holidays Location: Leonhard Recreation Center Fee (R/NR): Free with membership; \$5 non-member

Tree Fees

A donation of \$250 to the Champaign Parks Foundation, covers the cost of the tree, the installation by staff, and the maintenance of the tree for the duration of its life. An additional donation of \$200 will purchase a 9 x 5 cast bronze plaque to personalize the tree in the park.

EDDIE ALBERT GARDEN PLOTS

Date	Location	Plot Size	Fee (R/NR)
4/4-10/23	Dodds Park	20' x 20' plot	\$30/\$45
4/4-10/23	Dodds Park	20' x 30' plot	\$40/\$60
1/1-12/31	Dodds Park	20' x 20' plot	\$40/\$60

Dog Park Fees

Membership is for one calendar year (January 1 to December 31). Fees are not pro-rated, with exception to midseason discount. One Dog (Resident): \$38 One Dog (Non-resident): \$57 Each Additional Dog: \$6 Replacement Tag: \$10 August 1 - November 30 memberships are discounted half price.

Virginia Theatre Fees

FACILITY RENTAL RATES, FEES AND OTHER EXPENSES

BASE RENT: All rates are daily and vary by usage (e.g., day of the week and length/scope of engagement). Rents are FLAT and include utilities, cleaning, concession service, merchandise service, front of-house staff and volunteers.

Public Events Commercial Rate	\$2,500.00 - \$4,500.00
Not-for-Profit Rate	\$1,500.00 - \$2,500.00
Government Rate	\$1,000.00 - \$1,500.00

Private Events

Meetings, 25 or less attending FREE (single lobby, without catering or drink service) Meetings, 25-75 attending \$50.00 - \$150.00 (single lobby use) Meetings in auditorium \$150.00 - \$1,000.00 (based on attendance, incl. lobby use) Photo shoots (up to 2 hours) \$50.00 - \$150.00

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.

Private party/reception, East Lobby \$250.00
Private party/reception, Mezzanine Lobby \$300.00
Private party/reception, all Front-of-House \$500.00 - \$1,000.00 (stage/auditorium not included)
Private party, Stage \$750.00 - \$1,000.00
Private screening (does not include film rights) \$750.00 - \$1,000.00 (for parties of 100 or less, no public promotion or ticketing allowed)
BOX OFFICE EXPENSES Ticket Office Fee: \$750.00 FLAT
Credit Card Fee: 4% Commission, all credit card sales

FACILITY FEES \$2.00 per Paid Admission (\$1.00 Restoration Fee plus \$1.00 Seat Advisor Box Office Fee)

MERCHANDISING FEE 20% of gross sales (25% if venue provides seller); 10% of gross sales of all digital media and books

MARKETING FEE \$100 FLAT (website listing and eBlast marketing)

Resident/Non Resident Fees

Residents living within the boundaries of the Park District regularly support park facilities and programs through property taxes. People living within the Champaign and Urbana Park District boundaries pay the "resident (R)" fee. Persons residing outside these districts will pay 50% more than the resident rates – "non-resident (NR)". Fees charged for programs are used to offset part of the costs for special instructors, facility costs and program supplies.

Staff recommends capping the non-resident fees at 50% for all programs over \$100. Any program costing over \$100 would have a maximum non-resident fee of \$50.

Program Fees

Program Fees and concession fees are based on the Park District's Revenue Policy. All programs and concession fees must be approved by the Executive Director.



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 4, 2017

SUBJECT: Crisis Management Plan Revision

Background

The Champaign Park District created a crisis management plan in 2002 which was last updated in 2011. Since that time the recommended format for these documents have changed. Park District staff have obtained better examples of these plans and the attached document reflects an entirely new document that contains more detailed information as well as information the crisis team will need when during a crisis.

One of the requirements of the IPRA Distinguished Agency Accreditation is an updated plan. Each spring the crisis management team will practice different situations in order to be better prepared for crisis situations.

Prior Board Action

The Board discussed this item at the April 26, 2017 Study Session.

The Board approved the current plan in January 2002 and last approved an update to that plan in January of 2011.

Budget Impact

There is no impact to the budget.

Recommended Action

Staff recommend Board approval of the Crisis Management Plan. Revisions suggested by the Board have been incorporated in the plan and it has been reviewed by legal counsel.

Prepared by:

Reviewed by:

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

Joe DeLuce, CPRP
Executive Director

Champaign Park District
Crisis Management Plan

May 2017

Table of Contents

Acknowledgments	ii
What Is a Crisis?	3
Chain of Responsibility	3
Crisis Team Action Plan	7
Crisis Information Gathering – Questions to Consider	10 <u>109</u>
Members of the Crisis Team and Their Roles	11 <u>110</u>
Executive Director Duties (Official Spokesperson, Crisis Team Leader)	11 <u>110</u>
Director of Recreations Duties	11 <u>110</u>
Director of Operations Duties	11 <u>110</u>
Risk Manager Duties	12 <u>120</u>
Director of Marketing and Communications Duties	13 <u>132</u>
Administrative Staff Duties	13 <u>132</u>
Spokesperson Duties	14 <u>143</u>
Role of Board Members and Elected Officials	15 <u>1514</u>
Role of Employees in Dealing with the News Media	15 <u>1514</u>
Media Relations Plan	16 <u>1614</u>
Continuing Operations	16 <u>1615</u>
Appendix A - Initial Press Release	18 <u>1816</u>
Appendix B - Emergency Phone List	19 <u>1917</u>
Appendix C - Statements of Admission and Social Media	20 <u>2018</u>
Appendix D - Chain of Custody Document	21 <u>2119</u>
Appendix E - Crisis Management Plan	23 <u>2321</u>
Acknowledgment of Receipt Form	23 <u>2321</u>

Acknowledgments

The Buffalo Grove Park District
PDRMA – Park District Risk Management Agency

Crisis Management Plan

What Is a Crisis?

A crisis is a situation or event that causes – or has the potential to cause – intense public or media focus such as an accidental drowning, serious injury, ~~and~~ allegations of child abuse, severe vehicle accident, or criminal act. Any incident, whether minor or grave, that attracts significant public/media interest and scrutiny will impact the nature and scope of a crisis event.

Chain of Responsibility

It is critical for employees to understand their respective roles in the event of a crisis. This includes immediately implementing the Park District's emergency response plan^[PG1] (as part of the Safety Manual) and reporting any potential or actual crisis situation to the Executive Director or^[PG2] Crisis Team Leader.

The Champaign Park District Board of Commissioners has appointed the Executive Director as the Crisis Team Leader. This person, in conjunction with Park District management, activates the Crisis Management Plan and coordinates the crisis response. If the Executive Director or Crisis Team Leader is not available, immediately report any event to the Department Head^[PG3]. Do not report a crisis situation via voice mail, text, social media or email as time may be of the essence, ~~and you should c~~ommunicate directly to an authorized person about a potential crisis situation.

In the event the ~~Executive Director Crisis Team Leader~~ or ~~Executive Director Crisis Team Leader~~ is unavailable, identify the next ranking available person from the list below (starting from the top listed in order of priority) to activate and manage the crisis plan. That staff member is responsible for implementing the Park District's Crisis Management Plan and notifying all Crisis Team members. The Crisis Team is then responsible for decision making during the crisis, including fact gathering, notification of key persons/agencies, operational decisions, public relations and media response.

The following is the list of Crisis Team Leaders:

1. Executive Director or the assigned Director or staff person "in charge"
2. Risk Manager
3. Director of Human Resources
4. Director of Marketing and Communications
5. Director of Recreation
6. Director of Operations
7. Director of Finance

The Crisis Management Team shall be supported by the following staff positions:

1. Human Resources Coordinator
2. Assistant Finance Director
3. Facility Receptionists
4. Assistant to the Executive Director

There also is a chain of responsibility for the Spokesperson. The Spokesperson is responsible for making official statements (written or oral) to the media on behalf of the Crisis Team and Park District, and as well as coordinating the dissemination of public information via social media and the Park District website. All those listed as potential Spokespersons should review their duties on a periodic basis to ensure they are prepared in the event of an actual crisis. Staff members should direct all media inquiries to the designated Spokesperson.

Note: No formal media or public statement of any kind should be made until corporate-Park District legal counsel has reviewed and approved those statements.

The following is a list of alternate Park District Spokespersons:

1. Executive Director or the assigned staff person "in charge"
2. Director of Human Resources
23. Director of Marketing and Communications
34. Director of Recreation
45. Director of Operations

Legal Considerations

After any serious incident, the Crisis Management Team will have to manage a wide variety of issues, demands and distractions – simultaneously pulling them in many directions concurrently demanding attention. However, one of the most important actions to complete during the initial crisis-response period is to contact the Park District's corporate legal counsel and call the Park District's representing Risk Management Agency IMMEDIATELY! (regardless of the time or day). Time is of the essence, and it may be critical to consult with legal counsel and the Risk Management Agency's staff early in the crisis to establish attorney/client privilege and protect the investigation. The Park District's Risk Management Agency claims and legal staff and claims personnel are part of your-the team and are ready to provide guidance. The Park District staff should also immediately contact corporate-its legal counsel for additional legal input and to serve as legal liaison to the Park District board member's. Contacting legal counsel and PDRMA-the Risk Management Agency is the responsibility of the Executive Director and may be delegated to another member of the Crisis mManagement tTeam.

Protect the Investigation – Get Legal Counsel Involved Immediately

It is critical that the Park District does not accept or assume responsibility and/or liability for any incident *before all facts are fully known and confirmed and without legal counsel guidance.* There is a delicate balance between acknowledging the seriousness of the incident, and being accountable to your-the community, and making inadvertent and unnecessary (and often incorrect) admissions of liability and/or responsibility.

In the age of instant communication and immediate media involvement, which may or may not be reporting accurate information, it is challenging to exercise restraint and caution. However, while it might be difficult to withhold comment, The Risk Management Agency and/or corporate-legal counsel must be part of the investigative process, public response, and overall coordination of communication for any serious incident (both internal and external). Legal counsel's role is to establish, maintain and protect confidentiality and attorney-client privilege, as well as to help the Park District avoid making comments and statements that may inadvertently and unnecessarily expose the Park District to potential liability and/or unfounded public scrutiny.

"Attorney-client privilege" is a legal rule that protects certain communications between a client and attorney and keeps those communications privileged and confidential. By assuring confidentiality, clients can make *full and frank* disclosures to their attorney, who can better provide candid advice and effective representation. However, communications that do not fall within the scope of attorney-client privilege are often subject to public disclosure via the Freedom of Information Act (FOIA), subpoena and discovery in litigation, or through third parties such as law enforcement and other official investigative agencies. Those

unprotected communications sometimes contain inaccurate information, incomplete information and/or admissions that others can and will use against the member in a court of law and the court of public opinion.

Remember, you-one can only give a statement with absolute confidentiality to **legal counsel and** the Risk Management Agency's **legal counsel (or your corporate counsel)**. This includes written statements prepared by staff witnesses and third-party accounts documented and prepared by member staff. **Park District staff should consult with legal counsel before requesting or preparing substantive written statements or incident/loss reports, or before contemplating any disciplinary action against staff.** This does not include compiling a list of witnesses and/or potential witnesses that includes personal and professional contact information.

Park District staff should take the following steps immediately after a crisis:

1. Contact the Park District's Risk Management Agency's representative.
2. Consult with the Risk Management Agency's legal counsel and/or the Park District's **legal corporate** counsel before giving any statement, requesting a written statement, preparing a written statement, preparing any report – or forwarding substantive text messages, tweets or emails about the incident.

Park District staff should obtain contact the Risk Management Agency or Park District legal counsel prior to cooperating with investigating law enforcement or other official agencies. It is also crucial for Park District staff to consult with the Risk Management Agency's legal counsel before providing any statement to law enforcement agencies or other official investigating agencies such as OSHA, IEPA or the Department of Public Health.

Cooperation with an official third-party investigation and consulting with an attorney from **our the** Risk Management Agency **is not inconsistent or mutually exclusive**. For example, if a law enforcement investigator asks, "Why do you need a lawyer?" **you** simply say: "The Park District wants to provide its full cooperation but also wants to protect its legal rights." Keep in mind that investigative reports and/or statements taken by investigating police or other official investigator(s) are often subject to public disclosure under FOIA laws.

Third parties such as the local media, personal injury attorneys and potential claimants may also be able to obtain business text messages, tweets, blog entries, Facebook postings and emails among staff via FOIA requests, records subpoenas and/or written discovery requests in a subsequent lawsuit. For the same reasons **you of** avoiding creating **gon of** a damaging "paper trail," **you-one** should not create an equally damaging electronic trail with texts, email messages or social media among staff. There is no such thing as a "private" message among Park District staff.

3. Prepare a preliminary Accident/Incident Report using the Risk Management Agency's Accident/Incident Report Form, **and Do not use** the Park District's internal accident/incident form, **unless otherwise instructed by the Risk Management Agency's counsel or the Park District's legal counsel**. When completing the Risk Management Agency's Accident/Incident Report Form, always provide a brief, objective and factual account of the incident without any personal opinions **or speculation** as to fault or other unknowns.

The Risk Management Agency's standard claims reporting forms contain specific language designed to establish and protect the confidentiality of the report through attorney-client privilege. Never release this report to any third party (including investigating police) without first consulting the Risk Management Agency's legal counsel and obtaining authorization from the Risk Management Agency. Any written account or description of the incident or supplemental written (including electronic) communication or report pertaining to the incident should have the following language at the top of the document:

THIS DOCUMENT IS AN ATTORNEY-CLIENT PRIVILEGED COMMUNICATION PREPARED FOR, AND AT THE REQUEST OF, THE CHAMPAIGN PARK DISTRICT'S RISK MANAGEMENT AGENCY'S LEGAL COUNSEL.

When directed by the Risk Management Agency's legal counsel or the Risk Management Agency's assigned outside legal counsel, communications (email, fax, other) should always contain the above phrase in the subject heading of the communication and should be directed to the Park District's Risk Management Agency's ~~General Counsel~~ legal counsel. Please **DO NOT** send the draft documents to any other recipients (e.g., facility managers, superintendents, etc.) since that could negate the attorney-client privilege.

Remember, any "internal report" you create that is not specifically and purposely directed to the Risk Management Agency legal counsel or the Park Districts ~~corporate legal~~ counsel may be obtained via a FOIA or other document request and be potentially damaging in subsequent litigation.

4. **DO NOT** request or prepare any witness and/or employee statements ~~without first~~ before consulting with the Risk Management Agency's legal counsel. Such statements are often incomplete, inaccurate and/or misleading. For non-employee witnesses (i.e., patron witnesses), get their personal contact information and a brief verbal account of the incident. At a later time, the Risk Management Agency will arrange to conduct a subsequent interview and/or request a written witness account.

When/if the Risk Management Agency's asks Park District staff to document a witness account, insert the following language at the top of the summary:

THIS DOCUMENT IS AN ATTORNEY-CLIENT PRIVILEGED COMMUNICATION PREPARED FOR, AND AT THE REQUEST OF THE RISK MANAGEMENT AGENCY LEGAL COUNSEL.

5. Use the Risk Management Agency's ~~in-house~~ legal counsel or a Risk Management Agency-assigned outside counsel to conduct the Park District internal confidential investigation.

While the Park District staff may want to conduct their own investigation, if they do that *on their own* and not at the request of our Risk Management Agency, the investigative findings and materials may be discoverable or subject to disclosure. However, if ~~our the~~ Risk Management ~~agency~~ Agency conducts the investigation on behalf of the Park District, all related communications are more likely to be subject to attorney-client privilege and protected. The Risk Management Agency's legal counsel can hire investigators, employ consulting experts, and enlist a variety of research and investigative resources on the Park District's behalf. The Risk Management Agency can then report the results back to Park District staff while protecting the findings and conclusions from disclosure pursuant to the attorney-client privilege.

Crisis Team Action Plan

The Crisis Team Leader should use the following steps as a guide to manage a crisis and make decisions:

1. Whenever a crisis involving personal injury and/or property damage occurs, the first responsibility of the Crisis Team is to activate the Park District's emergency response plan and ensure necessary and appropriate actions are taken to minimize further loss. Immediate safety needs of people and property are the top priority.
2. The Crisis Team should obtain, compile, monitor and verify the accuracy of incoming information. It is critical to document **all** incoming events and information in chronological order to assess and address the crisis accurately. The team must verify and review new and incoming information against past and known information. The team needs the available information to be compiled accurately in order to make well-informed decisions.
3. Park District staff will feel the emotional and physical impact of a crisis. The Crisis Team should reassure staff so the process of information gathering can begin. Employees exhibiting signs of unusual stress and/or an inability to attend to their respective duties effectively should be relieved of their duties and directed to a designated area. Employees directly involved in the incident should remain on duty until the decision is made as to whether or not to conduct post-incident interviews under the direction of the Risk Management Agency legal staff.
4. The Crisis Team should move employees directly involved in the crisis incident to a more private location if media is present or the environment is stressful. The Park District should provide transportation for staff to a secure facility for debriefing, interviewing and evaluation of their physical and emotional well-being.
5. Notify parents or guardians of minor employees as to the location of their children as soon as possible. Inform parents or guardians as they arrive that they can remain with their son/daughter/children -and possibly be present during the interview process conducted by police or legal staff.
6. The Bresnan Center shall be used as a secure facility location for the Crisis Team to meet and begin implementing the Crisis Management Plan. If the Bresnan Center is unavailable the Leonhard Center will be used as an alternate location. A temporary office will be constructed with the assistance of the Technology Team to conduct business.

The secure facility is where the team continues fact finding and coordinating the crisis response with key parties, such as, emergency response agencies, Risk Management Agency, EMS, local police, key staff, legal counsel and (where appropriate) the media^[PG4], including:

- a. ~~Communicate~~ Communicating to all staff that a crisis exists and to forward all communications and relevant information immediately to the Crisis Management Team. Identify the Official Spokesperson and reinforce with staff to direct any and all media inquiries to the Spokesperson.
 - b. The Crisis Team Leader and legal counsel will direct staff actions, coordinate information gathering, liaise with outside groups, interface with emergency responders, communicate with staff and the public, and provide direction on/about needed resources.
7. Contact the governing board president to notify them-him/her of the situation, and then notify other board members. Remind all board members not to make any public comments concerning the incident, and that the Risk Management Agency is conducting a formal investigation under the direction of its legal counsel.
 8. Identify all staff directly involved in the crisis as soon as possible so legal counsel and the Executive Director can interview and debrief them.
 9. Assign staff to monitor (and digitally record/videotape, if possible) television news reports, social media sites, local blogs, radio stations and other media outlets to determine what information about the crisis is available to the public.
 10. Assign staff to verify the accuracy of information as it becomes known. Legal counsel and the Crisis Team rely on this information to respond to the crisis, prepare a media relations plan, address public concerns, determine the scope and nature of investigative action, and attend to the needs of victims, staff, relatives and other affected parties.
 11. Establish a communication team ^[PG5] to answer incoming phone calls, emails and social media outlets to keep the Crisis Team informed. The communication team documents all incoming information received or directed to the Park District. The team documents who called, the information provided/requested, the caller's title, time of call, and return phone number or email address. The team should forward all emails and social media inquiries to the Crisis Team.
 12. Develop a crisis communications strategy working in conjunction with the Crisis Team and legal counsel and consider the following:
 - a. Obtain legal counsel approval of all public communications.
 - b. Identify the newsworthiness of the incident and how the media is reporting it.
 - c. Communicate with staff, informing them of the crisis and that all statements shall come from the Park District's spokesperson.
 - d. Reassure the community and manage public relations.
 - e. Verify the accuracy and availability of information.
 - f. Limit initial contact with the media to a written press release.
 - g. Debrief and prepare the Official Spokesperson.
 - h. Determine the manner and means of addressing the media (i.e. off-camera or on-camera).

i. Limit an on-camera response to the Spokesperson ~~to reading~~ a prepared, written statement to the press. The Crisis Team should regularly reassess the need to address the media. Consider what stage the crisis is in; the scope and extent of the crisis; the expectations of ~~your~~ the community; public relations; the need to balance inaccurate reporting; and the ability of the press to report about the crisis fairly. **The Spokesperson should never admit or address fault or liability, so it is critical to coordinate all media response with legal counsel.**

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Crisis Information Gathering – Questions to Consider

It can be difficult for the Crisis Team to know how to start the information-gathering process. The team can use the following list of sample questions as a guide to gather information and make decisions:

1. Is the emergency-response portion of the crisis complete or ongoing?
2. Has the Park District notified their-its Risk Management Agency legal counsel?
3. Have the families of all victims been notified? (Coordinate with local police.)
4. Have the proper authorities been notified? (Police, fire, poison control, EPA, Department of Public Health, utility companies, etc.)
5. Have all Crisis Team members been notified and gathered? Does the team need to establish a crisis center? If so, where?
6. Has the team notified the Park District's attorney-legal counsel and board members?
7. What is the status of the internal investigation process?
8. Is there an investigation being conducted by a third party? (Police, fire, EPA, OSHA, private investigator, aquatic certification entity, etc.)
9. Has the Crisis Team been provided contact information for all potential staff and non-staff witness(es)/witnesses?
10. Has the team assured the public the crisis is under control?
11. Has a Park District representative contacted the local and/or reporting media to tell them the Park District will provide information once facts have been gathered and verifiedsubstantiated? Has onsite media been made reasonably comfortable (electrical power for equipment, computer access, administrative support services, coffee, etc.)?
12. Is a formal written press statement appropriate and/or necessary?
13. Has the Park District communicated the appropriate level of compassion for the victim(s) and the families?
14. Has the Spokesperson been updated with current information and thoroughly prepared? (Anticipated questions, rehearsed responses, etc.)
15. Have false, misleading or inaccurate statements been made and/or reported by the media that should be balanced by facts?

16. Are there visual images of the incident and/or post-incident damages/losses? (Cell phone, video or photographs, security video cameras, etc.)
17. Should the Employee Assistance Program (EAP) and/or other counseling/support services be made available for Park District staff/board members? Does staff need a group EAP meeting in addition to individual staff counseling?

Members of the Crisis Team and Their Roles

Executive Director Duties (Official Spokesperson, Crisis Team Leader)

Often Typically the Executive Director acts as the official Crisis Team leader and as Spokesperson. The director Executive Director, working with legal counsel, is responsible for the overall coordination of the Crisis Management Plan.

The director or designated legal counsel are typically the primary representative of the Park District throughout the crisis. However, others with specialized and/or direct knowledge may also serve in the Spokesperson's role.

Director of Recreations Duties

The Director of Recreation, if not acting as the Crisis Team Leader, shall:

1. Coordinate the identification of Park District employees affected by the crisis and gather contact information.
2. Coordinate the identification of program participants and contact parents and/or guardians (minors only).
3. Coordinate facility personnel.
4. Assist the Director of Human Resources in gathering pertinent information.
5. Assign recreation staff duties related to the crisis as needed.
6. Log Document all crisis-related phone calls and activities.
7. Reschedule planned programs/activities as necessary, locating alternative programming sites or cancelling programs, if appropriate. This includes communicating programming changes to affected staff and the general public.

Director of Operations Duties

The Director of Operations coordinates the information and activities associated with department operations as directed by the Crisis Team.

If not acting as the Crisis Team Leader, the Director of Operations shall:

1. Provide the Crisis Team with access to necessary buildings, facilities and power resources.
2. Coordinate Park District activities with the City Public Works Department, Police Department, utility companies, etc. and other appropriate entities.
3. Organize a-transportation fleet for the Crisis Team and staff.
4. Assist the Director of Marketing and Communications in providing support services to media (power, tables, etc. and the like).
5. Log Document all crisis-related phone calls and activities.

Risk Manager Duties

1. Assist the Risk Management Agency legal counsel and risk management staff as well as Park District legal counsel during the investigative process. (~~including other authorized third-party investigators.~~)
2. Coordinate identification of witnesses and gather personal and professional contact information, and obtain all pertinent information, including:
 - a. Exactly what happened?
 - b. Who was/is involved?
 - c. Where did the incident occur?
 - d. When did it happen?
 - e. What is currently being done to minimize or remedy the existing crisis?
 - f. If the answers to the above questions are not known, when will they be known?
3. Take photographs/digitally record/video tape and preserve evidence as directed by-by the Risk Management Agency or legal counsel.
4. Secure evidence gathered and release evidence only after approval by the Risk Management Agency's legal counsel using a chain-of-custody document. (See Appendix D.)
5. Contact the necessary governmental agencies, when applicable, (for example, EPA following chemical spills, IDOL following the death of an employee, Illinois Department of Public Health, and the like-etc.).
6. Obtain, compile or present pertinent safety documentation or practices conducted by the Park District.
7. Complete the Risk Management Agency Accident/Incident Report Form (not an internal reporting form), and have Risk Management Agency legal counsel review it, and send it to the Risk Management Agency within 24 hours of the incident.
8. Gather employee statements in a narrative format to supplement the accident report form and as directed by the Risk Management Agency legal counsel.
9. Obtain any pertinent contracts, waivers, training records, certifications or similar documentation.
10. Review circumstances and cause(s) of the crisis and, if applicable, recommend and implement post-crisis measures to eliminate or minimize the risk of future similar events.

Director of Finance Duties

The Director of Finance shall:

1. Provide overall management of financial accounting.
2. Work to determine financial damage to the Park District, if any.
3. Oversee the administrative staff efforts.
4. Advise ~~crisis~~ the Crisis management Team ~~IL~~ leader and the board of the total cost-to-date of the incident.
5. Assist in obtaining pertinent contracts, waivers, or similar documentation.

Director of Human Resource Duties

The Director of Human Resource shall:

1. Notify the remainder of Crisis Team of the crisis.
2. Notify the Executive Director with-regarding investigative efforts.
3. Update the official ~~spokesperson~~ Spokesperson about changes in the situation as they occur.
4. Coordinate with Risk Manager to obtain all pertinent information. Communicate all pertinent information to the Crisis Team.

5. Coordinate the identification of Park District employees affected by the crisis and gather contact information.
6. Contact EAP services for employees in need, and contact EAP and/or other support services to inform them of the crisis and possible need for services.
7. Notify parents or guardians of all involved minor employees.
8. Coordinate the processing and verification of departmental policies, procedures, training, records, ~~etc and the like.~~
9. Provide information concerning any applicable contracts, affiliate groups and independent contractors the Park District uses.
10. Communicate with staff concerning Park District policies on not sharing any information about the incident or making comments to people outside the Park District. **(See Appendix C.)**
11. Determine if any affected staff needs EAP assistance or other support services.

Director of Marketing and Communications Duties

1. Coordinate and draft communications under direction of the Crisis Team with legal input from the Risk Management Agency legal counsel and Park District legal counsel.
2. Establish a centralized media center, as directed.
3. Compile a list of local television, radio and newspaper phone numbers and contacts, if known.
4. Distribute information through media channels, as directed: (utilizing Park District website; social media sites; patron distribution lists; and local, television and print mediareporters.)
5. Manage the communications team in monitoring media outlets, including social media, to track crisis reporting. (Facebook, Twitter, blogs, ~~etc and the like.~~)
6. Update the Park District website to ~~take on a lower~~ reduce its profile as necessary based on the sensitivity of the crisis. Provide information proactively through the website to communicate with the public.
7. Identify and manage all communication channels including email lists, mailing lists, website and social media.
8. Monitor Media Outlets.
9. Keep Park District staff and the board informed and updated on facts and developments. Employees often need reassurance and/or a better understanding of ~~the a~~ the crisis. ~~These~~ Such communications also provide an opportunity to remind employees they should direct media and third-party requests for information to the designated Spokesperson. Careful monitoring of media ~~output~~ content, along with careful management of internal communications, prevents the release of misinformation, problematic speculation and rumors.
10. Provide specific information about a program or facility.
11. Compile and verify facts and information, and formulate appropriate responses to questions and concerns.
12. Communicate with staff concerning Park District policies ~~on regarding~~ on not sharing any information about the incident or making comments to people outside the Park District. **(See Appendix C.)**
13. Assist the Spokesperson in responding to inquiries, as directed.

Administrative Staff Duties

1. Work with Director of Marketing and Communications (if as applicable) to screen telephone calls, email, website and social media inquiries.
2. Screen reporters, family members or others who may arrive unannounced at the administration building. Obtain the following information and keep document it in a log:

- Name.
 - Title and organization: (~~When~~ noting who is the person representing?)
 - Name of newspaper, radio or TV station, if applicable.
 - Telephone number to reach the person.
 - Email address of person, if applicable.
 - Reporter's deadline, if applicable.
 - Nature of the inquiry.
3. If a reporter, photographer, attorney, investigator or victim's family appears in person at the administrative office or another location, obtain the above information and immediately contact the Crisis Team and official Spokesperson.
 4. All responses to information inquiries are limited to providing the official information pre-approved for distribution by the Crisis Team ~~for distribution~~. If possible, a script should be provided (and updated periodically) for all staff to read from if responsible for answering the Park District phones.

Spokesperson Duties

The role of the Spokesperson is to represent the Park District as the liaison to the media and third parties. At the direction of the Crisis Team, the Spokesperson presents official, accurate and pre-approved information to the media on behalf of the Park District. The Park District is not obligated in any way to share information with the media. However, it is often advisable to provide a brief statement, before requested, acknowledging the incident and expressing sympathy for ~~the~~ family members and others involved.

Any Park District ~~approved~~ communication should never include a "no comment" statement. Such a statement leads may be subject to a misinterpretation that the Park District has something to hide, ~~;~~ leading to speculation, suspicion and innuendo, and as well as prompting the media to find other information sources that may be unreliable and/or have hidden agendas. The Park District can, with legal counsel input, provide a written press release including the following:

- Acknowledge the incident/crisis.
- Express compassion and support for victims and their families.
- Explain that it is premature to provide details pending further investigation.
- Describe rescue/proactive efforts/safety record, etc and the like.
- Emphasize that the matter is under investigation and your the Park District is fully cooperating with other agencies.
- Assure the public you that the Park District will provide additional facts as they become known.

The designated Spokesperson should have in-depth knowledge of the organization, be well well-spoken and professional, and be comfortable and confident in the role as Spokesperson. Pre-crisis training through exercises such as mock press conferences ~~is are~~ valuable exercise procedures to prepare your the Spokesperson for a future-crisis situation. Remember, the Spokesperson is the Park District's primary liaison and the public face of your the Park District ~~that the public sees~~.

On behalf of the Park District and Crisis Team, the Spokesperson presents factual information in a means and manner directed by the Crisis Team. If the Park District determines a press conference or in-person interview is necessary, it is advisable to have the Spokesperson begin by reading a prepared statement that accurately presents the Park District's response to the crisis. This allows the Park District to list points

proactively for the media to know, even if reporters do not ask the Spokesperson questions that would elicit that information.

The Spokesperson should not answer any questions for which ~~verified-substantiated~~ facts are not available. In such a situation, the Spokesperson can say:

"Regretfully, we all must respect the pending investigation, and it is premature to address this question/issue at this time. I certainly would not want to provide any inaccurate or misleading information inadvertently. Of course, as facts become known and verified, I would be pleased to revisit this question/issue."

In addition, the Spokespersons **should never:**

- Release victim information until family members are notified.
- Speculate on liability, damage costs, causes, etc., until verified and reviewed by legal counsel.
- Fix blame on others or mislead.
- Speak off the record.

Role of Board Members and Elected Officials

Board members and elected officials are concerned during a crisis. Often, they feel obligated to speak to the media, victims/families, and/or the general public. Despite their good intentions, they may inadvertently compromise the Park District's reputation and ability to minimize potential liability exposure. **Strongly advise** ~~Board members~~ **are strongly advised** not to make any statements to the news media or any third party without prior consultation and approval from legal counsel. Risk Management Agency **legal** counsel or assigned counsel often **speaks** with board members through the protection provided by executive session to update them on the crisis and related legal and liability issues.

Role of Employees in Dealing with the News Media

All employees must recognize their role in a crisis. They must understand it is the Park District's policy and expectation that any information released comes from the designated Spokesperson. Employees should know, as soon as possible, the contact information ~~of~~ **for** the Park District Spokesperson.

Advise those employees directly or indirectly involved in the crisis that reporters or other investigators may approach them. The same is true for employees involved in the investigative process and/or information flow. Reinforce your media-response policy with these employees during interviews and crisis debriefing so they know the appropriate responses to questions.

Offer employees the following guidelines in handling reporters or others seeking information:

1. If anyone approaches you for information, ~~you are not required to give an interview, and we-the Park District asks you to~~ **that any inquiry be directed to** the person to the designated **as** Park District Spokesperson. ~~You can~~ **An employee should** say, "I'm sorry. I'm not the best person to answer that question. You should contact (state designated Spokesperson), and I am confident he/she can assist you."

2. It is acceptable not to know the answer to a question. Say, "I don't know," and direct the reporter/person to the Spokesperson.
3. Never say, "No comment." Reporters may interpret that phrase to imply guilt or that ~~you have a~~ person has something to hide. Instead, say, "Please understand that I am not the best person to discuss this event. I would not want to provide inaccurate or incomplete information unintentionally. You should direct your inquiry to (provide name and number of designated Spokesperson)."
4. Never make an off-the-record statement. There is no such thing as an off-the-record comment. Any statement made off-the-record can become front page headlines. The confidentiality of off-the-record statements cannot, and often will not, be guaranteed.

Media Relations Plan

Through direction of the Crisis Team and legal counsel, the Spokesperson coordinates all interaction with the media and any outside requests for information. The Crisis Team decides the time, place and ~~means~~ manner of sharing information with the media and/or responding to media requests, with advice of legal counsel.

~~You want~~ it is important to show ~~you that the Park District are~~ is a willing partner in sharing information, and ~~you are~~ that it is committed to cooperating with the media. However, ~~you~~ it must also be very clear that the Park District will not share any information until legal counsel ~~verifies~~ substantiates and reviews it.

Do not make promises to reporters. Tell them ~~you that the Park District~~ will share information when it is available for the public.

Monitor all news and social media to determine how the crisis is being reported. Determine whether reports are objective and accurate. When necessary, prepare and distribute accurate information to balance any serious false statements.

Always prepare an initial written press release and consider posting it on ~~the~~ your website or ~~on~~ other social media channels.

Continuing Operations

- **Evaluate staff readiness** – The Crisis Team Leader should meet with supervisors of employees directly involved in the incident to determine if they are ready to resume duties.
- **Reopen the facility** – Consider a gradual reopening to keep staff from becoming overwhelmed following the incident. A supervisor should be available when reopening a facility involved in a crisis event to answer any questions from the public so as not to distract the staff.
- **Communicate with the public** – Set a date to reopen when staff is ready. Consider shorter hours or limiting public participation in programs for a period of time. Let the public and patrons know staff evaluations and other readiness training was completed prior to reopening.

- **Communicate with outside groups/users** – Consider suspending out-of-the-ordinary programming activities, special events or large-group facility use for a period of time.

Appendix A - Initial Press Release

The Champaign Park District has recently been informed that on (date of crisis) at approximately _____ (identify time), the following occurred:

(Briefly describe crisis)

At this time, the specific facts and circumstances surrounding this event have been neither fully substantiated nor confirmed. We are currently in the process of investigating this matter in full cooperation with:

(Identify other investigative agencies)

Out of respect for the investigative process and in fairness to the families and parties involved, we are unable to provide further details at this time. However, we are committed to providing additional facts and developments as they become known and confirmed. In the interim, anyone wishing to provide or request further information should contact (identify Spokesperson) at (phone number). We are also providing updated information on our Park District website at www.champaignparks.com.

Appendix B - Emergency Phone List

Director of Finance ~Andrea Wallace

Office: 217-819-3826

Cell Phone: 217-778-8608

Email: andrea.wallace@champaignparks.com

Director of Human Resources~ Tammy Hoggatt

Office: 217-819-3823

Cell Phone: 217-840-9963

Email: tammy.hoggatt@champaignparks.com

Director of Marketing and Communications~ Chelsea Norton

Office: 217-819-3843

Cell Phone: 217-273-3943

Email: Chelseachelsea.norton@champaignparks.com

Director of Operations ~ Kevin Crump

Office: 217-819-3812

Cell Phone: 217-778-0368

Email: kevin.crump@champaignparks.com

Director of Recreation ~Jameel Jones

Office: 217-819-3907

Cell Phone: 217-390-5656

Email: jJameel.jones@champaignparks.com

Executive Director ~ Joe DeLuce

Office: 217-819-3821

Cell Phone: 217-714-2333

Email: jJoe.dDeLuce@champaignparks.com

Risk Manager ~ Wendy Zindars

Office: 217-819-3834

Cell Phone: 404-444-3739

Email: wendy.zindars@champaignparks.com

Risk Management Agency ~PDRMA

Office (630) 769-0332

Fax (630) 769-0449

Risk Management Agency After Hours – Includes instructions on how to reach their staff after hours.

Email: www.pdrma.org

Appendix C - Statements of Admission and Social Media

(To be read or otherwise communicated to staff from Management)

In a tragedy such as the one that has occurred, it is important to remind everyone of the Champaign Park District's communication policy. It is critical to the reputation of the Park District that all incident-related communications be accurate, appropriate and properly attributed. Only those employees officially designated by the Park District have the authorization to speak on behalf of the Park District. In this matter, (identify Spokesperson) has been designated the Park District Spokesperson. Staff is expected to refer all media inquiries to the Executive Director of Marketing and Communications, as our Spokesperson. Should-In the event anyone from the media contacts you, a simple and appropriate response would be: "Please understand that The Marketing and Communications Executive Director has been designated as the Champaign Park District Spokesperson. Kindly direct your inquiries to him/her." You can then simply walk away, hang up the phone, or close the door. You have no obligation to talk to the media and should not feel pressured to do so.

Staff should be cautious in discussing the incident with family members, friends, residents and other third parties. Your-Such communications may be inaccurate, misunderstood, misperceived, or result in rumors that can negatively impact the image of the Park District and our staff, and compromise our-the ability to defend potential litigation. Similarly, the Park District recognizes and respects the right of employees to use social networking, personal websites, texting and weblogs as a medium of self-expression. Again, only those employees officially designated by the Park District have the authorization to speak on behalf of the Park District. It is important to keep in mind that this matter is currently under investigation. Many facts remain unknown, and there is significant information that has yet to be confirmed

Please be careful to avoid disclosing any information that may compromise the investigation, is confidential, or may violate privacy rights or privacy perceptions. Show proper consideration and respect to co-workers, the victim(s), our patrons and others. While we cannot prevent you from using social media, we-it is strongly recommended you do not use social media to discuss the incident or to discuss this incident in an inappropriate or counterproductive manner. Your perceptions or representations may not be accurate, may violate attorney/client privileged, may violate privacy rights, and can-may later be used against you or the Park District by the media or in a future lawsuit against the Park District. In short, remember that what you post will be around for a long time, so consider the content carefully.

The Park District and its Employee Assistance Program (EAP) provider are available to-you if you-should need ed to help you in coping with the incident. Please talk to your supervisor or manager if you have questions about this policy.

Appendix D - Chain of Custody Document

Chain of custody documents are important from a legal perspective in that it documents the movement and location of physical evidence from the time it is obtained until the time it is presented in court.

A chain of custody document should be used when physical evidence as part of an investigation is placed in secure storage and/or provided to another person or organization. It is important to document the chain of custody so that it reflects the care provided in handling important physical evidence when stored or transferred, to indicate its condition, and that it was not physically altered while in the care of any individual.

(Reference here the incident relating to the need to execute a chain of custody document)

(Describe here exactly what was done to obtain a device or document, on what day, time and where stored securely). (Sign and date document).

_____ Date _____
John Doe, Champaign Park District

Example:

John Doe turned over control of the above cited device/document to Sally Smith, Risk Management Agency staff, at approximately 11:00 a.m. on xx/xx/xxxx at (Add location here). Sally Smith delivered the device/document to Joe Schmo, Risk Management Agency, Legal Counsel, at the Risk Management Agency office at approximately 8:30 a.m. on xx/xx/xxxx.

Description of Device or document:

6" X 5" white box hard drive (now brownish and discolored) square shape with venting around three sides.

- In hand-written pen on one side. – “10.20.13.10 (space) Sept 2009”
- Three ports on one side – one round, one cable jack and a rectangle prong jack.
- Additional manufacturer information on a label that may be readable, but will need closer inspection and cleaning to identify details. Manufacturer listed as Security Digital.

Security Camera:

3 XYZ Security Cameras provided by John Doe to Sally Smith on xx/xx/xxxx. Sally Smith provided cameras to Joe Schmo on xx/xx/xxxx.

Camera description:

Camera 1	Bar Code 10.4.192.33	10.23.15.109
----------	----------------------	--------------

_____ Date _____

Joe Schmo, Risk Management Agency

On xx/xx/xx (approximately 9:00 a.m.), John Doe provided the devices to Sally Smith, Risk Management Agency Claims Supervisor, who removed the hard drive and three security camera from their storage container for the purpose of photographing the items and placing identifying stickers on the devices. The hard drive and camera were returned to their original container and securely stored at the Risk Management Agency office.

_____ Date _____

Sally Smith, Risk Management Agency

Appendix E – Champaign Park District

Crisis Management Plan

Acknowledgment of Receipt Form

The Champaign Park District Crisis Management Plan supplements the many safety policies and procedures already in place at the Park District. As an employee, you are expected to read this document thoroughly and return this completed acknowledgment of receipt form which will be placed in your personnel file.

Signature of employee:

Date:



Accident/Incident Report

Attorney/Client Privileged Document

Form
01

1	Agency name	Today's date
2	Date of incident (mm/dd/yyyy)	Time of incident (hh/mm a.m./p.m.)
3	Name of person completing report	Title of person completing report
4	Business phone number	Business email
5	How did the incident occur? (Provide a brief, factual description; do not speculate on fault, etc.)	
6	Name of the location (park, pool, community center; <i>Ex. Smith Pool, Johnson Community Center</i>) or nearest intersection where the incident occurred.	
7	Is there an address for this location? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If yes, please provide the following:	
Street address _____		
City _____ State _____ Zip code _____		
8	Location (Specify the exact type of location/facility where injury occurred. <i>Ex. maintenance garage, sports field, aquatic outdoor, golf course, etc.</i>)	
9	Primary location (Specify exact location. <i>Ex. lap pool, cart storage, classroom, pavilion</i>)	

BODILY INJURY

If an employee was injured, please submit the form for an Employee Injury (Form 04) type of incident.

10	Was a person injured? (<i>Ex. patron, citizen, participant, volunteer</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
11	If yes, please provide the following information:	
Last name _____ First name _____		
Address _____		
City _____ State _____ Zip code _____		
Home phone # _____ Work phone # _____ Cell phone # _____		
Age _____ Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		
12	Is injured person an agency volunteer?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
13	Describe the injury (affected body part and type of injury; <i>Ex. contusion, bruise, laceration, sprain, break, etc.</i>)	
14	Did injured person make any statements?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
If yes, what did injured person say? _____		



Accident/Incident Report

Attorney/Client Privileged Document

Form
01
(pg. 2)

15 Was first aid administered? Yes No Unknown

Name and position of person who administered first aid _____

What first aid was given? _____

Did first aid involve AED and/or CPR? Yes No Unknown

If yes, please submit a PDRMA post-AED form.

Were paramedic services offered?

Called and refused (at scene by patron) Yes No Unknown
Offered and called Yes

Offered and refused Yes No Unknown
Offered, refused, called by agency anyway Yes

Unable to respond and called Yes

Were police called? Yes No Unknown
If yes, please provide the following information.

Name of police department _____

Name of officer _____

Do you expect this person to submit a claim? Yes No Unknown

PROPERTY DAMAGE

16 Was property damaged as a result of this accident/incident? Yes No Unknown

17 If yes, how was the person involved in the accident/incident?

Owner of property adjacent to park district Patron
Vehicle owner Other

18 Last name (or business name) _____ First name (not necessary if business name) _____

Address _____

City _____ State _____ Zip code _____ Phone number _____

Describe the property damage _____

WITNESS INFORMATION

19 If there was a witness(es) to the accident/incident, please provide the following information:

Last name _____ First name _____

Address _____

City _____ State _____ Zip code _____ Phone number _____

20 Did witness make any statements? Yes No Unknown

If yes, what did witness say? _____

21 Where was witness when the accident/incident occurred? _____

CHAMPAIGN PARK DISTRICT • CHAMPAIGN, ILLINOIS

Preliminary

ANNUAL BUDGET

FYE 2018



CHAMPAIGN
PARK DISTRICT

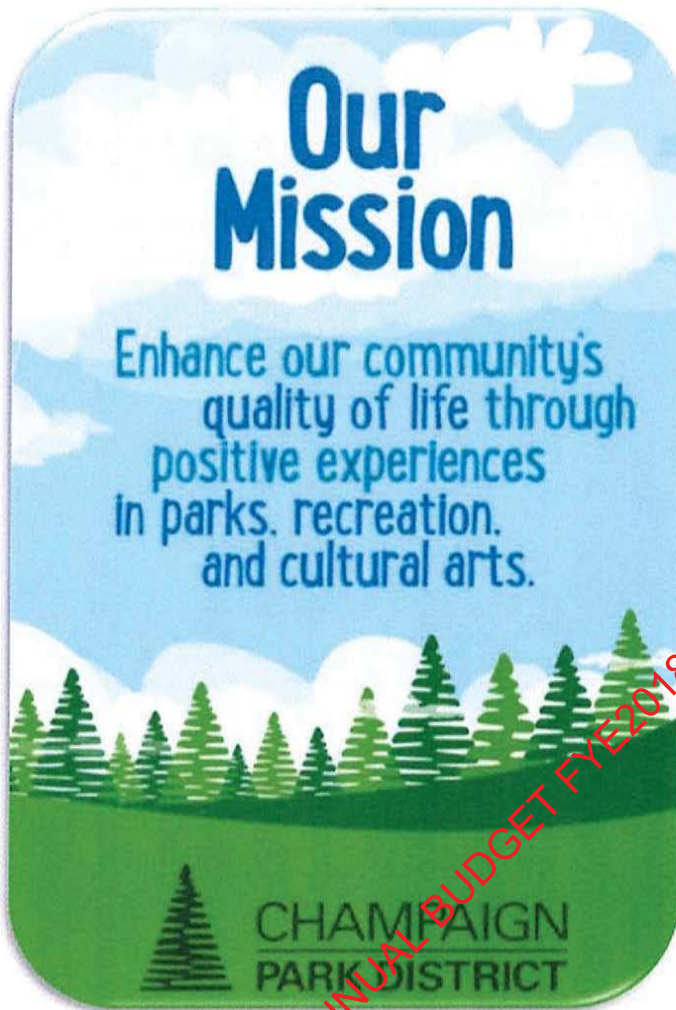
Board of Commissioners

Craig W. Hays
Barbara J. Kuhl
Timothy P. McMahon
Kevin Miller
Jane L. Solon

Officers

Cindy Harvey, Secretary
Gary G. Wackerlin, Treasurer
Guy C. Hall, Attorney
Joe DeLuca, Executive Director

**CHAMPAIGN PARK DISTRICT
BOARD OF COMMISSIONERS AND ADMINISTRATIVE STAFF
MAY 2017**



PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

BOARD OF COMMISSIONERS

- Craig W. Hays
- Barbara J. Kuhl
- Timothy P. McMahon
- Kevin J. Miller
- Jane L. Solon

OFFICERS

- Cindy Harvey, Secretary
- Joe DeLuce, Assistant Secretary
- Gary Wackerlin, Treasurer
- Guy C. Hall, Corporate Attorney

ADMINISTRATIVE STAFF

Executive Director.....	Joe DeLuce, CPRP
Assistant to the Executive Director.....	Cindy Harvey
Director of Finance.....	Andrea N. Wallace, CPA
Director of Human Resources, Technology & Risk.....	Tammy Hoggatt, SPHR, SHRM-SCP
Director of Marketing & Communications.....	Chelsea Norton
Director of Operations.....	Kevin Crump, CPRP
Director of Planning.....	Andrew Weiss
Director of Recreation & Cultural Arts.....	Jameel Jones, CGSP
Director of Virginia Theatre.....	Steven Bentz

CHAMPAIGN PARK DISTRICT
706 Kenwood Road, Champaign, IL 61821
t 217-398-2550 | f 217-355-8421
www.champaignparks.com

INTRODUCTION AND OVERVIEW

TRANSMITTAL LETTER

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PRELIMINARY ANNUAL BUDGET FY 2018 FOR DISCUSSION PURPOSES

TABLE OF CONTENTS

INTRODUCTION AND OVERVIEW	
Transmittal Letter	1
Budget Document Overview	3
Budget Highlights	4
Tentative Budget Schedule For FYE2018	7
Strategic Plan 2016 – 2019	9
GFOA Distinguished Budget Award	13
FINANCIAL STRUCTURE, POLICY & PROCESS.....	15
Budget Policies and Procedures.....	15
Fund Descriptions	17
Organization Chart	20
FINANCIAL SUMMARIES	21
Combined Fund Analysis.....	21
Budget Summary - All Funds.....	28
Fund Balance Summary	29
Detailed Line Item Budget – All Funds Combined.....	30
BUDGET BY FUND.....	37
General Fund	37
Recreation Fund.....	43
Museum Fund	50
Liability Insurance Fund.....	57
IMRF	60
Audit.....	64
Activity Fund.....	66
Special Donations Fund	68
Social Security Fund	72
Special Recreation Fund	74
Police Fund	82
CAPITAL AND DEBT.....	85
Paving and Lighting Fund.....	85
Capital Improvement and Repair Fund.....	87
Bond Amortization Fund	90
Bond Proceeds Funds.....	95
Land Acquisition Fund.....	97
Park Development Fund.....	99
Trails and Pathways Fund	100



Capital Improvement Plan	101
DEPARTMENTAL INFORMATION	119
General Fund	119
Administration.....	119
Marketing and Communications.....	122
Operations.....	124
Planning.....	131
Facilities.....	135
Other Programs.....	137
RECREATION FUND	139
Administration.....	139
Facilities.....	141
Sports Programs.....	147
Afterschool/Day Camp	155
Other Programs.....	161
Teen Programs	165
Concessions.....	167
Aquatics.....	171
MUSEUM FUND	175
Administration.....	175
Cultural Arts.....	177
Special Events.....	182
Facilities.....	183
Virginia Theatre.....	187
Afterschool/Day Camp/Preschool.....	195
SUPPLEMENTAL INFORMATION.....	197
DISTRICT PROFILE	197
ASSESSED VALUATION COMPARISONS	199
Parks and Facility Locator	209
Budget and Appropriation Ordinance No.	211
GLOSSARY	229
Acronyms	235

PRELIMINARY ANNUAL BUDGET FYE 2018 FOR DISCUSSION PURPOSES



CHAMPAIGN PARK DISTRICT

TO: Board of Commissioners and Officers
FROM: Joe DeLuca, Executive Director
RE: FY 2018 Annual Budget
DATE: May 1, 2017

Staff is pleased to present to you the proposed Annual Budget of the Champaign Park District for the fiscal year beginning May 1, 2017 and continuing through April 30, 2018. The document reflects the vision, mission, and values of the District in our efforts to be responsive to the recreation needs of the residents and to do so in a fiscally and environmentally responsible manner.

The focus of the FY 2017/18 proposed budget is to address the goals and objective outlined in the 2016-2019 Strategic Plan, which was approved by the Park Board in May of 2016. This budget addresses the needs of the residents by focusing on how the Park District can better connect and serve the community. The five key strategic initiatives of the 2016-2019 strategic plan include:

- Provide a family-friendly atmosphere where participants feel welcome and safe.
- Provide first-time opportunities for participants to try recreation and cultural arts programs and services.
- Provide parks, recreation and cultural arts that users can participate in throughout their lives.
- Provide parks, recreation and cultural arts that are affordable for all.
- Provide opportunities to create community connections in our parks, recreation and cultural arts.

Additionally, it reflects the priorities set by the Park Board of focusing on trails, land acquisition, Heritage Park, Spalding Park, Human Kinetics Park, and organizational excellence.

To meet the District's commitment to transparency and to satisfy the legal requirements, the Budget and Appropriation Ordinance will be made available for public inspection for at least thirty (30) days before it is considered for approval. The Budget and Appropriation Ordinance will be made available to the public following the Regular Board Meeting on May 10, at the Bresnan Meeting Center, and officially considered for approval at the June 28, 2017 Special Board Meeting.

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PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

BUDGET DOCUMENT OVERVIEW

This section is intended to assist those readers not familiar with the Champaign Park District budget or governmental budgeting. It provides a quick overview of how the budget is organized and what information is included. The Park District budget is divided into the following major sections:

INTRODUCTION AND OVERVIEW

This section contains the budget message that provides an overview of the entire budget and highlights the District's budget strategies and major issues that affect the development of the annual budget. Also, this section includes an overview of the strategic plan goals which are documented in more detail throughout the various sections.

FINANCIAL STRUCTURE, POLICY AND PROCESSES

This section includes the organizational chart, relationship between the funds and departments, fund descriptions and structure, as well as budget and financial policies and procedures.

FINANCIAL SUMMARIES

This section presents the description and budgets not only for each of the District's individual funds in total from a broad overview perspective, with the exception of the capital and debt funds, which are documented under the Capital and Debt section of this document, but also from a consolidated basis for all funds. It includes a detailed line item breakdown of each fund, historical revenues and expenditures, along with historical fund balance as a percentage of expenditures. In addition, a summary breakdown of individual fund balance changes and total expenditures, as well as tables, charts and graphs that illustrate the District's revenue, expense and tax rates and collections.

CAPITAL AND DEBT

This section details the District's individual capital and debt funds, as well as the capital improvement program. It outlines proposed major projects, recurring and periodic maintenance, the funding sources, the effect the program has on the operating budget and an overview of planned major capital expenditures for the next five years.

DEPARTMENTAL INFORMATION

Included in this section is a more detailed program budget within each fund as applicable. Detailed revenues and expenditures are included, as well as the most recent fiscal year accomplishments as applicable, specific strategic goals for the upcoming year, and performance indicators first implemented in fiscal year 2015.

SUPPLEMENTAL INFORMATION

This section includes various tables, schedules, maps, etc. which provide additional information about the District and the community. This section also contains a list of acronyms, and a glossary which provides definitions of budget terms used throughout the document.

PRELIMINARY ANNUAL BUDGET FYE 2018 FOR DISCUSSION PURPOSES

BUDGET HIGHLIGHTS

GENERAL INFORMATION

The Champaign Park District (District) was organized in November 1911. The District was established as a separate unit of local government in 1955 by a public referendum and is a municipal corporation under the statutes of the State of Illinois. The District operates under a Board-Manager form of government with five-member Board of Commissioners elected to six-year terms in biennial elections.

In 1999, the District received the Illinois Association of Park Districts and the Illinois Park and Recreation Distinguished Park and Agency Award. To earn this distinction, an agency is evaluated by a committee of five park professionals from the two associations. The evaluation is broken down into six separate categories on which the District is scored. The categories range from mandatory and legal requirements to desired standards for park districts set by the two associations. The District was re-evaluated during the 2005-06 fiscal year and the 2010-11 fiscal year and maintained this designation. The District submitted an application for recertification in March 2017. Pending acceptance into the program a mentor will be assigned and actual certification occurring in late 2017.

ECONOMIC CONDITION AND OUTLOOK

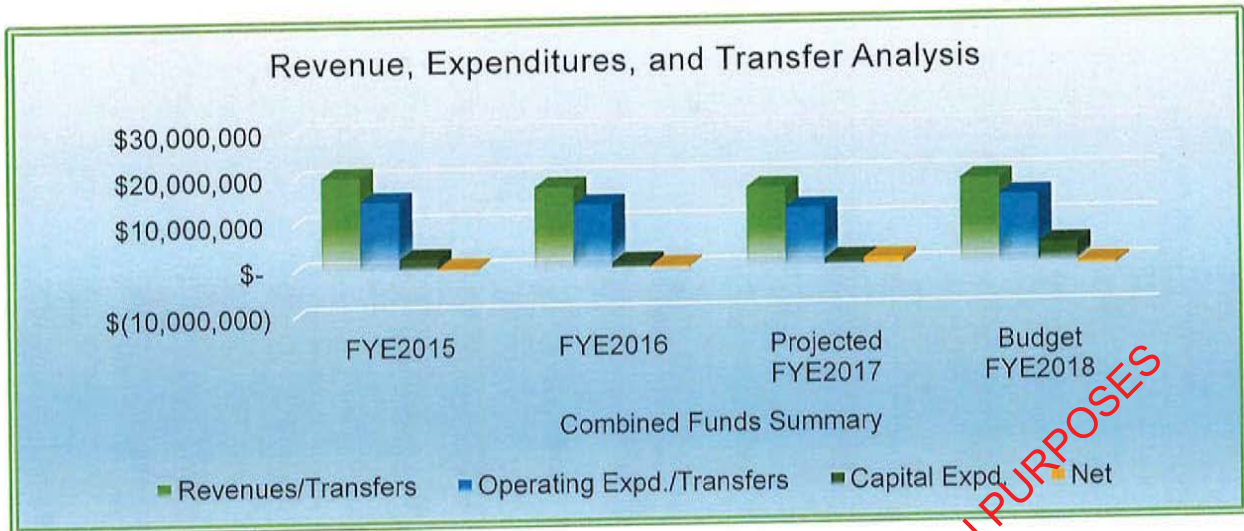
The District is located in East Central Illinois, one of the most stable economic environments in the state. A major reason for this stability is that the University of Illinois is located in Champaign and its neighbor city, Urbana. The University provides more than 23,000 jobs in the community. The large number of University employees residing within the District boundaries contributes greatly to the District's program and property tax revenues. Also, the District's commercial base is rather diverse which tends to minimize the overall effects of economic swings. The commercial base of the District is mainly divided between healthcare, retail, food, service, real estate and high technology industries.

In recent years the District's boundaries have expanded by residential, retail and commercial growth. The District's assessed valuation decreased a net 2.88% from revenue year (RY) 2009 through RY2013, mostly due to residential property assessed values declining as well as the slow growth in new construction. Prior to RY2009, the District's assessed valuation had increased an average of 4-6% a year, with one year increasing 15% due to annexations. The RY2016 equalized assessed value increased 8.05%, and is projected to increase approximately 10% in RY2017. This increase is mostly due to a 14.5% growth in commercial properties over the prior year, with additional 3.2% growth in farm and 3.06% growth in residential. Several large commercial developments started to be completed and added to the tax roll in 2016, with a full year impact to be seen in 2017. This growth was in downtown Champaign, and in the campus town area.

New construction continues to be strong and positively added to the EAV which is excluded from property tax cap limits imposed by the Property Tax Extension Limitation Law in the first year only. This law limits the increase in the District's annual property tax levy to the lesser of 5% or the increase in the national Consumer Price Index plus any new or improved property within the District. The increase in the Consumer Price Index for RY2016 (FYE2018) is 0.7%, and for RY17 (FYE2019) will be 2.10%.

REVENUE HIGHLIGHTS

New programs planned for the next budget year include the Bridgewater Banks Lewis Fine Arts Academy partnership for a youth drum corps program, establishment of a senior life recognition award ceremony "Living Legend", increasing the number of activities planned within the various programs offered throughout the District. The largest increase was due to the 8.05% increase in EAV for property taxes. While the District looks for ways to increase the amount of non-tax revenues, property tax revenues help to sustain operations and capital projects.



EXPENDITURE HIGHLIGHTS

As a way to enhance the customers experience, and to provide employees a way to electronically clock-in at the various concession facilities, phone and internet access was or is planned to be installed at the various locations. This added a monthly fee to the Dodds Park, Dodds Park Soccer, and Zahnd concession budgets for FYE2018 that did not occur in the past. In addition, by accepting credit cards at the concession locations, there is the potential for additional credit card fees that these budgets have not historically had. Both of these items added to the additional expenditures budgeted for FYE2018.

Salaries and wages increased over prior year as the continued effort to keep staff pay competitive. Part-time and seasonal rates increased on average 3-10% depending on the position, while full-time positions include a 2.5% merit increase consistent with prior years.

Capital expenditures include multiple large projects this year as highlighted in the capital section of the budget document. Projects exceeding \$600,000 include Heritage Park phase 1, Hessel Park phase 2/3, and new park lighting at Dodds Park.

CURRENT YEAR INITIATIVES

The focus for Budget Year 2018 continues to focus on the District's strategic and Board goals. Steps to be taken include strengthening fiscal responsibility by maximizing monetary resources. Staff will be reviewing the revenue policy and continue to focus on program revenue goals while maximizing the Champaign Parks Foundation resources. The budget focuses on continued improvements throughout the District while maintaining and enhancing existing programs for sustainability. The District continues to maintain 120-day reserve balance in the General, Recreation, and Museum funds since implemented in 2008, which reflects strong financial sustainability and management of funds.

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

FUTURE IMPACT OF CURRENT LEGISLATION

The operating and capital budgets will be continually monitored in current and future years, especially considering the current economic uncertainty surrounding the following issues:

- The likelihood of a property tax freeze is imminent, the question remains as to timing and duration of this change.
- Maintain staffing at a proper level based on services provided, and the expectation of continual increases in health care and benefits.
- Future impact of a minimum wage increase if increased from \$8.25 to \$9.00 was delayed from the original July 1, 2016 effective date with expectation of increasing until it reaches \$10.00/hour. Current IL legislation on minimum wage, including House Bill 198, Senate Bill 1738 and Senate Bill 2 seeks to increase the rate to \$15/hr.; however with businesses leaving the state, this appears unlikely to pass at the rate. Illinois has continued to shrink in population for three consecutive years.
- The initial impact for part-time staff currently at the \$8.25 rate is minimal to the District, as the majority of our seasonal part-time positions pay at least \$9.00/hour. The ripple effect though for staff already at the \$9.00/hour will be significant. This will require future planning by the District if or when this becomes law.
- Despite the delay in overtime rule issued by the U.S. Department of Labor for executive, administrative and professional employees, the District continues to monitor for the potential impact. This ruling increases the threshold for exempt eligibility from
- \$23,660/year to \$47,476/year, to be adjusted every three years for inflation. The District has identified twenty-four full-time employees that could potentially be impacted by this change. Based on current salaries, should these employees be affected and assuming annual overtime of forty hours per person, the potential cost to the District would be approximately \$27,220 plus payroll taxes and IMRF of \$4,600. Should these individuals be reclassified to exempt status based on a review of job duties, increases to base salary for these same group of employees would cost the District an additional \$225,200 in wages plus \$37,090 in additional payroll taxes and IMRF; however the likelihood of the latter occurring is remote. This is a key area that staff continue to monitor.

PRELIMINARY ANNUAL BUDGET 2018 FOR DISCUSSION PURPOSES

TENTATIVE BUDGET SCHEDULE FOR FYE2018

(ITEMS DENOTING BOARD APPROVAL)

- April 12, 2017** • The proposed merit pool is reviewed and approved by the Board.
- April 2017** • District receives the new fiscal year tax levy amount from the county. Staff reviews the levy allocation and adjusts the amount between funds as needed.
- May 10, 2017** • The proposed Annual Budget is presented and discussed at Board Meeting.
- May 1, 2017** • Start of fiscal year.
- May 10, 2016** • A Public Hearing is set on the proposed Budget and Appropriation Ordinance. The Ordinance is prepared and made available to the public at the Bresnan Meeting Center.
- June 2017** • Notice of Public Hearing on the Budget and Appropriation Ordinance is published in the newspaper.
- June 28, 2017** • Public Hearing on the Budget and Appropriation Ordinance is held. After the hearing, the ordinance is approved by the Board. The annual budget is approved.
- July 29, 2017** • Latest date to file a certified copy of the Budget and Appropriation Ordinance and an Estimate of the Revenues to be received with the County Clerk.
- September 1, 2017** • Adopt Resolution on Intent to Issue General Obligation Bonds and to set a Public Hearing date on the proposed issue.
- October 12, 2017** • Adopt Resolution of Estimate of Taxes to be Levied for FYE2019. A Public Hearing is held on the proposed bond issue. A resolution is adopted to issue the bonds and to accept bids on the issue.
- October 2017** • Staff begin reviewing the current 6-year CIP and begin working on list of capital projects for 2019-2024.
- October 28, 2017** • Annual Audit, Treasurer's and State Comptroller's Reports are filed with the County Clerk and State of Illinois.

October 31, 2017

- Notice of Public Hearing on proposed Tax Levy and Truth in Taxation information is published in the newspaper.

November 2017

- Work is started on the Operating Budget for FYE2019 (to be presented May 2018 at regular meeting).

November 8, 2017

- Hold Public Hearing on proposed Tax Levy. Adopt Tax Levy Ordinance. Approve the bond bid and adopt the bond ordinance. Levy is filed with County Clerk.

November 30, 2017

- Pay off 2016 general obligation bond issue.

December 13, 2017

- Make payment on Alternate Revenue Bonds. Tax Levy Ordinance is filed with County Clerk.

January 10, 2018

- Seasonal and part-time rates for next fiscal year are presented and approved.

January 24, 2018

- Capital Items and CIP for 2019-2024 are presented and discussed.

February 8, 2018

- Tax abatement is prepared on alternate revenue bonds, approved and filed with the County Clerk

February 22, 2018

- Capital Items are approved by the Board, and incorporated into the FYE2019 budget document.

March 2018

- Merit pool for upcoming fiscal year is presented to Board.

April 12, 2018

- Merit pool for FYE2019 is approved by Board.

PRELIMINARY ANNUAL BUDGET FYE2019 FOR DISCUSSION PURPOSES

STRATEGIC PLAN 2016 – 2019

Mission: To Enhance our community's quality of life through positive experiences in parks, recreation and the cultural arts.

Vision: To consistently exceed community expectations.

Values: Stewardship, Organizational Excellence, Innovation, Customer Service and Diversity

Strategic Goals & Objectives

To continue to inspire staff innovation and community-driven planning, we have developed five strategic goals. Specific objectives within each goal outline the path to fulfilling our mission statement through this 2016-2019 strategic plan.



SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE **OBJECTIVES**

- Develop customer service standards and training.
- Develop both an internal and external culture of treating customers and co-workers/board members like family.
- Create new fun and safe park amenities.
- Develop a marketing plan to promote friendliness, safety and hospitality.
- Design and implement enhanced physical entrance/lobby and park front entrance to reflect friendly, welcoming, and safe themes.
- Provide equal access for all patrons to all parks, facilities and programs.
- Enhance the safety and security in each park and facility so all patrons feel safe.
- Develop a plan to hire/train multi-lingual staff and promote programs in a variety of languages.
- Create events & programs that highlight different cultures.
- Complete and implement a trails master plan.
- Promote family volunteering at various events and programs.

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

- Train staff to make first-time participants feel important by enhancing the participant experience.
- Encourage staff to focus on first-time program participants.
- Track new programming and equipment trends.
- Develop and implement a marketing plan to encourage first-time opportunities and a spirit of discovery.
- Improve internal customer service through staff training.
- Develop entry level positions for operations specialty roles (i.e. plumbing, electricians, HVAC).
- Develop strategies to give potential users a sample of programs and services.
- Develop opportunities to gather feedback for the needs and interests of various cultures/races/demographics.
- Identify sources to provide capital development funds for new parks, facilities and amenities.
- Increase the number of scholarships for first-time experiences.
- Create first-time opportunities for employment at the District.
- Better incorporate programming in parks and trails to encourage use of outdoor space.

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPATE IN THROUGHOUT THEIR LIVES

OBJECTIVES:

- Evaluate recommendations of the U of I Recreation, Sports, & Tourism appraisal of programs.
- Determine the level of service for parks, facilities and amenities to meet all residents' needs.
- Provide parks, amenities and facilities that serve all ages.
- Research new opportunities and aging trends for programs and facilities for various age groups.
- Provide intergenerational programming.
- Provide program scholarships from which all ages can benefit.
- Develop and implement programmatic, financial, human resources, operational and organizational dashboards.
- Update the District's Comprehensive Plan.
- Develop and promote health and wellness programs.
- Reach out to residents for input on new programs for all ages.
- Develop a five-year financial plan to accomplish sustainable parks and programs.

SG4 – PROVIDE PARKS, RECREATION AND CULTURAL ARTS THAT ARE AFFORDABLE FOR ALL

OBJECTIVES:

- Find a balance of service vs. business.
- Define core programs and services.
- Update revenue philosophy and purchasing policy.
- Develop opportunities to increase non-tax-based revenues by increasing sponsorships, grants, and donations.
- Offer affordable programs, parks, and services.
- Develop creative and effective payment programs for participants.
- Reward the loyalty of participants.
- Evaluate fees for rentals and services.
- Develop effective strategies to make programs more affordable.
- Develop additional low-cost or free programs.
- Develop new fundraising programs for the Parks Foundation.

SG5 – PROVIDE OPPORTUNITIES TO CREATE COMMUNITY CONNECTIONS IN OUR PARKS, RECREATION, AND CULTURAL ARTS

OBJECTIVES:

- Create a citizen advisory board for programs and services.
- Evaluate current community partnerships and develop new partnerships.
- Develop new family-focused special events or activities that bring residents together.
- Increase face-to-face connections with members of the community.
- Identify new opportunities to work with community groups.
- Involve community members and agencies in our programs and events.
- Create new programs, parks, facilities, amenities and services to connect with more people in the community.
- Develop new community and program partners by evaluating the community needs assessment results.
- Work with the school district on programs and services as part of the Community School Initiative.
- Develop open-street programs and other downtown events to bring community members together.
- Develop a District software application to create connections with and between users/residents.
- Increase financial and in-kind support of outside groups and agencies to provide programs and events.



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PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

Champaign Park District

Illinois

For the Fiscal Year Beginning

May 1, 2016

A handwritten signature in black ink, appearing to read "Jeffrey R. Egan".

Executive Director

GFOA DISTINGUISHED BUDGET AWARD

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Award to Champaign Park District, Illinois for its annual budget for the fiscal year beginning May 1, 2016. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

FINANCIAL STRUCTURE, POLICY & PROCESS

BUDGET POLICIES AND PROCEDURES

Each major fund has a separate section including each fund's description, staff breakdown and operating budget by department. These were the basis for determining which services and operations are to be provided for the coming year.

BUDGET IMPLEMENTATION, REVIEW AND AMENDMENT

The process continues with the implementation of policies determined during budget development. Budget policies are implemented in a timely manner. Policies such as fee increases are set at the beginning of a season or program. Registration and program fees are reviewed on a regular basis, and program reviews are done on a seasonal basis.

Budgetary control is maintained throughout the year through an internal reporting process. Management receives monthly reports detailing budget status on a monthly and year-to-date basis to monitor policy implementation. Major expenditures are verified to budgeted and appropriated amounts prior to the actual purchase. The Board of Commissioners reviews and approves all District expenditures on a monthly basis.

POLICIES AND ASSUMPTIONS

Budget policies are designed to establish a framework for providing quality services in an efficient and effective manner while maintaining long-term financial stability within the established limitations. These policies are reviewed, modified as appropriate, and adopted annually.

The District is committed to maintaining a stable tax rate, and to consciously not increase the current rate when levying funds. RY2016 EAV growth of 6.05% attributed to a reduction in the new tax rate from .7443 down to .7149.

When preparing the budget, the District continued with a conservative fiscal policy. Guidelines are that amounts should be as realistic as possible, but when in doubt, staff should err on the conservative side, minimizing budgeted revenues and maximizing budgeted expenditures. This concept is very evident in budgeting for seasonal staff, maintenance and program supplies. Managers plan for a full staff for the full season with no missing days and extra supplies for full programs, however the actual budget factors in historical closures and cancellations.

The District prepares a balanced budget in all of the main operating funds. A balanced budget is a budget where operating revenues meet or exceed operating expenditures, and reserve or carryover balances are not considered a revenue source unless specifically noted. Capital fund budgets however, may not always be balanced as multi-year projects may have carryover balances when projects extend between years, and the balance is expended as the projects are completed. The District may also use excess fund balances to finance a significant capital project rather than to borrow funds. While this creates the appearance of an unbalanced budget, it is more a depiction of good financial planning by the District and Board of Commissioners.

The District maintains a detailed Investment Policy which meets the legal requirements of the State of Illinois statutes. The policy emphasizes safety of principal, authorized investments and collateralization. Cash idle during the year is invested in insured or collateralized Certificates of Deposit, State of Illinois Treasurer's Funds, the Illinois Park District Liquid Asset Fund and Illinois Metropolitan Investment Fund.

Department heads are responsible for purchases with the Executive Director having final approval. The District's purchasing policy details what may be purchased and at what levels. Purchases of non-budgeted or over-budgeted line items must be offset by additional revenue sources or savings in a different budget line item area before the purchase can be made. Contracts \$25,000 and over, or in excess of one year must be Board-approved prior to execution.

The District is committed to complying with the Americans with Disabilities Act through funding by different funds for facility and program improvements and staff training. A significant portion of the special recreation budget is allocated to making District parks and facilities ADA-accessible.

The District is also committed to offering and maintaining safe programs, events and facilities. The District has implemented a risk management program and employs a full-time Risk Manager to oversee the program. The program is evaluated biannually by the District's insurance carrier, the Park District Risk Management Agency (PDRMA). In 2016, the District again attained the highest

accreditation score for its ongoing risk management program.

As some residents are unable to participate in programs due to economic hardships, the District offers a scholarship program to reduce program fees. This is funded mainly by public donations to the Foundation, as well as \$1 for every program registration.

The District levies and collects property taxes in the following funds: General Corporate, Recreation, Museum, IMRF, Social Security, Police, Audit, Liability Insurance, Paving and Lighting, and Special Recreation. By Park District Code statutes, these funds must be accounted for in separate funds.

In 1997, voters approved a property tax cap for the District. This action limits the increase in the aggregate extension of the tax levy for the District to the lesser of 5% or the increase in the Consumer Price Index plus any new property added to the District during the past year. This year's increase in the index was set at 0.7%. Also, the act limits the amount of non-referendum debt payment the District can make each year. The District's limit is currently set at \$1,124,527. The net effect of the tax cap legislation is that it has tightened the District's capital budget. In previous years, a portion of the annual tax levy has been used to help fund the capital budget. As the levy amount is reduced, the District must reduce either the operating budget or the capital budget.

DEBT POLICY

The District issues debt to provide financing and pay the cost associated with the acquisition and improvement of long-term assets and/or to make the annual debt payment on the Alternate Revenue Bonds. These funds are not used to finance regular operations. The District's primary objective in debt management is to keep the level of indebtedness within available resources and within the total debt and payment limits established by state statutes and tax cap legislation.

The legal debt limit for the District is 2.875% (\$48,192,729) of assessed valuation for total debt issued and .575% (\$9,638,546) for non-referendum General Obligation Bonds. Currently, the District has \$1,100,400 of non-referendum General Obligation Bonded debt outstanding which will mature in November 2017 and \$4,185,000 of Alternate Revenue Bonds with the final payment due December 15, 2024.

The District is scheduled to issue approximately \$1,123,500 of one-year General Obligation Limited Bonds in November 2017. Approximately \$529,050, will be used to make principal and interest payments on the outstanding Alternate Revenue Bonds. The remaining proceeds will be used for capital projects.

FUND BALANCE

Fund balances are classified as follows:

- Non-spendable-amounts that cannot be spent either because they are not in a spendable form or because they are legally or contractually required to be maintained intact.
- Restricted-amounts that can be spent only for specific purposes because of the District charter, state or federal laws, or externally imposed conditions by grantors or creditors.
- Committed-amounts that can be used only for specific purposes determined by a formal resolution of the District Board of Commissioners.
- Assigned-amounts that are constrained by the Board of Commissioners' intent to be used for specific purposes but are neither restricted nor committed.
- Unassigned-all amounts not included in other spendable classifications. The general fund is the only fund that reports a positive unassigned fund balance amount.

PERSONNEL

Salaries and wages for all staff are based on set ranges and an annual merit pool is reviewed and approved by the Board of Commissioners annually for full-time staff. Any new full-time positions or current positions hired outside of the set salary range must be approved by the Board of Commissioners, as well as any increase in full-time positions.

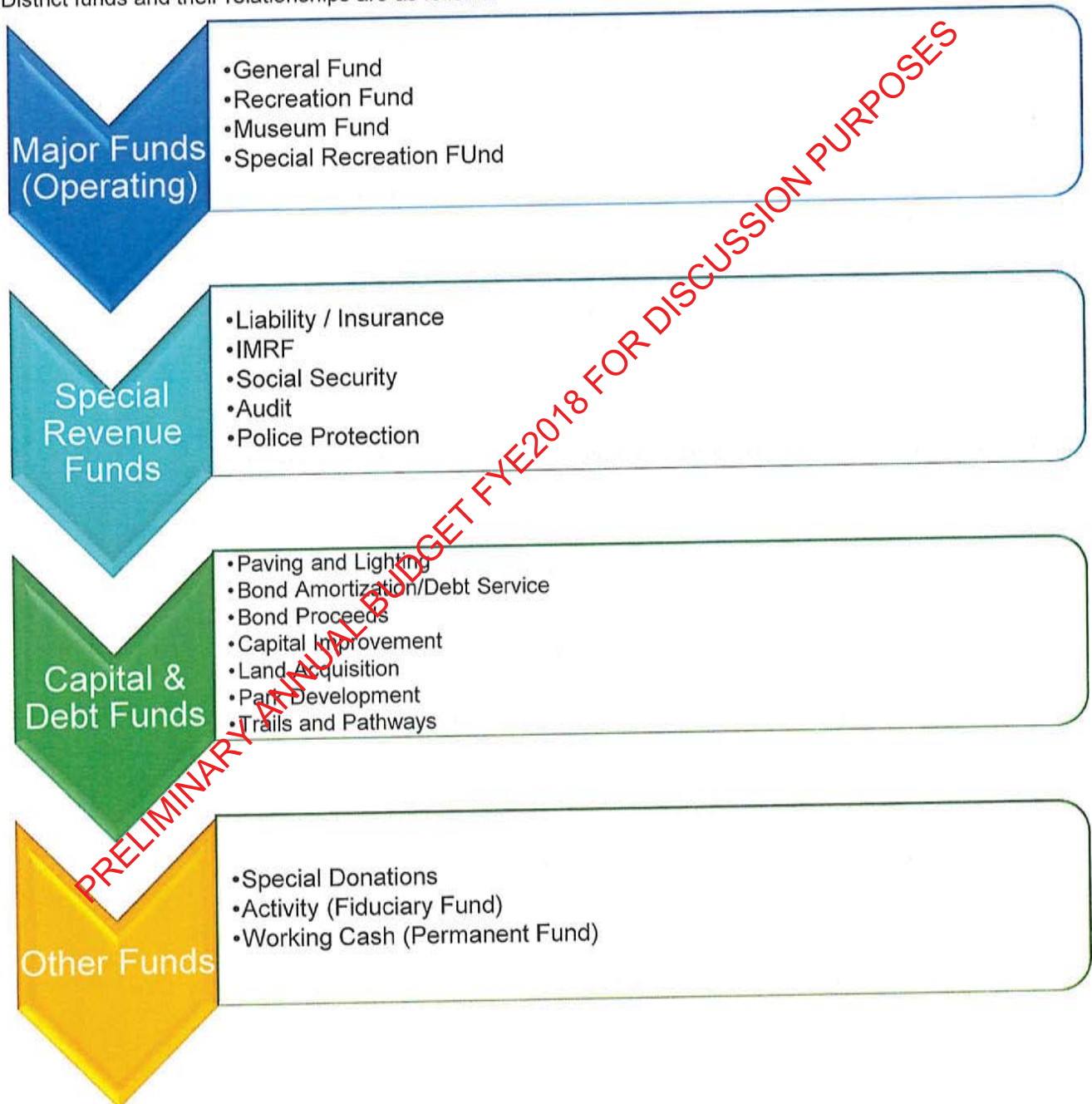
CAPITAL PROGRAM

The District constantly reviews and re-prioritizes the capital program and budget to meet the District's maintenance, development and land acquisition goals and standards. The District maintains replacement schedules and strives to follow them. The District realizes the capital program budget must keep pace with District growth and the new services residents request; however, the operating budget may be restricted or cut back in order to make this possible. Budgets for the CIP are based on planned revenue for the fiscal year, without utilizing reserve funds for projects unless it is either approved by the Board of Commissioners, or the project was budgeted and started for in the prior fiscal year but not completed by the end of the year.

FUND DESCRIPTIONS

The District appropriates expenditures annually to the funds listed below. The District can levy property taxes in the following funds: General Corporate, Bond Amortization, IMRF, Police, Audit, Liability Insurance, Social Security, Museum, Recreation, Paving and Lighting and Special Recreation. There is no maximum rate for — the IMRF, Social Security and Liability Insurance Funds. Proceeds from the levies can only be used for specific purposes.

District funds and their relationships are as follows.



Please note that the number next to the description does not indicate the actual fund number used in the accounting system:

1. **GENERAL CORPORATE FUND** – The General Fund is the general operating fund of the District. All dollars that, by law or for administrative control, are not in separate funds are deposited and accounted for in the General Fund. This fund is used to account for the general administrative costs, park and facility operation and maintenance costs. Funding is mainly provided by property taxes. This fund is broken down into four departments: Administration, Marketing, Operations, and Planning.
2. **RECREATION FUND** – The Recreation Fund is used to account for recreation programs. Property taxes are levied in this fund to pay the administrative costs of the programs provided the public. The District attempts to set program and admission fees at levels that will cover the programs' direct costs. This fund includes the following nine departments: Administration, Facilities, Sports Programs, Afterschool/Day Camp Programs, Teen Programs, Aquatics Concessions and Other.
3. **MUSEUM FUND** – The Museum Fund accounts for the cultural arts programs, special events and services such as the Taste of C-U, summer concerts in the park, as well as dance and special interest classes provided to the public. The Springer Cultural Center, the Virginia Theatre and Prairie Farm are accounted for in this fund. Property taxes are levied to pay administrative costs and to help offset the other costs of the programs, concerts and special events.
4. **LIABILITY INSURANCE FUND** – The Liability Insurance Fund accounts for the District's insurance and risk management program activity. Property taxes are levied to pay for insurance coverage for general liability, property, vehicle, workers' compensation, public officials' liability, employment practices, pollution and state unemployment services and charges. Taxes are also levied to pay for and administer the District's risk management program.
5. **ILLINOIS MUNICIPAL RETIREMENT FUND** – The IMRF Fund accounts for the activities resulting from the District's participation in the Illinois Municipal Retirement Fund. To be eligible to participate, an employee must work 1,000 hours during the year for the District. The employee must contribute 4.5% of eligible salary while the District must contribute an additional percentage as detailed in the Fund Summary section. Property taxes are levied to pay the District's portion.
6. **SOCIAL SECURITY (FICA) FUND** – The FICA Fund accounts for the District's contribution to Social Security and Medicare. Property taxes are levied to pay the District's portion of the Social Security and Medicare tax on all wages paid by the District.
7. **AUDIT FUND** – The Audit Fund accounts for the expenditures related to the District's annual financial audit, which is mandated by state law, as well as grant audits required under the various capital projects through the State of Illinois. Property taxes are levied to provide resources for this expenditure.
8. **PAVING AND LIGHTING FUND** – Property taxes are levied for this fund to be used for the construction, maintenance and lighting of streets, roadways, bike paths, sidewalks and parking lots within the parks and facilities maintained by the District.
9. **POLICE PROTECTION FUND** – Property taxes are levied in this fund to contract with the City of Champaign for use of police officers. The officers are on site at the pools, parks, facilities and special events during the year to help staff maintain safe facilities and events.

10. **SPECIAL RECREATION FUND** – Property taxes are levied for this fund that accounts for the operation of the C-U Special Recreation program. The District is the administrative district for CUSR. The Urbana Park District also levies a tax for the operation of the program, which are included as revenue in the overall budget. The District policies and procedures are followed for this specific fund.
11. **ACTIVITY FUND** – This fund accounts for special monies from PDRMA awards, vending machines and the Adopt-A-Park program. The District administers the accounts, and they are audited with the other District funds. Each group is responsible for its own budget, but the administration of the accounts is done by District staff.
12. **SPECIAL DONATIONS FUND** – The Special Donations Fund is used to account for donations and gifts that are given specifically to the District, and to keep track of scholarship revenue and expenditures. As of the end of the 2008 fiscal year, a majority of the dollars in this fund were transferred over to the Champaign Parks Foundation.
13. **BOND AMORTIZATION FUND** – Property taxes are levied in this fund to pay the principal, interest and other professional fees associated with the bonds that have been issued for the District.
14. **BOND PROCEEDS FUNDS** - These funds account for the activity of the bond proceeds that have been issued and received. Bond proceeds are restricted to, and used by the District for, the purchase, development and renovation of park lands, buildings, facilities and equipment and any fees connected with the issuance of the bonds. Proceeds can also be used to pay off the debt payment on Alternate Revenue Bonds.
15. **CAPITAL IMPROVEMENT FUND** – The Capital Improvement Fund was established as a funding program for capital improvements and repair projects not funded by other funds. Money is accumulated in a variety of ways, including payment in lieu of taxes, corporate replacement taxes, state and federal grant programs and transfers of unallocated reserve balances from other District funds.
16. **WORKING CASH FUND** – The Working Cash Fund can only be used for temporary loans to other funds. The balance in this fund is maintained at \$250,000 with any excess from interest earned during the year credited to the General Fund. No budget is needed for this fund.
17. **LAND ACQUISITION FUND** – The Land Acquisition Fund can only be used for the costs associated with acquiring land for the District.
18. **PARK DEVELOPMENT FUND** – The Park Development fund was established in May 2016 by Board action to commit funds for future developments in the parks.
19. **TRAILS AND PATHWAYS FUND** – The trails and pathways fund was established in May 2016 by Board action to commit funds for trails and pathways throughout the District.

FINANCIAL SUMMARIES

COMBINED FUND ANALYSIS

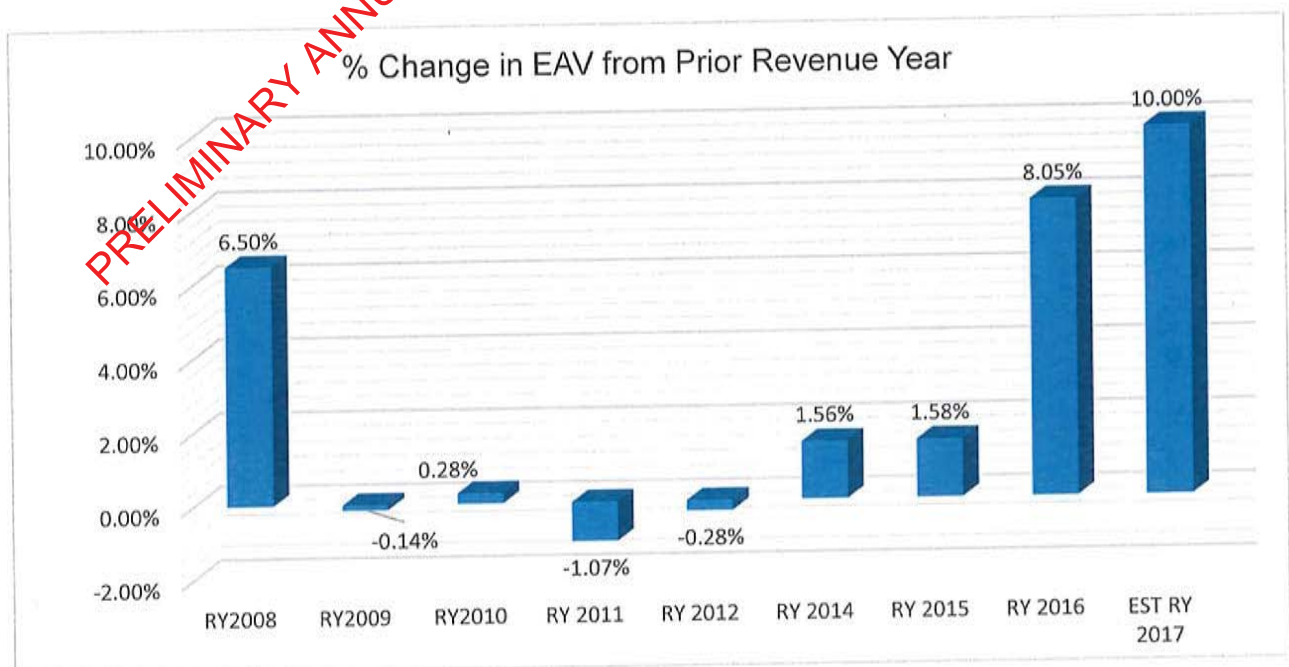
BUDGET ANALYSIS

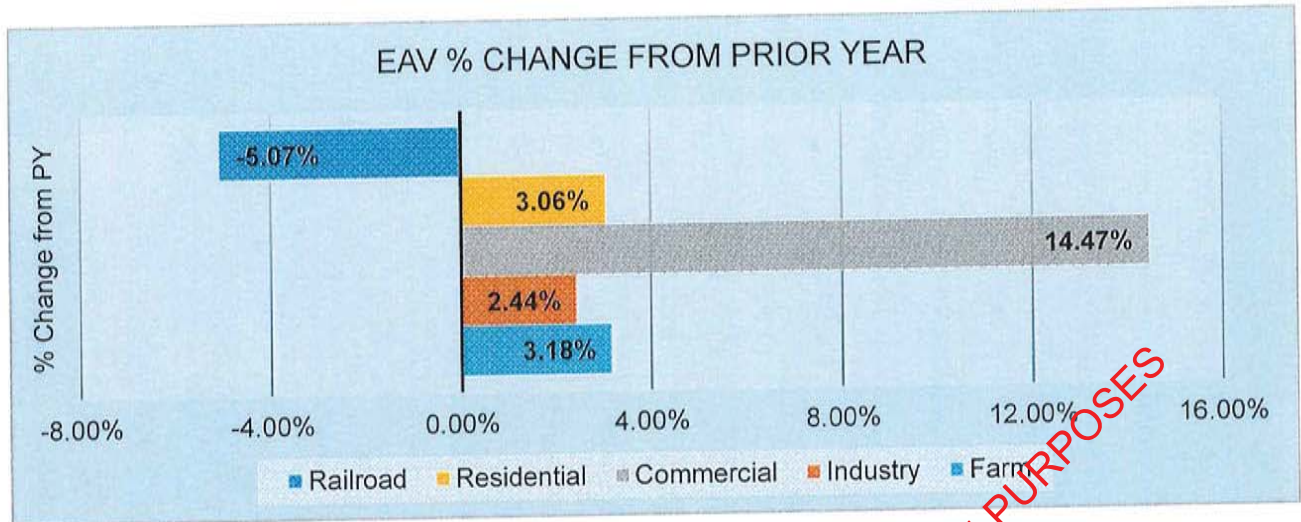
The District has prepared a budget for FYE2018 that shows a surplus operating budget, and a deficit capital budget as excess funds are used from prior years to complete projects. A balanced budget is a budget where operating revenues meet or exceed operating expenses. Reserve balances are not considered an operating revenue source, but have been utilized in the Champaign-Urbana Special Recreation fund to continue to meet ADA improvements throughout the District as well as the Capital Improvement Fund for large capital projects. The priorities for the year involve addressing the needs of the District by being more effective and efficient in daily operations and in the pursuit of excellence. It reflects the priorities set by the Park Board of focusing on using current resources only for operations while planning for larger capital projects in the future such as improvements at Heritage Lake, Hessel Park, trails and pathways throughout the District, and saving for future land acquisition. Staff continue to emphasize the high standards and best practices implemented by the District over the years to provide and maintain our current level of services.

CARRYOVER/RESERVE BALANCE – Since the 120-day reserve requirement was established in 2008, the District continues to maintain the minimum 120-day operating reserves in each of the main operating funds; specifically General, Recreation and Museum Funds. In FYE2016, the Board committed \$800,000 of these funds to be utilized for future park development and trails/pathways. Furthermore the Board has committed \$300,000 to be used for the development of a park North of Trails of Abbey Fields Subdivision, later formally named "Commissioners Park". Also, excess funds are assigned to development at Heritage Park phase 1.

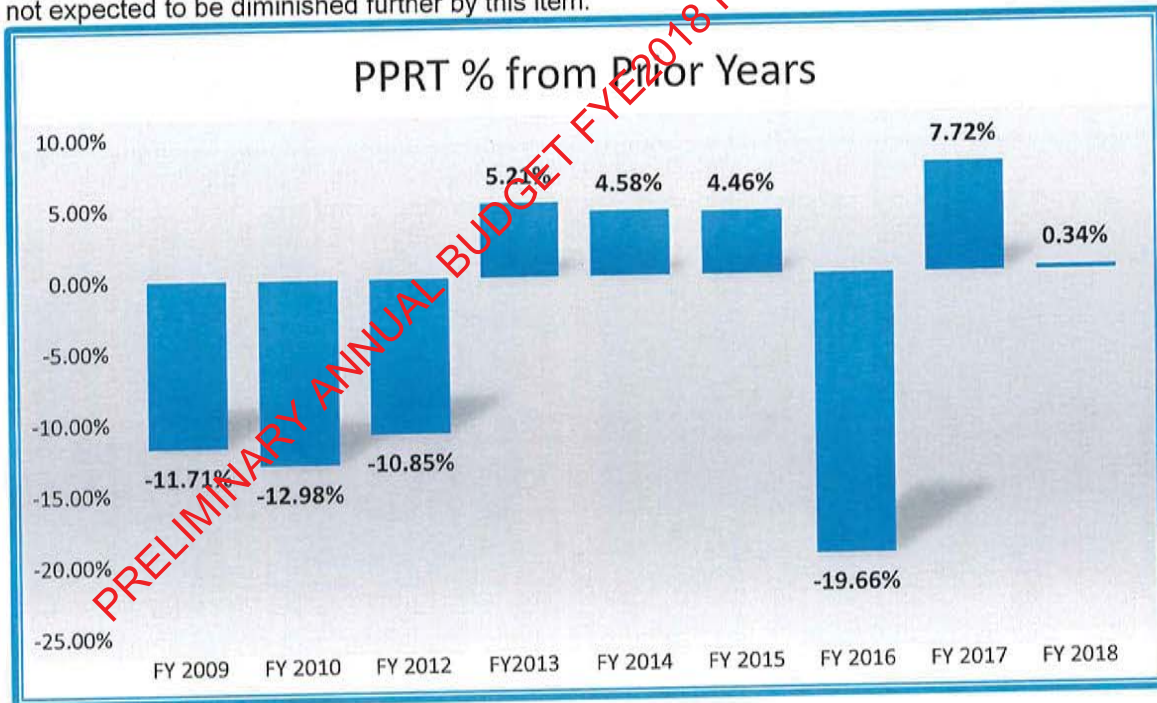
REVENUES:

REAL ESTATE TAXES – These taxes account for 74% of the District's total revenues excluding transfers, which is consistent with past years. Tax revenues budgeted at \$460,859 (3.93%) more than the prior year actual receipts. In calendar year 2016, also referred to as revenue year (RY), the assessed valuation of the District increased 8.05% or \$124,931,207 from the previous year as a result of new construction being added to the tax roll as well as expiring enterprise zones. It is anticipated that the EAV will increase approximately 10.0% in 2017 as a majority of the construction projects completed towards the end of 2015 were not fully recognized in 2016 and will be 100% on the tax roll next year.





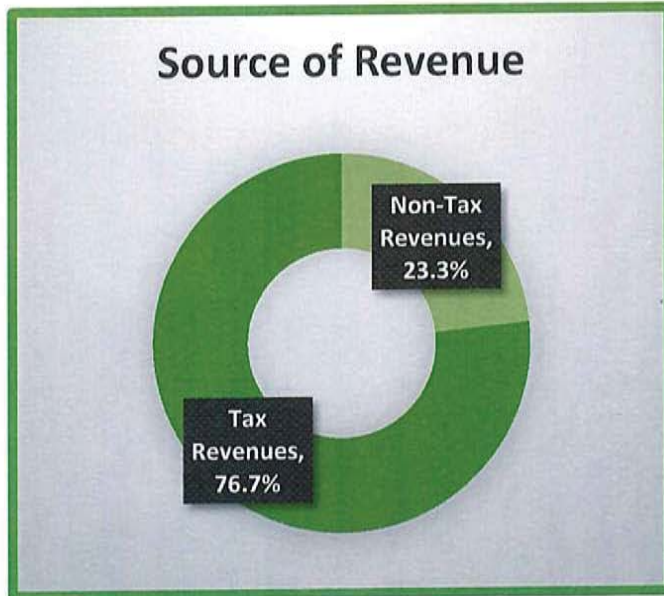
REPLACEMENT TAXES (PPRT) – Due to the volatility of this revenue source, the lack of a State budget, Illinois Department of Revenue had not projected future tax for the FYE2018; as such funding levels were maintained at same level for budget purposes. All receipts for this line item is credited to the Capital Improvement plan. It is important to mention the Illinois Department of Revenue announced a calculation error in the 2014 PPRT where local governments have been overpaid funds. The direct impact to the District is estimated to be \$33,736 and has been recorded as a liability in FYE2016, As of FYE2017, and the state has not sent notification of the payback of funds. As such, a liability continues and the impact of future revenues is not expected to be diminished further by this item.



NON-TAX REVENUE SOURCES – Revenues received from the District that are not derived from property or replacement taxes. The District’s goal is to strive to have the non-tax revenues be at least 25% of the total revenue source. These non-tax revenues include interest income, program income (charges for services), sponsorships, concessions, special receipts, and other and are further detailed below.

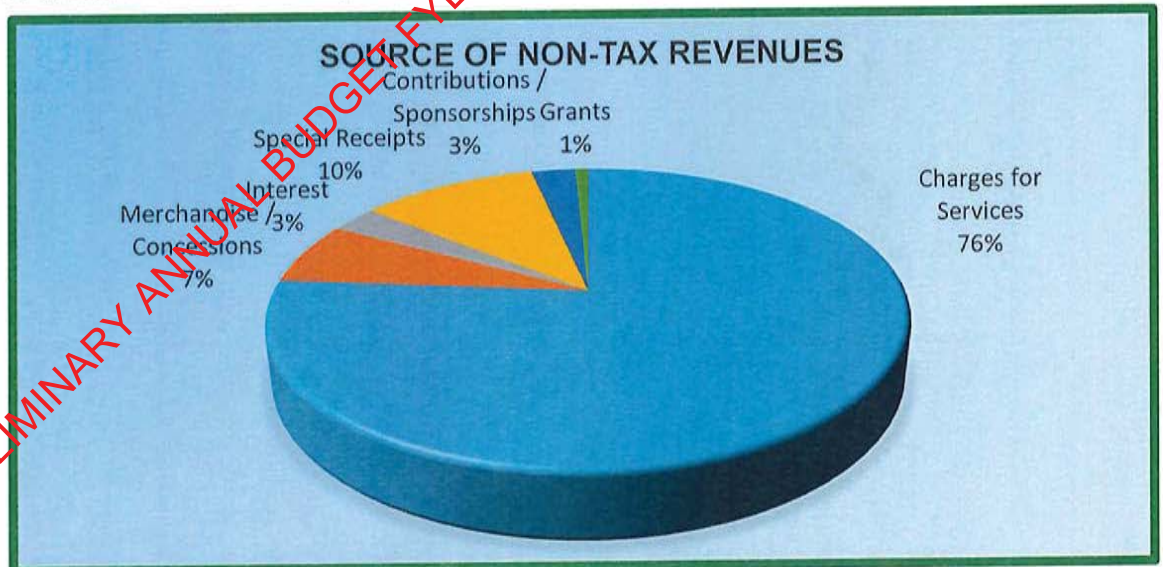
INTEREST INCOME – Funds were reinvested from a low yield count earning 0.01% annually to higher-yield investments only maintaining what is necessary in the lower earning account for immediate cash needs. Also the fed funds rate nearly doubled from the prior year at the federal level, thus increasing the earnings on the regular money market funds held throughout the District. Investing in long-term certificates of deposit up to five years has also provided for additional earnings. This shift in investing for longer periods of time rather

than one- year has resulted in higher earnings while maintaining adequate cash on hand to meet cash flow needs of the District. Revenue for FYE2018 is budgeted similar to prior year with despite using cash on hand in FYE2018 for capital projects. By spreading out the maturities, the goal is two-fold: increase earnings while maintaining principal and simplify the investments through staggered terms.



CHARGES FOR SERVICES – Program income comes from a variety of sources – youth and sport day camps; preschool and after school programs; adult and youth sport leagues; tennis programs; facility programs such as fitness, dance and birthday programs; movies and events at the Virginia Theatre; special events such as Taste of C-U, special recreation programs and activities, pool passes and memberships. Program income is projected to increase 2.9% for FYE2018. Staff plan to add new programming and increase program fees charged within the next year. With a plan to increase marketing of District programs, the planned outcome is to increase participation and thus increasing revenues collected. Staff continue to monitor program cancellations and all must be authorized by the Director of Recreation prior to cancelling.

CONTRIBUTIONS/SPONSORSHIPS– This line item includes sponsorship money for Taste of C-U, C-U Days, youth sports, and other special events. Scholarship funds are received from program fees along with the Can You Swing \$5 program. In addition, scholarship funds are raised by the Champaign Parks Foundation, and forwarded to the District to use towards various program fees.



Combined contributions/sponsorship revenues are budgeted at 13.5% decrease from FYE2017 as one-time large contributions were received. There is a \$25,000 annual scholarship commitment included in the current year to help fund that program, which is year two of a five-year commitment. The current year sponsorships secured are less than one year ago, however excluding the one-time \$16,000 received last year, staff have secured less than anticipated for various events and programs but continue to reach out within the community. Staff continue to develop and improve a targeted sponsorship program for FYE2018.

MERCHANDISE/CONCESSIONS – This line item includes sales of merchandise and concessions throughout the District at the pool, sports programs, tournaments, events, and performances at the Virginia Theatre. Combined merchandise/concessions revenue is projected to increase by 1.2% as prices for items sold fluctuate.

SPECIAL RECEIPTS AND OTHER REIMBURSEMENTS – Special receipts include money received from the City of Champaign in lieu of property taxes on the Kraft property, TIF District reimbursement, as well as any easement fees collected during the year. As the subdivision north of Abbey Fields subdivision is developed, the receipts from the sale of hay were discontinued and not budgeted in FYE2018. While the downtown TIF District expires in 2017, two new TIF's were created to replace these funds and the new development from the downtown TIF will be added to the tax roll in 2017 impacting property tax revenues in the following year. FYE2017 included one-time receipts for grants awarded in 2013 that were not received until FYE2017 for various reasons. The total of these receipts was \$334,997, and will not recur in FYE2018. Excluding these receipts, the increase for FYE2018 is projected at 4.8%.

The District was awarded grant revenues of \$300,000 for the Douglass Park redevelopment in 2013. This grant was suspended by the Governor of the State of Illinois in December 2014 and received those funds in FYE2017. Staff completed an application for the Illinois Arts Council grant \$8,750 for Museum Fund programs, which is tentative as the Council did not award any funds in FYE2016 or FYE2017 with the State budget crisis. Those grant revenues are not included in the FYE2018 budget. The remaining balance is for the Community Matters grant through the City of Champaign which helps to fund day camps throughout the summer. The original request of funds will be reduced, but those final figures are not yet available.

CHAMPAIGN PARKS FOUNDATION –The Champaign Parks Foundation was created in 2005. The mission of the Champaign Parks Foundation is to provide philanthropic support for the Champaign Park District. Tax dollars are limited and don't provide enough funds for projects, scholarships, land acquisition and development, park and playground equipment, or facility renovation. The Champaign Parks Foundation keeps parks and recreation resources available for years to come.



EXPENDITURES:

SALARIES AND WAGES – FYE2018 includes 71 full-time positions and 10 full-time II positions, same as prior year. Overall salaries and wages is projected to increase 6.7% over the prior year actual. All current full-time employees are projected to receive a 2.5% salary increase on May 1, 2017 which has been included. An additional increase over prior year for the annualized effect of other increases distributed throughout the fiscal year as a result of promotions or taking on additional responsibilities. The budgeted amount is based on factors such as being fully staffed for the entire year, the merit pool approved by the Board, estimates of amounts due staff on leave or at termination and the cost of new hires as well as recent staffing changes effective in April 2017 or planned for FYE2018. Due to vacancies in the prior year, approximately 2% of the increase is directly related to those positions being filled as of the end of FYE2017. Part-time/seasonal personnel line item is budgeted at peak levels, however in the current year the historical average was also considered in setting the budget amount. Staff included additional personnel costs due to the addition of additional or new programming as previously mentioned in the Charges for Services revenue section, as well as factored in for the recent increases to the part-time and seasonal hourly rates approved in January 2017. The average hourly increase ranged from approximately 3-10% depending on the position.

FRINGE BENEFITS – This includes social security taxes, IMRF, allowances for cell phones/vehicles, health, dental, life, vision insurance, as well as taxable fringe benefits selected by staff. Examples of District taxable fringe benefits defined by the Internal Revenue Service (IRS) include pool passes, Leonhard recreation membership passes, fitness reimbursements, value of life insurance over \$50,000 as deemed by the IRS calculations. The number of employees enrolled in IMRF increased from 99 to 100 since April 2016 due to employees working more than anticipated scheduled hours and reaching the 1,000 hour eligibility factor for

enrollment. As wages increase and number of IMRF participants increase it is projected that even with a reduction in the employer contribution rate, IMRF expenditures will continue to increase. The District budgets health insurance as though everyone eligible will elect coverage. For employees currently opting out of health insurance that receive the \$2,000 annual stipend, the difference of the cost (\$5,500) was added to health insurance expenditures in the event an employee resigned. There are approximately 30 full-time employees utilizing this option. This allows for some flexibility if the replacement employee elects full coverage the expenditures are appropriated accurately. Other benefits, such as IMRF and social security are calculated on wages, therefore as personnel increases a similar increase is reflected in benefits.

CONTRACTUAL SERVICES – Contractual Services include any type of professional service or contract that the District has entered into and is 4.4% higher than projected due to additional contracting of services by program staff. This includes but is not limited to, professional fees, architects and engineering services, audit services, legal services, mowing contracts, credit card fees for processing program fees collected, sales tax fees paid on concessions, annual maintenance fees associated with software, licenses, dues and memberships, equipment rentals, conference travel and contractual entertainment. Other line items are to help with the deferred maintenance and to plan future projects (engineering fees, other professional fees, building repairs, and service and grounds contracts. This line item also includes costs related to conducting a salary compensation survey, which was planned for in FYE2017, but did not occur. Some of this increase is due to the change in contracts for alarm and burglar monitoring. The monthly fee increased 105% but once all of the phone and fax lines are remedied to using fiber lines, then those will be cancelled and the savings will be reflected in the telecommunication (utilities) line item. Staff is working to resolve this within the next several months.

COMMODITIES AND SUPPLIES – A 12.9% increase is projected for FYE2018. Basic line items such as office supplies, building maintenance and landscape supplies, cleaning and janitorial supplies and repair parts remain constant as District facilities, equipment and programs continue to grow and age, including the Aquatic Center Pool operation. Costs of chemicals and plant materials are to maintain the turf, tree program and pool. The largest increases within this category were in the recreational supplies, food supplies, and building maintenance supplies. Specific items for facilities included purchases of new equipment (buffer, carpet shampooer, conference/kitchen tables and chairs and replacements at Springer; bleachers for the Douglass basketball court; tennis court divider curtains; and new soccer goals for Dodds). New programming planned is a significant contributor to this increase. Some of the expenditures are timing, in which excess supplies on hand from prior years had been utilized during FYE2017, thus when budgeting for the normal replacement and purchasing of items needed to run the programs, resulted in an increase. Staff approached the budget with more conservative approach to purchasing than in past years, especially for food and other supplies, attempting to keep the cost at a set amount per participant across the programs.

UTILITIES – Utilities are projected to increase 6.0%. The District is part of an electric and gas cooperative which does help to reduce costs, however the electric cooperative expired this year and through the process resulted in a 6.9% increase in rates, estimated at \$10,500 increase. The gas rates were maintained as similar levels as last year at same rates. There is also an anticipated increase for water rates at 10.7% based on rates not increasing until January, towards the end of the fiscal year. The new splash pad installation at Hessel Park is not planned to be completed and operational until May 2018, therefore no additional increase for this amenity has been included in the FYE2018 budget.

INSURANCE – Insurance expenditure increased 12.9% over prior year. The District does benefit from participating in the insurance pool with PDRMA. The most significant benefit is sharing the risk with a larger group of employers thereby reducing the impact of large premium increases. The past year the District utilized services for personnel and had an increase in insurance claims impacting the rates for 2017-2018. As payroll expenditures increase so does the amount of workers compensation. Based on the 2015 workers compensation audit, the District can expect to see a 22% increase in workers compensation in calendar year 2017. This increase is not proportional to total increase in personnel costs due to the different workers compensation classifications. The District falls into two categories, administration and maintenance, with maintenance carrying a higher cost/unit for coverage.

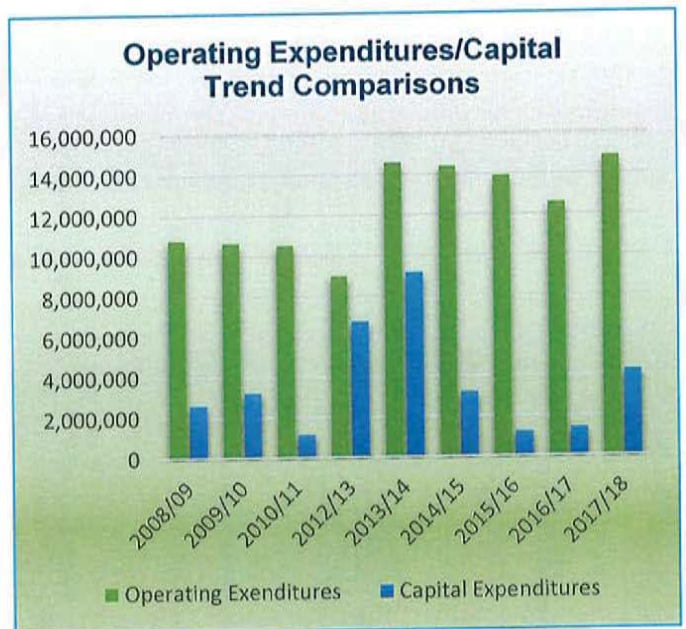
ROUTINE/PERIODIC MAINTENANCE – Routine and periodic maintenance and repairs are segregated from the capital budgets and a separate budget line utilized to better track the annual and periodic expenditures to maintain existing infrastructure. This mostly consist of general concrete, park amenities, roadway repairs, fibar for playgrounds, sports field mix for the ball fields, along with periodic carpet replacement, HVAC repairs, etc. The following is a listing of the items included in the FYE2018 budget for this category.

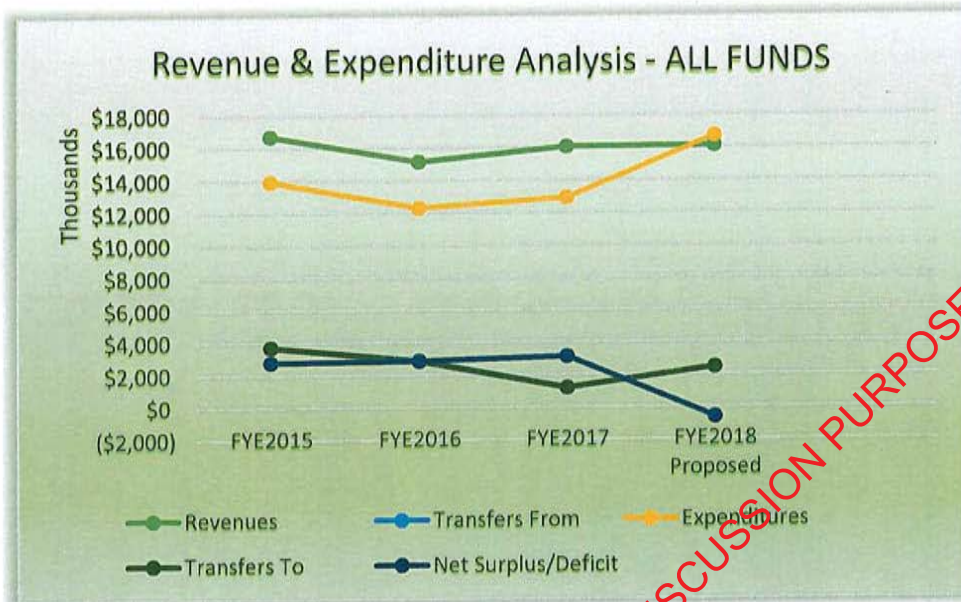
Project #	Description of Routine/Periodic Maintenance Item
18PM01	Concession Ventilation @ Zahnd & 4-Plex
18PM02	Floor Coating @ Sac & Shop
18PM03	Hard Court Replacement (Bball Cts) Hazel
18PM04	Hays Hvac Replacement
18PM05	Prairie Farm Drainage
18PM06	Sholem Slide Reseal (Every Other Year)
18PM07	Sump Pump For Vt Lula Pit
18PM08	Trevett-Finch Park Retaining Wall
18RM01	Replacement Fencing
18RM02	General Concrete
18RM03	General Painting
18RM04	General Roadway
18RM05	Park Amenities General Replacement
18RM06	Park Signs
18RM07	Playground Surfacing (Fibar)
18RM08	Sports Fields Mix
18RM09	Seal Coating/Line St
18TECH	Technology Equipment Replacement

CAPITAL EXPENDITURES – The District has \$4,257,735 budgeted for capital expenditures. More detail on the capital programs and project schedule is available in the Capital and Debt section of this document. Capital expenditures relate specifically to the District and Urbana Park District's portion of Special Recreation capital/ADA projects total \$786,650. The remaining amount reflects both new capital expenses approved in April 2016 for phase 1 Heritage Park as well as capital projects that were in process but not completed at April 30, 2017. Funds were also set aside to pay for roof replacement at Springer Cultural Center, and the completion of Hessel Park phases 2/3 for new splash pad, restroom and connecting paths.

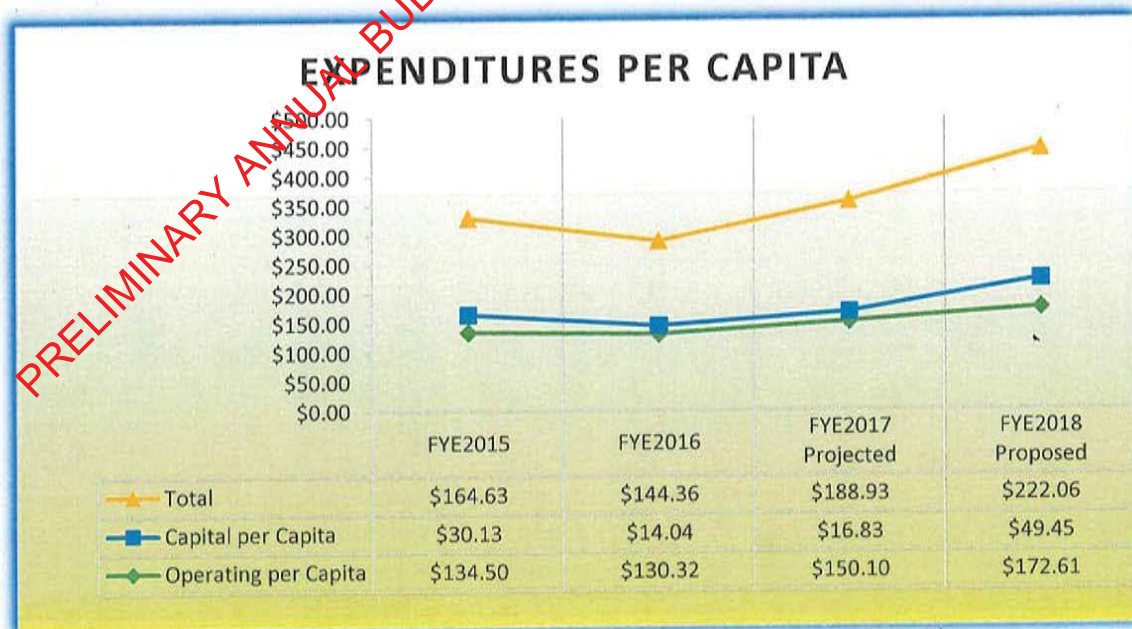
DEBT SERVICE – Total debt service for principal and interest in FYE2017 is 1.01% less than the prior year due to a net decrease in the total debt service payment. As the principal payment increases annually, the interest expenditure is reduced, however not at a proportionate level. The amount paid is set by the bond amortization schedule in the loan documents, and further outlined in the "Capital and Debt" section for the bond amortization fund.

Overall, the financial condition of the District is excellent. Targeted operating reserve balances have been not only reached, but maintained for over three years and budgeted to be maintained in the future. Operating budgets are balanced. Overall fund balances are projected to end FYE2017 at \$17.0 million on a modified accrual basis of accounting, which far exceeds the 120-day reserve requirement for even the main operating funds by \$8,404,439.





The data expressed in the "Expenditures per Capita" chart below represents how the District is utilizing its resources based on the total estimated population within the District. The census estimate for 2014 of 84,513 was utilized for FYE2015 through FYE2017 calculations, with the new estimate of 86,096 used for FYE2018 calculation. Based on this formula, the cost to each resident within the District's taxing boundaries for FYE2018 is \$222.06 annually which breaks down to 78% operating and 22% capital, consistent with prior years. This benchmark is a useful measurement tool to compare the District to other park districts throughout the State. Despite the increase in expenditures per capital, what is not reflected here, is that excess funds are being utilized in FYE2018 to pay for various expenditures, mainly capital projects in the current year.



BUDGET SUMMARY - ALL FUNDS

BUDGET SUMMARY - ALL FUNDS

ACCOUNT	2014-15 Actual	2015-16 Actual	2016-17 Projected Activity	2017-18 Requested Budget	% Change from PY Projected
Estimated Revenues					
Property Tax Revenue	\$11,452,258	\$11,289,631	\$11,753,512	\$12,082,549	2.8%
Personal Property Replacement Taxes	287,883	231,296	279,141	250,000	-10.4%
Charge For Service Revenue	2,201,692	2,584,967	2,780,255	2,861,519	2.9%
Contributions/Sponsorships	81,114	132,787	115,354	99,800	-13.5%
Merchandise/Concession Rev	204,724	236,403	246,053	248,952	1.2%
Special Receipts	2,453,202	433,373	406,465	425,834	4.8%
Interest Income	29,389	60,924	105,248	106,017	0.7%
Transfers From Other Funds	3,721,790	2,859,865	1,200,567	2,439,621	103.2%
Total Estimated Revenues	\$20,432,052	\$17,829,246	\$16,886,595	\$18,514,292	9.6%
Appropriations					
Salaries And Wages	\$4,951,286	\$5,112,401	\$5,407,523	\$5,772,330	6.7%
Fringe Benefits	2,172,759	1,344,211	1,348,585	1,440,017	6.8%
Contractual	1,799,114	2,006,511	2,193,011	2,289,478	4.4%
Commodities/Supplies	900,725	925,815	951,157	1,074,325	12.9%
Utilities	538,772	540,381	591,803	627,561	6.0%
Insurance	198,573	198,841	219,674	248,088	12.9%
Routine/Periodic Maintenance	275,683	399,099	236,411	429,200	81.5%
Capital Outlay	2,546,123	1,233,273	1,422,140	4,257,375	199.4%
Debt Service Principal	385,000	400,000	410,000	420,000	2.4%
Debt Service Interest/Fees	145,214	131,428	126,584	120,662	-4.7%
Transfers To Other Funds	3,721,790	2,859,865	1,200,567	2,439,621	103.2%
Total Appropriations	\$17,635,039	\$15,150,825	\$14,107,455	\$19,118,657	35.5%
Estimated Revenues - All Funds	\$20,431,990	\$17,829,246	\$16,886,595	\$18,514,292	9.6%
Appropriations - All Funds	17,634,880	15,150,825	14,107,455	19,118,657	35.5%
Net Of Revenues/Appropriations - All Funds	\$2,797,110	\$2,678,421	\$2,779,140	(\$604,365)	-121.7%

PRELIMINARY ANNUAL BUDGET FY 2018 FOR DISCUSSION PURPOSES

Fund Balance Summary

	Projected Balance 5/1/17	Budgeted Revenues	Budgeted Expenses	Net Transfers (To) From	Projected Balance 4/30/18	120-Day Reserve Amount	Excess Funds over the 120-Day Reserve	Fund Balance as a % of Operating Expenditures
<u>Operating Funds</u>								
General	5,857,169	5,750,628	4,521,281	(858,700)	6,227,816	1,486,449	4,741,367	115.8%
Recreation	2,825,837	4,037,133	3,244,960	(190,600)	3,427,410	1,066,866	2,360,574	99.8%
Museum	1,964,604	2,558,669	2,208,708	(285,900)	2,028,665	736,151	1,302,514	81.3%
Special Recreation	1,671,947	1,041,152	1,510,498	-	1,202,601	-	-	161.2%
Total Operating Funds	12,319,557	13,387,582	11,485,447	(1,335,200)	12,886,492	3,279,436	8,404,455	106.9%
<u>Other Tax Funds</u>								
Liability Insurance	440,059	321,550	377,026	-	384,583	-	-	102.0%
IMRF	195,710	323,144	312,051	-	206,803	-	-	66.3%
Social Security	239,502	348,197	412,854	-	174,845	-	-	42.4%
Audit	11,796	19,986	19,500	-	12,282	-	-	63.0%
Police Protection	45,390	21,868	18,000	-	49,258	-	-	273.7%
Total Other Tax Funds	932,457	1,034,745	1,139,431	-	827,771	-	-	72.6%
<u>Capital Funds</u>								
Bond Amortization	3,024	1,105,143	-	(1,104,421)	3,746	-	-	-
Bond Proceeds	30,142	3,291	1,357,387	1,104,421	467	-	-	-
Paving and Lighting	153,585	83,825	592,000	458,700	104,110	-	-	-
Capital Improvement	2,158,311	390,454	2,261,875	776,500	1,063,390	-	-	-
Land Acquisition Fund	504,083	2,650	-	100,000	606,733	-	-	-
Park Development	703,566	1,350	-	-	707,116	-	-	-
Trails and Pathways	100,541	535	-	-	101,076	-	-	-
Total Capital Funds	3,653,252	1,589,448	3,991,262	1,335,200	2,586,638	-	-	-
<u>Other Funds</u>								
Special Donations	117,324	53,434	53,434	-	117,324	-	-	-
Activity	(1,870)	9,462	9,462	-	(1,870)	-	-	-
Total Other Funds	115,454	62,896	62,896	-	115,454	-	-	-
Total All Funds	17,020,720	16,074,671	16,679,036	-	16,416,355	3,279,436	8,404,455	-

The District's goal is to maintain a 120-day reserve balance for operating expenses (all noncapital expenditures) in the three main funds. That goal has been met.

CHAMPAIGN PARK DISTRICT
COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
ESTIMATED REVENUES					
PROPERTY TAX REVENUE					
41010	PROPERTY TAXES	10,952,498	10,789,531	11,245,568	11,551,345
41011	PROPERTY TAXES - CPD IMRF/FICA	24,646	24,959	24,835	26,407
41012	PROPERTY TAXES - UPD OPERATING	94,825	93,305	93,197	96,633
41013	PROPERTY TAXES - UPD IMRF/FICA	24,727	24,855	24,882	26,407
41014	PROPERTY TAXES - UPD ADA	92,983	91,910	91,841	95,700
41015	PROPERTY TAXES - CPD ADA	262,579	269,071	273,189	286,057
		11,452,258	11,289,631	11,753,512	12,082,549
PERSONAL PROPERTY REPLACEMENT TAXES					
41020	PERSONAL PROPERTY REPLACEMENT TAXES	287,883	231,296	279,141	250,000
	PERSONAL PROPERTY REPLACEMENT TAXES	287,883	231,296	279,141	250,000
CHARGE FOR SERVICE REVENUE					
42100	SEASON TICKET SALES	114,324	112,788	110,788	123,942
42105	DAILY ADMISSION SALES	16,565	225,750	254,560	235,747
47111	RESTORATION FEE	16	16	30	3,000
47116	CUSR SCHOLARSHIP DONATIONS	2,224	3,030	4,823	945
48110	BALL MACHINE USAGE	574	948	804	97,266
48111	RANDOM COURT TIME	99,409	92,950	95,683	33,880
48112	PRIVATE LESSONS	32,050	35,917	36,938	2,565
48115	RACQUET STRINGING	858	1,163	2,532	4,400
48120	VENDING MACHINE SALES	3,684	4,776	4,347	
49100	ADMINISTRATIVE FEES	21,660	7,525		
49115	PROGRAM FEES	2,565,299	2,812,641	2,807,596	2,901,457
49116	VENDOR PORTION OF INCOME	(871,189)	(809,815)	(643,753)	(669,009)
49175	SPECIAL EVENTS	1,099	6,327	2,220	2,306
49260	MEMBERSHIP FEES	70,135	90,951	103,687	125,020
	CHARGE FOR SERVICE REVENUE	2,201,692	2,584,967	2,780,255	2,861,519
CONTRIBUTIONS/SPONSORSHIPS					
47100	SPONSORSHIPS	39,626	47,365	61,953	43,350
47105	DONATIONS	25		187	50
47115	SCHOLARSHIP DONATIONS	41,463	85,422	46,589	50,000
47258	DONATIONS			6,625	6,400
	CONTRIBUTIONS/SPONSORSHIPS	81,114	132,787	115,354	99,800
MERCHANDISE/CONCESSION REV					

CHAMPAIGN PARK DISTRICT
 COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
ESTIMATED REVENUES					
MERCHANDISE/CONCESSION REV					
48100	CONCESSION REVENUE	192,156	218,859	230,029	232,725
48105	MERCHANDISE FOR RESALE	4,038	5,307	7,390	6,328
48239	MERCHANDISE FOR RESALE	8,355	12,012	8,434	9,699
48257	MERCHANDISE FOR RESALE	175	225	200	200
	MERCHANDISE/CONCESSION REV	204,724	236,403	246,053	248,952
INTEREST INCOME					
43030	INTEREST	29,389	60,924	105,248	106,017
	INTEREST INCOME	29,389	60,924	105,248	106,017
SPECIAL RECEIPTS					
44100	FACILITY RENTAL	268,559	192,439	184,102	198,900
46150	SPECIAL RECEIPTS	277,134	219,438	202,160	209,684
46160	OTHER REIMBURSEMENTS	54,066	19,688	11,619	9,050
47200	GRANT PROCEEDS	1,853,443	1,808	343,581	8,200
	SPECIAL RECEIPTS	2,453,202	433,373	741,462	425,834
TRANSFERS FROM OTHER FUNDS					
46500	TRANSFER IN	3,721,790	2,859,865	1,200,567	2,439,621
	TRANSFERS FROM OTHER FUNDS	3,721,790	2,859,865	1,200,567	2,439,621
	TOTAL ESTIMATED REVENUES	20,432,052	17,829,246	17,221,592	18,514,292
APPROPRIATIONS					
SALARIES AND WAGES					
70001	EXECUTIVE DIRECTOR	111,897	126,535	127,000	130,175
70101	DEPARTMENT HEAD	452,846	449,224	521,112	592,879
70301	OFFICE STAFF/SUPPORT	390,725	400,916	425,096	565,064
70501	MANAGERS/SUPERVISORS	767,525	692,949	623,919	633,602
70601	OPERATIONS STAFF	702,462	729,880	765,768	892,239
70901	BUILDING SERVICE WORKER	125,726	102,552	102,537	107,164
70902	CUSTODIAL OT	483	48		
71001	PROGRAM/FACILITY DIRECTOR	494,385	576,116	611,688	687,576
71401	INSTRUCTOR				32,760
80303	PT OFFICE STAFF/SUPPORT	296,231	308,651	319,561	204,251
80903	PT BUILDING SERVICE WORKER	33,151	44,582	44,695	50,098
81003	PT PROGRAM DIRECTOR/SUPERVISOR	131,156	114,693	135,106	125,474

CHAMPAIGN PARK DISTRICT
COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
APPROPRIATIONS					
SALARIES AND WAGES					
81103	PT SPORTS OFFICIAL	81,325	62,198	61,676	61,105
81303	PT ASSISTANT DIRECT SUPRVISOR	90,439	115,951	121,255	125,269
81403	INSTRUCTORS/OVERNIGHT STAFF	234,259	239,223	254,863	216,990
81503	PT GENERAL STAFF	180,999	193,226	235,196	226,131
81603	PT SCOREKEEPERS	577			
81703	PT DAY CAMP STAFF/LIFE GUARD	514,298	509,626	596,563	622,707
81803	PT SITE SUPERVISORS	17,878	27,546	36,515	41,725
81903	PT BUILDING/PARK OPENER	3,008	2,964	2,760	2,110
82103	ADA STAFF	68			
82503	PT VT HOUSE STAFF	30,157	22,122	38,453	36,000
82504	PT VT HOUSE STAFF OT	613	315	3,222	3,250
82603	PT VT RENTAL STAFF	27,994	50,700	63,346	61,107
82604	PT VT RENTAL STAFF OT	8,231	17,416	18,298	14,000
82703	PT SEASONAL STAFF	254,854	295,066	298,829	340,654
82704	PT SEASONAL	65		65	
		5,951,286	5,112,401	5,407,523	5,772,330
SALARIES AND WAGES					
FRINGE BENEFITS					
53132	DENTAL INSURANCE	22,161	23,761	22,966	24,075
53133	MEDICAL HEALTH INSURANCE	453,656	491,097	487,587	547,463
53134	LIFE INSURANCE	9,734	10,425	10,493	11,153
53135	IMRF PAYMENTS	1,228,304	322,950	330,750	328,111
53136	FICA PAYMENTS	377,614	391,025	409,165	447,354
53137	EMPLOYEE ASSISTANCE PROGRAM	2,528	2,559	2,560	2,294
83003	ALLOWANCES/REIMBURSEMENTS	78,762	102,394	85,064	79,567
		2,172,759	1,344,211	1,348,585	1,440,017
FRINGE BENEFITS					
CONTRACTUAL					
54150	EQUIPMENT RENTAL	37,811	41,422	41,056	4,705
54201	POSTAGE AND MAILING	73,376	82,363	85,753	41,770
54202	PRINTING AND Duplicating	4,466	3,565	2,711	93,399
54204	STAFF MEETING	8,822	15,030	10,384	5,450
54205	LEGAL PUBLICATIONS/NOTICES	61,429	52,826	72,423	6,160
54206	ADVERTISING/PUBLICITY	28,342	29,222	38,124	91,842
54207	STAFF TRAINING	21,961	29,322	30,237	41,527
54208	MEMBERSHIPS, DUES AND FEES				36,282

CHAMPAIGN PARK DISTRICT
 COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
APPROPRIATIONS					
CONTRACTUAL					
54209	CONFERENCE AND TRAVEL	36,997	48,791	31,752	48,740
54210	BOARD EXPENSE	13,503	11,303	11,545	12,485
54212	ATTORNEY FEES	96,909	125,388	134,000	127,500
54214	ARCHITECT AND ENGINEERING FEES	76,375	73,735	98,083	93,010
54215	PROFESSIONAL FEES	94,491	100,200	90,883	106,525
54217	AUDIT EXPENSES	22,600	20,265	19,500	19,500
54220	INSURANCE EXPENSE	1,136	957	1,004	1,750
54234	LANDFILL FEES	45,533	38,025	35,241	37,589
54236	AUTO ALLOWANCE	2,014	2,705	1,625	2,350
54240	OFFICE EQUIPMENT REPAIRS	762	90	150	450
54241	VEHICLE REPAIR	13,798	21,566	21,871	22,450
54242	EQUIPMENT REPAIR	7,784	20,953	26,226	31,750
54245	BUILDING REPAIR	74,898	101,415	74,603	79,050
54250	EQUIPMENT RENTAL	122,276	144,733	141,727	144,395
54251	RENTAL FACILITIES	60,263	70,016	65,504	74,641
54253	PEST CONTROL	6,241	6,189	5,522	6,500
54254	SERVICE CONTRACTS	42,054	51,572	58,960	64,974
54255	LICENSE AND FEES	27,547	27,403	31,672	27,255
54260	SERVICE CONTRACTS-FACILITIES	71,403	77,044	99,932	112,664
54261	SERVICE CONTRACTS-GROUNDS	47,727	37,501	58,248	57,100
54262	OTHER SERVICE CONTRACTS	16,023			
54263	CONTRACTUAL MOWING	118,551	126,800	124,000	119,006
54264	CELL PHONE EXPENSE	7,127	6,576	8,485	8,155
54265	SUBSCRIPTIONS	1,018	2,509	2,395	2,735
54270	PERSONNEL COSTS	12,001	12,896	18,000	19,410
54271	PETTY CASH	100	25	50	
54275	HEALTH AND WELLNESS	3,671	4,540	3,200	4,200
54280	OTHER CONTRACTUAL SERVICES	55,877	104,979	94,017	134,555
54281	CONTRACTUAL PERSONNEL	71,804	102,449	83,968	104,866
54282	INTERN STIPENDS	10,850	12,020	7,823	12,300
54285	CONTRACTUAL ENTERTAINMENT	114,186	173,349	305,931	232,250
54291	PARK AND RECREATION EXCELLENCE	1,015	801	3,815	1,865
54292	SCHOLARSHIPS	38,251	41,134	53,966	53,434
54299	FIELD/SPECIAL TRIPS	97,094	83,609	93,676	104,471
59410	MISC EXPENSES	(1)			
59412	PROPERTY/SALES TAX	16,236	18,494	21,435	22,171

CHAMPAIGN PARK DISTRICT
COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
APPROPRIATIONS					
CONTRACTUAL					
59414	CREDIT CARD FEES	41,192	69,739	83,514	78,247
90000	EXTRAORDINARY LOSS-INVESTMENT	93,600	11,910		
		1,799,114	2,005,511	2,193,011	2,289,478
CONTRACTUAL					
COMMODITIES/SUPPLIES					
55301	OFFICE SUPPLIES	36,754	36,280	22,732	26,765
55302	ENVELOPES AND STATIONARY	1,910	2,160	1,992	3,100
55303	DUPLICATING SUPPLIES	5,437	4,950	4,666	6,300
55304	CHECKS AND BANK SUPPLIES	1,791	1,507	1,848	1,500
55305	PHOTOGRAPHIC SUPPLIES	168	1,058	710	1,185
55307	BOOKS AND MANUSCRIPTS	3,171	4,449	2,765	3,756
55308	FIRST AID/MEDICAL SUPPLIES	7,197	11,076	6,396	8,100
55309	SAFETY SUPPLIES	6,632	14,369	10,167	11,427
55315	STAFF UNIFORMS	17,721	32,794	38,732	39,204
55316	PARTICIPANT UNIFORMS	26,435	27,888	35,551	29,878
55320	BUILDING MAINTENANCE SUPPLIES	95,848	80,124	81,673	98,950
55321	LANDSCAPE SUPPLIES	42,196	54,214	39,957	45,700
55322	CLEANING/JANITORIAL SUPPLIES	26,815	26,862	26,308	28,625
55323	PLAYGROUND MAINTENANCE SUPPLIES	6,755	7,698	9,897	8,000
55324	PRESCRIBED BURN SUPPLIES	4,244	1,967	1,500	1,500
55325	EQUIPMENT AND TOOLS	24,284	23,616	25,355	28,320
55326	SHOP EQUIPMENT AND SUPPLIES	7,486	5,702	7,256	8,000
55327	VEHICLE/EQUIPMENT REPAIR PARTS	49,653	42,026	29,352	52,400
55328	AMENITY MAINTENANCE SUPPLIES	8,161	9,326	8,500	9,000
55329	OFFICE/EQUIPMENT VALUE <\$10,000	11,521	16,693	37,383	52,120
55330	GAS,FUEL,GREASE AND OIL	81,878	56,322	63,949	77,040
55331	CHEMICALS	34,821	64,303	54,837	64,200
55332	PAINTS	793	622	11,195	13,400
55333	PLANT MATERIALS	116,468	113,549	134,751	132,280
55348	FLOWERS AND CARDS	1,816	1,280	659	885
55349	PLAQUES, AWARDS AND PRIZES	18,473	24,733	27,779	32,181
55350	RECREATION/PROGRAM SUPPLIES	122,197	117,832	101,545	122,799
55351	ANIMAL SUPPLIES	3,153	2,903	2,102	2,200
55352	FISH RESTOCKING			1,910	2,000
55354	FOOD SUPPLIES	41,785	46,037	49,435	56,039
55355	ANIMAL FEED	9,069	8,666	7,566	9,000

CHAMPAIGN PARK DISTRICT
COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2016-17 ACTIVITY	2017-18 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
APPROPRIATIONS					
COMMODITIES/SUPPLIES					
55360	MERCHANDISE FOR RESALE	85,593	97,809	102,689	98,471
COMMODITIES/SUPPLIES		900,725	925,815	951,157	1,074,325
UTILITIES					
56230	SANITARY FEES	45,381	23,782	25,812	25,460
56231	GAS AND ELECTRICITY	320,873	317,860	352,565	375,777
56232	WATER	104,420	128,464	143,613	156,810
56233	TELECOMM EXPENSE	68,098	69,332	69,813	69,514
UTILITIES		538,772	540,381	591,803	627,561
INSURANCE					
57131	WORKERS COMPENSATION	76,516	72,451	76,738	89,083
57137	UNEMPLOYMENT PREMIUM	11,575	12,634	11,000	11,500
57220	LIABILITY INSURANCE	30,630	30,798	37,760	43,840
57222	EMPLOYMENT PRACTICES	13,023	14,294	17,220	19,208
57224	PROPERTY INSURANCE	66,829	68,664	76,956	84,457
INSURANCE		198,573	198,841	219,674	248,088
ROUTINE/PERIODIC MAINTENANCE					
58001	PERIODIC MAINTENANCE	143,532	260,634	94,800	231,000
58002	ROUTINE MAINTENANCE	132,151	138,465	141,611	198,200
ROUTINE/PERIODIC MAINTENANCE		275,683	399,099	236,411	429,200
CAPITAL OUTLAY					
61501	OFFICE EQUIPMENT >\$10,000	540			
61502	TECHNOLOGY EQUIP REPLACEMENT		19,561	20,000	
61504	VEHICLES / EQUIPMENT	389,898	278,683	313,783	313,000
61508	PARK CONSTRUCTION/IMPROVEMENTS	2,014,035	776,101	964,328	3,781,875
61509	UPD CAPITAL ADA	119,148	139,814	100,029	102,500
61515	REPAIR PROJECTS AND EQUIPMENT	22,502	19,114	24,000	60,000
CAPITAL OUTLAY		2,546,123	1,233,273	1,422,140	4,257,375
DEBT SERVICE PRINCIPAL					
59405	BOND REDEMPTION	385,000	400,000	410,000	420,000
DEBT SERVICE PRINCIPAL		385,000	400,000	410,000	420,000
DEBT SERVICE INTEREST/FEES					

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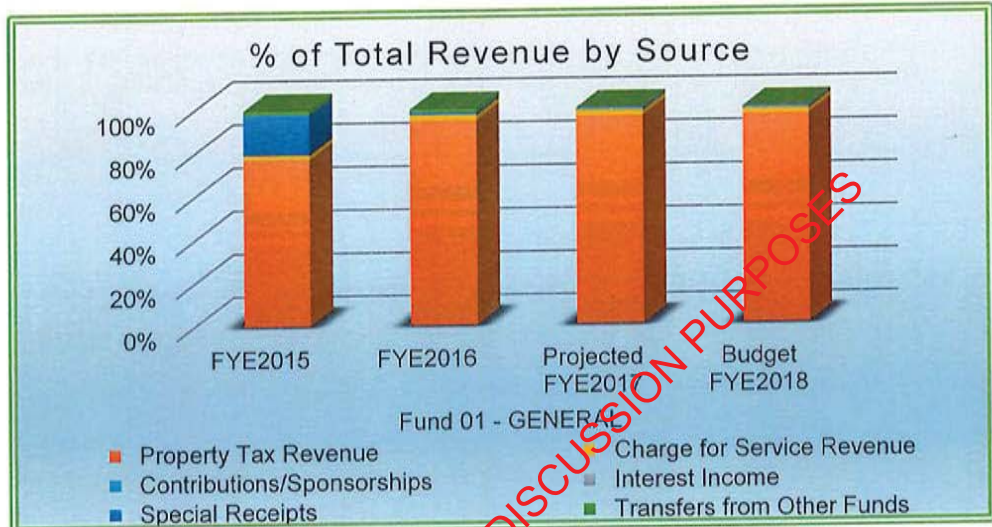
PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

BUDGET BY FUND

GENERAL FUND

PRINCIPAL RESPONSIBILITIES

GENERAL FUND – is the District's major operating fund and accounts for all revenues and expenditures that by law or for administrative control, are not accounted for in separate funds. This fund is used to account for the District's general administrative costs, park and facility operations, maintenance, and planning. The General Fund is divided into four departments – Administration, Marketing, Operations and Planning. The Operations Department is further divided into three divisions – Horticulture/Natural Areas, Grounds/Maintenance, and Special Projects.



2016-17 ACCOMPLISHMENTS

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Develop customer service standards and training.
- Develop both an internal and external culture of treating customers and co-workers/board members like family.

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

- Train staff to make first-time participants feel important by enhancing the participant experience.
- Encourage staff to focus on first-time program participants.

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPATE IN THROUGHOUT THEIR LIVES.

OBJECTIVES:

- Develop and implement programmatic, financial, human resources, operational and organizational dashboards. *Status-published the District's first performance measurements report for the entire District.*

2017 – 18 GOALS

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Develop customer service standards and training.
- Develop both an internal and external culture of treating customers and co-workers/board members like family.

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

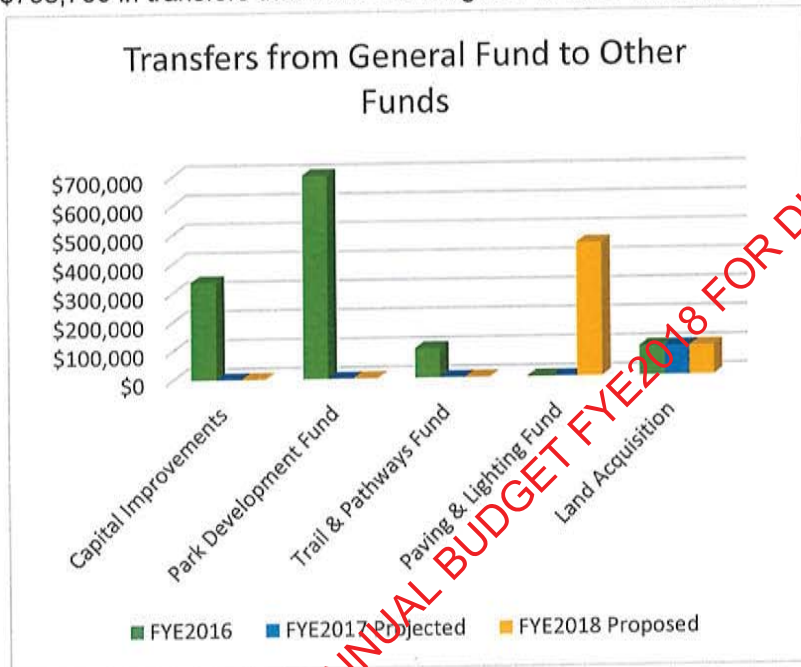
- Train staff to make first-time participants feel important by enhancing the participant experience.
- Encourage staff to focus on first-time program participants.

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPATE IN THROUGHOUT THEIR LIVES.

OBJECTIVES:

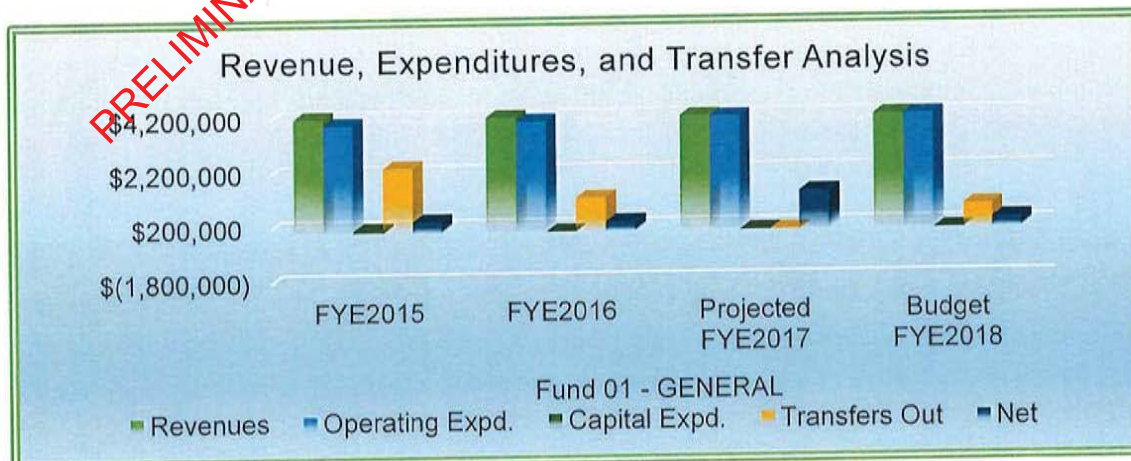
- Develop and implement programmatic, financial, human resources, operational and organizational dashboards.

Revenues are budgeted at \$5,750,628, an increase from prior year projected of \$149,463 or (2.67%) from last year. Property tax revenues increased 2.88% with remaining revenues holding steady, with exception of charges for services. A decrease in revenues is planned for the flower island program, as some locations have not renewed. Expenditures, including transfers, are budgeted at \$5,379,981, which represents an increase of \$1,914,318 from prior year projected, or 28.53%. This increase is comprised of an additional \$758,700 in transfers that were not budgeted to other funds in FYE2017. Excluding the transfers, total



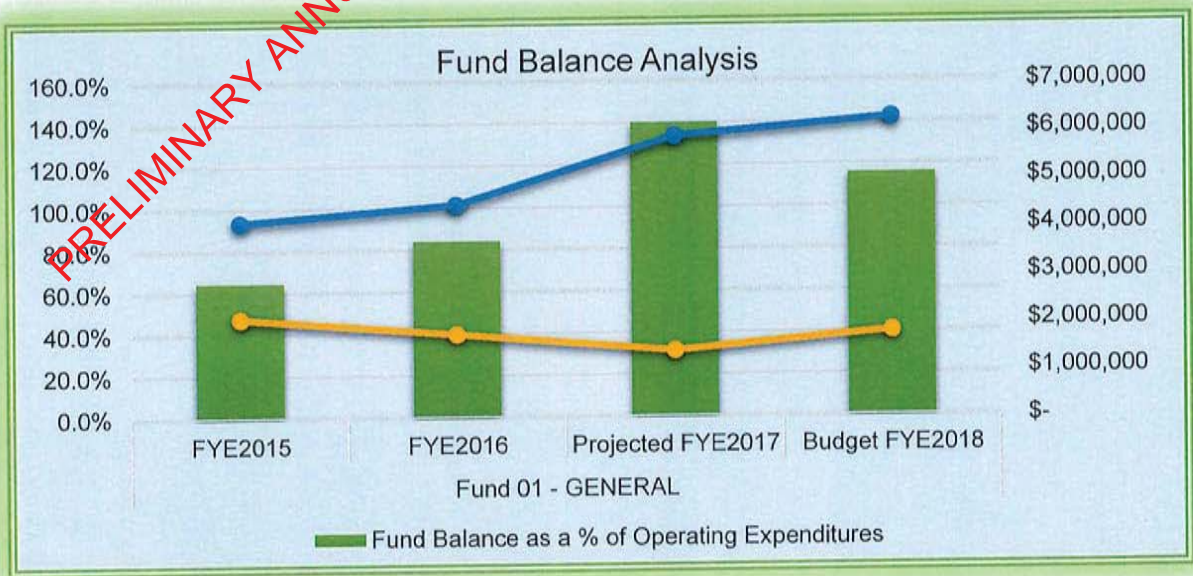
expenditures in the General Fund are estimated to increase 8.02%. Of the change in expenditures, 5.06% is for personnel and benefits. In addition, hours and rate for a part-time marketing position increased from prior year, and a new part-time position was added to assist the technology team, this amounts to nearly \$20,000 between the two positions. In FYE2017, the Board approved the transfer from the General Fund to commit a total of \$300,000 for capital project funds to be transferred in FYE2018 for development of North of Trails of Abbey Fields Subdivision. Those funds have been committed by board action and a resolution on file to denote approval. Any change from this allocations would require additional board action. The only recurring transfer is \$100,000 for land

acquisition as it has been and continues to be a board priority. The additional transfers totaling \$458,700 are for lighting at Dodds Park.



Champaign Park District
Budget Category Totals by Fund

	Fund 01 - GENERAL			
	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Property Tax Revenue	\$5,284,301	\$5,338,145	\$5,395,487	\$5,551,048
Charge for Service Revenue	131,083	126,395	133,548	128,580
Contributions/Sponsorships	0	2,750	2,500	2,500
Interest Income	13,166	33,610	48,000	48,000
Special Receipts	1,270,287	30,557	21,630	20,500
Transfers from Other Funds	128,990	95,594	0	0
Total Estimated Revenues	\$6,827,827	\$5,627,051	\$5,601,165	\$5,750,628
Appropriations				
Salaries and Wages	\$2,102,848	\$2,163,064	\$2,274,312	\$2,466,677
Fringe Benefits	331,073	363,781	351,274	370,539
Contractual	798,598	749,627	822,957	823,691
Commodities/Supplies	427,152	413,871	427,244	472,857
Utilities	117,992	128,462	139,324	151,817
Routine/Periodic Maintenance	170,820	238,239	160,552	235,700
Capital Outlay	89,120	0	10,000	0
Transfers to Other Funds	2,368,000	1,228,600	0	858,700
Total Appropriations	\$6,414,603	\$5,275,644	\$4,185,663	\$5,379,981
Net of Revenues Over (Under) Appropriations	\$413,224	\$351,407	\$1,415,502	\$370,647
Beginning Fund Balance	3,677,024	\$4,090,248	\$4,441,655	\$5,857,157
Ending Fund Balance	\$4,090,248	\$4,441,655	\$5,857,157	\$6,227,804



The General Fund has maintained the targeted reserve balance of 120 days operating expenditures and is projected to have a reserve balance well above the target for the next fiscal year.

ACCOUNT TOTALS BY BUDGET CATEGORY
AT THE FUND LEVEL

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
ESTIMATED REVENUES				
PROPERTY TAX REVENUE				
41010	PROPERTY TAXES	5,284,300	5,395,490	5,551,050
	PROPERTY TAX REVENUE	5,284,300	5,395,490	5,551,050
CHARGE FOR SERVICE REVENUE				
49115	PROGRAM FEES	131,080	133,550	128,580
	CHARGE FOR SERVICE REVENUE	131,080	133,550	128,580
CONTRIBUTIONS/SPONSORSHIPS				
47100	SPONSORSHIPS		2,500	2,500
	CONTRIBUTIONS/SPONSORSHIPS		2,500	2,500
INTEREST INCOME				
43030	INTEREST	13,170	48,000	48,000
	INTEREST INCOME	13,170	48,000	48,000
SPECIAL RECEIPTS				
44100	RENTAL INCOME	1,450	1,950	1,550
46150	SPECIAL RECEIPTS	18,830	19,680	18,950
47200	GRANT PROCEEDS	1,250,000		
	SPECIAL RECEIPTS	1,270,280	21,630	20,500
TRANSFERS FROM OTHER FUNDS				
46500	TRANSFER IN	128,990		
	TRANSFERS FROM OTHER FUNDS	128,990		
	TOTAL ESTIMATED REVENUES	6,827,820	5,601,170	5,750,630
APPROPRIATIONS				
SALARIES AND WAGES				
70001	EXECUTIVE DIRECTOR	111,900	127,000	130,170
70101	DEPARTMENT HEAD	321,950	379,750	445,110
70301	OFFICE STAFF/SUPPORT	260,520	268,820	326,560
70501	MANAGERS/SUPERVISORS	385,360	338,510	297,440
70601	OPERATIONS STAFF	674,640	751,760	856,720
70901	BUILDING SERVICE WORKER	27,670	29,000	29,800
71001	PROGRAM/FACILITY AID	41,850	41,690	45,780
80303	PT OFFICE STAFF/SUPPORT	67,750	78,800	41,770
80903	PT BUILDING SERVICE WORKER	270	410	590
82703	PT SEASONAL STAFF	210,950	258,500	292,710
82704	PT SEASONAL		70	
	SALARIES AND WAGES	2,102,860	2,274,310	2,466,650
FRINGE BENEFITS				
53132	DENTAL INSURANCE	13,170	12,800	13,400
53133	MEDICAL HEALTH INSURANCE	260,720	280,000	297,350
53134	LIFE INSURANCE	5,670	6,300	6,610
53137	EMPLOYEE ASSISTANCE PROGRAM	1,460	1,480	1,490
83003	ALLOWANCES/REIMBURSEMENTS	50,040	50,690	51,690
	FRINGE BENEFITS	331,060	351,270	370,540
CONTRACTUAL				
54201	POSTAGE AND MAILING	4,960	5,040	4,400
54202	PRINTING AND DUPLICATING	3,510	8,430	11,650
54204	STAFF MEETINGS	2,880	2,160	2,750
54205	LEGAL PUBLICATIONS/NOTICES	8,410	10,200	5,560
54206	ADVERTISING/PUBLICITY	18,810	23,510	24,930
54207	STAFF TRAINING	8,080	13,500	14,750
54208	MEMBERSHIPS, DUES AND FEES	15,060	21,070	18,110
54209	CONFERENCE AND TRAVEL	20,210	18,800	25,140
54210	BOARD EXPENSE	13,500	11,540	12,480
54212	ATTORNEY FEES	96,910	134,000	125,000
54214	ARCHITECT AND ENGINEERING FEES	76,380	98,080	93,010
54215	PROFESSIONAL FEES	85,810	86,340	97,800
54234	LANDFILL FEES	30,750	28,470	28,620
54236	AUTO ALLOWANCE	270	500	400
54240	OFFICE EQUIPMENT REPAIRS	760	150	150
54241	VEHICLE REPAIR	13,460	19,350	16,450
54242	EQUIPMENT REPAIR	2,610	6,970	7,350
54245	BUILDING REPAIR	23,030	23,640	19,300

ACCOUNT TOTALS BY BUDGET CATEGORY
AT THE FUND LEVEL

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
APPROPRIATIONS				
CONTRACTUAL				
54250	EQUIPMENT RENTAL	12,380	12,560	10,800
54253	PEST CONTROL	780	820	1,210
54254	SERVICE CONTRACTS	33,630	39,940	40,170
54255	LICENSE AND FEES	12,130	19,760	13,670
54260	SERVICE CONTRACTS - FACILITIES	8,520	6,780	7,650
54261	SERVICE CONTRACTS-GROUNDS	42,890	48,390	47,100
54262	OTHER SERVICE CONTRACTS	16,020		
54263	CONTRACTUAL MOWING	118,550	124,000	119,010
54264	CELL PHONE EXPENSE	5,720	6,550	5,400
54265	SUBSCRIPTIONS	610	1,000	1,250
54270	PERSONNEL COSTS	12,000	12,000	19,410
54275	HEALTH AND WELLNESS	3,670	3,200	4,200
54280	OTHER CONTRACTUAL SERVICES	6,820	23,090	39,190
54281	CONTRACTUAL PERSONNEL		100	100
54282	INTERN STIPEND	3,550	1,200	2,700
54285	CONTRACTUAL ENTERTAINMENT	350		500
54291	PARK AND RECREATION EXCELLENCE	1,010	3,810	1,860
59412	PROPERTY/SALES TAX	290	280	300
59414	CREDIT CARD FEES	620	1,500	1,300
90000	EXTRAORDINARY LOSS-INVESTMENT	98,600		
	CONTRACTUAL	796,540	822,890	823,670
COMMODITIES/SUPPLIES				
55301	OFFICE SUPPLIES	27,870	12,500	15,900
55302	ENVELOPES AND STATIONARY	900	1,280	1,900
55303	DUPLICATING SUPPLIES	2,330	2,030	2,300
55304	CHECKS AND BANK SUPPLIES	1,790	1,850	1,500
55305	PHOTOGRAPHIC SUPPLIES	170	640	880
55307	BOOKS AND MANUSCRIPTS	1,730	990	620
55308	FIRST AID/MEDICAL SUPPLIES	4,260	5,000	5,000
55309	SAFETY SUPPLIES	6,280	6,900	6,900
55315	STAFF UNIFORMS	8,090	17,730	18,800
55316	PARTICIPANT UNIFORMS	910	1,900	3,000
55320	BUILDING MAINTENANCE SUPPLIES	28,450	26,970	30,300
55321	LANDSCAPE SUPPLIES	26,360	27,890	32,200
55322	CLEANING /JANITORIAL SUPPLIES	4,120	6,950	6,910
55323	PLAYGROUND MAINTENANCE SUPPLIE	6,750	9,900	8,000
55324	PRESCRIBED BURN SUPPLIES	4,240	1,500	1,500
55325	EQUIPMENT AND TOOLS	22,000	21,350	23,000
55326	SHOP EQUIPMENT AND SUPPLIES	7,490	7,260	8,000
55327	VEHICLE EQUIPMENT REPAIR PARTS	47,540	22,830	42,400
55328	AMENITY MAINTENANCE SUPPLIES	8,160	8,500	9,000
55329	OFFICE/ EQUIPMENT VALUE <\$10000	7,920	30,500	23,000
55330	GAS,FUEL,GREASE AND OIL	65,630	47,880	62,500
55331	CHEMICALS	15,760	14,440	21,200
55332	PAINTS	600	600	1,400
55333	PLANT MATERIALS	113,200	132,650	129,280
55348	FLOWERS AND CARDS	1,110	500	500
55349	PLAQUES, AWARDS AND PRIZES	3,980	7,550	8,150
55350	RECREATION/PROGRAM SUPPLIES	8,410	3,740	4,750
55352	FISH RESTOCKING		1,910	2,000
55354	FOOD SUPPLIES	1,080	3,530	1,950
	COMMODITIES/SUPPLIES	427,130	427,270	472,840
UTILITIES				
56230	SANITARY FEES AND CHARGES	26,800	15,060	14,400
56231	GAS AND ELECTRICITY	35,810	40,900	45,570
56232	WATER	35,300	54,860	63,200
56233	TELECOMM EXPENSE	20,080	28,500	28,650
	UTILITIES	117,990	139,320	151,820
ROUTINE/PERIODIC MAINTENANCE				
58001	PERIODIC MAINTENANCE	94,630	94,800	114,500
58002	ROUTINE MAINTENANCE	85,190	65,750	121,200
	ROUTINE/PERIODIC MAINTENANCE	179,820	160,550	235,700
CAPITAL OUTLAY				
61501	OFFICE EQUIPMENT >\$10,000	540		
61508	PARK CONSTRUCTION/IMPROVEMENT	88,580	10,000	

PRELIMINARY - NOT FOR BUDGET FYE2018 FOR DISCUSSION PURPOSES

ACCOUNT TOTALS BY BUDGET CATEGORY
AT THE FUND LEVEL

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
<u>APPROPRIATIONS</u>				
<u>CAPITAL OUTLAY</u>				
	CAPITAL OUTLAY	89,120	10,000	
<u>TRANSFERS TO OTHER FUNDS</u>				
59409	TRANSFERS TO OTHER FUNDS	2,368,000		858,700
	TRANSFERS TO OTHER FUNDS	2,368,000		858,700
TOTAL APPROPRIATIONS		6,414,520	4,185,610	5,379,920
NET OF REVENUES/APPROPRIATIONS - FUND 01		413,300	1,415,550	370,710
	BEGINNING FUND BALANCE	6,473,440	4,441,670	5,857,230
	ENDING FUND BALANCE	6,886,740	5,857,230	6,227,940

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

RECREATION FUND

PRINCIPAL RESPONSIBILITIES

RECREATION FUND – The Recreation Fund is established to provide for the planning, establishing and maintaining of recreation and leisure activities for the residents of the Park District. Real estate taxes are levied in this fund to pay the administrative costs of the recreation programs provided to the public. The District attempts to set program and admission fees at levels that will cover the direct costs of the programs being offered.

The Recreation Fund is divided into the following divisions – see “Departmental Information” section for further information.

ADMINISTRATION– established to account for the administrative expenses of the recreation programs, facilities and departments and recreation special events.

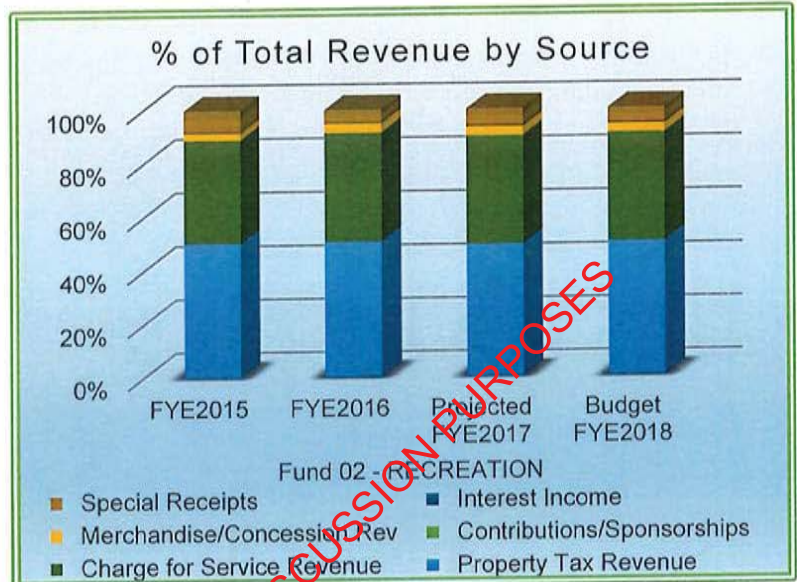
RECREATION CENTERS/BALL FIELDS– accounts for programs and activities at the Hays Center, Douglass Community Center, Douglass Annex, Douglass Library, Leonard Recreation Center, Kaufmann Lake, Tennis Center and recreation activities at Springer Center; and accounts for expenditures to maintain District ball fields.

SPORTS – This covers the various adult and youth sport programs offered by the District, including youth and adult softball, soccer, developmental sports, basketball, volleyball and senior fitness opportunities including chair exercises.

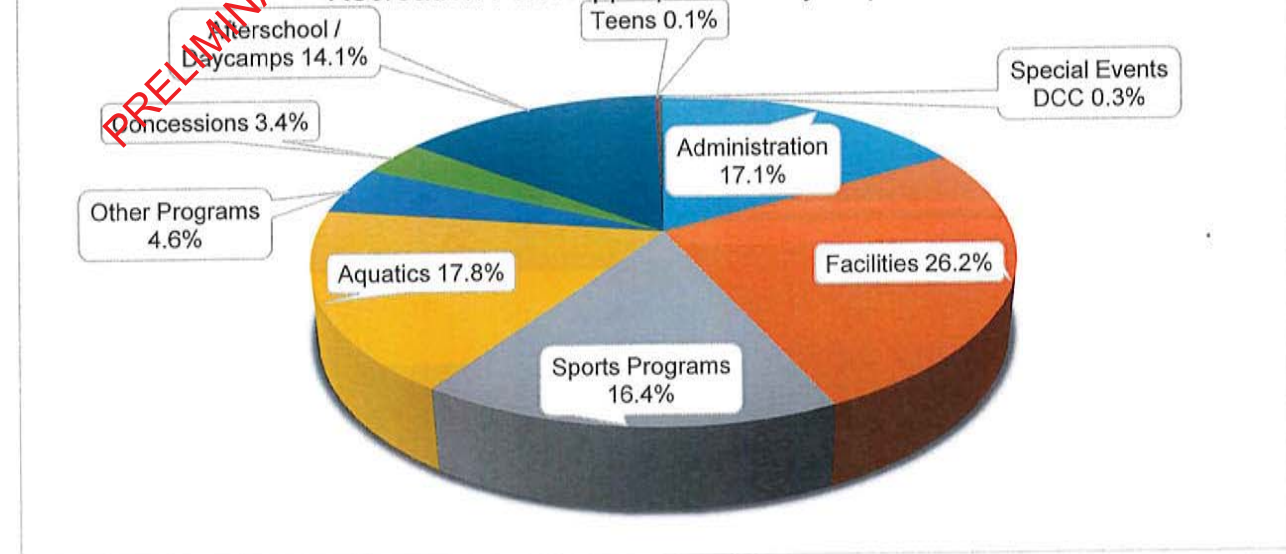
DAY CAMPS AND PRESCHOOL PROGRAMS– accounts for summer day camps and the year-round preschool programs run by the District and School Days Out.

CONCESSION OPERATIONS – This covers the concession operations at Dodds Park, Zahnd Park and Sholem Aquatic Center.

AQUATICS – This division accounts for the activities at Sholem Aquatic Center.



Recreation Fund Appropriations by Department



PERFORMANCE INDICATORS

	FYE2015	FYE2016	FYE2017 Projected	FYE2018 Proposed
Operating Expenditures Per Capita	\$35.30	\$42.14	\$37.53	\$40.74

2016-17 ACCOMPLISHMENTS

SG5 – PROVIDE OPPORTUNITIES TO CREATE COMMUNITY CONNECTIONS IN OUR PARKS, RECREATION, AND CULTURAL ARTS

OBJECTIVES:

- Evaluate current community partnerships and develop new partnerships. *Status- Formed several partnerships with local agencies to execute programming and events. Worked with Neighborhood services to assist groups with neighborhood events.*
- Develop new family-focused special events or activities that bring residents together. *Status- Offered new programs/services at new LRC. Reintroduced historical Drum Corp initiative. Attracted new staff for sports officials and volunteer coaches.*
- Create new programs, parks, facilities, amenities and services to connect with more people in the community. *Status- Hosted successful baseball and soccer tournaments. Increased number of volleyball and softball teams in leagues offered. Increases in enrollment in Day Camps District-wide.*

2017-18 GOALS

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE.

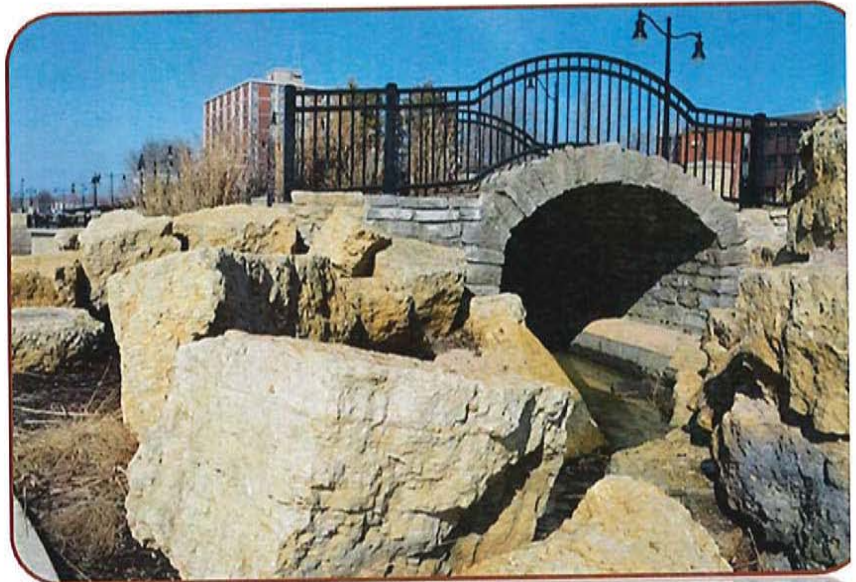
OBJECTIVES:

- Create new fun and safe park amenities.
- Provide equal access for all patrons to all parks, facilities and programs.
- Enhance the safety and security in each park and facility so all patrons feel safe.
- Create events & programs that highlight different cultures.
- Promote family volunteering at various events and programs.

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES.

OBJECTIVES:

- Train staff to make first-time participants feel important by enhancing the participant experience.
- Encourage staff to focus on first-time program participants.
- Track new programming and equipment trends.
- Monitor most effective mediums to communicate offerings to the community.
- Field program and event suggestions to maintain viable programs and services to residents.
- Promote scholarship opportunities to participants.



SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPATE IN THROUGHOUT THEIR LIVES.

OBJECTIVES:

- Implement recommendations of the U of I Recreation, Sport, & Tourism appraisal of programs.
- Provide parks, amenities and facilities that serve all ages.
- Research new opportunities and aging trends for programs and facilities for various age groups.
- Provide intergenerational programming.
- Develop and promote health and wellness programs.

SG4 – PROVIDE PARKS, RECREATION AND CULTURAL ARTS THAT ARE AFFORDABLE FOR ALL.

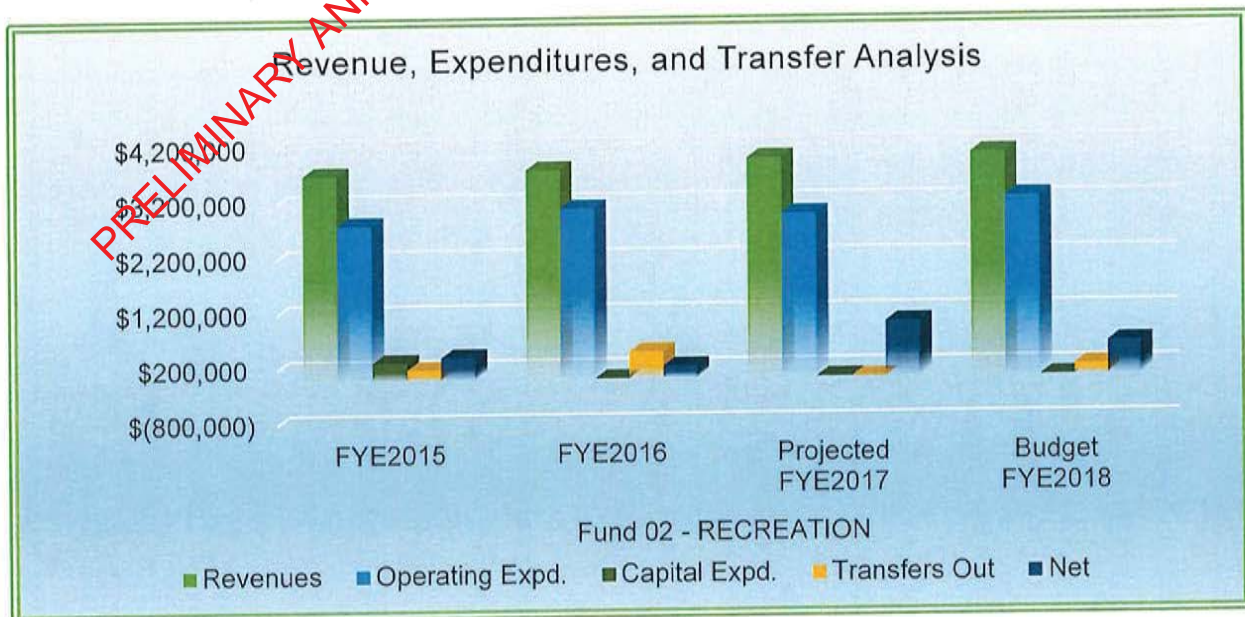
OBJECTIVES:

- Continue to monitor programs and services to better define core programs and services.
- Develop opportunities to increase non-tax-based revenues by increasing sponsorships, grants, and donations.
- Offer affordable programs, parks, and services.
- Develop creative and effective payment programs for participants.
- Develop effective strategies to make programs more affordable.
- Develop additional low-cost or free programs.

SG5 – PROVIDE OPPORTUNITIES TO CREATE COMMUNITY CONNECTIONS IN OUR PARKS, RECREATION, AND CULTURAL ARTS

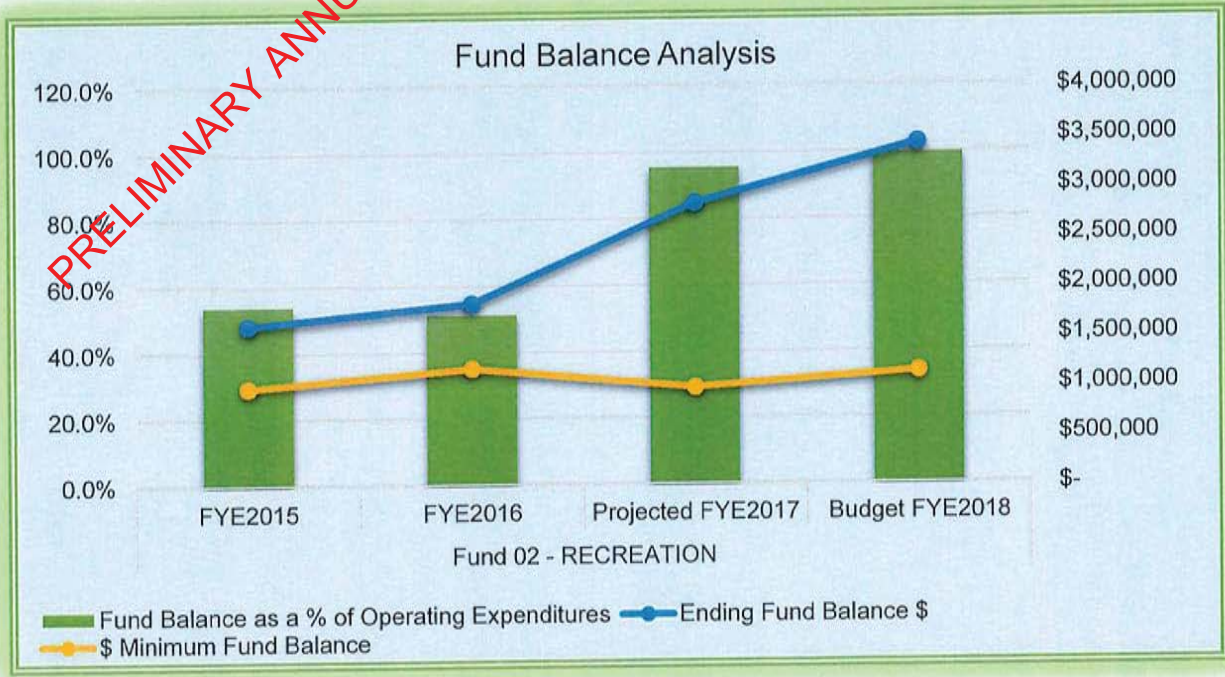
OBJECTIVES:

- Create a citizen advisory board for programs and services.
- Evaluate current community partnerships and develop new partnerships.
- Develop new family-focused special events or activities that bring residents together.
- Increase face-to-face connections with members of the community.
- Create new programs, parks, facilities, initiatives, amenities and services to connect with more people in the community.
- Develop new community and program partners by evaluating the community needs assessment results.
- Work with the school district to build upon pilot programs and services as part of the Community School Initiative.
- Develop open-street programs and other downtown events to bring community members together.
- Increase financial and in-kind support of outside groups and agencies to provide programs and event



Champaign Park District
Budget Category Totals by Fund

	Fund 02 - RECREATION			
	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Property Tax Revenue	\$1,862,515	\$1,920,097	\$1,964,732	\$2,031,240
Charge for Service Revenue	1,427,898	1,531,832	1,596,503	1,632,390
Contributions/Sponsorships	0	2,844	12,976	2,800
Merchandise/Concession Rev	101,152	133,256	134,219	135,950
Interest Income	6,125	7,103	1,500	11,650
Special Receipts	302,168	184,300	249,590	223,070
Total Estimated Revenues	\$3,699,858	\$3,779,432	\$3,969,520	\$4,037,100
Appropriations				
Salaries and Wages	\$1,690,738	\$1,797,577	\$1,789,815	\$1,859,290
Fringe Benefits	116,594	143,557	137,585	149,950
Contractual	342,825	391,506	355,450	435,520
Commodities/Supplies	302,122	316,468	342,070	377,160
Utilities	309,550	297,901	326,463	343,270
Routine/Periodic Maintenance	36,504	133,618	10,000	79,500
Capital Outlay	315,608	0	9,700	0
Transfers to Other Funds	184,598	481,222	0	190,600
Total Appropriations	\$3,296,636	\$3,561,849	\$2,971,083	\$3,435,290
Net of Revenues Over (Under) Appropriations	\$403,222	\$217,583	\$998,437	\$601,810
Beginning Fund Balance	1,206,600	\$1,609,822	\$1,827,405	\$2,825,842
Ending Fund Balance	\$1,609,822	\$1,827,405	\$2,825,842	\$3,427,652



RECREATION FUND
FYE2018 PROGRAM BUDGETS

ACCOUNT	DESCRIPTION	2015-16 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
Fund: 02 RECREATION				
ESTIMATED REVENUES				
	ADMINISTRATION	1,927,200	2,011,680	2,043,340
	FACILITIES	199,560	214,950	245,950
	SPORTS PROGRAMS	558,410	601,740	603,110
	AFTERSCHOOL/DAYCAMPS	487,960	486,740	515,510
	OTHER PROGRAMS	57,680	62,650	61,820
	TEEN PROGRAMS	940	1,400	2,680
	SPECIAL EVENTS	250	1,700	1,000
	CONCESSIONS	127,610	128,200	129,520
	AQUATICS	419,810	461,760	434,170
	TOTAL ESTIMATED REVENUES	3,779,420	3,969,470	4,037,100
APPROPRIATIONS				
	ADMINISTRATION	936,860	362,240	586,710
	FACILITIES	771,090	803,660	898,950
	SPORTS PROGRAMS	466,800	515,550	564,040
	AFTERSCHOOL/DAYCAMPS	467,710	434,950	485,250
	OTHER PROGRAMS	115,430	122,040	136,400
	TEEN PROGRAMS	660	2,910	3,300
	SPECIAL EVENTS	20,340	8,990	10,190
	CONCESSIONS	11,660	110,330	115,780
	AQUATICS	675,050	610,220	634,670
	TOTAL APPROPRIATIONS	3,561,610	2,970,890	3,435,290
NET OF REVENUES/APPROPRIATIONS - FUND 02		217,810	998,580	601,810

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

ACCOUNT TOTALS BY BUDGET CATEGORY
AT THE FUND LEVEL

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
ESTIMATED REVENUES				
PROPERTY TAX REVENUE				
41010	PROPERTY TAXES	1,862,510	1,964,730	2,031,240
	PROPERTY TAX REVENUE	1,862,510	1,964,730	2,031,240
CHARGE FOR SERVICE REVENUE				
42100	SEASON TICKET SALES	114,320	110,790	110,620
42105	DAILY ADMISSION SALES	161,570	254,560	235,750
48110	BALL MACHINE USAGE	570	800	940
48111	RANDOM COURT TIME	99,410	95,680	97,270
48112	PRIVATE LESSONS	32,050	36,940	33,880
48115	RACQUET STRINGING	860	2,530	2,560
49115	PROGRAM FEES	988,230	1,034,280	1,069,460
49116	VENDOR PORTION OF INCOME	(40,030)	(45,010)	(45,290)
49175	SPECIAL EVENTS	820	2,220	2,180
49260	MEMBERSHIP FEES	70,070	103,890	125,020
	CHARGE FOR SERVICE REVENUE	1,427,870	1,508,480	1,632,390
CONTRIBUTIONS/SPONSORSHIPS				
47100	SPONSORSHIPS		12,980	2,800
	CONTRIBUTIONS/SPONSORSHIPS		12,980	2,800
MERCHANDISE/CONCESSION REV				
48100	CONCESSION REVENUE	96,970	126,820	129,520
48105	MERCHANDISE FOR RESALE	4,000	7,390	6,330
48239	MERCHANDISE FOR RESALE	150		100
	MERCHANDISE/CONCESSION REV	101,160	134,210	135,950
INTEREST INCOME				
43030	INTEREST	6,120	11,500	11,650
	INTEREST INCOME	6,120	11,500	11,650
SPECIAL RECEIPTS				
44100	RENTAL INCOME	150,540	160,000	168,600
46150	SPECIAL RECEIPTS	122,730	34,620	37,520
46160	OTHER REIMBURSEMENTS	2,640	11,370	8,750
47200	GRANT PROCEEDS	26,240	43,580	8,200
	SPECIAL RECEIPTS	302,150	249,570	223,070
	TOTAL ESTIMATED REVENUES	3,699,810	3,969,470	4,037,100
APPROPRIATIONS				
SALARIES AND WAGES				
70101	DEPARTMENT HEAD	64,970	41,000	42,020
70301	OFFICE STAFF/SUPPORT	80,210	77,050	125,070
70501	MANAGERS/SUPERVISORS	176,250	97,420	101,620
70601	OPERATIONS STAFF	27,820	14,000	35,530
70901	CUSTOMER SERVICE	38,670	39,040	40,960
71001	PROGRAM/FACILITY DIR.	240,010	347,020	388,730
80303	PT OFFICE STAFF/SUPPORT	130,920	150,790	100,450
80903	PT BUILDING SERVICE WORKER	20,210	29,360	30,450
81003	PT PROGRAM DIRECTOR/SUPERVISOR	73,060	77,210	82,930
81103	PT SPORTS OFFICIAL	81,330	61,680	61,100
81303	PT ASSISTANT DIRECT SUPRVISOR	79,420	99,500	100,310
81403	PT INSTRUCTOR	153,350	169,990	148,540
81503	PT GENERAL STAFF	82,640	112,120	104,340
81603	PT SCOREKEEPERS	580		
81703	PT DAY CAMP STAFF/LIFE GUARD	376,530	395,050	405,770
81803	PT SITE SUPERVISORS	17,880	36,510	41,720
81903	PT BUILDING OPENER	3,010	1,700	1,810
82703	PT SEASONAL STAFF	43,910	40,330	47,940
	SALARIES AND WAGES	1,690,770	1,789,770	1,859,290
FRINGE BENEFITS				
53132	DENTAL INSURANCE	5,490	5,440	5,700
53133	MEDICAL HEALTH INSURANCE	95,990	111,200	130,580
53134	LIFE INSURANCE	2,340	2,230	2,240
53137	EMPLOYEE ASSISTANCE PROGRAM	580	580	620
83003	ALLOWANCES/REIMBURSEMENTS	12,190	18,140	10,810
	FRINGE BENEFITS	116,590	137,590	149,950
CONTRACTUAL				
54201	POSTAGE AND MAILING	18,390	19,030	19,120
54202	PRINTING AND DUPLICATING	29,160	28,940	31,340
54204	STAFF MEETINGS	390	380	1,050
54205	LEGAL PUBLICATIONS/NOTICES	280	40	350
54206	ADVERTISING/PUBLICITY	1,540	5,830	12,480
54207	STAFF TRAINING	15,030	15,920	17,770
54208	MEMBERSHIPS, DUES AND FEES	4,350	6,700	11,290

ACCOUNT TOTALS BY BUDGET CATEGORY
AT THE FUND LEVEL

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
<u>APPROPRIATIONS</u>				
<u>CONTRACTUAL</u>				
54209	CONFERENCE AND TRAVEL	9,250	5,160	9,700
54215	PROFESSIONAL FEES	2,700		5,000
54234	LANDFILL FEES	4,070	1,670	2,400
54236	AUTO ALLOWANCE	460	220	300
54241	VEHICLE REPAIR		2,510	2,500
54242	EQUIPMENT REPAIR	210	16,080	19,450
54245	BUILDING REPAIR	32,750	36,080	41,150
54250	EQUIPMENT RENTAL	9,970	3,030	6,270
54251	RENTAL FACILITIES	4,980	2,670	5,500
54253	PEST CONTROL	3,730	3,010	3,480
54254	SERVICE CONTRACTS	4,590	6,250	13,600
54255	LICENSE AND FEES	300	140	870
54260	SERVICE CONTRACTS-FACILITIES	57,450	58,560	62,990
54261	SERVICE CONTRACTS-GROUNDS	4,830	9,870	10,000
54264	CELL PHONE EXPENSE	1,090	1,400	2,230
54265	SUBSCRIPTIONS	200	760	970
54271	PETTY CASH	50	50	
54280	OTHER CONTRACTUAL SERVICES	4,210	9,240	11,970
54281	CONTRACTUAL PERSONNEL	7,470	13,140	20,670
54282	INTERN STIPEND	5,000	1,060	3,600
54285	CONTRACTUAL ENTERTAINMENT	1,190	540	1,000
54299	FIELD/SPECIAL TRIPS	84,490	61,750	71,300
59412	PROPERTY/SALES TAX	8,250	10,980	11,870
59414	CREDIT CARD FEES	26,440	34,790	35,300
	CONTRACTUAL	342,790	355,300	435,520
<u>COMMODITIES/SUPPLIES</u>				
55301	OFFICE SUPPLIES	6,230	6,560	6,640
55302	ENVELOPES AND STATIONARY	200		200
55303	DUPLICATING SUPPLIES	1,860	2,040	2,200
55305	PHOTOGRAPHIC SUPPLIES			150
55307	BOOKS AND MANUSCRIPTS	920	390	1,330
55308	FIRST AID/MEDICAL SUPPLIES-POOL SP	1,910	300	1,900
55315	STAFF UNIFORMS	7,370	16,040	14,480
55316	PARTICIPANT UNIFORMS	21,370	29,090	21,780
55320	BUILDING MAINTENANCE SUPPLIES	46,090	38,630	40,640
55321	LANDSCAPE SUPPLIES	15,830	12,000	13,500
55322	CLEANING /JANITORIAL SUPPLIES	14,250	11,390	13,280
55325	EQUIPMENT AND TOOLS	2,270	4,000	5,320
55327	VEHICLE/EQUIPMENT REPAIR PARTS	900	4,040	6,200
55329	OFFICE/ EQUIPMENT VALUE <\$10000		6,890	26,000
55330	GAS,FUEL,GREASE AND OIL	9,940	8,580	8,000
55331	CHEMICALS	19,060	40,400	43,000
55332	PAINTS	200	10,600	12,000
55333	PLANT MATERIALS	3,270	2,100	3,000
55348	FLOWERS AND GIFTS	10	20	130
55349	PLANNING, AWARDS AND PRIZES	10,390	13,420	13,420
55350	RECREATION/PROGRAM SUPPLIES	69,130	53,280	64,150
55354	FOOD SUPPLIES	15,670	20,130	21,930
55360	MERCHANDISE FOR RESALE	55,230	62,180	57,910
	COMMODITIES/SUPPLIES	302,100	342,080	377,160
<u>UTILITIES</u>				
56230	SANITARY FEES AND CHARGES	14,690	8,210	8,310
56231	GAS AND ELECTRICITY	204,530	219,700	231,910
56232	WATER	57,100	71,790	76,210
56233	TELECOMM EXPENSE	33,220	26,750	26,840
	UTILITIES	309,540	326,450	343,270
<u>ROUTINE/PERIODIC MAINTENANCE</u>				
58001	PERIODIC MAINTENANCE	36,600		69,500
58002	ROUTINE MAINTENANCE		10,000	10,000
	ROUTINE/PERIODIC MAINTENANCE	36,600	10,000	79,500
<u>CAPITAL OUTLAY</u>				
61504	VEHICLES / EQUIPMENT		9,700	
61508	FACILITY IMPROVEMENTS	313,610		
	CAPITAL OUTLAY	313,610	9,700	
<u>TRANSFERS TO OTHER FUNDS</u>				
59409	TRANSFERS TO OTHER FUNDS	184,600		190,600
	TRANSFERS TO OTHER FUNDS	184,600		190,600
TOTAL APPROPRIATIONS		3,296,600	2,970,890	3,435,290
NET OF REVENUES/APPROPRIATIONS - FUND 02		403,210	998,580	601,810

MUSEUM FUND

PRINCIPAL RESPONSIBILITIES

MUSEUM FUND – The Museum Fund accounts for the cultural arts programs and services the District provides the community. Real estate taxes are levied to pay the administrative costs and to help offset the operating costs at the Springer Cultural Center, the Virginia Theatre, the Children's Prairie Farm and various concerts and special events the District puts on throughout the year.

The Museum Fund contains the following divisions, see Departmental Information section for further discussion:

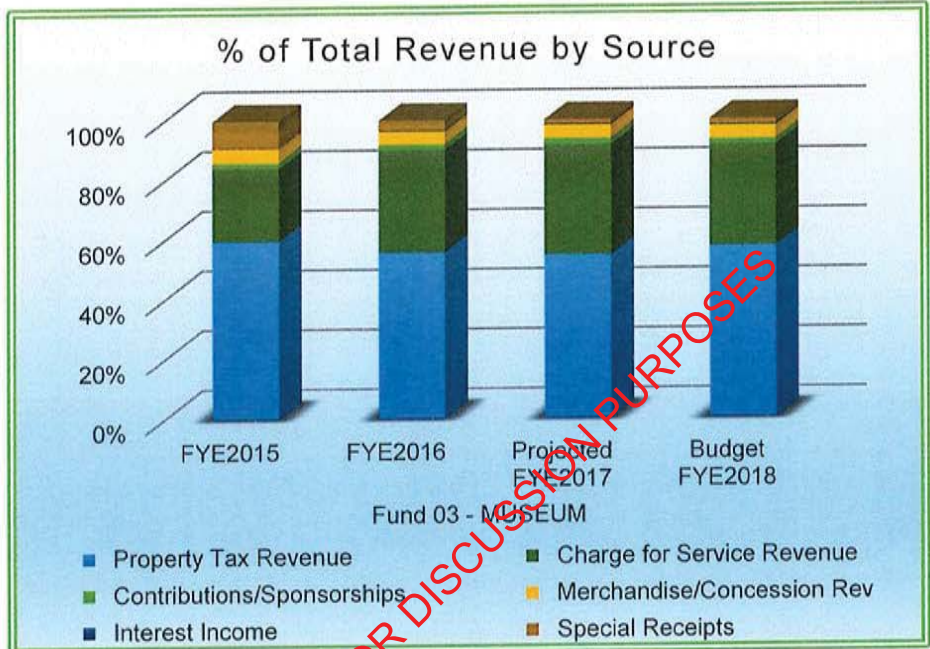
ADMINISTRATION – This was established to account for the administrative costs of the fund.

CULTURAL ARTS –accounts for many of the cultural arts programs and activities of the District including the District's leading role in the local cultural consortium, pottery classes, youth theatre workshop and camp, and dance and ballet programs located at Springer Cultural Center.

FACILITIES –covers the programs and activities at the Springer Cultural Center, Virginia Theatre and Prairie Farm.

SPECIAL ACTIVITIES/EVENTS –accounts for the special activities and events the District provides throughout the year. Major events in this division include Taste of C-U, Streetfest, summer concerts and artistic-themed summer day camps and preschool classes.

VIRGINIA THEATRE –covers all the activities at the historic Virginia Theatre.



2016-17 ACCOMPLISHMENTS

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Create events & programs that highlight different cultures. Status- *Irish dance participant qualified and participated in Ireland at World Competitions.*

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

- Track new programming and equipment trends. Status- *Increased Dance program offerings: tap, hip hop and contemporary disciplines. Surpassed former and created new record sales for attendance at Youth Theatre performances. Increased enrollment in art based camp.*

SG5 – PROVIDE OPPORTUNITIES TO CREATE COMMUNITY CONNECTIONS IN OUR PARKS, RECREATION, AND CULTURAL ARTS

OBJECTIVES:

- Evaluate current community partnerships and develop new partnerships. Status- *Formed partnerships to assist with programming in community for specialized interest.*
- Create new programs, parks, facilities, amenities and services to connect with more people in the community. Status- *Attracted new partners to do presentations in various programs.*

2017-18 GOALS

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Create new fun and safe park amenities.
- Provide equal access for all patrons to all parks, facilities and programs.
- Enhance the safety and security in each park and facility so all patrons feel safe.
- Create events & programs that highlight different cultures.
- Promote family volunteering at various events and programs.

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

- Train staff to make first-time participants feel important by enhancing the participant experience.
- Encourage staff to focus on first-time program participants.
- Track new programming and equipment trends.
- Monitor most effective mediums to communicate offerings to the community.
- Field program and event suggestions to maintain viable programs and services to residents.
- Promote scholarship opportunities to participants.

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPATE IN THROUGHOUT THEIR LIVES.

OBJECTIVES:

- Implement recommendations of the U of I Recreation, Sport, & Tourism appraisal of programs.
- Provide parks, amenities and facilities that serve all ages.
- Research new opportunities and aging trends for programs and facilities for various age groups.
- Provide intergenerational programming.
- Develop and promote health and wellness programs.

SG4 – PROVIDE PARKS, RECREATION AND CULTURAL ARTS THAT ARE AFFORDABLE FOR ALL.

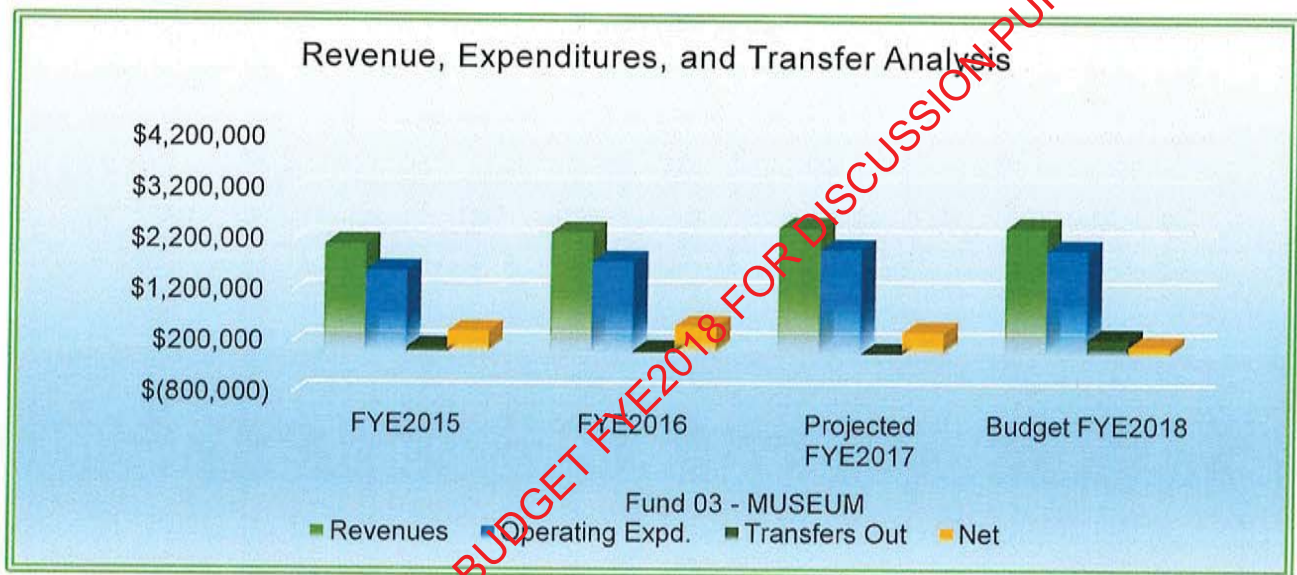
OBJECTIVES:

- Continue to monitor programs and services to better define core programs and services.
- Develop opportunities to increase non-tax-based revenues by increasing sponsorships, grants, and donations.
- Offer affordable programs, parks, and services.
- Develop creative and effective payment programs for participants.
- Develop effective strategies to make programs more affordable.
- Develop additional low-cost or free programs.

SG5 – PROVIDE OPPORTUNITIES TO CREATE COMMUNITY CONNECTIONS IN OUR PARKS, RECREATION, AND CULTURAL ARTS

OBJECTIVES:

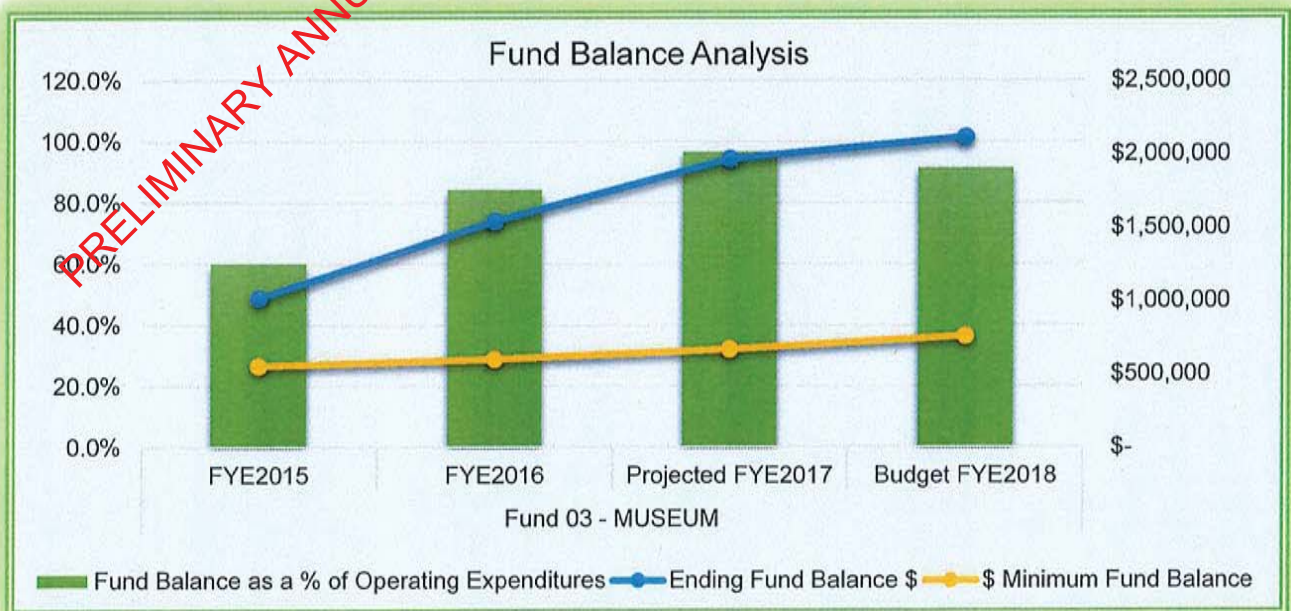
- Create a citizen advisory board for programs and services.
- Evaluate current community partnerships and develop new partnerships.
- Develop new family-focused special events or activities that bring residents together.
- Increase face-to-face connections with members of the community.
- Create new programs, parks, facilities, initiatives, amenities and services to connect with more people in the community.
- Develop new community and program partners by evaluating the community needs assessment results.
- Work with the school district to build upon pilot programs and services as part of the Community School Initiative.
- Develop open-street programs and other downtown events to bring community members together.
- Increase financial and in-kind support of outside groups and agencies to provide programs and events



PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Champaign Park District
Budget Category Totals by Fund

Fund 03 - MUSEUM				
	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Property Tax Revenue	\$1,261,746	\$1,311,817	\$1,343,656	\$1,412,240
Charge for Service Revenue	517,342	809,905	905,448	935,703
Contributions/Sponsorships	38,126	41,621	53,102	43,550
Merchandise/Concession Rev	103,572	103,147	111,834	112,999
Interest Income	2,522	4,501	9,180	9,252
Special Receipts	189,812	81,756	33,099	44,925
Total Estimated Revenues	\$2,113,120	\$2,352,747	\$2,456,319	\$2,558,669
Appropriations				
Salaries and Wages	\$773,762	\$765,515	\$867,086	\$951,974
Fringe Benefits	82,322	86,099	82,883	104,295
Contractual	498,210	680,816	829,357	809,941
Commodities/Supplies	127,651	147,668	135,338	168,649
Utilities	105,068	108,025	119,798	126,849
Routine/Periodic Maintenance	12,300	0	0	47,000
Transfers to Other Funds	94,392	40,372	0	285,900
Total Appropriations	\$1,693,705	\$1,828,495	\$2,034,462	\$2,494,608
Net of Revenues Over (Under) Appropriations	\$419,415	\$524,252	\$421,857	\$64,061
Beginning Fund Balance	599,071	\$1,018,486	\$1,542,738	\$1,964,595
Ending Fund Balance	\$1,018,486	\$1,542,738	\$1,964,595	\$2,028,656



ACCOUNT TOTALS BY BUDGET CATEGORY
AT THE FUND LEVEL

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
ESTIMATED REVENUES				
PROPERTY TAX REVENUE				
41010	PROPERTY TAXES	1,261,750	1,343,660	1,412,240
	PROPERTY TAX REVENUE	1,261,750	1,343,660	1,412,240
CHARGE FOR SERVICE REVENUE				
42100	SEASON TICKET SALES			13,320
47111	RESTORATION FEE		30	
49100	ADMINISTRATIVE FEES	21,660		
49115	PROGRAM FEES	1,326,500	1,504,160	1,545,970
49116	VENDOR PORTION OF INCOME	(831,150)	(598,746)	(623,720)
49175	SPECIAL EVENTS	270		120
49260	MEMBERSHIP FEES	60		
	CHARGE FOR SERVICE REVENUE	517,340	905,450	935,690
CONTRIBUTIONS/SPONSORSHIPS				
47100	SPONSORSHIPS	38,130	46,470	37,150
47258	DONATIONS		6,630	6,400
	CONTRIBUTIONS/SPONSORSHIPS	38,130	53,100	43,550
MERCHANDISE/CONCESSION REV				
48100	CONCESSION REVENUE	95,090	103,200	103,200
48239	MERCHANDISE FOR RESALE	8,210	8,440	9,600
48257	MERCHANDISE FOR RESALE	170	200	200
	MERCHANDISE/CONCESSION REV	103,570	111,840	113,000
INTEREST INCOME				
43030	INTEREST	2,520	9,180	9,250
	INTEREST INCOME	2,520	9,180	9,250
SPECIAL RECEIPTS				
44100	RENTAL INCOME	116,410	22,140	28,750
46150	SPECIAL RECEIPTS	15,070	10,950	16,170
46160	OTHER REIMBURSEMENTS	51,040		
47200	GRANT PROCEEDS	7,300		
	SPECIAL RECEIPTS	189,820	33,090	44,920
	TOTAL ESTIMATED REVENUES	2,113,130	2,456,320	2,558,650
APPROPRIATIONS				
SALARIES AND WAGES				
70101	DEPARTMENT HEAD	65,940	100,360	105,730
70301	OFFICE STAFF/SUPPORT	50,000	52,210	84,670
70501	MANAGERS/SUPERVISORS	118,510	97,820	139,250
70901	BUILDING SERVICE WORKER	59,390	34,500	36,400
70902	CUSTODIAL OT	480		
71001	PROGRAM/FACILITY DIR.	108,930	116,580	138,800
71401	INSTRUCTOR			32,770
80303	PT OFFICE STAFF/SUPPORT	66,380	86,560	62,030
80903	PT BUILDING SERVICE WORKER	9,000	11,000	14,920
81003	PT PROGRAM DIRECTOR/SUPERVISOR	41,990	32,590	17,250
81303	PT ASSISTANT DIRECT SUPRVISOR	11,010	21,740	24,960
81403	PT INSTRUCTOR	76,900	79,080	60,590
81503	PT GENERAL STAFF	57,800	54,280	57,570
81703	PT DAY CAMP STAFF/LIFE GUARD	40,470	57,000	62,640
82503	PT VT HOUSE STAFF	30,160	38,450	36,000
82504	PT VT HOUSE STAFF OT	610	3,220	3,250
82603	PT VT RENTAL STAFF	27,990	63,350	61,110
82604	PT VT RENTAL STAFF OT	8,230	18,300	14,000
	SALARIES AND WAGES	773,790	867,040	951,940
FRINGE BENEFITS				
53132	DENTAL INSURANCE	2,690	3,110	3,210
53133	MEDICAL HEALTH INSURANCE	66,690	68,250	88,180
53134	LIFE INSURANCE	1,250	1,200	1,530
53137	EMPLOYEE ASSISTANCE PROGRAM	340	320	
83003	ALLOWANCES/REIMBURSEMENTS	11,340	10,000	11,380
	FRINGE BENEFITS	82,310	82,880	104,300
CONTRACTUAL				
54150	EQUIPMENT RENTAL			4,700

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

ACCOUNT TOTALS BY BUDGET CATEGORY
AT THE FUND LEVEL

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
<u>APPROPRIATIONS</u>				
<u>CONTRACTUAL</u>				
54201	POSTAGE AND MAILING	13,030	15,180	16,410
54202	PRINTING AND DUPLICATING	34,900	43,050	43,600
54204	STAFF MEETING	610	170	850
54205	LEGAL PUBLICATIONS/NOTICES	90	140	250
54206	ADVERTISING/PUBLICITY	40,960	39,220	51,250
54207	STAFF TRAINING	3,170	2,350	1,850
54208	MEMBERSHIPS, DUES AND FEES	1,110	960	890
54209	CONFERENCE AND TRAVEL	2,740	4,870	5,200
54215	PROFESSIONAL FEES	610	1,110	
54220	INSURANCE EXPENSE	1,140	1,200	1,750
54234	LANDFILL FEES	10,710	9,990	6,560
54236	AUTO ALLOWANCE		210	900
54240	OFFICE EQUIPMENT REPAIRS			300
54241	VEHICLE REPAIR	60		500
54242	EQUIPMENT REPAIR	4,950	3,160	4,940
54245	BUILDING REPAIR	18,910	14,450	18,400
54250	EQUIPMENT RENTAL	99,220	125,970	127,060
54251	RENTAL FACILITIES	28,460	36,070	36,270
54253	PEST CONTROL	1,370	1,350	1,440
54254	SERVICE CONTRACTS	2,470	9,670	7,900
54255	LICENSE AND FEES	1,920	9,950	8,500
54260	SERVICE CONTRACTS-FACILITIES	6,420	35,080	42,010
54264	CELL PHONE EXPENSE	260	250	210
54265	SUBSCRIPTIONS	210		160
54271	PETTY CASH	50		
54280	OTHER CONTRACTUAL SERVICES	44,430	61,690	83,140
54281	CONTRACTUAL PERSONNEL	33,620	51,210	55,830
54282	INTERN STIPEND		1,360	1,800
54285	CONTRACTUAL ENTERTAINMENT	112,530	305,110	230,450
54299	FIELD/SPECIAL TRIPS	2,630	5,000	6,890
59412	PROPERTY/SALES TAX	7,720	10,170	10,000
59414	CREDIT CARD FEES	12,860	45,430	39,850
	CONTRACTUAL	498,160	829,270	809,860
<u>COMMODITIES/SUPPLIES</u>				
55301	OFFICE SUPPLIES	1,810	2,440	2,910
55302	ENVELOPES AND STATIONARY	230	310	500
55303	DUPLICATING SUPPLIES	860	260	1,400
55305	PHOTOGRAPHIC SUPPLIES		70	150
55307	BOOKS AND MANUSCRIPTS	70	370	100
55308	FIRST AID/MEDICAL SUPPLIES	1,030	1,100	1,200
55315	STAFF UNIFORMS	670	920	1,190
55316	PARTICIPANT UNIFORMS	2,940	3,780	3,310
55320	BUILDING MAINTENANCE SUPPLIES	20,860	15,870	27,500
55321	LANDSCAPE SUPPLIES		60	
55322	CLEANING /JANITORIAL SUPPLIES	7,900	7,640	7,850
55327	VEHICLE/EQUIPMENT REPAIR PARTS	760	1,690	3,000
55329	OFFICE/ EQUIPMENT VALUE <\$10000			320
55330	GAS, FUEL, GREASE AND OIL	1,400	1,200	240
55349	PLAQUES, AWARDS AND PRIZES	1,270	2,300	5,170
55350	PROGRAM/RECREATION SUPPLIES	36,090	34,600	45,320
55351	ANIMAL SUPPLIES	3,150	2,100	2,200
55354	FOOD SUPPLIES	9,170	12,570	16,710
55355	ANIMAL FEED	9,070	7,570	9,000
55360	MERCHANDISE FOR RESALE	30,370	40,510	40,560
	COMMODITIES/SUPPLIES	127,650	135,360	168,630
<u>UTILITIES</u>				
56230	SANITARY FEES	3,890	2,530	2,750
56231	GAS AND ELECTRICITY	77,000	88,260	94,340
56232	WATER	11,280	16,150	16,500
56233	TELECOMM EXPENSE	12,890	12,860	13,260
	UTILITIES	105,060	119,800	126,850
<u>ROUTINE/PERIODIC MAINTENANCE</u>				
58001	PERIODIC MAINTENANCE	12,300		47,000
	ROUTINE/PERIODIC MAINTENANCE	12,300		47,000
<u>TRANSFERS TO OTHER FUNDS</u>				

PRELIMINARY BUDGET FYE2018 FOR DISCUSSION PURPOSES

ACCOUNT TOTALS BY BUDGET CATEGORY
AT THE FUND LEVEL

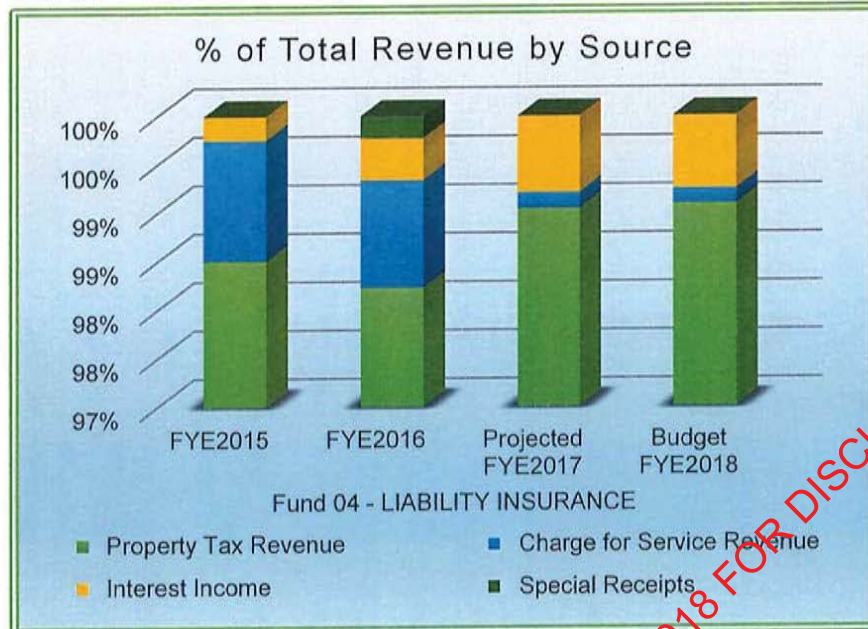
ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
<u>APPROPRIATIONS</u>				
<u>TRANSFERS TO OTHER FUNDS</u>				
59409	TRANSFERS TO OTHER FUNDS	94,390		285,900
	TRANSFERS TO OTHER FUNDS	94,390		285,900
TOTAL APPROPRIATIONS		1,693,660	2,034,350	2,494,480
NET OF REVENUES/APPROPRIATIONS - FUND 03		419,470	421,970	64,170
	BEGINNING FUND BALANCE	1,286,270	1,542,750	1,964,720
	ENDING FUND BALANCE	1,705,740	1,964,720	2,028,890

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

LIABILITY INSURANCE FUND

PRINCIPAL RESPONSIBILITIES

LIABILITY INSURANCE FUND – Real estate taxes are levied in this fund to pay for and administer the District's required insurance coverage. The insurance coverage includes public officials' liability, general liability, property, workers' compensation, unemployment insurance, employment practices, pollution and other



coverage. Taxes are also levied in this fund to pay for and administer the District's risk management program. The District employs a full-time Risk Manager to administer and train staff on the District's safety and risk policies and procedures. The Manager's salary and the related safety expenses are charged to this fund. The Park District is a member of the Park District Risk Management Agency (PDRMA), a self-insurance pool for park districts and municipalities in Illinois. Currently, there are more than 145 districts and municipalities participating in the pool.

EMPLOYEES FUNDED BY LIABILITY INSURANCE FUND – POSITIONS AND NUMBERS

	FYE2015 Budget	FYE2016 Actual	FYE2017 Actual	FYE2018 Actual
RISK MANAGER	1	1	1	1
	1	1	1	1

2016-17 ACCOMPLISHMENTS

- Implemented required monthly training program online through PDRMA's website for all full-time staff.

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

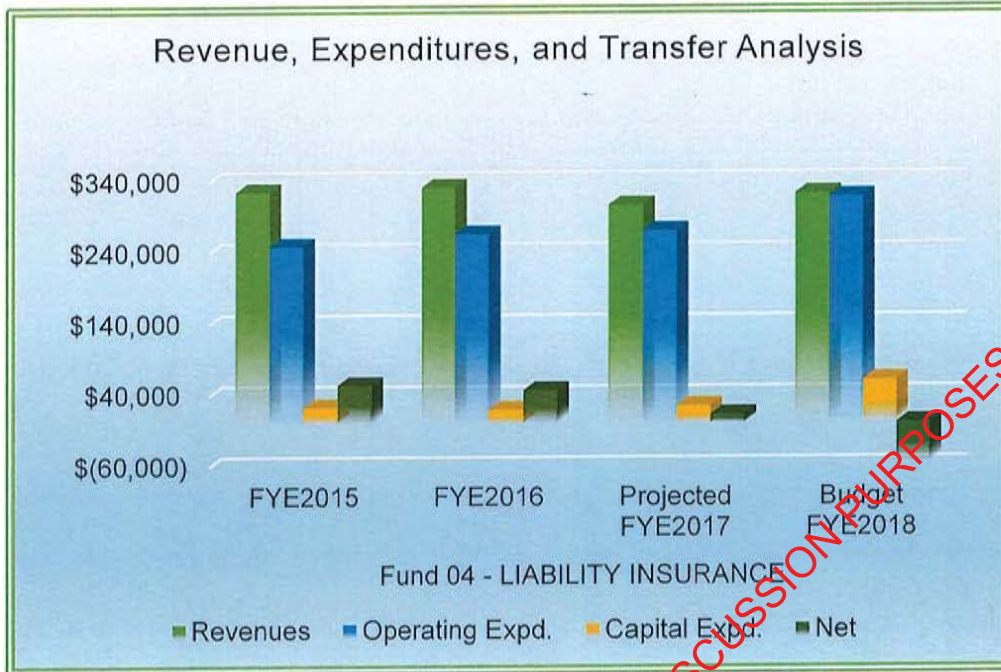
- Enhance the safety and security in each park and facility so all patrons feel safe. *Status-Began design phase of new website which will include public reporting feature to encourage responsible reporting of safety concerns and undesirable activities throughout the District. Began participating in the Champaign County Emergency Management Agency monthly meetings.*

2017-18 GOALS

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Enhance the safety and security in each park and facility so all patrons feel safe.
 - Install security cameras in various parks and facilities



PERFORMANCE INDICATORS

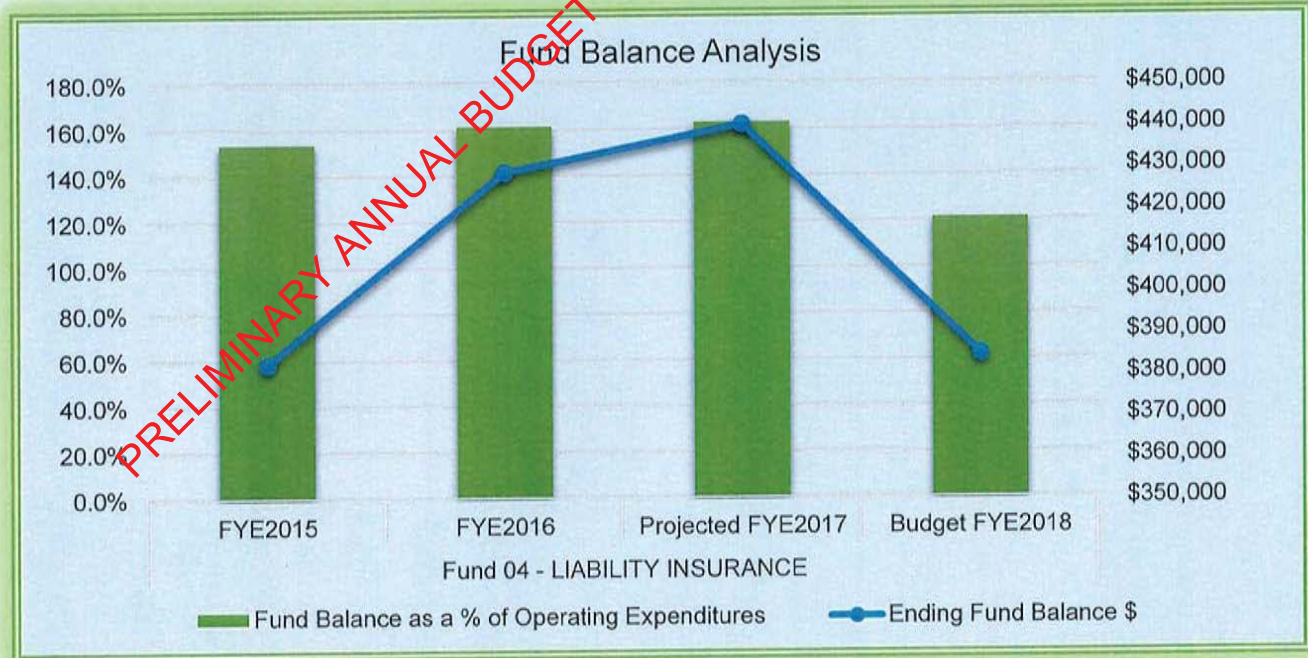
	FYE2014	FYE2015	FYE2016	FYE2017 Projected	FYE2018 Proposed
Operating Expenditures Per Capita	\$3.66	\$3.20	\$3.18	\$3.59	\$3.68
Completion of Online PDRMA Trainings by full-time staff	N/A	N/A	N/A	100%	100%

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Champaign Park District
Budget Category Totals by Fund

Fund 04 - LIABILITY INSURANCE

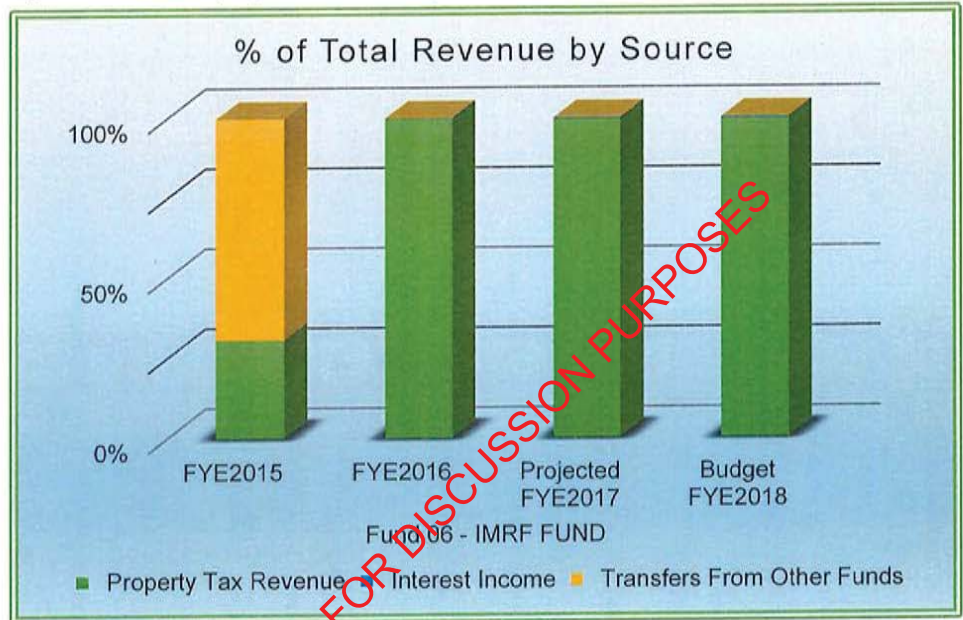
	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Property Tax Revenue	\$319,534	\$324,641	\$302,442	\$318,625
Charge for Service Revenue	4,040	3,660	500	500
Interest Income	806	1,438	2,412	2,425
Special Receipts	0	750	0	0
Total Estimated Revenues	\$324,380	\$330,489	\$305,354	\$321,550
Appropriations				
Salaries and Wages	\$40,038	\$41,580	\$43,000	\$46,963
Fringe Benefits	8,079	8,725	8,800	9,179
Contractual	10,614	13,154	4,834	15,464
Commodities/Supplies	1,031	12,095	4,267	6,210
Insurance	188,544	189,771	208,940	239,210
Capital Outlay	22,502	19,414	24,000	60,000
Total Appropriations	270,808	284,439	293,841	377,026
Net of Revenues Over (Under) Appropriations	53,572	46,050	11,513	(55,476)
Beginning Fund Balance	328,933	382,495	428,546	440,059
Ending Fund Balance	\$382,495	\$428,545	\$440,059	\$384,583



IMRF

PRINCIPAL RESPONSIBILITIES

ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF) – accounts for the expenditures related to the District's portion of the pension contribution paid for eligible District employees. To be eligible to participate in the plan, an employee must work 1,000 hours during the year in one position. As set by statute, eligible Regular plan members are required to contribute 4.50 percent of their annual covered salary. The employer annual required contribution rate for calendar year 2016 was 8.83 percent. The employer also contributes for disability benefits, death benefits and supplemental retirement benefits, all of which are pooled at the IMRF level. Contribution rates for disability and death benefits are set by the IMRF Board of Trustees, while the supplemental retirement benefits rate is set by statute.

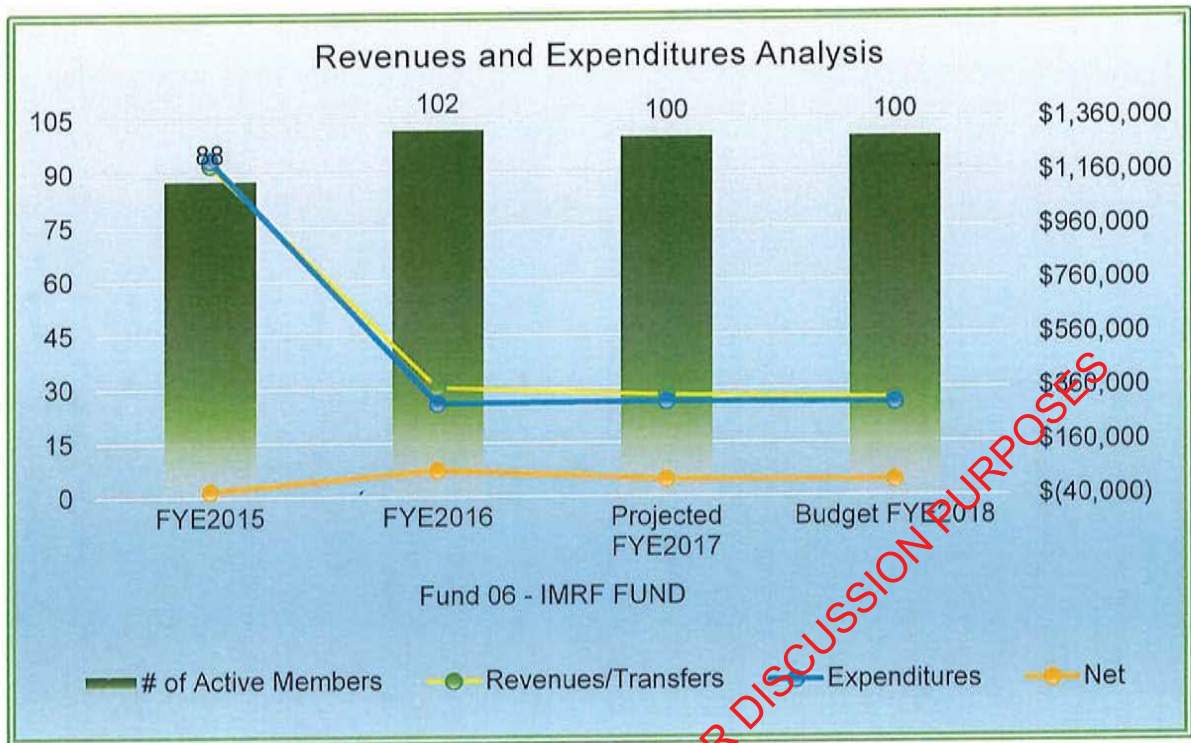


2016-17 ACCOMPLISHMENTS

- Filed monthly wage reporting in a timely manner as required.
- IMRF employer contribution rate decreased from 8.83% to 7.86% effective January 1, 2017.
- Implemented Governmental Accounting Standards Board Statement No. 68 (GASB68) related to pension accounting and disclosure for the year-end financial audit.

2017-18 GOALS

- Continue to monitor reporting of members to verify accuracy of earnings being reported to IMRF.
- File all applicable wage reports in a timely manner as required each month.



Note: FYE2015 actual expenditures included an additional one-time payments for unfunded liability at this time, which did not recur in subsequent years.

IMRF Employer Rates by Calendar Year

Calendar Year	ER Rate	% Change from Prior Year
2010	9.30%	
2011	10.23%	10.0%
2012	10.30%	0.7%
2013	11.12%	8.0%
2014	10.56%	-5.0%
2015	9.62%	-8.9%
2016	8.83%	-8.2%
2017	8.22%	-6.9%
2018	7.86%	-4.4%

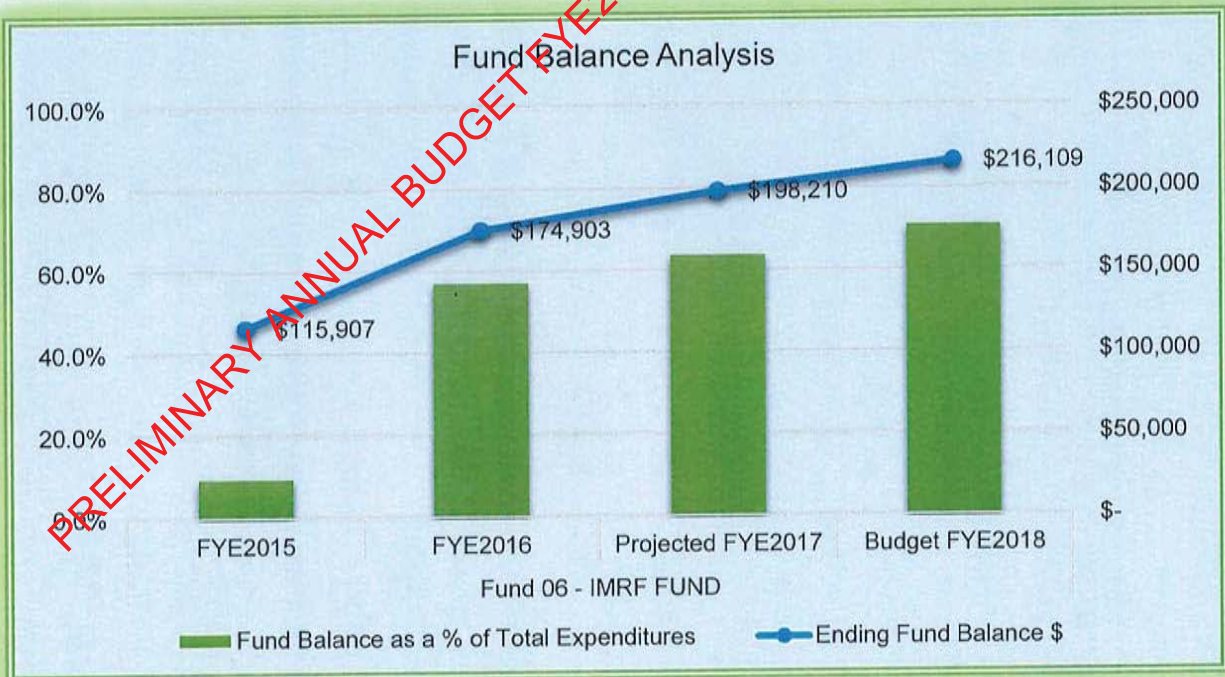
The District has a number of eligible employees nearing retirement age, therefore we may see an increase in annual IMRF expenditures from the Tier 1 employees as the advanced payment may be a factor as it has been in prior years. The advanced payment is based on a salary increase greater than the CPI or 5%, whichever is greater over the last 48 month period. With the Tier 1 employees, the vacation payout often triggers this payment due to the increase in their final check, however it is best to not spread out the vacation payout over a period of time as that would negatively spike the employee's earnings and thus an increase to the advanced payment above and beyond the normal cost. No occurrences of this in FYE2017.

The District has a number of employees who are eligible to retire in FYE2018. This would impact the funding adjustment as well various factors such as life expectancy, which plan the employee is in, how long they contributed, etc. It is important to note that the IMRF's actuarial calculation does take this into consideration when determining the IMRF contribution rate, therefore the District should only see minor adjustments. This normally is a factor due to accumulation of vacation time that is paid out on the final check, which is included in the IMRF benefit calculation for Tier 1 employees.

Champaign Park District
Budget Category Totals by Fund

Fund 06 - IMRF FUND

	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Property Tax Revenue	\$365,976	\$364,518	\$333,605	\$321,750
Interest Income	344	609	1,200	1,200
Transfers From Other Funds	825,000	0	0	0
Total Estimated Revenues	1,191,320	365,127	334,805	322,950
Appropriations				
Fringe Benefits	\$1,209,273	\$306,133	\$311,500	\$305,051
Total Appropriations	1,209,273	306,133	311,500	305,051
Net of Revenues Over (Under) Appropriations	(17,953)	58,994	23,305	17,899
Beginning Fund Balance	133,860	115,909	174,905	198,210
Ending Fund Balance	\$115,907	\$174,903	\$198,210	\$216,109



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PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

AUDIT

PRINCIPAL RESPONSIBILITIES

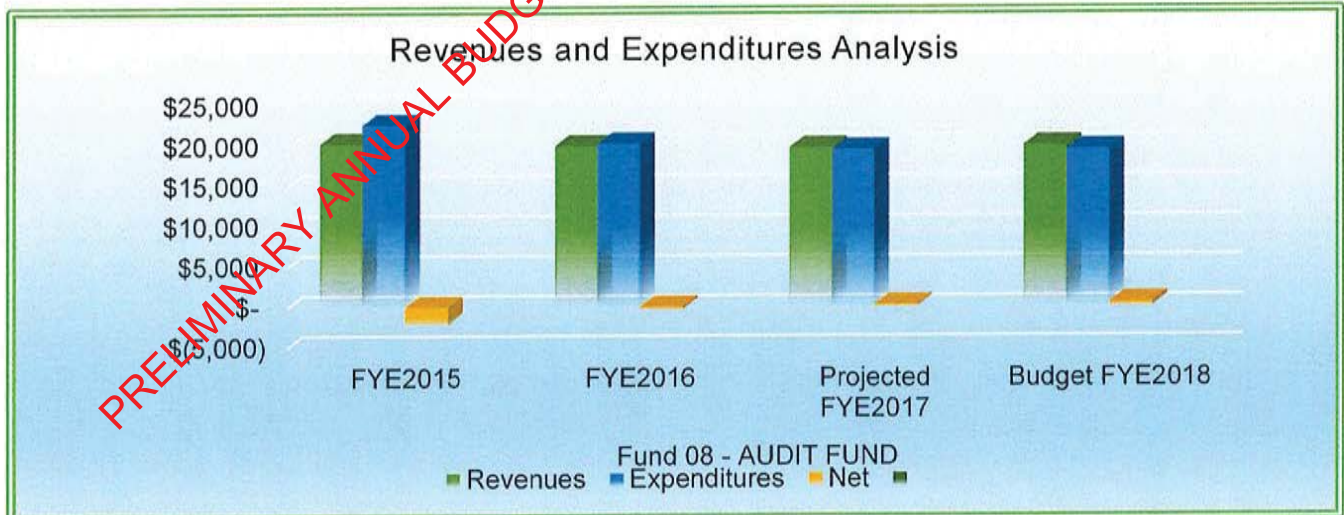
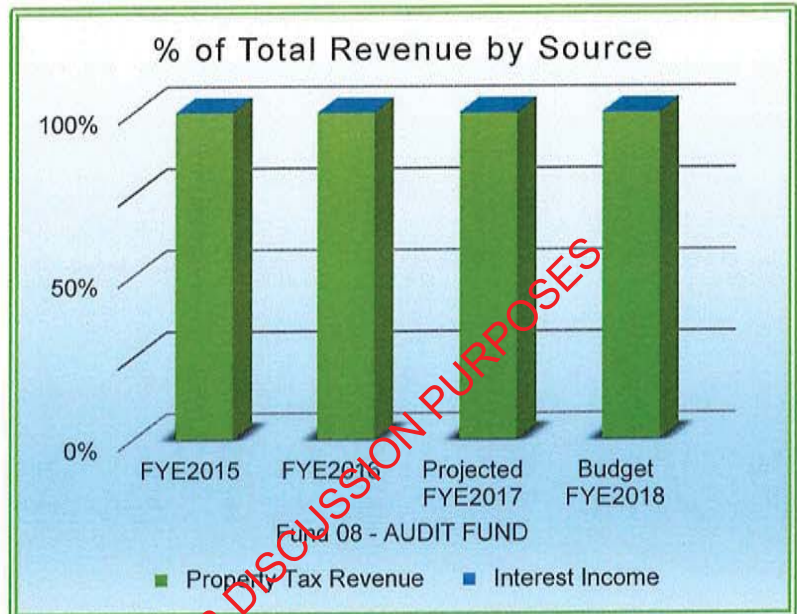
AUDIT – accounts for auditing expenditures related to the District's annual financial audit, which is mandated by state statute (50 ILCS 310/9), as well as grant audits as required by written grant agreement. FYE2016 started a new when applicable. FYE2017 is the second year of a three-year auditing engagement with CliftonLarsonAllen at comparable expenditures to prior years. Property taxes are levied to provide resources for this annual expenditure, plus minimal interest income.

2016-17 ACCOMPLISHMENTS

- Awarded the Government Finance Officers' Association for the Comprehensive Annual Financial Report (CAFR) Award for FYE April 30, 2016.
- Received an unqualified audit opinion on the annual financial audit for FYE2016 was unmodified, which is the best you can receive.
- Projected fund balance at April 30, 2017 is \$22,030 or 108.74% of actual expenditures, target is 25%.

2017-18 GOALS

- Receive an unmodified (clean) opinion on the annual financial audit for FYE2017.
- Obtain CAFR Award through GFOA for FYE2017.
- Complete financial audit and file all annual reports as required before deadlines.



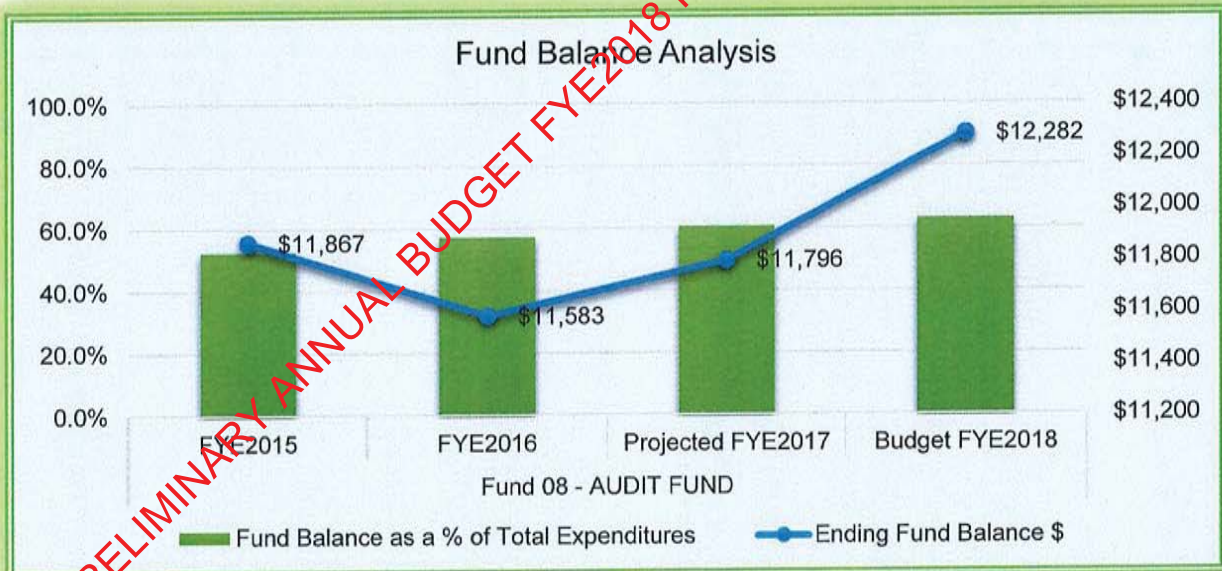
PERFORMANCE INDICATORS

	FYE2014	FYE2015	FYE2016	FYE2017 Projected	FYE2018 Proposed
Operating Expenditures Per Capita	\$0.22	\$0.27	\$0.24	\$0.23	\$0.23
Received GFOA award for CAFR	Yes	Yes	Yes	Yes	Yes
Unmodified Opinion (superseded term-unqualified opinion) received	Yes	Yes	Yes	Yes	Yes

Champaign Park District
Budget Category Totals by Fund

Fund 08 - AUDIT FUND

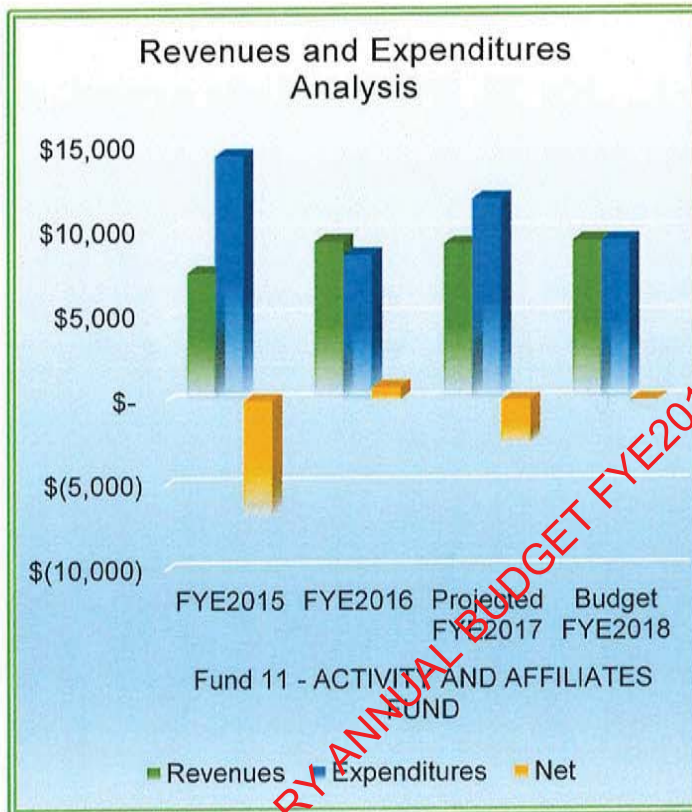
	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Property Tax Revenue	\$20,238	\$19,939	\$19,643	\$19,914
Interest Income	23	42	70	72
Total Estimated Revenues	20,261	19,981	19,713	19,986
Appropriations				
Contractual	\$22,600	\$20,265	\$19,500	\$19,500
Total Appropriations	22,600	20,265	19,500	19,500
Net of Revenues Over (Under) Appropriations	(2,339)	(284)	213	486
Beginning Fund Balance	14,206	11,867	11,583	11,796
Ending Fund Balance	\$11,867	\$11,583	\$11,796	\$12,282



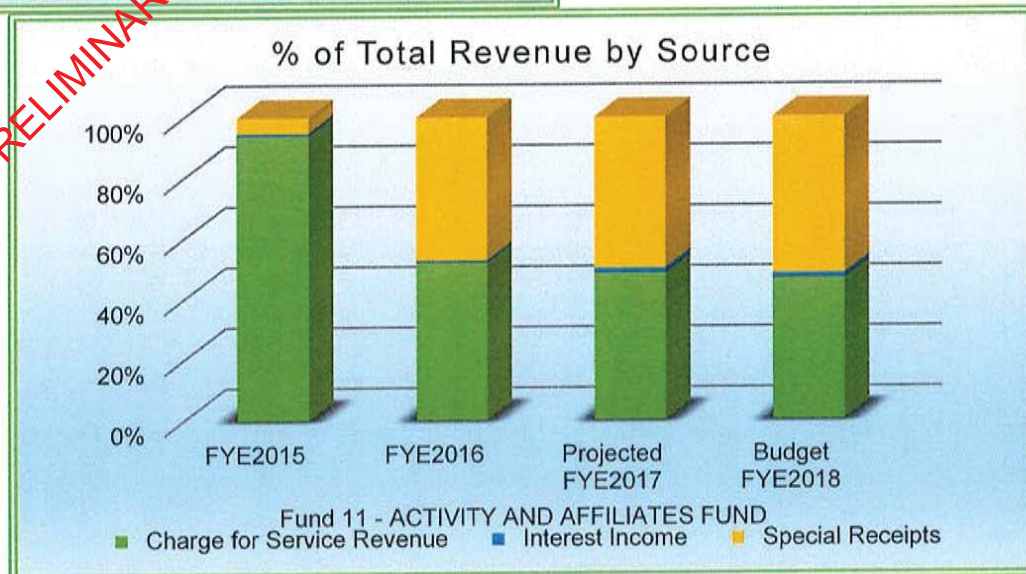
ACTIVITY FUND

PRINCIPAL RESPONSIBILITIES

ACTIVITY FUND – Special monies from PDRMA safety awards, vending machine shared profits from sales and Adopt-A-Park groups are accounted for in the Activity Fund. The District administers these accounts, and they are audited along with the other District funds. Each affiliated group is responsible for its own budget, but administration and check writing are handled by Park District staff. The District also uses this fund to account for Champaign Park District gift cards sold and redeemed by patrons. The vending machine funds received are approximately \$4,200 annually and are used to pay for the various full-time staff annual holiday, picnic and other functions. The newest item added in FYE2017 was for the POSI incentive program implemented by the District. Funds are used to purchase gift cards for employees, as well as other incentives for saying "yes" and being positive. There are no budgeted staff for this fund.



	Ending Balance by Group	
	Projected FYE2017	Budget FYE2018
Administration/Interest	\$4,643.85	\$4,274.40
CPD Gift Cards Purchased by Patrons, Net of Redeemed	22,580.41	21,080.41
Adopt a Park-Clark Park	215.47	215.47
CUSR Afterschool	19.64	19.64
Posi Awards	202.97	100.00
PDRMA Safety Award	3,414.38	1,914.38
PDRMA Safety Award - CUSR	4,219.19	4,719.19
Adopt a Parks	634.17	634.17
Innovative Award-CUSR 2013	203.04	203.04
Innovative Award-Rec 2013	267.16	267.16
Adopt a Park-Porter	13.00	13.00
Adopt a Park-Robeson	1,054.21	1,054.21
Robeson Meadows	1,053.80	1,053.80
Douglass Seniors	1,680.42	1,680.42
Hays Seniors	1,592.75	1,592.75
Ending Balance	\$41,669.46	\$38,822.04



Champaign Park District
Budget Category Totals by Fund

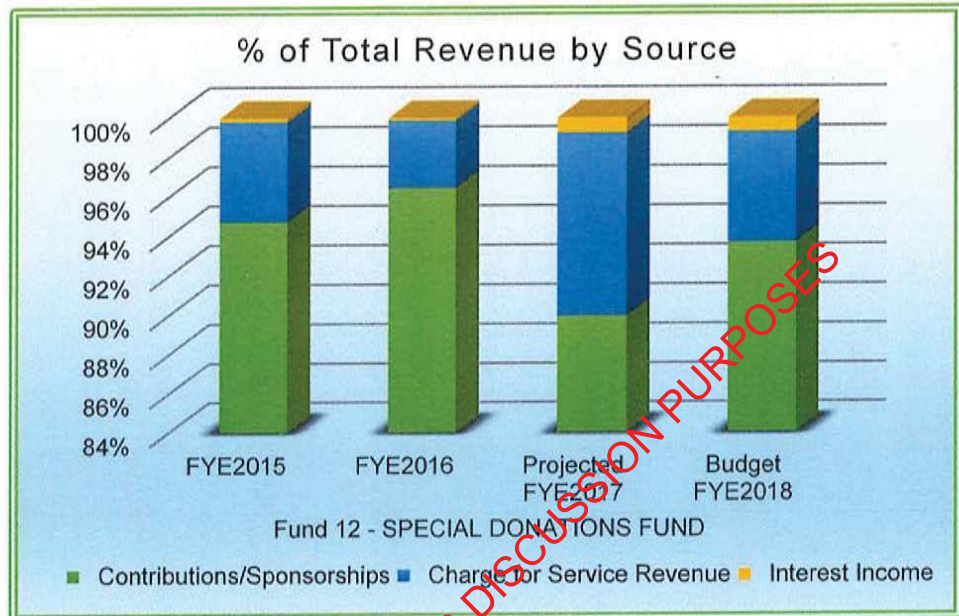
	Fund 11 - ACTIVITY AND AFFILIATES FUND			
	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Charge for Service Revenue	\$7,136	\$4,905	\$4,486	\$4,400
Interest Income	67	72	160	162
Special Receipts	386	4,455	4,632	4,900
Total Estimated Revenues	7,589	9,432	9,278	9,462
Appropriations				
Contractual	\$508	\$0	\$0	\$0
Commodities/Supplies	14,009	8,640	11,941	9,462
Total Appropriations	14,517	8,640	11,941	9,462
Net of Revenues Over (Under) Appropriations	(6,928)	792	(2,663)	0
Beginning Fund Balance	7,716	788	1,580	(1,083)
Ending Fund Balance	\$788	\$1,580	(\$1,083)	(\$1,083)

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

SPECIAL DONATIONS FUND

PRINCIPAL RESPONSIBILITIES

This fund is used to track funds available for scholarships towards District programming. Those eligible for scholarships must complete an application and funds are distributed based on several criteria as well as available funding. There are no budgeted staff for this fund. Staff projected revenues to be consistent with prior years excluding the unexpected inflow of funds for FYE2016. As always, if revenues are



below projected, then less scholarships would be awarded. The process for awarding scholarships was modified in FYE2016 allowing the participant of funds to decide to use 100% of their allotment at once, or allocate the scholarship funds evenly over programs selected. In the past scholarships were awarded, however participants may not have had the funds available to pay for their portion. With this change, there was a higher utilization of funds awarded than in prior years.

The total scholarship funds available at April 30, 2017 for the next fiscal year are comprised as follows:

- Champaign-Urbana Special Recreation – 9%
- Douglass Daycamp and Swim Lessons – 17%
- General Scholarships – 73%
- Teens In Action – 1%

2016-17 ACCOMPLISHMENTS

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPATE IN THROUGHOUT THEIR LIVES

OBJECTIVES:

- Provide program scholarships from which all ages can benefit. Secured a commitment from Jimmy John's for \$25,000 per year for five years for the scholarship fund. FYE2018 will mark year two of the donation received by Jimmy John's through the Champaign Parks Foundation. Also able to award 241 more scholarships this year due to the increase in receipts from prior year(s).
- Provide program scholarships from which all ages can benefit.

2017-18 GOALS

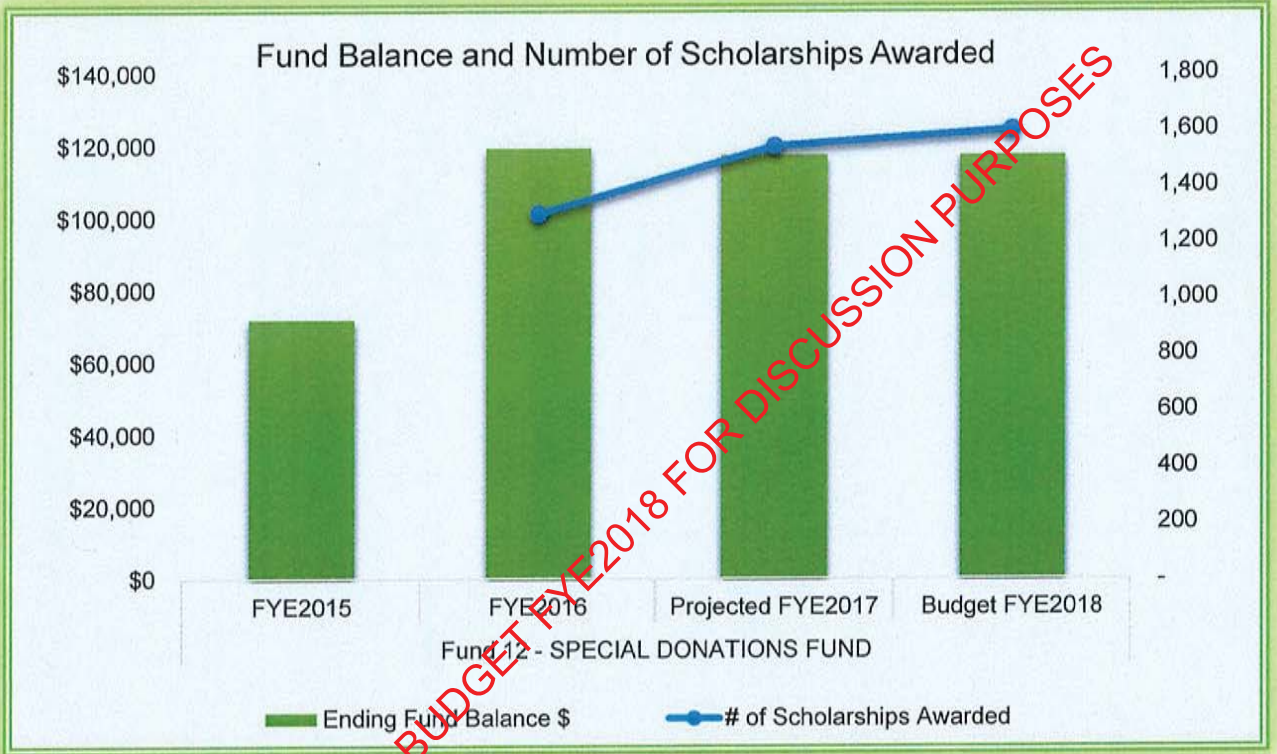
SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

- Increase the number of scholarships for first-time experiences.

PERFORMANCE INDICATORS

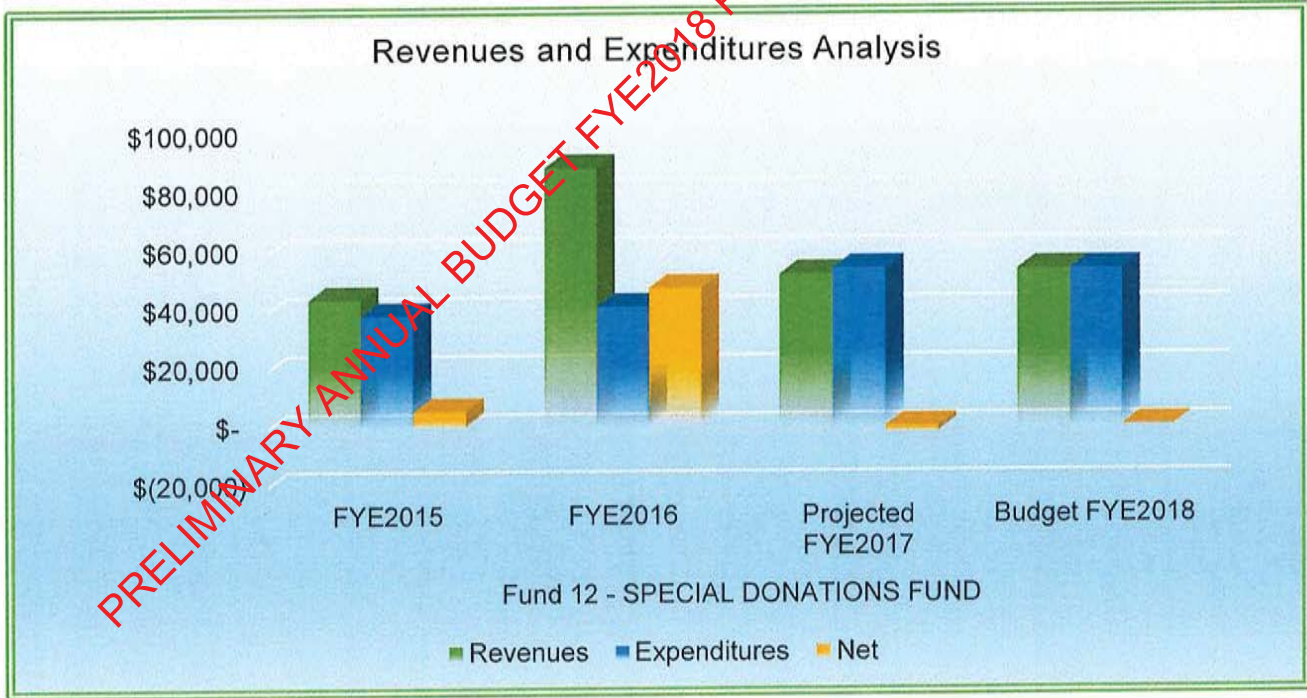
	FYE2016	FYE2017 Projected	FYE2017 Proposed
# OF SCHOLARSHIPS AWARDED	1,300	1,541	1,600
# OF SCHOLARSHIPS USED	919	894	1,000



Champaign Park District
Budget Category Totals by Fund

Fund 12 - SPECIAL DONATIONS FUND

	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Contributions/Sponsorships	\$41,488	\$85,422	\$46,776	\$50,050
Charge for Service Revenue	2,224	3,030	4,823	3,960
Interest Income	85	113	400	384
Total Estimated Revenues	\$43,797	\$88,565	\$51,999	\$53,434
Appropriations				
Contractual	\$38,250	\$41,134	\$53,966	\$53,434
Total Appropriations	38,250	41,134	53,966	53,434
Net of Revenues Over (Under) Appropriations	5,547	47,431	(1,967)	0
Beginning Fund Balance	66,314	71,899	119,291	117,324
Ending Fund Balance	\$71,861	\$119,291	\$117,324	\$117,324

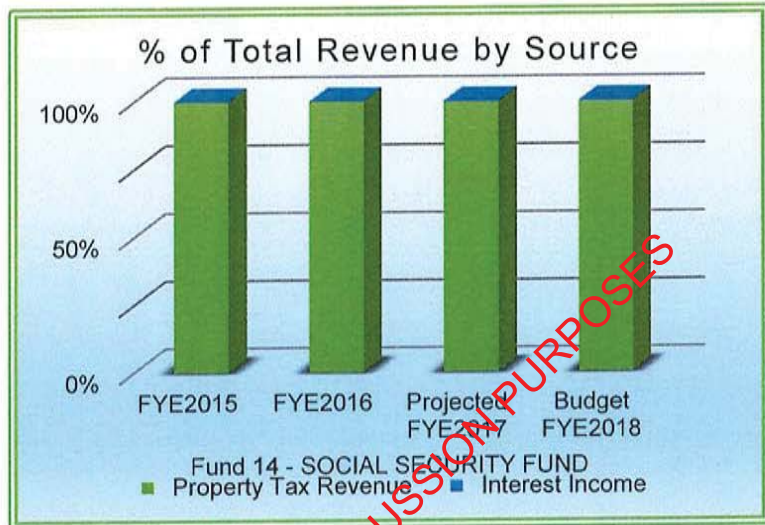


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PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

SOCIAL SECURITY FUND
PRINCIPAL RESPONSIBILITIES

SOCIAL SECURITY FUND – accounts for employer portion of expenditures of the Social Security and Medicare payroll taxes on eligible taxable wages paid to employees. The current rates are 6.20% for Social Security and 1.45% for Medicare. Champaign-Urbana Special Recreation’s portion of expenditures are transferred to the CUSR fund and paid out of those separate property tax dollars. The remaining expenditures are paid with real estate taxes that are levied specifically for this fund. Revenue is derived of property taxes and interest income. Staff continue to reduce the



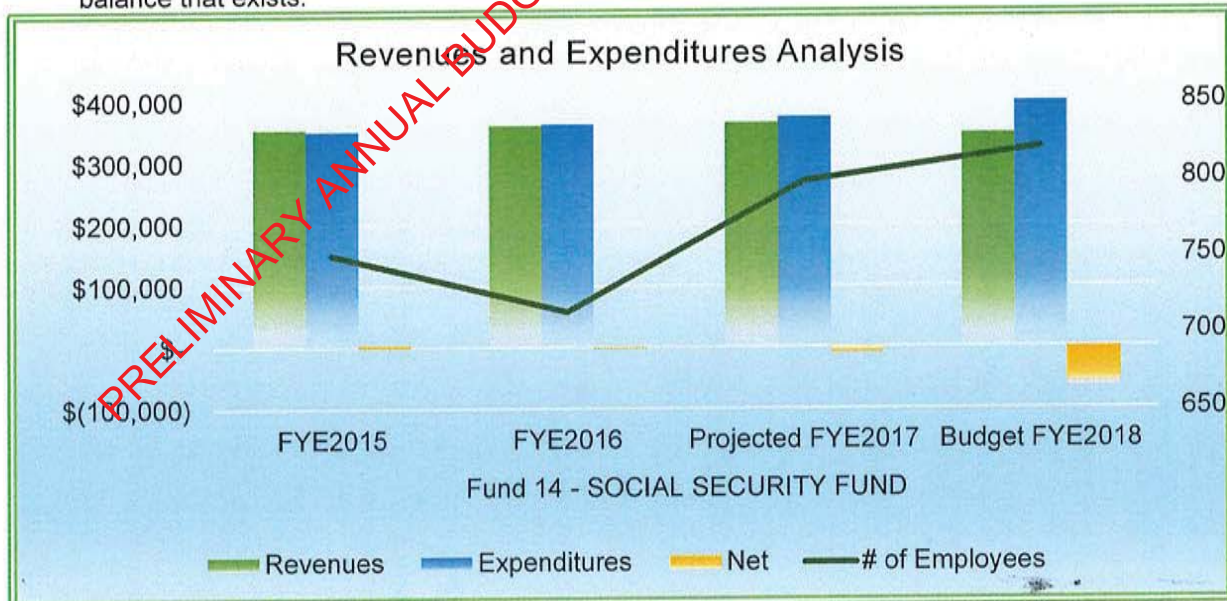
amount of the property tax levy as a means to use excess fund balances or cash on hand to cover a portion of the annual social security and medicare expenditures. As reflected in the chart below, total revenues will decline in FYE2018 as expenditures increase in line with estimated salaries and wages.

2016-17 ACCOMPLISHMENTS

- Filed quarterly wage reporting in a timely manner as required.
- Paid all payroll taxes in a timely manner as required.

2017-18 GOALS

- Continue to levy less than required to cover expenditures in future years to utilize the surplus fund balance that exists.



Champaign Park District
Budget Category Totals by Fund

Fund 14 - SOCIAL SECURITY FUND

Estimated Revenues

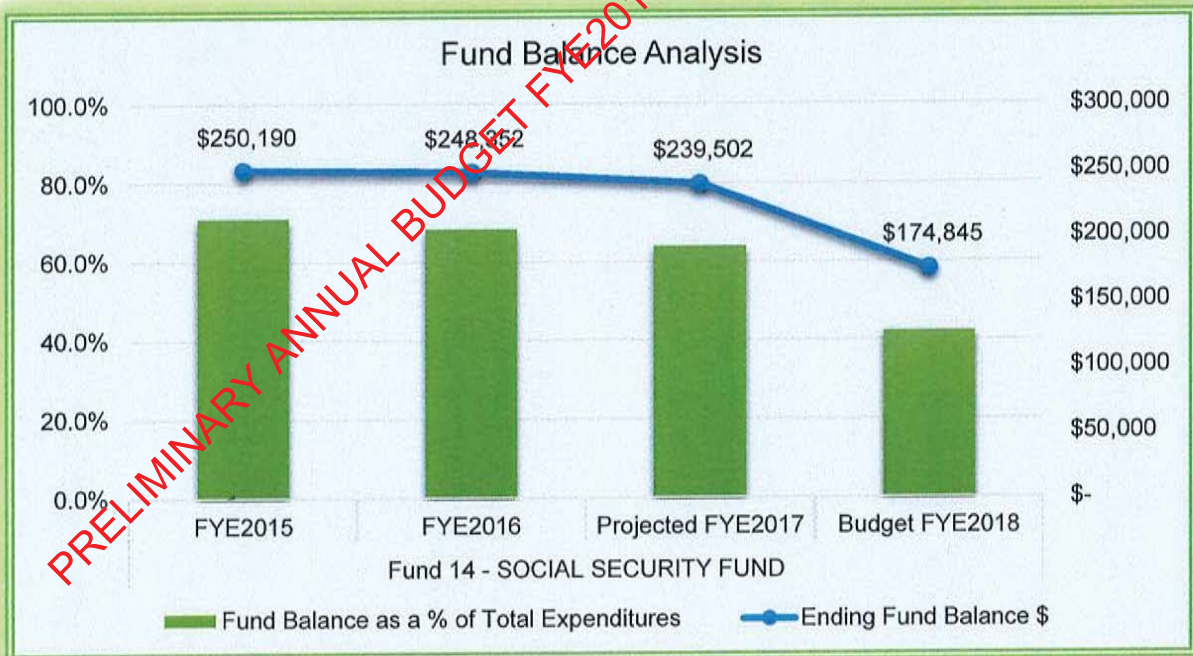
	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Property Tax Revenue	\$355,000	\$361,205	\$364,767	\$346,837
Interest Income	468	587	1,350	1,360
Total Estimated Revenues	355,468	361,792	366,117	348,197

Appropriations

Fringe Benefits	\$351,655	\$363,631	\$374,967	\$412,854
Total Appropriations	351,655	363,631	374,967	412,854

Net of Revenues Over (Under)

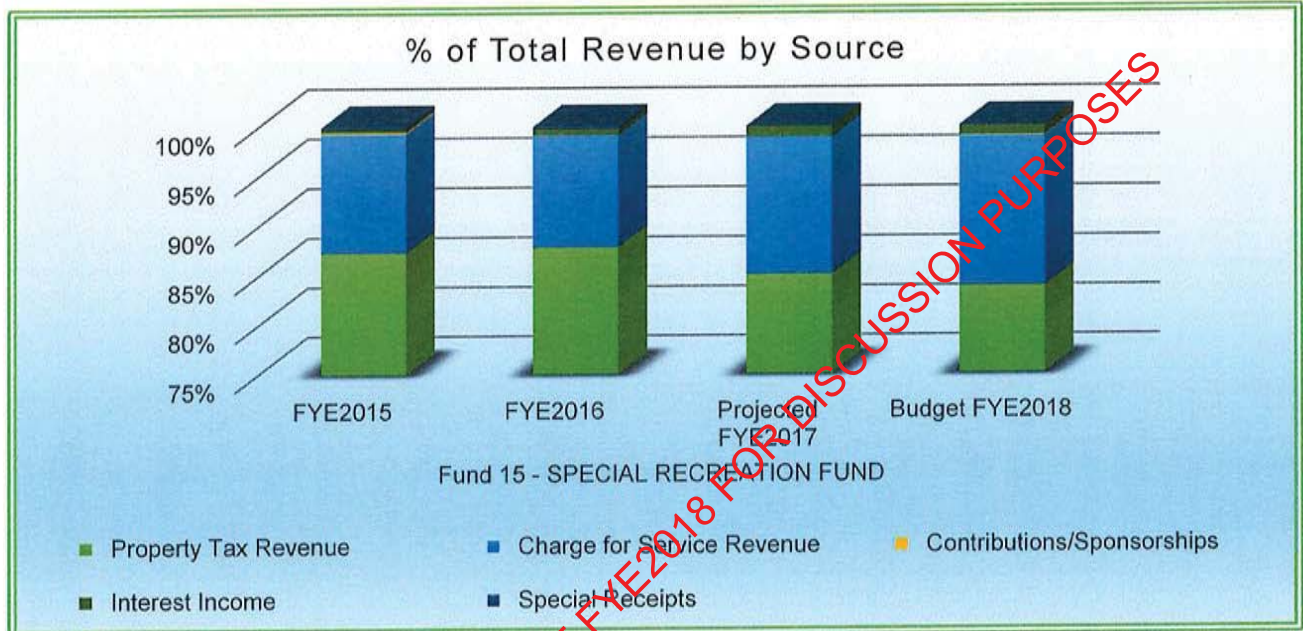
Appropriations	3,813	(1,839)	(8,850)	(64,657)
Beginning Fund Balance	246,377	250,191	248,352	239,502
Ending Fund Balance	\$250,190	\$248,352	\$239,502	\$174,845



SPECIAL RECREATION FUND

PRINCIPAL RESPONSIBILITIES

SPECIAL RECREATION FUND – Real estate taxes are levied for this fund to help provide for the operation of the C-U Special Recreation program. Monies from the Urbana Park District real estate tax levy are also placed here. The District is the administrative agency for the program. Both Districts set aside .0175 of the .04 tax rate for ADA expenditures, whereas the remaining .0225 is used for operating activities. Both Districts levy at a maximum tax rate of .04, however based on the final EAV for RY2016, the District rate is .0394.



CHAMPAIGN-URBANA SPECIAL RECREATION (CUSR) - serves people of varying ages and disabilities by providing recreational programs, which enhance the quality of life for both Urbana and Champaign residents. CUSR has an administrative four-member board composed of District and Urbana Park District staff with input from the Special Recreation Advisory Committee., however all activities are approved by the Champaign Park District Board.

Program areas include facilitating programs that promote the acquisition of skills, awareness of resources, appreciation of leisure, time management and planning, and normalized age-appropriate development of benefits of recreation and leisure. The program also advocates and assists full accessibility and inclusion of people of all ages and abilities into community opportunities.

Responsibilities include afterschool programs; basic living skills; leisure education programs; creative classes; dances; specialized, transitional, and inclusion services (UPD/CPD); special events; Special Olympics (bowling, basketball, volleyball, bocce, softball, track and field, and power lifting); sports; summer camps; and trips.

EMPLOYEES FUNDED BY SPECIAL RECREATION FUND – POSITIONS AND NUMBERS (FT1 AND FT2)

Position	FYE2015	FYE2016	FYE2017	FYE2018
	Actual	Actual	Actual	Budget
PROGRAM MANAGER	1	1	1	1
RECEPTIONIST (FT2 in 2015)	1	1	1	1
ADULT PROGRAM COORDINATOR	3	2	3	1
ATHLETICS COORDINATOR	0	1	0	1
RECREATION INCLUSION COORDINATOR	0	0	0	1
TOTAL	5	5	5	5

2016-17 ACCOMPLISHMENTS

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Develop customer service standards and training. *Status- Established CUSR's Core Values: Inclusion, Diversity, Cultural Competence, Opportunity, Building Lasting Relationships, Innovation, Education, and Advocacy.*

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

- Develop and implement a marketing plan to encourage first-time opportunities and a spirit of discovery. *Status- Developed a Marketing Brand for CUSR lead by Jessie Scheunemann of Jessie Made Studios.*

SG5 – PROVIDE OPPORTUNITIES TO CREATE COMMUNITY CONNECTIONS IN OUR PARKS, RECREATION, AND CULTURAL ARTS

OBJECTIVES:

- Create a citizen advisory board for programs and services. *Status- Created a CUSR Advisory Committee that meets 6 times a year to discuss like program innovation, facility needs and much more.*
- Involve community members and agencies in our programs and events. *Status- Scheduled Adaptive game opportunities. Re-establishing partnerships within community.*
- Develop new community and program partners by evaluating the community needs assessment results. *Status- Increased number of inclusion services throughout District.*
- Completed ADA paths around Dexter field, as well as the Hessel Park Phase 1 playground renovation.

2017-18 GOALS

Welcome more participants into CUSR programs and activities

OBJECTIVES:

- Create 1st time opportunities
- Bring more visibility to Inclusion Services in CPD/UPD Brochure.
- Remove stigma of Special Recreation
- Increase utilization of Inclusion Services
- Hold a CUSR open house

Cultivate excellence in customer service where participants and staff thrive

OBJECTIVES:

- Update training process
- Create standards for customer service
- Organize front desk training for CPD/UPD offices
- Explore hiring a dedicated bus driver
- Reduce staff turnover and volunteer burnout

Position for future growth by establishing a solid foundation of business operations

OBJECTIVES:

- Conduct Part-time Wage study.
- Conduct affordability review; address service vs. business balance
- Establish ongoing review and implementation of Strategic Plan

Create new community connections and strengthen current connections

OBJECTIVES:

- Utilize feedback from advisory committee
- Identify new community partners and collaborations
- Create Matrix team
- Strengthen connection with families and school Districts

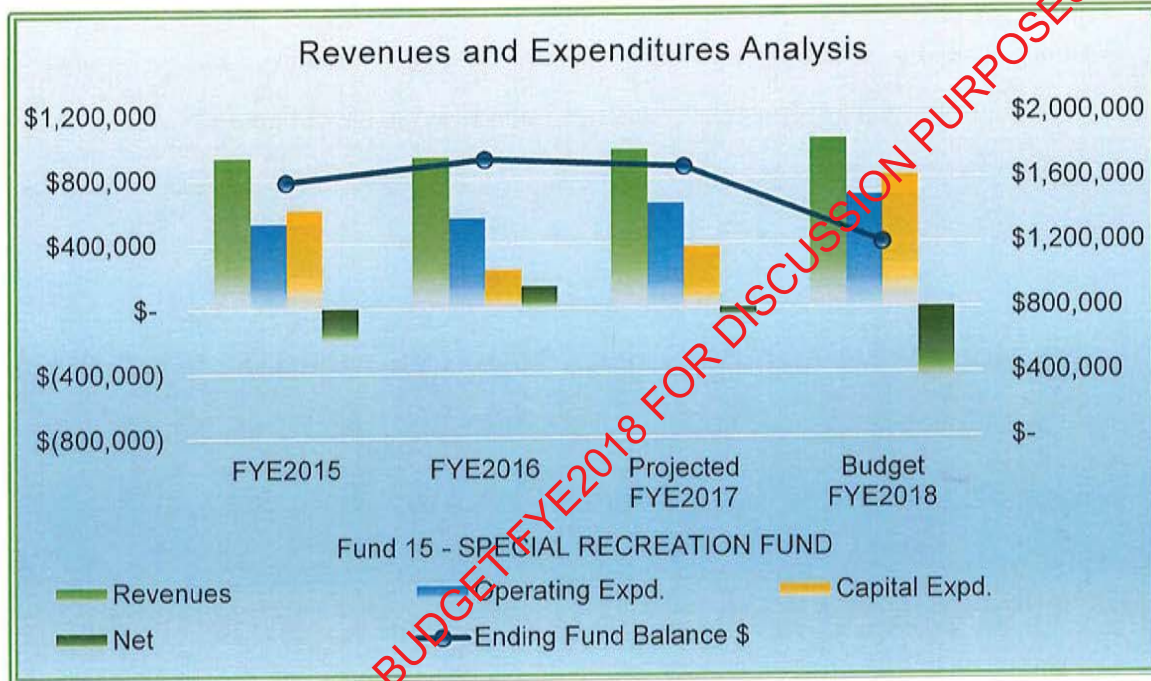
Diversify programming and improve participants' experiences

OBJECTIVES:

- Explore options for a dedicated CUSR Facility

- Explore options for a dedicated CUSR Facility
- Expand Urbana programming
- Hold budget meeting for CUSR facility: Research available grants
- Begin Monday thru Friday adult programming
- Complete ADA plan

Hessel Park Phase 2 & 3 originally planned for in FYE2017 was carried over and is scheduled to be completed in fall 2018. This project will utilize \$400,000 in excess ADA fund from Champaign's portion. An additional \$310,000 is included in FYE2018 capital for CPD-ADA. For more details please refer to the Capital and Debt section of this document, specifically the Capital Improvement Plan document.



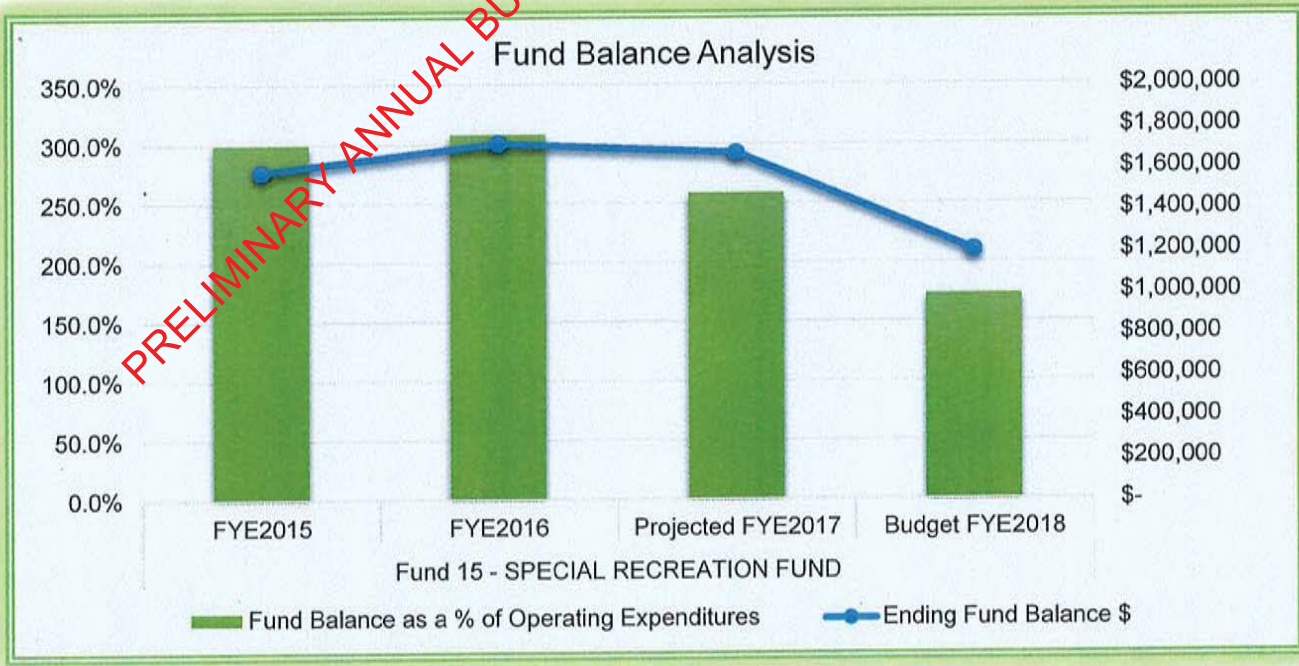
As this fund is a joint program with Urbana Park District, the following table displays the ending fund balance by fiscal year between the two Districts. The Urbana Park District had set aside a reserve related to the Presence Hospital property tax exemption in past years. In FYE2016, Urbana Park District Staff directed the District to clear out that Reserve and roll the balance into the UPD-ADA line item, which was completed by April 30, 2016. No other restrictions were established in FYE2017.

Fund Balance, Ending	FYE2015	FYE2016	FYE2017	FYE2018
Operating	\$992,392	\$1,015,950	\$656,351	\$622,750.24
ADA	910,008	1,028,941	1,015,597	579,854.04
	<u>\$1,902,400</u>	<u>\$2,044,890</u>	<u>\$1,671,948</u>	<u>\$1,202,604.28</u>
Ending Balance ADA Comprised of:				
CPD-ADA	\$847,097	\$1,013,933	\$1,008,778	\$579,835.44
UPD-ADA	57,158	15,007	6,819	18.60
UPD-ADA Presence	5,753	0	0	0.00
	<u>\$910,008</u>	<u>\$1,028,941</u>	<u>\$1,015,597</u>	<u>\$579,854.04</u>

Champaign Park District
Budget Category Totals by Fund

Fund 15 - SPECIAL RECREATION FUND

	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Property Tax Revenue	\$816,623	\$820,538	\$830,932	\$872,585
Charge for Service Revenue	111,969	105,240	134,947	156,517
Contributions/Sponsorships	1,500	150	0	900
Interest Income	2,967	5,763	10,200	10,300
Special Receipts	1,940	2,193	550	450
Total Estimated Revenues	\$934,999	\$933,884	\$976,629	\$1,041,152
Appropriations				
Salaries and Wages	\$343,900	\$354,665	\$433,310	\$447,355
Fringe Benefits	73,763	72,285	79,076	81,137
Contractual	65,172	88,292	86,519	110,095
Commodities/Supplies	28,759	27,573	30,297	39,934
Utilities	6,162	5,993	6,218	5,599
Insurance	10,029	9,070	10,734	8,878
Capital Outlay	611,018	240,058	377,604	817,500
Total Appropriations	1,138,809	797,436	1,023,758	1,510,498
Net of Revenues Over (Under) Appropriations	(203,804)	136,448	(47,129)	(469,346)



ACCOUNT TOTALS BY BUDGET CATEGORY
AT THE FUND LEVEL

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
ESTIMATED REVENUES				
PROPERTY TAX REVENUE				
41010	PROPERTY TAXES - CPD OPERATING	316,860	322,990	341,380
41011	PROPERTY TAXES - CPD IMRF/FICA	24,650	24,840	26,410
41012	PROPERTY TAXES - UPD OPERATING	94,820	93,200	96,630
41013	PROPERTY TAXES - UPD IMRF/FICA	24,730	24,880	26,410
41014	PROPERTY TAXES - UPD ADA	92,980	91,840	95,700
41015	PROPERTY TAXES - CPD ADA	262,580	273,190	286,060
	PROPERTY TAX REVENUE	816,620	830,940	872,590
CHARGE FOR SERVICE REVENUE				
49115	PROGRAM FEES	111,960	134,850	156,910
	CHARGE FOR SERVICE REVENUE	111,960	134,850	156,910
CONTRIBUTIONS/SPONSORSHIPS				
47100	SPONSORSHIPS	1,500		900
	CONTRIBUTIONS/SPONSORSHIPS	1,500		900
INTEREST INCOME				
43030	INTEREST	2,970	10,200	10,300
	INTEREST INCOME	2,970	10,200	10,300
SPECIAL RECEIPTS				
44100	FACILITY RENTAL	140		
46150	SPECIAL RECEIPTS	400	550	450
47200	GRANT PROCEEDS	1,400		
	SPECIAL RECEIPTS	1,940	550	450
	TOTAL ESTIMATED REVENUES	934,990	976,620	1,041,150
APPROPRIATIONS				
SALARIES AND WAGES				
70301	OFFICE STAFF/SUPPORT		27,000	28,760
70501	MANAGERS/SUPERVISORS	47,350	47,180	48,330
71001	PROGRAM/FACILITY DIRECTOR	103,630	106,370	114,220
80303	PT OFFICE STAFF/SUPPORT	31,170	3,400	
80903	PT BUILDING SERVICE WORKER	3,670	3,920	4,120
81003	PT PROGRAM DIRECTOR/SUPERVISOR	16,120	25,290	25,280
81403	INSTRUCTORS/OVERNIGHT STAFF	4,010	5,790	7,850
81503	PT GENERAL STAFF	40,570	68,790	64,210
81703	PT DAY CAMP STAFF/LIFE GUARD	97,320	144,520	154,280
81903	PT BUILDING/PARK OPENER		1,050	300
82103	ADA STAFF	70		
	SALARIES AND WAGES	343,910	433,310	447,350
FRINGE BENEFITS				
53132	DENTAL INSURANCE	810	1,270	1,420
53133	MEDICAL HEALTH INSURANCE	22,750	20,660	23,500
53134	LIFE INSURANCE	470	610	630
53135	IMRF PAYMENTS	19,030	16,750	16,060
53136	FICA PAYMENTS	25,960	34,200	34,500
53137	EMPLOYEE ASSISTANCE PROGRAM	140	170	180
83003	ALLOWANCES/REIMBURSEMENTS	4,600	5,400	4,840
	FRINGE BENEFITS	73,760	79,060	81,130
CONTRACTUAL				
54201	POSTAGE AND MAILING	1,430	1,800	1,820
54202	PRINTING AND DUPLICATING	5,810	5,310	6,790
54204	STAFF MEETING	590		800
54206	ADVERTISING/PUBLICITY	110	3,820	3,170
54207	STAFF TRAINING	950	3,300	2,850
54208	MEMBERSHIPS, DUES AND FEES	1,420	1,500	5,970
54209	CONFERENCE AND TRAVEL	4,800	2,910	6,200
54212	ATTORNEY FEES			2,500
54236	AUTO ALLOWANCE	1,290	700	750
54241	VEHICLE REPAIR	290		3,000
54245	BUILDING REPAIR	210	410	200
54250	EQUIPMENT RENTAL	540	130	250
54251	RENTAL FACILITIES	26,820	26,760	32,870
54253	PEST CONTROL	360	340	360
54254	SERVICE CONTRACTS	1,370	3,100	3,300

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

ACCOUNT TOTALS BY BUDGET CATEGORY
AT THE FUND LEVEL

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
APPROPRIATIONS				
CONTRACTUAL				
54255	LICENSE AND FEES			100
54264	CELL PHONE EXPENSE	70	280	320
54265	SUBSCRIPTIONS		480	350
54280	OTHER CONTRACTUAL SERVICES	400		250
54281	CONTRACTUAL PERSONNEL	5,120	2,500	5,690
54282	INTERN STIPENDS	2,300	4,200	4,200
54285	CONTRACTUAL ENTERTAINMENT	100	270	300
54299	FIELD/SPECIAL TRIPS	9,960	26,890	26,260
59414	CREDIT CARD FEES	1,250	1,800	1,800
	CONTRACTUAL	65,190	86,600	110,100
COMMODITIES/SUPPLIES				
55301	OFFICE SUPPLIES	810	470	550
55302	ENVELOPES AND STATIONARY	570	410	500
55303	DUPLICATING SUPPLIES	400	330	400
55315	STAFF UNIFORMS	1,590	4,060	4,720
55316	PARTICIPANT UNIFORMS	1,720	780	1,780
55320	BUILDING MAINTENANCE SUPPLIES	440	210	500
55322	CLEANING/JANITORIAL SUPPLIES	570	340	570
55327	VEHICLE/EQUIPMENT REPAIR PARTS	350	800	800
55329	OFFICE/ EQUIPMENT VALUE <\$10000	3,600		800
55330	GAS,FUEL,GREASE AND OIL	4,910	6,290	6,300
55348	FLOWERS AND CARDS			50
55349	PLAQUES, AWARDS AND PRIZES	1,340	1,130	3,440
55350	RECREATION/PROGRAM SUPPLIES	4,740	4,350	6,070
55354	FOOD SUPPLIES	7,630	11,120	13,430
	COMMODITIES/SUPPLIES	28,770	30,290	39,910
UTILITIES				
56231	GAS AND ELECTRICTIY	3,520	3,700	3,950
56232	WATER	740	820	900
56233	TELECOMM EXPENSE	1,900	1,700	740
	UTILITIES	6,160	6,220	5,590
INSURANCE				
57131	WORKERS COMPENSATION	2,460	2,360	1,970
57220	LIABILITY INSURANCE	1,750	2,480	2,040
57222	EMPLOYMENT PRACTICES	730	860	710
57224	PROPERTY INSURANCE	5,090	5,040	4,160
	INSURANCE	10,030	10,740	8,880
CAPITAL OUTLAY				
61504	VEHICLES / EQUIPMENT	45,120		
61508	CPD-ADA	446,750	277,570	715,000
61509	UPS CAPITAL ADA	119,150	100,030	102,500
	CAPITAL OUTLAY	611,020	377,600	817,500
	TOTAL APPROPRIATIONS	1,138,840	1,023,720	1,510,460
	NET OF REVENUES/APPROPRIATIONS - FUND 15	(203,850)	(47,100)	(469,310)
	BEGINNING FUND BALANCE	2,106,230	1,719,080	1,671,980
	ENDING FUND BALANCE	1,902,380	1,671,980	1,202,670
	ESTIMATED REVENUES - ALL FUNDS	9,875,940	9,034,110	9,350,430
	APPROPRIATIONS - ALL FUNDS	9,247,020	7,243,680	9,384,860
	NET OF REVENUES/APPROPRIATIONS - ALL FUNDS	628,920	1,790,430	(34,430)
	BEGINNING FUND BALANCE - ALL FUNDS	9,865,940	7,703,490	9,493,920
	ENDING FUND BALANCE - ALL FUNDS	10,494,860	9,493,920	9,459,490

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

BUDGET REPORT FOR CHAMPAIGN PARK DISTRICT

BUDGET CLASSIFICATION	DESCRIPTION	2015-16 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
Dept 01-001-ADMINISTRATION				
	FRINGE BENEFITS	441	(42)	
	NET OF REVENUES/APPROPRIATIONS - 01-001-ADMINISTRATIC	(441)	42	
Dept 25-001-CUSR - ADMINISTRATION				
	PROPERTY TAX REVENUE	820,538	830,932	872,585
	INTEREST INCOME	5,763	10,200	10,300
	SPECIAL RECEIPTS	1,858	550	450
	SALARIES AND WAGES	226,418	243,007	251,606
	FRINGE BENEFITS	71,844	79,112	81,137
	CONTRACTUAL	52,988	43,877	50,514
	COMMODITIES/SUPPLIES	5,107	2,502	4,350
	UTILITIES	68		
	INSURANCE	9,070	10,734	8,878
	CAPITAL OUTLAY	240,058	377,604	817,500
	NET OF REVENUES/APPROPRIATIONS - 25-001-CUSR - ADMINI	222,606	85,096	(330,650)
Dept 25-006-CUSR - VOLUNTEERS				
	CONTRACTUAL			300
	COMMODITIES/SUPPLIES		870	1,020
	NET OF REVENUES/APPROPRIATIONS - 25-006-CUSR - VOLUNT	(909)	(870)	(1,320)
Dept 25-050-CUSR - DAYS OUT PROGRAMS				
	CHARGE FOR SERVICE REVENUE	2,525	2,460	2,400
	SALARIES AND WAGES	3,090	7,276	5,190
	CONTRACTUAL	345	146	130
	COMMODITIES/SUPPLIES	433	343	380
	NET OF REVENUES/APPROPRIATIONS - 25-050-CUSR - DAYS O	(1,343)	(5,305)	(3,300)
Dept 25-051-CUSR - TEEN/CAMP SPIRIT				
	CHARGE FOR SERVICE REVENUE	14,453	19,521	20,133
	SPECIAL RECEIPTS	400		
	SALARIES AND WAGES	36,058	53,090	53,852
	CONTRACTUAL	5,338	6,134	7,390
	COMMODITIES/SUPPLIES	1,442	1,797	2,310
	NET OF REVENUES/APPROPRIATIONS - 25-051-CUSR - TEEN/C	(27,985)	(41,500)	(43,419)
Dept 25-052-CUSR - TRANSPORTATION				
	CHARGE FOR SERVICE REVENUE	7,783	7,600	4,670
	SALARIES AND WAGES	3,741	5,100	15,171
	CONTRACTUAL	1,082		3,100
	COMMODITIES/SUPPLIES	4,900	7,087	7,100
	NET OF REVENUES/APPROPRIATIONS - 25-052-CUSR - TRANSE	(1,940)	(4,587)	(20,701)
Dept 25-054-CUSR - YOUTH/TEEN PROGRAMS				
	CHARGE FOR SERVICE REVENUE	7,416	8,200	9,062
	SALARIES AND WAGES	442	1,634	1,500
	CONTRACTUAL	3,196	2,707	5,988
	COMMODITIES/SUPPLIES	206	227	450
	NET OF REVENUES/APPROPRIATIONS - 25-054-CUSR - YOUTH/	3,572	3,632	1,124
Dept 25-055-CUSR - CHOICES				
	SALARIES AND WAGES	356		
	NET OF REVENUES/APPROPRIATIONS - 25-055-CUSR - CHOICE	(356)		
Dept 25-056-CUSR - SPECIAL EVENTS				
	CHARGE FOR SERVICE REVENUE	413	1,391	11,970
	CONTRIBUTIONS/SPONSORSHIPS	150		900
	CONTRACTUAL	632	705	4,490
	COMMODITIES/SUPPLIES	1,498	1,064	5,540
	NET OF REVENUES/APPROPRIATIONS - 25-056-CUSR - SPECIF	(1,567)	(378)	2,840
Dept 25-058-CUSR - DANCE				
	CHARGE FOR SERVICE REVENUE	7,206	7,081	7,700
	SALARIES AND WAGES	1,637	1,316	1,491

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

BUDGET REPORT FOR CHAMPAIGN PARK DISTRICT

BUDGET CLASSIFICATION	DESCRIPTION	2015-16 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
Dept 25-058-CUSR - DANCE				
CONTRACTUAL		711	702	600
COMMODITIES/SUPPLIES		604	356	815
NET OF REVENUES/APPROPRIATIONS - 25-058-CUSR - DANCE		4,254	4,707	4,794
Dept 25-059-CUSR - ADULT PROGRAMS				
CHARGE FOR SERVICE REVENUE		13,102	18,390	31,228
SALARIES AND WAGES		8,599	11,100	7,801
CONTRACTUAL		6,393	9,687	13,050
COMMODITIES/SUPPLIES		6,047	8,304	8,387
NET OF REVENUES/APPROPRIATIONS - 25-059-CUSR - ADULT		(7,937)	(10,497)	1,990
Dept 25-060-CUSR - AFTERSCHOOL PROGRAM				
CHARGE FOR SERVICE REVENUE		14,243	20,000	18,101
SALARIES AND WAGES		13,724	40,618	30,650
CONTRACTUAL		108	270	50
COMMODITIES/SUPPLIES		1,379	1,403	1,770
NET OF REVENUES/APPROPRIATIONS - 25-060-CUSR - AFTERS		(9,681)	(22,291)	(14,369)
Dept 25-061-CUSR - OVERNIGHT TRIPS				
CHARGE FOR SERVICE REVENUE		4,747	12,535	7,650
SALARIES AND WAGES		321		2,056
CONTRACTUAL		3,271	10,784	3,300
COMMODITIES/SUPPLIES		969	2,547	2,160
NET OF REVENUES/APPROPRIATIONS - 25-061-CUSR - OVERNI		186	(796)	134
Dept 25-062-CUSR - SPECIAL OLYMPICS				
CHARGE FOR SERVICE REVENUE		18,197	17,000	19,070
SALARIES AND WAGES		17,228	17,241	20,772
CONTRACTUAL		10,824	8,800	16,150
COMMODITIES/SUPPLIES		745	1,042	2,290
NET OF REVENUES/APPROPRIATIONS - 25-062-CUSR - SPECIF		(10,600)	(10,083)	(20,142)
Dept 25-063-CUSR - SPORTS & FITNESS				
CHARGE FOR SERVICE REVENUE		2,833	4,804	4,800
SALARIES AND WAGES		790	995	1,861
CONTRACTUAL				866
COMMODITIES/SUPPLIES		270	187	200
NET OF REVENUES/APPROPRIATIONS - 25-063-CUSR - SPORTS		1,773	3,622	1,873
Dept 25-064-CUSR - FOR KIDS ONLY CAMP				
CHARGE FOR SERVICE REVENUE		12,322	15,965	20,133
SALARIES AND WAGES		38,541	48,014	51,280
CONTRACTUAL		2,882	2,216	3,607
COMMODITIES/SUPPLIES		1,723	2,096	2,262
NET OF REVENUES/APPROPRIATIONS - 25-064-CUSR - FOR KI		(30,824)	(36,361)	(37,016)
Dept 25-091-CUSR - SPALDING RECREATION CENTER				
SPECIAL RECEIPTS		(65)		
SALARIES AND WAGES		3,720	3,919	4,125
CONTRACTUAL		522	751	560
COMMODITIES/SUPPLIES		841	472	900
UTILITIES		5,925	6,218	5,599
NET OF REVENUES/APPROPRIATIONS - 25-091-CUSR - SPALDI		(11,073)	(11,360)	(11,184)

POLICE FUND

PRINCIPAL RESPONSIBILITIES

POLICE FUND – Real estate taxes are levied for this fund to contract directly with the City of Champaign for the use of City police officers at various District facilities and special events. The officers are on site at the District's pools, parks, facilities and special events during the year to help maintain safe facilities and events as needed.

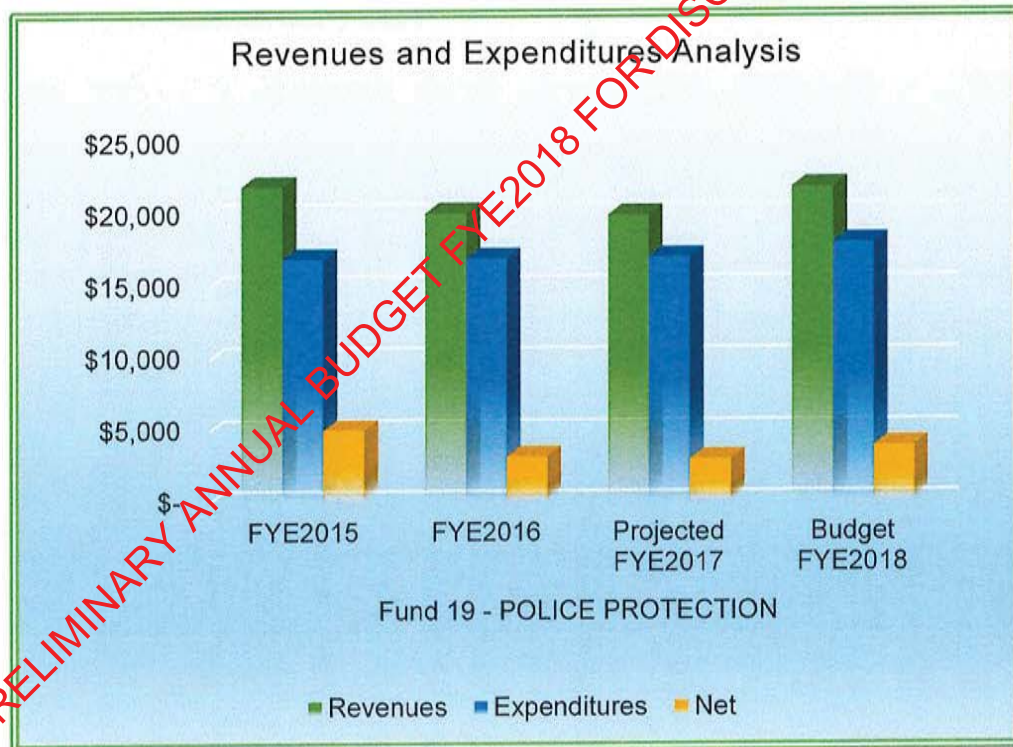
Reserves not specifically allocated can, by state statute, be transferred to the Long-Term Capital Improvement Fund; however this has not occurred.

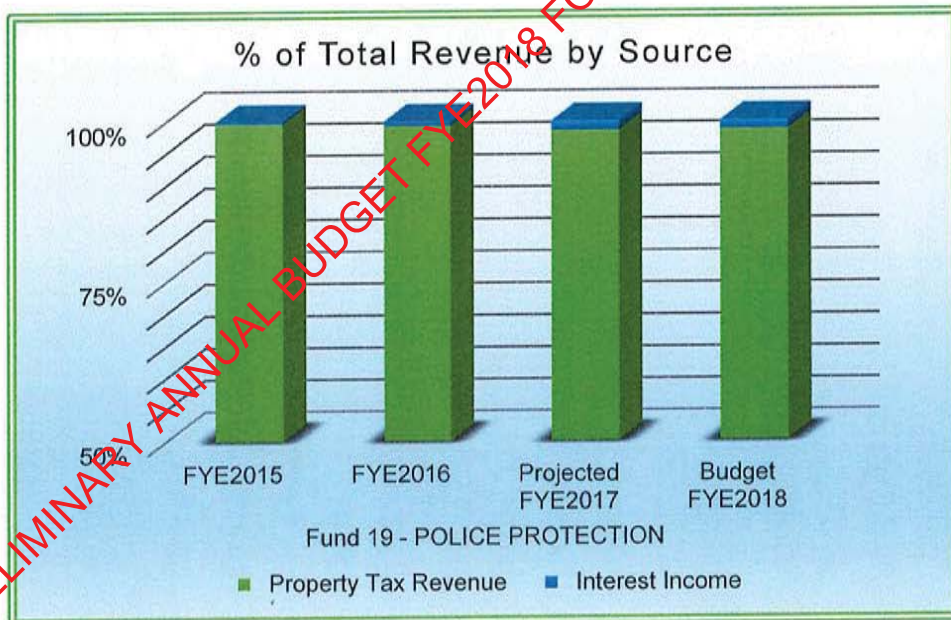
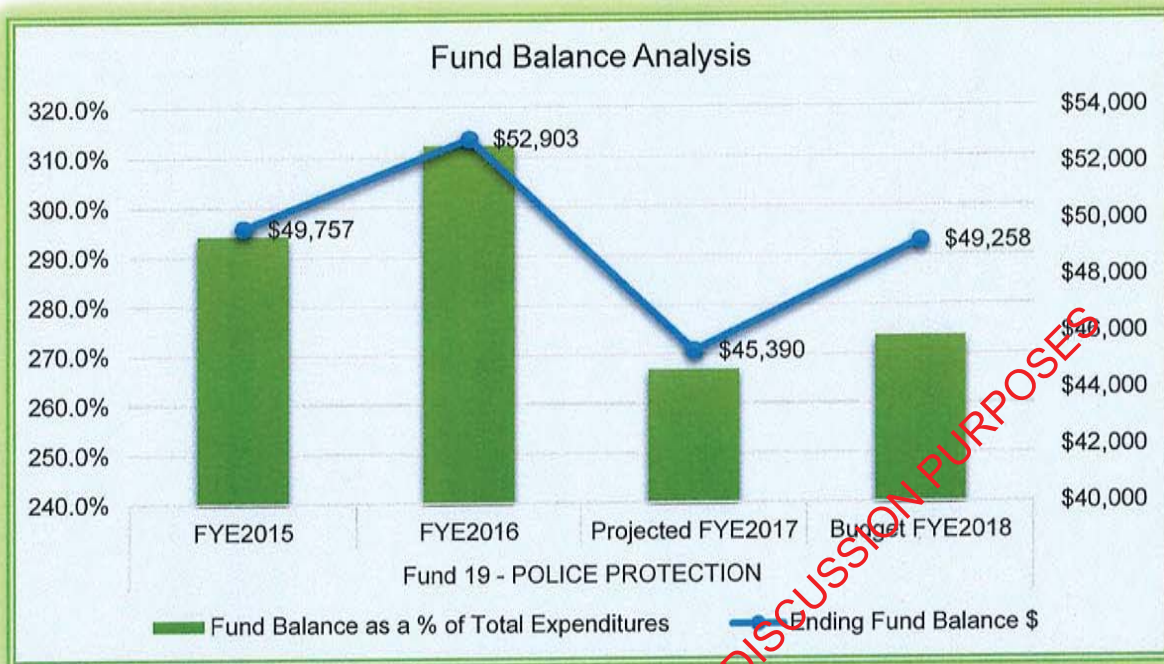
2016-17 ACCOMPLISHMENTS

- Utilized officers for security at our facilities and for our events in conjunction with our agreement with the City of Champaign.
- Enhance the safety and security in each park and facility so all patrons feel safe

2017-18 GOALS

- Continue to serve and protect the public as effectively and efficiently as possible at various special events and facilities.





PERFORMANCE INDICATORS

	FYE2014	FYE2015	FYE2016	FYE2017 Projected	FYE2018 Proposed
OPERATING EXPENDITURES PER CAPITA	\$0.20	\$0.20	\$0.24	\$0.20	\$0.21

Future revenues and expenditures for this specific fund are expected to remain constant, adjusting annually for inflation. Do not expect a significant increase in expenditures in future years.

Champaign Park District
 Budget Category Totals by Fund

	Fund 19 - POLICE PROTECTION			
	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Property Tax Revenue	\$21,858	\$19,939	\$19,643	\$21,574
Interest Income	70	139	290	294
Total Estimated Revenues	21,928	20,078	19,933	21,868
Appropriations				
Contractual	\$16,910	\$16,932	\$17,000	\$18,000
Commodities/Supplies	1	0	0	0
Total Appropriations	16,910	16,932	17,000	18,000
Net of Revenues Over (Under) Appropriations	5,018	3,146	2,933	3,868
Beginning Fund Balance	44,739	49,757	42,457	45,390
Ending Fund Balance	\$49,757	\$52,903	\$45,390	\$49,258

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

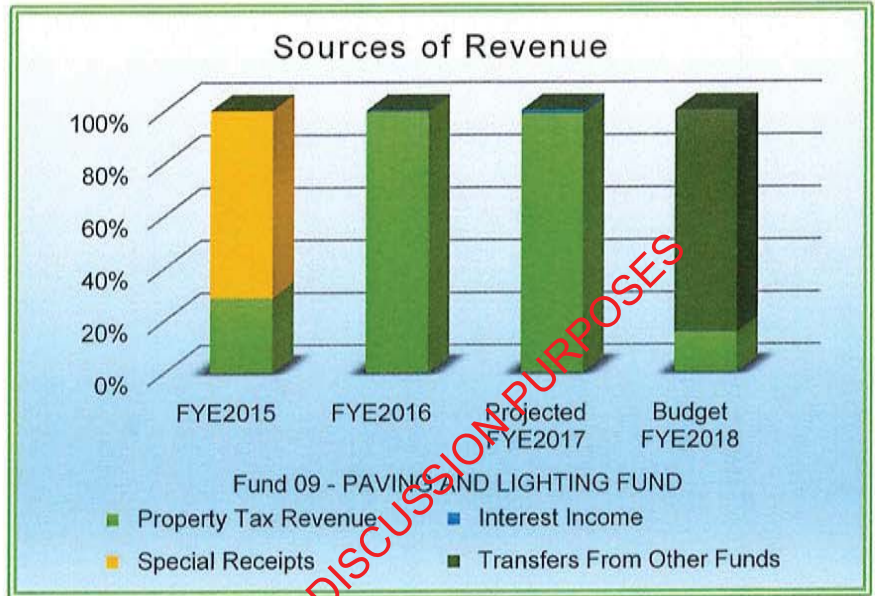
CAPITAL AND DEBT

PAVING AND LIGHTING FUND

PRINCIPAL RESPONSIBILITIES

PAVING AND LIGHTING FUND –

Real estate taxes are levied for this fund to be used for the construction, maintenance and lighting of streets, roadways, sidewalks and parking lots within the parks and facilities maintained by the District. The primary source of revenue is the property tax revenues, with some additional revenue received through interest income, and occasionally transfers from other funds. FYE2018 includes \$525,00 from excess funds and transfers to replace the lighting at the 3-plex ballfields in Dodds Park.



2016-17 ACCOMPLISHMENTS

SG1-PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

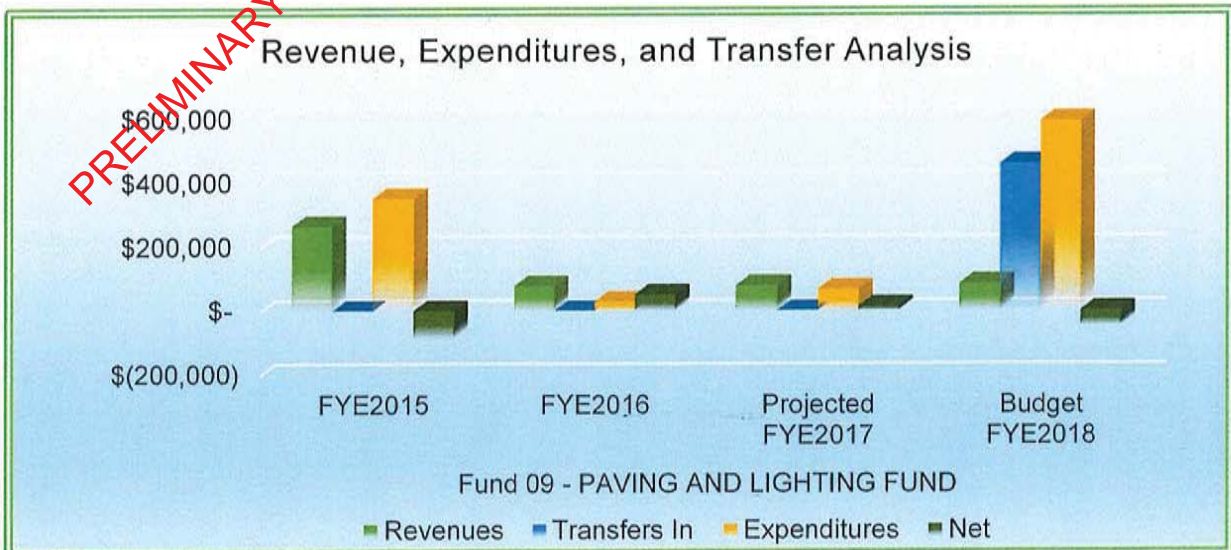
- Completed repairs and sealing of pavement at seven locations. *Repaired concrete deficiencies at various facilities throughout the Park District.*
- Removed the existing 3-plex lighting from the ballfields at Dodds Park in anticipation of replacing those lights in FYE2018.

2017-18 GOALS

SG1-PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

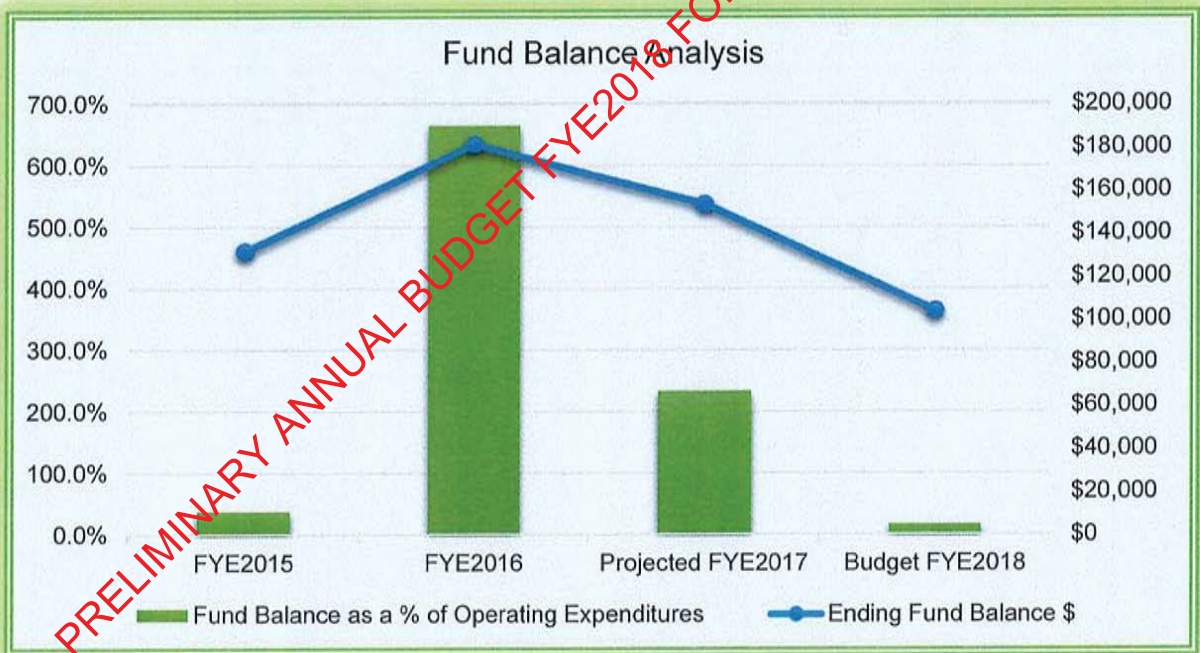
- *Replace lighting at the 3-plex ballfields at Dodds Park.*
- *Annual repairs and maintenance of pavement and concrete throughout the Park District.*



Champaign Park District
Budget Category Totals by Fund

Fund 09 - PAVING AND LIGHTING FUND

	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Property Tax Revenue	\$75,388	\$76,442	\$77,349	\$82,975
Interest Income	205	336	850	850
Special Receipts	188,996	0	0	0
Transfers From Other Funds	0	0	0	458,700
Total Estimated Revenues	264,589	76,778	78,199	542,525
Appropriations				
Routine/Periodic Maintenance	\$46,962	\$27,242	\$65,859	\$67,000
Capital Outlay	303,905	0	0	525,000
Total Appropriations	350,867	27,242	65,859	592,000
Net of Revenues Over (Under)				
Appropriations	(86,278)	49,536	12,340	(49,475)
Beginning Fund Balance	218,033	131,755	141,245	153,585
Ending Fund Balance	\$131,755	\$181,291	\$153,585	\$104,110



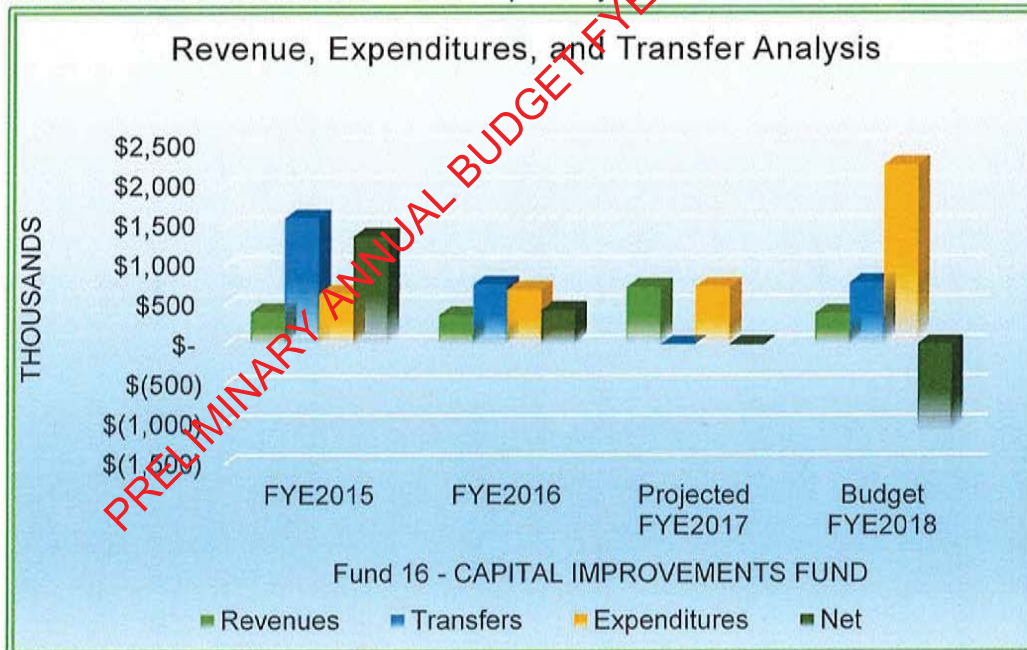
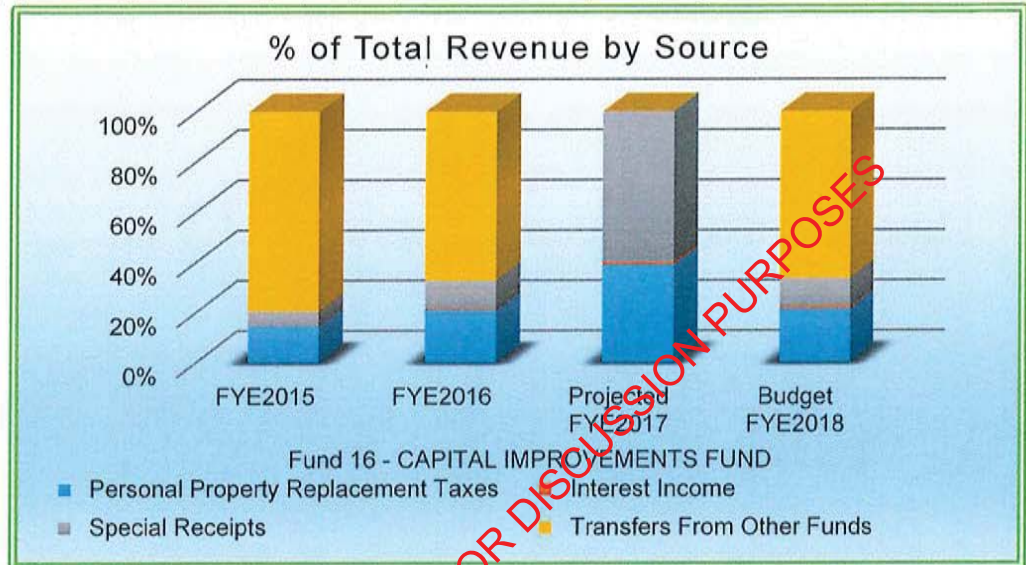
CAPITAL IMPROVEMENT AND REPAIR FUND

PRINCIPAL RESPONSIBILITIES

The Capital Improvement & Repair Fund was established for the development of a funding program for capital improvements and repair projects not funded by the District's other funds. Revenue is accumulated in this fund in a variety of ways, including corporate property replacement taxes, state, city and federal grant programs when applicable, payment in lieu of city property taxes and transfers of unallocated reserve balances from other District funds and from the CPD Foundation.

The downtown TIF district will be finalized in 2017 and the last payment was received in April 2017. Two new TIF districts were formed and should be in effect to receive

funds in FYE2018; downtown fringe TIF and the Bristol Park fringe. In addition due to the lost EAV when the AC Humko Plant TIF formed in FYE2016, the city has agreed to pay \$13,334 through FYE2037 for this area referred to as the North Mattis Avenue Surplus Payment.



As in past fiscal years \$476,500 from current year revenues will be transferred to assist in paying for the capital improvements of a roof replacement at Springer Cultural Center and an additional \$300,000 from excess funds approved by the Board of Commissioners in FYE2017 for the future development of a park North of the Abbey Fields Subdivision.

Capital expenditures increased from prior year due to the carry-over of the following projects:

- Phase I Heritage Park project that was budgeted for in FYE2017, but not started as well as . This \$1,132,560 project will be paid out of excess funds reducing the fund balance for the end of FYE 2018 to \$1,063,390, should all planned projects be completed at the levels budgeted.
- Hessel Park Phase 2/3 - \$200,000 from this fund
- Henry Michael Park Development - \$20,000

2016-17 ACCOMPLISHMENTS

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

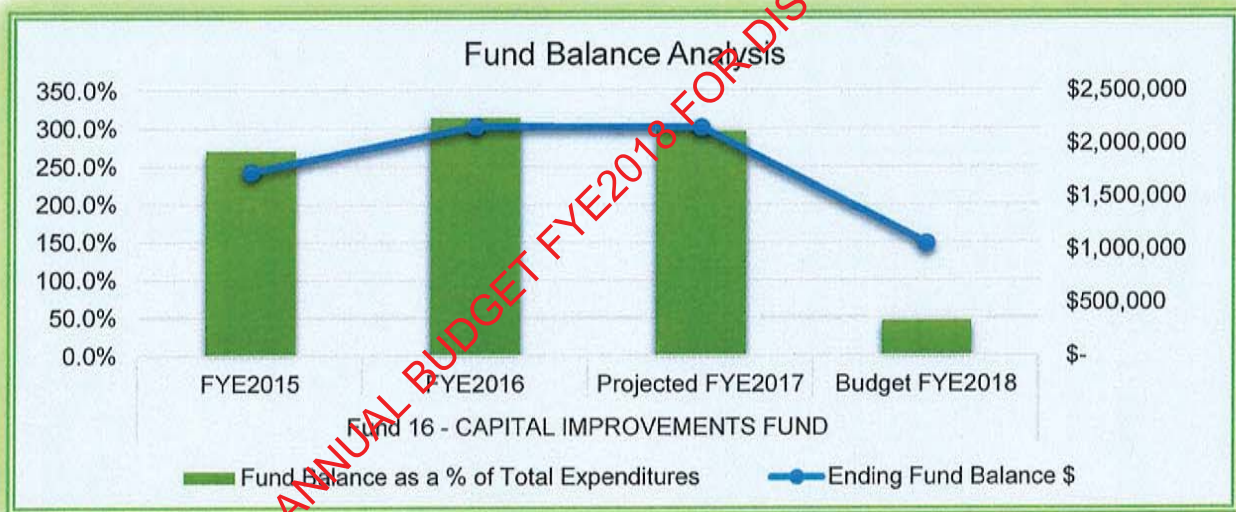
- Create new fun and safe park amenities. *Status-Completed Phase 1 of Hessel Park Playground, new safe indoor playground flooring at Leonhard Recreation Center, replaced gym floor at Douglass Community Center, replaced outdoor fencing throughout the District as needed. Most of the projects came in under budget with those savings rolling over into the excess fund balance to be reallocated to other future projects.*
- Complete and implement a trails master plan. *Status-Made significant progress on updating the trails masterplan, to be finalized in summer 2016.*

2017-18 GOALS

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES

- Create new fun and safe park amenities.
 - Work on completion of Phase 2/3 of Hessel Park splash pad, restroom remodel.
 - Begin phase 1 of Heritage Park improvement plan.
- Complete and implement a trails master plan.
 - Work on completion of Phase 2/3 of Hessel Park connecting path.



PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Champaign Park District
Budget Category Totals by Fund

Fund 16 - CAPITAL IMPROVEMENTS FUND				
	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Personal Property Replacement Taxes	\$287,883	\$231,296	\$279,141	\$250,000
Interest Income	930	4,090	8,300	8,470
Special Receipts	120,102	129,362	431,961	131,984
Transfers From Other Funds	1,593,000	754,600	0	776,500
Total Estimated Revenues	2,001,915	1,119,348	719,402	1,166,954
Appropriations				
Contractual	\$0	\$395	\$0	\$0
Capital Outlay	641,309	688,434	726,973	2,261,875
Total Appropriations	641,309	688,829	726,973	2,261,875
Net of Revenues Over (Under)				
Appropriations	1,360,606	430,519	(7,571)	(1,094,921)
Beginning Fund Balance	374,755	1,735,362	2,165,882	2,158,311
Ending Fund Balance	\$1,735,361	\$2,165,881	\$2,158,311	\$1,063,390

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

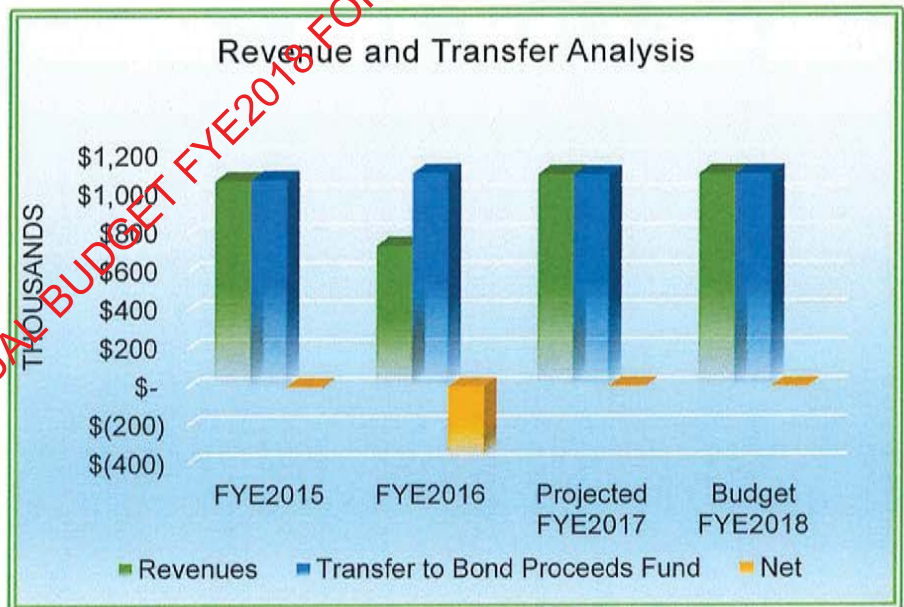
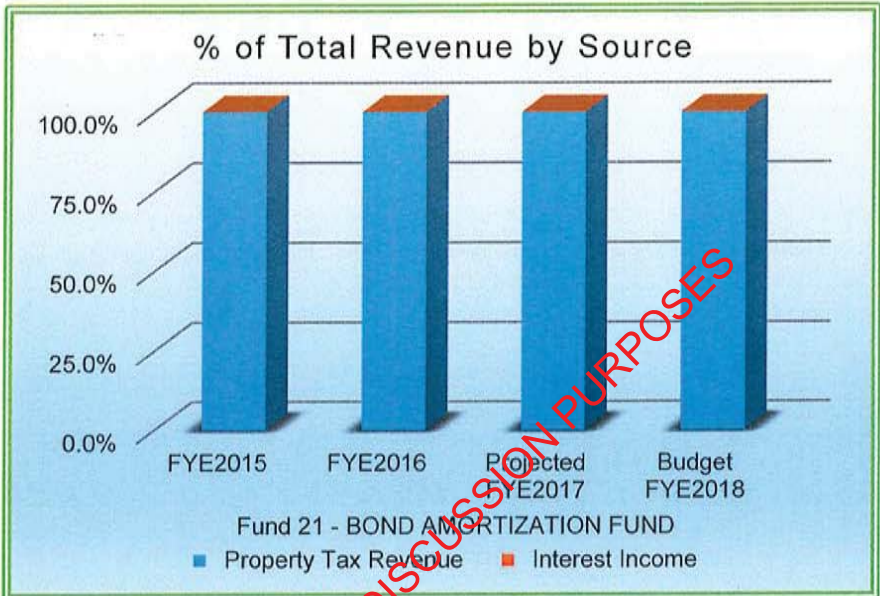
BOND AMORTIZATION FUND

PRINCIPAL RESPONSIBILITIES

BOND AMORTIZATION FUND –

real estate taxes are levied for this fund to pay the principal and interest associated with the annual General Obligation Bond issued by the District. As of May 1, 2017, the District has \$1,100,400, plus total interest of \$11,334, in non-referendum General Obligation Bonds outstanding that is due to be paid November 30, 2017. The revenues received are transferred to the bond proceeds fund to record the payment. The general obligation debt is considered short-term, therefore the debt is recorded as a liability and is not reflected as debt service expenditures in the budget detail.

The District has \$3,775,000 of Alternate Revenue General Obligation Bonds outstanding, breakdown is shown later in this section. The current year debt payment and interest on this outstanding debt is \$529,050. This debt payment will be financed by a portion of the proceeds from the General Obligation Bond issue and will be paid out of the bond proceeds fund. The remaining GO Bond will be used for a new splash pad at Hesse Park, roof replacement, playground replacement and some smaller capital improvements.

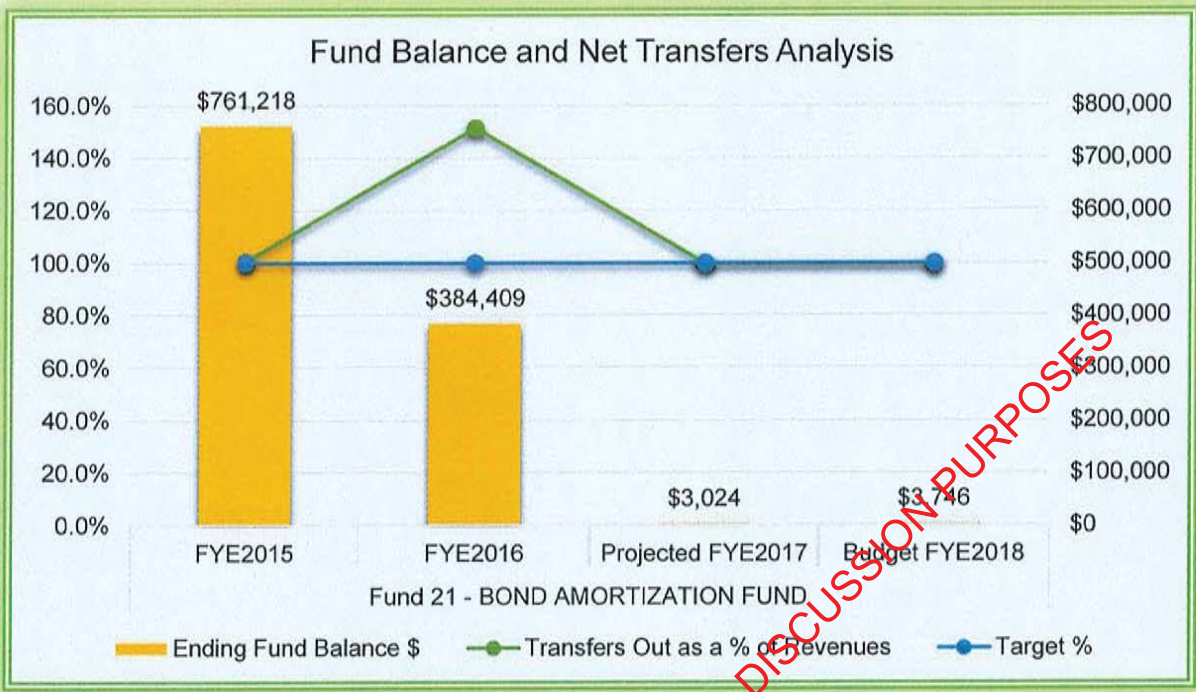


2016-17 ACCOMPLISHMENTS

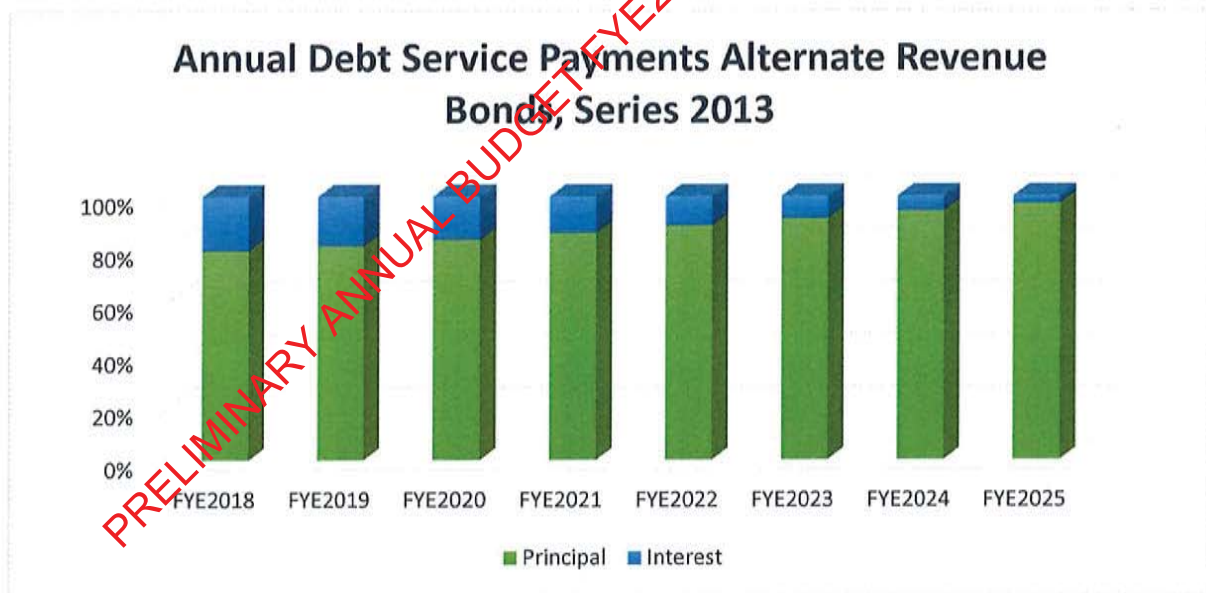
- Paid off the 2015 general obligation debt as required by the maturity date.
- Received the 2016 general obligation bond proceeds in December 2016.

2017-18 GOALS

- Continue to roll over the general obligation bond annually while maintaining a competitive interest rate.



Intention is to transfer 100% of cash receipts to the Bond Proceeds Fund to pay debt service and for new capital projects; therefore these should be close to 100%. Staff have continued to meet this



Debt Service Schedule

Type	Payment Due Date	Rate	Principal (P)	Interest (I)	Total P&I
General Obligation Bonds, 11/30/16	11/30/17	1.03%	\$1,100,400	\$11,334	\$1,111,734
Alternate Revenue Bonds, Series 2013	06/15/17	2.00%	0	54,525	54,525
	12/15/17	2.00%	420,000	54,525	474,525
	06/15/18	2.00%	0	50,325	50,325
	12/15/18	3.00%	435,000	50,325	485,325
	06/15/19	2.00%	0	43,800	43,800
	12/15/19	3.00%	445,000	43,800	488,800
	06/15/20	3.00%	0	37,125	37,125
	12/15/20	3.00%	460,000	37,125	497,125
	06/15/21	3.00%	0	30,225	30,225
	12/15/21	3.00%	480,000	30,225	510,225
	06/15/22	3.00%	0	23,025	23,025
	12/15/22	3.00%	495,000	23,025	518,025
	06/15/23	3.00%	0	15,600	15,600
	12/15/23	3.00%	515,000	15,600	530,600
	06/15/24	3.00%	0	7,875	7,875
	12/15/24	3.00%	525,000	7,875	532,875
				\$3,775,000	\$525,000

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Legal Debt Margin

Assessed Value (2016 Levy Year)	\$1,676,268,824
Legal Debt Margin	
Debt Limitation – 2.875% of Total Assessed Value	\$48,192,729
Total Debt Application to the Debt Limit	
General Obligation Bond	1,100,400
Alternate Revenue Bonds	0
Total Debt Applicable to Debt Limit	1,100,400
Legal Debt Margin	\$47,092,329
Total Net Debt Applicable to the Debt Limit as a % of the Debt Limit	2.33%
Historical Debt Limit %:	
FYE2016	2.51%
FYE2015	2.51%
FYE2014	2.48%
FYE2013	2.39%
FYE2012	2.32%
FYE2011	2.26%
FYE2010	2.26%

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Champaign Park District
Budget Category Totals by Fund

	Fund 21 - BOND AMORTIZATION FUND			
	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Property Tax Revenue	\$1,069,079	\$732,350	\$1,101,256	\$1,103,571
Interest Income	815	512	1,572	1,572
Special Receipts	0	0	0	0
Transfers From Other Funds	0	0	0	0
Total Estimated Revenues	1,069,894	732,862	1,102,828	1,105,143
Appropriations				
Contractual	\$0	\$0	\$0	\$0
Transfers To Other Funds	1,074,800	1,109,671	1,100,567	1,104,421
Total Appropriations	1,074,800	1,109,671	1,100,567	1,104,421
Net of Revenues Over (Under)				
Appropriations	(4,906)	(376,809)	2,261	722
Beginning Fund Balance	766,124	761,218	763	3,024
Ending Fund Balance	\$761,218	\$384,409	\$3,024	\$3,746

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

BOND PROCEEDS FUNDS

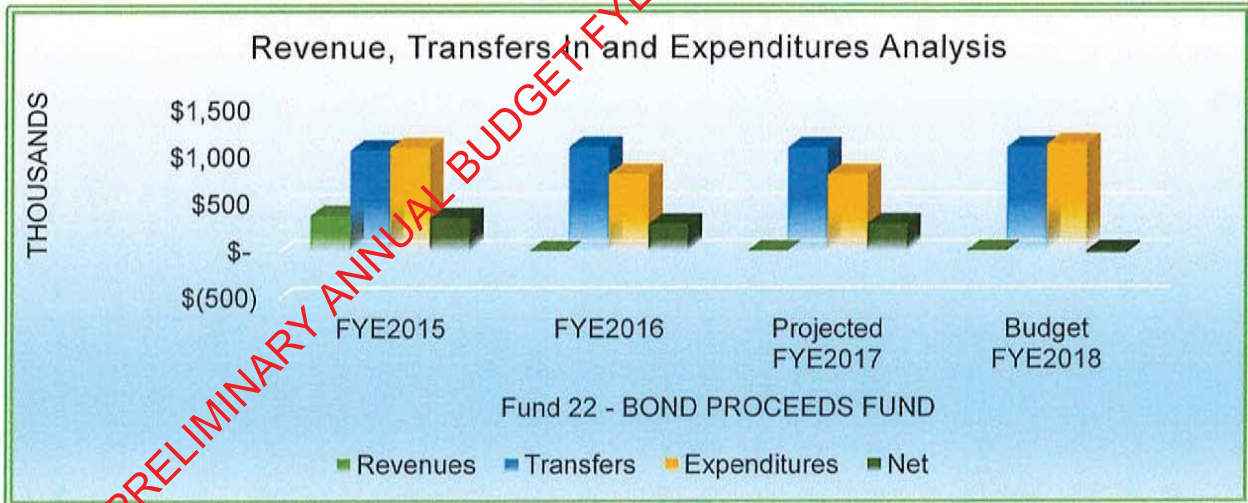
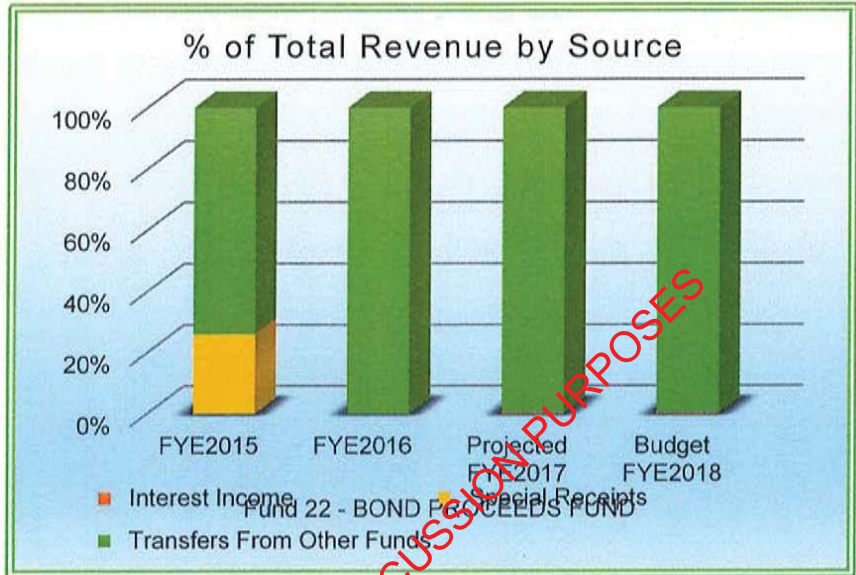
PRINCIPAL RESPONSIBILITIES

BOND PROCEEDS FUND – This fund is restricted to and used by the District for the purchase, development, renovation of land, facilities, buildings and equipment owned by the District. The proceeds from the General Obligation Bond are utilized to pay the debt service on the alternate revenue bonds, as well as invest in capital assets as outlined in the capital improvement plan. The funds received are transferred from the bond proceeds fund. As the general obligation debt is considered short-term, the debt is recorded as a liability and therefore not reflected as debt service expenditures in the budget detail. The deficit fund

balance at the end of the year is expected to be eliminated in the subsequent fiscal year by the transfer of funds from the Bond Amortization/Debt Service Fund as part of the repayment of the short-term bond.

Capital expenditures increased from prior year due to the carry-over of the following projects:

- Hessel Park Phase 2/3 - \$200,000 from this fund. This was budgeted for in FYE2017, but actual project was delayed for redesign work, and won't begin construction until FYE2018.



2016-17 ACCOMPLISHMENTS

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Create new fun and safe park amenities. Completed Phase 1 of Hessel Park Playground. Continued to work on capital improvements throughout the District and keep on top of replacement schedules.

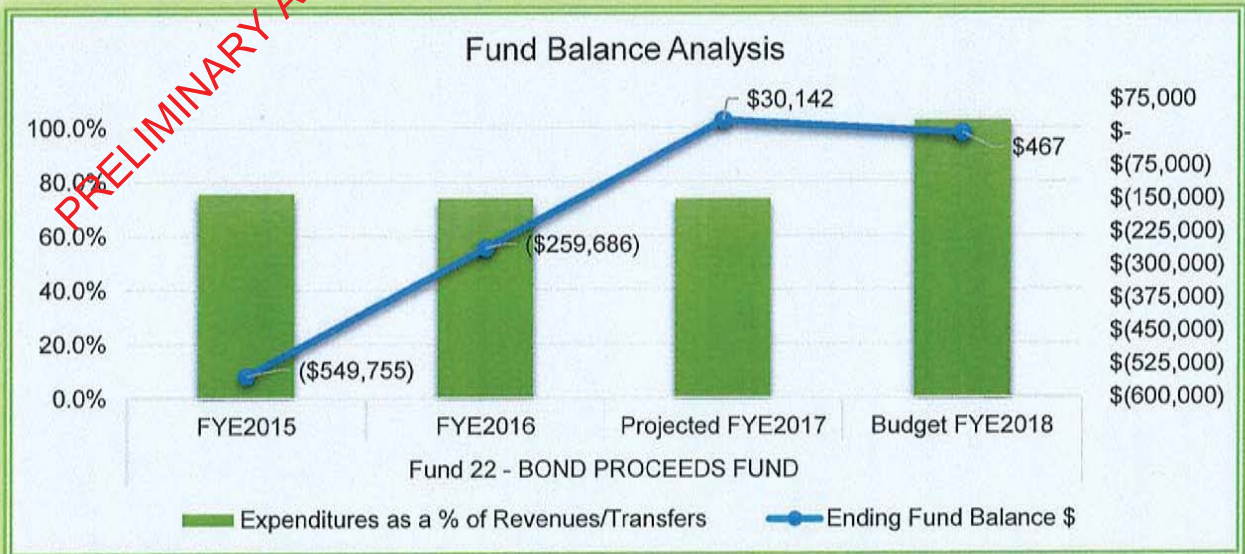
2017-18 GOALS

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE
OBJECTIVES

- Create new fun and safe park amenities.
 - Work on completion of Phase 2/3 of Hessel Park splash pad, restroom remodel.
 - Planning for west pier replacement at Kaufman Lake, HVAC System at Bresnan Meeting Center and improvements at Prairie Farms.
- Roof replacement at Springer Cultural Center.

Champaign Park District
 Budget Category Totals by Fund

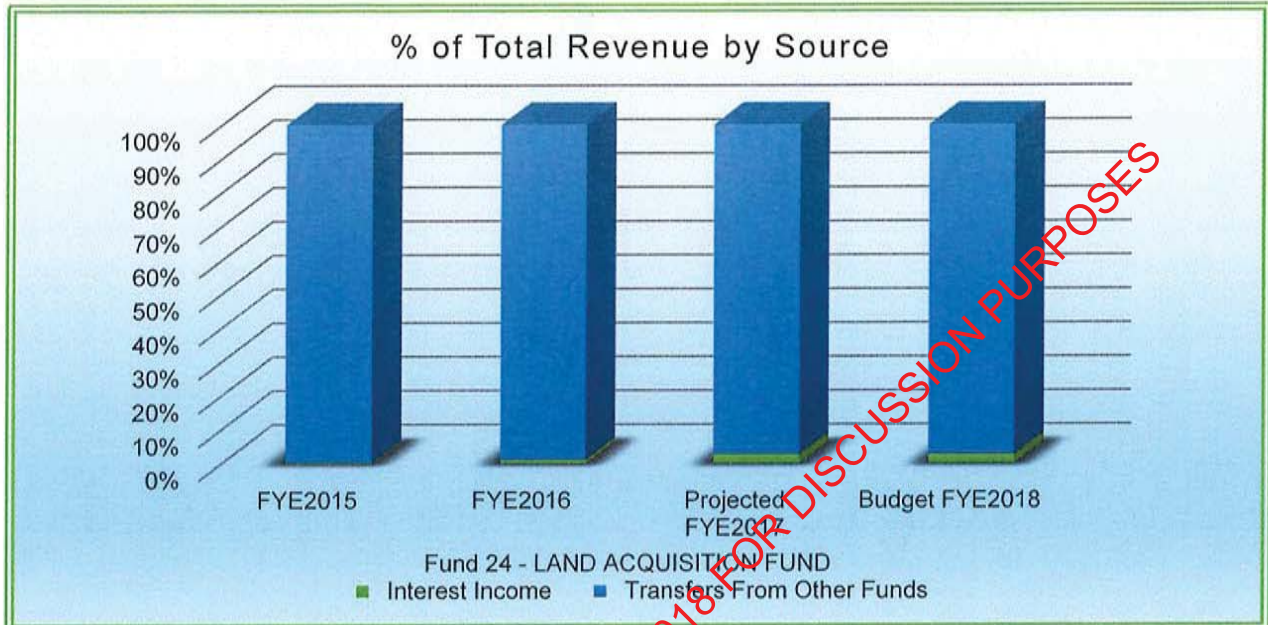
	Fund 22 - BOND PROCEEDS FUND			
	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Interest Income	\$477	\$883	\$3,134	\$3,291
Special Receipts	379,511		0	0
Transfers From Other Funds	1,074,800	1,100,671	1,100,567	1,104,421
Total Estimated Revenues	1,454,788	1,140,554	1,103,701	1,107,712
Appropriations				
Contractual	\$5,427	\$3,390	\$3,428	\$3,725
Capital Outlay	564,661	285,667	273,863	593,000
Debt Service Principal	385,000	400,000	410,000	420,000
Debt Service Interest/Fees	145,214	131,428	126,584	120,662
Total Appropriations	1,100,302	820,485	813,875	1,137,387
Net of Revenues Over (Under) Appropriations				
Beginning Fund Balance	(904,241)	(549,755)	(259,684)	30,142
Ending Fund Balance	(\$549,755)	(\$259,686)	\$30,142	\$467



LAND ACQUISITION FUND

PRINCIPAL RESPONSIBILITIES

LAND ACQUISITION FUND – This fund was established in FY 2011/12 for the purpose of offsetting the costs of future land purchases. Each year as part of the budget process \$100,000 transfer is budgeted from the General Fund to set aside for any potential land purchases.

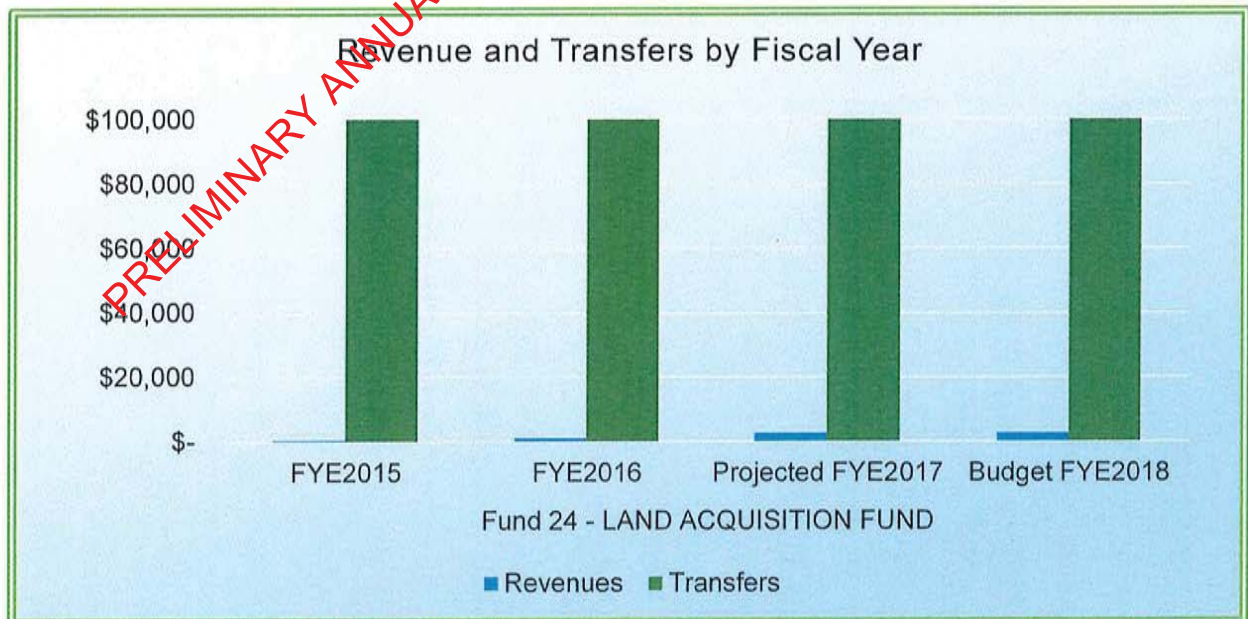


2016-17 ACCOMPLISHMENTS

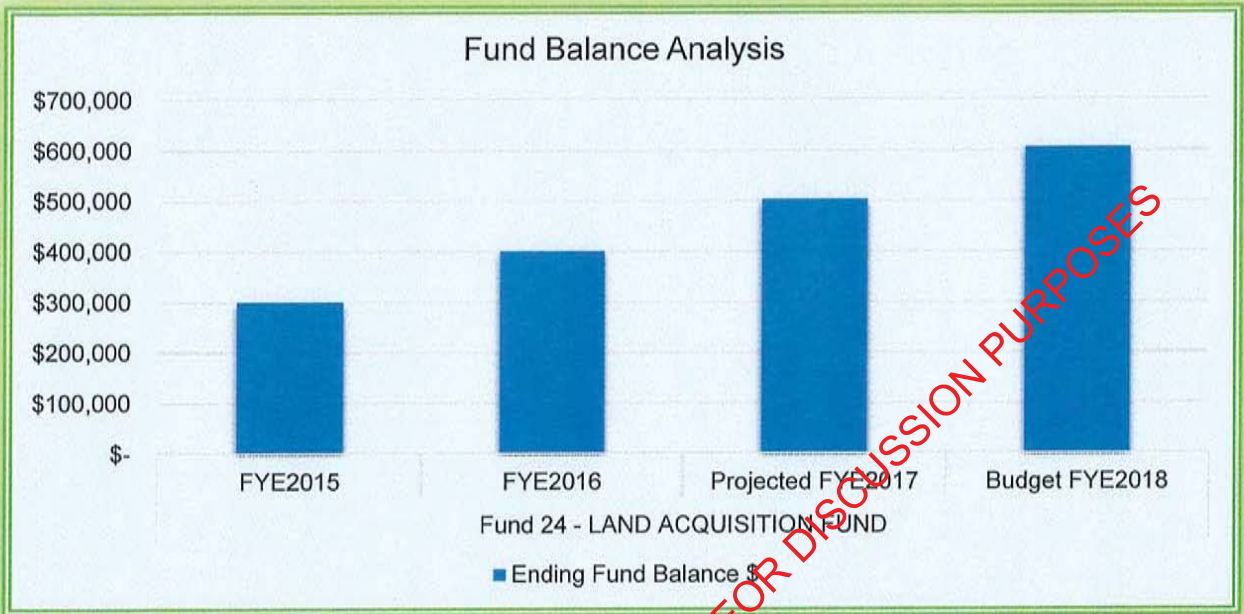
- Transferred \$100,000 from excess fund balance from the General Fund into the Land Acquisition Fund for future purchases.

2017-18 GOALS

- Continue to set aside surplus from the General Fund into the Land Acquisition Fund so funds are available when land is identified for purchase.



As the goal of the Park District is to set aside funds for future land purchases, the revenue and expenditure analysis is skewed due to timing of those transfers and projected expenditures. In addition, rather than presenting fund balance as a percentage of expenditures as with the other funds, the cumulative fund balance by fiscal year has been shown instead.



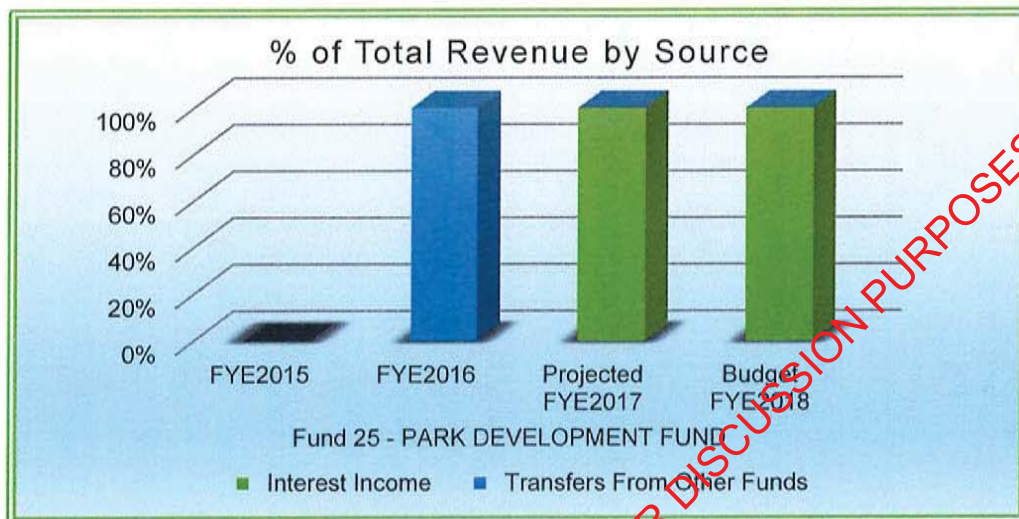
Champaign Park District
Budget Category Totals by Fund

	Fund 24 - LAND ACQUISITION FUND			
	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Interest Income	\$319	\$1,049	\$2,600	\$2,650
Transfers From Other Funds	100,000	100,000	100,000	100,000
Total Estimated Revenues	\$100,319	\$101,049	\$102,600	\$102,650
Appropriations				
Routine/Periodic Maintenance	\$0	\$0	\$0	\$0
Capital Outlay	0	0	0	0
Total Appropriations	\$0	\$0	\$0	\$0
Net of Revenues Over (Under) Appropriations	100,319	101,049	102,600	102,650
Beginning Fund Balance	200,115	300,434	401,483	504,083
Ending Fund Balance	\$300,434	\$401,483	\$504,083	\$606,733

PARK DEVELOPMENT FUND

PRINCIPAL RESPONSIBILITIES

PARK DEVELOPMENT FUND – This fund was established in May 2016 by Board action to commit funds for future developments in the parks. The only source of revenue planned is interest, unless future board action commits further funds.



2016-17 ACCOMPLISHMENTS

- Excess funds were invested in longer-term certificates of deposit and/or money market funds, combined with the increase in the fed funds rate yielded an increase to the interest income.

2017-18 GOALS

- Consider adding additional funds for future projects as deemed priorities by the Board of Commissioners.
- Continue to maintain principal while earning interest on funds.

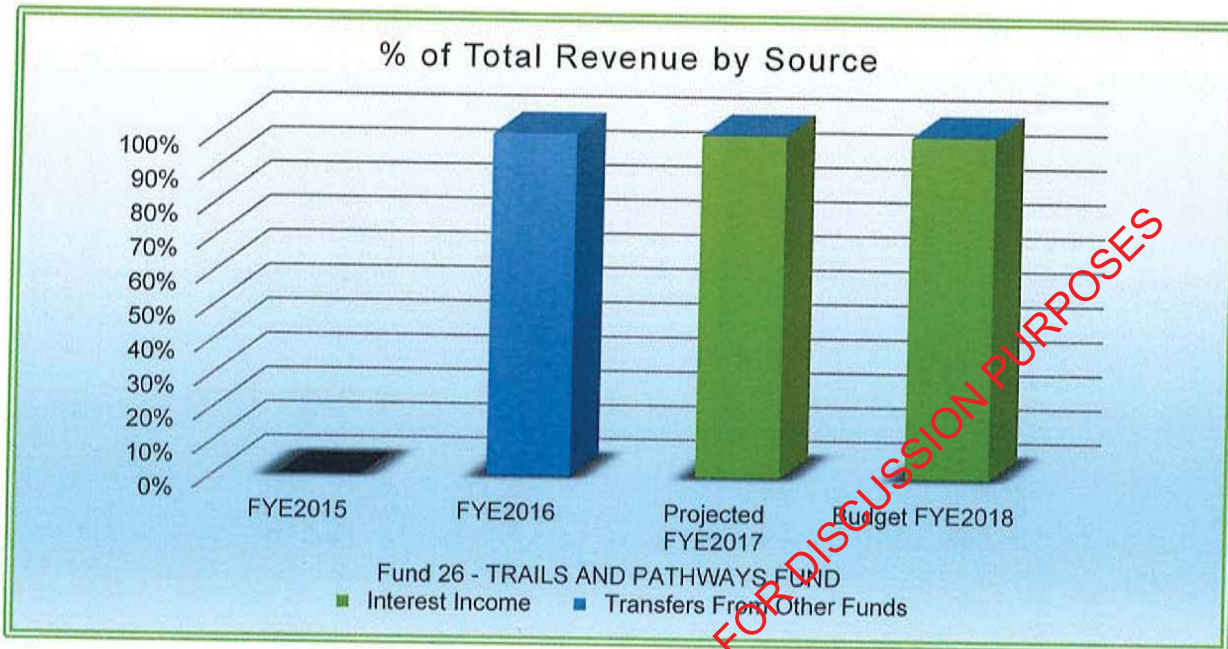
Champaign Park District Budget Category Totals by Fund

	Fund 25 - PARK DEVELOPMENT FUND			
	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Interest Income	\$0	\$66	\$3,500	\$3,560
Transfers From Other Funds	0	700,000	0	0
Total Estimated Revenues	\$0	\$700,066	\$3,500	\$3,560
Appropriations				
Routine/Periodic Maintenance	\$0	\$0	\$0	\$0
Capital Outlay	0	0	0	0
Total Appropriations	\$0	\$0	\$0	\$0
Net of Revenues Over (Under)				
Appropriations	0	700,066	3,500	3,560
Beginning Fund Balance	0	0	700,066	703,566
Ending Fund Balance	\$0	\$700,066	\$703,566	\$707,126

TRAILS AND PATHWAYS FUND

PRINCIPAL RESPONSIBILITIES

TRAILS AND PATHWAYS FUND – The trails and pathways fund was established in May 2016 by Board action to commit funds for trails and pathways throughout the District.



2016-17 ACCOMPLISHMENTS

- Invested funds in a higher interest bearing account

2017-18 GOALS

- Consider adding additional funding to this fund through Board action to be used for future trail and pathway development within the District.

Champaign Park District Budget Category Totals by Fund

	Fund 26 - TRAILS AND PATHWAYS FUND			
	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Interest Income	\$0	\$11	\$500	\$535
Transfers From Other Funds	-	100,000	-	-
Total Estimated Revenues	\$0	\$100,011	\$500	\$535
Appropriations				
Routine/Periodic Maintenance	\$0	\$0	\$0	\$0
Capital Outlay	-	-	-	-
Total Appropriations	\$0	\$0	\$0	\$0
Net of Revenues Over (Under) Appropriations	-	100,011	500	535
Beginning Fund Balance	-	-	100,011	100,511
Ending Fund Balance	\$0	\$100,011	\$100,511	\$101,046



**CHAMPAIGN
PARK DISTRICT**

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

PRELIMINARY ANNUAL BUDGET FISCAL YEAR 2018 FOR DISCUSSION PURPOSES

PRESENTED TO BOARD: JANUARY 25, 2017
Approved by Board of Commissioners:
FEBRUARY 8, 2017

Overview

The capital improvement plan (CIP) budget encompasses capital outlay expenditures only.

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 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.

Capital Improvement Project Guidelines

The project must:

- Have a monetary value of at least \$10,000.
- 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.

Each department submits project requests for review to the Director of Operations and Planning. These projects are reviewed and further evaluated by the Executive Director and department heads. Individual 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 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, 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.. 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.

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, 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. 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, and vehicle/equipment replacements.

The following is a breakdown of the capital 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, 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):

	From New Funds	From Carryover / Reserves	Totals
Capital Outlay	\$1,275,000	\$2,146,560	\$3,421,560
ADA	315,000	400,000	715,000
Total CIP Expenditures	\$1,590,000	\$2,546,560	\$4,136,560

Attachment A: Six-Year Capital Improvement Program with Descriptions

Attachment B: Replacement Schedules

ATTACHMENT A

CHAMPAIGN PARK DISTRICT
CAPITAL IMPROVEMENT PLAN 2018-2023

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
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)

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

ATTACHMENT A

CHAMPAIGN PARK DISTRICT
CAPITAL IMPROVEMENT PLAN 2018-2023

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	-	-	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	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.
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.

ATTACHMENT A

CHAMPAIGN PARK DISTRICT
CAPITAL IMPROVEMENT PLAN 2018-2023

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	\$ -	-	-	-	-	-	50,000	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.	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.
Sholem 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.
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.

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

ATTACHMENT A

CHAMPAIGN PARK DISTRICT
CAPITAL IMPROVEMENT PLAN 2018-2023

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
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 Silt Seeder	\$ 18,000	-	-	-	-	-	-	18,000	Replacing 88 seeder showing excessive wear and maintenance costs.	Due for replacement with more efficient model
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.

PRELIMINARY ANNUAL BUDGET FY2018 FOR DISCUSSION PURPOSES

ATTACHMENT A

CHAMPAIGN PARK DISTRICT
CAPITAL IMPROVEMENT PLAN 2018-2023

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
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	-	1,424,000	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		\$ 1,524,000	\$ 1,335,000	\$ 1,093,000	\$ 1,318,000	\$ 1,055,000	\$ 1,895,000	\$ 9,810,000		
FROM NEW FUNDS										

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION & PURPOSES

ATTACHMENT A

CHAMPAIGN PARK DISTRICT
CAPITAL IMPROVEMENT PLAN 2018-2023

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 jettes 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).

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

ATTACHMENT A

CHAMPAIGN PARK DISTRICT
CAPITAL IMPROVEMENT PLAN 2018-2023

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
3-Plex Field Lights Replacement (Dodd's)	\$ 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
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.	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 17/18
997	2010	John Deere	Mower	FY 17/18
997	2011	John Deere	Mower	FY 17/18
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 199H	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	

PRELIMINARY ANNUAL BUDGET FYE 2018 FOR DISCUSSION PURPOSES



CHAMPAIGN PARK DISTRICT

ATTACHMENT B

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

PRELIMINARY ANNUAL BUDGET FY 2018 FOR DISCUSSION PURPOSES



CHAMPAIGN PARK DISTRICT

ATTACHMENT B

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

PRELIMINARY ANNUAL BUDGET FIVE 2018 FOR DISCUSSION PURPOSES



CHAMPAIGN PARK DISTRICT

ATTACHMENT B

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	HOLD (part of Spalding Development)
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 2/8/17



CHAMPAIGN PARK DISTRICT

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

PRELIMINARY ANNUAL BUDGET FYE 2018 FOR DISCUSSION PURPOSES



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

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

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PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

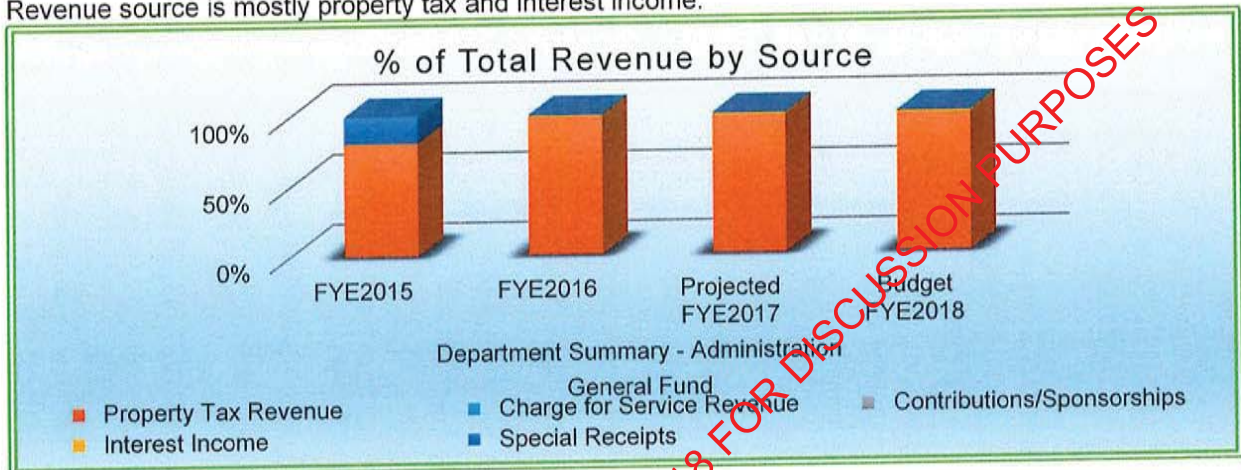
DEPARTMENTAL INFORMATION

GENERAL FUND

Administration

PRINCIPAL RESPONSIBILITIES

GENERAL FUND: ADMINISTRATION – accounts for the District’s general administrative costs, including but not limited to human resources, finance, information technology, board expenses and other general costs. Revenue source is mostly property tax and interest income.



EMPLOYEES FUNDED BY ADMINISTRATION – POSITIONS AND NUMBERS (FT1 AND FT2 ONLY)

Position	FYE2015 Actual	FYE2016 Actual	FYE2017 Actual	FYE2018 Budget
EXECUTIVE				
EXECUTIVE DIRECTOR	1	1	1	1
ASSISTANT TO THE EXECUTIVE DIRECTOR	1	1	1	1
ADMINISTRATIVE SPECIALIST	1	0	0	0
	3	2	2	2
FINANCE				
DIRECTOR OF FINANCE	1	1	1	1
ADMINISTRATIVE ASSISTANT	1	1	1	1
DEVELOPMENT DIRECTOR	1	1	1	1
ASSISTANT FINANCE DIRECTOR	1	1	1	1
ACCOUNTING ASSISTANT	1	1	1	0.7
ACCOUNTS PAYABLE COORDINATOR (PREVIOUSLY CLERK)	1	1	1	1
ACCOUNTING CLERK	1	1	1	1
BUILDING SERVICE WORKER	1	1	1	1
	8	8	8	7.7
HUMAN RESOURCE & IT (Risk in Fund 04 Liability)				
DIRECTOR OF HR, IT, RISK	1	1	1	1
HR COORDINATOR	0	1	1	1
HR CLERK	1	0	0	0
	2	2	2	2
GRAND TOTAL	13	12	12	11.7

2017-18 GOALS

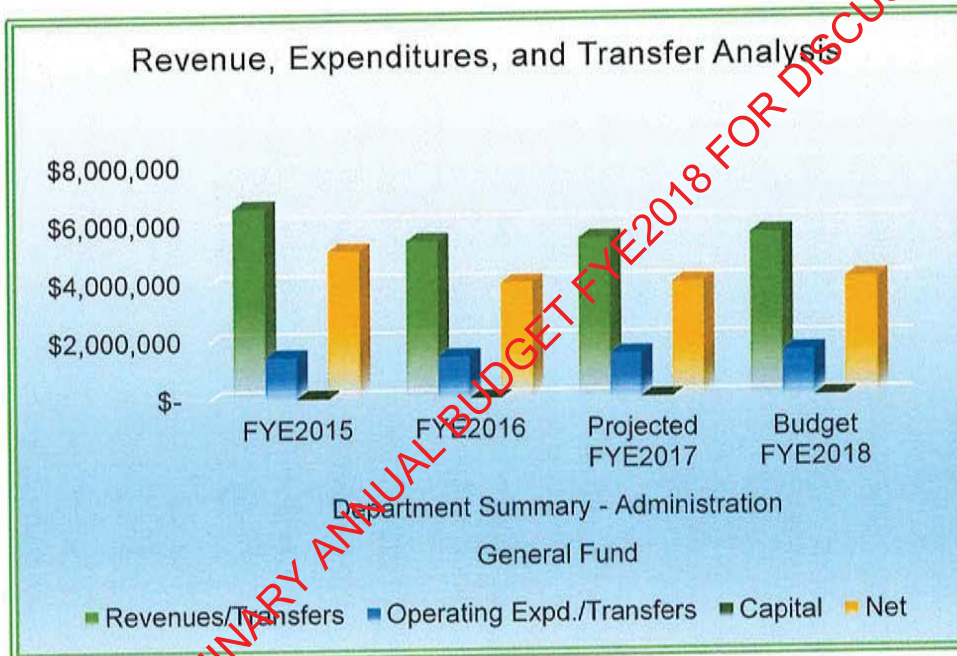
SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Develop customer service standards and training. *Status-Customer Service committee has developed standards and will be conducting training later this year.*
- Develop both an internal and external culture of treating customers and co-workers/board members like family. *Status-Customer Service committee has training to begin this process later this year. Employee Engagement team worked on adding some ways to promote staff positive attitudes*

PERFORMANCE INDICATORS

	FYE2015	FYE2016	FYE2017 Projected	FYE2018 Proposed
Operating Expenditures Per Capita	\$17.13	\$16.94	\$18.00	\$18.55



Champaign Park District
Budget Category Totals by Department

	General Fund			
	Department Summary - Administration			
	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Property Tax Revenue	\$5,284,301	\$5,338,145	\$5,395,487	\$5,551,048
Charge for Service Revenue	3,493	2,956	3,016	3,000
Contributions/Sponsorships	0	2,750	2,500	2,500
Interest Income	13,166	33,610	48,000	48,000
Special Receipts	1,262,641	26,019	14,140	15,000
Total Estimated Revenues	\$6,563,601	\$5,403,480	\$5,463,143	\$5,619,548
Appropriations				
Salaries and Wages	\$687,266	\$684,050	\$735,500	\$754,534
Fringe Benefits	322,016	356,342	338,584	356,722
Contractual	348,641	310,231	335,514	328,833
Commodities/Supplies	29,294	36,331	53,132	45,200
Utilities	36,063	38,203	45,139	48,817
Routine/Periodic Maintenance	24,246	11,117	0	30,000
Capital Outlay	34,930	0	10,000	0
Transfers to Other Funds	0	0	0	0
Total Appropriations	\$1,482,456	\$1,436,274	\$1,517,869	\$1,564,106
Net of Revenues Over (Under) Appropriations	\$5,081,145	3,967,206	3,945,274	\$4,055,442

PRELIMINARY ANNUAL BUDGET FYE2016 FOR DISCUSSION PURPOSES

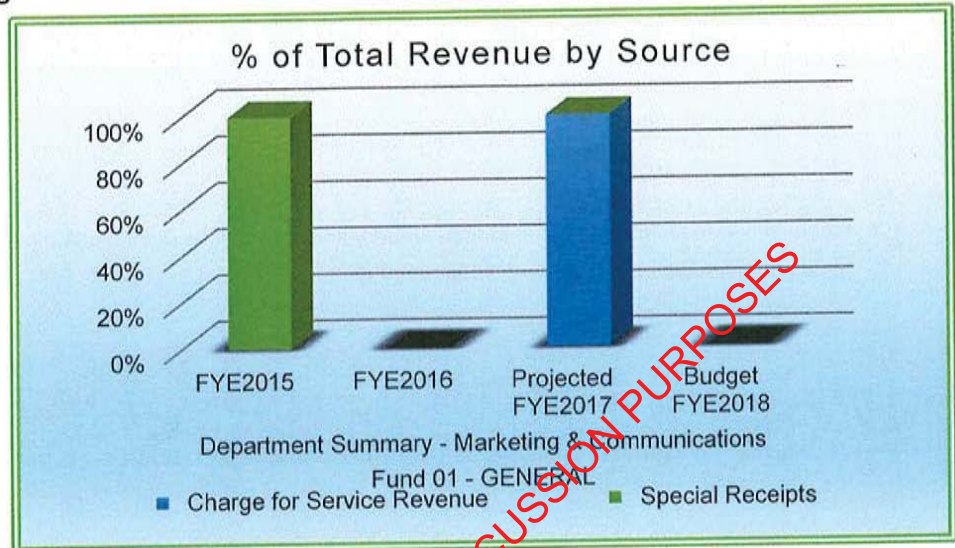
Marketing and Communications

PRINCIPAL RESPONSIBILITIES

GENERAL FUND:

MARKETING AND

COMMUNICATIONS – A program of the General Fund which promotes the District's mission and goals by positioning its staff, volunteers, programs, events and sponsors within the community. The department markets to more than 80,000 residents. Primary responsibilities include designing external and internal promotional pieces and advertisements, market research, media relations, placement of all District advertising, producing Program Guide located at <https://champaignparks.com/programs/program-guide/> (allocated between the Recreation and Museum funds as this is the program guide for those programs), promotions, visual images, strategic planning and other marketing-related projects.



EMPLOYEES FUNDED BY MARKETING – POSITIONS AND NUMBERS (FT1 AND FT2)

POSITION	FYE2015	FYE2016	FYE2017	FYE2018
DIRECTOR OF MARKETING AND COMMUNICATIONS	0	1	1	1
MARKETING MANAGER	1	0	0	0
GRAPHIC DESIGNER	1	1	1	1
MARKETING COORDINATOR (INCLUDED IN RECREATION IN FYE2016)	0	0	1	1
TOTAL	2	2	3	3

2017-18 GOALS

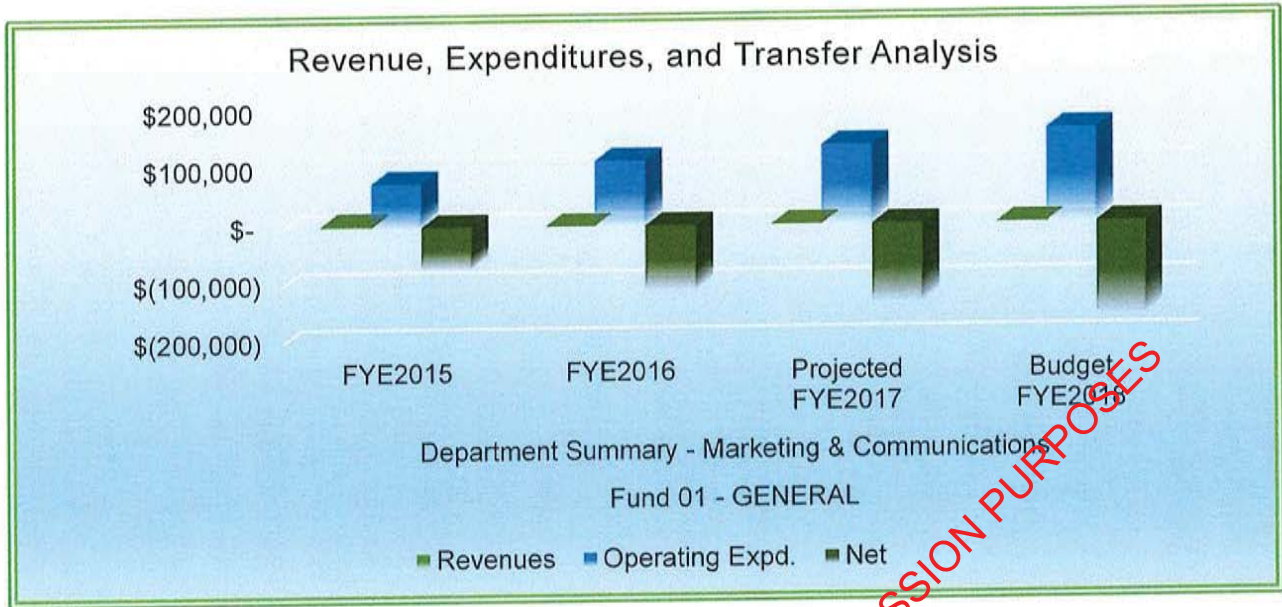
SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Develop customer service standards and training.
- Develop both an internal and external culture of treating customers and co-workers/board members like family.
- Develop a marketing plan to promote friendliness, safety and hospitality.

PERFORMANCE INDICATORS

	FYE2015	FYE2016	FYE2017 Projected	FYE2018 Proposed
CPD Facebook Followers	3,922	5,258	5,500	7,000
Virginia Theatre Facebook Followers	4,030	5,877	6,300	8,500
Sholem Aquatic Facebook Followers	2,372	3,432	3,800	5,400
CPD Twitter Followers	3,936	4,828	5,200	6,000
CPD Instagram Followers	700	1,232	1,400	2,500



Champaign Park District
Budget Category Totals by Department

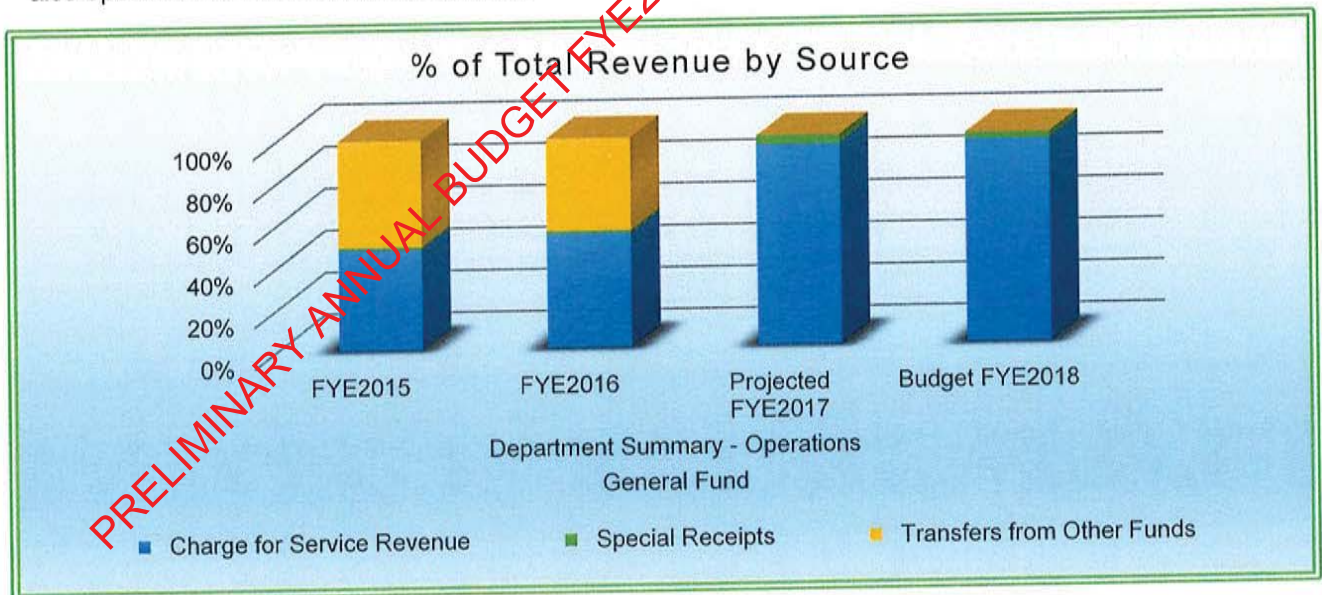
Fund 01 - GENERAL
Department Summary - Marketing & Communications

	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Charge for Service Revenue	\$0	\$0	\$750	\$0
Special Receipts	3,391	0	0	0
Total Estimated Revenues	\$3,391	\$0	\$750	\$0
Appropriations				
Salaries and Wages	\$28,477	\$61,301	\$84,654	\$92,623
Fringe Benefits	0	0	0	840
Contractual	31,832	42,968	44,194	56,500
Commodities/Supplies	15,729	8,367	8,204	12,350
Total Appropriations	\$76,038	\$112,636	\$137,052	\$162,313
Net of Revenues Over (Under) Appropriations	(\$72,647)	(112,636)	(136,302)	(\$162,313)

PRINCIPAL RESPONSIBILITIES

GENERAL FUND: OPERATIONS – Oversees the enhancement, maintenance and daily operations of all Park District facilities, parks, grounds, equipment, park features and trails as well as facility rentals and park permits. The Department includes:

- **Horticulture/Natural Areas Division** – improves the aesthetic quality of the District through design, installation and maintenance of flowers, plantings, installation and maintenance of natural and prairie areas and signage. Responsibilities include flower islands, all beds within the parks, ornamental plantings, natural areas and prairies, and park signs
- **Grounds/Maintenance Division** – maintains all structures within the park district including all buildings, swimming pools and splash pads, picnic pavilions, fountains, irrigation, lighting and park signage. Also responsible for all HVAC, electrical, plumbing, carpentry, fleet maintenance and assists with ADA upgrades. Manages the District's turf, trees and trash removal. Responsibilities include oversight of all contract mowers, the mowing and trimming of the District's "signature" parks, and all arbor duties, including removal, care and installation. This division also has responsibility for removal of all park litter/trash, as well as the district recycling program.
- **Special Projects** – maintains the District's playgrounds, hard courts, disc golf course, park amenities and sports fields. Responsibilities include oversight of playground installations, park benches and amenities, as well as the preparation, maintenance and repair of softball, baseball, football and soccer fields. This division also operates the fabrication/welding shop.



EMPLOYEES FUNDED BY ADMINISTRATION – POSITIONS AND NUMBERS

Operations

Positions	FYE2016	FYE2017	FYE2018
Admin. Asst./Reservations Coordinator	1	1	1
Dir. Operations	1	1	1
Trade Specialist Electrician	1	1	1
Fabricator	1	1	1
Grounds/Maintenance Supervisor	0	1	1
Grounds Specialist	1	4	3
Grounds Specialist – Lead Arborist	0	0	1
Grounds Supervisor	1	0	0
Grounds Worker I	2	1	1
Grounds Worker II	3	1	1
Horticulture Specialist I	3	2	2
Horticulture Specialist II	0	1	1
Horticulture/Natural Areas Supervisor	1	1	1
Horticulture Worker I	1	1	1
Lead Park Planner/Landscape Architect	0	1	0
Maintenance II HVAC	0	1	1
Maintenance Specialist	0	1	1
Maintenance Supervisor	1	0	0
Maintenance Worker II	2	1	1
Natural Areas Specialist	1	1	0
Natural Areas Coordinator	0	0	1
Trade Specialist/Carpentry	1	1	1
Special Projects Specialist	1	1	1
Special Projects Supervisor	0	1	1
Special Projects Worker I	1	1	1
Sports Fields Foreman	0	1	1
Trade Specialist/Mechanic	1	1	1
Trade Specialist/Plumbing & Electrical	1	1	1
Trash/Recycling Worker I	1	1	1
Total	26	29	28

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

2016-17 ACCOMPLISHMENTS

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Create new fun and safe park amenities. Status- *Installed: Eisner batting cage, new Dog Bag Stations, new Lindsey Shade Structures, new Beardsley Playground. Fabricated: McCollum Park Peacock, SAC Hippo. Planted 70 new trees on district property. Removed 41 infected ash trees and treated over 50 more. Safely and successfully completed 8 prescribed burns at various natural areas. Prepped and installed new landscaping elements at Olympic Tribute. Completed district-wide modernization and replacement of park signs.*

2017-18 GOALS

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Continue implementing of trails master plan.
- Create new fun and safe prairie amenities.

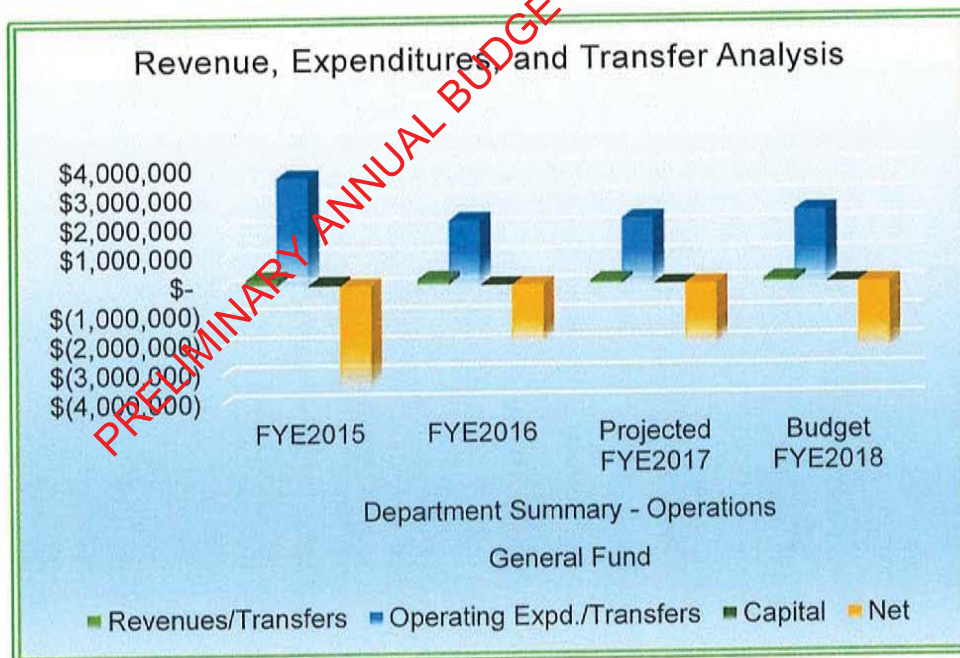
SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPATE IN THROUGHOUT THEIR LIVES

OBJECTIVES:

- Determine the level of service for parks, facilities and amenities to meet all residents' needs.
- Provide parks, amenities and facilities that serve all ages.

PERFORMANCE INDICATORS

	FYE2015	FYE2016	FYE2017	FYE2018
Operating Expenditures Per Capita	\$47.97	\$29.15	\$36.45	
Operating Expenditures Per Acre	\$6,050.57	\$3,575.18	\$3,264.22	\$3,591.22
Total Acres	670	689	689	689.
Miles of Trails & Paths	22.9	23.2	23.2	23.2
# of Capital Grants Awarded	0	0	0	0
# of Capital Grants Applied For	2	0	1	1
# of Trees Planted	117	114	70	100
# of Flower Beds	328	332	339	>298
# of Flowers Planted	101,592	100,620	102,474	<94,410



Champaign Park District
Budget Category Totals by Department

	General Fund			
	Department Summary - Operations			
	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Charge for Service Revenue	\$122,898	\$118,796	\$125,032	\$120,880
Special Receipts	2,800	2,988	5,535	3,950
Transfers from Other Funds	128,990	95,594	0	0
Total Estimated Revenues	<u>\$254,688</u>	<u>\$217,378</u>	<u>\$130,567</u>	<u>\$124,830</u>
Appropriations				
Salaries and Wages	\$1,241,345	\$1,274,338	\$1,334,183	\$1,472,278
Fringe Benefits	6,907	7,017	11,970	11,717
Contractual	282,206	265,403	294,431	279,688
Commodities/Supplies	368,306	359,038	356,935	406,107
Utilities	78,546	86,037	90,680	98,860
Routine/Periodic Maintenance	155,574	227,222	160,552	205,700
Capital Outlay	54,190	0	0	0
Transfers to Other Funds	1,593,000	0	0	0
Total Appropriations	<u>\$3,780,074</u>	<u>\$2,218,955</u>	<u>\$2,249,051</u>	<u>\$2,474,350</u>
Net of Revenues Over (Under) Appropriations	<u>(\$3,525,386)</u>	<u>(2,001,577)</u>	<u>(2,118,484)</u>	<u>(\$2,349,520)</u>

Total revenue budgeted for FYE2018 is a conservative approach based on known commitments of the flower island program combined with rental income. FYE2016 had more revenues than in the past due to the multiple elections this year, plus some new rentals at Bresnan Meeting Center.

FYE2018 budgeted expenditures are 10.0% more than prior year. The majority of this increase is in salaries and wages, which increased 2.5% for full-time employees and an estimate of 5.5% for hourly/seasonal wage rates. The additional component can be attributed to the directive to add an additional flower crew for the summer to assist in watering, maintenance and upkeep in the parks. There was also more than usual vacancies that were held open for several months prior to filling and all those have been filled as of the end of FYE2017. FYE2018 routine and periodic maintenance increased 28.1%, however some items previously budgeted out of capital project funds fall below the capitalization threshold and have thus been moved to the operating budget. Aside from the typical items for park amenities, general painting, and playground surfacing (fibar) there is \$40,000 for the improvement and replacement of the retaining wall at Trevett Finch park.

CHAMPAIGN PARK DISTRICT
FYE2018 BUDGET

BUDGET CLASSIFICATION	DESCRIPTION	2015-16 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
Fund: 01 GENERAL				
Dept 20-001-OPERATIONS - ADMINISTRATION			1,585	
	SPECIAL RECEIPTS		133,030	124,962
	SALARIES AND WAGES	130,786	6,400	5,840
	FRINGE BENEFITS	6,286	17,459	20,662
	CONTRACTUAL	22,849	14,500	16,500
	COMMODITIES/SUPPLIES	1,956	7,189	7,799
	UTILITIES	6,897	144,000	174,500
	ROUTINE/PERIODIC MAINTENANCE	201,522		
NET OF REVENUES/APPROPRIATIONS - 20-001-OPERATIONS		(370,296)	(327,781)	(350,263)
Dept 20-070-OPERATIONS - SAFETY				
	CONTRACTUAL	7,634	9,793	2,280
	COMMODITIES/SUPPLIES	12,516	12,341	12,050
	UTILITIES	456	456	460
NET OF REVENUES/APPROPRIATIONS - 20-070-OPERATIONS		(20,600)	(22,590)	(14,790)
Dept 20-071-OPERATIONS - LANDSCAPE MAINTENANCE				
	SALARIES AND WAGES	319,386	335,416	321,226
	FRINGE BENEFITS			420
	CONTRACTUAL	180,456	196,238	185,831
	COMMODITIES/SUPPLIES	93,021	77,905	95,900
NET OF REVENUES/APPROPRIATIONS - 20-071-OPERATIONS		(592,863)	(609,559)	(603,377)
Dept 20-072-OPERATIONS - FACILITIES & EQUIPMENT				
	SALARIES AND WAGES	287,318	312,410	376,528
	FRINGE BENEFITS	98	4,885	4,197
	CONTRACTUAL	15,863	25,492	25,040
	COMMODITIES/SUPPLIES	45,034	49,887	65,007
	UTILITIES	2,074	1,261	2,500
	TRANSFERS FROM OTHER FUNDS	95,594		
NET OF REVENUES/APPROPRIATIONS - 20-072-OPERATIONS		(254,793)	(393,935)	(473,272)
Dept 20-073-OPERATIONS - PARK MAINTENANCE				
	SALARIES AND WAGES	37,059	35,903	48,094
	CONTRACTUAL	27,734	34,021	32,000
	COMMODITIES/SUPPLIES	27,322	21,612	28,600
	UTILITIES	71,461	76,421	82,601
NET OF REVENUES/APPROPRIATIONS - 20-073-OPERATIONS		(163,576)	(167,957)	(191,295)
Dept 20-074-OPERATIONS - FLOWER ISLANDS				
	CHARGE FOR SERVICE REVENUE	118,796	125,032	120,880
	SALARIES AND WAGES	126,150	110,481	124,593
	FRINGE BENEFITS	209	200	252
	CONTRACTUAL	1,637	2,528	2,100
	COMMODITIES/SUPPLIES	62,689	60,922	62,915
	UTILITIES	5,149	5,344	5,500
NET OF REVENUES/APPROPRIATIONS - 20-074-OPERATIONS		(77,038)	(54,443)	(74,480)
Dept 20-075-OPERATIONS - PARK FLOWERS				
	SPECIAL RECEIPTS	2,988	3,950	3,950
	SALARIES AND WAGES	187,088	201,269	230,694
	FRINGE BENEFITS	210	163	336
	CONTRACTUAL	2,781	4,375	5,000
	COMMODITIES/SUPPLIES	69,675	75,850	77,355
NET OF REVENUES/APPROPRIATIONS - 20-075-OPERATIONS		(256,766)	(277,707)	(309,435)
Dept 20-079-OPERATIONS - SPECIAL PROJECTS				
	SALARIES AND WAGES	127,031	124,279	149,171
	FRINGE BENEFITS	211	204	420
	CONTRACTUAL	5,658	3,372	4,800
	COMMODITIES/SUPPLIES	36,029	29,766	33,200
	ROUTINE/PERIODIC MAINTENANCE	25,600	15,773	31,200

CHAMPAIGN PARK DISTRICT
FYE2018 BUDGET

BUDGET CLASSIFICATION	DESCRIPTION	2015-16 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
Fund: 01 GENERAL				
Dept 20-079-OPERATIONS - SPECIAL PROJECTS				
NET OF REVENUES/APPROPRIATIONS - 20-079-OPERATIONS		(194,529)	(173,394)	(218,791)
Dept 20-080-OPERATIONS - NATURAL AREAS				
SALARIES AND WAGES		59,520	81,695	97,010
FRINGE BENEFITS		3	118	252
CONTRACTUAL		791	1,153	1,975
COMMODITIES/SUPPLIES		10,796	14,118	14,580
NET OF REVENUES/APPROPRIATIONS - 20-080-OPERATIONS		(71,110)	(92,118)	(113,817)
ESTIMATED REVENUES - FUND 01		217,378	330,567	124,830
APPROPRIATIONS - FUND 01		2,218,955	2,249,051	2,474,350
NET OF REVENUES/APPROPRIATIONS - FUND 01		(2,001,577)	(2,118,484)	(2,349,520)

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

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PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Planning

GENERAL FUND: PLANNING—This department was recreated towards the end of FYE2017, and split out from the Operations Department. It is responsible for the planning, design and development of new and existing projects throughout the District. In addition this department seeks out and applies for grants specific to their projects, specifically OSLAD, PARC, SEDAC, and DCEO grants as they become available.

EMPLOYEES FUNDED BY PLANNING – POSITIONS AND NUMBERS

	FYE2015 Actual	FYE2016 Actual	FYE2017 Actual	FYE2018 Budget
Director of Planning	1	0	0	1
Lead Park Planner	0	1	1	0
Park Planner I	2	1	1	1
Park Planner II	1	1	1	1
TOTAL	3	3	3	3

2016-17 ACCOMPLISHMENTS

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Complete and implement a trails master plan. Status- Completed ADA paths project at Centennial, Morrissey, and Sunset Ridge Parks. Selected architect and pursued master plan for Heritage Park. Selected architect and pursued master plan for Greenbelt Bikeway Trail Connection.

SG5 – PROVIDE OPPORTUNITIES TO CREATE COMMUNITY CONNECTIONS IN OUR PARKS, RECREATION, AND CULTURAL ARTS

OBJECTIVES:

- Create new programs, parks, facilities, amenities and services to connect with more people in the community. Status- Completed Dodds Park land conversion with IDNR; established Commissioners Park. GIS database operational; coordinated CPD tree inventory. Completed Olympic Tribute 25th anniversary improvements. Completed Hessel Park playground project. Completed Beardsley Park playground design. Completed Glenn Park/Washington Street project design coordination with City of Champaign.

2017-18 GOALS

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES

- Create new family-friendly park amenities.
- Design and install Zahnd Park accessible path.
- Design and install new playground equipment at West Side Park.
- Complete Hessel Park Splash pad and Restroom Renovation.
- Design enhanced physical entrance/lobby and park front entrances to reflect friendly, welcoming, and safe themes.
- Complete and implement a trails master plan.
- Continue design process to connect the Greenbelt Bikeway Trail between Heritage Park and Kaufman Park.
- Work on other Trails Master Plan objectives as described in the Trails Action Plan.

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

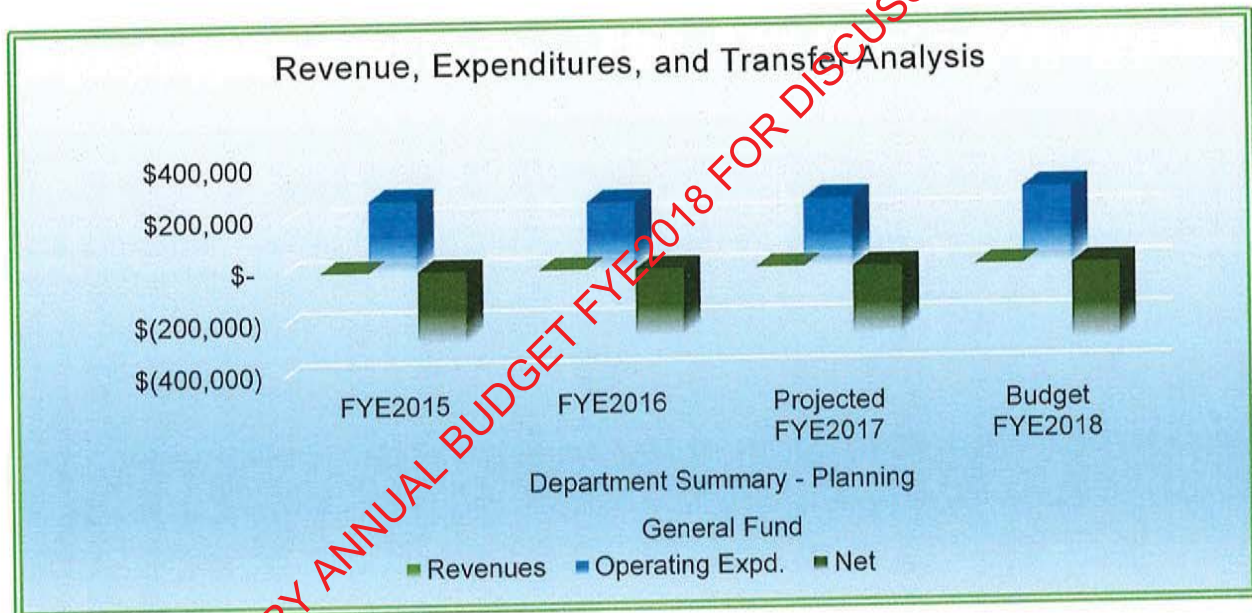
OBJECTIVES

- Identify sources to provide capital development funds for new parks, facilities and amenities.
- Grading and initial landscaping of Henry Michael Park.
- Grading and initial landscaping of Commissioners Park.

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPATE IN THROUGHOUT THEIR LIVES

OBJECTIVES

- Update the District's Comprehensive Plan.
- The District last completed a Comprehensive Plan in 2008. The 10-year plan expires in 2018; in order to maintain our Distinguished Accreditation and to apply for grant funding a new Comprehensive Plan is required.
- Human Kinetics Park and North Champaign Community Center.
- Work with Human Kinetics owners to secure the 10 acre park and develop a plan for a new community recreation center.
- Heritage Park Project.
- Complete Phase 1 of the Heritage Park Master Plan.
- Spalding Park Improvements.
- Work with the Unit 4 School District on improvements to Spalding Park.
- Operations Facility.
- Work with the Farnsworth Group to develop a plan that is within the agreed upon budget.



Total FYE2018 expenditures are 13% higher than prior year mostly due to salaries and benefits. A park planner position was vacant for approximately six months showing a savings in prior year from budget. This position was filled in January 2017. In addition the lead park planner was promoted to a department head in March 2017 and received a pay increase of 3.3%, plus an additional 2.5% for FYE2018. The remaining increase in contractual services is to fulfill the contracts entered into during FYE2017 for ongoing capital improvement projects plus an additional amount for unplanned projects that may arise throughout the year.

Champaign Park District
Budget Category Totals by Department

General Fund
Department Summary - Planning

	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Total Estimated Revenues	\$0	\$0	\$0	\$0
Appropriations				
Salaries and Wages	\$141,460	\$129,701	\$117,780	\$144,242
Fringe Benefits	2,150	422	720	1,260
Contractual	120,748	123,753	140,868	148,210
Commodities/Supplies	9,513	4,199	1,603	1,100
Total Appropriations	\$273,871	\$258,075	\$260,970	\$294,812
Net of Revenues Over (Under) Appropriations	(\$273,871)	(258,075)	(260,970)	(\$294,812)

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

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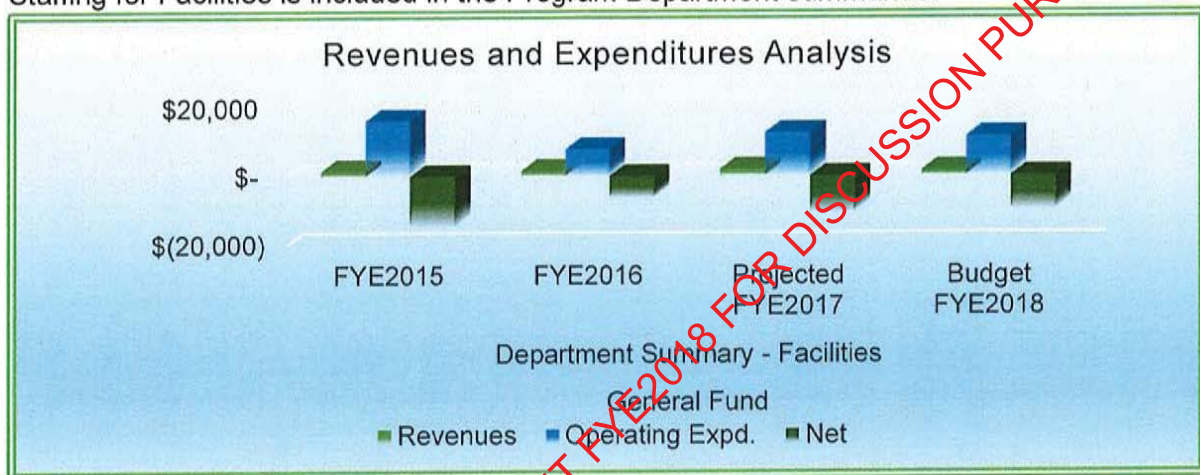
PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

PRINCIPAL RESPONSIBILITIES

GENERAL FUND: FACILITIES – The General Fund facilities department accounts for all the expenditures required to maintain the building for programming, such as staffing, maintenance supplies, contracts, etc. There are two facility budgets included in the General Fund: Skate Park and Douglass Park Library. The Douglass Park Library receives 100% of revenue through special receipts, specifically rental income.

EMPLOYEES FUNDED BY FACILITIES DEPARTMENT – POSITIONS AND NUMBERS

Staffing for Facilities is included in the Program Department summaries.



Champaign Park District
Budget Category Totals by Department

	General Fund			
	Department Summary - Facilities			
	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Special Receipts	\$1,455	\$1,550	\$1,955	\$1,550
Total Estimated Revenues	\$1,455	\$1,550	\$1,955	\$1,550
Appropriations				
Contractual	\$13,612	\$6,275	\$7,845	\$8,160
Commodities/Supplies	1,571	411	3,204	1,800
Utilities	1,068	1,211	1,585	1,540
Total Appropriations	\$16,251	\$7,897	\$12,634	\$11,500
Net of Revenues Over (Under) Appropriations	(\$14,796)	(6,347)	(10,679)	(\$9,950)

CHAMPAIGN PARK DISTRICT
FYE2018 BUDGET

BUDGET CLASSIFICATION	DESCRIPTION	2015-16 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
Fund: 01 GENERAL				
Dept 30-077-FACILITIES - SKATE PARK		1,089		500
CONTRACTUAL		221	1,006	
COMMODITIES/SUPPLIES				(500)
NET OF REVENUES/APPROPRIATIONS - 30-077-FACILITIES		(1,310)	(1,006)	
Dept 30-098-FACILITIES - DOUGLASS BRANCH LIBRARY		1,550	1,955	1,550
SPECIAL RECEIPTS		5,186	7,897	7,660
CONTRACTUAL		190	2,138	1,800
COMMODITIES/SUPPLIES		1,211	1,585	1,540
UTILITIES				
NET OF REVENUES/APPROPRIATIONS - 30-098-FACILITIES		(5,037)	(9,673)	(9,450)
ESTIMATED REVENUES - FUND 01		1,550	1,955	1,550
APPROPRIATIONS - FUND 01		7,897	12,634	11,500
NET OF REVENUES/APPROPRIATIONS - FUND 01		(6,347)	(10,679)	(9,950)

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

CHAMPAIGN PARK DISTRICT
 FYE2018 BUDGET

BUDGET CLASSIFICATION	DESCRIPTION	2015-16 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
Fund: 01 GENERAL				
Dept 60-096-OTHER PROGRAMS - EDDIE ALBERT GARDENS				
	CHARGE FOR SERVICE REVENUE	4,643	4,750	4,700
	CONTRACTUAL	733	105	500
	COMMODITIES/SUPPLIES	87	175	200
	UTILITIES	3,011	1,920	2,600
	NET OF REVENUES/APPROPRIATIONS - 60-096-OTHER PROGF	812	2,550	1,400
ESTIMATED REVENUES - FUND 01		4,643	4,750	4,700
APPROPRIATIONS - FUND 01		3,831	3,200	3,300
NET OF REVENUES/APPROPRIATIONS - FUND 01		812	2,550	1,400

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

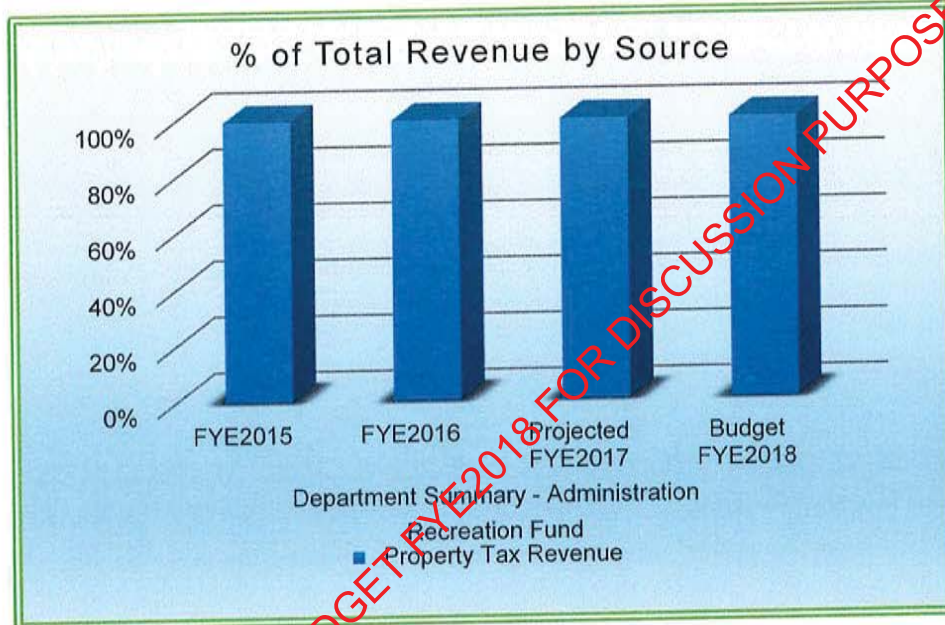
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RECREATION FUND

Administration

PRINCIPAL RESPONSIBILITIES

Recreation Fund – The Recreation Fund is established to provide for the planning, establishing and maintaining of recreational services for the residents of the Park District. Real estate taxes are levied in this fund to pay the administrative costs of the recreation programs provided to the public. The District attempts to set program and admission fees at levels that will cover the direct costs of the programs being offered.



EMPLOYEES FUNDED BY RECREATION ADMINISTRATION— POSITIONS AND NUMBERS

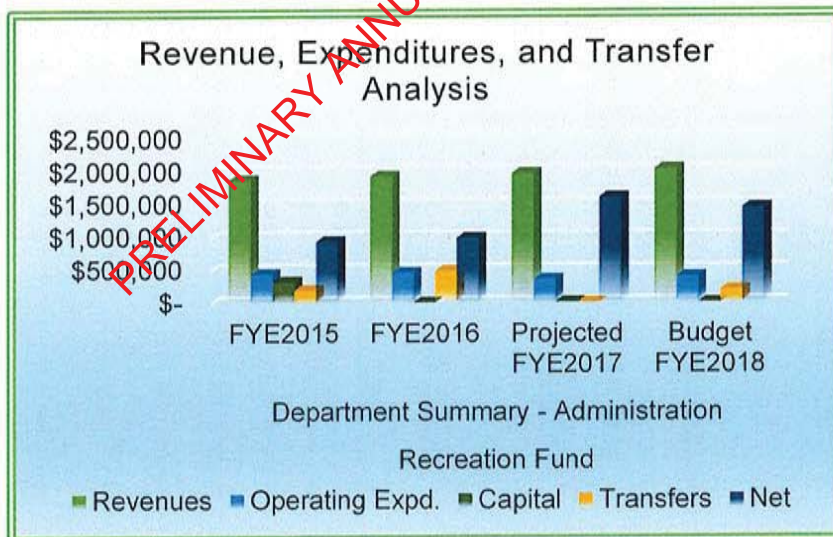
Position	FYE2016	FYE2017	FYE2018
Director of Recreation (Allocated)	1	1	0.50
Special Events/Facility Manager	1	1	0.00
Administrative Coordinator	1	0	0.00
Graphic Designer (Allocated)			0.45
Accounting Clerk (Allocated)			0.30
Cultural Arts Manager (Allocated)			0.70
TOTAL	3	2	1.95

Champaign Park District
Budget Category Totals by Department

Recreation Fund
Department Summary - Administration

	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Property Tax Revenue	\$1,862,515	\$1,920,097	\$1,964,732	\$2,031,236
Interest Income	6,125	7,103	11,500	\$1,650
Special Receipts	5	(1)	35,448	450
Total Estimated Revenues	\$1,862,515	\$1,920,097	\$1,964,732	\$2,031,236
Appropriations				
Salaries and Wages	\$227,807	\$215,580	\$118,924	\$103,588
Fringe Benefits	114,911	141,386	135,099	147,502
Contractual	86,484	92,808	87,331	103,975
Commodities/Supplies	5,714	5,883	11,184	23,050
Routine/Periodic Maintenance	0	0	0	18,000
Capital Outlay	313,608	0	9,700	0
Transfers to Other Funds	184,598	481,222	0	190,600
Total Appropriations	\$933,122	\$936,879	\$362,238	\$586,715
Net of Revenues Over (Under) Appropriations	\$929,393	983,218	1,602,494	\$1,444,521

Total revenue for this department increased 3.4% over the prior year due to the equivalent increase in property tax revenues. Special receipts decreased as the prior year included a one-time grant receipt of \$34,997 from the Illinois Clean Energy Grant for the installation of a geothermal system at Leonhard Recreation Center in 2013-14.



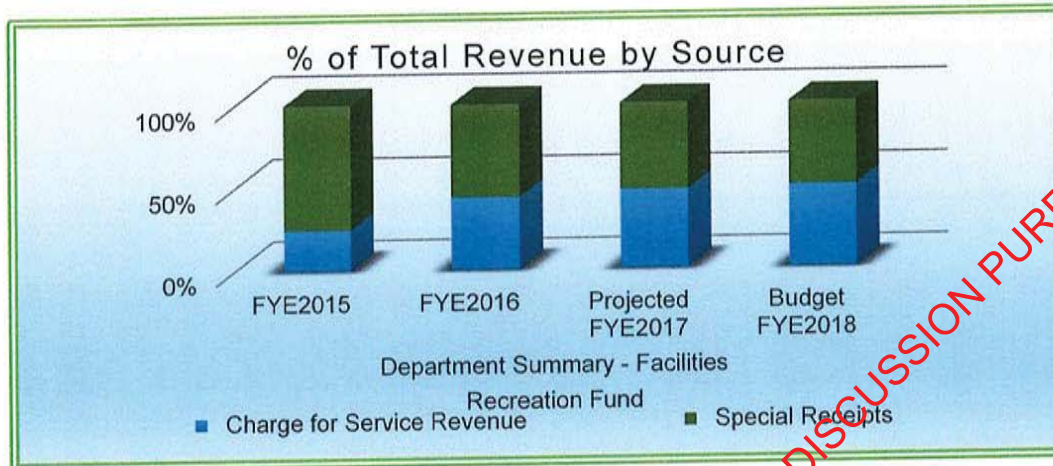
FYE2018 budgeted expenditures increased 3.2% over prior year projected, excluding the transfer and routine/periodic maintenance lines. The transfer to the Capital Improvement Fund is to assist in funding the roof replacement at Springer Cultural Center; periodic maintenance of \$18,000 is for the ventilation improvements/replacement at Zahnd concessions building. The amount is included in operating budget as it is below the \$20,000 capitalization threshold for these types of improvements. The other item to

point out is within the salaries and wages category, the former regular part-time staff were reclassified to full-time (FT2) status however their salaries/wages were being posted to the part-time classification codes. Beginning in FYE2018 all FT2 staff will be expensed as a full-time salary/wage budget line. Total salaries and wages decreased 87% as a portion of the Director of Recreation was split between here and Museum Fund for FYE2018.

Facilities

PRINCIPAL RESPONSIBILITIES

RECREATION FUND: FACILITIES – The Recreation Fund facilities department accounts for all the expenditures required to maintain the building for programming, such as staffing, maintenance supplies, contracts, etc.



EMPLOYEES FUNDED BY FACILITIES – POSITIONS AND NUMBERS

Position	FYE2016	FYE2017	FYE2018
FACILITY/PROGRAM COORDINATOR	5	5	5
ADMINISTRATIVE COORDINATOR (new in FY16)	1	0	0
RECEPTIONIST/BUILDING SERVICE WORKER	2	2	2
RECEPTIONIST	1	1	1
TOTAL	9	8	8

2016-17 ACCOMPLISHMENTS

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPATE IN THROUGHOUT THEIR LIVES

OBJECTIVES:

- Provide parks, amenities and facilities that serve all ages. *Status-Installed new flooring and exercise equipment to LRC in weight room. Installed new flooring in playscape room for increased safety at LRC. Installed new gym floor at Douglass Community Center. Purchased and installed new soccer goals at Dodds. Replaced old bleachers in gym at Douglass Center.*

2017-18 GOALS

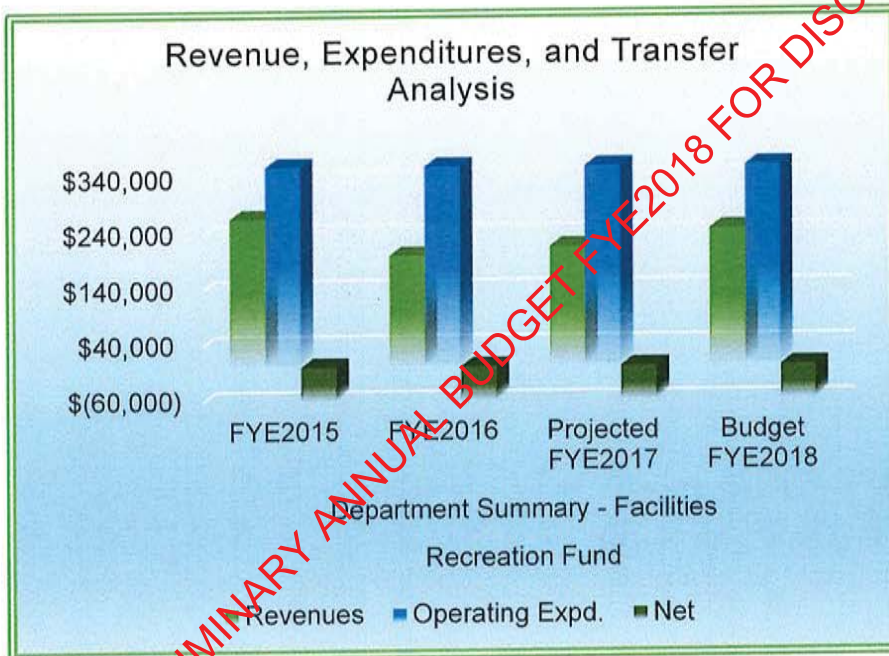
SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPATE IN THROUGHOUT THEIR LIVES

OBJECTIVES:

- Provide parks, amenities and facilities that serve all ages.
- Maintain facility standards.

PERFORMANCE INDICATORS-

Measure	FY13	FY14	FY15	FY16	FY17	FY18
Facility Attendance						Target
Leonhard Rec Center	20,925	20,605	73,395	96,645	98,000	100,000
Sholem Aquatic Center	95,284	73,088	51,145	69,121	72,000	80,000
Dodds Tennis Center	28,314	25,548	25,000	23,675	25,000	26,000
Douglass Center	23,402	20,493	17,502	27,475	29,000	30,000
Douglass Annex	5,216	4,592	7,225	10,038	11,000	11,500
Spalding Rec Center	3,098	3,344	3,179	1,884	3,000	3,100
Hays Rec Center	6,134	5,711	5,254	5,719	6,200	6,500
Memberships						Target
Leonhard Rec Center	N/A	N/A	1,151	1,620	1836	>2,000



Champaign Park District
Budget Category Totals by Department

	Recreation Fund Department Summary - Facilities			
	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Charge for Service Revenue	\$65,927	\$87,524	\$102,498	\$122,125
Special Receipts	201,108	112,031	112,463	123,830
Total Estimated Revenues	\$267,035	\$199,555	\$214,961	\$245,955
Appropriations				
Salaries and Wages	\$332,813	\$411,987	\$428,374	\$467,521
Fringe Benefits	446	1,020	1,129	1,260
Contractual	80,503	89,223	75,360	94,663
Commodities/Supplies	87,726	76,910	90,148	106,533
Utilities	185,580	182,841	198,698	204,027
Routine/Periodic Maintenance	4,900	9,122	10,000	25,000
Total Appropriations	\$691,968	\$771,143	\$803,709	\$899,004
Net of Revenues Over (Under) Appropriations	(\$424,933)	(571,588)	(588,748)	(\$653,049)

Total revenue budgeted is 14.4% increase is comprised of a proposed increase in membership fees for LRC accounting for 8.5% of the increase with the planned and estimated use in rentals for the various facilities accounting for the remainder. LRC especially has seen an increase in demand for rental of the facility over the last year with new rentals already secured for FYE2018.

FYE2018 budgeted expenditures increased 11.8% from projected FYE2017 due to multiple factors.

- 9.1% increase in salaries and wages is a combination of full-time staff receiving a 2.5% increase; while part-time staff received an estimated 5.5% increase as a result of the change in part-time and seasonal hourly rates approved January 2018. The additional increase is due to reallocation of salaries for full-time staff coupled with a six-month vacancy for the sports field foreman position in the prior year which has now been filled.
- 25% increase in contractual expenditures – as a way to attribute costs directly to facilities if possible, all the items previously accounted for in the safety budget are now being allocated to the facilities if possible. Such items include the annual fire alarm testing, elevator inspections, boiler inspections, fire equipment inspections, sprinkler testing and copy machine usage. In addition, the fire and burglar alarm monitor increased from \$22/month per service to \$45/month per service while the elevator alarm monitoring increased from \$11/month to \$25/month. This increased will be offset by a decrease in utilities-telecommunications line once the phone lines are cancelled and we move all the service through the fiber service already in place.
- 18.2% increase in commodities/supplies – 8.8% is for chemicals/fertilizer and supplies needed to maintain, paint and line the ballfields as the use of the fields increase, 9.4% is for additional cardio/fitness equipment is planned for the upkeep at LRC fitness room

67% increase in routine/periodic maintenance – as the needs for replacement fluctuate by area, this will impact the change from the prior year. FYE2018 plans for the replacement of the HVAC unit at Hays Facility and the ongoing replacement of sport field mix for the ballfields throughout the year.

CHAMPAIGN PARK DISTRICT
FYE2018 BUDGET

BUDGET CLASSIFICATION	DESCRIPTION	2015-16 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
Fund: 02 RECREATION				
Dept 30-020-FACILITIES - DOUGLASS ANNEX				
	SPECIAL RECEIPTS	3,620	2,060	2,400
	SALARIES AND WAGES	1,051	600	600
	CONTRACTUAL	7,710	8,034	9,882
	COMMODITIES/SUPPLIES	640	1,189	1,600
	UTILITIES	9,718	8,938	8,619
	NET OF REVENUES/APPROPRIATIONS - 30-020-FACILITIES	(15,499)	(16,762)	(18,301)
Dept 30-021-FACILITIES - HAYS CENTER				
	SPECIAL RECEIPTS	4,048	20,110	20,700
	SALARIES AND WAGES	6,628	6,553	7,375
	CONTRACTUAL	4,695	3,130	4,277
	COMMODITIES/SUPPLIES	3,140	2,239	2,300
	UTILITIES	13,826	14,853	15,210
	ROUTINE/PERIODIC MAINTENANCE			15,000
	NET OF REVENUES/APPROPRIATIONS - 30-021-FACILITIES	(24,245)	(6,665)	(23,462)
Dept 30-030-FACILITIES - SPRINGER CULTURAL CENTER				
	CHARGE FOR SERVICE REVENUE		5	
	NET OF REVENUES/APPROPRIATIONS - 30-030-FACILITIES		5	
Dept 30-076-FACILITIES - BALL FIELDS				
	SALARIES AND WAGES	93,071	73,426	102,884
	FRINGE BENEFITS	211	289	420
	CONTRACTUAL	19,853	15,132	26,004
	COMMODITIES/SUPPLIES	46,800	54,938	64,020
	UTILITIES	93,554	101,633	107,523
	ROUTINE/PERIODIC MAINTENANCE	9,122	10,000	10,000
	NET OF REVENUES/APPROPRIATIONS - 30-076-FACILITIES	(262,611)	(255,418)	(310,851)
Dept 30-092-FACILITIES - DOUGLASS COMMUNITY CENTER				
	CHARGE FOR SERVICE REVENUE	1,718	2,100	1,800
	SPECIAL RECEIPTS	1,528	1,355	1,600
	SALARIES AND WAGES	101,717	109,861	110,813
	FRINGE BENEFITS	809	840	840
	CONTRACTUAL	34,954	32,329	32,402
	COMMODITIES/SUPPLIES	6,492	9,474	9,500
	UTILITIES	24,948	27,054	28,736
	NET OF REVENUES/APPROPRIATIONS - 30-092-FACILITIES	(165,674)	(176,103)	(178,891)
Dept 30-093-FACILITIES - BICENTENNIAL CENTER				
	CHARGE FOR SERVICE REVENUE		(6)	
	SPECIAL RECEIPTS	15,500	16,250	18,270
	CONTRACTUAL	231		
	COMMODITIES/SUPPLIES	46	56	
	UTILITIES	(1,377)	3,196	
	NET OF REVENUES/APPROPRIATIONS - 30-093-FACILITIES	16,600	12,992	18,270
Dept 30-094-FACILITIES - KAUFMAN LAKE				
	SPECIAL RECEIPTS	948	1,420	1,400
	SALARIES AND WAGES	1,259	1,048	1,500
	CONTRACTUAL	885	715	360
	COMMODITIES/SUPPLIES	1,942	62	75
	UTILITIES	3,422	3,772	3,984
	NET OF REVENUES/APPROPRIATIONS - 30-094-FACILITIES	(6,560)	(4,177)	(4,519)
Dept 30-097-FACILITIES - BMC/PAVILION RENTAL				
	SPECIAL RECEIPTS	12,785	12,015	12,200
	NET OF REVENUES/APPROPRIATIONS - 30-097-FACILITIES	12,785	12,015	12,200
Dept 30-155-FACILITIES - DOG PARK				
	CHARGE FOR SERVICE REVENUE	11,487	11,564	11,575

CHAMPAIGN PARK DISTRICT
FYE2018 BUDGET

BUDGET CLASSIFICATION	DESCRIPTION	2015-16 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
Fund: 02 RECREATION				
Dept 30-155-FACILITIES - DOG PARK				
	SALARIES AND WAGES	39	2,011	2,061
	CONTRACTUAL	909		1,150
	COMMODITIES/SUPPLIES	807	4,440	1,750
	UTILITIES	1,410	3,000	1,560
	NET OF REVENUES/APPROPRIATIONS - 30-155-FACILITIES	8,322	2,113	5,054
Dept 30-160-FACILITIES - LEONARD RECREATION CENTER				
	CHARGE FOR SERVICE REVENUE	74,319	88,835	108,750
	SPECIAL RECEIPTS	73,602	69,253	67,260
	SALARIES AND WAGES	208,222	334,875	242,288
	CONTRACTUAL	19,986	16,020	20,588
	COMMODITIES/SUPPLIES	17,043	17,750	27,288
	UTILITIES	37,380	36,252	38,395
	NET OF REVENUES/APPROPRIATIONS - 30-160-FACILITIES	(134,710)	(156,809)	(152,549)
ESTIMATED REVENUES - FUND 02		195,335	214,961	245,955
APPROPRIATIONS - FUND 02		1,143	803,709	899,004
NET OF REVENUES/APPROPRIATIONS - FUND 02		(947,588)	(588,748)	(653,049)

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

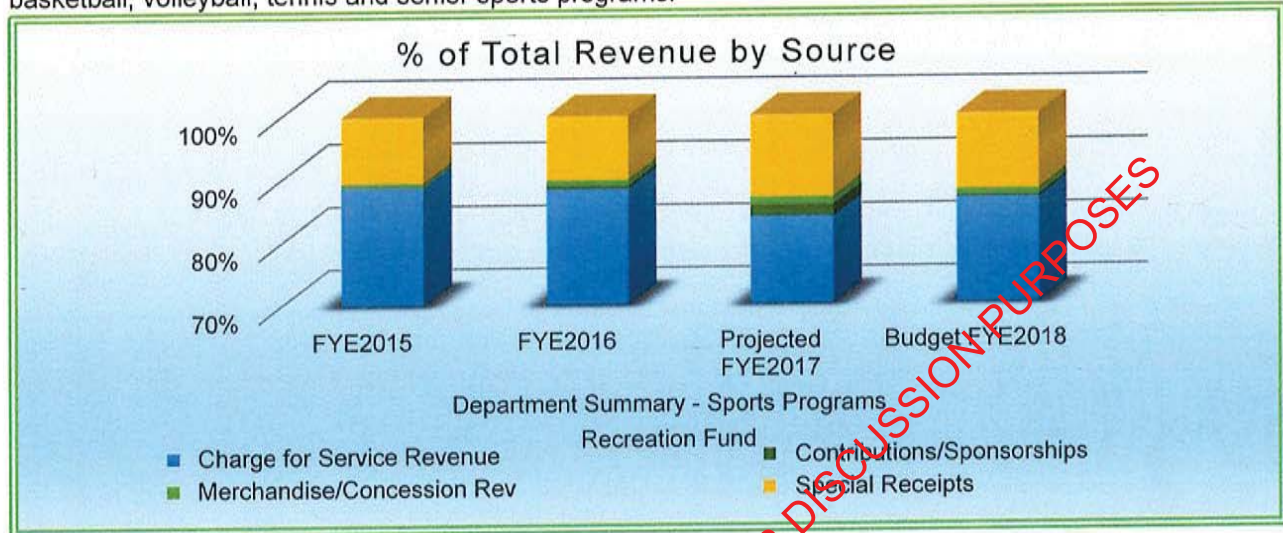
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PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Sports Programs

PRINCIPAL RESPONSIBILITIES

RECREATION FUND: SPORTS PROGRAMS – This department covers the various adult and youth sport programs offered by the District, including youth and adult baseball, softball, sports camps, soccer, basketball, volleyball, tennis and senior sports programs.



EMPLOYEES FUNDED BY SPORTS PROGRAMS – POSITIONS AND NUMBERS

	FYE2016	FYE2017	FYE2018
Adult Sports Coordinator			0.80
Youth Sports Coordinator			1.00
Douglass Park Program Coordinator			0.25
Program Manager	2	2	0
Program Coordinator	4	4	4.00
Special Projects Supervisor	.5	.5	0
Sports Field Foreman	1	1	0
Special Projects Worker	2	2	0
Head Tennis Professional	1	1	1
Aquatics/Tennis Coordinator	1	1	0.75
LRC Program Coordinator			0.15
Aquatics Coordinator			0.10
TOTAL	11.5	11.5	8.05

Total revenue for this department increased 0.2% over the prior year. While the make-up of the total has changed, the amount budgeted is relatively flat, staff plan to add additional programming while developing a marketing strategy to promote existing programs such as the one done this past with LRC memberships, ultimately boosting memberships to the highest yet. The prior year included one-time sponsorship for youth programs (-1.5%).

FYE2018 budgeted expenditures increased 9.0% from projected FYE2017 due to multiple factors.

- 7.8% increase in salaries and wages - a combination of 2.5% increase for full-time staff plus average 5.5% increase in part-time hourly rates along with additional part-time staffing to accommodate new planned programming such:

- Bringing back the drum corps program with BBL Partnership through the fine arts academy for summer 2017, and then continuing the program through the rest of the year utilizing part-time instructors.
- an additional part-time instructor specifically to offer additional senior fitness programming that's been requested in recent months.
- an additional part-time instructor for group fitness to offer additional classes at Springer Cultural Center.
- 33.8% increase in contractual expenditures - 23% is directly for the drum corps program partnership and contracting instructors to run the program, with the remainder focusing on advertising and publicity opportunities to promote the various programs. These range from MTD bus ads, fliers, posters, yard signs, etc.

Of the total increase, \$14,000 is directly for the drum corps program partnership.

2016-17 ACCOMPLISHMENTS

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Create new fun and safe park amenities. *Status- Implemented concussion procedures in training process for staff working programs.*

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

- Develop opportunities to gather feedback for the needs and interests of various cultures/races/demographics. *Status- Utilizing feedback from evaluations from programs to improve experience and adjust needs as necessary.*

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPATE IN THROUGHOUT THEIR LIVES

OBJECTIVES:

- Provide program scholarships from which all ages can benefit. *Status- Maintained a steady use of scholarship funds used toward programs offered.*

SG5 – PROVIDE OPPORTUNITIES TO CREATE COMMUNITY CONNECTIONS IN OUR PARKS, RECREATION, AND CULTURAL ARTS

OBJECTIVES:

- Develop new family-focused special events or activities that bring residents together. *Status- Partnered with external agencies to provide new opportunities such as Kickball and a Teen Bubble Ball event at Dodds Park.*
- Involve community members and agencies in our programs and events. *Status- Worked with new officials and coaches to focus on teaching principles and making the program enjoyable for all involved. Worked close with volunteer coaches to stress participant safety and sportsmanship expectations. Hired several new officials and staff to work sports fields and act as site supervisors for facilities also. Reviewed recommendations and implemented new strategies to encourage repeat patronage.*

2017-18 GOALS

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

- Train staff to make first-time participants feel important by enhancing the participant experience.
- Continue to incorporate feedback from participants to enhance experience and work with Instructors to implement new strategies.
- Monitor new activities that can be provided to residents and improve existing program opportunities.

- Continue to maintain a strong social media presence to promote program offerings to aid in increasing enrollment for several programs.
- Monitor most effective mediums to communicate offerings to the community.
- Track new programming and equipment trends.

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPATE IN THROUGHOUT THEIR LIVES

OBJECTIVES:

- Evaluate recommendations of the U of I Recreation, Sport, & Tourism appraisal of programs.
- Research new opportunities and aging trends for programs and facilities for various age groups.
- Provide intergenerational programming.

PERFORMANCE INDICATORS

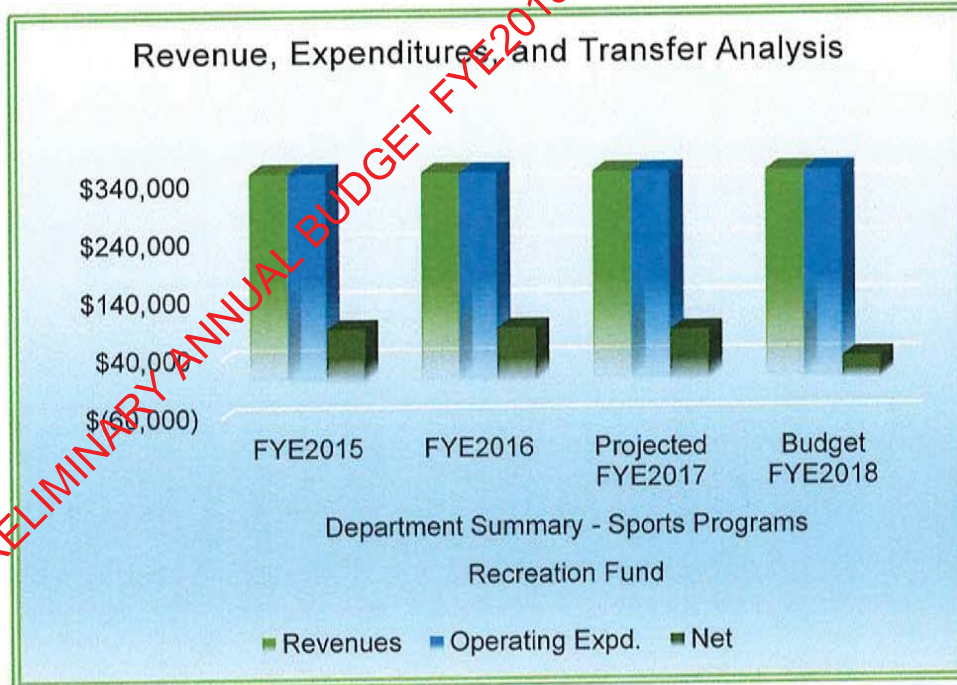
	FYE2015	FYE2016	FYE2017 PROJECTED	FYE2018 PROPOSED
Revenue as a % of Direct Cost	118.17%	134.14%	110.77%	110.77%
Fitness Events Offered	3.0	2.0	3.0	5.0
Tennis Center Memberships Sold	560	557	557	>600
Tennis Center Facility Attendance	25,000	23,675	23,675	>25,000

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Champaign Park District
Budget Category Totals by Department

Recreation Fund
Department Summary - Sports Programs

	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Charge for Service Revenue	\$521,037	\$493,928	\$504,754	\$522,922
Contributions/Sponsorships	0	2,594	11,250	1,800
Merchandise/Concession Rev	4,038	5,307	7,390	6,328
Special Receipts	61,435	56,684	78,364	72,070
Total Estimated Revenues	\$586,510	\$558,513	\$601,758	\$603,120
Appropriations				
Salaries and Wages	\$351,754	\$310,416	\$349,886	\$377,152
Fringe Benefits	801	580	918	735
Contractual	39,047	53,524	50,262	67,210
Commodities/Supplies	63,786	62,086	71,203	73,581
Utilities	40,565	40,607	43,335	45,443
Total Appropriations	\$495,953	\$467,213	\$515,604	\$564,121
Net of Revenues Over (Under) Appropriations	\$90,557	91,300	86,154	\$38,999



CHAMPAIGN PARK DISTRICT
FYE2018 BUDGET

BUDGET CLASSIFICATION	DESCRIPTION	2015-16 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
Fund: 02 RECREATION				
Dept 40-025-SPORTS PROGRAMS	- DODDS TENNIS CENTER			
	CHARGE FOR SERVICE REVENUE	248,266	252,995	260,146
	MERCHANDISE/CONCESSION REV	5,307	7,390	6,328
	SPECIAL RECEIPTS	3,844	3,866	4,070
	SALARIES AND WAGES	157,387	157,988	171,078
	FRINGE BENEFITS	580	918	735
	CONTRACTUAL	28,811	28,133	30,180
	COMMODITIES/SUPPLIES	17,527	18,977	23,860
	UTILITIES	40,607	43,125	45,443
	NET OF REVENUES/APPROPRIATIONS - 40-025-SPORTS PROC	12,505	4,941	(752)
Dept 40-041-SPORTS PROGRAMS	- YOUTH BASEBALL ZAHND			
	COMMODITIES/SUPPLIES	573		
	NET OF REVENUES/APPROPRIATIONS - 40-041-SPORTS PROC	(573)		
Dept 40-065-SPORTS PROGRAMS	- FITNESS EVENTS			
	CHARGE FOR SERVICE REVENUE	9,448	8,236	11,137
	SALARIES AND WAGES	1,052	2,079	3,990
	CONTRACTUAL	2,246	2,860	4,575
	COMMODITIES/SUPPLIES	1,915	6,472	6,076
	NET OF REVENUES/APPROPRIATIONS - 40-065-SPORTS PROC	4,507	(3,175)	(3,504)
Dept 40-081-SPORTS PROGRAMS	- ADULT BASKETBALL			
	CHARGE FOR SERVICE REVENUE	3,260		
	SALARIES AND WAGES	3,826	4,341	
	CONTRACTUAL	366		
	COMMODITIES/SUPPLIES	709	168	
	NET OF REVENUES/APPROPRIATIONS - 40-081-SPORTS PROC	(1,641)	(4,509)	
Dept 40-082-SPORTS PROGRAMS	- ADULT SOFTBALL			
	CHARGE FOR SERVICE REVENUE	85,849	82,300	83,200
	SALARIES AND WAGES	52,497	53,874	53,170
	CONTRACTUAL	4,145	5,978	6,815
	COMMODITIES/SUPPLIES	11,621	8,462	9,058
	NET OF REVENUES/APPROPRIATIONS - 40-082-SPORTS PROC	17,586	13,986	14,157
Dept 40-083-SPORTS PROGRAMS	- ADULT VOLLEYBALL			
	CHARGE FOR SERVICE REVENUE	14,002	17,235	16,650
	SALARIES AND WAGES	10,586	16,129	17,269
	CONTRACTUAL	1,079	2,034	2,031
	COMMODITIES/SUPPLIES	387	920	950
	NET OF REVENUES/APPROPRIATIONS - 40-083-SPORTS PROC	1,950	(1,848)	(3,600)
Dept 40-085-SPORTS PROGRAMS	- YOUTH BASKETBALL			
	CHARGE FOR SERVICE REVENUE	18,027	19,225	19,000
	CONTRIBUTIONS/SPONSORSHIPS		5,250	
	SPECIAL RECEIPTS	3,475	4,695	4,800
	SALARIES AND WAGES	8,711	13,169	13,639
	CONTRACTUAL	1,847	1,375	2,000
	COMMODITIES/SUPPLIES	3,381	6,416	5,262
	NET OF REVENUES/APPROPRIATIONS - 40-085-SPORTS PROC	7,563	8,210	2,899
Dept 40-086-SPORTS PROGRAMS	- YOUTH SOFTBALL			
	CHARGE FOR SERVICE REVENUE	4,162	2,347	2,860
	SALARIES AND WAGES	2,135	3,664	5,684
	CONTRACTUAL	1,066	720	570
	COMMODITIES/SUPPLIES	2,257	420	550
	NET OF REVENUES/APPROPRIATIONS - 40-086-SPORTS PROC	(1,296)	(2,457)	(3,944)
Dept 40-088-SPORTS PROGRAMS	- YOUTH SOCCER			
	CHARGE FOR SERVICE REVENUE	36,487	34,961	34,000
	SPECIAL RECEIPTS		11,186	4,000

CHAMPAIGN PARK DISTRICT
FYE2018 BUDGET

BUDGET CLASSIFICATION	DESCRIPTION	2015-16 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
Fund: 02 RECREATION				
Dept 40-088-SPORTS PROGRAMS	- YOUTH SOCCER			
	SALARIES AND WAGES	13,188	19,925	21,602
	CONTRACTUAL	1,732	245	1,455
	COMMODITIES/SUPPLIES	13,852	21,307	13,798
	NET OF REVENUES/APPROPRIATIONS - 40-088-SPORTS PROC	7,715	4,670	1,145
Dept 40-150-SPORTS PROGRAMS	- GROUP FITNESS PROGRAMS			
	CHARGE FOR SERVICE REVENUE	20,613	27,817	31,152
	SALARIES AND WAGES	7,936	12,104	24,084
	CONTRACTUAL		35	180
	COMMODITIES/SUPPLIES	214	29	782
	NET OF REVENUES/APPROPRIATIONS - 40-150-SPORTS PROC	12,463	9,977	6,106
Dept 40-154-SPORTS PROGRAMS	- SPRINGER FITNESS			
	CHARGE FOR SERVICE REVENUE			4,942
	SALARIES AND WAGES			3,774
	CONTRACTUAL			650
	COMMODITIES/SUPPLIES			450
	NET OF REVENUES/APPROPRIATIONS - 40-154-SPORTS PROC			68
Dept 40-195-SPORTS PROGRAMS	- MOTOR SKILLS DEVELOPMENT			
	CHARGE FOR SERVICE REVENUE	11,168	8,324	7,575
	SPECIAL RECEIPTS			200
	SALARIES AND WAGES	2,572	3,377	1,743
	CONTRACTUAL	95		479
	COMMODITIES/SUPPLIES	847	588	808
	NET OF REVENUES/APPROPRIATIONS - 40-195-SPORTS PROC	7,654	4,359	4,745
Dept 40-196-SPORTS PROGRAMS	- SPORTS CAMPS			
	CHARGE FOR SERVICE REVENUE	5,722	4,965	4,950
	SALARIES AND WAGES	1,531	2,767	5,538
	CONTRACTUAL		50	200
	COMMODITIES/SUPPLIES	(1)	38	1,542
	NET OF REVENUES/APPROPRIATIONS - 40-196-SPORTS PROC	4,192	2,110	(2,330)
Dept 40-197-SPORTS PROGRAMS	- DODDS SOCCER RENTALS			
	SPECIAL RECEIPTS	2,016	8,785	9,000
	SALARIES AND WAGES	2,060	4,084	5,681
	CONTRACTUAL		555	300
	COMMODITIES/SUPPLIES	652	331	630
	NET OF REVENUES/APPROPRIATIONS - 40-197-SPORTS PROC	(696)	3,815	2,389
Dept 40-198-SPORTS PROGRAMS	- BALL FIELD RENTAL			
	SPECIAL RECEIPTS	47,349	49,832	50,000
	SALARIES AND WAGES	20,463	17,598	18,294
	CONTRACTUAL	2,656	166	
	COMMODITIES/SUPPLIES	1,703	2,444	2,457
	NET OF REVENUES/APPROPRIATIONS - 40-198-SPORTS PROC	22,527	29,624	29,249
Dept 40-200-SPORTS PROGRAMS	- YOUTH VOLLEYBALL			
	CHARGE FOR SERVICE REVENUE	3,315	3,300	3,400
	SALARIES AND WAGES	3,757	5,672	4,935
	CONTRACTUAL	419		180
	COMMODITIES/SUPPLIES	(2)		
	NET OF REVENUES/APPROPRIATIONS - 40-200-SPORTS PROC	(859)	(2,372)	(1,715)
Dept 40-202-SPORTS PROGRAMS	- ADULT SOCCER			
	CHARGE FOR SERVICE REVENUE	17,530	17,985	18,300
	SALARIES AND WAGES	11,379	13,487	11,906
	CONTRACTUAL	837	2,639	3,175
	COMMODITIES/SUPPLIES	368	335	440
	NET OF REVENUES/APPROPRIATIONS - 40-202-SPORTS PROC	4,946	1,524	2,779

CHAMPAIGN PARK DISTRICT
FYE2018 BUDGET

BUDGET CLASSIFICATION	DESCRIPTION	2015-16 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
Fund: 02 RECREATION				
Dept 40-203-SPORTS PROGRAMS-DOUGLASS YOUTH				
	CHARGE FOR SERVICE REVENUE	15,793	25,076	23,650
	CONTRIBUTIONS/SPONSORSHIPS	2,594	6,000	1,800
	SALARIES AND WAGES	11,336	13,838	14,465
	CONTRACTUAL	7,836	5,347	14,360
	COMMODITIES/SUPPLIES	5,611	4,337	6,918
	NET OF REVENUES/APPROPRIATIONS - 40-203-SPORTS PROG	(6,396)	7,562	(10,293)
Dept 40-204-SPORTS PROGRAMS-DOUGLASS ADULT				
	CHARGE FOR SERVICE REVENUE	14		1,960
	SALARIES AND WAGES		130	300
	CONTRACTUAL	389	125	60
	COMMODITIES/SUPPLIES	472		
	NET OF REVENUES/APPROPRIATIONS - 40-204-SPORTS PROG	(847)	(255)	1,600
ESTIMATED REVENUES - FUND 02		558,505	601,758	603,120
APPROPRIATIONS - FUND 02		467,313	515,604	564,121
NET OF REVENUES/APPROPRIATIONS - FUND 02		91,192	86,154	38,999

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

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PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

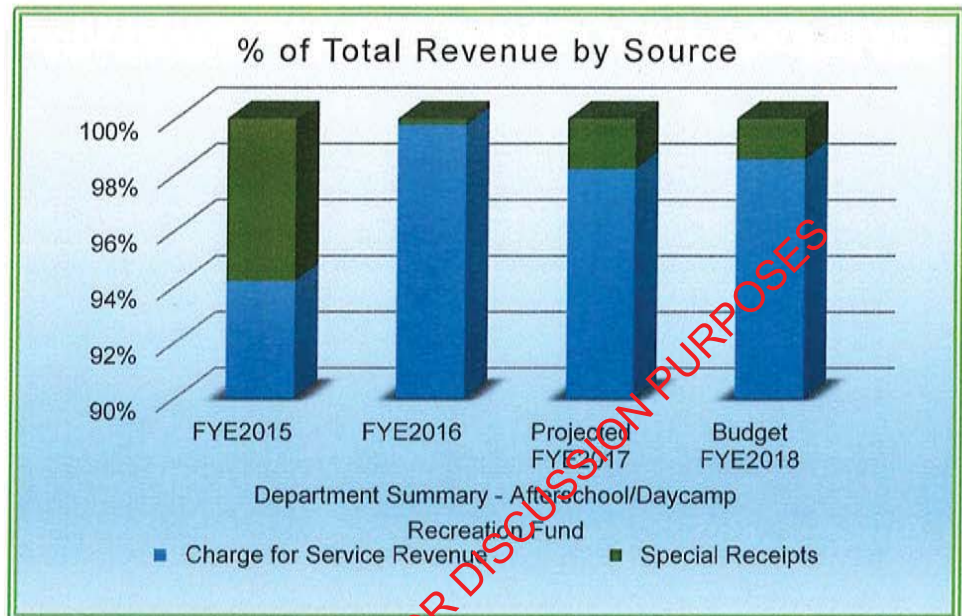
Afterschool/Day Camp

PRINCIPAL RESPONSIBILITIES

RECREATION FUND:

AFTERSCHOOL/DAY CAMPS

– This department accounts for summer day camps and the year-round preschool programs run by the District, including the Leonhard Recreation Center Day Camp and the Douglass Day Camp. Intend to increase participants by adding additional day camps due to relocating to the new LRC facility as it will have air-conditioning during the summer months.



EMPLOYEES FUNDED BY AFTERSCHOOL/DAY CAMP PROGRAM— POSITIONS AND NUMBERS

	FYE2016	FYE2017	FYE2018
<u>Position</u>			
No full-time or RPT staff assigned to this program, solely	1	1	0
Douglass Park Program Coordinator	0	0	.55
Preschool Supervisor	0	0	.75
LRC Program Coordinator	0	0	.40
TOTAL	1	1	1.7

2016-17 ACCOMPLISHMENTS

SG5 – PROVIDE OPPORTUNITIES TO CREATE COMMUNITY CONNECTIONS IN OUR PARKS, RECREATION, AND CULTURAL ARTS

OBJECTIVES:

- Create new programs, parks, facilities, amenities and services to connect with more people in the community. *Status- Increased attendance numbers in day camps and afterschool programs. Provided inclusive programs. Provided school out days to assist with the schools balanced calendar*
- Develop new community and program partners by evaluating the community needs assessment results. *Status- Formed partnerships to present and assist with implementation of programs/services that include: gardening; healthy eating; anti-bullying; dentistry; teamwork; STEM activities; holiday activities.*

2017-18 GOALS

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

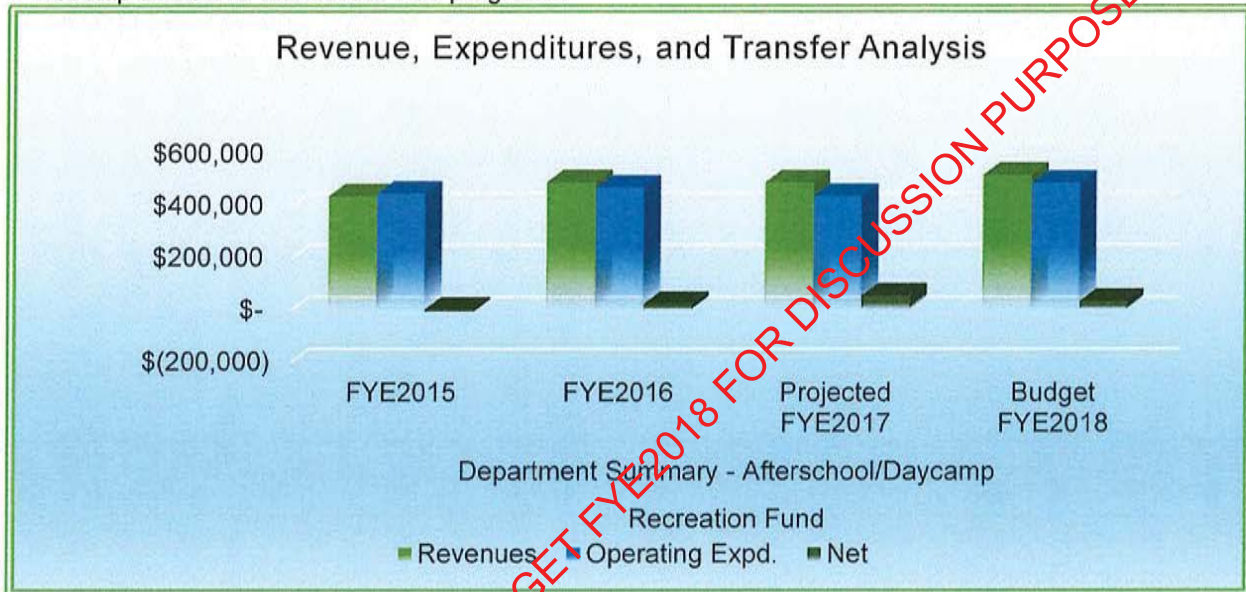
OBJECTIVES:

- Train staff to make first-time participants feel important by enhancing the participant experience.
- Track new programming and equipment trends.
- Encourage staff to focus on first-time program participants.

- Continue to develop and implement a marketing plans to encourage first-time opportunities and a spirit of discovery.
- Develop opportunities to gather feedback for the needs and interests of various cultures/races/demographics.
- Increase the number of scholarships for first-time experiences.
- Create first-time opportunities for employment at the District.

SG4 – PROVIDE PARKS, RECREATION AND CULTURAL ARTS THAT ARE AFFORDABLE FOR ALL OBJECTIVES:

- Offer affordable programs, parks, and services.
- Develop creative and effective payment programs for participants.
- Reward the loyalty of participants.
- Develop additional low-cost or free programs.



Overall revenue increased 5.9% as more programming is planned for, and staff factored in proposed rate increases effective for later in FYE2018 if approved.

FYE2018 budgeted expenditures increased 11.6% from projected FYE2017 due to multiple factors.

- 8.4% increase in salaries and wages – aside from the normal increase for salaries and hourly rates, there is an additional 4% as part-time staffing levels since the FYE2018 budget brings the staffing levels back to normal levels for the Douglass programs since down several staff in prior year. As staff work to increase programming in these areas, the number of field trips planned was increased nearly double attributing to additional part-time staff. It is important to note, that should if any field trips are cancelled, and the staffing levels will be reduced to reflect this change.
- 43.21% increase in contractual – half of this is for the additional fieldtrips planned for the Douglass School Days Out increasing from 5 to 13 trips, and Douglass Daycamp programs increasing from 7-8 trips, however more of the trips are scheduled for out of the Champaign-Urbana area requiring additional travel time. Should not all the scheduled trips run as planned, then these funds will remain unspent.
- 28.03% increase in commodities and supplies due to the factors previously described.

PERFORMANCE INDICATORS

	FYE2015	FYE2016	FYE2017 Projected	FYE2018 Proposed
Revenue as a % of Direct Cost	97.68%	104.06%	111.91%	106.2%
Revenue as at least 100% of Direct Costs	NO	YES	YES	YES

Budget Category Totals by Department

	Recreation Fund			
	Department Summary - Afterschool/Daycamp			
	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Charge for Service Revenue	\$409,389	\$486,845	\$477,984	\$508,065
Special Receipts	25,236	1,122	8,767	7,450
Total Estimated Revenues	\$434,625	\$487,967	\$486,751	\$515,515
Appropriations				
Salaries and Wages	\$393,580	\$411,796	\$385,152	\$417,513
Contractual	32,162	33,298	28,339	40,302
Commodities/Supplies	19,179	22,686	21,458	27,472
Total Appropriations	\$444,921	\$467,780	\$434,949	\$485,287
Net of Revenues Over (Under) Appropriations	(\$10,296)	20,187	51,802	\$30,228

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

CHAMPAIGN PARK DISTRICT
FYE2018 BUDGET

BUDGET CLASSIFICATION	DESCRIPTION	2015-16 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
Fund: 02 RECREATION				
Dept 50-004-AFTERSCHOOL/DAYCAMP-DOUGLASS AFTERSCHOOL				
	CHARGE FOR SERVICE REVENUE	35,137	17,484	23,520
	SALARIES AND WAGES	39,851	27,452	37,546
	CONTRACTUAL	1,994		808
	COMMODITIES/SUPPLIES	3,908	2,565	2,670
	NET OF REVENUES/APPROPRIATIONS - 50-004-AFTERSCHOOL	(10,616)	(12,533)	(17,504)
Dept 50-005-AFTERSCHOOL/DAYCAMP-GIRLS EXPLORE				
	CHARGE FOR SERVICE REVENUE	(288)	19,807	19,800
	SALARIES AND WAGES		4,446	7,884
	CONTRACTUAL		3,137	3,346
	COMMODITIES/SUPPLIES		598	1,701
	NET OF REVENUES/APPROPRIATIONS - 50-005-AFTERSCHOOL	(288)	8,816	6,869
Dept 50-006-AFTERSCHOOL/DAYCAMP-DOUGLASS SCHOOL OUT				
	CHARGE FOR SERVICE REVENUE		5,008	14,600
	SALARIES AND WAGES		2,176	9,876
	CONTRACTUAL		338	2,033
	COMMODITIES/SUPPLIES		546	2,255
	NET OF REVENUES/APPROPRIATIONS - 50-006-AFTERSCHOOL		1,948	436
Dept 50-009-AFTERSCHOOL/DAYCAMP - TEEN CAMP				
	CHARGE FOR SERVICE REVENUE	13,234	8,783	7,200
	SPECIAL RECEIPTS		8,584	7,200
	SALARIES AND WAGES	16,314	15,135	14,320
	CONTRACTUAL	4,634	5,639	4,540
	COMMODITIES/SUPPLIES	1,641	2,698	1,262
	NET OF REVENUES/APPROPRIATIONS - 50-009-AFTERSCHOOL	(9,355)	(6,105)	(5,722)
Dept 50-011-AFTERSCHOOL/DAYCAMP-BUSY BEES/SWINGSETTER				
	CHARGE FOR SERVICE REVENUE	134,085	136,556	132,073
	SALARIES AND WAGES	84,571	88,500	85,902
	CONTRACTUAL	484	225	1,000
	COMMODITIES/SUPPLIES	3,600	3,631	3,900
	NET OF REVENUES/APPROPRIATIONS - 50-011-AFTERSCHOOL	45,430	44,200	41,271
Dept 50-012-AFTERSCHOOL/DAYCAMP-LEONHARD DAY CAMP				
	CHARGE FOR SERVICE REVENUE	170,112	168,114	175,000
	SALARIES AND WAGES	152,389	134,574	142,167
	CONTRACTUAL	13,146	13,911	17,685
	COMMODITIES/SUPPLIES	3,655	4,040	3,910
	NET OF REVENUES/APPROPRIATIONS - 50-012-AFTERSCHOOL	922	15,589	11,238
Dept 50-013-AFTERSCHOOL/DAYCAMP-DOUGLASS DAY CAMP				
	CHARGE FOR SERVICE REVENUE	56,265	47,224	58,500
	SALARIES AND WAGES	65,002	62,727	66,957
	CONTRACTUAL	11,927	4,689	9,950
	COMMODITIES/SUPPLIES	3,312	2,124	4,040
	NET OF REVENUES/APPROPRIATIONS - 50-013-AFTERSCHOOL	(23,976)	(22,316)	(22,447)
Dept 50-016-AFTERSCHOOL/DAYCAMP-COMMUNITY MATTERS GR				
	SPECIAL RECEIPTS	1,122	183	
	SALARIES AND WAGES	55		66,957
	CONTRACTUAL	469	180	9,950
	COMMODITIES/SUPPLIES	164		4,040
	NET OF REVENUES/APPROPRIATIONS - 50-016-AFTERSCHOOL	434	3	
Dept 50-017-AFTERSCHOOL/DAYCAMP-LEONHARD AFTERSCHOOL				
	CHARGE FOR SERVICE REVENUE	71,091	68,808	69,000
	SPECIAL RECEIPTS			250
	SALARIES AND WAGES	51,122	45,566	49,639
	CONTRACTUAL	440	220	940

CHAMPAIGN PARK DISTRICT
FYE2018 BUDGET

BUDGET CLASSIFICATION	DESCRIPTION	2015-16 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
Fund: 02 RECREATION				
Dept 50-017-AFTERSCHOOL/DAYCAMP-LEONHARD AFTERSCHOOL				
	COMMODITIES/SUPPLIES	5,617	4,653	6,183
	NET OF REVENUES/APPROPRIATIONS - 50-017-AFTERSCHOOL	13,912	18,369	12,488
Dept 50-144-AFTERSCHOOL/DAYCAMP-PRESCHOOL CLASS				
	CHARGE FOR SERVICE REVENUE	7,209	7,010	8,372
	SALARIES AND WAGES	2,492	2,576	3,222
	CONTRACTUAL	204		
	COMMODITIES/SUPPLIES	789	603	1,551
	NET OF REVENUES/APPROPRIATIONS - 50-144-AFTERSCHOOL	3,724	5,831	3,599
ESTIMATED REVENUES - FUND 02		487,967	486,751	515,515
APPROPRIATIONS - FUND 02		467,780	434,949	485,287
NET OF REVENUES/APPROPRIATIONS - FUND 02		20,187	51,802	30,228

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

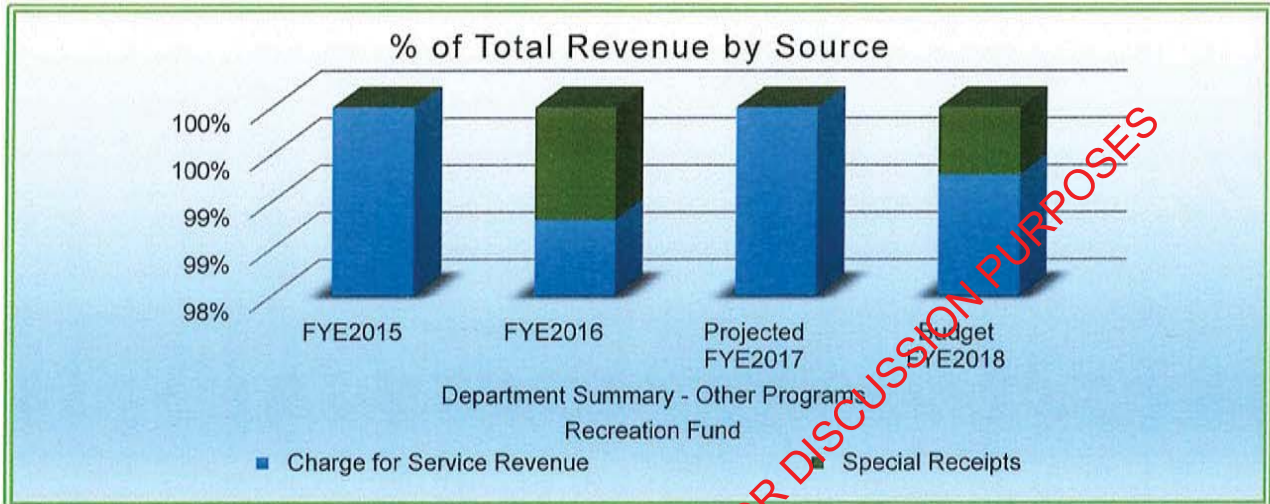
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PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Other Programs

PRINCIPAL RESPONSIBILITIES

RECREATION FUND: OTHER PROGRAMS – The Recreation Fund: Other Programs department consists of school's day out programming, senior programming at Douglass and Hays facilities, as well as the Sholem Sharks Swim Team.



EMPLOYEES FUNDED BY OTHER PROGRAMS – POSITIONS AND NUMBERS

Position	FYE2016	FYE2017	FYE2018
Douglass Adult & Senior Coordinator	1	1	1
LRC Program Coordinator			.20
Aquatics Coordinator			.05
TOTAL	1	1	1.25

2016-17 ACCOMPLISHMENTS

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPATE IN THROUGHOUT THEIR LIVES

OBJECTIVES:

- Provide parks, amenities and facilities that serve all ages. *Status- Hosted several joint events with D-Annex/Hays membership. Increase frequency of popular program offerings.*
- Research new opportunities and aging trends for programs and facilities for various age groups. *Status- Offered 661 programs/events for 50+ participants. 15 new events were implemented. Increased overall 50+ membership at Hays and Douglass Annex.*

SG5 – PROVIDE OPPORTUNITIES TO CREATE COMMUNITY CONNECTIONS IN OUR PARKS, RECREATION, AND CULTURAL ARTS

OBJECTIVES:

- Evaluate current community partnerships and develop new partnerships. *Status- Formed partnerships to present and assist with implementation of programs/services that include: gardening; healthy eating; anti-bullying; dentistry; teamwork; STEM activities; holiday activities.*
- Work with the school district on programs and services as part of the Community School Initiative. *Status- Provided school out days to assist with the schools balanced calendar.*

2017-18 GOALS

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPATE IN THROUGHOUT THEIR LIVES

OBJECTIVES:

- Offer more mid-morning programs
- Determine the level of service for parks, facilities and amenities for aging population.
- Reach out to residents for input on new programs for all ages.
- Research new opportunities and aging trends for programs and facilities for various age groups.
- Provide intergenerational programming.
- Develop and promote health and wellness programs.

SG4 – PROVIDE PARKS, RECREATION AND CULTURAL ARTS THAT ARE AFFORDABLE FOR ALL

OBJECTIVES:

- Define core programs and services.
- Offer affordable programs, parks, and services.
- Develop additional low-cost or free programs.

PERFORMANCE INDICATORS

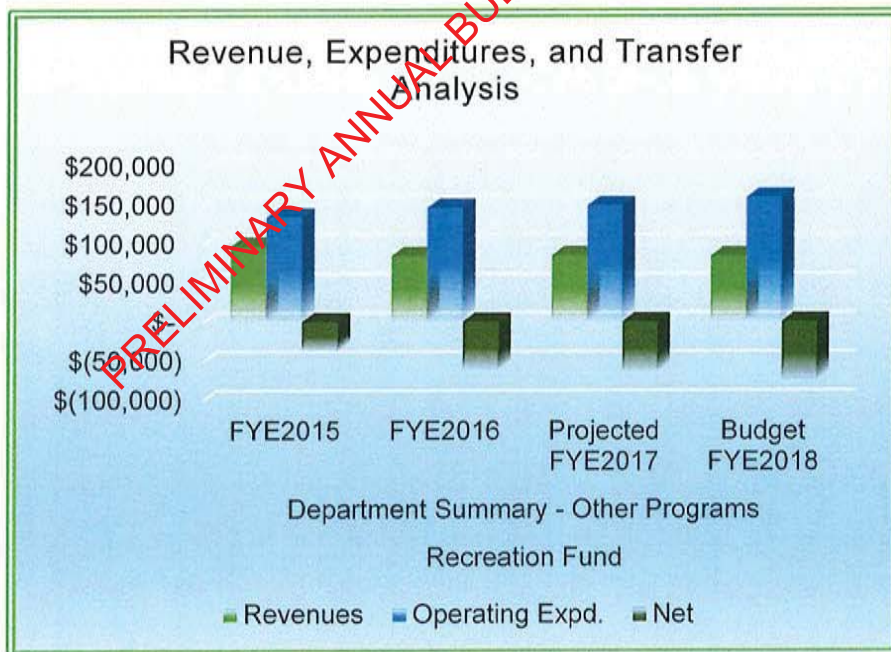
	FYE2015	FYE2016	FYE2017	FYE2018
Revenue as a % of Direct Cost	72.20%	57.59%	Projected 56.92%	Proposed 52.7%

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Champaign Park District
Budget Category Totals by Department

Recreation Fund				
Department Summary - Other Programs				
	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Charge for Service Revenue	\$96,707	\$82,908	\$84,783	\$83,260
Merchandise/Concession Rev	150	340	0	0
Special Receipts	0	1,000	0	600
Total Estimated Revenues	<u>\$96,857</u>	<u>\$84,248</u>	<u>\$84,783</u>	<u>\$83,860</u>
Appropriations				
Salaries and Wages	\$63,685	\$79,616	\$91,010	\$89,728
Contractual	57,258	41,779	42,114	50,531
Commodities/Supplies	13,192	24,788	15,833	19,009
Total Appropriations	<u>\$134,135</u>	<u>\$146,183</u>	<u>\$148,957</u>	<u>\$159,268</u>
Net of Revenues Over (Under) Appropriations	<u>(\$37,278)</u>	<u>(61,935)</u>	<u>(64,174)</u>	<u>(\$75,408)</u>

FYE2018 budgeted expenditures increased 6.9% from projected FYE2017 as staff plan to create and promote a new event for seniors. The senior life recognition award ceremony "Living Legend" would be added as a way to recognize seniors and honor them at a special award ceremony and represents the 85% of this increase. The remaining increase is for additional planned potlucks and socials for the seniors throughout the year.



CHAMPAIGN PARK DISTRICT
FYE2018 BUDGET

BUDGET CLASSIFICATION	DESCRIPTION	2015-16 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
Fund: 02 RECREATION				
Dept 60-026-OTHER PROGRAMS - SHOLEM SWIM TEAM				
CHARGE FOR SERVICE REVENUE		26,236	22,129	21,435
MERCHANDISE/CONCESSION REV		340		
SPECIAL RECEIPTS				600
SALARIES AND WAGES		19,494	23,450	18,965
CONTRACTUAL		3,265	1,011	1,100
COMMODITIES/SUPPLIES		7,977	2,420	2,770
NET OF REVENUES/APPROPRIATIONS - 60-026-OTHER PROGF		(4,160)	(4,242)	(800)
Dept 60-130-OTHER PROGRAMS - DOUGLASS SENIORS				
CHARGE FOR SERVICE REVENUE		29,907	45,784	42,875
SPECIAL RECEIPTS		1,000		
SALARIES AND WAGES		41,225	44,112	46,332
CONTRACTUAL		35,193	37,937	45,825
COMMODITIES/SUPPLIES		10,792	8,623	10,707
NET OF REVENUES/APPROPRIATIONS - 60-130-OTHER PROGF		(56,306)	(44,888)	(59,989)
Dept 60-131-OTHER PROGRAMS - HAYS SENIORS				
CHARGE FOR SERVICE REVENUE		4,796	5,279	6,300
SALARIES AND WAGES		5,808	11,000	11,535
CONTRACTUAL		1,915	1,766	2,550
COMMODITIES/SUPPLIES		3,152	3,312	4,330
NET OF REVENUES/APPROPRIATIONS - 60-131-OTHER PROGF		(6,079)	(10,799)	(12,115)
Dept 60-241-OTHER PROGRAMS - SCHOOLS DAY OUT				
CHARGE FOR SERVICE REVENUE		21,969	11,591	12,650
SALARIES AND WAGES		13,089	12,448	12,896
CONTRACTUAL		1,406	1,400	1,056
COMMODITIES/SUPPLIES		2,867	1,478	1,202
NET OF REVENUES/APPROPRIATIONS - 60-241-OTHER PROGF		4,607	(3,735)	(2,504)
ESTIMATED REVENUES - FUND 02		84,248	84,783	83,860
APPROPRIATIONS - FUND 02		146,183	148,957	159,268
NET OF REVENUES/APPROPRIATIONS - FUND 02		(61,935)	(64,174)	(75,408)

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Teen Programs

PRINCIPAL RESPONSIBILITIES

RECREATION FUND: TEEN PROGRAMS – Connect the teens in the community to the outdoors and recreation activities and programs. Teen camp is provided in the Douglass Park Area along with assistance from the Community Matters Program. Staff also offer the TIA (Teens in Action) program and the LIT (Leader in Training) program at the Leonhard Recreation Center.

EMPLOYEES FUNDED BY ADMINISTRATION – POSITIONS AND NUMBERS

Position	FYE2016	FYE2017	FYE2018
Douglass Park Program Coordinator	1		0.10
Total	1	1	0.10

2016-17 ACCOMPLISHMENTS

SG4 – PROVIDE PARKS, RECREATION AND CULTURAL ARTS THAT ARE AFFORDABLE FOR ALL

OBJECTIVES:

- Develop additional low-cost or free programs. *Status- Reintroduced Douglass Lions Spirit Team and Drum Corp. Hosted a Double Dutch clinics.*

SG5 – PROVIDE OPPORTUNITIES TO CREATE COMMUNITY CONNECTIONS IN OUR PARKS, RECREATION, AND CULTURAL ARTS

OBJECTIVES:

- Increase financial and in-kind support of outside groups and agencies to provide programs and events. *Status- Implemented small successful fundraisers for Teens for field trips.*

2017-18 GOALS

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

- Train staff to make first-time participants feel important by enhancing the participant experience.
- Track new programming and equipment trends.
- Encourage staff to focus on first-time program participants.
- Continue to develop and implement a marketing plans

to encourage first-time opportunities and a spirit of discovery.

- Develop opportunities to gather feedback for the needs and interests of various cultures/races/demographics.
- Increase the number of scholarships for first-time experiences.
- Create first-time opportunities for employment at the District.

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPATE IN THROUGHOUT THEIR LIVES

OBJECTIVES:

- Offer more mid-afternoon activities
- Reach out to residents for input on new programs for all ages.
- Research new opportunities and aging trends for programs and facilities for Teen population.
- Provide intergenerational programming.
- Develop and promote health and wellness programs.



SG4 – PROVIDE PARKS, RECREATION AND CULTURAL ARTS THAT ARE AFFORDABLE FOR ALL OBJECTIVES:

- Offer affordable programs, parks, and services.
- Develop creative and effective payment programs for participants.
- Reward the loyalty of participants.
- Develop additional low-cost or free programs

Champaign Park District
Budget Category Totals by Department

	Recreation Fund			
	Department Summary		Teen Programs	
	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Charge for Service Revenue	\$632	\$938	\$1,398	\$1,680
Special Receipts	1,000	0	0	1,000
Total Estimated Revenues	\$1,632	\$938	\$1,398	\$2,680
Appropriations				
Salaries and Wages	\$2,599	\$4,568	\$1,448	\$2,660
Contractual	242	975	1,372	344
Commodities/Supplies	76	1,137	90	300
Total Appropriations	\$2,917	\$6,680	\$2,910	\$3,304
Net of Revenues Over (Under) Appropriations	(\$1,285)	(5,742)	(1,512)	(\$624)

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

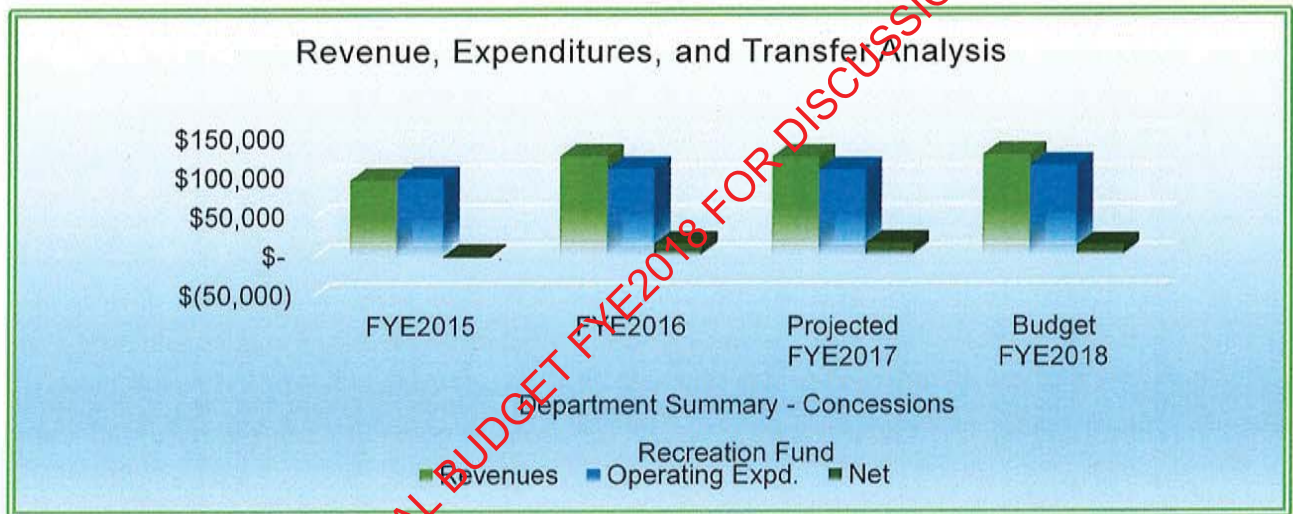
Concessions

PRINCIPAL RESPONSIBILITIES

RECREATION FUND: CONCESSIONS – covers the concession operations at Dodds Park, Zahnd Park and Sholem Aquatic Center. The sole revenue is from concessions sold.

As a way to enhance the customers experience, and to provide employees a way to electronically clock-in at the various concession facilities, phone and internet access was or is planned to be installed at the various locations. This added a monthly fee to the Dodds Park, Dodds Park Soccer, and Zahnd concession budgets for FYE2018 that did not occur in the past. In addition, by accepting credit cards at the concession locations, there is the potential for additional credit card fees that these budgets have not historically had. Both of these items added to the additional expenditures budgeted for FYE2018. The remaining staff costs are from part-time seasonal staff and limited to the months in which these facilities are open. The part-time hourly wages were increased 5.5% due to the rate changes approved for FYE2018.

EMPLOYEES FUNDED BY CONCESSION – POSITIONS AND NUMBERS



Position	FYE2016	FYE2017	FYE2018
Aquatics Coordinator (Allocation %)			.05
Adult Sports Coordinator (Allocation %)			.20
Total			.25

PERFORMANCE INDICATORS

	FYE2015	FYE2016	FYE2017 Projected	FYE2018 Proposed
Revenue as a % of Direct Cost	97.51%	114.28%	116.15%	111.84%
Revenue is at least 100% of Direct Cost	No	YES	YES	YES

Champaign Park District
 Budget Category Totals by Department

Recreation Fund
 Department Summary - Concessions

	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Merchandise/Concession Rev	\$96,964	\$127,609	\$126,829	\$129,535
Total Estimated Revenues	\$96,964	\$127,609	\$126,829	\$129,525
Appropriations				
Salaries and Wages	\$33,204	\$39,786	\$37,673	\$41,010
Contractual	9,264	13,956	11,094	15,081
Commodities/Supplies	55,608	57,521	60,277	56,057
Utilities	1,387	423	1,326	3,665
Total Appropriations	\$99,463	\$111,686	\$110,370	\$115,813
Net of Revenues Over (Under) Appropriations	(\$2,499)	15,923	16,459	\$13,712

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

CHAMPAIGN PARK DISTRICT
FYE2018 BUDGET

BUDGET CLASSIFICATION	DESCRIPTION	2015-16 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
Fund: 02 RECREATION				
Dept 69-024-CONCESSIONS - SHOLEM AQUATIC CENTER				
	MERCHANDISE/CONCESSION REV	82,263	92,565	82,700
	SALARIES AND WAGES	21,643	15,924	19,600
	CONTRACTUAL	6,588	7,563	7,393
	COMMODITIES/SUPPLIES	30,747	42,476	38,075
	NET OF REVENUES/APPROPRIATIONS - 69-024-CONCESSIONS	23,285	26,602	17,632
Dept 69-041-CONCESSIONS - YOUTH BASEBALL/ZAHND PARK				
	MERCHANDISE/CONCESSION REV	6,319	2,263	5,775
	SALARIES AND WAGES	3,831	3,997	3,732
	CONTRACTUAL	3,264	312	885
	COMMODITIES/SUPPLIES	7,528	3,059	2,197
	UTILITIES			745
	NET OF REVENUES/APPROPRIATIONS - 69-041-CONCESSIONS	(8,304)	(4,665)	(1,784)
Dept 69-080-CONCESSIONS - DODDS PARK				
	MERCHANDISE/CONCESSION REV	34,854	29,636	34,750
	SALARIES AND WAGES	12,177	12,259	12,588
	CONTRACTUAL	3,551	2,692	5,113
	COMMODITIES/SUPPLIES	15,948	11,907	12,190
	UTILITIES	66	803	1,645
	NET OF REVENUES/APPROPRIATIONS - 69-080-CONCESSIONS	3,584	1,975	3,214
Dept 69-088-CONCESSIONS - DODDS SOCCER COMPLEX				
	MERCHANDISE/CONCESSION REV	4,461	1,925	6,300
	SALARIES AND WAGES	2,895	5,493	5,090
	CONTRACTUAL	553	527	1,690
	COMMODITIES/SUPPLIES	3,298	2,835	3,595
	UTILITIES	357	523	1,275
	NET OF REVENUES/APPROPRIATIONS - 69-088-CONCESSIONS	(2,642)	(7,453)	(5,350)
ESTIMATED REVENUES - FUND 02		127,609	126,829	129,525
APPROPRIATIONS - FUND 02		111,686	110,370	115,813
NET OF REVENUES/APPROPRIATIONS - FUND 02		15,923	16,459	13,712

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

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PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Aquatics

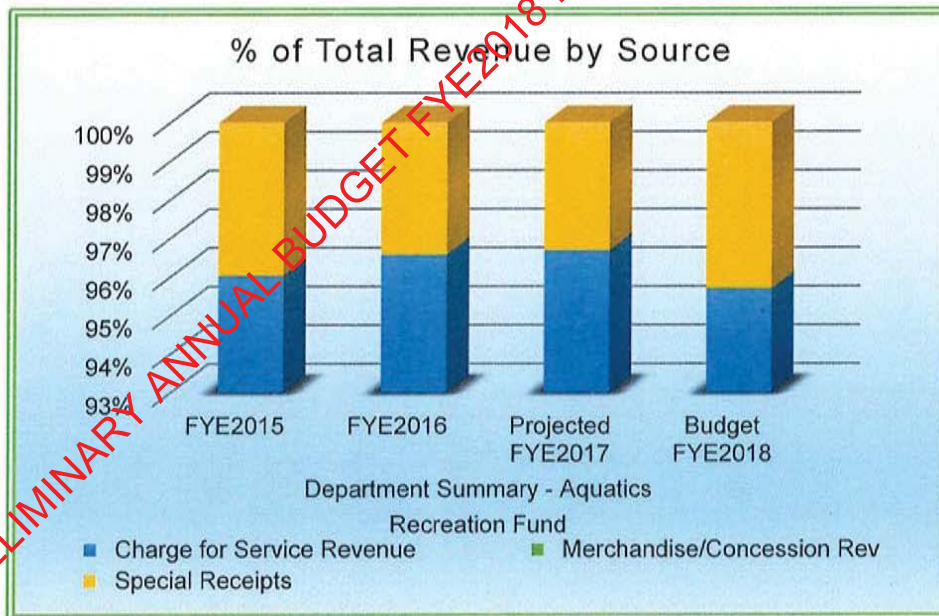
PRINCIPAL RESPONSIBILITIES



RECREATION FUND: AQUATICS – accounts for the activities at Sholem Aquatic Center. The Sholem Aquatic Center is a family waterpark run by the Champaign Park District. Opened in 2006, Sholem is home to two twisting body slides, a winding tube slide that exits into a lazy river, a lap lane area, zero depth entry, children's pool, plenty of play features, a full service concessions area, and grassy lawns with plenty of shaded seating. Sholem is proudly lifeguarded by our internationally award winning Ellis & Associates certified staff.

EMPLOYEES FUNDED BY AQUATICS – POSITIONS AND NUMBERS

Position	FYE2016	FYE2017	FYE2018
	Actual	Actual	Proposed
Sports and Aquatics Manager	0	1	0
Facility/Program Coordinator	0	0	0
Pool Program Coordinator	0	0	0
Aquatics Coordinator	0	0	0.80
Aquatics & Tennis Coordinator	1	1	0.25
TOTAL	1	2	1.05



2016-17 ACCOMPLISHMENTS

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Create new fun and safe park amenities. *Status- Received an 'exceeds' rating on 3 of 3 audits.*
- Enhance the safety and security in each park and facility so all patrons feel safe. *Status- Performed 75 successful rescues.*

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPATE IN THROUGHOUT THEIR LIVES

OBJECTIVES:

- Develop and promote health and wellness programs. Status- Implemented evening swim lessons.
- Reach out to residents for input on new programs for all ages. Status- Hosted over 72,000 visitors in our 100 day season. Implemented new program called River Walk

2017-18 GOALS

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

- Train staff to make first-time participants feel important by enhancing the participant experience.
- Track new programming and equipment trends.
- Encourage staff to focus on first-time program participants.
- Continue to develop and implement a marketing plans to encourage first-time opportunities and a spirit of discovery.
- Develop opportunities to gather feedback for the needs and interests of various cultures/races/demographics.
- Create first-time opportunities for employment at the District.

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPATE IN THROUGHOUT THEIR LIVES

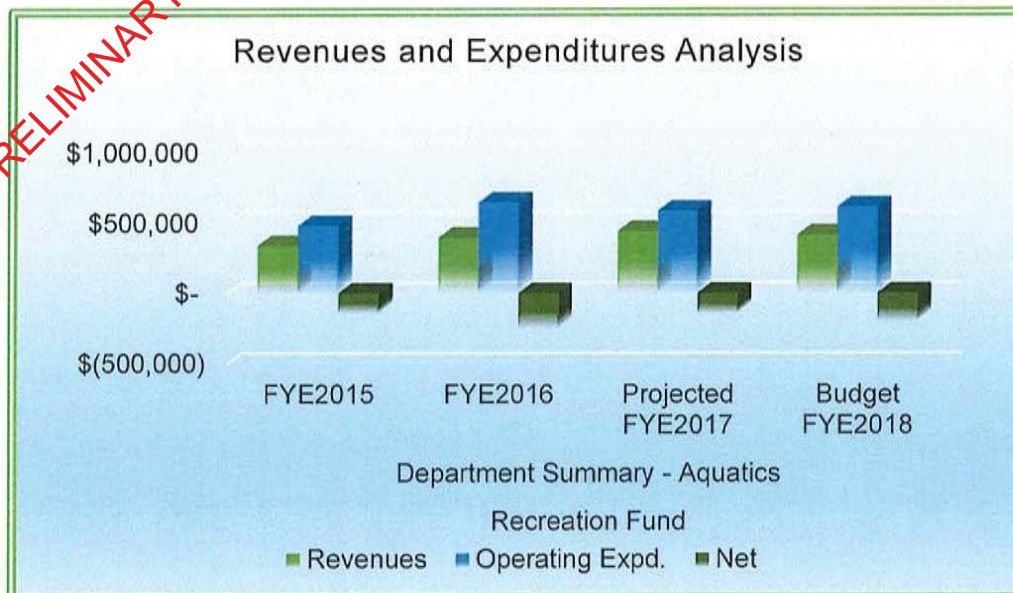
OBJECTIVES:

- Offer more adult swim nights
- Reach out to residents for input on new programs for all ages.
- Develop and promote health and wellness programs.

PERFORMANCE INDICATORS

	FYE2015	FYE2016	FYE2017 Projected	FYE2018 Proposed
Operating Expenditures Per Attendee	\$9.36	\$9.32	\$8.10	\$8.00
Revenue as a % of Direct Cost	70.58%	61.03%	75.36%	67.36%
Pool Passes Sold	2,323	2,187	2,300	2,300
% Change in Pool Pass Revenue	n/a	-5.85%	5.17%	
Achieve Ellis & Associates International Aquatic Award	Yes	Yes	Yes	YES
Facility Attendance	51,145	69,121	72,000	73,000
Facebook Followers	2,372	3,432	3,800	3,900

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES



Champaign Park District
Budget Category Totals by Department

Recreation Fund
Department Summary - Aquatics

	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Charge for Service Revenue	\$324,625	\$379,775	\$425,086	\$394,967
Merchandise/Concession Rev	0	0	0	100
Special Receipts	13,384	13,464	14,548	17,675
Total Estimated Revenues	\$338,009	\$393,239	\$439,634	\$412,142
Appropriations				
Salaries and Wages	\$275,371	\$319,142	\$372,460	\$356,113
Fringe Benefits	436	571	439	465
Contractual	35,586	64,073	58,948	62,002
Commodities/Supplies	53,746	62,050	68,405	66,611
Utilities	82,018	73,990	83,104	90,161
Routine/Periodic Maintenance	31,701	124,496	0	36,500
Total Appropriations	\$478,858	\$644,322	\$583,356	\$611,852
Net of Revenues Over (Under) Appropriations	(\$140,849)	(251,083)	(143,722)	(\$199,710)

FYE2017 marked the highest revenue year for the pool in the last several years. Staff approached the budget from a conservative approach and reduced revenues by 6.3%, which is still 4.8% more than actual revenues from two years ago. Staff have allocated resources to further promote pool passes and various activities throughout the 100-day season in an effort to boost the actual revenue.

FYE2018 budgeted expenditures are 4.9% more than prior year mostly due to an increase in utility expenditures, as well as planned maintenance of \$36,500 that did not occur in the prior year. This maintenance is to remove and install new floor coating in the concessions area as well as reseal the slide, which is planned for every other year.

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PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

MUSEUM FUND

Administration

PRINCIPAL RESPONSIBILITIES

MUSEUM FUND: ADMINISTRATION – The Museum Fund administration department accounts for all the administrative costs associated with the fund, including personnel, benefits, contractual services, supplies, etc.

The Museum Fund contains the following divisions; see the Departmental Information section for additional explanations:

ADMINISTRATION – This was established to account for the administrative costs of the fund.

CULTURAL ARTS – This division accounts for many of the cultural arts programs and activities of the District including: pottery classes, youth theatre workshop and camp, Individual guitar and drum lessons, preschool, art exhibits, dance and ballet programs located at Springer Cultural Center.

CULTURAL FACILITIES – This covers the programs and activities at the Springer Cultural Center, Virginia Theatre and Children's Prairie Farm.

SPECIAL ACTIVITIES/EVENTS – This division accounts for the special activities and events the District provides throughout the year. Major events in this division include Taste of C-U, Streetfest (formerly Champaign Music Festival), Block Parties, Community events, summer concerts and artistic-themed summer day camps and preschool classes.

EMPLOYEES FUNDED BY ADMINISTRATION – POSITIONS AND NUMBERS

	FYE2016	FYE2017	FYE2018
<u>Position</u>			
Director of Recreation & Cultural Arts (50% in Rec)	0	.5	0.50
Director of Cultural Arts (New in 2016-17)	1	0	0
Cultural Arts Manager	0	0	0.30
Graphic Designer	0	0	0.30
TOTAL	1	.5	1.10

2017-18 GOALS

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE.

OBJECTIVES:

- Create new fun and safe park amenities.
- Provide equal access for all patrons to all parks, facilities and programs.
- Enhance the safety and security in each park and facility so all patrons feel safe.
- Create events & programs that highlight different cultures.
- Promote family volunteering at various events and programs.

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES.

OBJECTIVES:

- Train staff to make first-time participants feel important by enhancing the participant experience.
- Encourage staff to focus on first-time program participants.
- Track new programming and equipment trends.
- Monitor most effective mediums to communicate offerings to the community.
- Field program and event suggestions to maintain viable programs and services to residents.
- Promote scholarship opportunities to participants.

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPATE IN THROUGHOUT THEIR LIVES.

OBJECTIVES:

- Implement recommendations of the U of I Recreation, Sport, & Tourism appraisal of programs.
- Provide parks, amenities and facilities that serve all ages.
- Research new opportunities and aging trends for programs and facilities for various age groups.
- Provide intergenerational programming.
- Develop and promote health and wellness programs.

SG4 – PROVIDE PARKS, RECREATION AND CULTURAL ARTS THAT ARE AFFORDABLE FOR ALL.

OBJECTIVES:

- Continue to monitor programs and services to better define core programs and services.
- Develop opportunities to increase non-tax-based revenues by increasing sponsorships, grants, and donations.
- Offer affordable programs, parks, and services.
- Develop creative and effective payment programs for participants.
- Develop effective strategies to make programs more affordable.
- Develop additional low-cost or free programs.

SG5 – PROVIDE OPPORTUNITIES TO CREATE COMMUNITY CONNECTIONS IN OUR PARKS, RECREATION, AND CULTURAL ARTS

OBJECTIVES:

- Create a citizen advisory board for programs and services.
- Evaluate current community partnerships and develop new partnerships.
- Develop new family-focused special events or activities that bring residents together.
- Increase face-to-face connections with members of the community.
- Create new programs, parks, facilities, initiatives, amenities and services to connect with more people in the community.
- Develop new community and program partners by evaluating the community needs assessment results.
- Work with the school district to build upon pilot programs and services as part of the Community School Initiative.
- Develop open-street programs and other downtown events to bring community members together.
- Increase financial and in-kind support of outside groups and agencies to provide programs and events

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Cultural Arts

PRINCIPAL RESPONSIBILITIES

MUSEUM FUND: CULTURAL ARTS DEPARTMENT – The Museum Fund cultural arts department accounts for Springer Cultural Center which provides a 26-room multipurpose facility featuring informal performance space, exhibit space, dance studio, fitness room, ceramic studio, studio space, rehearsal and meeting space. Responsibilities include Art Exhibits, Art Smart Kids, Busy Bees, ceramics, dance arts program, day camps (Creative Kids and Youth Theatre), music programs, preschool programs, rentals, special interest, visual arts programs and workshops.

Virginia Theatre offers a 1,470-seat historic venue for performing arts programs accessible to Champaign, Urbana and surrounding communities. Responsibilities include community partnerships, concerts, event coordination, event production, membership campaign, movies, plays, recitals, rentals and The News-Gazette Film Series.

Prairie Farm is a replica of a turn-of-the-century farm complete with barns, farmhouse, pond, pasture and flower garden. It is open to the general public during the summer months. The farm features traditional farm animals and a petting zoo. No admission is charged.

EMPLOYEES FUNDED BY MUSEUM – POSITIONS AND NUMBERS

Position	FYE2016	FYE2017	FYE2018
Dance Arts Director	0	0	1.00
Program Manager (moved to Admin)	1	1	0
Facility/Program Coordinator (1RPT)	4	4	
Receptionist	1	1	
Program Coordinator (Youth Theatre) – NEW FNI position in 2017 previously part-time	0	1	1.00
Cultural Arts Coordinator	1	1	0.82
Douglass Park Program Coordinator	1	0	0.10
TOTAL	8	8	2.92

2016-17 ACCOMPLISHMENTS

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Create events & programs that highlight different cultures. Status- *Irish dance participant qualified and participated in Ireland at World Competitions.*

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

- Track new programming and equipment trends. Status- *Increased Dance program offerings: tap, hip hop and contemporary disciplines. Surpassed former and created new record sales for attendance at Youth Theatre performances. Increased enrollment in art based camp.*

SG5 – PROVIDE OPPORTUNITIES TO CREATE COMMUNITY CONNECTIONS IN OUR PARKS, RECREATION, AND CULTURAL ARTS

OBJECTIVES:

- Evaluate current community partnerships and develop new partnerships. Status- *Formed partnerships to assist with programming in community for specialized interest.*
- Create new programs, parks, facilities, amenities and services to connect with more people in the community. Status- *Attracted new partners to do presentations in various programs.*

2017-18 GOALS

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE.

OBJECTIVES:

- Create new fun and safe park amenities.
- Provide equal access for all patrons to all parks, facilities and programs.
- Enhance the safety and security in each park and facility so all patrons feel safe.
- Create events & programs that highlight different cultures.
- Promote family volunteering at various events and programs.

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES.

OBJECTIVES:

- Train staff to make first-time participants feel important by enhancing the participant experience.
- Encourage staff to focus on first-time program participants.
- Track new programming and equipment trends.
- Monitor most effective mediums to communicate offerings to the community.
- Field program and event suggestions to maintain viable programs and services to residents.
- Promote scholarship opportunities to participants.

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPATE IN THROUGHOUT THEIR LIVES.

OBJECTIVES:

- Implement recommendations of the U of I Recreation, Sport, & Tourism appraisal of programs.
- Provide parks, amenities and facilities that serve all ages.
- Research new opportunities and aging trends for programs and facilities for various age groups.
- Provide intergenerational programming.
- Develop and promote health and wellness programs.

SG4 – PROVIDE PARKS, RECREATION AND CULTURAL ARTS THAT ARE AFFORDABLE FOR ALL.

OBJECTIVES:

- Continue to monitor programs and services to better define core programs and services.
- Develop opportunities to increase non-tax-based revenues by increasing sponsorships, grants, and donations.
- Offer affordable programs, parks, and services.
- Develop creative and effective payment programs for participants.
- Develop effective strategies to make programs more affordable.
- Develop additional low-cost or free programs.

SG5 – PROVIDE OPPORTUNITIES TO CREATE COMMUNITY CONNECTIONS IN OUR PARKS, RECREATION AND CULTURAL ARTS

OBJECTIVES:

- Create a citizen advisory board for programs and services.
- Evaluate current community partnerships and develop new partnerships.
- Develop new family-focused special events or activities that bring residents together.
- Increase face-to-face connections with members of the community.
- Create new programs, parks, facilities, initiatives, amenities and services to connect with more people in the community.
- Develop new community and program partners by evaluating the community needs assessment results.
- Work with the school district to build upon pilot programs and services as part of the Community School Initiative.
- Develop open-street programs and other downtown events to bring community members together.
- Increase financial and in-kind support of outside groups and agencies to provide programs and events

CHAMPAIGN PARK DISTRICT
FYE2018 BUDGET

BUDGET CLASSIFICATION	DESCRIPTION	2015-16 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
Fund: 03 MUSEUM				
Dept 15-014-CULTURAL ARTS - BACH'S LUNCH				
	CHARGE FOR SERVICE REVENUE	104	78	400
	CONTRIBUTIONS/SPONSORSHIPS		400	200
	CONTRACTUAL	2,251	3,670	3,440
	COMMODITIES/SUPPLIES	102	157	400
	NET OF REVENUES/APPROPRIATIONS - 15-014-CULTURAL AF	(2,249)	(3,349)	(3,240)
Dept 15-015-CULTURAL ARTS - YOUTH THEATRE				
	CHARGE FOR SERVICE REVENUE	32,103	91,609	107,338
	CONTRIBUTIONS/SPONSORSHIPS	8,296	8,571	3,350
	SPECIAL RECEIPTS	9,598	7,634	11,795
	SALARIES AND WAGES	32,730	36,500	43,302
	CONTRACTUAL	23,048	23,803	45,516
	COMMODITIES/SUPPLIES	9,567	12,080	9,815
	UTILITIES	1,406	2,429	2,640
	NET OF REVENUES/APPROPRIATIONS - 15-015-CULTURAL AF	(16,784)	29,062	21,210
Dept 15-031-CULTURAL ARTS - TASTE OF CU				
	CHARGE FOR SERVICE REVENUE	41,308	45,390	45,390
	CONTRIBUTIONS/SPONSORSHIPS	9,375	23,125	16,000
	SALARIES AND WAGES	10,606	10,237	11,618
	CONTRACTUAL	69,870	85,485	72,801
	COMMODITIES/SUPPLIES	13,216	14,825	16,363
	NET OF REVENUES/APPROPRIATIONS - 15-031-CULTURAL AF	(3,009)	(42,032)	(39,392)
Dept 15-032-CULTURAL ARTS - SUMMER CONCERTS				
	CONTRIBUTIONS/SPONSORSHIPS	4,750		2,500
	SALARIES AND WAGES	5,426	4,527	4,470
	CONTRACTUAL	12,968	5,664	10,690
	COMMODITIES/SUPPLIES	3,352	52	1,100
	NET OF REVENUES/APPROPRIATIONS - 15-032-CULTURAL AF	(16,996)	(10,243)	(13,760)
Dept 15-036-CULTURAL ARTS - ART EXHIBITION SERIES				
	CHARGE FOR SERVICE REVENUE	632		1,000
	CONTRIBUTIONS/SPONSORSHIPS			100
	SPECIAL RECEIPTS	556	1,572	200
	SALARIES AND WAGES	113	50	5,250
	CONTRACTUAL	445	2,019	2,249
	COMMODITIES/SUPPLIES	1,232	1,927	2,538
	NET OF REVENUES/APPROPRIATIONS - 15-036-CULTURAL AF	(602)	(2,424)	(8,737)
Dept 15-038-CULTURAL ARTS - BALLET PROGRAMS				
	CHARGE FOR SERVICE REVENUE	79,269	67,632	83,525
	SALARIES AND WAGES	69,152	69,030	70,036
	CONTRACTUAL	2,532	2,357	4,105
	COMMODITIES/SUPPLIES	279	310	2,400
	NET OF REVENUES/APPROPRIATIONS - 15-038-CULTURAL AF	7,306	(4,065)	6,984
Dept 15-067-CULTURAL ARTS-FLANNEL FEST (FEST ARTS)				
	CHARGE FOR SERVICE REVENUE		228	925
	CONTRIBUTIONS/SPONSORSHIPS		425	2,000
	CONTRACTUAL		8,610	10,600
	COMMODITIES/SUPPLIES		500	2,900
	NET OF REVENUES/APPROPRIATIONS - 15-067-CULTURAL AF		(8,457)	(10,575)
Dept 15-068-CULTURAL ARTS - SPECIAL EVENTS				
	CHARGE FOR SERVICE REVENUE	5,239	7,697	2,400
	CONTRIBUTIONS/SPONSORSHIPS			2,000
	SALARIES AND WAGES	29,115	43,684	48,028
	FRINGE BENEFITS	221		1,260
	CONTRACTUAL	9,423	7,086	10,193
	COMMODITIES/SUPPLIES	2,762	2,021	2,750

CHAMPAIGN PARK DISTRICT
FYE2018 BUDGET

BUDGET CLASSIFICATION	DESCRIPTION	2015-16 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
Fund: 03 MUSEUM				
Dept 15-068-CULTURAL ARTS - SPECIAL EVENTS				
NET OF REVENUES/APPROPRIATIONS - 15-068-CULTURAL AF		(36,282)	(45,094)	(57,831)
Dept 15-078-CULTURAL ARTS - VIRGINIA THEATRE RENTALS				
CHARGE FOR SERVICE REVENUE		266,532	208,429	210,000
MERCHANDISE/CONCESSION REV		2,051	2,618	3,061
SPECIAL RECEIPTS		40,468	14,708	14,800
SALARIES AND WAGES		74,053	87,622	81,739
CONTRACTUAL		83,132	84,500	84,075
COMMODITIES/SUPPLIES		1,917	3,200	2,700
NET OF REVENUES/APPROPRIATIONS - 15-078-CULTURAL AF		149,949	40,353	59,347
Dept 15-140-CULTURAL ARTS - IRISH DANCE				
CHARGE FOR SERVICE REVENUE		16,058	17,535	14,644
SALARIES AND WAGES		1,679	2,073	2,266
CONTRACTUAL		8,045	9,485	9,667
COMMODITIES/SUPPLIES			16	620
NET OF REVENUES/APPROPRIATIONS - 15-140-CULTURAL AF		25,782	5,961	2,091
Dept 15-141-CULTURAL ARTS - DANCE PERFORMANCE				
CHARGE FOR SERVICE REVENUE		8,745	4,209	17,552
CONTRIBUTIONS/SPONSORSHIPS		500		
SPECIAL RECEIPTS		821	620	2,180
SALARIES AND WAGES		7,574	9,390	20,427
CONTRACTUAL		4,818	2,284	10,340
COMMODITIES/SUPPLIES		2,805	3,220	4,535
NET OF REVENUES/APPROPRIATIONS - 15-141-CULTURAL AF		(5,131)	(10,065)	(15,570)
Dept 15-143-CULTURAL ARTS - CULTURAL ARTS PROGRAM				
CHARGE FOR SERVICE REVENUE		20,016	21,130	15,065
SALARIES AND WAGES		13,606	11,500	12,663
CONTRACTUAL		10,251	11,475	9,743
COMMODITIES/SUPPLIES		99	163	1,150
NET OF REVENUES/APPROPRIATIONS - 15-143-CULTURAL AF		(3,940)	(2,008)	(8,491)
Dept 15-146-CULTURAL ARTS - OTHER DANCE PROGRAMS				
CHARGE FOR SERVICE REVENUE			10,013	6,406
SALARIES AND WAGES			2,200	3,765
CONTRACTUAL			1,649	1,258
COMMODITIES/SUPPLIES			62	350
NET OF REVENUES/APPROPRIATIONS - 15-146-CULTURAL AF			6,102	1,033
Dept 15-170-CULTURAL ARTS - CU DAYS				
CHARGE FOR SERVICE REVENUE		525	950	1,900
CONTRIBUTIONS/SPONSORSHIPS			1,500	1,000
SALARIES AND WAGES		6,803	5,300	4,962
CONTRACTUAL		10,602	8,558	11,964
COMMODITIES/SUPPLIES		493	1,552	1,196
NET OF REVENUES/APPROPRIATIONS - 15-170-CULTURAL AF		(17,373)	(12,960)	(15,222)
Dept 15-172-CULTURAL ARTS - DADDY DAUGHTER DANCE				
CHARGE FOR SERVICE REVENUE		12,250	12,936	28,020
SALARIES AND WAGES		2,567	1,895	3,000
CONTRACTUAL		8,863	13,282	16,445
COMMODITIES/SUPPLIES		1,043	1,564	2,232
NET OF REVENUES/APPROPRIATIONS - 15-172-CULTURAL AF		(223)	(3,805)	6,343
Dept 15-173-CULTURAL ARTS - EGG HUNTS				
CHARGE FOR SERVICE REVENUE		2,349		1,750
SALARIES AND WAGES		2,428	1,895	3,000
CONTRACTUAL		345	49	250
COMMODITIES/SUPPLIES		2,994	2,286	2,810

CHAMPAIGN PARK DISTRICT
FYE2018 BUDGET

BUDGET CLASSIFICATION	DESCRIPTION	2015-16 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
Fund: 03 MUSEUM				
Dept 15-173-CULTURAL ARTS - EGG HUNTS				
NET OF REVENUES/APPROPRIATIONS - 15-173-CULTURAL AF		(3,418)	(4,230)	(4,310)
Dept 15-174-CULTURAL ARTS - HALLOWEEN FUNFEST				
SALARIES AND WAGES		1,283	947	1,602
CONTRACTUAL		340	1,100	1,125
COMMODITIES/SUPPLIES		1,888	2,363	2,750
NET OF REVENUES/APPROPRIATIONS - 15-174-CULTURAL AF		(3,511)	(4,487)	(5,477)
Dept 15-177-CULTURAL ARTS - STREETFEST (MUSIC FEST)				
CHARGE FOR SERVICE REVENUE		8,728		
CONTRIBUTIONS/SPONSORSHIPS		16,200	14,256	10,000
SALARIES AND WAGES		4,687	2,829	3,861
CONTRACTUAL		51,065	11,832	19,400
COMMODITIES/SUPPLIES		4,852	189	600
NET OF REVENUES/APPROPRIATIONS - 15-177-CULTURAL AF		(35,676)	(594)	(13,861)
ESTIMATED REVENUES - FUND 03		626,373	559,325	605,501
APPROPRIATIONS - FUND 03		608,048	621,583	704,959
NET OF REVENUES/APPROPRIATIONS - FUND 03		18,425	(62,258)	(99,458)

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Special Events

PRINCIPAL RESPONSIBILITIES

MUSEUM FUND: SPECIAL EVENTS –

Special Events produces community-wide special events and manages the District's volunteer program. Responsibilities include concerts in the parks, Taste of C- U, Halloween Funfest, Eggstravaganza, Nite Lite Egg Pursuit, Fall Streetfest (Champaign Music Festival), Block Parties, Touch a Truck and other smaller special events throughout the year.

EMPLOYEES FUNDED BY MUSEUM – POSITIONS AND NUMBERS

	FYE2016	FYE2017	FYE2018
SPECIAL EVENTS			
Special Events Manager	1	1	1
Special Events /Volunteer Coordinator (vacant as of 4/30/17)	0	1	1
TOTAL	1	2	2

2016-17 ACCOMPLISHMENTS

SG5 – PROVIDE OPPORTUNITIES TO CREATE COMMUNITY CONNECTIONS IN OUR PARKS, RECREATION, AND CULTURAL ARTS

OBJECTIVES:

- Develop new family-focused special events or activities that bring residents together. *Status- Implemented new event called Flannel Fest and replaced Candy Cane Hunt with new event, Holiday in Whoville.*
- Involve community members and agencies in our programs and events. *Status- Increased revenue generated for Daddy Daughter and Mom Prom Dances by taking photos in house. Reintroduced Zombie Run. Increased vendor participation in Taste of C-*

2017-18 GOALS

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Provide equal access for all patrons to all parks, facilities and programs.
- Enhance the safety and security at events in each park and facility so all patrons feel safe.
- Create events & programs that highlight different cultures.
- Promote family volunteering at various events and programs.

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES.

OBJECTIVES:

- Train staff to make first-time participants feel important by enhancing the participant experience.
- Encourage staff to focus on first-time program participants.
- Track new programming and equipment trends.

- Monitor most effective mediums to communicate offerings to the community.
- Field program and event suggestions to maintain viable programs and services to residents.

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPATE IN THROUGHOUT THEIR LIVES.

OBJECTIVES:

- Implement recommendations of the U of I Recreation, Sport, & Tourism appraisal of programs.
- Provide parks, amenities and facilities that serve all ages.
- Research new opportunities and aging trends for programs and facilities for various age groups.
- Provide intergenerational programming.
- Develop and promote health and wellness programs.

SG4 – PROVIDE PARKS, RECREATION AND CULTURAL ARTS THAT ARE AFFORDABLE FOR ALL.

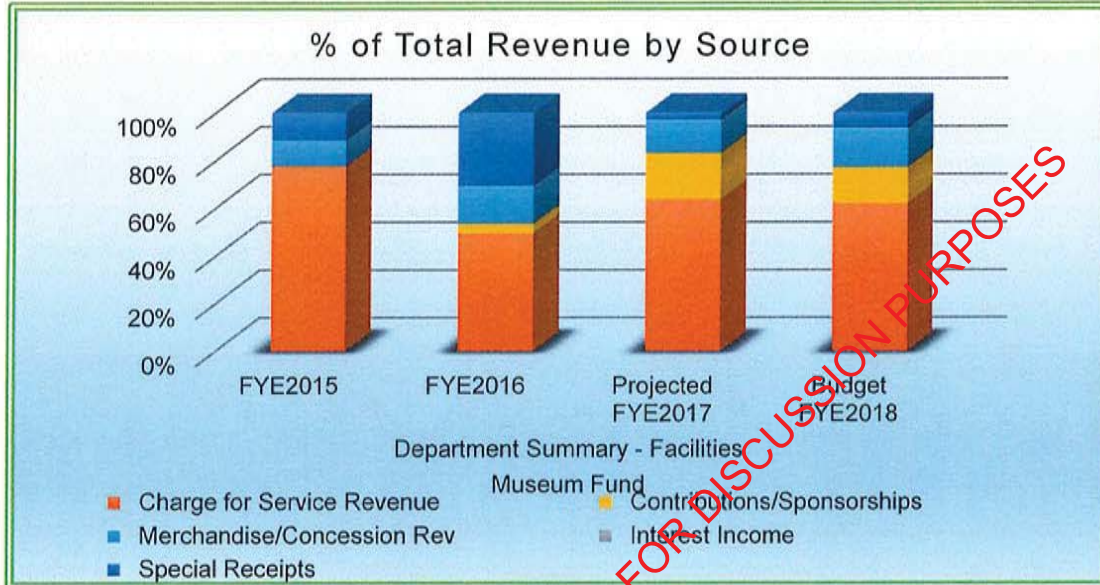
OBJECTIVES:

- Develop opportunities to increase non-tax-based revenues by increasing sponsorships, grants, and donations.

Facilities

PRINCIPAL RESPONSIBILITIES

MUSEUM FUND: FACILITIES – The Museum Fund facilities department accounts for all the expenditures required to maintain the building for programming, such as staffing, maintenance supplies, contracts, etc.



EMPLOYEES FUNDED BY FACILITIES – POSITIONS AND NUMBERS

Position	FYE2016	FYE2017	FYE2018
Cultural Arts Coordinator			0.18
SCC Facility Coordinator	1	1	1.00
Building Service Worker	1	1	1.00
TOTAL	2	2	2.18

2017-18 GOALS

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Develop customer service standards and training.
- Develop both an internal and external culture of treating customers and co-workers/board members like family.
- Provide equal access for all patrons to all parks, facilities and programs.

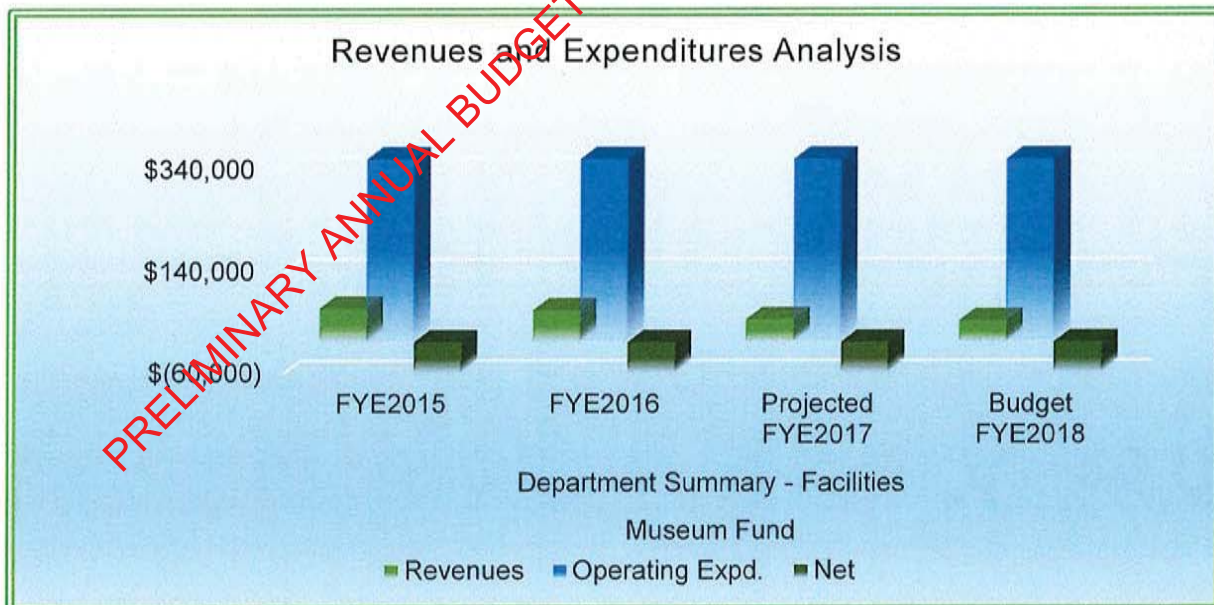
PERFORMANCE INDICATORS

	FYE2015	FYE2016	FYE2017 Projected	FYE2018 Proposed
# of Visits @ Prairie Farm	18,000	20,600	22,000	22,000
# of Visits @ Springer Cultural Center	31,941	33,969	35,000	35,000

Champaign Park District
Budget Category Totals by Department

Museum Fund
Department Summary - Facilities

	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Charge for Service Revenue	\$51,866	\$31,205	\$28,246	\$26,150
Contributions/Sponsorships	0	2,500	8,575	6,460
Merchandise/Concession Rev	7,201	9,846	6,016	5,738
Interest Income	0	102	161	162
Special Receipts	7,734	19,333	1,330	2,750
Total Estimated Revenues	\$66,801	\$62,986	\$44,328	\$42,200
Appropriations				
Salaries and Wages	\$348,953	\$315,528	\$367,508	\$406,493
Fringe Benefits	1,324	1,404	1,303	2,100
Contractual	100,937	169,240	137,380	145,077
Commodities/Supplies	55,434	66,557	47,250	65,890
Utilities	104,889	106,819	117,369	124,209
Routine/Periodic Maintenance	12,300	0	0	47,000
Total Appropriations	\$623,837	\$659,358	\$664,810	\$790,769
Net of Revenues Over (Under) Appropriations	(\$557,036)	(596,372)	(620,482)	(\$748,569)



CHAMPAIGN PARK DISTRICT
FYE2018 BUDGET

BUDGET CLASSIFICATION	DESCRIPTION	2015-16 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
Fund: 03 MUSEUM				
Dept 30-019-FACILITIES - POTTERY/CLAY STUDIO				
	CHARGE FOR SERVICE REVENUE	21,855	18,715	17,388
	SPECIAL RECEIPTS	1,122	830	2,000
	SALARIES AND WAGES	21,636	17,524	18,540
	CONTRACTUAL	358	20	760
	COMMODITIES/SUPPLIES	5,721	2,226	6,500
	NET OF REVENUES/APPROPRIATIONS - 30-019-FACILITIES	(4,738)	(222)	(6,412)
Dept 30-030-FACILITIES - SPRINGER CULTURAL CENTER				
	SPECIAL RECEIPTS	17,430	500	750
	SALARIES AND WAGES	113,528	116,370	129,762
	FRINGE BENEFITS	844	826	840
	CONTRACTUAL	26,202	21,102	28,028
	COMMODITIES/SUPPLIES	13,834	12,794	24,900
	UTILITIES	35,066	38,396	40,646
	NET OF REVENUES/APPROPRIATIONS - 30-030-FACILITIES	(172,066)	(188,988)	(223,426)
Dept 30-078-FACILITIES - VIRGINIA THEATRE				
	CHARGE FOR SERVICE REVENUE	(21)	30	
	CONTRIBUTIONS/SPONSORSHIPS	2,500	1,950	
	MERCHANDISE/CONCESSION REV	9,621	5,816	6,538
	INTEREST INCOME	102	161	162
	SPECIAL RECEIPTS	781		
	SALARIES AND WAGES	140,638	183,281	212,027
	FRINGE BENEFITS	560	477	1,260
	CONTRACTUAL	132,359	106,690	106,687
	COMMODITIES/SUPPLIES	26,979	15,252	15,210
	UTILITIES	59,523	64,059	68,318
	ROUTINE/PERIODIC MAINTENANCE			12,000
	NET OF REVENUES/APPROPRIATIONS - 30-078-FACILITIES	(347,076)	(361,802)	(408,802)
Dept 30-095-FACILITIES - PRAIRIE FARM				
	CHARGE FOR SERVICE REVENUE	9,371	9,501	8,762
	CONTRIBUTIONS/SPONSORSHIPS		6,625	6,400
	MERCHANDISE/CONCESSION REV	225	200	200
	SALARIES AND WAGES	39,726	44,333	46,164
	CONTRACTUAL	10,321	9,568	9,602
	COMMODITIES/SUPPLIES	20,033	16,978	19,280
	UTILITIES	12,030	14,914	15,245
	ROUTINE/PERIODIC MAINTENANCE			35,000
	NET OF REVENUES/APPROPRIATIONS - 30-095-FACILITIES	(72,514)	(69,467)	(109,929)
	ESTIMATED REVENUES - FUND 03	62,986	44,328	42,200
	APPROPRIATIONS - FUND 03	659,358	664,810	790,769
	NET OF REVENUES/APPROPRIATIONS - FUND 03	(596,372)	(620,482)	(748,569)

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

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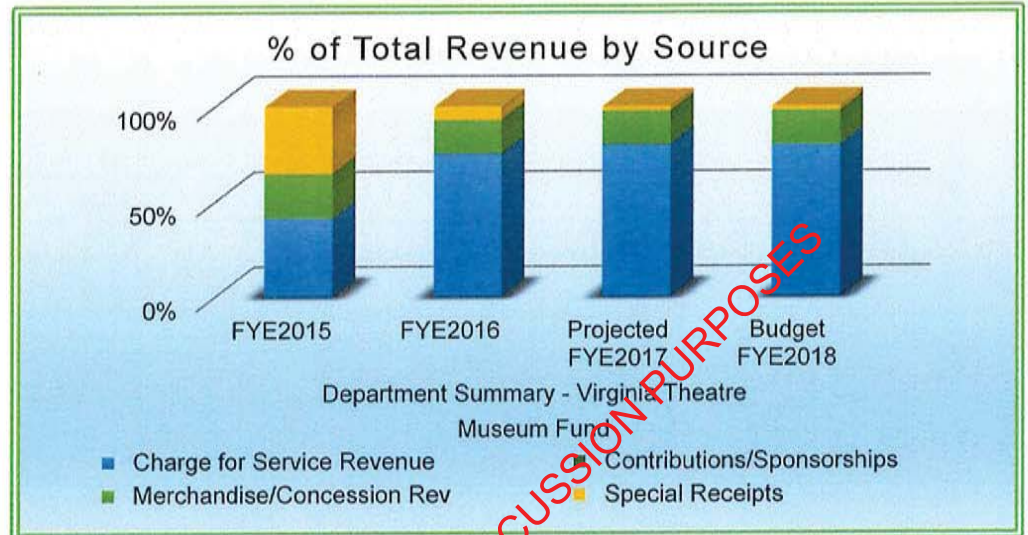
PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Virginia Theatre

PRINCIPAL RESPONSIBILITIES

MUSEUM FUND: VIRGINIA THEATRE –

Virginia Theatre offers a 1,470-seat historic venue for performing arts programs accessible to Champaign, Urbana and surrounding communities. Responsibilities include community partnerships, concerts, event coordination, event production, membership campaign, movies, plays, recitals, rentals and The News-Gazette Film Series.



EMPLOYEES FUNDED BY VIRGINIA THEATRE – POSITIONS AND NUMBERS

	FYE2016	FYE2017	FYE2018
VIRGINIA THEATRE			
Director of Virginia Theatre	1	1	1
VT Front of House Coordinator	1	1	1
Virginia Theatre Coordinator FT2	0	1	0
VT Sales & Public Relations Manager	0	0	1
VT Box Office Manager	1	1	1
VT Technical Manager	1	1	1
TOTAL	4	5	5

2016-17 GOALS

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Develop customer service standards and training.
- Develop both an internal and external culture of treating customers and co-workers/board members like family.

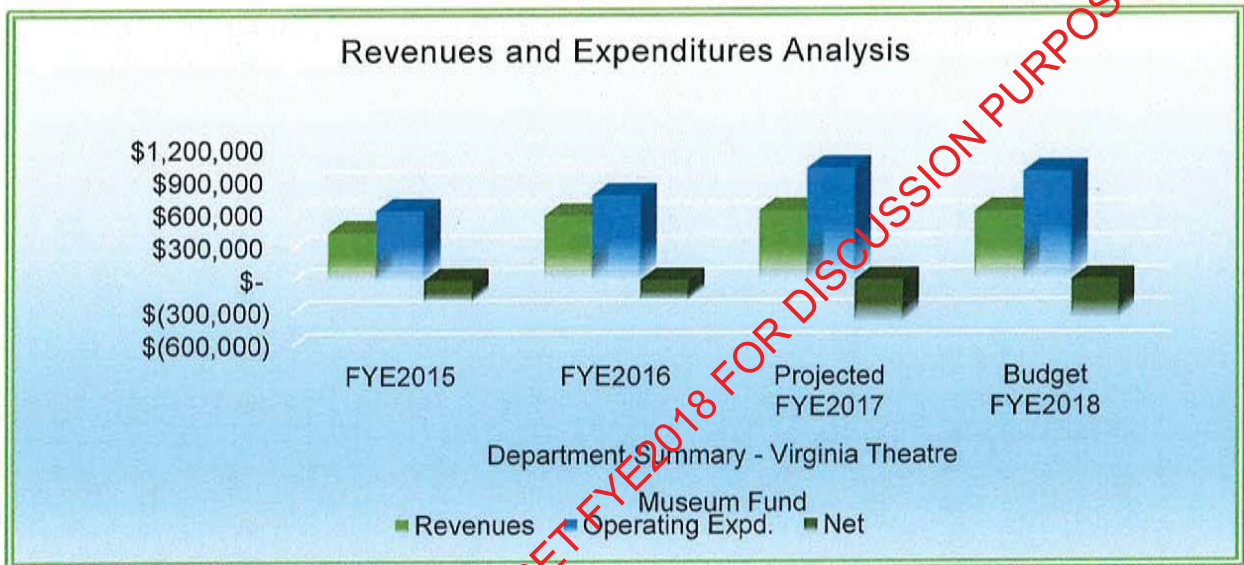
SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

- Train staff to make first-time participants feel important by enhancing the participant experience.
- Recognize and reward all staff for focusing on first-time users.
- Develop opportunities to gather feedback for the needs and interests of various cultures/races/demographics.

PERFORMANCE INDICATORS

	FYE2015	FYE2016	FYE2017 Projected	FYE2018 Proposed
Revenue as a % of Direct Costs	68.77%	75.89%	62.03%	63.34%
Restoration Fees Collected from Ticket Sales	\$54,916	\$57,935	\$59,000	\$59,000
Number of Tickets Sold	42,855	49,646	50,000	50,000
Number of Subscriptions Sold	105	174	200	200
VT Facebook Followers	4,030	5,877	6,300	6,300



FYE2018 revenues are just under prior year actual just to be conservative. Not all of the performances have been secured and there are generally shows added throughout the year however the prior year was the highest revenue the VT has received in the last three years. Estimate is still more than the prior two years.

FYE2018 total expenditures are also down 3.44% as less to coincide with the decline in revenues. The largest Salaries and wages increased 5.97% as a combination of 2.5% increase for full-time staff plus the compounded effect of a year-end adjustment for one staff. The part-time rates increased an estimated 5.5% as well as part of the annual part-time and seasonal wage adjustments to attract and maintain returning seasonal employees. Utilities increased based on the new electric contract increase. All in all, staff approached this conservatively for FYE2018.

Champaign Park District
Budget Category Totals by Department

Museum Fund
Department Summary - Virginia Theatre

	FYE2015	FYE2016	Projected FYE2017	Budget FYE2018
Estimated Revenues				
Charge for Service Revenue	\$183,190	\$444,419	\$507,829	\$499,000
Contributions/Sponsorships	0	2,500	2,200	0
Merchandise/Concession Rev	103,397	102,922	111,634	112,799
Interest Income	0	102	161	162
Special Receipts	153,676	41,249	14,708	14,800
Total Estimated Revenues	\$440,263	\$591,192	\$636,532	\$626,761
Appropriations				
Salaries and Wages	\$296,765	\$275,229	\$355,727	\$376,967
Fringe Benefits	1,030	560	477	1,260
Contractual	231,854	385,529	552,107	479,282
Commodities/Supplies	54,350	57,848	53,823	53,050
Utilities	56,237	59,523	64,059	68,318
Routine/Periodic Maintenance	0	0	0	12,000
Total Appropriations	\$640,236	\$778,689	\$1,026,193	\$990,877
Net of Revenues Over (Under) Appropriations	(\$199,973)	(187,497)	(389,661)	(\$364,116)

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

ACCOUNT TOTALS BY BUDGET CATEGORY
AT THE FUND LEVEL

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
<u>Fund: 03 MUSEUM</u>				
<u>Dept 15-078-CULTURAL ARTS - VIRGINIA THEATRE RENTALS</u>				
<u>ESTIMATED REVENUES</u>				
	CHARGE FOR SERVICE REVENUE	(440)	208,430	210,000
	MERCHANDISE/CONCESSION REV	1,180	2,620	3,060
	SPECIAL RECEIPTS	153,680	14,710	14,800
	TOTAL ESTIMATED REVENUES	<u>154,420</u>	<u>225,760</u>	<u>227,860</u>
<u>APPROPRIATIONS</u>				
	SALARIES AND WAGES	42,030	87,620	81,740
	CONTRACTUAL	16,350	84,580	84,070
	COMMODITIES/SUPPLIES	3,650	5,200	2,700
	TOTAL APPROPRIATIONS	<u>62,030</u>	<u>177,400</u>	<u>168,510</u>
	NET OF REVENUES/APPROPRIATIONS - 15-078-CULTURAL AR	92,390	50,360	59,350

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

ACCOUNT TOTALS BY BUDGET CATEGORY
AT THE FUND LEVEL

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
<u>Fund: 03 MUSEUM</u>				
<u>Dept 30-078-FACILITIES - VIRGINIA THEATRE</u>				
<u>ESTIMATED REVENUES</u>				
	CHARGE FOR SERVICE REVENUE	31,650	30	
	CONTRIBUTIONS/SPONSORSHIPS		1,950	
	MERCHANDISE/CONCESSION REV	7,030	5,820	6,540
	INTEREST INCOME		160	160
	TOTAL ESTIMATED REVENUES	38,680	7,960	6,700
<u>APPROPRIATIONS</u>				
	SALARIES AND WAGES	185,740	183,300	212,030
	FRINGE BENEFITS	1,030	480	1,260
	CONTRACTUAL	64,250	106,680	106,690
	COMMODITIES/SUPPLIES	16,740	15,250	15,210
	UTILITIES	56,230	64,060	68,320
	ROUTINE/PERIODIC MAINTENANCE			12,000
	TOTAL APPROPRIATIONS	323,990	369,760	415,510
	NET OF REVENUES/APPROPRIATIONS - 30-078-FACILITIES - VI	(285,310)	(361,800)	(408,810)

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

ACCOUNT TOTALS BY BUDGET CATEGORY
AT THE FUND LEVEL

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
<u>Fund: 03 MUSEUM</u>				
<u>Dept 60-078-VT - VIRGINIA THEATRE FILMS</u>				
<u>ESTIMATED REVENUES</u>				
	CHARGE FOR SERVICE REVENUE	40,850	27,550	29,000
	CONTRIBUTIONS/SPONSORSHIPS		250	
	TOTAL ESTIMATED REVENUES	40,850	27,800	29,000
<u>APPROPRIATIONS</u>				
	SALARIES AND WAGES	9,690	10,470	11,050
	CONTRACTUAL	33,540	25,160	25,050
	COMMODITIES/SUPPLIES	160	20	
	TOTAL APPROPRIATIONS	43,390	35,650	36,100
	NET OF REVENUES/APPROPRIATIONS - 60-078-VT - VIRGINIA 1	(2,540)	(7,850)	(7,100)

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

ACCOUNT TOTALS BY BUDGET CATEGORY
AT THE FUND LEVEL

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
<u>Fund: 03 MUSEUM</u>				
<u>Dept 68-078-VT - HOUSE EVENTS</u>				
<u>ESTIMATED REVENUES</u>				
	CHARGE FOR SERVICE REVENUE	109,910	271,820	260,000
	TOTAL ESTIMATED REVENUES	109,910	271,820	260,000
<u>APPROPRIATIONS</u>				
	SALARIES AND WAGES	38,520	50,040	48,090
	CONTRACTUAL	108,410	320,770	250,070
	COMMODITIES/SUPPLIES	4,800	3,770	3,640
	TOTAL APPROPRIATIONS	151,730	374,580	301,800
	NET OF REVENUES/APPROPRIATIONS - 68-078-VT - HOUSE EV	(41,820)	(102,760)	(41,800)

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

ACCOUNT TOTALS BY BUDGET CATEGORY
AT THE FUND LEVEL

ACCOUNT	DESCRIPTION	2014-15 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
<u>Fund: 03 MUSEUM</u>				
<u>Dept 69-078-CONCESSIONS - VIRGINIA THEATRE</u>				
<u>ESTIMATED REVENUES</u>				
	CHARGE FOR SERVICE REVENUE	1,220		
	MERCHANDISE/CONCESSION REV	95,190	103,200	103,200
	TOTAL ESTIMATED REVENUES	96,410	103,200	103,200
<u>APPROPRIATIONS</u>				
	SALARIES AND WAGES	20,770	24,310	24,050
	CONTRACTUAL	9,290	14,890	13,400
	COMMODITIES/SUPPLIES	28,990	31,580	31,500
	TOTAL APPROPRIATIONS	59,050	70,780	68,950
	NET OF REVENUES/APPROPRIATIONS - 69-078-CONCESSIONS	37,360	32,420	34,250
	ESTIMATED REVENUES - FUND 03	440,270	636,540	626,760
	APPROPRIATIONS - FUND 03	640,190	1,026,170	990,870
	NET OF REVENUES/APPROPRIATIONS - FUND 03	(199,920)	(389,630)	(364,110)

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Afterschool/Day Camp/Preschool

PRINCIPAL RESPONSIBILITIES

MUSEUM FUND: AFTERSCHOOL/DAYCAMP – PRESCHOOL PROGRAM – The Museum Fund includes preschool activities such as Busy Bees and Creative Kids day camps.

EMPLOYEES FUNDED BY MUSEUM – POSITIONS AND NUMBERS

Position	FYE2016	FYE2017	FYE2018
Preschool Director	1	1	1
TOTAL	1	1	1

2016-17 ACCOMPLISHMENTS

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

- Encourage staff to focus on first-time participants. *Status- Increased enrollment to Art Smart Kids*

2017-18 GOALS

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Provide equal access for all patrons to all parks, facilities and programs.
- Create events and programs that highlight different cultures.

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

- Train staff to make first-time participants feel important by enhancing the participant experience.
- Track new programming and equipment trends.
- Encourage staff to focus on first-time participants.
- Develop opportunities to gather feedback for the needs and interests of various cultures/races/demographics.

PERFORMANCE INDICATORS

	FYE2015	FYE2016	FYE2017 Projected	FYE2018 Proposed
Revenue as a % of Direct Cost	108.88%	148.30%	140.17%	109.38%
Revenue is at least 100% of Direct Costs	Yes	Yes	Yes	Yes

CHAMPAIGN PARK DISTRICT
FYE2018 BUDGET

BUDGET CLASSIFICATION	DESCRIPTION	2015-16 ACTIVITY	2016-17 PROJECTED ACTIVITY	2017-18 BUDGET BUDGET
Fund: 03 MUSEUM				
Dept 50-033-AFTERSCHOOL/DAYCAMP-ART SMART KIDS				
	CHARGE FOR SERVICE REVENUE	9,513	13,829	13,618
	SALARIES AND WAGES	3,974	6,800	7,950
	CONTRACTUAL	55		425
	COMMODITIES/SUPPLIES	123	708	930
	NET OF REVENUES/APPROPRIATIONS - 50-033-AFTERSCHOOL	5,361	6,321	4,313
Dept 50-034-AFTERSCHOOL/DAYCAMP-CREATIVE KIDS				
	CHARGE FOR SERVICE REVENUE	57,421	76,107	70,620
	SALARIES AND WAGES	34,339	48,251	56,445
	CONTRACTUAL	4,952	6,226	7,912
	COMMODITIES/SUPPLIES	1,669	2,176	2,270
	NET OF REVENUES/APPROPRIATIONS - 50-034-AFTERSCHOOL	16,461	19,454	3,993
ESTIMATED REVENUES - FUND 03		66,934	89,936	84,238
APPROPRIATIONS - FUND 03		45,166	64,161	75,932
NET OF REVENUES/APPROPRIATIONS - FUND 03		21,768	25,775	8,306

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

SUPPLEMENTAL INFORMATION

DISTRICT PROFILE

ORGANIZATION DATE	Organized in 1911, the District was established as a separate unit of local government in 1955 by referendum.
GOVERNMENT TYPE	Five elected Commissioners serve as the Board of Commissioners. Commissioners are elected to serve six-year terms and receive no compensation.
OFFICERS	The Commissioners elect a President and Vice President, appoint a Treasurer, Board Secretary and Assistant Secretary.
LOCATION	Champaign Park District is located in East Central Illinois.
BOUNDARIES	The boundaries of the District are nearly coterminous with the City of Champaign and encompass approximately 25 square miles.
POPULATION	The District's population per the 2010 census is 81,055, and currently estimated as of July 2015 at 86,096. The District also serves the University of Illinois population and the City of Urbana.
ASSESSED VALUE	The equalized assessed valuation (EAV) for real estate located within District boundaries estimated for 2016 is 1,676,268,824.
TAX RATE	The property tax rate for 2016 payable in 2017 is estimated to be 0.7150 per \$100 of EAV.
CURRENT BUDGET	The District's total budget for FYE2018 is \$19,118,657 (including transfers). The fiscal year begins May 1 and ends April 30.
PARK RESOURCES	The District maintains 61 parks comprised of community parks, neighborhood parks, mini parks and 14 walking/bike trails totaling more than 689 acres. There are 28 miles of path and trails. Recreational facilities include one aquatic center with three waterslides, two recreation centers with gymnasiums, two senior centers, the Springer Cultural Arts Center, the Virginia Theatre (a 1470 seat auditorium), a six-court indoor tennis facility, 24 outdoor tennis courts, 25 softball and baseball fields, 22 soccer fields, six volleyball courts, 31 outdoor playgrounds, two skate parks, a children's petting zoo, a dog park, 12 picnic shelters, four small lakes for fishing, and shared gymnasium space at two elementary schools.
PROGRAM SERVICES	The District offers over 1,200 programs and activities per year including but not limited to: athletics, group fitness, fitness events, music, dance, drama, day camps, cultural and performing arts, preschool and youth programs, swimming, tennis, senior programs, special events and trips.
STAFF	The District has an appointed executive director responsible for the administration of the District. The District employs 71 full-time staff, 10 full-time staff (between 30-37 hours/week) and more than 700 part-time seasonal and temporary workers.
AFFILIATIONS	The District is affiliated with the National Recreation and Park Association (NRPA), the Illinois Association of Park Districts (IAPD) and the Illinois Park and Recreation Association (IPRA).

AWARDS

The National Gold Medal Award for Excellence in Parks and Recreation was received in 1979, 1990 and 1998. The Champaign-Urbana Special Recreation Association, which is administered by the District, won the Gold Medal for its classification in 2000.

The District earned the Distinguished Agency Award and designation in 1999 and was re-certified in 2006 and 2011 and is planning to recertify in 2017.

The District has received the Certificate of Achievement for Excellence in Financial Reporting for twenty-one consecutive years (1995-2016). The District also received the Distinguished Budget Presentation Award for FYE2017, which marks the tenth consecutive year.

For the past several years, the District's aquatics staff has earned Ellis & Associates Platinum and Gold International Aquatic Safety Awards – these awards recognize the top performing lifeguard staffs in the world.

CONTACT INFORMATION

Champaign Park District
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Champaign, IL 61821
Phone: 217-398-2550
Fax: 217-355-8421
Website: www.champaignparks.com

SOCIAL MEDIA:



Twitter

<https://twitter.com/champark>



Pinterest

<https://www.pinterest.com/champark/>



Facebook

<https://www.facebook.com/ChampaignParkDist>



Instagram

<https://www.instagram.com/champaignparkdist/>



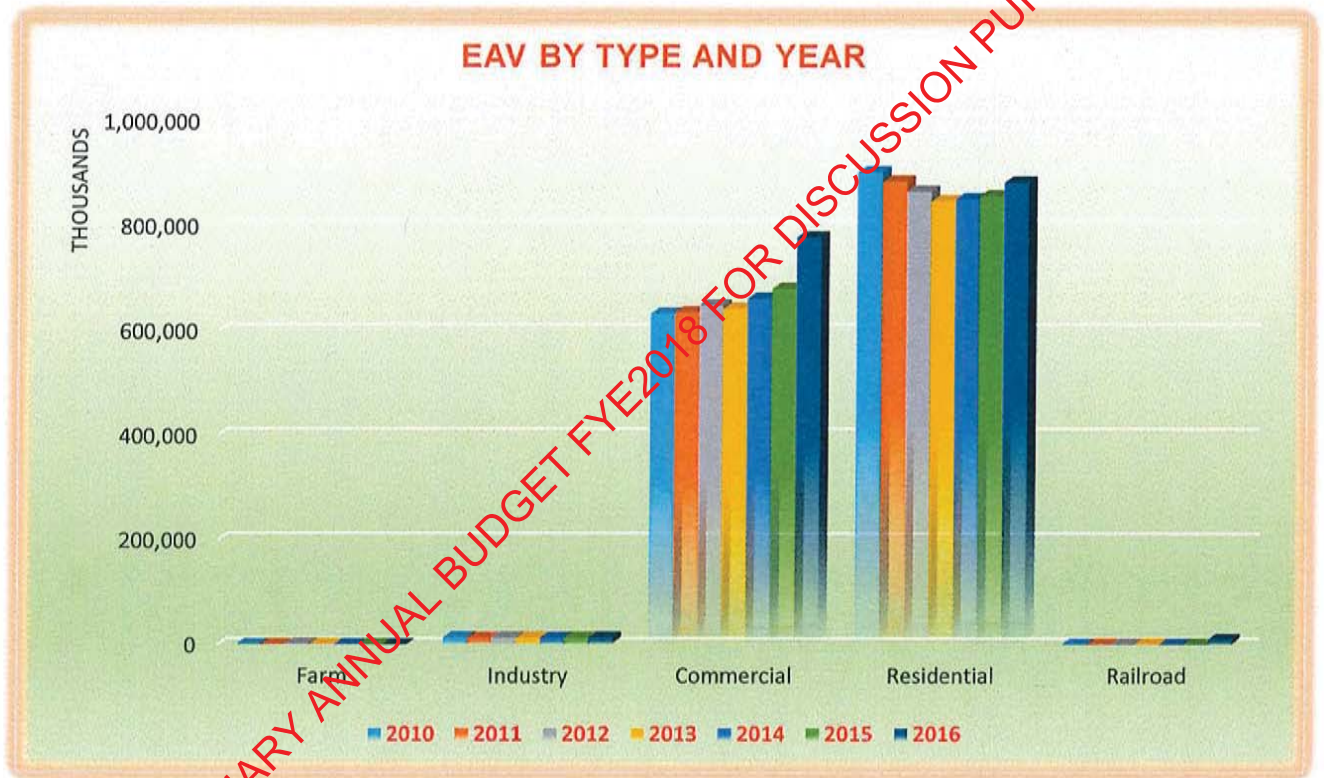
YouTube

<https://www.youtube.com/user/ChampaignParkDist>

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

ASSESSED VALUATION COMPARISONS

	RY 2011	RY 2012	RY 2013	RY 2014	RY 2015	RY 2016
Farm	557,110	1,576,320	592,580	695,500	740,150	763,690
Industrial	12,351,850	12,924,540	12,557,450	12,646,840	12,791,620	13,103,690
Commercial	634,668,004	647,959,504	641,997,792	661,533,102	680,053,846	778,470,399
Residential	885,062,912	865,874,392	847,650,152	851,408,122	856,759,228	882,988,622
Railroad	907,361	928,108	920,989	905,966	992,773	942,423
TOTAL	1,553,547,237	1,529,262,864	1,503,718,963	1,527,189,530	1,551,337,611	1,676,268,824



TAX RATES, LEVIES, AND COLLECTIONS

Historical Tax EAV, Rates, and Collections

Year	Assessed Valuation	Tax Rate	Taxes Collected
1996	637,893,624	0.6540	4,215,018
1997	675,224,045	0.6419	4,316,625
1998	704,527,520	0.6349	4,458,594
1999	738,490,572	0.6263	4,672,833
2000	804,839,227	0.6395	5,203,752
2001	863,909,695	0.6627	5,766,874
2002	918,220,166	0.6754	6,244,301
2003	974,471,183	0.6843	6,707,950
2004	1,031,948,826	0.6782	6,981,975
2005	1,191,143,418	0.6597	8,039,809
2006	1,325,034,312	0.6414	8,662,150
2007	1,453,398,642	0.6190	8,996,538
2008	1,547,895,455	0.6157	9,530,392
2009	1,545,794,493	0.6300	9,738,505
2010	1,550,079,751	0.6529	10,120,470
2011	1,533,547,237	0.6789	10,411,252
2012	1,529,262,864	0.7088	10,839,415
2013	1,503,718,963	0.7645	11,495,931
2014	1,527,189,530	0.7264	11,063,851
2015	1,551,337,617	0.7443	11,531,605
2016	1,676,268,824	0.7149	

Current Year Tax Rate Detail

Fund	Rate	Assessed Valuation	Tax Extension	Rate Limit
General	0.3345	1,676,268,824	\$5,607,119	0.3500
Bond Amortization	0.0665	1,676,268,824	1,114,719	
IMRF	0.0194	1,676,268,824	325,196	
Police	0.0013	1,676,268,824	21,791	0.0250
Audit	0.0012	1,676,268,824	20,115	0.0050
Liability Insurance	0.0192	1,676,268,824	321,844	
Social Security	0.0209	1,676,268,824	350,340	
Museum	0.0851	1,676,268,824	1,426,504	0.1500
Recreation	0.1224	1,676,268,824	2,051,753	0.3700
Paving and Lighting	0.0050	1,676,268,824	83,813	0.0050
Special Recreation	0.0394	1,676,268,824	660,450	0.0400
Total	0.7149	1,676,268,824	11,983,644	
Urbana Park District Special Recreation Tax Levy			218,740	
Total Estimated Taxes			<u>\$12,202,384</u>	

Table 1: Amount for estimated taxes is the gross amount and does not include an allowance for uncollectible taxes, thus will not agree to financials.

Champaign Park District
Salary Classification FYE2018

Waiting on information

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Champaign Park District
Salary Classification FYE2018

Waiting on information

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Champaign Park District
2016 Seasonal and Part Time Wages

Department/ Division	Job Title	Number of positions in 2017	Approximate Dates of Employment	2016 Hourly Pay Rate	Proposed 2017 Hourly Pay Rate	2016 Pay Rate Cap	Proposed 2017 Pay Rate Cap
Aquatics							
	Lifeguard Assistant Supervisor	6	Mar – Sept*	\$11.00	\$11.00	\$13.00	\$13.00
	Swim Lesson Supervisor	1	May – Sept	\$11.00	\$11.00	\$13.00	\$13.00
	Assistant Swim Lesson Supervisor	3	May – Sept	\$10.00	\$10.00	\$12.00	\$12.00
	Lifeguard I	90	May – Sept	\$9.00	\$9.25	\$11.00	\$11.25
	Lifeguard II	15	May – Sept	\$9.25	\$9.50	\$11.25	\$11.50
	Swim Lesson Instructor	25	June – Aug	\$9.00	\$9.00	\$11.00	\$11.00
	Swim Team Coach	1	Apr – July	\$11.00	\$11.00	\$13.00	\$13.00
	Swim Team Assistant Coach	5	May – July	\$10.00	\$10.00	\$12.00	\$12.00
	Customer Service & Concessions Supervisor	1	Mar – Sept*	\$11.00	\$11.00	\$13.00	\$13.00
	Customer Service and Concessions Assistant	5	April-Sept*	\$10.00	\$10.00	\$12.00	\$12.00
	Supervisor Customer Service and Concessions Worker	35	May – Sept	Minimum Wage	Minimum Wage	\$10.75	\$10.75
Athletics							
	Youth Sports Instructor	20	Ongoing	Minimum Wage	Minimum Wage	\$10.25	\$10.25
	Sports Site Supervisor	8	Ongoing	\$9.00	\$9.50	\$11.00	\$11.50
	Sports Site Director	2	Ongoing	\$11.00	\$11.00	\$11.00	\$11.00
Day Camps							
	Director	6	May – Aug	\$11.00	\$11.25	\$13.00	\$13.25
	Assistant Director	9	May – Aug	\$10.00	\$10.00	\$12.00	\$12.00
	Day Camp Leader II	10	May – Aug	\$9.25	\$9.75	\$11.25	\$11.75
	Day Camp Leader	70	May – Aug	\$9.00	\$9.50	\$11.00	\$11.50
	Bus Driver	1	May-Aug	\$20.00	\$20.00	\$22.00	\$22.00
Youth Theatre							
	Assistant Director	1	Ongoing	\$10.00	\$10.00	\$11.00	\$11.00
	Choreographer	1	Ongoing	\$9.25	\$9.25	\$11.25	\$11.25
	Music Director	1	Ongoing	\$10.00	\$10.00	\$11.00	\$11.00
Special Events							
	Special Events Assistant	1	May – Aug	\$10.00	\$10.00	\$12.00	\$12.00
Operations							
	Flower Worker I	12	April – Nov*	\$9.00	\$9.00	\$11.00	\$11.00
	Flower Worker II	3	April – Nov	\$10.00	\$10.00	\$12.00	\$12.00
	Natural Areas I	2	April – Nov	\$9.00	\$9.00	\$11.00	\$11.00
	Natural Areas II	2	April – Nov	\$10.00	\$10.00	\$12.00	\$12.00
	Operations Laborer I	6	April-Nov	\$9.00	\$9.00	\$11.00	\$11.00
	Operations Laborer II	10	April-Nov	\$10.00	\$10.00	\$12.00	\$12.00

Champaign Park District
2016 Seasonal and Part Time Wages

Department/ Division	Job Title	Number of positions in 2017	Approximate Dates of Employment	2016 Hourly Pay Rate	2017 Hourly Pay Rate	2016 Pay Rate Cap	2017 Pay Rate Cap
Prarie Farms	Director	1	April – Sept	\$10.00	\$10.50	\$12.00	\$12.50
	Assistant Director – animal care	2	April – Sept	\$9.00	\$9.50	\$11.00	\$11.50
	Assistant Director – children’s programming	1	April – Sept	\$9.00	\$9.50	\$11.00	\$11.50
Special Events	Leader	10	May – Sept	Minimum Wage	\$9.00	\$10.25	\$11.00
	Special Events Assistant	1	May-Aug	\$10.00	\$10.00	\$12.00	\$10.00
	Driver (Showmobile/Bus)	2	Mar – Nov	\$20.00	\$20.00	\$22.00	\$20.00
CURS	Program Director	4	May – Aug	\$11.75	\$13.00	\$13.75	\$14.00
	Inclusion Supervisor	1	May – Aug	\$14.00	\$14.00	\$16.00	\$16.00
	Camp Leader	30	May – Aug	\$9.50 or \$11.50 w/Teaching Certificate	\$9.50 or \$11.50 w/Teaching Certificate	\$13.50	\$13.50
	Inclusion Assistant	25	May – Aug	\$9.50 or \$10.00 w/Teaching Certificate	\$9.50 or \$10.00 w/Teaching Certificate	\$14.00	\$14.00
	Sports and Community Programs Leader	10	May – Aug	\$9.50 or \$10.00 w/Teaching Certificate	\$9.50 or \$10.00 w/Teaching Certificate	\$13.50	\$13.50

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Sports Officials **CURS Driver incentive: Each employee that drives will receive \$1 extra per hour while they are driving

2017 Pay Rates			
Youth Soccer Official	30	April – May Sept-Oct	UNLICENSED \$20/game
			LICENSED \$30/game
Youth Softball Official	10	May - July	UNLICENSED \$40/game
			LICENSED \$50/game
Youth Hoops Official	20	Jan - March	UNLICENSED Cross Court: \$30/game Full Court: \$20/game
			LICENSED Cross Court: \$35/game Full Court: \$30/game
2017 Pay Rates			

Sports Officials

Champaign Park District
2016 Seasonal and Part Time Wages

Adult Softball Official	25	April - Oct	UNLICENSED \$20(1 umpire)/game \$15(2 umpire)/game LICENSED \$25(1 umpire)/game \$20(2 umpire)/game
Adult Basketball Official	6	Nov – March	UNLICENSED \$22/game LICENSED \$32/game
Adult Volleyball Official	8	Sept – April	
Adult Soccer –Head Official	25	Sept – April	UNLICENSED \$45/game LICENSED \$55/game
Adult Soccer – Assistant Official	20	Sept – April	UNLICENSED \$30/game LICENSED \$40/game

Department/ Division	Job Title	2016 Hourly Pay Rate	2016 Pay Rate Cap	2017 Hourly Pay Rate	2017 Pay Rate Cap
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PART TIME POSITIONS

Afterschool

Afterschool Program Director	\$11.00	\$13.00	\$11.00	\$13.00
Afterschool Assistant Director	\$10.00	\$12.00	\$10.00	\$12.00
Afterschool Instructor	\$9.00	\$11.00	\$9.50	\$11.50

Cultural Arts

Dance Instructors	\$10.00	\$25.00	\$10.00	\$25.00
Special Interest Instructors	Paid on a per class basis, a percentage of class fees			

Facilities

Building Cleaners	\$10.00	\$13.00	\$10.00	\$13.00
Receptionist	\$9.00	\$12.00	\$10.00	\$13.00
Building Service Workers	\$10.00	\$13.00	\$10.00	\$13.00
Recreation Leaders/Site Supervisors	\$9.00	\$12.00	\$9.00	\$12.00

Marketing

Graphic Artist (formerly Marketing Assistant)	\$12.00	\$15.00	\$12.00	\$15.00
Bus Driver	\$20.00	\$22.00	\$20.00	\$22.00

Operations

Champaign Park District
2016 Seasonal and Part Time Wages

Department/ Division	Job Title	2016 Hourly Pay Rate	2016 Pay Rate Cap	2017 Hourly Pay Rate	2017 Pay Rate Cap
	Horticulture Worker 1	\$11.00	\$13.00	\$11.00	\$13.00
	Horticulture Worker 2	\$12.00	\$14.00	\$12.00	\$14.00
	Natural Areas Worker 1	\$11.00	\$13.00	\$11.00	\$13.00
	Natural Areas Worker 2	\$12.00	\$14.00	\$12.00	\$14.00
	Operations Worker 1	\$11.00	\$13.00	\$11.00	\$13.00
	Operations Worker 2	\$12.00	\$14.00	\$12.00	\$14.00
Preschool	Preschool Instructor				
Virginia Theatre	Concessions Worker	\$10.00 Minimum Wage	\$13.00 \$10.00	\$10.00 Minimum Wage	\$13.00 \$10.00
	Box Office Receptionist	\$10.00	\$13.00	\$10.00	\$13.00
	Stage Hands	Bargaining Agreement			
Seniors Programs	Senior Recreation Leader	\$9.00	\$12.00	\$9.00	\$12.00
Sports		Paid on a per game rate: \$4/game for youth and adult soccer \$3/game for youth and adult basketball \$2.50/game for youth and adult softball \$2.25/game for youth and adult volleyball			
	Sports Assignor				
	Group Fitness Instructor	\$14.00	\$25.00	\$15.00	\$25.00
	Birthday Party Coordinator	\$9.00	\$11.00	\$9.00	\$11.00
	Tennis Instructors	\$9.25	\$20.00	\$10.00	\$20.00

Seasonal positions do not exceed six months (1000 hours) duration for any single employee.
The minimum wage changes for 2017 are being discussed in Illinois legislature, it may increase during the year.
And the current minimum wage is \$7.75 for individuals under 18.

Statistical Information¹

TOTAL POPULATION (7-1-15, v2015) 86,096

POPULATION BREAKDOWN

RACE AND HISPANIC ORIGIN

White, not Hispanic	64.80%
Black or African American	15.60%
Asian	10.60%
American Indian & Alaska Native	0.30%
Native Hawaiian & Other Pacific Islander	0.10%
Two or more races	3.00%
Hispanic or Latino	6.30%

AGE AND SEX

Male	50.90%
Female	49.10%
Persons under 18	17.30%
Persons 65 and over	7.60%
Persons under 5	5.4%

INCOME AND POVERTY

Persons below Poverty Level, (2011-2015)	28.20%	(3.3% increase from prior year)
Median Household Income, (2011-2015)	\$42,094	(increase of \$23 from prior year)

EDUCATION

High School graduate or higher, % of persons age 25+	95.0%
Bachelors degree or higher, % of persons age 25+	51.4%

PRINCIPAL TAXPAYERS²

<u>TAXPAYER</u>	<u>TYPE OF BUSINESS</u>	<u>% OF EAV</u>
TOTAL ASSESSED VALUATION		
Champaign Market Place LLC	Retail (Shopping Center)	1.39%
Campus Property Management	Housing	1.10%
Bankier Family	Developer	0.77%
Shapland Realty LLC	Developer	0.61%
Regency Consolidated	Developer	0.55%
Dan Hamelburg	Developer	0.43%
Baytowne Apartments, LLC	Housing	0.48%
Edward Rose Development Co.	Developer	0.43%
Pickus Companies	Developer	0.41%
Christie Management Co.	Healthcare	0.39%

¹ Source: U.S. Census Bureau Quick Facts report for City of Champaign, Illinois located www.census.gov

² Source: Champaign County Treasurer, Champaign, Illinois

Employer and Employment Information³

MAJOR DISTRICT AND AREA EMPLOYERS	BUSINESS OR PRODUCT	# OF EMPLOYEES
University of Illinois	Post Secondary Education	14,133
Carle Clinic Association & Carle Foundation Hospital	Healthcare	5,757
Community Unit School District No. 4	Education	1,629
Kraft Foods	Food Product Manufacturing	1,150
Parkland Community College District No. 505	Post Secondary Education	725
Christie Clinic Association	Health Care	834
Hobbico	Toys	495
Busey Bank	Banking	464
City of Champaign	Government	461

EMPLOYMENT BY INDUSTRY

	PERCENT
Education, Health and Social Services	41.00%
Entertainment, Recreation, Accommodation and Food Services	11.70%
Retail and Wholesale Trade	10.20%
Professional, Management and Administrative	9.20%
Manufacturing	6.10%
Finance, Insurance, Real Estate, Public Administration	5.70%
Communications and Information	2.70%
Construction	1.70%
Other	11.70%

EMPLOYMENT BY OCCUPATION

Management and Professional	46.40%
Sales and Office Occupations	21.60%
Service Occupations	19.60%
Product, Transportation and Material Moving	8.90%
Natural Resources Construction Maintenance	3.50%

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

³ Source: Economic Development Corporation and Bureau of Labor Statistics

CHAMPAIGN PARK DISTRICT
CHAMPAIGN, ILLINOIS
Parks, Trails & Recreation Facilities

2307 Sangamon Drive, Champaign, Illinois 61821
217-398-2550 • Fax: 217-398-2563 • Relay: 711
champaignparks.com

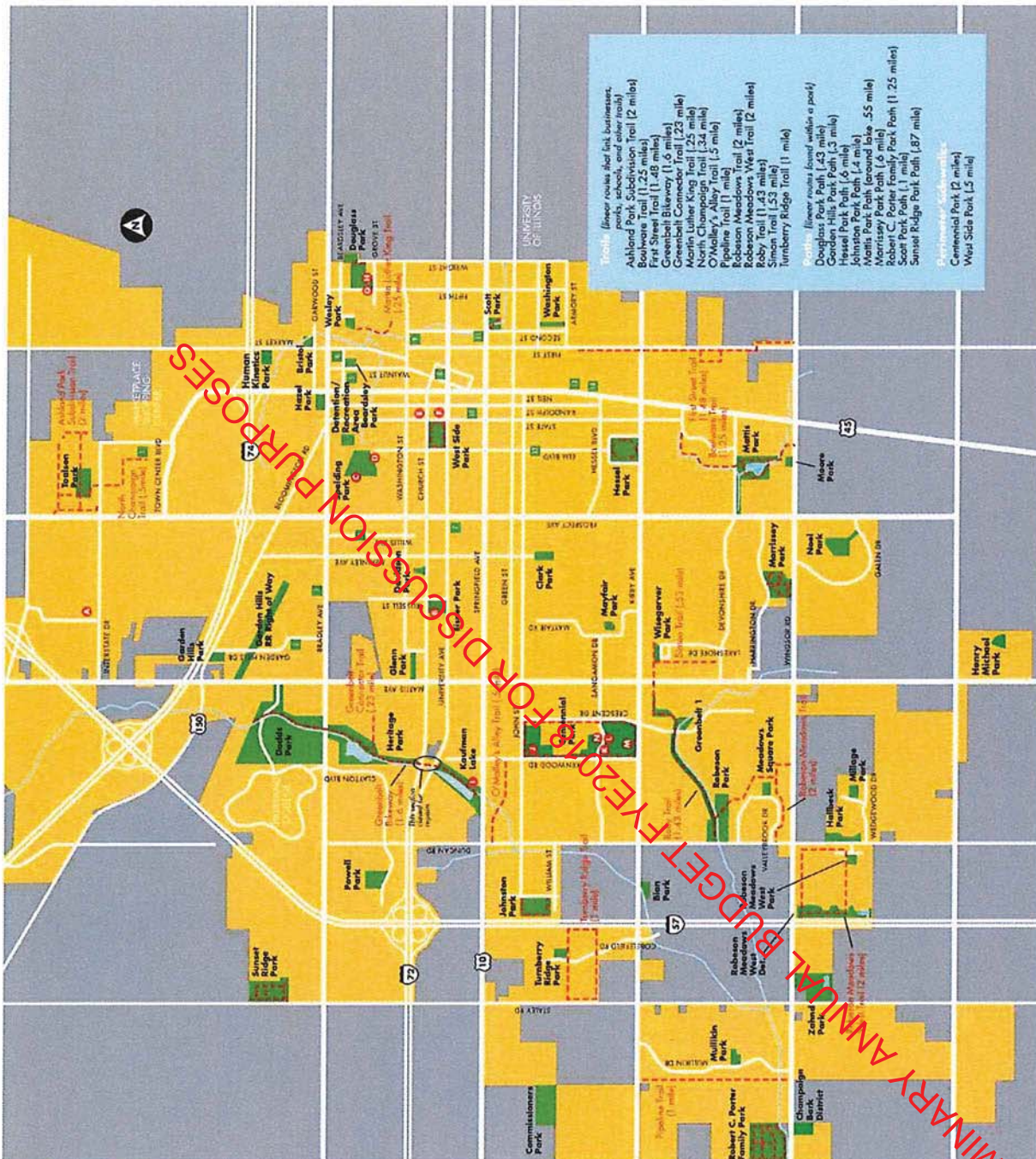
Facilities

- 1 Dadds Tennis Center • 2802 Farber Drive • 217-352-6044
Six indoor courts, lessons, drill and plays, workouts
- 2 Hays Recreation Center • 1311 W Church Street • 217-239-1152
Multi-purpose recreation center for preschool, CUSR, mature adults
- 3 Spalding Recreation Center • 910 N Harris Street • 217-398-2577
- 4 Spalding Park Skatepark • 805 N Elm Street • Open 7 days per week
18,000 square feet of concrete for skateboarders and inline skaters
- 5 Springer Cultural Center • 301 N Randolph Street • 217-398-2376
A community resource for the visual and performing arts
- 6 Virginia Theatre • 203 W Park Avenue • 217-356-9063
Historic performing arts and entertainment center accessible to all
- 7 Douglass Annex • 804 N Fifth Street • 217-398-2572
Large activity room, computer lab, kitchen, lounge, pool table
- 8 Douglass Community Center • 512 E Grove Street • 217-398-2573
Multi-purpose facility equipped with a full-size gymnasium and a stage
- 9 Kaufman Lake Boathouse • 2612 W Springfield Avenue • 217-352-6044
Cozy lakeside room with fireplace
- 10 Bresnan Meeting Center • 706 Kenwood Road
Park District administrative offices

- 11 Leonhard Recreation Center • 2307 Sangamon Drive • 217-398-2550
Recreation center with gym, fitness, cardio/weight room, and indoor playground
- 12 Sholem Aquatic Center • 2205 W Sangamon Drive • 217-398-2581
Family waterpark which has 2 pools with play features, a lazy river, and 3 slides
- 13 Prairie Farm • 2202 W Kirby Avenue • 217-398-2583
Farm features traditional farm animals like sheep, cows, goats, horses, etc.
- 14 The Bicentennial Center • 2212 W Sangamon Drive • Home of The Cage
*Please direct all rental inquiries to 217-398-2591 or info@champaignparks.com.

Stockton Parks

- 1 Stimpolski Park
- 2 Citizen's Park
- 3 Thompson Park
- 4 Willis Park
- 5 Bannon Park
- 6 Bridgewater Park
- 7 Trevel-Finch Park
- 8 Hooper Park
- 9 Champaign Park District Boundaries



Trails (linear routes that link businesses, parks, schools, and other trails)

- Ashland Park Subdivision Trail (2 miles)
- Boulevard Trail (1.25 miles)
- First Street Trail (1.48 miles)
- Greenbelt Blerney (1.6 miles)
- Greenbelt Subdivision Trail (2.25 miles)
- Marion Lakeshore Trail (2 miles)
- North Champaign Trail (3.4 miles)
- O'Walley's Alley Trail (1.5 miles)
- Pipeline Trail (1 mile)
- Robeson Meadows Trail (2 miles)
- Robeson Meadows West Trail (2 miles)
- Sunny Trail (1.52 miles)
- Turnberry Ridge Trail (1 mile)

Paths (linear routes located within a park)

- Douglass Park Path (1.43 miles)
- Gordon Hills Park Path (1.3 miles)
- Hessell Park Path (1.6 miles)
- Marion Lakeshore Path (1.2 miles)
- Morris Park Path (around Lake .55 miles)
- Morrissey Park Path (1.6 miles)
- Robert C. Porter Family Park Path (1.25 miles)
- Scott Park Path (1 mile)
- Sunset Ridge Park Path (.87 miles)
- Cementaria Park (2 miles)
- West Side Park (1.5 miles)

The Champaign Park District connects residents to a vibrant community of people and opportunities. Our mission is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.

The Champaign Park District is a special district of local government with its own financial and legal responsibilities. It is governed by five elected residents of Champaign who give their services to the community. Residents are invited to attend and are welcome to make suggestions or comments to improve programs or facilities.

The Champaign Park District's 61 parks total over 700 acres. Thirteen facilities are available for a wide variety of recreational opportunities.

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PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

ORDINANCE #620

**BUDGET AND APPROPRIATION ORDINANCE
For Fiscal Year 2018**

**AN ORDINANCE ADOPTING THE COMBINED
ANNUAL BUDGET AND APPROPRIATION OF
FUNDS FOR THE CHAMPAIGN PARK DISTRICT
CHAMPAIGN COUNTY, ILLINOIS
FOR THE FISCAL YEAR BEGINNING ON THE
FIRST (1st) DAY OF MAY 2017, AND ENDING ON
THE THIRTIETH DAY (30TH) OF APRIL 2018**

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

SECTION 1. It is hereby found and determined:

- (a) This Board has heretofore caused to be prepared a combined Annual Budget and Appropriation in tentative form, which Ordinance will be conveniently available for public inspection for at least 30 days prior to final action thereon; and
- (b) A public hearing will be held at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, on the 28th day of June 2017 on said Ordinance, notice of said hearing having been given by publication in the Champaign News Gazette, being a newspaper published within the District, at least one week prior to such hearing; and
- (c) That all other legal requirements for the adoption of the Annual Budget and Appropriation of this Park District for the fiscal year beginning May 1, 2017 and ending April 30, 2018 have heretofore been performed.

SECTION 2. The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first (1st) day of May 2017 and ending the thirtieth (30th) day of April 2018.

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning May 1, 2017 and ending April 30, 2018 for the respective purposes set forth.

All unexpended balances of the appropriations for the fiscal year ended April 30, 2017 and prior years are hereby specifically re-appropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriation in accordance with applicable law.

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

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

- (a) An estimate of the cash on hand at the beginning of the fiscal year is expected to be \$17,020,720.
- (b) An estimate of the cash expected to be received during the fiscal from all sources is \$18,514,292.
- (c) An estimate of the expenditures and transfers contemplated for the fiscal year is \$19,118,657.
- (d) An estimate of the cash expected to be on hand at the end of the fiscal year is \$16,416,355.

(e) An estimate of the amount of taxes to be received during the fiscal year is \$11,983,644.

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

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

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

PASSED this 28th day of June, 2017.

AYES:

NAYS:

ABSENT:

ABSTAIN:

[SEAL]

CHAMPAIGN PARK DISTRICT

By

Timothy P. McMahon, Board President

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

ATTEST:

Cindy Harvey, Board Secretary
STATE OF ILLINOIS)

)S.S.

COUNTY OF CHAMPAIGN)

I, Cindy Harvey, do hereby certify that I am the duly qualified and acting Secretary of the Champaign Park District in the county and state aforesaid, and as such Secretary, I am the keeper of the records and files of the Board of Commissioners of the Park District. I do further certify that the attached and foregoing is a true and complete copy of the "Combined Annual Budget and Appropriation Ordinance of the Champaign Park District, Champaign County, Illinois for the Fiscal Year beginning May 1, 2017 and ending April 30, 2018 as adopted by the Board of Park Commissioners at its properly convened meeting to be held on the 28th of June 2017, as appears from the official records of the Champaign Park District in my care and custody.

Cindy Harvey, Board Secretary

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Champaign Park District
Ordinance No. 620
Budget & Appropriations Totals by Fund
May 1, 2017 through April 30, 2018

FUND DESCRIPTION	2017-18 BUDGET BUDGET	APPROPRIATIONS
01 General	\$5,379,981	\$5,842,874
02 Recreation	3,435,560	3,686,936
03 Museum	2,494,608	2,708,330
04 Liability Insurance	377,026	406,170
06 Imrf Fund	312,051	343,260
08 Audit Fund	19,500	21,450
09 Paving And Lighting Fund	592,000	605,850
11 Activity And Affiliates Fund	9,462	10,410
12 Special Donations Fund	53,434	56,110
14 Social Security Fund	412,854	454,140
15 Special Recreation Fund	1,510,498	1,589,080
16 Capital Improvements Fund	2,261,875	2,307,110
19 Police Protection	18,000	20,000
21 Bond Amortization Fund	1,104,421	1,126,510
22 Bond Proceeds Fund	1,137,387	1,154,150
APPROPRIATIONS - ALL FUNDS	\$19,118,657	\$20,332,374

PRELIMINARY ANNUAL BUDGET FYE 2018 FOR DISCUSSION PURPOSES

Ordinance No. 620
Budget & Appropriations Detail by Fund
May 1, 2017 through April 30, 2018

ACCOUNT	DESCRIPTION	2017-18 BUDGET BUDGET	APPROPRIATIONS
Fund 01 - GENERAL			
SALARIES AND WAGES			
70001	Executive Director	130,175	132,800
70101	Department Head	445,121	454,000
70301	Office Staff/Support	326,557	333,100
70501	Managers/Supervisors	297,446	303,400
70601	Operations Staff	856,714	873,800
70901	Building Service Worker	29,804	30,400
71001	Program/Facility Dir.	45,781	46,700
80303	Pt Office Staff/Support	41,775	46,000
80903	Pt Building Service Worker	594	700
82703	Pt Seasonal Staff	292,719	322,000
SALARIES AND WAGES		2,466,877	2,542,900
FRINGE BENEFITS			
53132	Dental Insurance	13,401	14,700
53133	Medical Health Insurance	297,355	327,100
53134	Life Insurance	6,606	7,300
53137	Employee Assistance Program	1,490	1,600
83003	Allowances/Reimbursements	51,687	56,900
FRINGE BENEFITS		370,539	407,600
CONTRACTUAL			
54201	Postage And Mailing	4,400	4,840
54202	Printing And Duplicating	11,650	12,820
54204	Staff Meetings	2,750	3,030
54205	Legal Publications/Notices	5,560	6,120
54206	Advertising/Publicity	24,926	27,420
54207	Staff Training	14,750	16,230
54208	Memberships, Dues And Fees	18,117	19,930
54209	Conference And Travel	25,140	27,650
54210	Board Expense	12,485	13,730
54212	Attorney Fees	125,000	137,500
54214	Architect And Engineering Fees	93,010	102,310
54215	Professional Fees	97,800	107,580
54234	Landfill Fees	28,625	31,490
54236	Auto Allowance	400	440
54240	Office Equipment Repairs	150	170
54241	Vehicle Repair	16,450	18,100
54242	Equipment Repair	7,350	8,090
54245	Building Repair	19,300	21,230
54250	Equipment Rental	10,800	11,880
54253	Pest Control	1,210	1,330
54254	Service Contracts	40,170	44,190
54255	License And Fees	13,675	15,040
54260	Service Contracts - Facilities	7,652	8,420
54261	Service Contracts-Grounds	47,100	51,810

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Ordinance No. 620
Budget & Appropriations Detail by Fund
May 1, 2017 through April 30, 2018

ACCOUNT	DESCRIPTION	2017-18 BUDGET BUDGET	APPROPRIATIONS
54263	Contractual Mowing	119,006	130,910
54264	Cell Phone Expense	5,400	5,940
54265	Subscriptions	1,250	1,380
54270	Personnel Costs	19,410	21,350
54275	Health And Wellness	4,200	4,620
54280	Other Contractual Services	39,190	43,110
54281	Contractual Personnel	100	110
54282	Intern Stipend	2,700	2,970
54285	Contractual Entertainment	500	550
54291	Park And Recreation Excellence	1,865	2,050
59412	Property/Sales Tax	300	330
59414	Credit Card Fees	1,300	1,430
CONTRACTUAL		823,691	906,100
COMMODITIES/SUPPLIES			
55301	Office Supplies	15,910	17,500
55302	Envelopes And Stationary	1,900	2,090
55303	Duplicating Supplies	2,300	2,530
55304	Checks And Bank Supplies	1,500	1,650
55305	Photographic Supplies	885	970
55307	Books And Manuscripts	625	690
55308	First Aid/Medical Supplies	5,000	5,500
55309	Safety Supplies	6,900	7,590
55315	Staff Uniforms	18,800	20,680
55316	Participant Uniforms	3,000	3,300
55320	Building Maintenance Supplies	30,300	33,330
55321	Landscape Supplies	32,200	35,420
55322	Cleaning /Janitorial Supplies	6,907	7,600
55323	Playground Maintenance Supplies	8,000	8,800
55324	Prescribed Burn Supplies	1,500	1,650
55325	Equipment And Tools	23,000	25,300
55326	Shop Equipment And Supplies	8,000	8,800
55327	Vehicle/Equipment Repair Parts	42,400	46,640
55328	Amenity Maintenance Supplies	9,000	9,900
55329	Office/ Equipment Value <\$10000	23,000	25,300
55330	Gas, Fuel, Grease And Oil	62,500	68,750
55331	Chemicals	21,200	23,320
55332	Paints	1,400	1,540
55333	Plant Materials	129,280	142,210
55348	Flowers And Cards	500	550
55349	Plaques, Awards And Prizes	8,150	8,970
55350	Recreation/Program Supplies	4,750	5,230
55352	Fish Restocking	2,000	2,200
55354	Food Supplies	1,950	2,150
COMMODITIES/SUPPLIES		472,857	520,160

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Ordinance No. 620
Budget & Appropriations Detail by Fund
May 1, 2017 through April 30, 2018

ACCOUNT	DESCRIPTION	2017-18 BUDGET BUDGET	APPROPRIATIONS
UTILITIES			
56230	Sanitary Fees And Charges	14,400	15,840
56231	Gas And Electricity	45,566	50,120
56232	Water	63,200	69,520
56233	Telecomm Expense	28,651	31,520
UTILITIES		151,817	167,000
ROUTINE/PERIODIC MAINTENANCE			
58001	Periodic Maintenance	114,500	116,790
58002	Routine Maintenance	121,200	123,624
ROUTINE/PERIODIC MAINTENANCE		235,700	240,414
TRANSFERS TO OTHER FUNDS			
59409	Transfers To Other Funds	858,700	1,058,700
TRANSFERS TO OTHER FUNDS		858,700	1,058,700
APPROPRIATIONS - FUND 01		6,379,981	5,842,874

Fund 02 - RECREATION

SALARIES AND WAGES

70101	Department Head	42,025	42,900
70301	Office Staff/Support	125,075	127,600
70501	Managers/Supervisors	101,618	103,700
70601	Operations Staff	35,525	36,200
70901	Custodial	40,959	41,800
71001	Program/Facility Dir.	388,759	396,500
80303	Pt Office Staff/Support	100,450	102,500
80903	Pt Custodial	30,455	33,500
81003	Pt Program Director/Supervisor	82,944	91,200
81103	Pt Sports Official	61,105	67,200
81303	Pt Assistant Direct Supervisor	100,309	110,300
81403	Pt Instructor	148,549	163,400
81503	Pt General Staff	104,346	114,800
81703	Pt Day Camp Staff/Life Guard	405,763	446,300
81803	Pt Site Supervisors	41,725	45,900
81903	Pt Building/Park Openers	1,810	2,000
82703	Pt Seasonal Staff	47,944	52,700
SALARIES AND WAGES		1,859,361	1,978,500

FRINGE BENEFITS

53132	Dental Insurance	5,698	6,270
53133	Medical Health Insurance	130,584	143,640
53134	Life Insurance	2,240	2,460
53137	Employee Assistance Program	620	680
83003	Allowances/Reimbursements	10,820	11,900
FRINGE BENEFITS		149,962	164,950

Ordinance No. 620
Budget & Appropriations Detail by Fund
May 1, 2017 through April 30, 2018

ACCOUNT	DESCRIPTION	2017-18 BUDGET BUDGET	APPROPRIATIONS
CONTRACTUAL			
54201	Postage And Mailing	19,125	21,040
54202	Printing And Duplicating	31,361	34,500
54204	Staff Meetings	1,050	1,160
54205	Legal Publications/Notices	350	390
54206	Advertising/Publicity	12,478	13,730
54207	Staff Training	17,773	19,550
54208	Memberships, Dues And Fees	11,304	12,430
54209	Conference And Travel	9,700	10,670
54215	Professional Fees	5,000	5,500
54234	Landfill Fees	2,405	2,650
54236	Auto Allowance	300	330
54241	Vehicle Repair	2,500	2,750
54242	Equipment Repair	19,550	21,400
54245	Building Repair	41,150	45,270
54250	Equipment Rental	6,270	6,900
54251	Rental Facilities	5,500	6,050
54253	Pest Control	3,490	3,840
54254	Service Contracts	13,604	14,960
54255	License And Fees	880	970
54260	Service Contracts-Facilities	63,002	69,300
54261	Service Contracts-Grounds	10,000	11,000
54264	Cell Phone Expense	2,230	2,450
54265	Subscriptions	975	1,070
54280	Other Contractual Services	11,975	13,170
54281	Contractual Personnel	20,670	22,740
54282	Intern Stipend	3,600	3,960
54285	Contractual Entertainment	1,000	1,100
54299	Field/Special Trips	71,315	78,450
59412	Property/Sales Tax	11,871	13,060
59414	Credit Card Fees	35,300	38,830
CONTRACTUAL		435,628	479,220
COMMODITIES/SUPPLIES			
55301	Office Supplies	6,645	7,310
55302	Envelopes And Stationary	200	220
55303	Duplicating Supplies	2,200	2,420
55305	Photographic Supplies	150	170
55307	Books And Manuscripts	1,336	1,470
55308	First Aid/Medical Supplies-Pool Specific	1,900	2,090
55315	Staff Uniforms	14,482	15,930
55316	Participant Uniforms	21,788	23,970
55320	Building Maintenance Supplies	40,650	44,720
55321	Landscape Supplies	13,500	14,850
55322	Cleaning /Janitorial Supplies	13,293	14,620
55325	Equipment And Tools	5,320	5,850
55327	Vehicle/Equipment Repair Parts	6,200	6,820
55329	Office/ Equipment Value <\$10000	26,000	28,600

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Ordinance No. 620
Budget & Appropriations Detail by Fund
May 1, 2017 through April 30, 2018

ACCOUNT	DESCRIPTION	2017-18 BUDGET BUDGET	APPROPRIATIONS
55330	Gas, Fuel, Grease And Oil	8,000	8,800
55331	Chemicals	43,000	47,300
55332	Paints	12,000	13,200
55333	Plant Materials	3,000	3,300
55348	Flowers And Gifts	135	150
55349	Plaques, Awards And Prizes	13,421	14,760
55350	Recreation/Program Supplies	64,153	70,570
55354	Food Supplies	21,932	24,130
55360	Merchandise For Resale	57,908	63,700
COMMODITIES/SUPPLIES		377,213	414,950
UTILITIES			
56230	Sanitary Fees And Charges	8,310	9,140
56231	Gas And Electricity	231,813	255,110
56232	Water	76,210	83,830
56233	Telecomm Expense	26,859	29,540
UTILITIES		343,296	377,620
ROUTINE/PERIODIC MAINTENANCE			
58001	Periodic Maintenance	69,500	70,890
58002	Routine Maintenance	10,000	10,200
ROUTINE/PERIODIC MAINTENANCE		79,500	81,090
TRANSFERS TO OTHER FUNDS			
59409	Transfers To Other Funds	190,600	190,600
TRANSFERS TO OTHER FUNDS		190,600	190,600
APPROPRIATIONS - FUND 02		3,435,560	3,686,930
Fund 03 - MUSEUM			
SALARIES AND WAGES			
70101	Department Head	105,733	107,800
70301	Office Staff/Support	84,671	86,400
70501	Managers/Supervisors	139,246	142,000
70901	Custodial	36,401	37,100
71001	Program/Facility Dir.	138,820	141,600
71401	Instructor	32,760	33,400
80303	Pt Office Staff/Support	62,026	68,230
80903	Pt Building Service Worker	14,924	16,420
81003	Pt Program Director/Supervisor	17,250	18,980
81303	Pt Assistant Direct Suprvisor	24,960	27,460
81403	Pt Instructor	60,595	66,650
81503	Pt General Staff	57,582	63,340
81703	Pt Day Camp Staff/Life Guard	62,649	68,910
82503	Pt Vt House Staff	36,000	39,600
82504	Pt Vt House Staff Ot	3,250	3,580

Ordinance No. 620
Budget & Appropriations Detail by Fund
May 1, 2017 through April 30, 2018

ACCOUNT	DESCRIPTION	2017-18	APPROPRIATIONS
		BUDGET	
82603	Pt Vt Rental Staff	61,107	67,220
82604	Pt Vt Rental Staff Ot	14,000	15,400
	SALARIES AND WAGES	951,974	1,004,090
FRINGE BENEFITS			
53132	Dental Insurance	3,205	3,530
53133	Medical Health Insurance	88,184	97,000
53134	Life Insurance	1,526	1,680
83003	Allowances/Reimbursements	11,380	12,520
	FRINGE BENEFITS	104,295	114,730
CONTRACTUAL			
54150	Equipment Rental	4,705	5,180
54201	Postage And Mailing	16,425	18,070
54202	Printing And Duplicating	43,594	47,950
54204	Staff Meeting	850	940
54205	Legal Publications/Notices	250	280
54206	Advertising/Publicity	51,268	56,390
54207	Staff Training	1,850	2,040
54208	Memberships, Dues And Fees	895	980
54209	Conference And Travel	5,200	5,720
54220	Insurance Expense	1,750	1,930
54234	Landfill Fees	6,559	7,210
54236	Auto Allowance	900	990
54240	Office Equipment Repairs	300	330
54241	Vehicle Repair	500	550
54242	Equipment Repair	4,950	5,450
54245	Building Repair	18,400	20,240
54250	Equipment Rental	127,075	139,780
54251	Rental Facilities	36,271	39,900
54253	Pest Control	1,440	1,580
54254	Service Contracts	7,900	8,690
54255	License And Fees	8,500	9,350
54260	Service Contracts-Facilities	42,010	46,210
54264	Cell Phone Expense	205	230
54265	Subscriptions	160	180
54280	Other Contractual Services	83,140	91,450
54281	Contractual Personnel	55,848	61,430
54282	Intern Stipend	1,800	1,980
54285	Contractual Entertainment	230,450	253,500
54299	Field/Special Trips	6,899	7,590
59412	Property/Sales Tax	10,000	11,000
59414	Credit Card Fees	39,847	43,830
	CONTRACTUAL	809,941	890,950
COMMODITIES/SUPPLIES			
55301	Office Supplies	2,910	3,200
55302	Envelopes And Stationary	500	550
55303	Duplicating Supplies	1,400	1,540

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Ordinance No. 620
Budget & Appropriations Detail by Fund
May 1, 2017 through April 30, 2018

ACCOUNT	DESCRIPTION	2017-18 BUDGET	APPROPRIATIONS
55305	Photographic Supplies	150	170
55307	Books And Manuscripts	100	110
55308	First Aid/Medical Supplies	1,200	1,320
55315	Staff Uniforms	1,190	1,310
55316	Participant Uniforms	3,310	3,640
55320	Building Maintenance Supplies	27,500	30,250
55322	Cleaning /Janitorial Supplies	7,850	8,640
55327	Vehicle/Equipment Repair Parts	3,000	3,300
55329	Office/ Equipment Value <\$10000	320	350
55330	Gas,Fuel,Grease And Oil	240	260
55349	Plaques, Awards And Prizes	5,170	5,690
55350	Recreation/Program Supplies	45,324	49,860
55351	Animal Supplies	2,200	2,420
55354	Food Supplies	16,792	18,390
55355	Animal Feed	9,000	9,900
55360	Merchandise For Resale	40,563	44,620
COMMODITIES/SUPPLIES		168,649	185,520
UTILITIES			
56230	Sanitary Fees	2,750	3,030
56231	Gas And Electricity	94,339	103,770
56232	Water	16,500	18,150
56233	Telecomm Expense	13,260	14,590
UTILITIES		126,849	139,540
ROUTINE/PERIODIC MAINTENANCE			
58001	Periodic Maintenance	47,000	52,700
ROUTINE/PERIODIC MAINTENANCE		47,000	52,700
TRANSFERS TO OTHER FUNDS			
59409	Transfers To Other Funds	285,900	320,800
TRANSFERS TO OTHER FUNDS		285,900	320,800
APPROPRIATIONS FUND 03		2,494,608	2,708,330
Fund 04 - LIABILITY INSURANCE			
SALARIES AND WAGES			
70501	Managers/Supervisors	46,963	47,900
SALARIES AND WAGES		46,963	47,900
FRINGE BENEFITS			
53132	Dental Insurance	354	390
53133	Medical Health Insurance	7,835	8,620
53134	Life Insurance	150	170
83003	Allowances/Reimbursements	840	920
FRINGE BENEFITS		9,179	10,100

Ordinance No. 620
Budget & Appropriations Detail by Fund
May 1, 2017 through April 30, 2018

ACCOUNT	DESCRIPTION	2017-18 BUDGET BUDGET	APPROPRIATIONS
CONTRACTUAL			
54207	Staff Training	4,304	4,730
54209	Conference And Travel	2,500	2,750
54255	License And Fees	4,100	4,510
54281	Contractual Personnel	4,560	5,020
CONTRACTUAL		15,464	17,010
COMMODITIES/SUPPLIES			
55307	Books And Manuscripts	1,695	1,860
55309	Safety Supplies	2,515	2,770
55329	Office/ Equipment Value <\$10000	2,000	2,200
COMMODITIES/SUPPLIES		6,210	6,830
INSURANCE			
57131	Workers Compensation	87,110	95,820
57137	Unemployment Premium	11,500	12,650
57220	Liability Insurance	41,800	45,980
57222	Employment Practices	18,500	20,350
57224	Property Insurance	80,300	88,330
INSURANCE		239,210	263,130
CAPITAL OUTLAY			
61515	Repair Projects And Equipment	60,000	61,200
CAPITAL OUTLAY		60,000	61,200
APPROPRIATIONS - FUND 04		377,026	406,170
Fund 06 - IMRF FUND			
FRINGE BENEFITS			
53135	Imrf Payments	312,051	343,260
FRINGE BENEFITS		312,051	343,260
APPROPRIATIONS - FUND 06		312,051	343,260
Fund 08 - AUDIT FUND			
CONTRACTUAL			
54217	Audit Expenses	19,500	21,450
CONTRACTUAL		19,500	21,450
APPROPRIATIONS - FUND 08		19,500	21,450

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Ordinance No. 620
Budget & Appropriations Detail by Fund
May 1, 2017 through April 30, 2018

ACCOUNT	DESCRIPTION	2017-18 BUDGET BUDGET	APPROPRIATIONS
Fund 09 - PAVING AND LIGHTING FUND			
ROUTINE/PERIODIC MAINTENANCE			
58002	Routine Maintenance	67,000	70,350
ROUTINE/PERIODIC MAINTENANCE		67,000	70,350
CAPITAL OUTLAY			
61508	Park Construction/Improvements	525,000	535,500
CAPITAL OUTLAY		525,000	535,500
APPROPRIATIONS - FUND 09		592,000	605,850
Fund 11 - ACTIVITY AND AFFILIATES FUND			
COMMODITIES/SUPPLIES			
55301	Office Supplies	750	830
55309	Safety Supplies	2,012	2,210
55348	Flowers And Cards	200	220
55349	Plaques, Awards And Prizes	2,000	2,200
55350	Recreation/Program Supplies	2,500	2,750
55354	Food Supplies	2,000	2,200
COMMODITIES/SUPPLIES		9,462	10,410
APPROPRIATIONS - FUND 11		9,462	10,410
Fund 12 - SPECIAL DONATIONS FUND			
CONTRACTUAL			
54292	Scholarships	53,434	56,110
CONTRACTUAL		53,434	56,110
APPROPRIATIONS - FUND 12		53,434	56,110
Fund 14 - SOCIAL SECURITY FUND			
FRINGE BENEFITS			
53136	Fica Payments	412,854	454,140
FRINGE BENEFITS		412,854	454,140
APPROPRIATIONS - FUND 14		412,854	454,140

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Ordinance No. 620
Budget & Appropriations Detail by Fund
May 1, 2017 through April 30, 2018

ACCOUNT	DESCRIPTION	2017-18 BUDGET BUDGET	APPROPRIATIONS
Fund 15 - SPECIAL RECREATION FUND			
SALARIES AND WAGES			
70301	Office Staff/Support	28,761	29,340
70501	Managers/Supervisors	48,329	49,300
71001	Program/Facility Director	114,216	116,500
80903	Pt Building Service Worker	4,125	4,540
81003	Pt Program Director\Supervisor	25,280	27,810
81403	Instructors/Overnight Staff	7,846	8,630
81503	Pt General Staff	64,203	70,620
81703	Pt Day Camp Staff/Life Guard	154,295	169,720
81903	Pt Building/Park Opener	300	330
SALARIES AND WAGES		447,355	476,790
FRINGE BENEFITS			
53132	Dental Insurance	1,417	1,560
53133	Medical Health Insurance	23,505	25,860
53134	Life Insurance	631	690
53135	Imrf Payments	16,060	17,670
53136	Fica Payments	34,500	37,950
53137	Employee Assistance Program	184	200
83003	Allowances/Reimbursements	4,840	5,320
FRINGE BENEFITS		81,137	89,250
CONTRACTUAL			
54201	Postage And Mailing	1,820	2,000
54202	Printing And Duplicating	6,794	7,470
54204	Staff Meeting	800	880
54206	Advertising/Publicity	3,170	3,490
54207	Staff Training	2,850	3,140
54208	Memberships, Dues And Fees	5,966	6,560
54209	Conference And Travel	6,200	6,820
54212	Attorney Fees	2,500	2,750
54236	Auto Allowance	750	830
54241	Vehicle Repair	3,000	3,300
54245	Building Repair	200	220
54250	Equipment Rental	250	280
54251	Rental Facilities	32,870	36,160
54253	Pest Control	360	400
54254	Service Contracts	3,300	3,630
54255	License And Fees	100	110
54264	Cell Phone Expense	320	350
54265	Subscriptions	350	390
54280	Other Contractual Services	250	280
54281	Contractual Personnel	5,688	6,260

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Ordinance No. 620
Budget & Appropriations Detail by Fund
May 1, 2017 through April 30, 2018

ACCOUNT	DESCRIPTION	2017-18 BUDGET BUDGET	APPROPRIATIONS
54282	Intern Stipends	4,200	4,620
54285	Contractual Entertainment	300	330
54299	Field/Special Trips	26,257	28,880
59414	Credit Card Fees	1,800	1,980
CONTRACTUAL		110,095	121,130
COMMODITIES/SUPPLIES			
55301	Office Supplies	550	610
55302	Envelopes And Stationary	500	550
55303	Duplicating Supplies	400	440
55315	Staff Uniforms	4,732	5,210
55316	Participant Uniforms	1,780	1,960
55320	Building Maintenance Supplies	500	550
55322	Cleaning/Janitorial Supplies	579	630
55327	Vehicle/Equipment Repair Parts	800	880
55329	Office/ Equipment Value <\$10000	800	880
55330	Gas,Fuel,Grease And Oil	6,300	6,930
55348	Flowers And Cards	50	60
55349	Plaques, Awards And Prizes	3,440	3,780
55350	Recreation/Program Supplies	6,072	6,680
55354	Food Supplies	13,435	14,780
COMMODITIES/SUPPLIES		39,934	43,940
UTILITIES			
56231	Gas And Electrictiy	3,955	4,350
56232	Water	900	990
56233	Telecomm Expense	744	820
UTILITIES		5,599	6,160
INSURANCE			
57131	Workers Compensation	1,973	2,170
57220	Liability Insurance	2,040	2,240
57222	Employment Practices	708	780
57224	Property Insurance	4,157	4,570
INSURANCE		8,878	9,760
CAPITAL OUTLAY			
61508	Cpd - Ada	715,000	729,300
61509	Upd Capital Ada	102,500	112,750
CAPITAL OUTLAY		817,500	842,050
APPROPRIATIONS - FUND 15		1,510,498	1,589,080

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

Ordinance No. 620
Budget & Appropriations Detail by Fund
May 1, 2017 through April 30, 2018

ACCOUNT	DESCRIPTION	2017-18 BUDGET BUDGET	APPROPRIATIONS
Fund 16 - CAPITAL IMPROVEMENTS FUND			
CAPITAL OUTLAY			
61504	Vehicles / Equipment	313,000	319,260
61508	Park Construction/Improvements	1,948,875	1,987,850
CAPITAL OUTLAY		2,261,875	2,307,110
APPROPRIATIONS - FUND 16		2,261,875	2,307,110
Fund 19 - POLICE PROTECTION			
CONTRACTUAL			
54281	Contractual Personnel	18,000	20,000
CONTRACTU		18,000	20,000
APPROPRIATIONS - FUND 19		18,000	20,000
Fund 21 - BOND AMORTIZATION FUND			
TRANSFERS TO OTHER FUNDS			
59409	Transfers To Other Funds	1,104,421	1,126,510
TRANSFERS TO OTHER FUNDS		1,104,421	1,126,510
APPROPRIATIONS - FUND 21		1,104,421	1,126,510
Fund 22 - BOND PROCEEDS FUND			
CONTRACTUAL			
54215	Professional Fees	3,725	3,800
CONTRACTU		3,725	3,800
CAPITAL OUTLAY			
61508	Park Construction/Improvements	593,000	604,860
CAPITAL OUT		593,000	604,860
DEBT SERVICE PRINCIPAL			
59405	Bond Redemption	420,000	420,000
DEBT SERVICE PRINCIPAL		420,000	420,000
DEBT SERVICE INTEREST/FEES			
59407	Interest Expense	120,662	125,490
DEBT SERVICE INTEREST/FEES		120,662	125,490
APPROPRIATIONS - FUND 22		1,137,387	1,154,150
APPROPRIATIONS - ALL FUNDS		19,118,657	20,332,374

**CERTIFICATION OF ESTIMATE
OF REVENUE
FISCAL YEAR 2018**

I, Gary G. Wackerlin, do hereby certify that I am the duly qualified Treasurer of the Champaign Park District and the Chief Fiscal Officer of said Park District. As such officer I do further certify that the revenues, by source, anticipated to be received by the Park District in the fiscal year beginning May 1, 2017 and ending on April 30, 2018 are estimated to be as follows:

ESTIMATE OF REVENUE

<u>SOURCE</u>	<u>AMOUNT</u>
Real Estate Taxes (Includes Urbana Park District portion for CUSR)	\$12,082,549
Personal Property Replacement Tax	250,000
Interest Earned	106,017
Sponsorships/Scholarships	99,800
Concessions/Merchandise	248,952
Program & Rental Fees	2,861,519
Bond Receipts (Reflected as Transfer)	1,104,421
Special Receipts/Other	425,834
Transfers To Other Funds	<u>1,335,200</u>
Total	<u>\$18,514,292</u>

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Champaign Park District this 28th day of June, 2017.

SEAL

Gary G. Wackerlin, Treasurer, Chief Financial Officer

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PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

GLOSSARY

ABATEMENT – A partial or complete cancellation of a tax levy imposed by the District.

ACCOUNTING PROCEDURES – All processes that discover, record, classify and summarize financial information to produce financial reports and to provide internal controls.

ACCRUAL BASIS – The basis of accounting under which transactions are recognized when they occur, regardless of the timing of the related cash flow.

ACTUAL – The actual figures in the budget document are year-end totals for fiscal years preceding the current year.

ADA – American's with Disabilities Act

ADOPTED BUDGET – This is the budget, which consolidates all beginning of the year appropriations, building upon prior budgets, District goals, staff objectives, citizen feedback and experience over the past year. The Board of Commissioners approves the budget no later than 90 days after the beginning of the fiscal year.

AMENITIES – Items in the parks such as picnic tables, bollards, trash cans, park grills, bike racks, etc.

APPROPRIATION – An authorization made by the Board of Commissioners, which legally permits the District to incur obligations and to make expenditures for purposes specified in the Budget and Appropriation Ordinance.

APPROPRIATION ORDINANCE – The ordinance adopted by the Board of Commissioners establishing the legal authority to obligate and expend resources.

ASSESSED VALUATION – Basis for determining property tax. Assessed valuation determines the value of real (land & buildings) property. Real property is appraised at 100% of the fair market value, and the assessed value may not exceed 1/3 of the appraised value.

BALANCED BUDGET – A balanced budget is a budget where revenues meet or exceed expenditures, and reserve balances are not considered a revenue source.

BOARD OF COMMISSIONERS – An independent board of five individuals elected at-large for six-year terms by the citizens of the District.

BOND – A written promise to pay a specified sum of money, called principal, at a specified maturity date along with periodic interest paid at a specified percentage of the outstanding principal. They are usually used for long-term debt.

BOND REFINANCING – The payoff and reissuance of bonds in order to obtain a better interest rate or bond conditions.

BUDGET – The financial plan for a specified period of time for the operation of a program or organization, or for the completion of a given project.

BUDGET ACTIVITY – A group of expenditures that provides for the accomplishment of a specific program or purpose.

BUDGET AMENDMENT – After adoption, the annual budget may be revised through a budget amendment. Any change in the budget that would decrease contingencies or increase total expenditures for any fund must be made through a budget amendment, which requires the affirmative vote of three of the five members of the Board of Commissioners.

BUDGET MESSAGE – Included in the opening section of the budget, the Director of Finance's Letter of Transmittal provides the Executive Director and the Board of Commissioners with a general summary of important budget issues.

BUDGETARY CONTROL – The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenue.

CAFR – Comprehensive Annual Financial Report awarded by the Government Finance Officers' Association

CAPITAL BUDGET – A plan of proposed capital expenditures and the means of financing them. The capital budget is usually enacted as part of the complete annual budget, which includes both periodic and routine maintenance/repairs and capital outlays.

CAPITAL IMPROVEMENTS – A nonrecurring project including, but not limited to, construction of, and major alterations, remodeling or repair of physical facilities, buildings, structures, landscaping and fixed equipment.

CAPITAL IMPROVEMENT FUNDS – Funds established in order to account for the financial resources and costs associated with the construction of major capital facilities and improvements.

CAPITAL IMPROVEMENT PLAN – The plan for the development of capital improvements with the District's jurisdiction. The plan includes a capital improvement budget for the current fiscal year and proposal for a capital improvement budget for four fiscal years subsequent to the current fiscal year.

CENSUS – An official population count of all or part of a geographic area conducted by the federal government. This data is published online at www.census.gov.

COMMODITIES – Items which, after use, are consumed or show a material change in, or an appreciable impairment, of their physical condition, and which are generally of limited value and characterized by rapid depreciation.

CONTRACTUAL SERVICES – Services provided by another individual, (not on District payroll) agency, or private firm.

COTERMINOUS – Having the same boundary or covering the same area.

CPI – Consumer Price Index

DEBT – A financial obligation from the borrowing of money.

DEBT SERVICE – Includes principal and interest payments and handling charges on general obligation bonds.

DEBT SERVICE FUND – A fund established to account for the accumulation of resources for, the payment of, general long-term debt principal and interest.

DEPARTMENT – a major organizational unit of the District which has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

DEPRECIATION – The decrease in value of physical assets due to use and passage of time.

ENCUMBRANCES – These are obligations in the form of purchase orders or contracts which are chargeable to an appropriation and for which a part of the appropriation is reserved. The use of encumbrances is designed to prevent overspending and permit officials to be certain of how much money is available for new commitments.

ENTERPRISE FUND – A fund to account for operation that financed and operated in a manner similar to private business enterprises – where the costs of providing services are financed or recovered primarily through user charges.

ESTIMATE – Revenue and expenditure estimates for the current fiscal year, which are developed as part of the budget preparation process.

EXPENDITURE – Payment by the District for goods or services that the District has received or will receive in the future. All payments to vendors, personnel and any other government agencies are considered expenditures.

EXPENSE CODE – Set of numbers which, in accordance with an overall system for classifying accounts, indicates the fund, department, program and category to which a good or service is expended

FINANCIAL POLICIES – General and specific guidelines adopted by the District on an annual basis that govern budget preparation and administration

FISCAL YEAR – The time period designated by the District identifying the beginning and ending period for recording financial transactions. The District's fiscal year is from May 1 to April 30.

FISCAL YEAR END – The year that the fiscal year ends for recording financial transactions. The District's fiscal year crosses over calendar years ending in April.

FUND – A fund is the basic accounting unit: it is a self-balancing accounting entity with revenues and expenditures which are segregated for the purpose of carrying out specific programs in accordance with District policies, and certain applicable State and Federal laws. For fund types, see the Budgetary Basis and Accounting information section of this document.

FUND BALANCE – The excess of current assets over current liabilities, it represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses.

GASB – The Governmental Accounting Standards Board is an independent organization which has ultimate authority over the establishment of Generally Accepted Accounting Principles (GAAP) for state and local governments.

GENERAL OBLIGATION BONDS – When a government pledges its full faith and credit to the repayment of the bond it issues, then those bonds are general obligation (GO) bonds. Sometimes the term is also used to bonds, which are repaid from taxes.

GFOA – Government Finance Officers Association is an organization representing public finance officers.

GOAL – A long-term or short-term desirable development.

GOVERNMENT FUND TYPES – Funds that account for a government's government type activities.

GRANTS – Funds received by the District that are designated for specific purposes. Many grants come from the State of Illinois to reimburse the District for construction costs.

IAPD – The Illinois Association of Park Districts is a statewide organization of park districts that strive to ensure the quality of life through parks and recreation activities

IMRF – Illinois Municipal Retirement Fund is the retirement system established for municipal and park district employees in Illinois.

IPRA – The Illinois Park and Recreation Association is a statewide organization of parks and recreation professionals that advocates the lifetime benefits of parks, recreation and conservation.

INITIATIVES – Any new programs or services to be undertaken by a department or fund for the fiscal year and any project or activity which may be unusual or otherwise significant.

INTER-FUND TRANSFER – Transfers made from one fund to another to reimburse or pay for specific services rendered or to more generally support the activities of another fund.

LEVY – (Verb) To impose taxes for the support of government services. (Noun) The total amount of taxes imposed by a unit of government.

LINE ITEM BUDGET – A budget that lists detailed expenditure categories separately along with the budgeted amounts for each expenditure category. The District maintains line-item detail for financial reporting and control purposes.

LONG-TERM DEBT – Debt with a maturity of more than one year from the date of issuance.

MISSION STATEMENT – A broad statement of the overall goal or purpose assigned to a particular department or fund.

MODIFIED ACCRUAL BASIS OF ACCOUNTING – The accrual basis of accounting adopted to the governmental fund type. Under it, revenues are recognized when they become both measurable and available to finance expenditures of the current period. Expenditures are generally recognized when an event or transaction is expected to draw on current expendable resources.

NRPA – The National Recreation and Park Association is an organization of citizen boards and professionals interested in the parks and recreation throughout the United States.

OBJECTIVES – A desired accomplishment that can be measured within a specific time frame.

OPERATING BUDGET – The budget for funds that include recurring revenues sources used to finance on-going operating expenditures which permit basic government services, e.g. the General, Recreation, Museum and Special Recreation funds.

OPERATING EXPENDITURES – Day to day costs and expenses of running the District, i.e. personnel, benefits, contractual and supplies, maintenance, etc.

ORDINANCE – A formal legislative enactment by the governing board of the District.

OSLAD GRANT – Open Space Land Acquisition and Development grant awarded by the Illinois Department of Natural Resources. **PARC GRANT** – Park and Recreation Facility Construction Act Grant Program managed by the Illinois Department of Natural Resources **PARK FEATURES** – Amenities found within a park (flower beds, sport fields, restrooms, pavilions, etc.)

PERFORMANCE INDICATORS – Statistical measures that are collected to show the impact of dollars spent on District services.

PERSONNEL SERVICES – Salaries and wages paid for services performed by employees of the District, and fringe benefits costs associated with these services.

PROGRAM FEES AND CHARGES – The payment of fees for direct receipt of a service by the party benefiting from the service.

PROPERTY TAX LEVY – A tax based on the assessed value of a property. Tax liability falls on the owner of record as of the beginning of the levy year.

REVENUE – Funds that the District receives as income. It includes such items as tax payments, fees from services, grants, donations, sponsorships and interest income.

SERVICE PLANS – Documents drafted by each department that describe the services provided by that department as well as changes in service levels planned.

SPECIAL EVENT – A large program held in one location over a short period of time that typically does not require advance registration (Taste of C-U).

SPECIAL REVENUE FUNDS – Funds used to account for the proceeds from specific revenue sources that are legally restricted to expenditure for specific purposes, e.g., IMRF, Social Security and Liability Insurance Fund.

STRATEGY – Statement that identifies the specific actions or steps needed to accomplish an objective.

TAX LEVY – The total amount of money to be raised by property taxes for corporate operating, special service areas or debt service purposes. The District Board of Commissioners passes a property tax ordinance annually in November.

TAX RATE – The rate of tax levied for each \$100 of assessed valuation. **TRAIL** – Linear route that links businesses, parks, schools and other trails. **VISION** – Statement that communicates the desired image for the future.

PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

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PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES

ACRONYMS

ADA – Americans with Disabilities Act

CAFR – Comprehensive Annual Financial Report

CAPRA – Commission for Accreditation of Park and Recreation Agencies

CPI – Consumer Price Index

CY – Calendar Year

DCC – Douglass Community Center

EAV – Equalized Assessed Value

FICA – Federal Insurance Contributions Act

FT – Full-time employee

FY – Fiscal Year

FYE – Fiscal Year Ended

GAAP – Generally Accepted Accounting Principles GASB – Governmental Accounting Standards Board

GFOA – Government Finance Officers Association IAPD – Illinois Association of Park Districts

IDNR – Illinois Department of Natural Resources

IMRF – Illinois Municipal Retirement Fund

IPRA – Illinois Parks and Recreation Association

LRC – Leonhard Recreation Center

NRPA – National Recreation and Park Association

OSLAD – Open Space Land Acquisition and Development

PARC – Parks and Recreation Commission PDRMA – Park District Risk Management Agency RPT – Regular Part-Time Employee

RY – Revenue Year

SCC – Springer Cultural Center

SEDAC – Smart Energy Design Assistance Center

TIF – Tax Increment Financing District

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PRELIMINARY ANNUAL BUDGET FYE2018 FOR DISCUSSION PURPOSES