



**CHAMPAIGN  
PARK DISTRICT**

**AGENDA**

**SPECIAL BOARD MEETING  
BRESNAN MEETING CENTER  
706 Kenwood Road  
Champaign, Illinois**

**Wednesday, August 23, 2017  
5:30 p.m.**

**A. CALL TO ORDER**

**B. PRESENTATIONS**

1. Results of the Community Survey
2. Operations Facility Plan

**C. COMMENTS FROM THE PUBLIC**

**D. NEW BUSINESS**

1. Approval of the Safety Manual
2. Approval of ADA Program Statement
3. Approval of Behavior Management Policy
4. Ordinance No. 624, an Ordinance Prescribing Rules for the Conduct of the Business of the Champaign Park District

**E. DISCUSSION ITEMS**

1. Champaign Parks Foundation 1<sup>st</sup> Quarter Financial Update
2. Champaign Park District 1<sup>st</sup> Quarter Financial Update
3. Purchasing Policy
4. Heritage and Glenn Parks Project Updates

**F. COMMENTS FROM COMMISSIONERS**

**G. EXECUTIVE SESSION**

The Board will convene 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; (c)(6) the setting of a price for sale or lease of property owned by the public body; and (c)(11) to address litigation that is pending, probable or imminent.

**H. RETURN TO REGULAR MEETING**

**I. ADJOURN**

# Champaign Park District Community Survey

July 2017

Prepared by:

Office of Recreation and Park Resources  
University of Illinois at Urbana-Champaign



**CHAMPAIGN**  
**PARK DISTRICT**



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# **Executive Summary**

## **Champaign Park District Participation**

More than 3/4 of all respondents had visited CPD parks and/or natural areas in the last year, and 58% had been to the Virginia Theater at least once.

Those who are using parks and natural areas use them pretty regularly; 38% visit them more than twice a month, on average, and an additional 22% visit at least once a month.

## **Other Recreation, Parks, and Exercise Facilities Participation**

Although only 25-35% of respondents used the YMCA or private/commercial providers in the last year, those who did were frequent users. 55% of YMCA users visited at least twice a month, on average, and 62% of private/commercial facility users visited at least twice a month.

## **Satisfaction**

### *Overall Satisfaction with Champaign Park District*

Overall, the vast majority of respondents were satisfied or very satisfied with the Park District. Satisfaction was particularly high in two areas: 1) general maintenance and care of facilities (89% of active users were satisfied or very satisfied and only 2% dissatisfied or very dissatisfied) and 2) staff and instructors (80% of active users were satisfied or very satisfied and none were dissatisfied or very dissatisfied).

### *Satisfaction with Programs and Events*

Survey respondents gave high marks to special events and to programs and events at the Virginia Theatre. 85% of active users were satisfied or very satisfied with Virginia Theatre concerts/comedy/theatrical events and only 2% were dissatisfied or very dissatisfied. 84% of active users were satisfied or very satisfied with Virginia Theatre Reel Deals/News-Gazette Film Series and only 1% were dissatisfied or very dissatisfied. 83% of active users were satisfied or very satisfied with special events and only 1% were dissatisfied or very dissatisfied.

Youth Basketball and Senior Programs received lower ratings, although the number of active users in both cases was somewhat small (N=38 for Youth Basketball, N=48 for Senior Programs). 61% of active users were satisfied or very satisfied with Youth Basketball and 11% were dissatisfied or very dissatisfied. 65% of active users were satisfied or very satisfied with Senior Programs and 10% were dissatisfied or very dissatisfied.

### *Satisfaction with Fees and Services*

In this category, survey respondents were the most satisfied with the in person registration system and Virginia Theater movie tickets. In both of these areas, more than 80% of active users were satisfied/very satisfied (81% for in person registration and 83% for Virginia Theater movie tickets) and very few were dissatisfied/very dissatisfied (1% in both cases).

Areas in which respondents were less satisfied include fees and day pass fees at Dodds Tennis Center (46% satisfied/very satisfied, 11% unsatisfied/very unsatisfied); day pass fees at Sholem Aquatic Center (70% satisfied/very satisfied, 13% dissatisfied/very dissatisfied); season pass fees (66% satisfied/very satisfied, 11% dissatisfied/very dissatisfied) at Sholem Aquatic Center; and membership fees at Leonhard Recreation Center fees (66% satisfied/very satisfied, 11% dissatisfied/very dissatisfied).

#### *Satisfaction with Facilities and Amenities*

Overall, respondents were very positive about Park District facilities and amenities. The Virginia Theater received the highest ratings: Of the 213 active users, 94% were satisfied or very satisfied and none were dissatisfied or very dissatisfied. In five other cases, none of the active users were dissatisfied with facilities, although they had significantly fewer active users (N=34-42). These facilities are the Douglass Community Center; Douglass Senior Annex; Douglass Park Splash Pad & Playground; Dodds Park Disc Golf Course; and Spalding Skate Park.

#### *Satisfaction with General Maintenance and Care of Facilities*

This is one of two areas where respondents were the most satisfied. Overall, 89% of active users were satisfied or very satisfied with general maintenance and care of facilities and 2% were dissatisfied or very dissatisfied. Active users gave the highest marks to the care of Exteriors of Buildings & Facilities: 88% were satisfied or very satisfied and none were dissatisfied or very dissatisfied.

One area that may need attention is restrooms: 68% of active users were satisfied/very satisfied, while 13% were dissatisfied or very dissatisfied.

#### *Satisfaction with Staff*

This is the other area where respondents were the most satisfied. Overall, 80% were satisfied or very satisfied with Park District staff and none were dissatisfied or very dissatisfied. Among the specific staff areas surveyed, the Virginia Theater received the highest marks: 92% of active users were satisfied or very satisfied and none were dissatisfied or very dissatisfied.

### **Effectiveness**

Unless otherwise noted, the percentages in this section are calculated as the percent of those with an opinion – in other words, those who chose “Don’t Know” were removed.

In most areas, respondents indicated that the Park District was effective or very effective. The strongest areas were:

- Providing a family-friendly atmosphere where all participants feel welcome and safe (89% felt the PD was effective/very effective, while only 1% indicated that the PD was ineffective/very ineffective)
- Providing life-long recreational opportunities (83% felt the PD was effective/very effective)

- Providing first-time opportunities for participants to engage in recreation and cultural arts programs (80% felt the PD was effective/very effective)
- Providing parks, recreation, and cultural arts that are affordable for all (80% felt the PD was effective/very effective)

Areas that appear to have room for improvement include the following:

- Involving community in the planning of future projects (50% felt the PD was effective/very effective)
- Providing transparency as a publicly funded entity (52% felt the PD was effective/very effective)
- Providing community leadership on environmental issues (59% felt the PD was effective/very effective)

These three items also had relatively higher numbers of respondents who chose “Don’t Know” (43-49% of all respondents).

### **Opinion**

Among those with an opinion, 82% said that Park District residents receive a good value for the taxes they pay and 72% said the Champaign Park District was important to their household.

Regarding the opportunities we asked about, in both cases more respondents were opposed to them rather than in favor of them. Among those with an opinion:

- 48% were opposed to charging an entrance fee to Prairie farm, while 22% were in favor.
- 38% were opposed to the Park District selling facility naming rights, while 28% were in favor.

However, it should be noted that 22-25% of respondents said they “Don’t Know” and a significant number of those with an opinion were neutral, indicating that there is quite a bit of room for public opinion to change.

### **Features of a New Recreation Center**

If the Champaign Park District develops a new Community Recreation Center, the five most requested features were:

1. Indoor Walking Track (chosen by 40% of respondents)
2. Indoor Aquatic Center (chosen by 31% of respondents)
3. Indoor Adventure Playground (chosen by 24% of respondents)
4. Indoor Lap Pool (chosen by 24% of respondents)
5. Multi-Purpose Space (chosen by 24% of respondents)

## **Facilities to Develop or Expand**

Natural areas and open space were the highest priority when it came to facilities, followed by pools. The five most requested facilities for the Park District to develop or expand were:

1. Wildlife Areas/Natural Areas (chosen by 27% of respondents)
2. Preservation of Open Space (chosen by 16% of respondents)
3. Small Neighborhood Parks (chosen by 15% of respondents)
4. Warm Water Therapy Pool (chosen by 13% of respondents)
5. Indoor Leisure Pool (chosen by 13% of respondents)

## **Spending Priorities**

When asked how they would spend \$1.00 on Park District priorities over the next five years, the five items that received the most funding were:

1. Don't Know (15.9 cents)
2. Maintain existing parks & facilities (10.8 cents)
3. Other project (9.9 cents)
4. Construction of indoor therapy pool (9.0 cents)
5. Additional walking trails and paths (6.8 cents)

## **Programs to Develop or Expand**

Nature was also the highest priority when it came to programs, followed by fitness/wellness and senior programs. The five most requested programs for the Park District to develop or expand were:

1. Nature/Environmental Programs (chosen by 22% of respondents)
2. Health & Wellness Programs (chosen by 16% of respondents)
3. Adult Fitness/Wellness Programs (chosen by 15% of respondents)
4. Water Fitness Programs (chosen by 12% of respondents)
5. Senior Programs & Trips (chosen by 11% of respondents)

## **Marketing**

The Program Guide is by far the most frequently used source for information about Park District offerings; 77% of respondents had used it to learn about programs and services. Friends and neighbors (37%) and the News Gazette Newspaper (36%) were the second and third most frequently used sources.

When respondents were asked how they want to receive the Program Guide, the top choice was for the Park District to continue providing a printed Guide through the mail (this was the #1 choice for 43% of respondents). The second most popular option was for the Park District to mail postcards and emails directing residents to a website version of the Guide (#1 choice for 16% of respondents), and the third was to print a much shorter Guide and mail it to all households (#1 choice for 16% of respondents).



## **Recommendations**

Priorities are listed in order of importance related to the response, ORPR's perceptions of CPD's resident needs and desires and consultant experience.

- *"Take care of what we have."* When asked how residents would allocate budget dollars if they could choose, the number one response was to "take care of what we have." This is a common response of park district residents in Illinois. It may be a combination of high quality offerings and concern to sustain this quality coupled with fiscally conservative ideals amid difficult budgetary times at the state level. All speculation aside, it is important for CPD to be good stewards of their residents' tax dollars and resources.
- *Environmental Services & Programming.* Results ranked natural areas, wildlife, open space preservation and environmental education offerings as the top area to expand. When comparing use patterns with the 2012 CPD survey, additional evidence to support this need includes increased use of the Champaign County Forest Preserve and Urbana Park District sites. Both agencies are known to lead in these aforementioned areas.
- *Prairie Farm Fees.* A high number of respondents would choose to keep Prairie Farm as a free resource for the community and would not charge a user fee. Judging solely from high turnout for the farm's anniversary party last year, there may be some interest in soliciting donations to support this operation.
- *Continue to print and mail program guide.* Online needs continue to grow and will continue to shift in this direction in the years to come, however, CPD experienced the typical survey response: Continue to print and mail the program guide.
- *Continue to invest in staff training and resources.* Community response gave CPD staff higher than national average satisfaction ratings. Investment in high quality continuing education opportunities for staff will continue to pay future service dividends.
- *Investigate Public Perceptions.* Responses to statements gauging CPD's effectiveness related to public involvement in the planning process and government transparency were mediocre. From the consultant's perspective, it is not from lack of trying, but possibly awareness of how the park district has succeeded in specific scenarios. Other park districts have recently launched a transparency portal, which may be of interest.
- *Focus groups for younger population.* It is increasingly difficult to engage young people (teen to college graduate) in programs, services and planning efforts. This survey is not an exception. If possible, it would be useful to engage with this group to identify needs. As Champaign County continues to grow, it is important to recognize that CPD's offerings will be a factor in retaining young, talented workers in the community. Therefore, it is important to make sure their needs are being met.

- *Collect, analyze and synthesize growing data.* Data collection and analysis systems continue to evolve, and these systems can support decision making, validate expenditures, and show use patterns. In particular, data collection related to park use patterns is growing and should be investigated. Also, Park Districts often quantify facility use by memberships, but actual use is increasingly meaningful in light of the major mental, physical and substance abuse challenges faced by our society. Increasing the quality of the community's use of facilities and parklands should have an impact on health and quality of life. As health care costs continue to rise, quantifiable user data will continue to help park districts advocate for their importance.

CPD has made efforts to analyze services, find out resident needs and develop plans. Efforts to synthesize these projects would be useful for long-range planning efforts.

- *Majority of positive comments.* Written comments at the end of a survey can be a key indicator of an agency's successes or challenges. A majority of the time, themed needs or issues emerge. There are also a number of comments related to specific operational issues that need immediate correction or engagement. However, in this survey there were a large number of positive comments. The park district is meaningful to residents in that many respondents took the time to hand write accolades.

# **Project Overview**

## **Champaign Park District Survey Project History**

### **Project Overview**

#### *Purpose*

A partnership between the Office of Recreation and Park Resources (ORPR) and the Champaign Park District (CPD) was developed to collect feedback through a community survey regarding CPD's resident's needs and interests. A survey serves multiple purposes. First, it allows tax paying residents to have the opportunity to voice their opinions related to future services and desired amenities. Second, a community survey provides residents with the opportunity to rate their satisfaction with current services and amenities. Next, community survey results may also be used to identify and clarify concerns and also inform leadership decisions related to financial resource allocation, customer service, marketing, trends, quality and cleanliness, programming, partnerships and use patterns. A community survey is also an important step in the strategic planning process. Finally, collecting relative information from the park district's constituency should help a park district create achievable and practical goals and objectives to allocate finite resources into the future.

#### *Goals*

CPD and ORPR established multiple priorities for the community survey. The overarching goal was to determine the attitudes and interests of CPD's residents related to the park district and its future plans. Specifically, the study looked to identify particular needs of residents and their satisfaction with current offerings. The next goal was to create a statically valid and reliable survey. As the results and emergent themes of the survey surface, the third goal of the study will become evident: to provide a starting point for CPD's Board of Commissioners and staff to engage in dialogue concerning the future development of and planning for parks, programs and services.

#### *Objectives:*

1. To determine the residents' satisfaction with current parks, programs, facilities, and personnel services.
2. To determine current participation rates with existing parks, programs, and facilities.
3. To determine the quality of existing parks, programs, and facilities.
4. To encourage input from residents on needs for expansion or development of new parks, facilities, and/or programs.
5. To determine if residents are willing to increase their tax support for the possible development/expansion of recreation facilities and parks.
6. To determine the most effective form of publicity.
7. To obtain demographic and personal characteristics of Champaign Park District residents.

Ultimately, this study will be used as a tool to help shape the future of parks and recreation within the Champaign Park District.

## Study Procedures

### *Introduction*

This community survey was sent to a random sample of Champaign Park District residents. An overview of the study population, questionnaire development, and response rate is presented in the following sections.

### *Population*

The Champaign Park District serves and is supported by a population exceeding 80,000 within its district boundaries. A survey was mailed to a total of 3,500 households and an adult member (over the age of 18) was asked to complete the survey on behalf of themselves and members of their household. 2,000 survey households were randomly selected from within CPD's boundaries. In an effort to ensure an adequate number of survey responses from groups that traditionally have low response rates, an additional 1,500 households were randomly selected from neighborhoods north of University Avenue. This strategy yielded a geographically balanced response (for more information see Demographics, in the Survey Findings section).

### *Initial Meetings*

In January of 2017, ORPR staff met with Joe DeLuce, Executive Director, to discuss goals and objectives for the creation of a community survey. At the close of the meeting, a survey template and drafts of other park district surveys were provided to CPD to review. A questionnaire was synthesized from these examples which also included additional questions of interest. Questions from the previous CPD survey were also considered to continue to establish benchmarking data for CPD's comprehensive park and recreation services. The Office of Recreation and Park Resources developed a first draft of the questionnaire, which was submitted to CPD for review. A series of revisions and drafts were produced as the board of commissioner and staff teams reviewed the drafts. 13 drafts were created in total. The final community-wide questionnaire received approval to mail on 03/09/17.

### *Collection Procedures*

The data collection procedures began with an advanced notification postcard which mailed to 3,500 CPD households on 03/28/17. The six-page survey, cover letter and SASE business reply envelope arrived at the local United States Post Office on 04/04/17. The cover letter and questionnaire are provided in the Appendix. A follow-up postcard was mailed on 04/18/17. The timing of all communication was guided by best practices as detailed by Dillman et al. (2014, p. 382-383) and took into account the Unit 4 and University of Illinois spring break. Initially, the survey closed on 04/28/17, however, the deadline was extended to 05/05/17 after additional responses continued to trickle in.

### *Response Rate*

Survey response yielded 341 usable questionnaires. Four hundred surveys were returned as vacant or bad addresses in the initial mailing, which lowered the initial mailing numbers to 3,100. This produced a response rate of 11% and a precision of at least +/-7.5% (e.g., the true population value is within +/- 7.5% of the sample value). These numbers represent the confidence level from which this survey can be generalized to the population of individuals residing within the boundaries of the Champaign Park District. A response that would have generated less than 300 usable surveys related to this population size would have warranted continued solicitation of response in other communities of similar size to reach a generalizable number.

Data collection was terminated on May 5, 2017. Respondents had two options to complete the survey, through the mail or online. As each survey response was received, the Office of Recreation and Park Resources staff checked the data for completeness and accuracy prior to analysis.

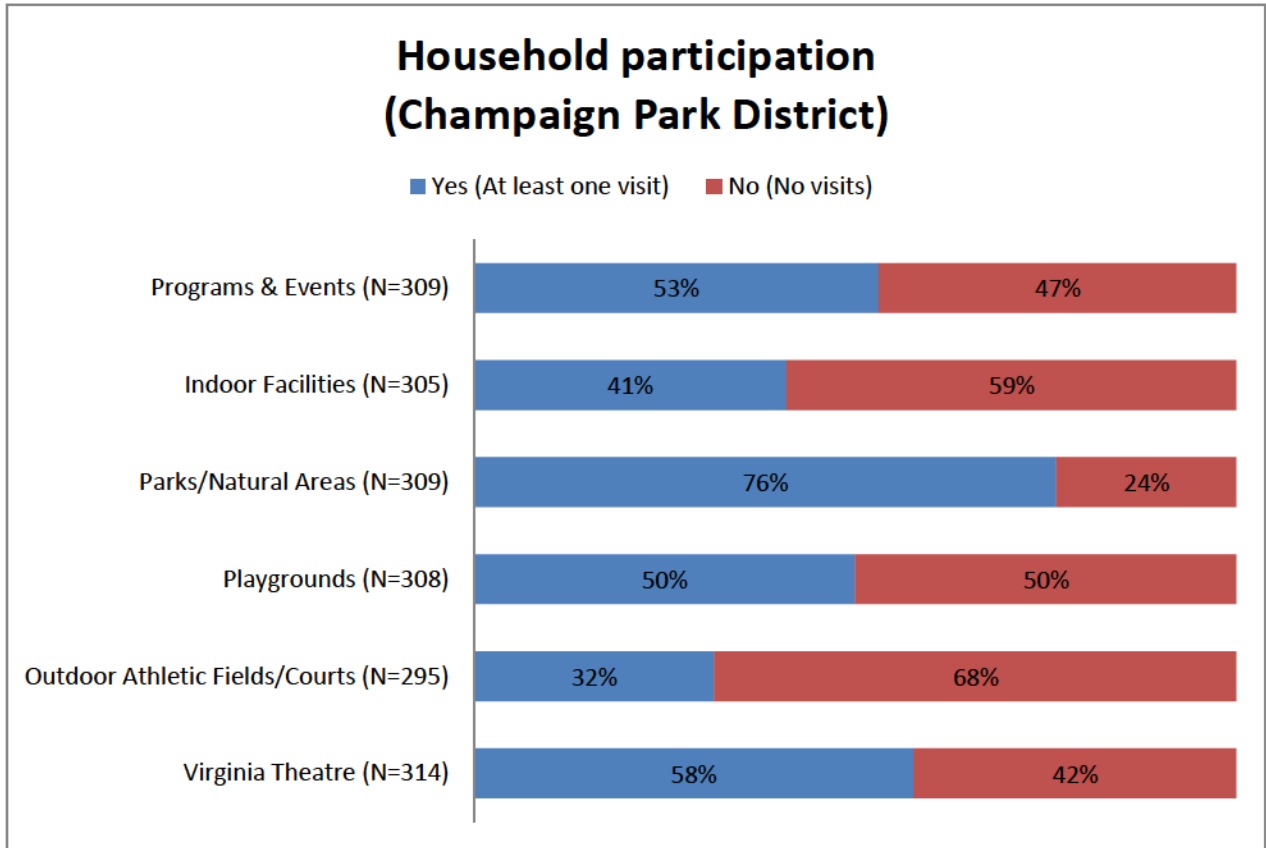
### Reference:

Dillman, D. A., Smyth, J. D., & Christian, L. M. (2014). *Internet, phone, mail, and mixed-mode surveys: The tailored design method*. Hoboken, NJ: John Wiley & Sons.

## **Study Findings**

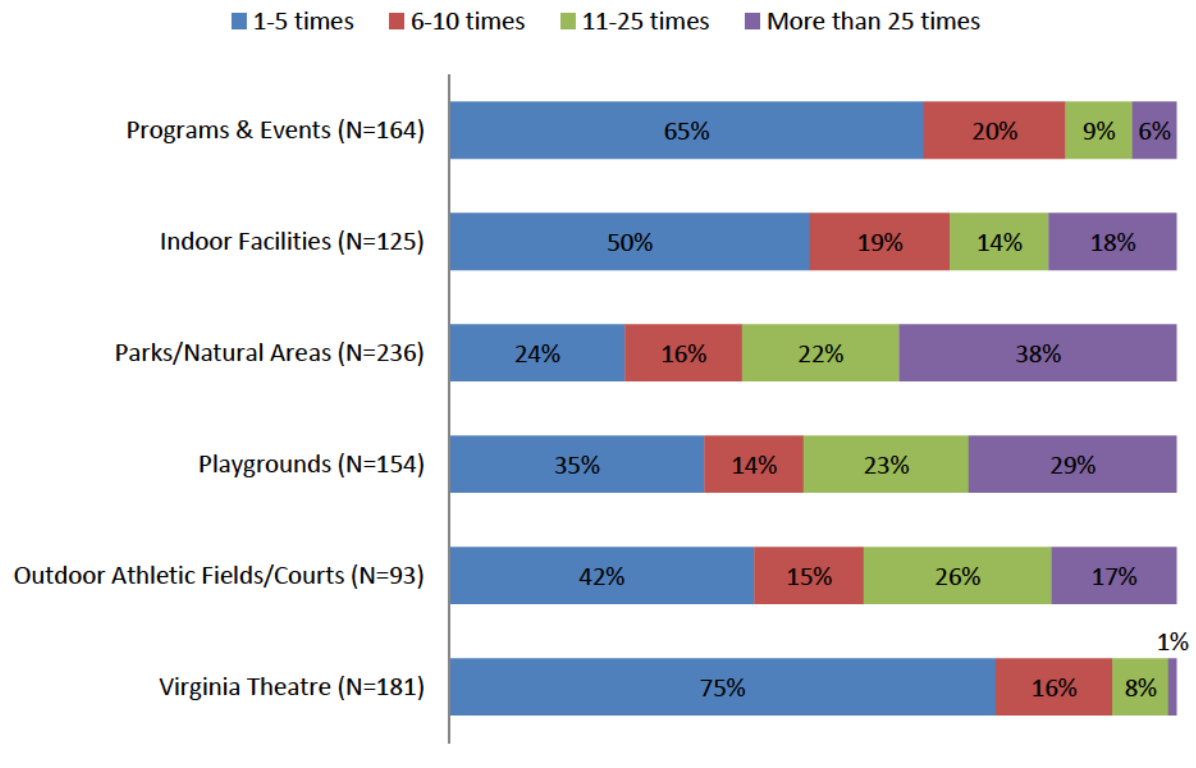


## Participation



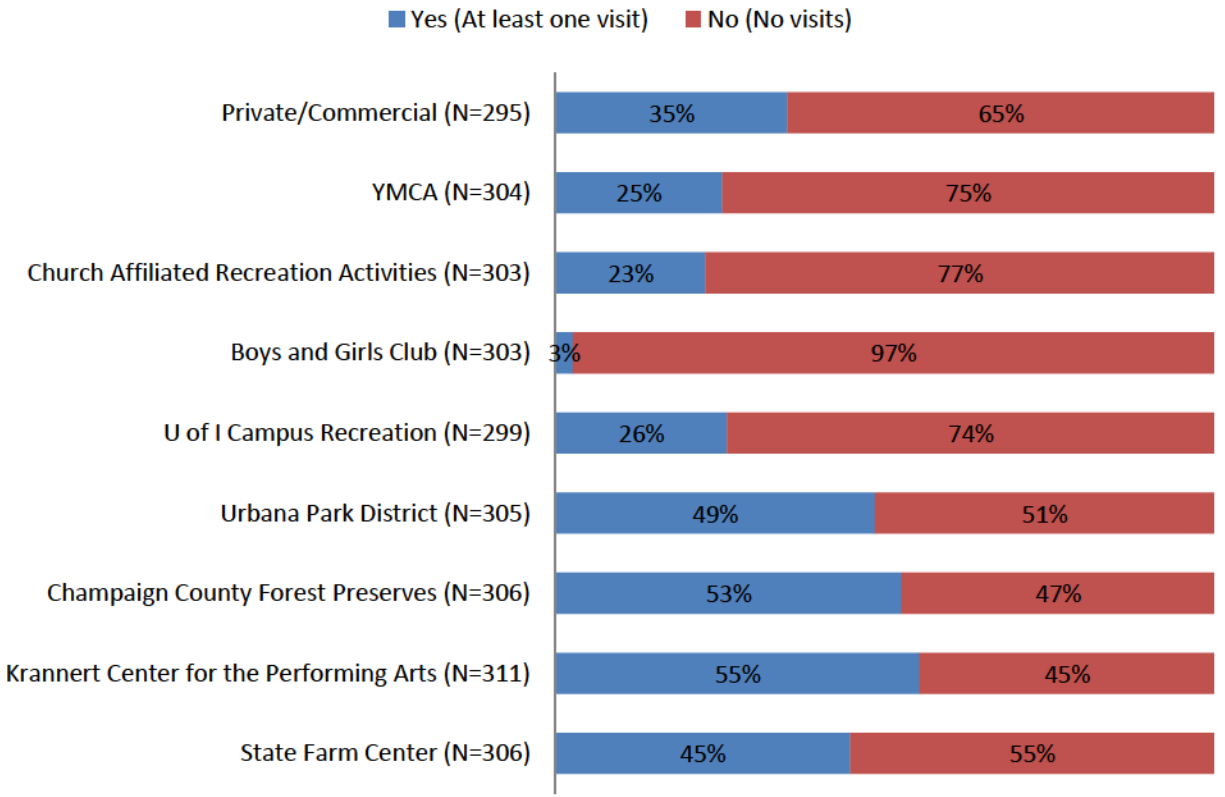
Note: Percentages are based on the number of respondents who answered the question (N).

## Participation frequency among active users (Champaign Park District)



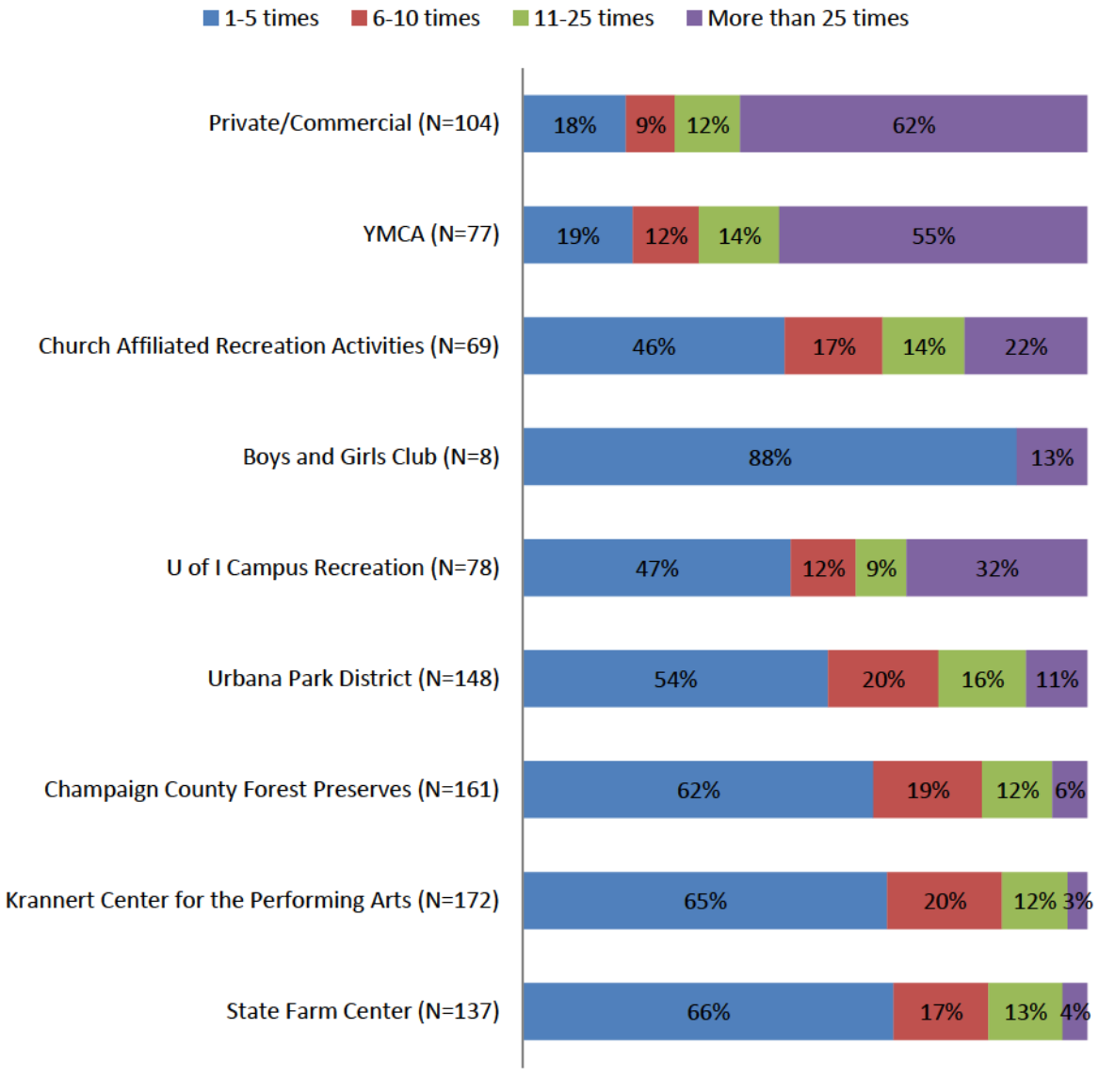
Note: Percentages are based on the number of respondents who visited/participated in the past year (N).

## Household participation (Other providers)



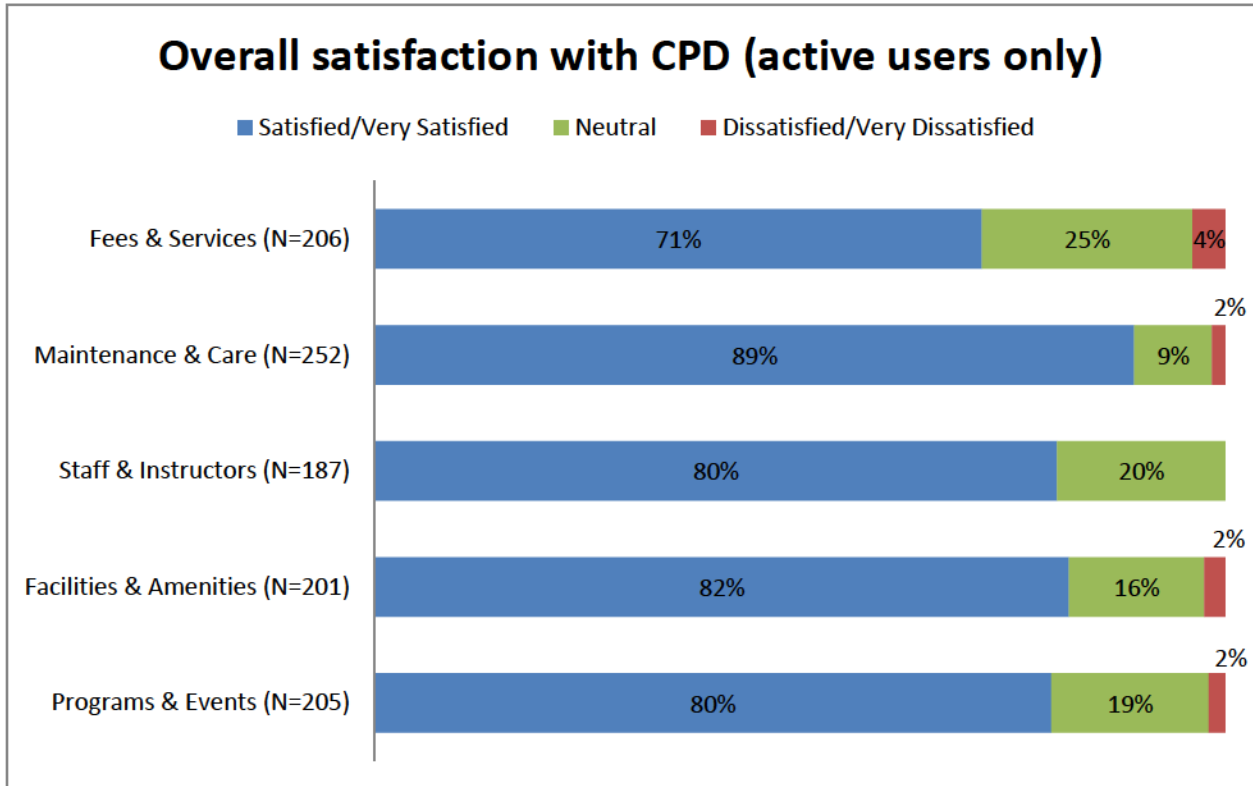
Note: Percentages are based on the number of respondents who answered the question (N).

## Participation frequency among active users (other P&R providers)



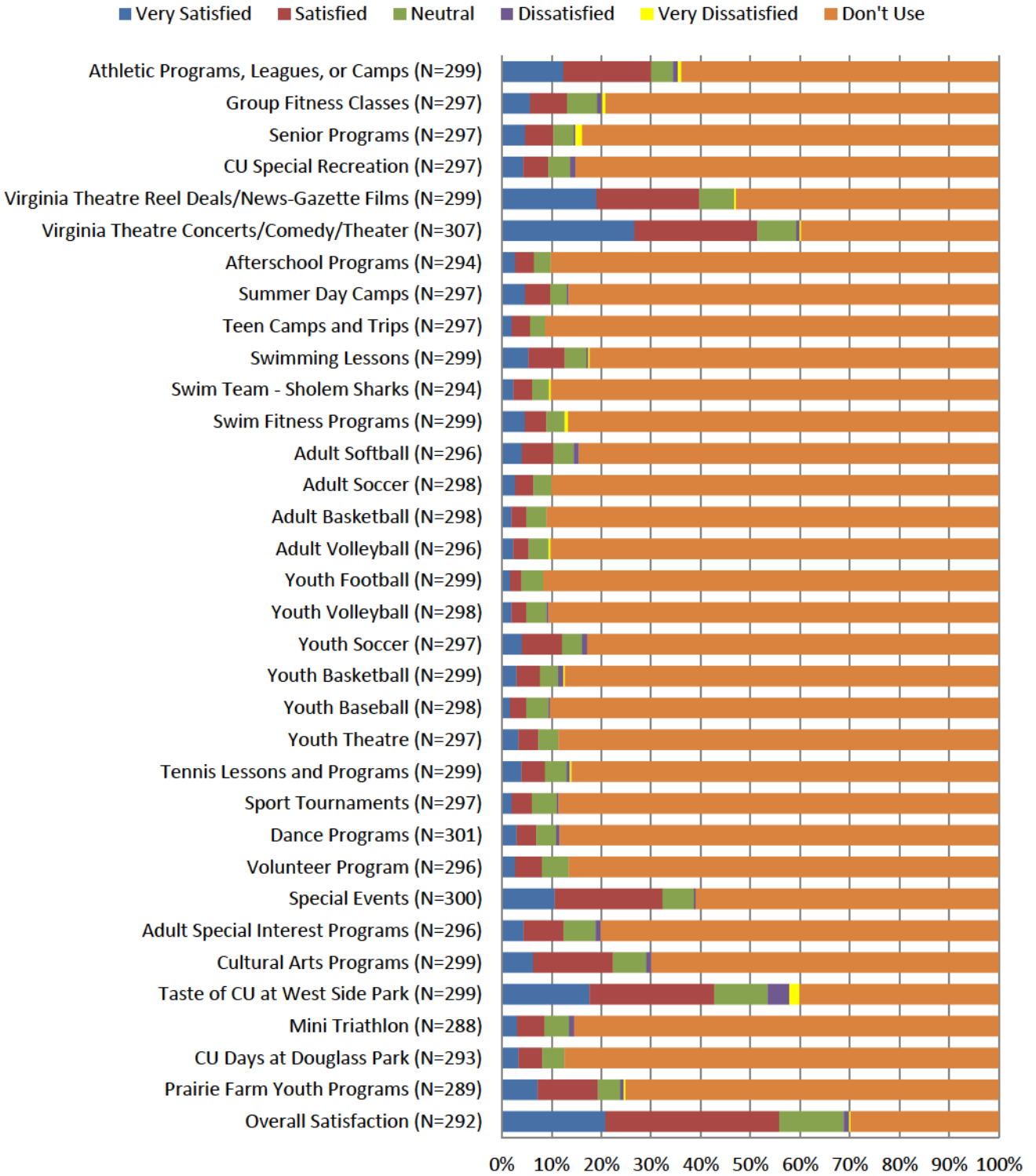
Note: Percentages are based on the number of respondents who visited/participated in the past year (N).

## Satisfaction



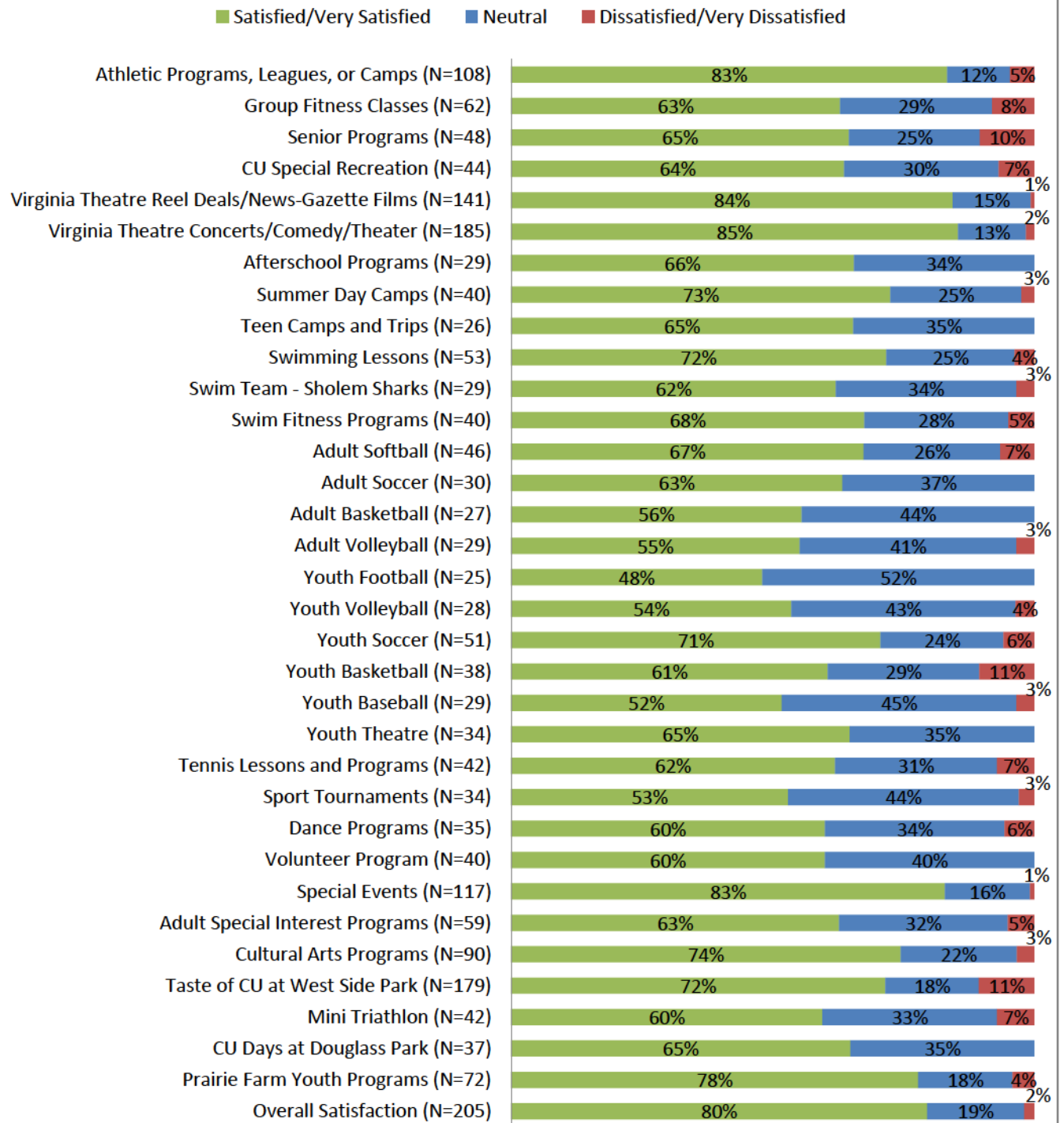
Note: Percentages are based on the respondents who expressed an opinion ("Don't Use" responses have been omitted).

## Satisfaction with programs & events (all responses)



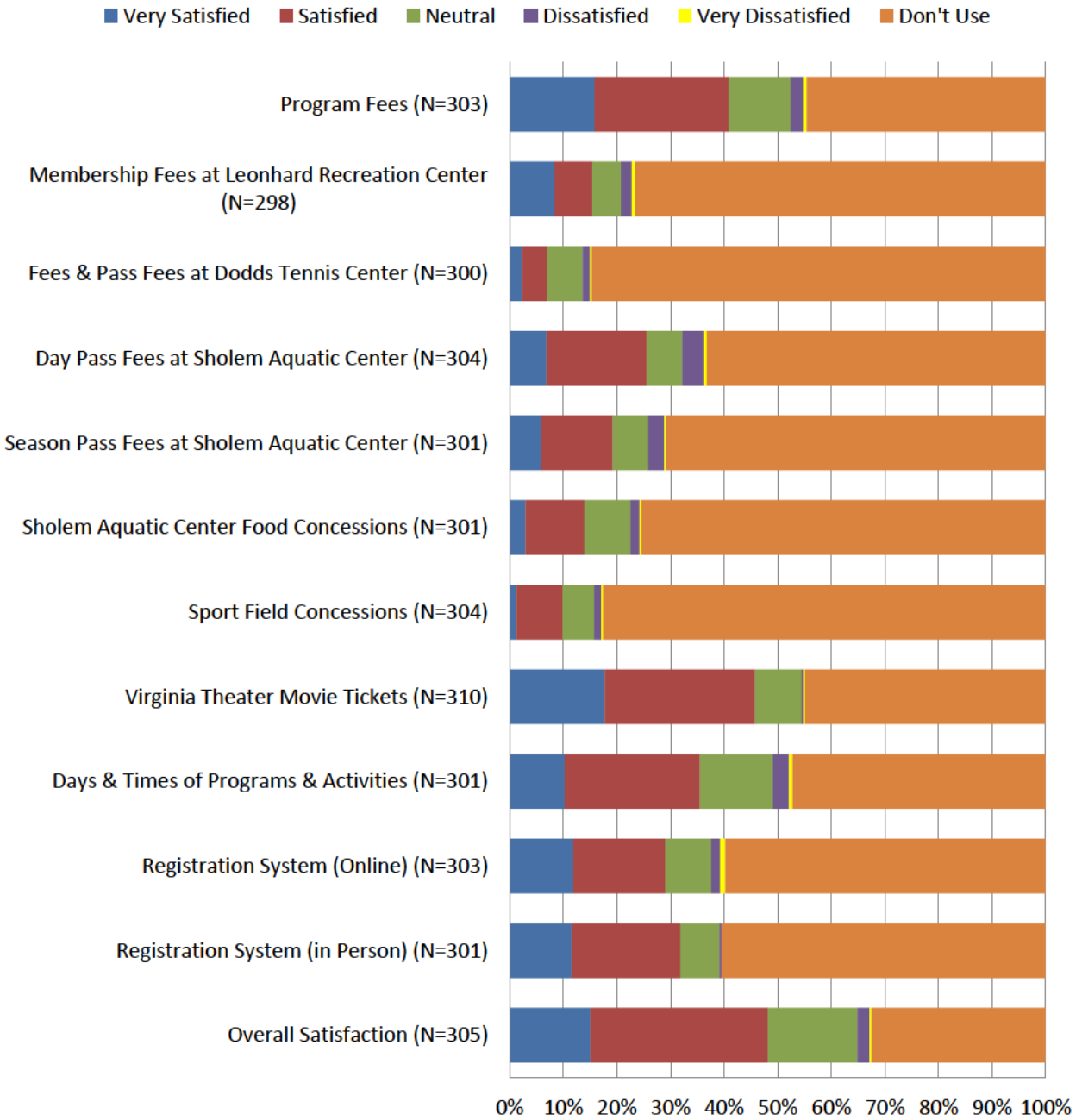
Note: Percentages are based on the number of respondents who answered the question (N).

## Satisfaction with programs & events (active users only)



Note: Percentages are based on the respondents who expressed an opinion (“Don’t Use” responses have been omitted).

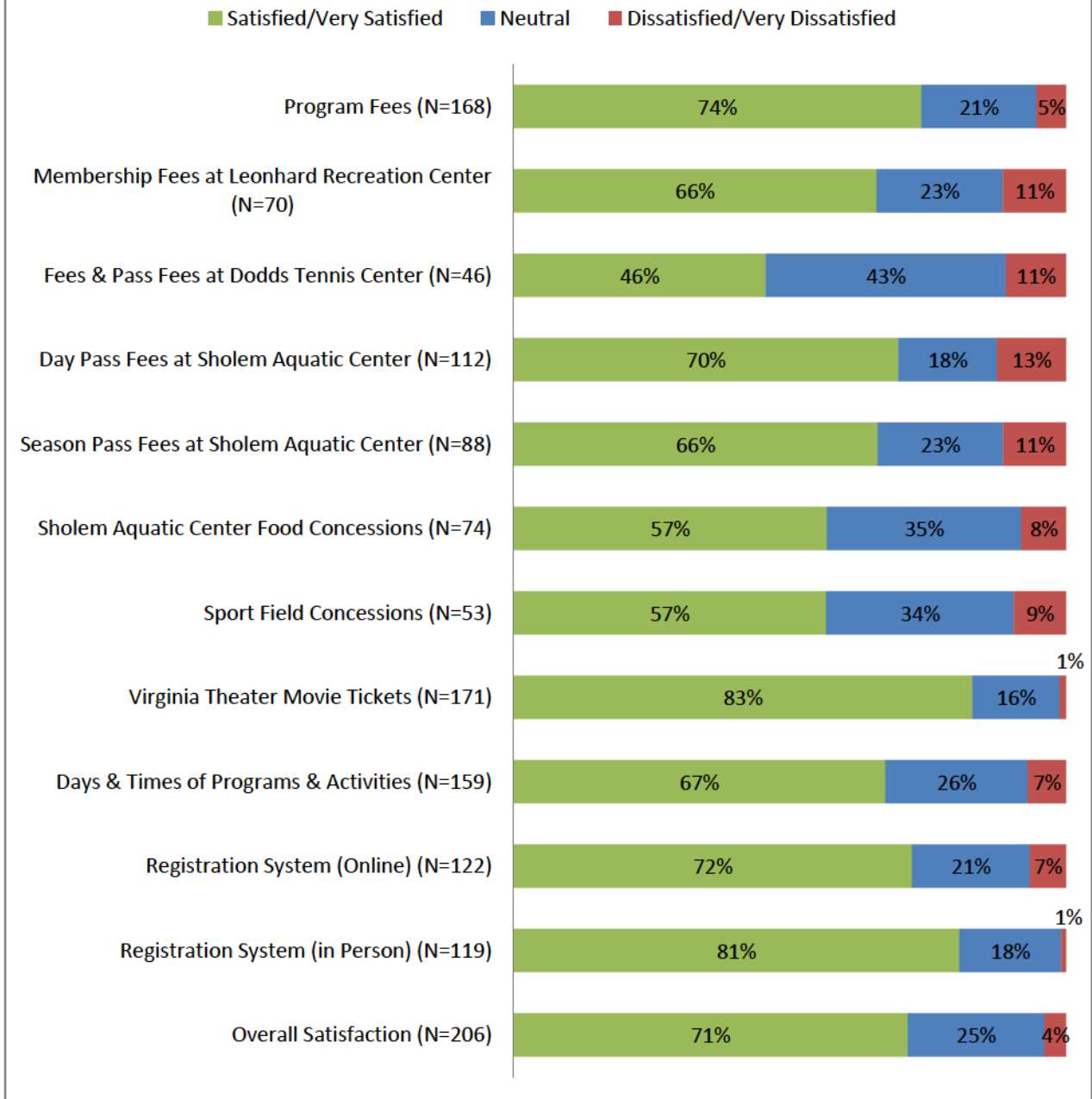
## Satisfaction with fees & services (all responses)



Note: Percentages are based on the number of respondents who answered the question (N).

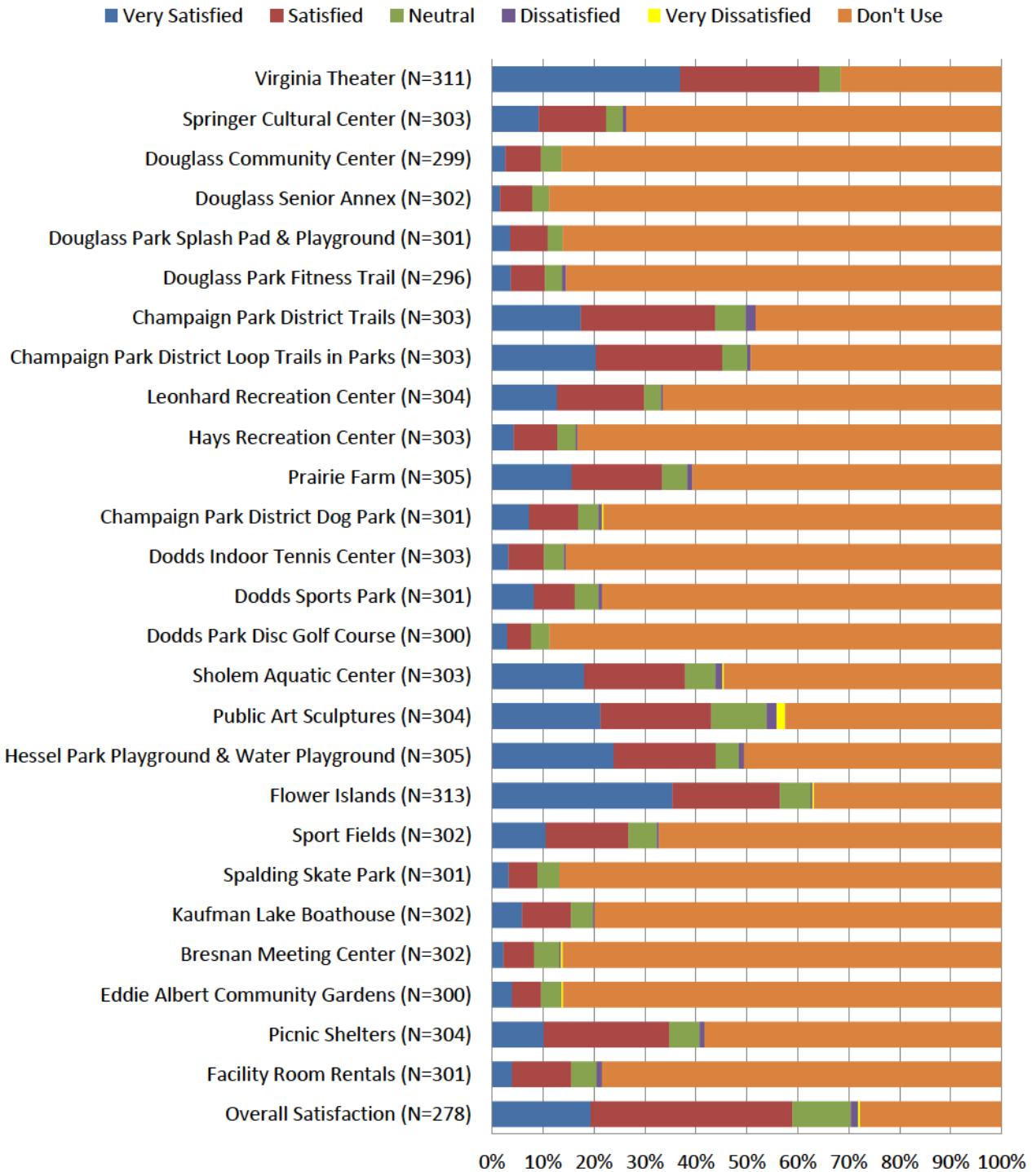


## Satisfaction with fees & services (active users only)



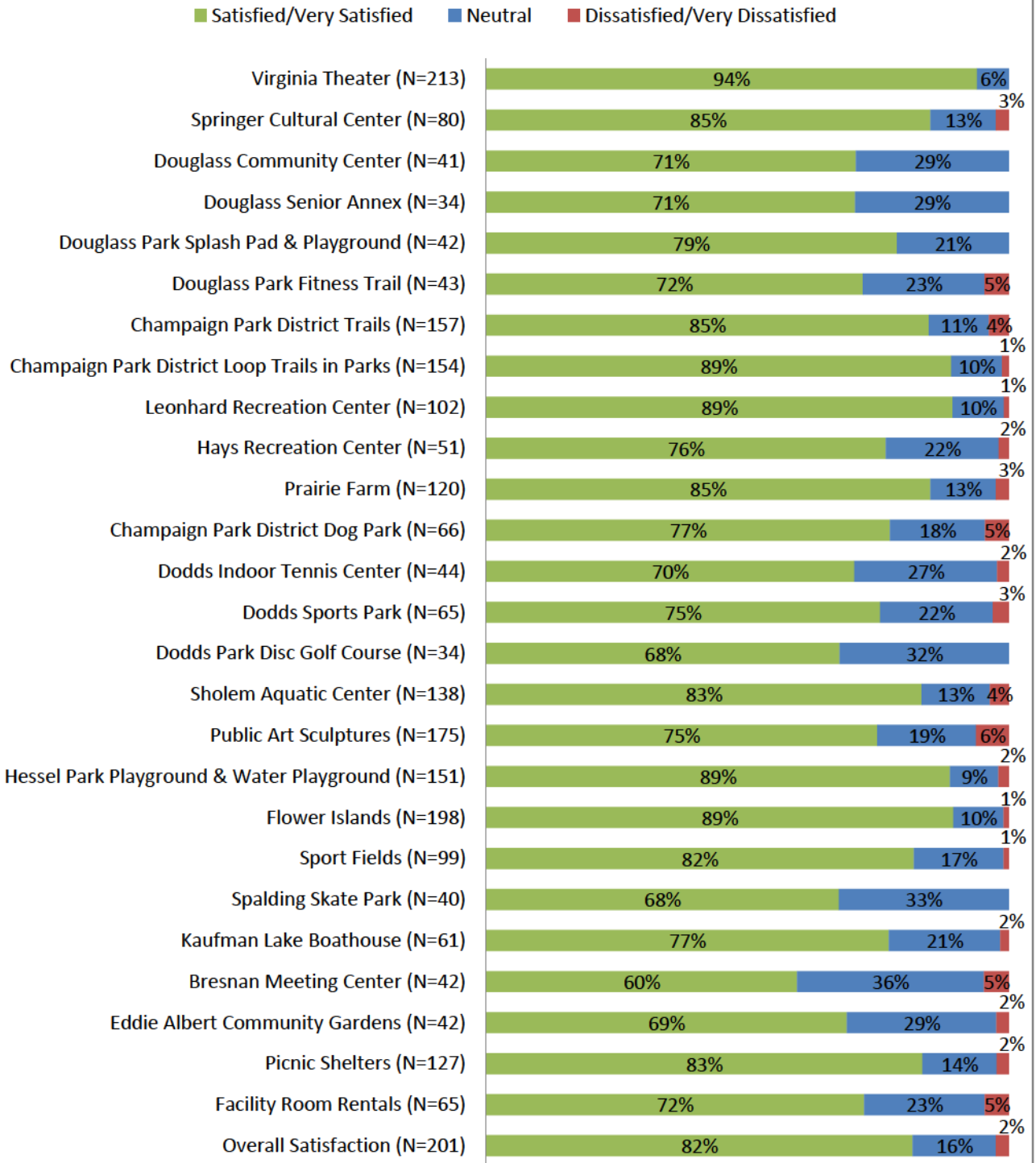
Note: Percentages are based on the respondents who expressed an opinion (“Don’t Use” responses have been omitted).

## Satisfaction with facilities & amenities (all responses)



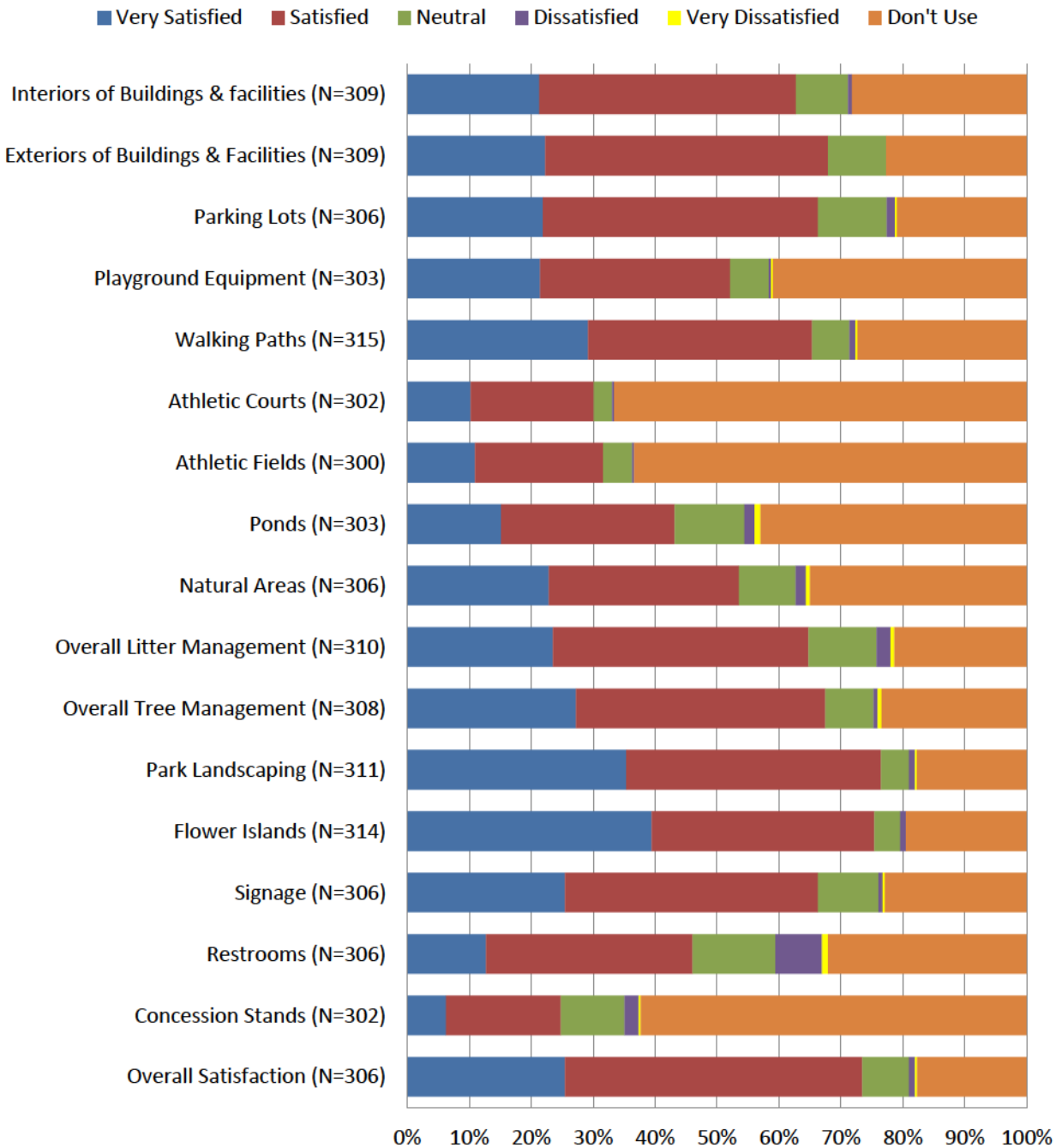
Note: Percentages are based on the number of respondents who answered the question (N).

## Satisfaction with facilities & amenities (active users only)



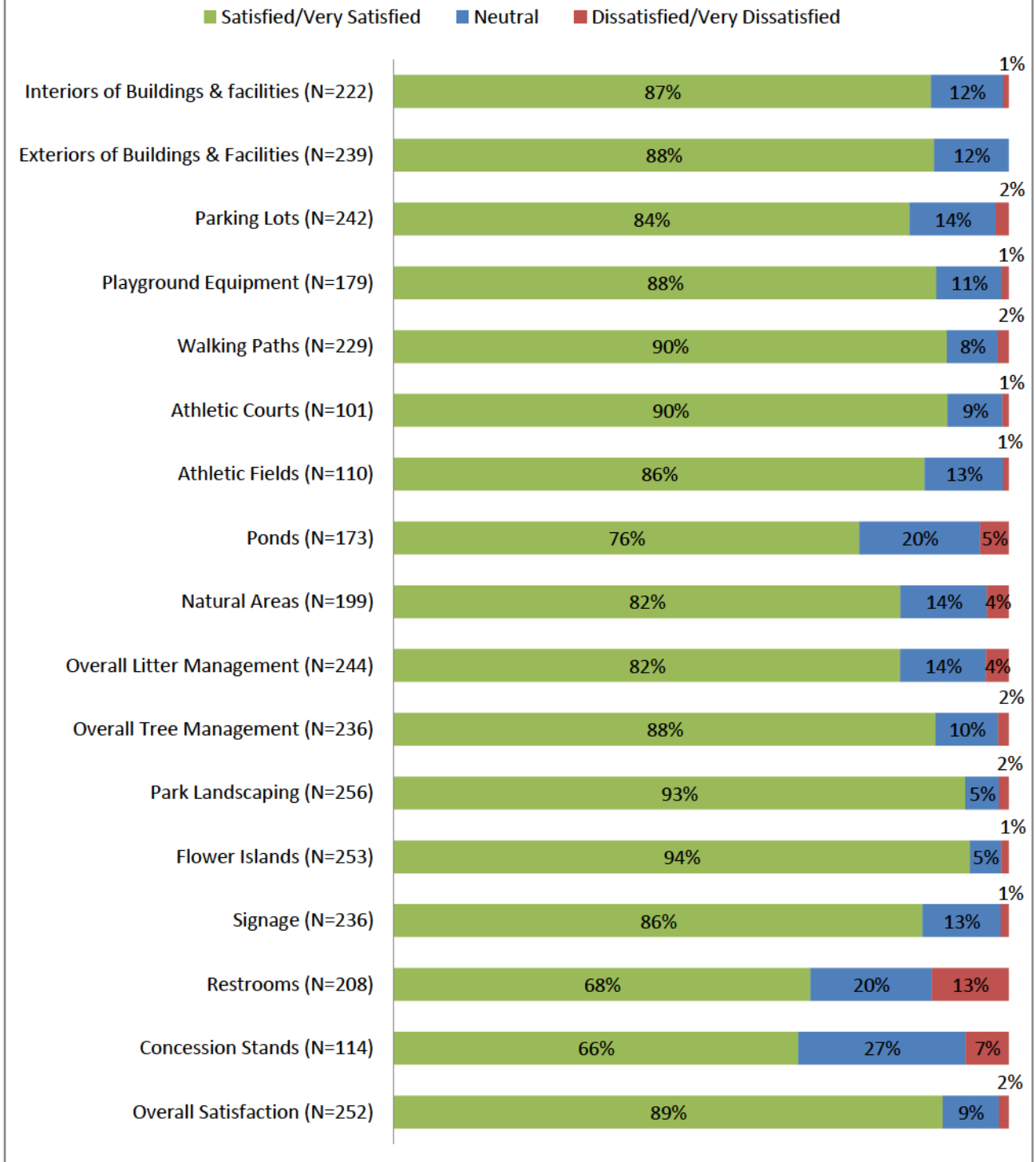
Note: Percentages are based on the respondents who expressed an opinion (“Don’t Use” responses have been omitted).

## Satisfaction with general maintenance & care of facilities (all responses)



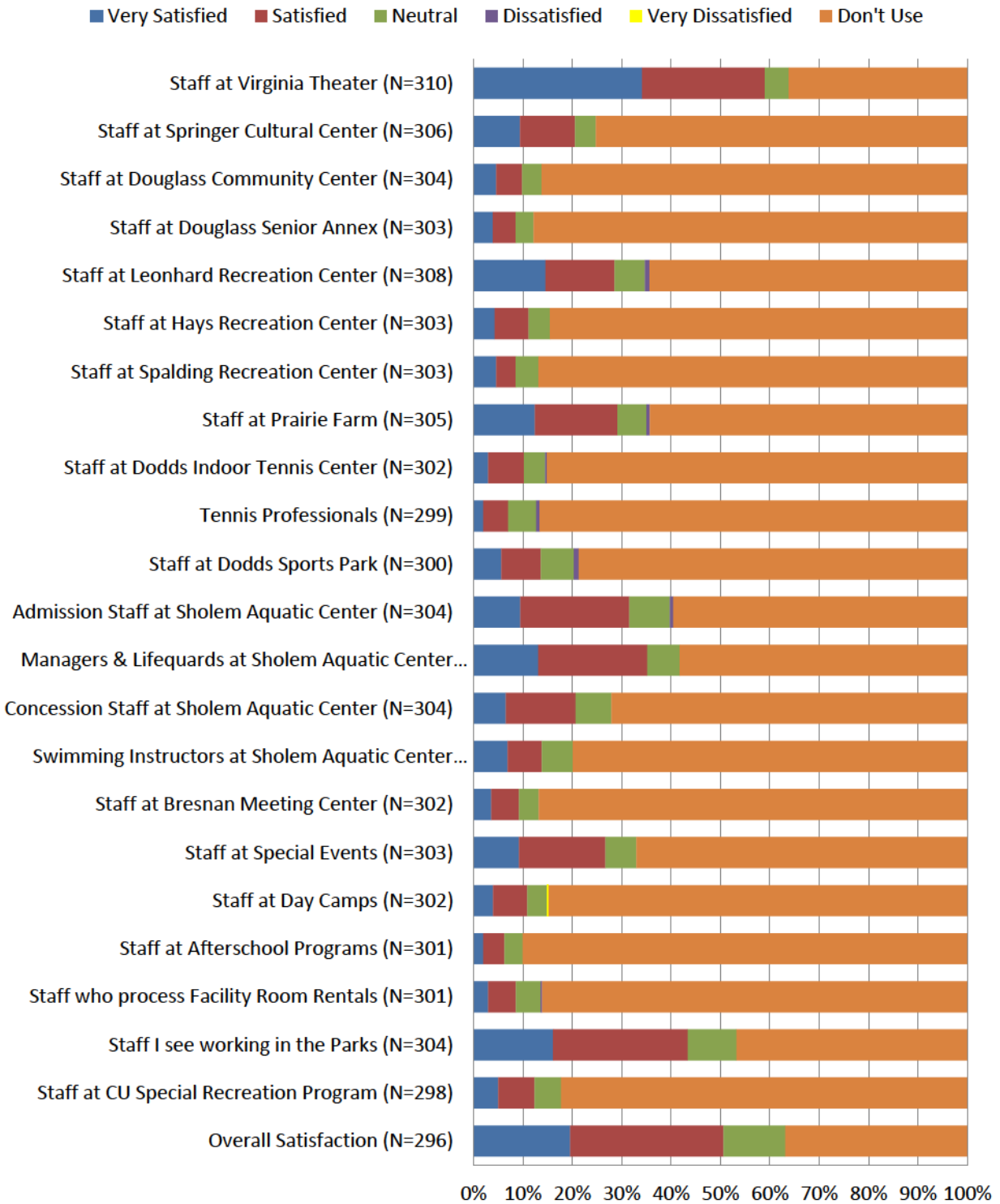
Note: Percentages are based on the number of respondents who answered the question (N).

## Satisfaction with general maintenance & care of facilities (active users)



Note: Percentages are based on the respondents who expressed an opinion (“Don’t Use” responses have been omitted).

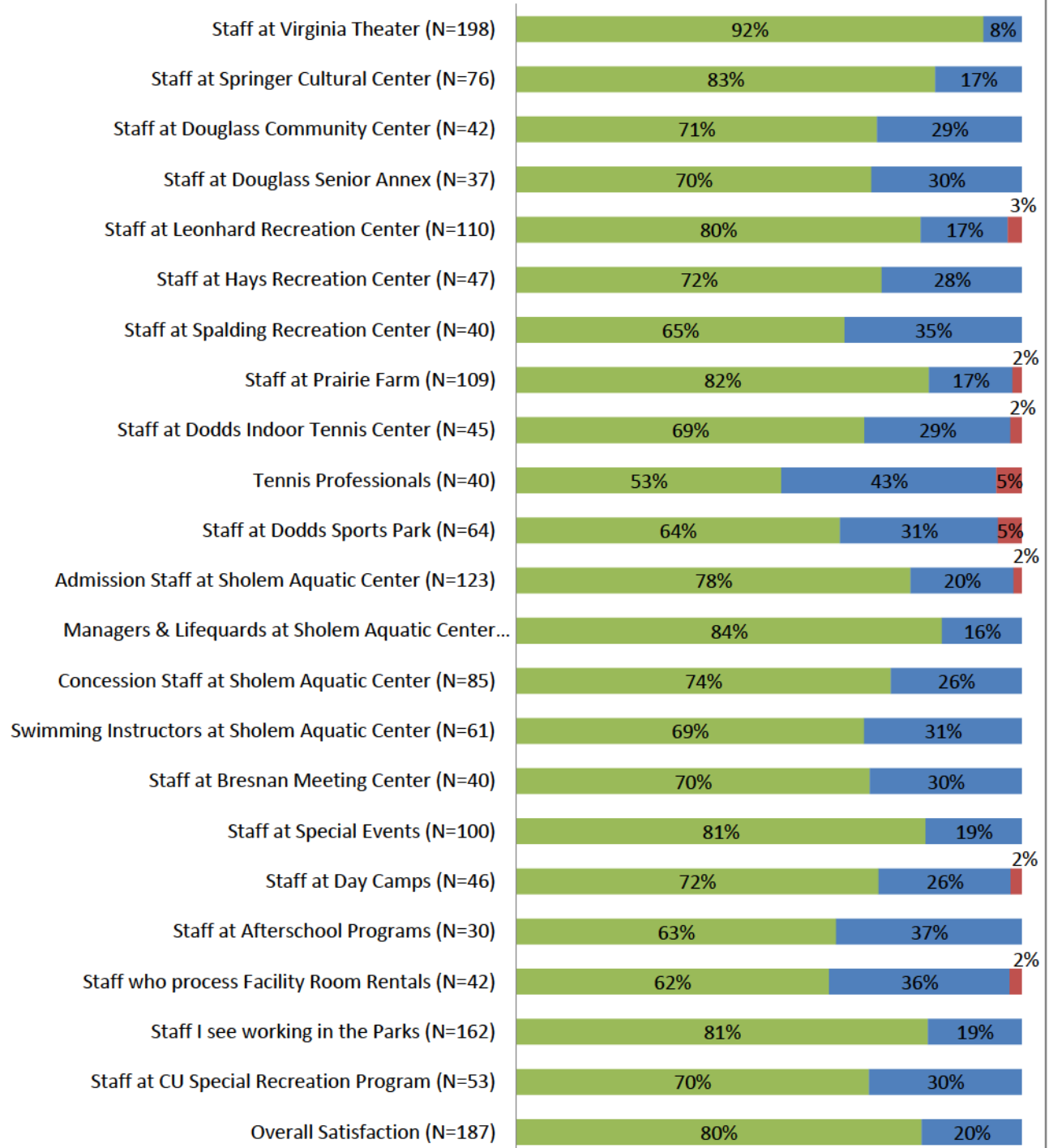
## Satisfaction with staff (all responses)



Note: Percentages are based on the number of respondents who answered the question (N).

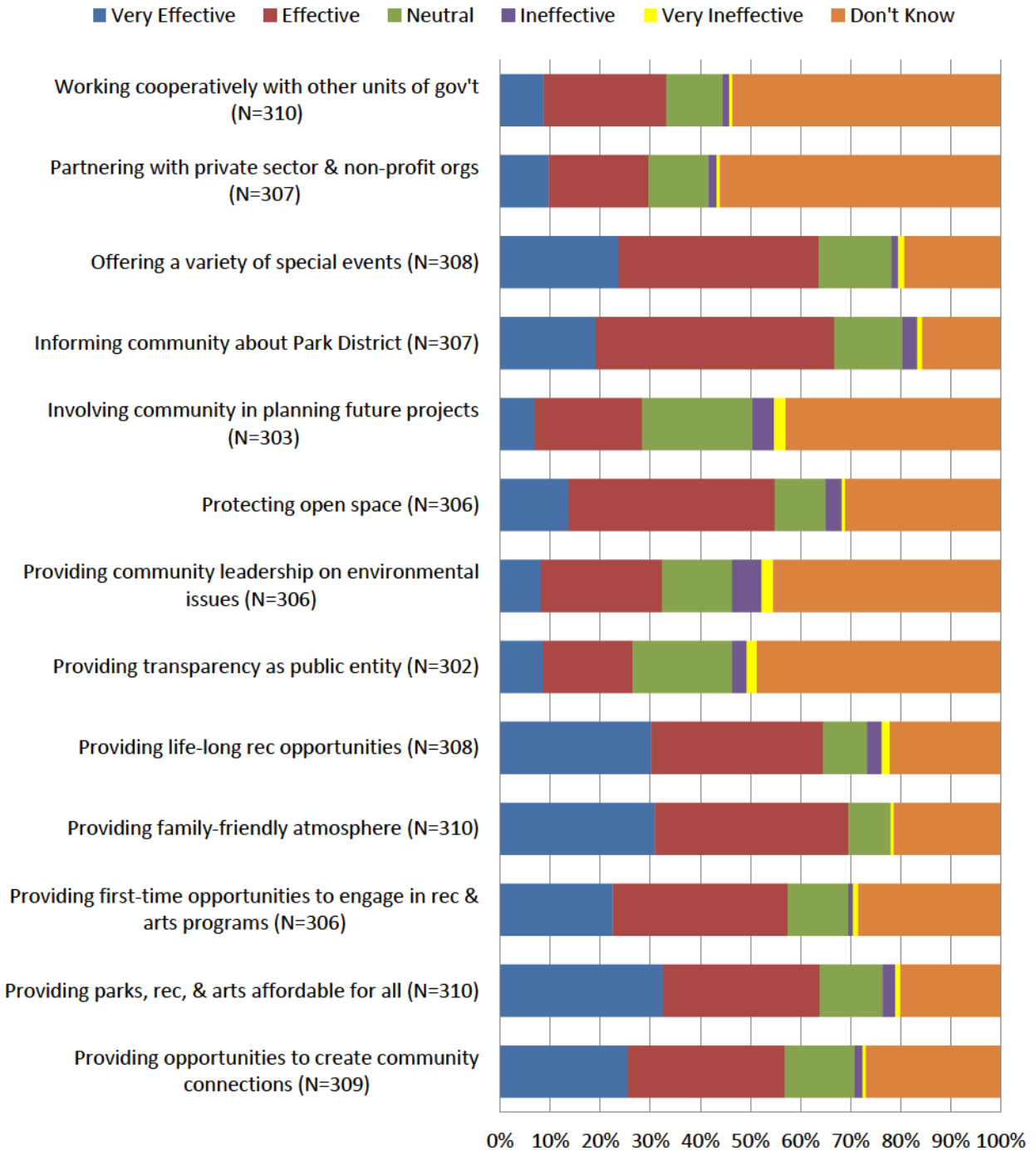
## Satisfaction with staff (active users only)

■ Satisfied/Very Satisfied   ■ Neutral   ■ Dissatisfied/Very Dissatisfied



Note: Percentages are based on the respondents who expressed an opinion ("Don't Use" responses have been omitted).

## Effectiveness (all responses)

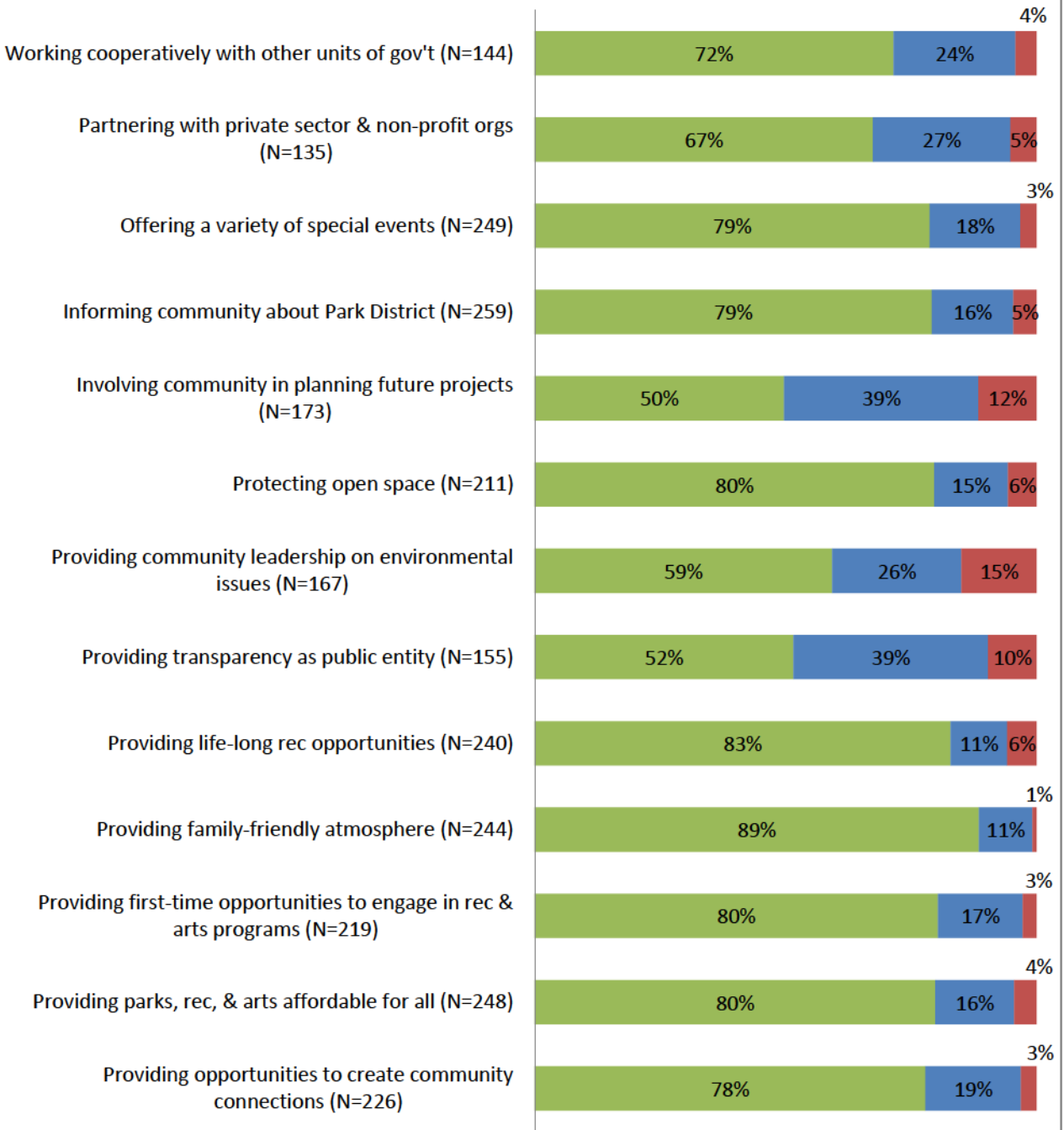


Note: Percentages are based on the number of respondents who answered the question (N).



## Effectiveness (active users only)

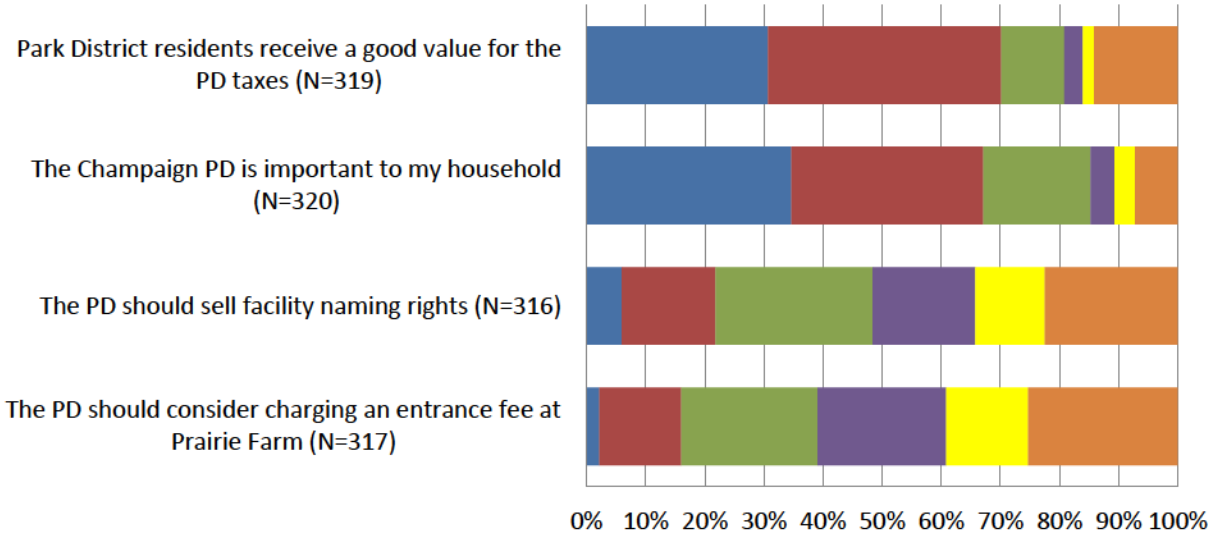
■ Effective/Very Effective   
 ■ Neutral   
 ■ Ineffective/Very Ineffective



Note: Percentages are based on the respondents who expressed an opinion (“Don’t Know” responses have been omitted).

## Opinion (all responses)

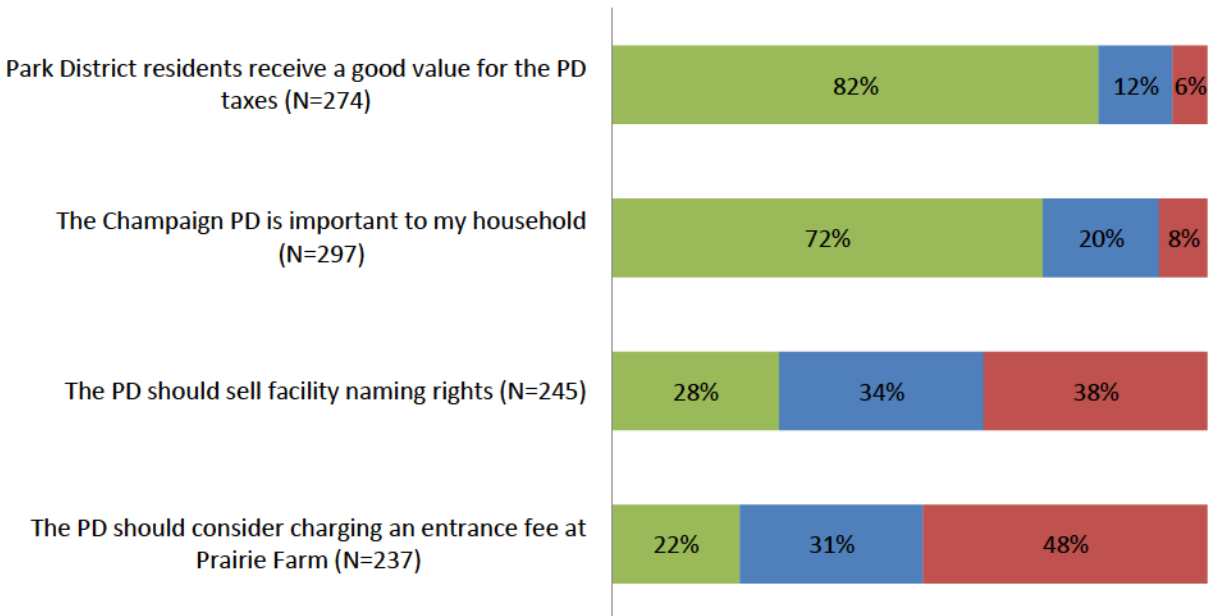
Strongly Agree Agree Neutral Disagree Strongly Disagree Don't Know



Note: Percentages are based on the number of respondents who answered the question (N).

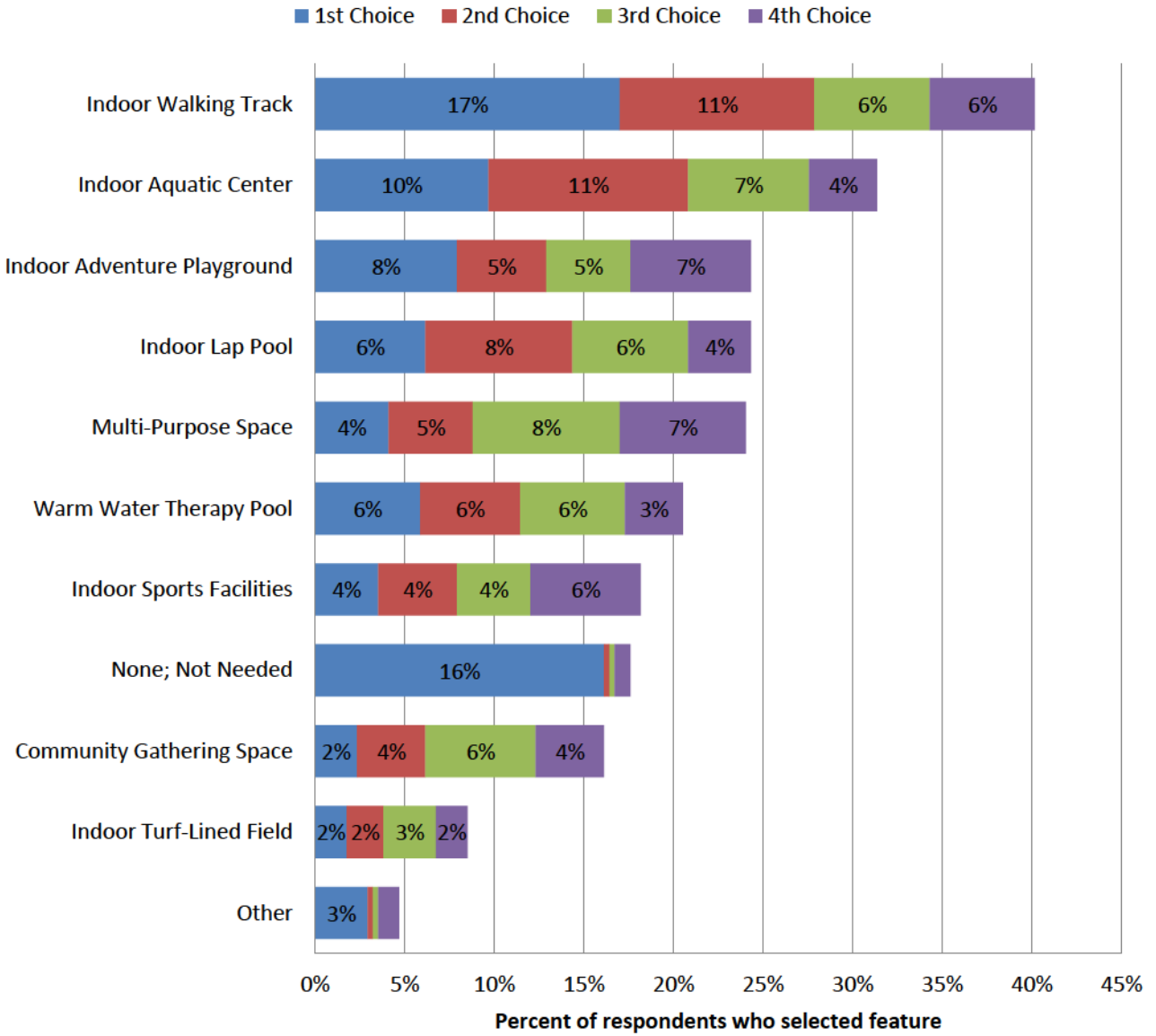
## Opinion (respondents with an opinion)

Agree/Strongly Agree Neutral Disagree/Strongly Disagree



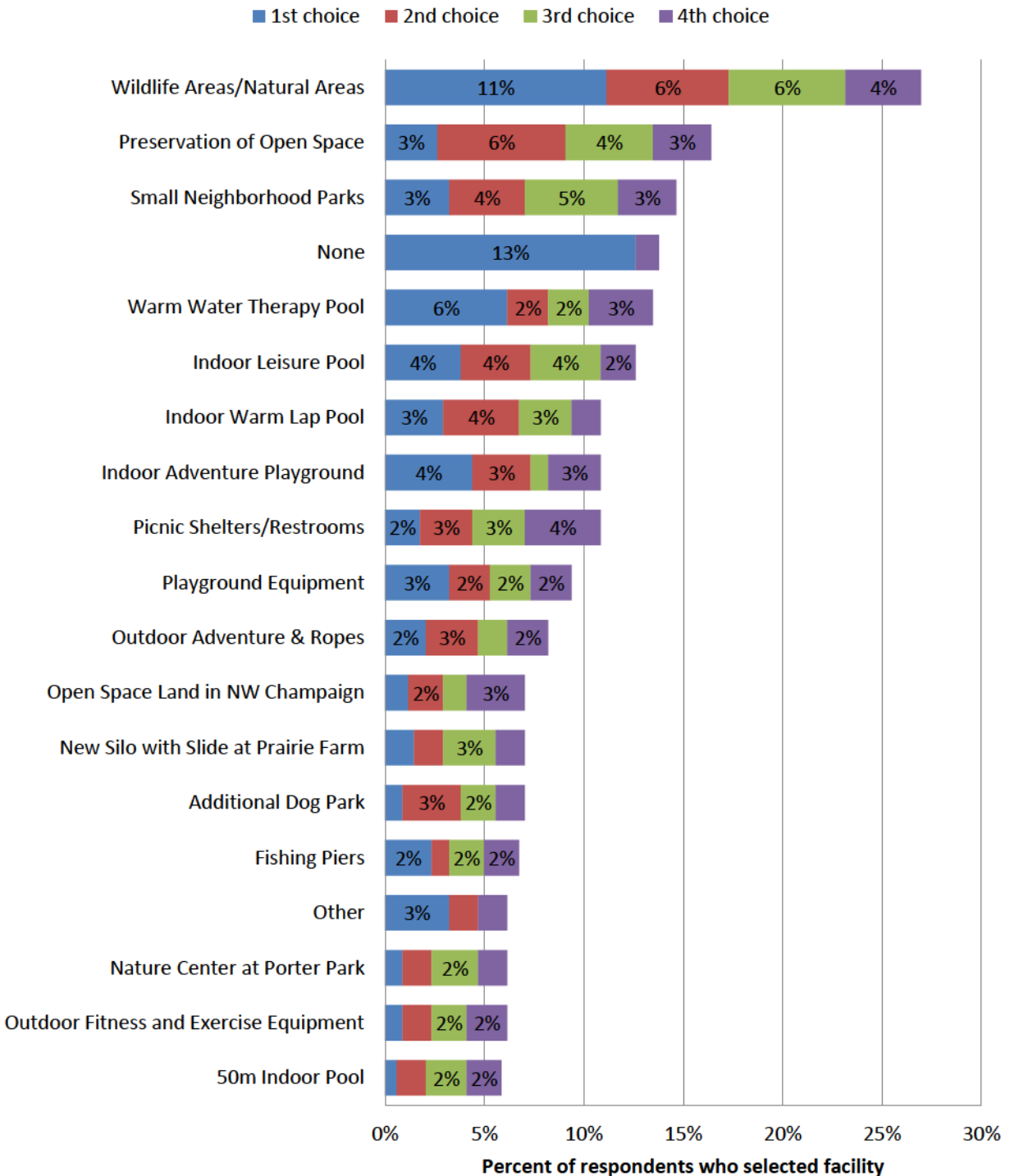
Note: Percentages are based on the respondents who expressed an opinion ("Don't Know" responses have been omitted).

## Top features for new Recreation Center (N=341)



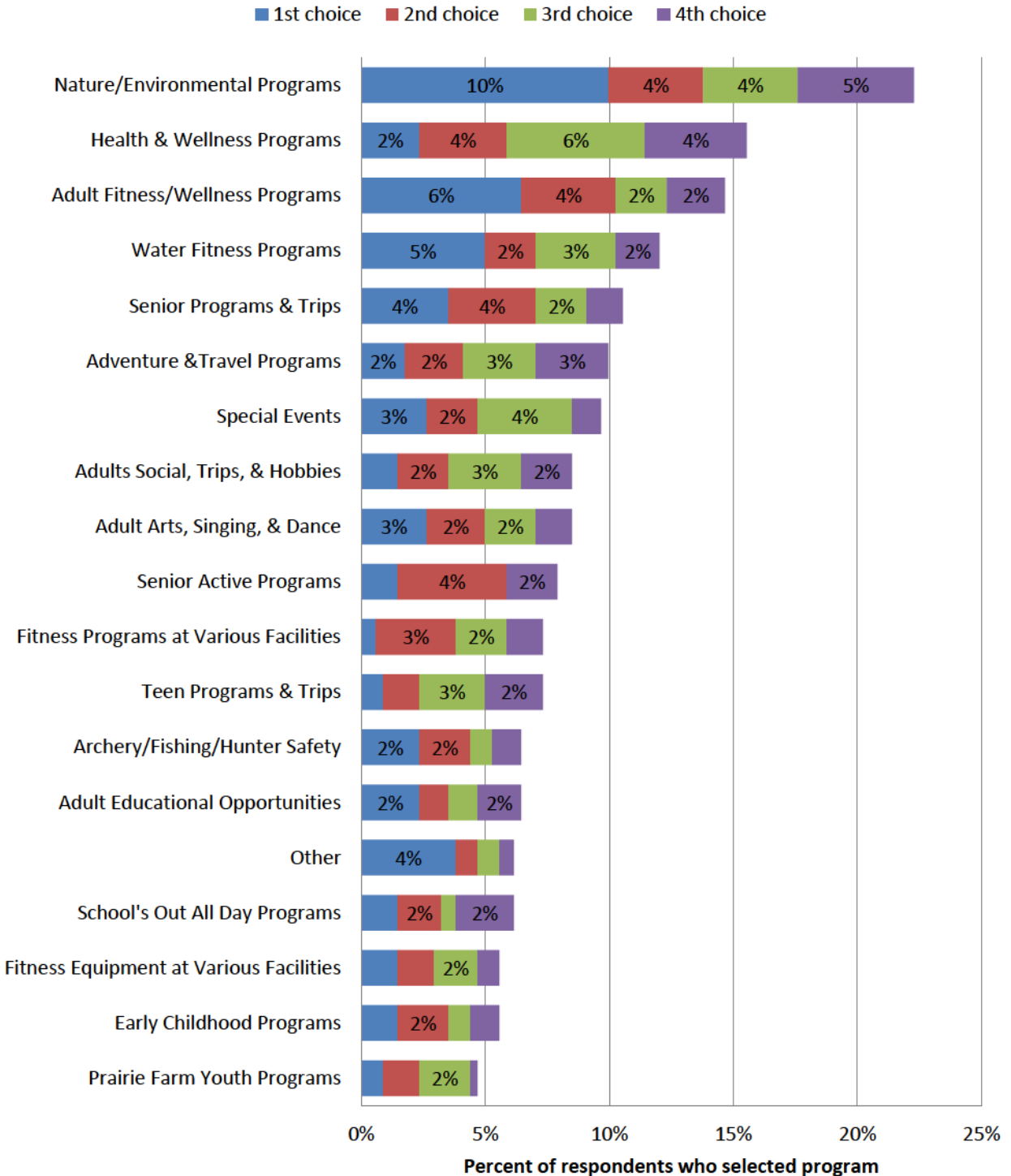
Note: Respondents could choose multiple items. Percentages are based on the total number of survey respondents. Segments that are not labeled represent fewer than 2% of all respondents, and features chosen by fewer than 5% of respondents are not shown.

## Top facilities to develop or expand (N=341)



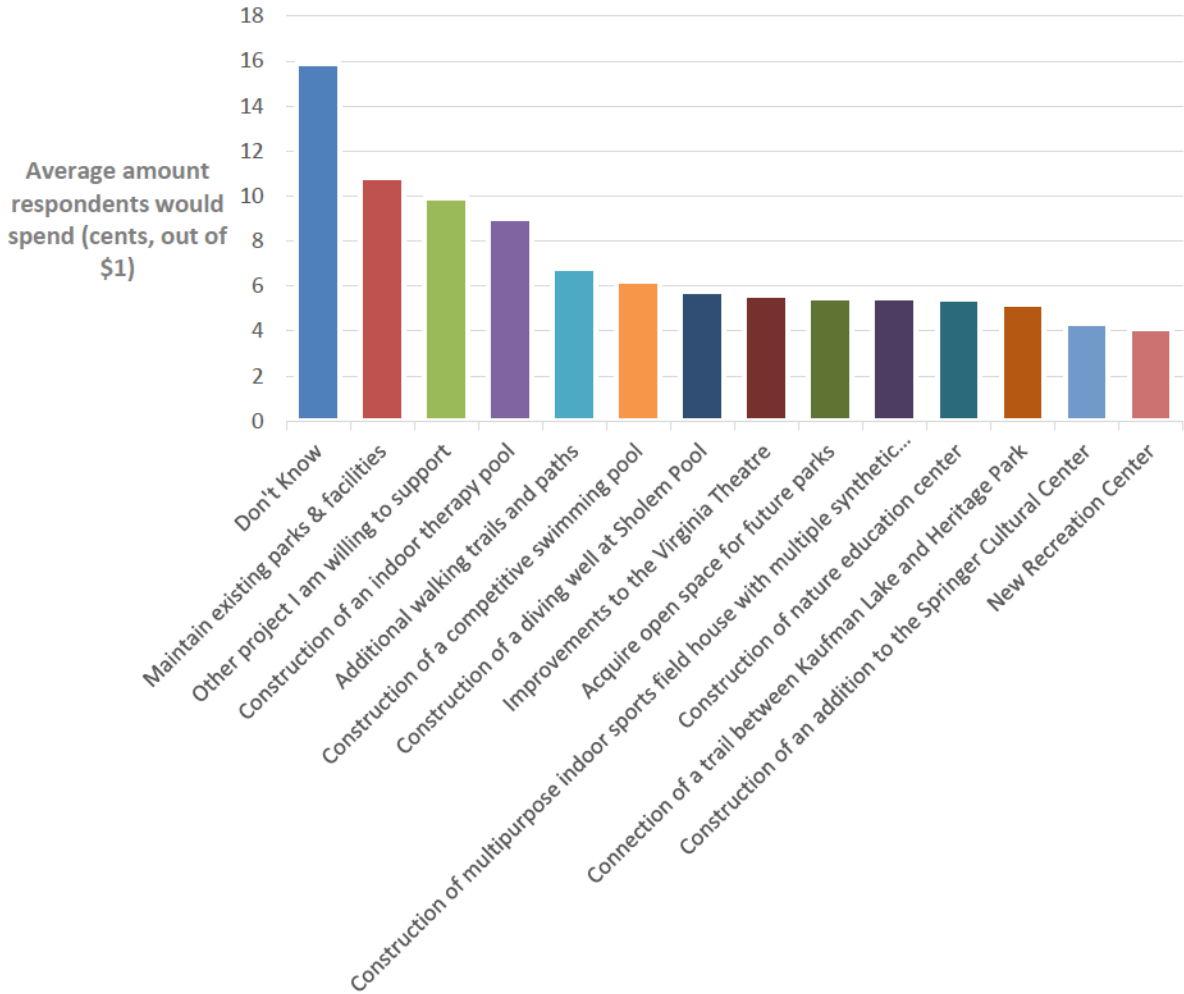
Note: Respondents could choose multiple items. Percentages are based on the total number of survey respondents. Segments that are not labeled represent fewer than 2% of all respondents, and facilities chosen by fewer than 5% of respondents are not shown.

## Top programs to develop or expand (N=341)

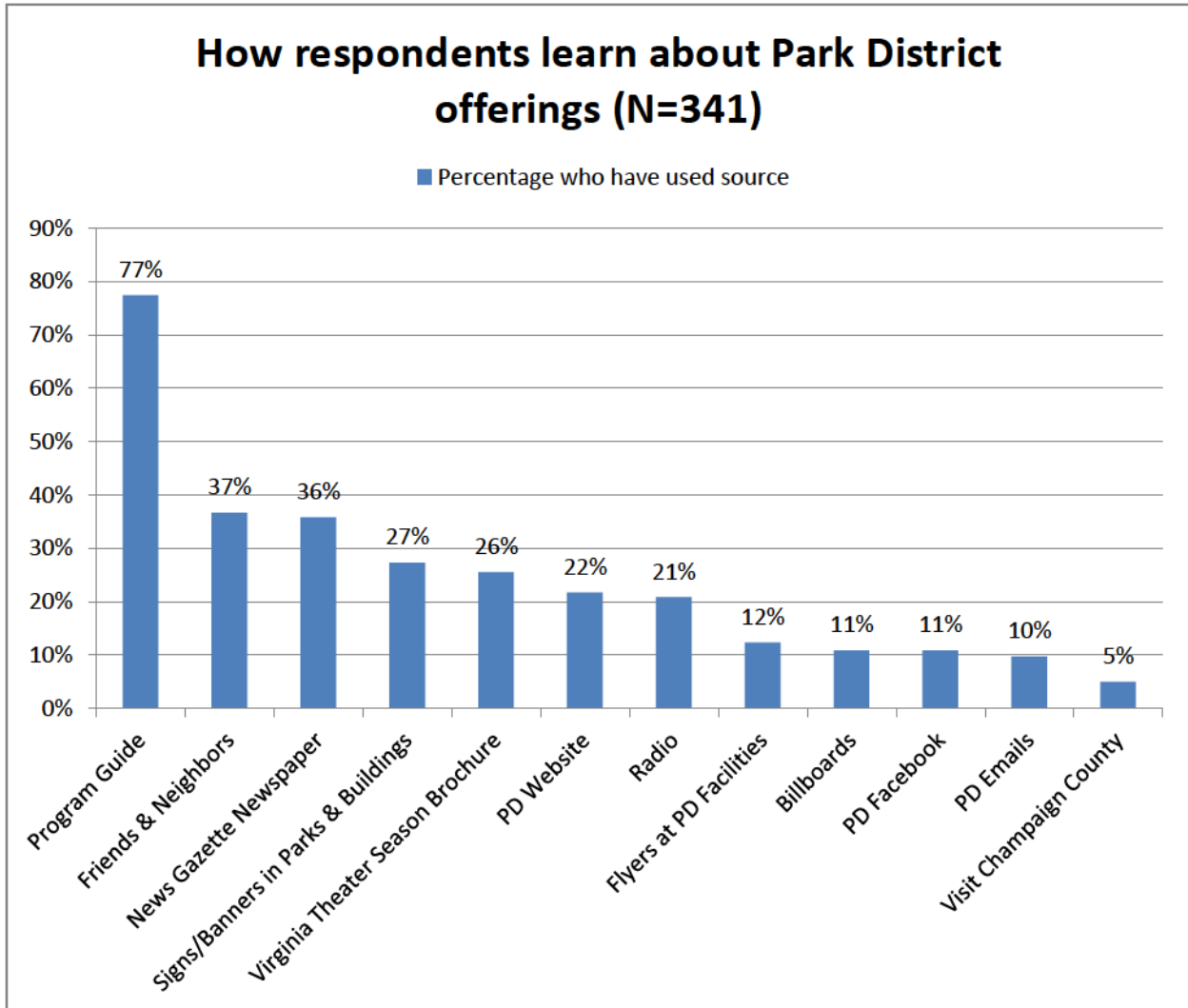


Note: Respondents could choose multiple items. Percentages are based on the total number of survey respondents. Segments that are not labeled represent fewer than 2% of all respondents, and programs chosen by fewer than 5% of respondents are not shown.

### Spending priorities given \$1 to spend

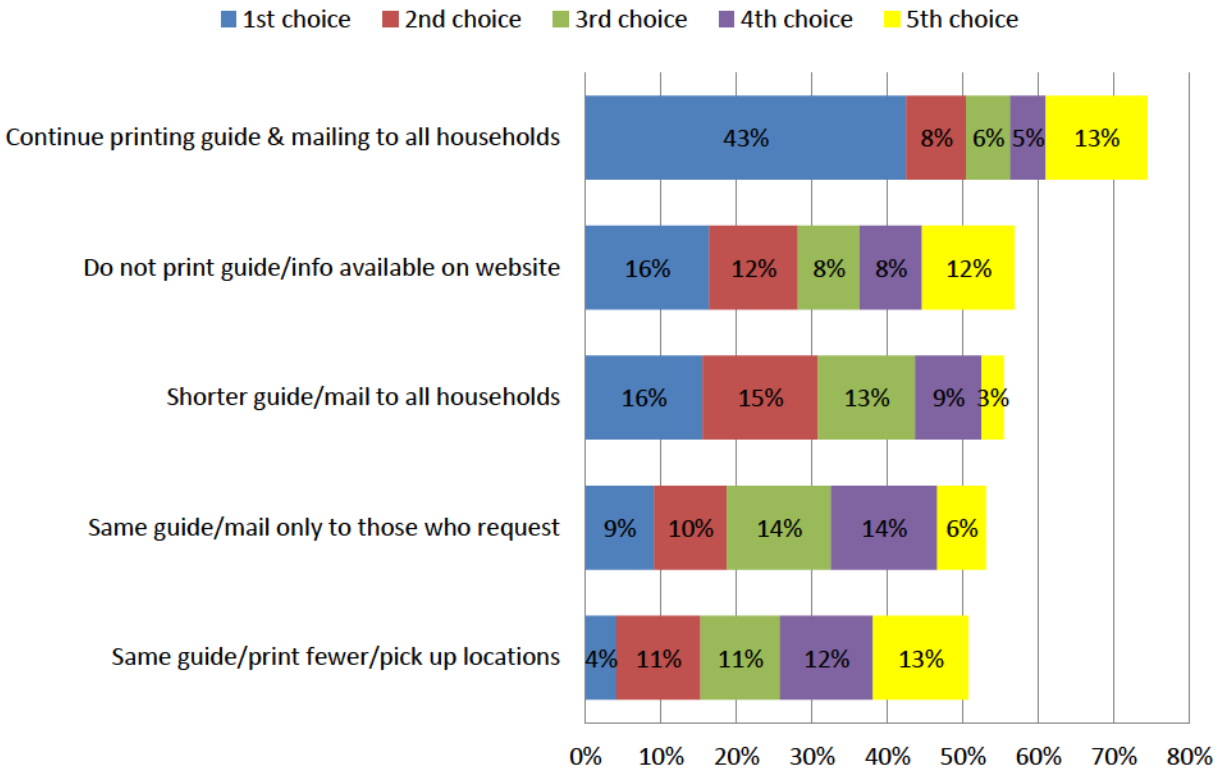


## Marketing



Note: Respondents could choose multiple items. Percentages are based on the total number of survey respondents. Sources chosen by fewer than 5% of respondents are not shown.

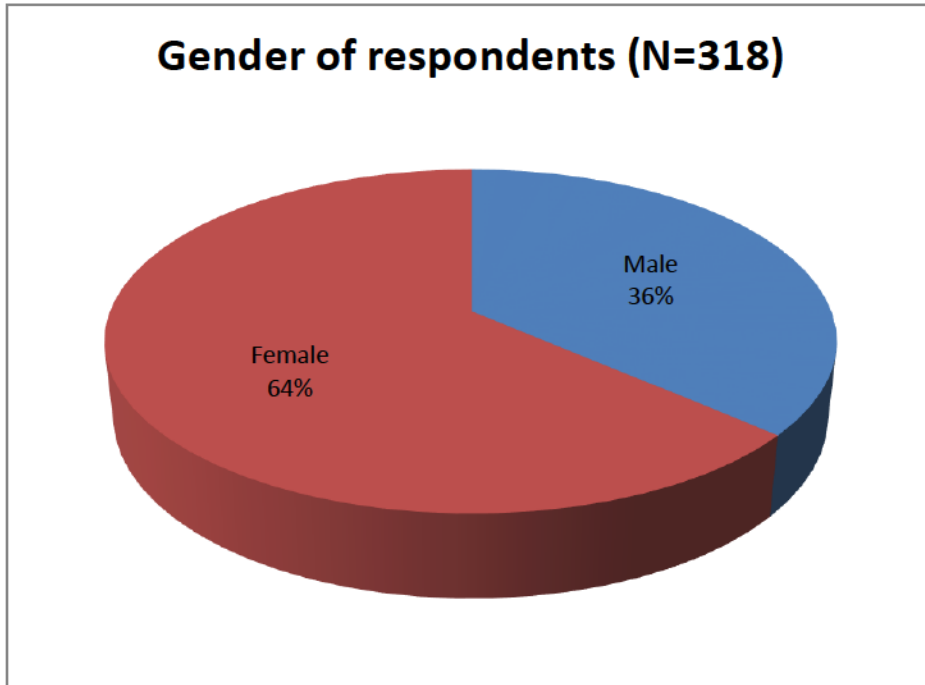
## Preferred method of receiving Program Guide (N=341)



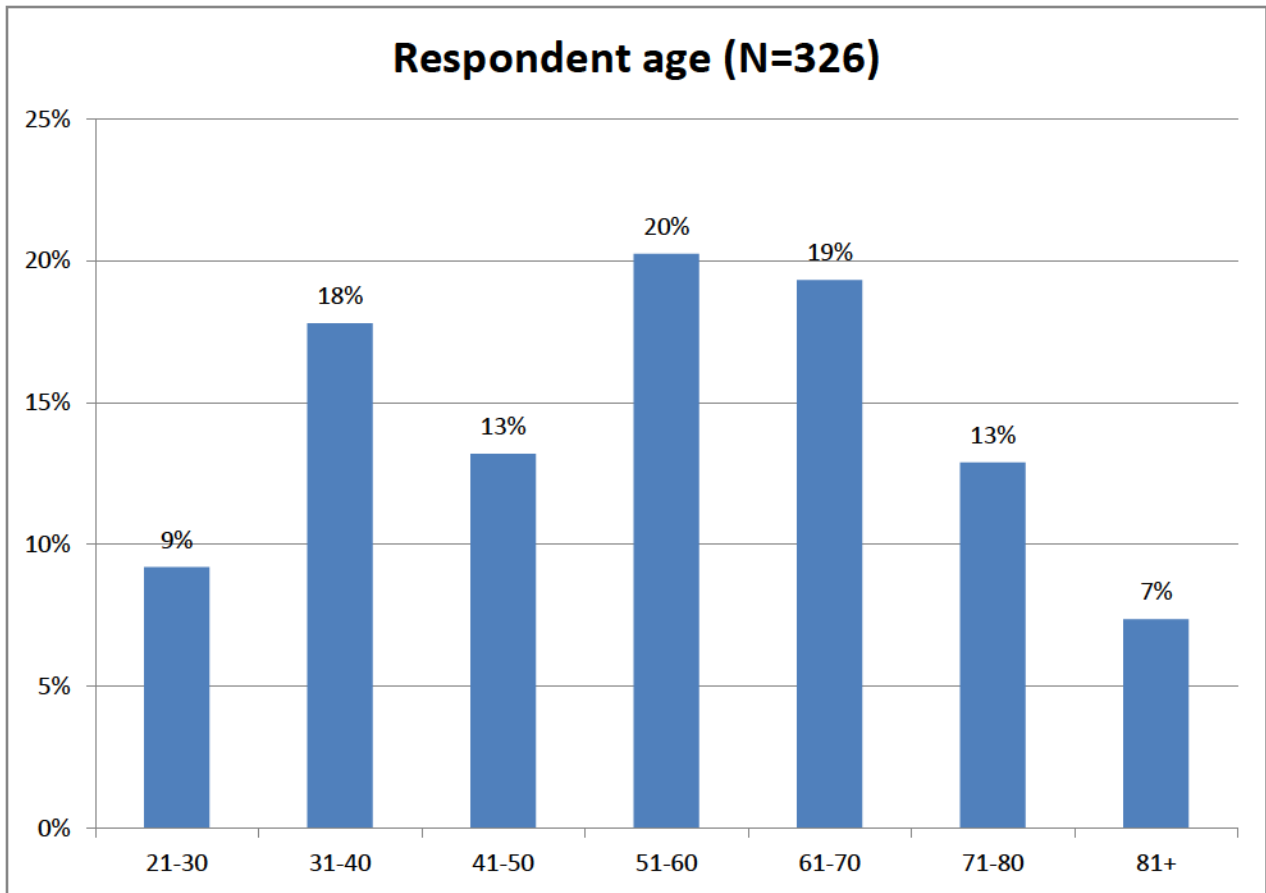
Note: Percentages are based on the total number of survey respondents.



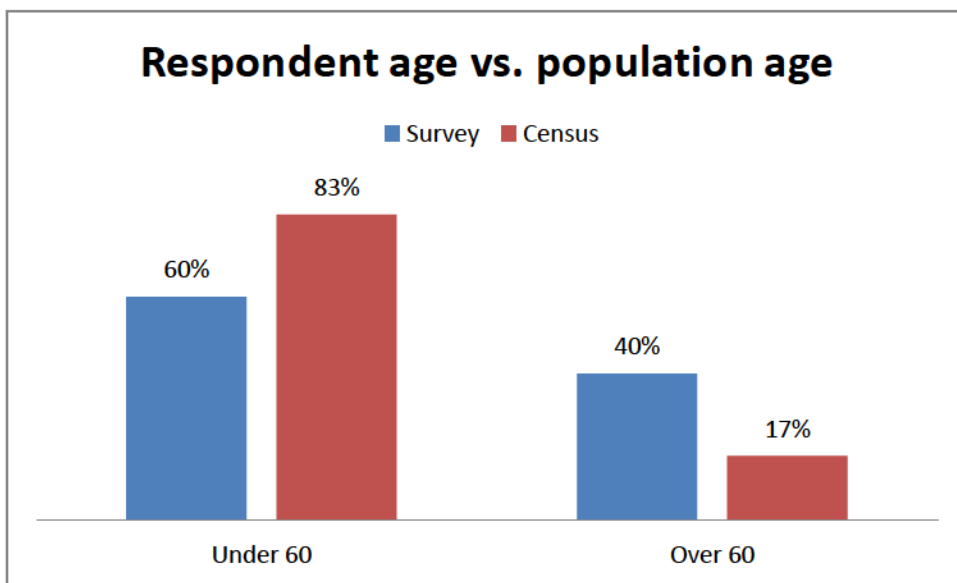
## Demographics

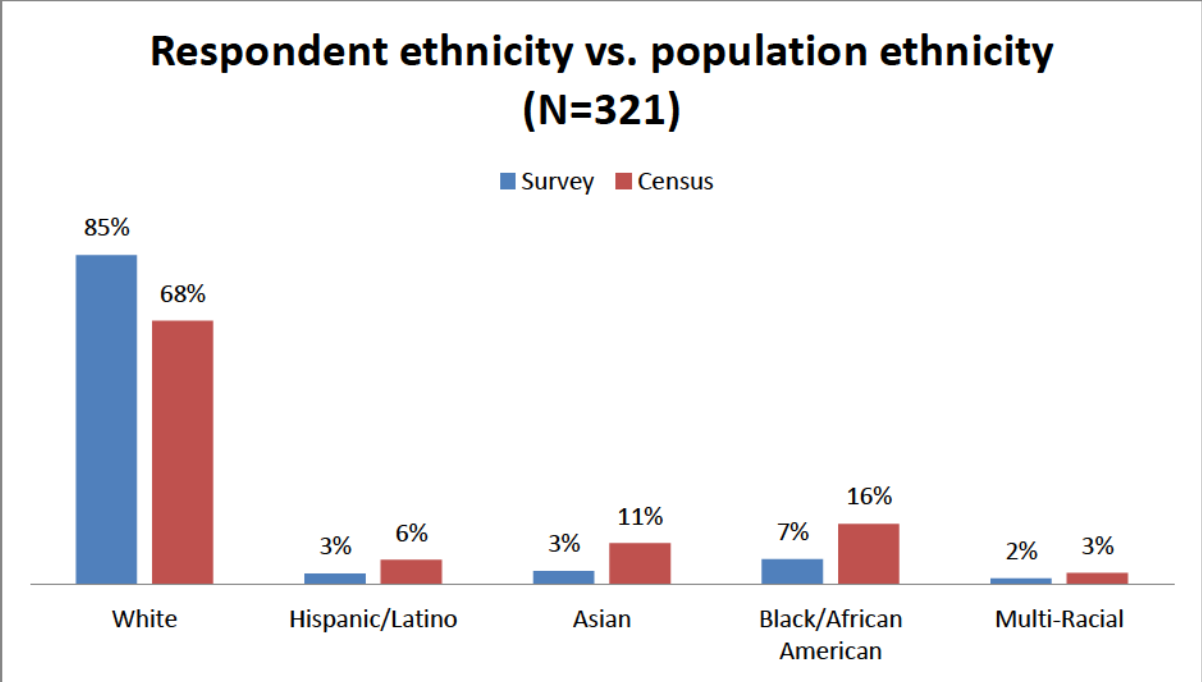


The 2015 census estimate indicates that 49.8% of Champaign residents are female and 50.2% are male.

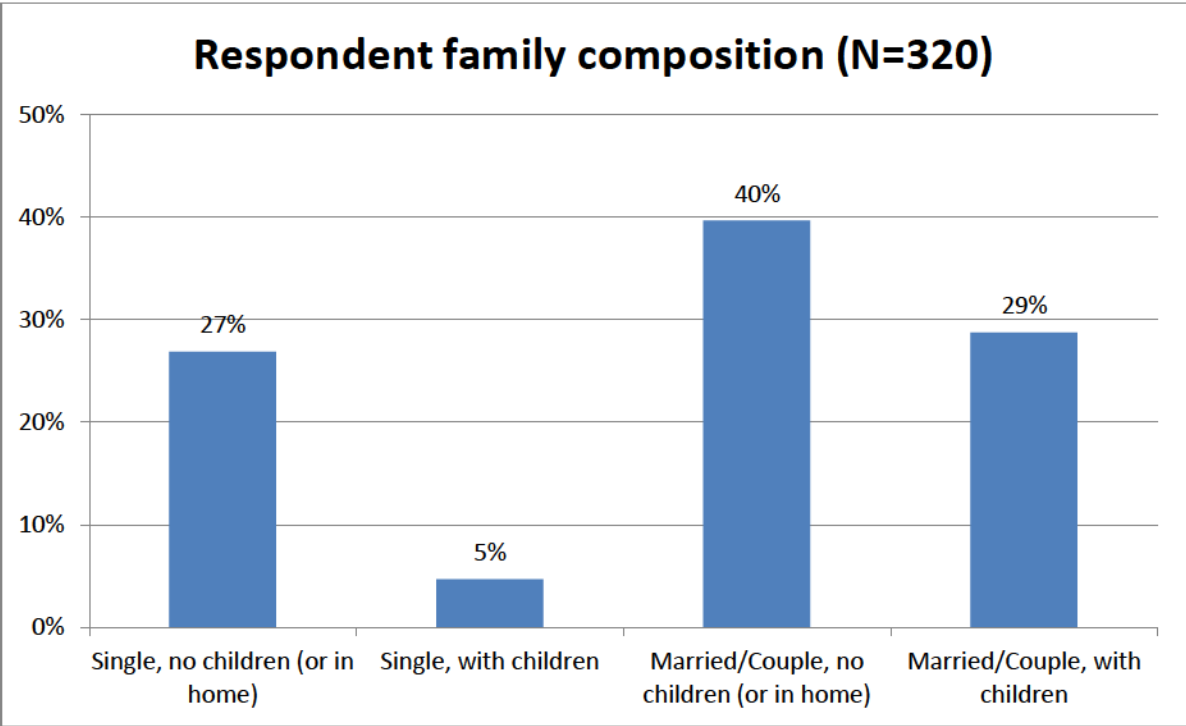


Note: Percentages are based on the respondents who answered the question (N).

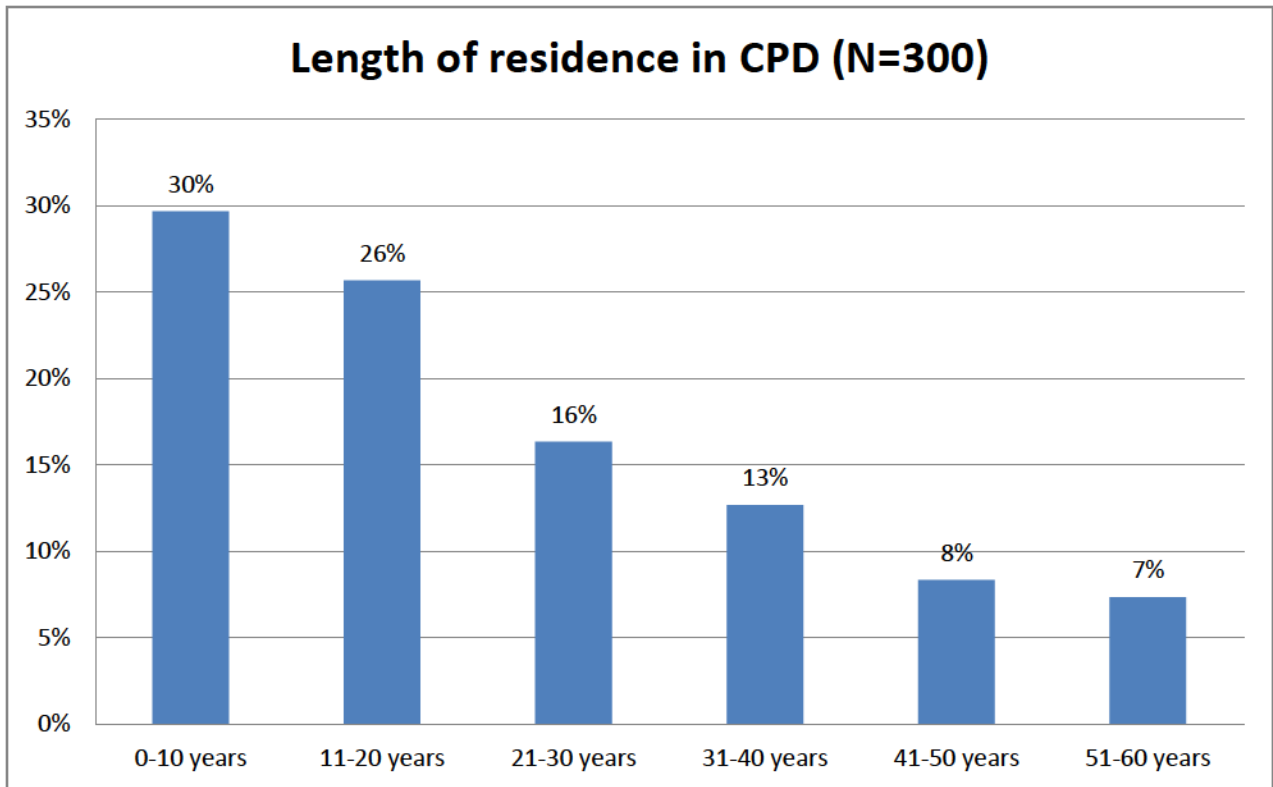




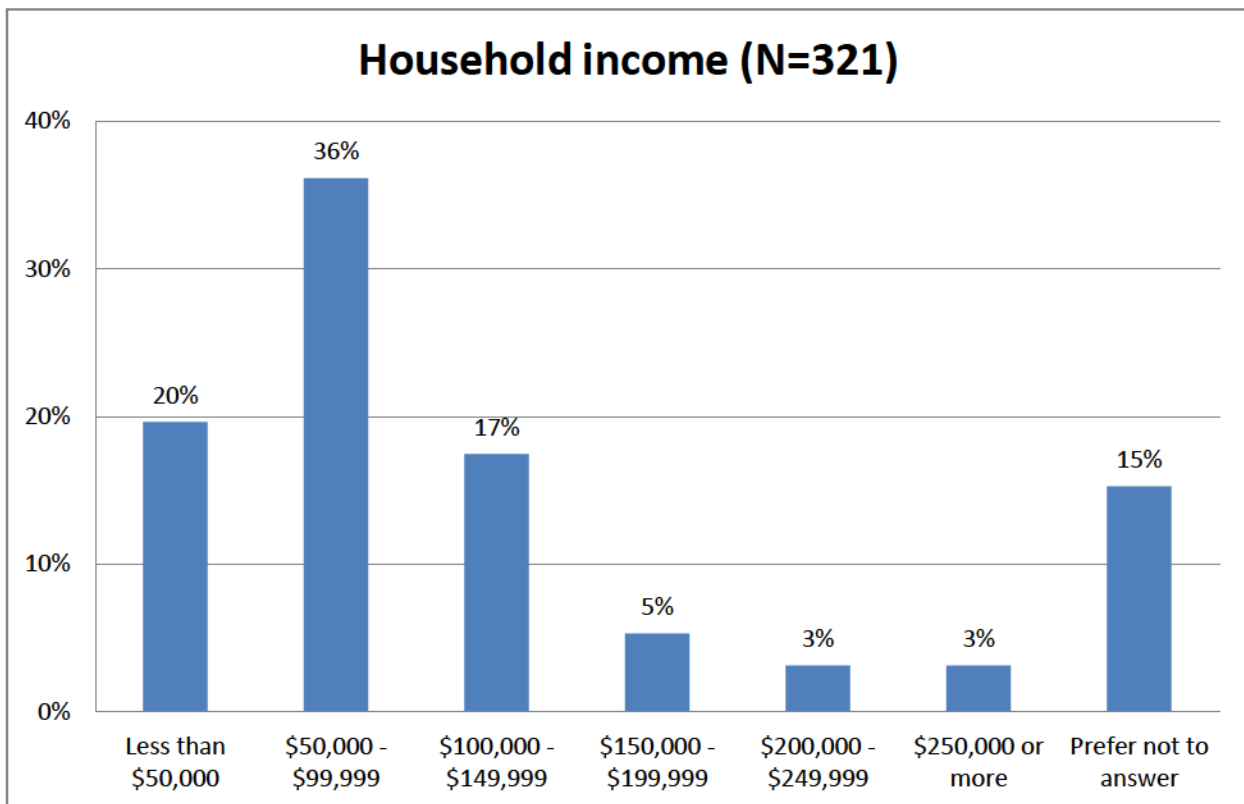
Note: Respondents could choose multiple items. American Indian/Alaska Native are not shown (survey = 0, census < 1%). Fewer than 1% chose "Other." Percentages are based on the respondents who answered the question (N). Census numbers total to more than 100% because Hispanics may also be included in other categories.



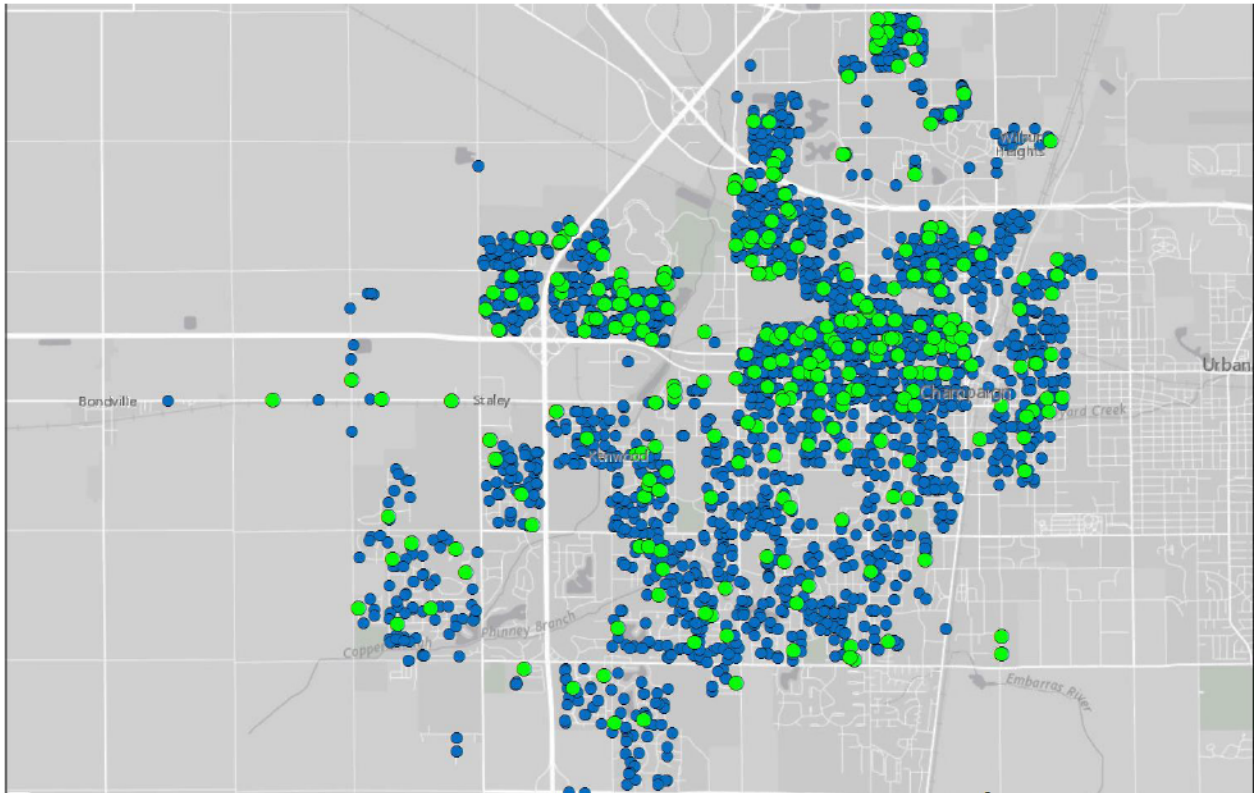
Note: Percentages are based on the respondents who answered the question (N).



Note: Percentages are based on the respondents who answered the question (N).



Note: Percentages are based on the respondents who answered the question (N).



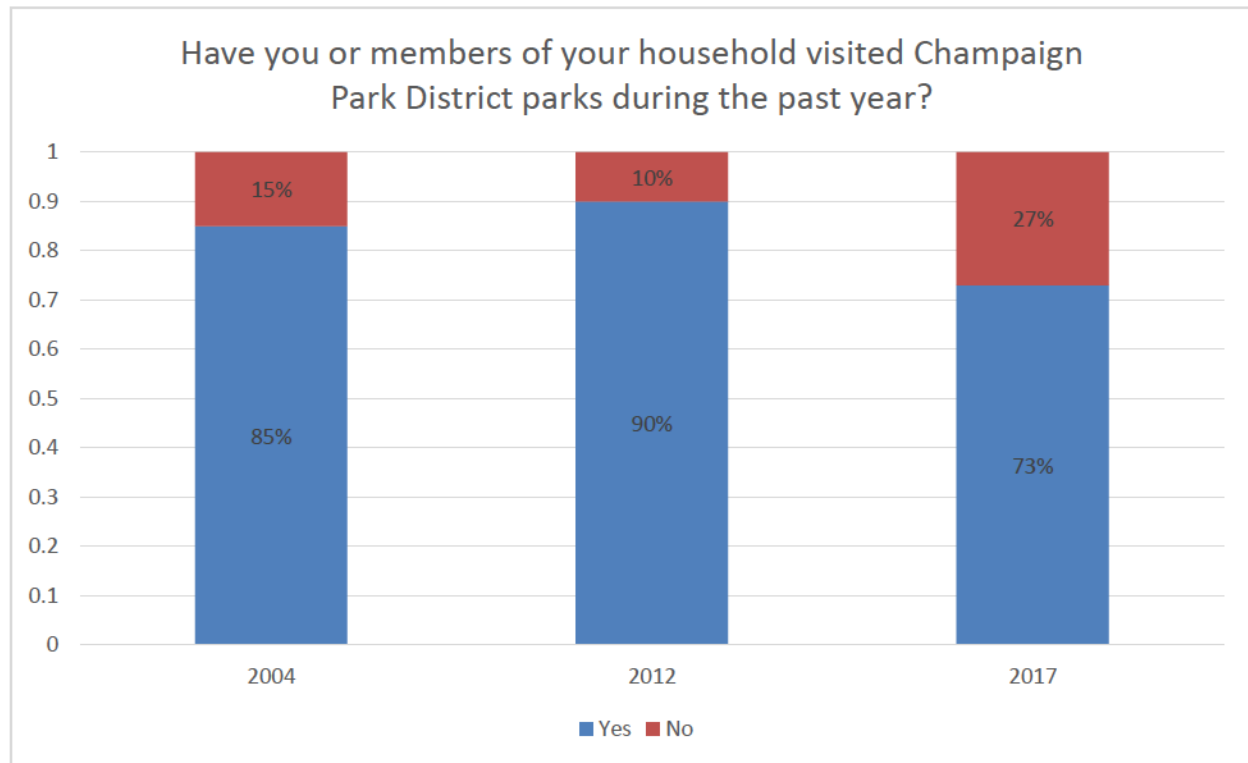
Note: Blue dots represent households where surveys were mailed to (3,500), and green dots represent households that responded to the survey mailing (341). The map shows that responses were spatially representative across the whole district, particularly in areas that tend to produce a poorer response rate (i.e. north of University Avenue).

### Comparison with 2004 & 2012 Studies

Comparatives were generated to analyze differences in residents' responses over time. Two survey questions were found to be similar across the 2004, 2012, and 2017 surveys. They are:

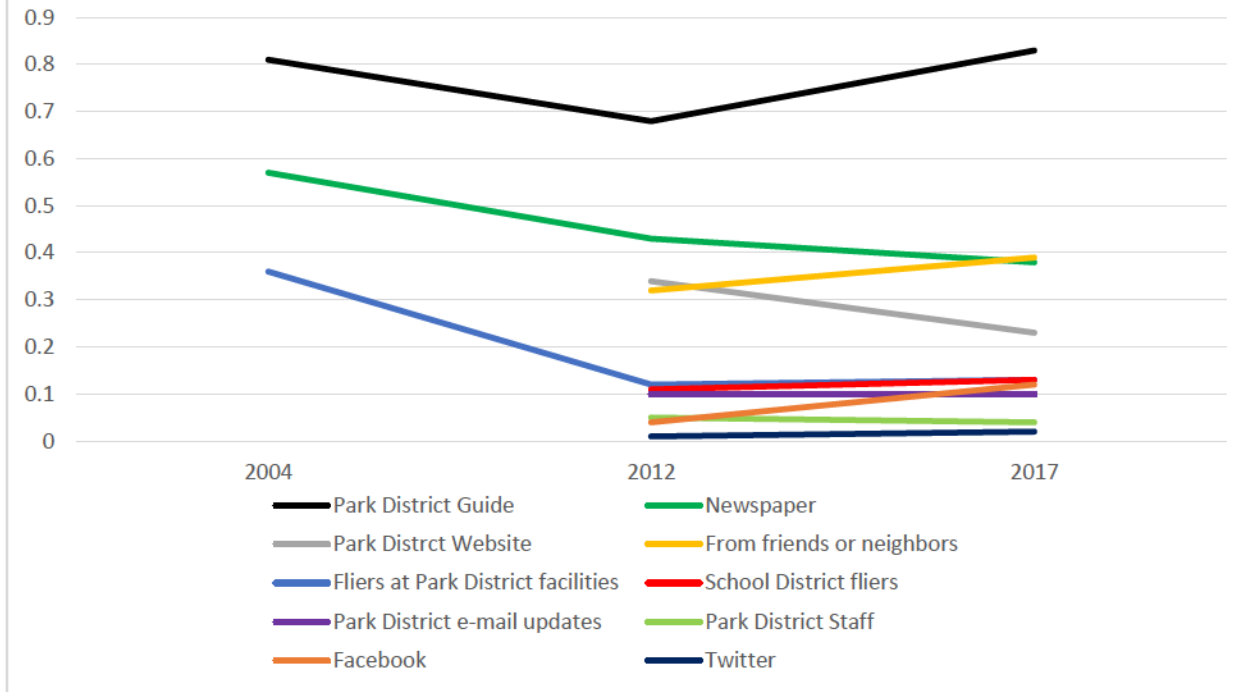
1. Have you or members of your household visited any of the Champaign Park District parks during the past year?
2. In what ways does your household learn about Park District programs?

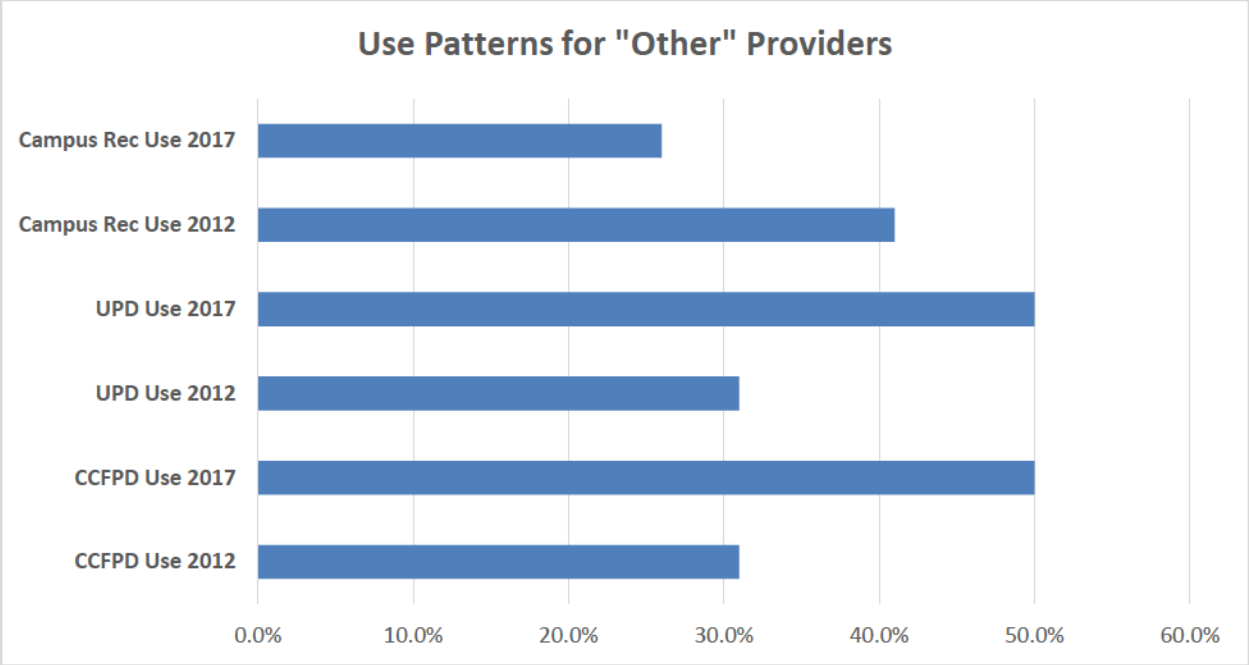
Generally, the 2004/2012 survey questions were not compatible with the 2017 survey questions. The most recent version of the Champaign Park District survey (2017) asked more detailed questions and tended to include batteries of questions with multiple items (i.e., *Please rate your satisfaction with the following programs*) rather than single item questions (i.e., *How would you rate the quality of all programs you participate in?*) to generate a more complete understanding of resident opinions and priorities on multiple facets of the Park District such as program satisfaction. The graphs below illustrate resident responses from 2004, 2012, and 2017 for the two compatible survey questions.



Note: This question was asked as a single-item question in the 2004/2012 survey but was asked as one of many other items on Park District participation in the 2017 survey.

## Ways households learn about Park District programs







## **General Comments**

## Thank You / Well Done

- Our park district is FANTASTIC! We are so lucky.
- We love the Park District. Love Clark Park.
- I think CPD continues to do a good job for our community. Thank you!
- We love Clark Park and Hessel Park!
- CPD does a great job.
- I'm proud of our Park District!
- Champaign has beautiful parks and nice playgrounds for families!
- Champaign Parks are great! Keep up your hard and rewarding work. We appreciate what you do!
- CPD is a huge factor in why I enjoy living in Champaign, My favorite activities are neighborhood concerts, youth agents, and play grounds.
- From what I have observed, the park district does a fine job for the cities of Urbana and Champaign.
- Grateful for the Parks!
- Great park service for our community! Virginia Theater is FANTASTIC!
- I appreciate all the opportunities available although I don't use them all. I work with young people and adults who need the necessity of activities processed. My grandchildren enjoy the parks & picnics especially. I see neighbors and their children active in the parks. Sport and other activities which is so much more important than spending all their time on electric devices. Thank you all so much!
- I believe Champaign Park District does a great job for our community. It is our fault that we do not take advantage of all the programs that are offered.
- I don't know much about the program or facilities but it seems like CPD has a lot going on! I am impressed and I will try to get more involved. I work for UPD but live in Champaign now.
- I love running at the Champaign/Urbana parks. You guys do a great job keeping the park well kept and clean! I appreciate all you do in the community.
- Love the dog park. Love the expansion of the natural area. We have used so many facilities and programs over the years, thank you!
- Overall Champaign District is/have done great community service!!
- We love CPD-have used many programs over the years, especially when our kids were younger. Keep up the great work!
- While we do not use the park facilities, we feel you run an excellent program for those who use the parks. The best system we've seen is the five towns we have like over the last 85 years. Keep up the good work.
- You guys are doing a good job.
- We enjoy the many programs the Champaign Park District has to offer. We enjoy the various concerts the park district puts on as well as the fact that the Virginia Theater now offers beer/wine for concerts. Keep up the good work!
- The dog park rocks!

- We are proud of the park district in CU
- Great parks

## Facilities & Amenities

### *Aquatics/Pool*

- Need an aquatic center like UPD.
- We would like to see a pool return to Spaulding Park or another location near downtown Champaign.
- Indoor pool with lap lanes or outdoor pool with lap lanes.
- An indoor pool would be nice.
- What at least 25 people I know well and would use (and pay a fee for, if on a sliding scale) is a warm water therapy (and lap) pool. The pool @ UAC is too cold but I'll go there before Spaulding. PLEASE attend to the much underserved needs of my population: retired (partially or wholly) or still working adults over age 40 who need warm water therapy/exercise to keep arthritis and other joint and related issues under control (or to improve these). The Y does NOT serve that need... the only places that now do are the (illegible) Suites (hotel) (somewhat too cold, too crowded, too shallow) and the Carle North Annex pool available for independent access (too small - (illegible) - & too limited in hours, esp. in the morning and late afternoon /early evening (e.g., through 9 am. and before 6:30 pm). The community desperately needs such a facility (also for tot classes year round) as the old small pool at the Old YMCA.
- Indoor Pool Please! Urbana's is small & poorly managed. The outdoor pools are great but unusable 9 mos. of the year.
- An indoor pool that offered year round swimming lessons would be fantastic; we current use UIAC.
- I became disabled 2 years ago, a warm water therapy pool is the only thing to help with the pain. I have been a part of the park district pool and water classes for many, many years but had to switch to the YMCA this year. The pool is often too crowded since I live on 1,039,00/month. I couldn't go there without a scholarship.
- Please build an indoor aquatic pool center on a multi-purpose pool and gymnasium center. Need an indoor lap and therapy pool. Will be happy to support center. Happy to pay fees to use.
- Please coordinate with Champaign schools to share costs for an indoor swim facility with a large, deep water warm pool for therapy and seniors.
- Keep the pool open later and/or cover part of the pool (I don't go in hot, burning sun). Keep cooperating with Urbana Park District, I used aquatic center, Lap swim hours are too early.
- Please add an aquatic facility for special needs people. For therapy swim, swim lessons, and fun play. There is nothing for them in this county and it's long overdue!

### *Trails*

- I have lived in Muncie, IN; Indianapolis, IN; & Covington, IN. Each of these towns have an extensive trail system within their communities (Cardinal Greenway, Monon Trail, & Circle Trail).

These are all excellent models on various scales that Champaign-Urbana could use to replicate a similar functional trail system. For me, I like to have a trail that is safe, long, accessible & bike/pedestrian friendly.

- Would like to see more and better connected off-street bike & walking trails
- Bike path/trails
- I would love to see more walking trails embedded within the community. However, I would like to see more dynamics trails not all paved walking more soft/grass walking surface more use of grasses/prairie trees on paths. Art would be nice along the path.
- I didn't know there were any trails or wooded areas. It might be good to advertise underserved areas.

#### *Open Space/Green Space*

- Less infrastructure and more lawns, more attraction on connected open space and passive recreation opportunities.
- More woods.
- My husband and I live in a house that backs on to Greenbelt! That space was an empty field when we bought the houses 50 years ago and when we learned that it was about to become a development with 6 more houses we gathered our neighbors, send our kids out to get on a petition to the Park District to purchases the land and gained some money to help pay for it. It is a great pleasure to us to sit at our dining room and watch.
- We would also like to see parking lot space in downtown (e.g. One Main area) turned to greenspace. Additionally, Unit 4's plans to tear down homes to add parking space, and potentially remove greenspace in Spaulding are terrible. The City should work to preserve these old neighborhoods.

#### *Other*

- I believe our community would benefit from a kitchen (certified) & healthy cooking classes. I'd be happy to discuss it further. Xxxx xxxx xxx-xxx-xxxx [xxxxx@xxxxxx.xxx](mailto:xxxxx@xxxxxx.xxx)
- An Indoor Soccer Field would be nice
- Please look at the toxicity of any kind of artificial turf the Park District is thinking of laying down if that option comes to fruition. (If the CPD develops a new Community Recreation Center: Indoor Turf-Lined Fields) No! Unless it's the non-cancer causing type!!
- I would love to have a hot spring center! WOW!! I have been to several ones. Natural and man-made. One even had 5 small pools with different temperatures. Really takes the stress out of you both physically and mentally! Good for all people!!
- I wish there were restrooms at some of the smaller parks
- More exercise equipment @ Leonhard
- Please add benches around new play area at Hessel Park.
- We would definitely go to an indoor golf driving range if it was available especially during the winter time. Thank you.

- Also Meadowbrook like place would be great.
- A shelter or shaded area. Gets so hot in the summer. Love the dog park but the areas where grass does not grow each year is a pain. They fenced off area which includes water fountains. Have to carry water from the water pump. I think concrete with a water would be better.
- I feel the large sculptures in some parks (e.g., Porter Park) are a waste of money. That money could be put to better use in facility maintenance or programs.
- Public art installments are a blight on Champaign tasteless and absurd. Please stop spending \$ on them, I beg of you.
- (Indoor Adventure Playground) for autism/special needs
- (Flower Islands) Hopefully all noninvasive species and pollinator attractors
- Gazebo in West Side Park is rarely used & often attracts vagrants. What about constructing a cafe near it so someone can keep a better eye on it?
- We live in Westlake and 3 blocks from Powell Park we used to take out older kids all the time when they were young. 30-40 years ago new playground equipment was installed which was much worse than the previous equipment. It is now the worst Park District Playground in town. Despite its proximity, we never take our 4 year old there and chose to drive to other parks.
- Path lights would be appreciated.
- (Sholem Aquatic Center: Dissatisfied) No diving board
- I have been to Dodds Park to watch ball games, very disappointed. Concessions stand on West side is not open all the times. I have been told only when trail tournament is going on. The people who are from out of town do not pay for this. People of Champaign do. Open the stands!
- (Douglas Community Center) add spaces
- I also have young grandchildren. I would like to see the prairie farm open in the a.m. because kids nap in the afternoon. Hours seem too limited and season is waaay too short.
- (New Rec Center) Learning center for adults, variety of interests

## Programs & Events

### *Adult/Senior Programs*

- I like the Park District and recognize some of the improvements made and would like to see more. I would love to see more programs that accommodate working parents. There are fitness programs I would love to use but have to take off work to participate in and/or find a sitter.
- Add more adult classes (New Recreation Center)
- Still working but aging adults like myself do not need/cannot use ""senior activities"" like potlucks and outings on buses to Chicago (tho good if (illegible) are popular)
- 50+ programs; Many over 50 still have daytime jobs that do not allow for mid-day activities. Some of these around the available evenings (5:30 or regular) and weekends.
- You do a good job but selfishly I'd like to see more for seniors. I will also say the adult swimming lessons are useless, but I like swimmer water aerobics.
- I am 66, I am not interested in potholes day trip or cards. I have had 2 hip replacements and want to stay active. There are no active warm pools for exercise or classes. The "Y" is too far

from downtown for me to get to since I still work. I can still walk Hessel but I need a range of motion. Something in mid Champaign would be outstanding my husband plays senior softball and has played softball since the 1980s. This year they moved to Dexter. Not exactly Dodd's quality. Hmm, interesting way CPD serves people over 60.

- I would participate in some senior activities but I am too young!
- Many were very negative towards newcomers. I have shared this with others who also were treated rudely. Would love to go on some of the outings. Because of the reception of the group will not be registering for the 50+ at Douglass. The overseer at Douglass very pleasant and helpful young man.

### *Events*

- Taste of Champaign is TOO EXPENSIVE! The choices are too limited and the portions are TOO SMALL!:-)
- We hate alcohol at the taste of CU
- We enjoy the events we have attended in the past. Particularly at the Virginia Theater.
- Really enjoy how affordable the movies are at the Virginia but concert is usually too expensive.
- The Virginia Theater needs more publicity. When Los Lonely Boys were here, I was disappointed that there were not many patrons that night.
- Sometimes better coordination with the CUMTD is needed for event accessibility
- Better signage at the taste of Champaign for cash Vs credit ticket lines.
- More should be done to promote and support the kite festival--music, concessions, more publicity. And perhaps another date would be better. It could be so much more than it has been--something that families from all parts of the community could enjoy.
- I wish I got emails on their events so I could use the system more

### *Other*

- Taichi
- Tai Ch
- There are few programs for teens 14-16.
- I would also love to see a community wide challenge maybe a month long pedometer challenge where we have a collective goal. Would be great to continue to build the infrastructure the incentive to be a walking city. How with that more indoor walking activities for winter (Leonhard Center is great!)
- Would also love to see food/nutrition programming may be even using park space to have a garden. Cooking canning, gardening classes. I would also love to volunteer. xxxxx@xxxxx.com-xxxxx xxxxx
- Would like to see more/better options for water aerobics.
- You can cut programs to save money.
- Sometimes better coordination with the CUMTD is needed for event accessibility
- For softball, we need better communications on weather problems

- Special needs persons need more opportunities to grow and show their love and abilities to sing, act, and perform.

### **Maintenance**

- (Restrooms) monitor regularly for cleanliness and supplies
- We love all the playgrounds! There is often trash at Centennial Park when we go to play there, and the soft black surface (old tires?) could use repair in a few spots. Minor concerns aside, keep up the great work! Thanks!
- I hope the Hessel Park splash pad is under construction soon.
- Walking paths in the Ridge (w/ Champaign). Twigs and leaves under trees aren't collected before mowers begin. Sprouts under trees are not cut down.
- As a frequent user (walking, running, relaxing) of Champaign parks, I see too many off-leash dogs and encounter too much "dog waste." I would like to see much more active patrols and enforcement of current let laws.
- I think the best thing that the Park Service could do for this community would be to provide adequate garbage and recycling cans throughout the city. When I moved here a few years ago, I was shocked by the lack of public means for garbage disposal. Too many "packs" of dogs. More garbage cans
- Just keep the dog stations full of bags. At least then I get something for my tax dollars.
- Better upkeep with bulbs in Westside Park

### **Staff & Elected Officials**

- xxxx xxxx, the xxxx xxxxxx is outstanding. I very much appreciate everything about the way he does his job.
- We appreciate the Park District so much. Amazing group fitness instructors xxx xxxxx (xxx xxxx) and xxxx xxxxxx (xxxxx xxxx).
- Elected officials who volunteer time, although are beneficial to the community should abide by previous commitments to staff, organizations and retiree staff whether or not these commitments are implied or written. Integrity is an essential element of board or abiding by members. Playing policing instead of abiding by past agreements is divisive.

### **Cost/Fees**

- (Senior Programs) provide scholarships
- We need more scholarships for low-income kids. We need more low-cost activities that don't require scholarships. A variety of tour at the poverty line can't afford pool season or proses...
- Seniors should pay NO fees. We've paid taxes for 55+ years for park district. Able bodies kids & adults should pay or "work" at park dist. or elsewhere to pay their fees, no free rides especially when they walk in w/ \$200 Nike shoes
- I walk at the mall to save the \$50.00 fee because money is very tight

- (Season Pass Fees at the Sholem Aquatic Center) Too cold & season too short & hours not good for deep water aerobic exercise, but too pricey, too
- Make membership more affordable for families and residents of Champaign County.
- I wish Savoy could be included into Champaign Park District. We would use programming more if included as resident or at least a little more affordable.
- We are on the fringe of the city limits so have to pay xtra for everything we do & always have. Therefore we don't see too many they are free.

### **Priorities**

- We are a sporty family, but we believe the park district focuses too much on sports, and not enough on passive and community recreation. Please take the resources you have spent on our fantastic sporting facilities (which we love) and redirect them towards developing natural, cultural and conservation-minded resources.
- Too much emphasis on activities and events for children and their families. Too little emphasis on seniors and programs. Downgrading Hays from a senior center resulted in only one center located in an area where majority of seniors don't reside or are fearful of going into the area where it is located.
- Please direct resources toward in-fill before developing the peripheries of this town.
- The flower islands are a pet peeve of mine. I hate that money are being spent to water flowers instead of on programming or facilities.

### **How Would You Prefer to Receive Program Guide?**

- I don't think it's good to send only to those that want, because we have so many new people in the community who may miss out!
- Put guide online, as Urbana Park District does
- Visual and like to write in (illegible) / hard copy
- Catalog is nice, but not a necessary cost.
- (Continue providing a printed catalog to residents through mail) Giving option to opt out

### **Taxes**

- Park taxes are too high! Parks are trying to take on too much & be all to everyone!
- I am single earning 30000 per year. Property taxes are too high and I don't have of the necessary the taxed are for.
- I do not like being taxed more and more on facilities/programs I do not like. Enough is enough.
- Taxes should be collected so that parks etc. can be free to these who want to go. Thank you!

### **Survey**

#### *Thank You*

- Thank you for taking the time to assess the needs & wants of the community you serve.



- Thank you for requesting opinions!
- Thank you for your questionnaires.

### *Survey Length*

- I enjoyed completing this survey - it really made me think about issues and priorities. However, I can't imagine anyone being able to finish in 10-15 minutes, especially with thoughtful answers! I may be slow, but it took me almost an hour. It was worth it.
- The survey is too long, discourages residents from completing.
- Too much detail

### *Other*

- Good questions - good thought –
- Thank you for sending out this survey! It helps let me know that I need to learn more about and take advantage of more of the programs and facilities that the park district already offers!
- After doing this survey we might look up some programs that we can join
- Hate Surveys and Paperwork
- I am the wrong person to ask to fill out your survey
- Sending me this survey was a waste of your time and mine. I would suggest that in the future you develop a target group rather than a bulk mailing!

### **Miscellaneous**

#### *Used to Use*

- In the past my husband and I used facilities a great deal, tennis, walking paths, adults softball, Virginia Theater. I strongly support Park District activities and proudly show the flower islands and parks to visitors. Our children and grandchildren used to facilities a lot. Keep up the good work!
- In the past years, when my children were young (now all grow and gone away). They participate in all the park activities programs. It is wonderful all the programs they have and hope they will continue to do so. Champaign Park district is #1.
- Used when child young

#### *Other*

- Mobility issue
- Sorry, I am a senior handicapped person so I never use any of the Parks
- I can't use most facilities
- widowed w/ children
- We are unfortunately both at points professionally that do not allow us enough time to explore Park District offer us as much as we would like.
- We respect choices of elderly seniors citizen with mental and physical limitation.

- Lived in Mahomet before
- I believe the state of ILL is broke. I will be 72 in September of this year, being born in 1945 & I work 4 part time jobs! I will probably live another 20 or 30 years & see the state of ILL go permanently broke.
- I was part of a group that worked, after the old Y pools closed, to get the Park District to take over that facility or work toward building a new one. I am very disgruntled that the Champaign Park District has made no progress toward building an indoor aquatic facility to serve seniors and others need a deep warm water pool. At this point I much prefer the Urbana Park District offerings.
- COOPERATE more with U4SD locating school buildings
- Naming rights seek is a very bad way to raise money encourages egotistic narcissism and were stick with the name for who knows how long. Don't do it! Too much "branding" already.
- You should consider merging with Urbana Park District or the City of Champaign if the same level of facilities, programs, and services can be maintained.
- Would love to see Champaign and Urbana park districts offer playground and facility use.
- We just moved here from California so we have not taken advantage of these programs. This summer our grandchildren will be visiting so we will be signing them up for summer program.
- Too much fighting in the park gangs.
- Recyclable Easter eggs for Easter hunts.
- No plastic whirligigs for filling empty flower beds.
- (Informing the community about PD) individual flyers would help
- (Providing community leadership) communicate more about park districts role

# Appendix

## Survey Cover Letter & Instrument

Dear Resident,

The Champaign Park District in cooperation with the Office of Recreation & Park Resources (ORPR) at the University of Illinois is conducting a survey to learn your present and future needs for park district programs, facilities and parklands. The Champaign Park District wants to know how you think they are doing and what you would like the park district to focus on in the future.

We appreciate you taking the time to complete the enclosed questionnaire, as your participation is crucial to the success of the study and the future direction of your park district. The survey has been designed to be easy for a member of your household over the age of 18 to complete, which will take about 10-15 minutes of your time. Please consider the views of your entire household when answering the questions. Written comments are welcome and spaces are available for these comments on the survey. If you have any questions about the survey, please feel free to contact Jarrod Scheunemann, University of Illinois at Urbana-Champaign at (217) 265-5296.

Your feedback is confidential. The survey results will be grouped together and will not identify any individual answers or comments. The final report will be made available through the park district for your review upon completion of the survey.

For your convenience, we have included a business reply envelope for returning your completed survey by April 28, 2017. You may also complete the survey online at the following website:

<https://www.surveymonkey.com/r/champaignpd17>

Once again, thank you for your help in this very important project.

Sincerely,

Timothy P. McMahon  
Board President

Joe DeLuce  
Executive Director



## Cost Opinion Executive Summary

Project Name:		Champaign Park District Shop & Yard Expansion			
Project Number:		0161412.00			
Date:		8/14/2017			
Square Footage:	Existing	10,300	SF		
	Addition (Option 1)	2,250	SF		
	New Building (Option 1)	4,000	SF		
	New Building (Option 2)	7,200	SF		
	New Building (Option 3)	7,200	SF		
	New Building (Option 4)	7,200	SF		
	Horticulture Shed	2,590	SF		
	Mower Shed	6,400	SF		
<b>Option 1</b>					
	Total				\$ 2,292,253.63
<b>Option 2</b>					
	Total				\$ 2,472,441.32
<b>Option 3</b>					
	Total				\$ 2,408,255.63
<b>Option 4</b>					
	Total				\$ 2,491,709.19
<b>Alternates</b>					
	Option 1 Mezzanine Construction Type			ADD	\$ 1,257.71
	Option 2 Mezzanine Construction Type			SUBTRACT	\$ 17,435.66
	Option 3 Mezzanine Construction Type			SUBTRACT	\$ 17,435.66
	Option 4 Mezzanine Construction Type			SUBTRACT	\$ 17,435.66
	Perimeter Pole Lighting			ADD	\$ 70,000.00
	Option 1 Pavement Reduction			SUBTRACT	\$ 45,965.00
	Option 2 Pavement Reduction			SUBTRACT	\$ 51,325.00
	Option 3 Pavement Reduction			SUBTRACT	\$ 55,268.00
	Option 4 Pavement Reduction			SUBTRACT	\$ 44,115.00
	Option 1 Addition Construction Type			SUBTRACT	\$ 21,000.00

*Please note that this estimate does not include the following:*

*Permits, utility connections, on-site testing, Architect / Engineering fees, fixture, furnishings & equipment (FF&E), IT wiring and termination devices, fire protection in existing buildings, tree removal, construction layout / staking, shop tools.*

*In addition to these applicable items, these options do not include utility service upgrades, or upgrades to existing yard & buildings.*



## Cost Opinion Option 1

Project Name:	Champaign Park District Shop & Yard Expansion				
Project Number:	0161412.00				
Date:	8/14/2017				
Square Footage:	Existing	10,300	SF		
	Addition	2,250	SF		
	New Work	4,000	SF		
	Horticulture Shed	2,590	SF		
	Mower Shed	6,400	SF		
Reference	Description	Qty	Units	Cost per Unit	Total
<b>01</b>	<b>GENERAL REQUIREMENTS</b>				
	General Conditions - 25%	1	LS		\$ 416,773.39
<b>02</b>	<b>EXISTING CONDITIONS</b>				
<b>03</b>	<b>CONCRETE</b>				
A1010 105 1560	<i>New Bldg - 14" wide x 4' high reinforced foundation wall</i>	280	LF	\$ 92.50	\$ 25,900.00
A1010 110 2500	<i>New Bldg - 56" x 12" deep reinforced footing</i>	280	LF	\$ 65.50	\$ 18,340.00
A1010 110 2100	<i>New Bldg - 16" x 12" deep reinforced footing (thickened slab)</i>	80	LF	\$ 19.25	\$ 1,540.00
A1030 120 4520	<i>New Bldg - 6" reinforced concrete slab on grade</i>	4000	SF	\$ 8.31	\$ 33,240.00
A2010 110 2260	<i>New Bldg - Excavate &amp; fill, 4' deep, clay</i>	1000	SF	\$ 4.62	\$ 4,620.00
B1010 229 0820	<i>New Bldg - Precast plank on Mezzanine</i>	480	SF	\$ 12.06	\$ 5,788.80
A1010 310 1100	<i>New Bldg - Perforated HDPE 8" Ø</i>	280	LF	\$ 9.14	\$ 2,559.20
A1010 105 1560	<i>Addition - 14" wide x 4' high reinforced foundation wall</i>	150	LF	\$ 92.50	\$ 13,875.00
A1010 110 2500	<i>Addition - 24" x 12" deep reinforced footing</i>	150	LF	\$ 41.15	\$ 6,172.50
A1030 120 4520	<i>Addition - 6" reinforced concrete slab on grade</i>	2200	SF	\$ 8.31	\$ 18,282.00
A1010 310 1100	<i>Addition - Perforated HDPE 8" Ø</i>	150	LF	\$ 9.14	\$ 1,371.00
<b>04</b>	<b>MASONRY</b>				
C1010 104 4000	<i>New Bldg - 8" CMU partition grouted full</i>	2288	SF	\$ 12.00	\$ 27,456.00
B2010 132 1240	<i>Addition - 8" CMU Backup Cavity Wall</i>	1836	SF	\$ 35.00	\$ 64,260.00
072113.10 1940	<i>Addition - Cavity Wall Insulation</i>	1836	SF	\$ 2.05	\$ 3,763.80
C1010 104 4000	<i>Addition - 8" CMU partition grouted full</i>	958	SF	\$ 12.00	\$ 11,496.00
<b>05</b>	<b>METALS</b>				
055213.50 0600	<i>New Bldg - 1 1/2" steel 3-rail guard with posts 60"oc</i>	60	LF	\$ 67.00	\$ 4,020.00
055133.16 3900	<i>New Bldg - Steel ships ladder</i>	1	EA	\$ 4,800.00	\$ 4,800.00
051223.17 6850	<i>New Bldg - W8X31 Columns</i>	50	VLF	\$ 55.50	\$ 2,775.00

051223.75 0720	<i>New Bldg - W24X68</i>	55	LF	\$ 117.00	\$ 6,435.00
055313.10 0113	<i>New Bldg - 1.25" x 1/8" Aluminum Grating</i>	120	SF	\$ 23.50	\$ 2,820.00
B1020 116 1900	<i>Addition - Steel roof PURLINS, 40' span, metal deck</i>	2500	SF	\$ 4.96	\$ 12,400.00
<b>06</b>	<b>WOODS, PLASTICS, &amp; COMPOSITES</b>				
-	<i>Exist Bldg - Rafter Tail Replacement</i>	1	Allow	\$ 15,000.00	\$ 15,000.00
<b>07</b>	<b>THERMAL AND MOISTURE PROTECTION</b>				
072113.10 1940	<i>New Bldg - Frost Wall Extruded Polystyrene</i>	1120	SF	2.05	\$ 2,296.00
072113.10 1940	<i>Addition - Subgrade 2" perimeter Polystyrene</i>	560	SF	2.05	\$ 1,148.00
B3010 120 3300	<i>Addition - Fully adhered, 60 mil, EPDM membrane</i>	2500	SF	\$ 2.44	\$ 6,100.00
B3010 320 1700	<i>Addition - 3" polyiso, 2 layers</i>	2187.5	SF	\$ 4.00	\$ 8,750.00
B3010 320 1700	<i>Addition - 3" polyiso, 2 layers, tapered</i>	312.5	SF	\$ 5.30	\$ 1,656.25
B3010 420 1700	<i>Addition - Aluminum edge</i>	242	LF	\$ 34.00	\$ 8,228.00
B3010 140 1200	<i>Addition - Asphalt Roofing, Class A</i>	700	SF	\$ 3.58	\$ 2,506.00
<b>08</b>	<b>OPENINGS</b>				
C1020 114 1820	<i>3'x7' HM 18 ga door and frame, welded</i>	6	Ea	\$ 1,425.00	\$ 8,550.00
C1020 114 1980	<i>6'x7' HM 18 ga door and frame, welded</i>	3	Ea	\$ 2,360.00	\$ 7,080.00
088110.10 2500	<i>1/2" tinted tempered glass (doors)</i>	20	SF	\$ 50.50	\$ 1,010.00
083613.10 1100	<i>10'x10' steel non-insulated overhead sectional door (no hoist)</i>	1	Ea	\$ 2,425.00	\$ 2,425.00
083613.10 1100	<i>12'x12' steel non-insulated overhead sectional door (no hoist)</i>	14	Ea	\$ 3,250.00	\$ 45,500.00
083613.10 2850	<i>OHD add for insulation and facing back panel</i>	2200	SF	\$ 5.25	\$ 11,550.00
083613.10	<i>OHD electric operator</i>	15	Ea	\$ 1,675.00	\$ 25,125.00
083613.10 2980	<i>OHD row of clear lites (per door)</i>	15	Ea	\$ 770.00	\$ 11,550.00
<b>09</b>	<b>FINISHES</b>				
C3010 230 0320	<i>Addition - Paint masonry / concrete interior</i>	3848	SF	\$ 3.50	\$ 13,468.00
C3010 230 0740	<i>Addition - Paint spraywork for ceiling</i>	3500	SF	\$ 0.51	\$ 1,785.00
096723.23 1300	<i>Addition - Epoxy floor topping</i>	2200	SF	\$ 12.50	\$ 27,500.00
C3010 230 0320	<i>New Bldg - Paint masonry / concrete interior</i>	4259	SF	\$ 3.50	\$ 14,906.50
C3010 230 0740	<i>New Bldg - Paint spraywork for ceiling</i>	5500	SF	\$ 0.51	\$ 2,805.00
096723.23 1300	<i>New Bldg - Epoxy floor topping</i>	4000	SF	\$ 12.50	\$ 50,000.00
<b>10</b>	<b>SPECIALTIES</b>				
C1030 310 0200	<i>Steel lockers, single tier, 6' high</i>	20	Ea	\$ 232.00	\$ 4,640.00
-	<i>Signage</i>	1	LS	\$ 1,200.00	\$ 1,200.00
104413.53 1000	<i>Portable fire extinguisher, aluminum cabinet</i>	4	Ea	\$ 340.00	\$ 1,360.00
<b>11</b>	<b>EQUIPMENT</b>				
115710.10 0800	<i>Exist Bldg - Dust collector &amp; ductwork</i>	3	Ea	\$ 8,500.00	\$ 25,500.00
E1030 110 0120	<i>New Bldg - 5 HP air compressor, standard controls</i>	2	Ea	\$ 3,625.00	\$ 7,250.00

-	<i>New Bldg - Car wash equipment</i>	1	Allow	\$ 28,500.00	\$ 28,500.00
E1030 110 0150	<i>New Bldg - Lube and Equipment</i>	1	Allow	\$ 13,225.00	\$ 13,225.00
111119.10 3300	Air Hose	4	Ea	\$ 1,525.00	\$ 6,100.00
-	<i>New Bldg - Air Compressor Piping and Fitting</i>	1	Allow	\$ 1,500.00	\$ 1,500.00
<b>12</b>	<b>FURNISHINGS</b>				
<b>13</b>	<b>SPECIAL CONSTRUCTION</b>				
PEMB 40X100	<i>New Bldg - Frame for Shed Building</i>	4000	Unit	\$ 40.00	\$ 160,000.00
<b>14</b>	<b>CONVEYING EQUIPMENT</b>				
144510.10 2820	<i>Addition - Double post, 15,000 lb capacity auto lift</i>	1	Ea	\$ 24,900.00	\$ 24,900.00
<b>21</b>	<b>FIRE SUPPRESSION</b>				
<b>22</b>	<b>PLUMBING</b>				
221426.19 6770	Heavy duty trench drain - 12" wide	200	LF	\$ 152.00	\$ 30,400.00
Average	<i>New Bldg - Plumbing system: fixtures, piping, roof drains, water heater</i>	4,000	SF	\$ 6.35	\$ 25,400.00
<b>23</b>	<b>HEATING, VENTILATING, AND AIR CONDITIONING</b>				
Average	HVAC system: unit heaters, exhaust	6,200	SF	\$ 10.75	\$ 66,650.00
-	Ceiling Fans	1	Allow	\$ 18,000.00	\$ 18,000.00
<b>26</b>	<b>ELECTRICAL SYSTEMS</b>				
Average	Electrical system: service, power distribution, lighting	1	Allow	\$ 89,485.00	\$ 89,485.00
<b>27</b>	<b>COMMUNICATIONS</b>				
<b>28</b>	<b>ELECTRONIC SAFETY &amp; SECURITY</b>				
D5030 910 0210	<i>New Bldg - Fire Alarm System</i>	1		\$ 14,800.00	\$ 14,800.00
<b>31</b>	<b>EARTHWORK</b>				
	Refer to Civil estimate line item below				
<b>32</b>	<b>EXTERIOR IMPROVEMENTS</b>				
	Refer to Civil estimate line item below				
<b>33</b>	<b>UTILITIES</b>				
	Refer to Civil estimate line item below				
<b>SUBTOTAL BUILDING COST PRIOR TO GENERAL CONDITIONS</b>					<b>\$ 1,059,763.05</b>



<b>SUBTOTAL SITE COST PRIOR TO GENERAL CONDITIONS</b>					<b>\$</b>	<b>607,330.50</b>
					<b>SUBTOTAL SUM</b>	<b>\$ 1,667,093.55</b>
				Subtotal with General Conditions	<b>\$</b>	<b>2,083,866.94</b>
				10% Contingency	<b>\$</b>	<b>208,386.69</b>
				Total	<b>\$</b>	<b>2,292,253.63</b>
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## Cost Opinion Site Option 1

	Item	Unit	Qty	Unit Price	Total
<b>A. Existing Site Expansion</b>					
1	Curb and Gutter Removal	LF		\$ 12.00	\$ -
2	Remove Existing Wheel Stops	EA		30.00	-
3	Remove Existing Sidewalk	SF		2.50	-
4	Relocate Street Light and Electrical Box	EA		5,000.00	-
5	Inlets to Be Adjusted With New Frame and Grate	EA		650.00	-
6	Manholes to be Adjusted	EA		600.00	-
7	Remove 20' Landscaped Strip with Trees	LF		25.00	-
8	Relocate Sign	EA		300.00	-
9	Tree Removal (6"- 18")	EA		400.00	-
10	Tree Removal (>18"- 24")	EA		800.00	-
11	Tree Removal (>24"-32")	EA		900.00	-
12	Tree Removal (> 32")	EA		1,200.00	-
13	Pavement Removal	SY		15.00	-
14	6" PCC Pavement	SY	3064	59.00	180,776.00
15	8" PCC Pavement	SY		65.00	-
16	6" Aggregate Base Course, Type B (6" Pavement)	SY		12.00	-
17	8" Aggregate Base Course, Type B (8" Pavement)	SY	4289	15.00	64,335.00
18	B-6.18 Curb and Gutter	LF		40.00	-
19	6" PCC Sidewalk	SF		10.00	-
20	Detectable Warnings	EA		250.00	-
21	Earth Excavation	CY	4383	25.00	109,575.00
22	Topsoil Excavation and Placement	CY		20.00	-
23	Embankment	CY	240	25.00	6,000.00
24	Storm Sewer MH TYPE A , 4' Dia.	EA		2,600.00	-
25	24" Concrete Storm Sewer	LF		60.00	-
26	24" Concrete Flared End Section	EA	4	500.00	2,000.00
27	Trench Backfill	CY		50.00	-
28	Basin Outlet Structure	EA		3,800.00	-
29	Double Headed Area Light with Wire and Conduit	EA		8,000.00	-
30	Bin Blocks ( 8 Rows @ 3' x 6' x 39')	CY		150.00	-
31	Pavement Marking	LS		5,000.00	-
32	Athletic Facility Demolition	LS		10,000.00	-
33	Chain Lenk Fence Removal	LF		15.00	-
34	8' Chain Link Fence	LF	610	40.00	24,400.00
35	Chain Link Gates (8 x 12 Double)	EA	2	2,500.00	5,000.00
36	Water Tank Fill Stations	EA	1	4,000.00	4,000.00
37	IAWC Water Service Connection Vault	LS		22,000.00	-
38	8" x 8" Tapping Sleeve With Gate Valve and Box	EA		4,000.00	-
39	8" TR- Flex DIP (Bored)	LF		150.00	-

40	8" x 4" Tee	EA		900.00	-
41	8" x 6" Reducer	EA		900.00	-
42	6" Gate Valve With Box	EA		1,950.00	-
43	4" Gate Valve With Box	EA		1,900.00	-
44	4" DIP Water Main Pipe	LF		55.00	-
45	6" DIP Water Main Pipe	LF		59.00	-
46	Trench Backfill - Water Main	CY	45	50.00	2,250.00
47	4" 90 Degree Bend	EA		700.00	-
48	Trench Backfill - Sanitary Sewer	CY	142	50.00	7,100.00
49	Sanitary Manhole - 4' Diameter	EA		4,000.00	-
50	8" Sanitary Sewer	LF		33.00	-
51	6" Sanitary Sewer	LF	320	32.00	10,240.00
52	Connect To Existing Sanitary Sewer	EA	1	2,000.00	2,000.00
53	Pavement Removal and Replacement - Sanitary Sewer	SY	25	68.00	1,700.00
54	Sidewalk Removal and Replacement - Sanitary Sewer	SF	125	12.50	1,562.50
55	Silt Fence	LF		2.50	-
56	Seeding	AC	1.14	4,500.00	5,130.00
57	PCC Sidewalk Removal	SF	16	2.50	40.00
58	Sawcut Pavement	LF	330	10.00	3,300.00
59	Striping	EA	1	2,000.00	2,000.00
60	HMA Binder	Ton	140	130.00	18,200.00
61	HMA Surface	Ton	140	130.00	18,200.00
62	Bit. Prime	Gal	367	5.00	1,835.00
63	Street Lighting	total	0	30,000.00	-
64	Oil/Water Separator	EA	1	7,500.00	7,500.00
65	Sewage Lift Station	EA	1	11,500.00	11,500.00
66	4" PVC Sanitary Force Main	LF	455	55.00	25,025.00
67	Connection to Existing	EA	1	1,000.00	1,000.00
68	2" Water Valve	EA	1	750.00	750.00
69	2" Waterline	LF	480	35.00	16,800.00
70	Street Light with Wire and Conduit	EA	0	8,000.00	-
71	2" Fittings	EA	4	500.00	2,000.00
72	Stormwater Discharge Control Structure	EA	1	3,800.00	3,800.00
73	6" PCC Pavement Replacement	SY	444	59.00	26,196.00
74	Pavement Removal	SY	444	15.00	6,660.00
75	8" Aggregate Base Course, Type B (8" Pavement)	SY	444	15.00	6,660.00
76	Electrical Services	Total	1	10,000.00	10,000.00
77	Culvert	LF	100	60.00	6,000.00
78	HDPE Tank	LS	1	1,000.00	1,000.00
79	Rinse Aid Pad	LS	1		-
80	Additional Cost of Pad Design	LS	1		-
81	Coating System	SF	574	4.00	2,296.00
82	Specialty Waterstop Installation, Joint	LS	1	1,000.00	1,000.00
83	Dual Wall Piping & Pump	LS	1	2,000.00	2,000.00
84	Permit Application W/IDOA	LS	1	7,500.00	7,500.00

				<b>Sub Total</b>	<b>\$ 607,330.50</b>
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## Cost Opinion Option 2

Project Name:		Champaign Park District Shop & Yard Expansion			
Project Number:		0161412.00			
Date:		8/14/2017			
Square Footage:	Existing	10,300	SF		
	Addition	0	SF		
	New Building	7,200	SF		
	Horticulture Shed	2,590	SF		
	Mower Shed	6,400	SF		
Reference	Description	Qty	Units	Cost per Unit	Total
<b>01</b>	<b>GENERAL REQUIREMENTS</b>				
	General Conditions - 25%	1	LS	\$	449,534.79
<b>02</b>	<b>EXISTING CONDITIONS</b>				
<b>03</b>	<b>CONCRETE</b>				
A1010 105 1560	Regular foundations: 14" wide x 4' wide reinforced foundation wall	318	LF	\$ 95.00	\$ 30,210.00
A1010 110 3100	Regular foundations: 32" x 12" deep reinforced footing	318	LF	\$ 48.50	\$ 15,423.00
A1010 310 1400	8" HDPE perimeter drain	360	LF	\$ 9.22	\$ 3,319.20
A1030 120 4520	6" light industrial reinforced slab on grade	6,190	SF	\$ 8.50	\$ 52,615.00
A1030 120 2280	4" reinforced concrete slab on grade	1010	SF	\$ 7.00	\$ 7,070.00
-	Hairpin reinforcement	1	Allow	\$ 1,000.00	\$ 1,000.00
A2010 110 2260	Excavate & fill, 4' deep, clay	1272	SF	\$ 4.62	\$ 5,876.64
A1010 110 2100	Thickened slabs under CMU walls	210	LF	\$ 19.25	\$ 4,042.50
A1010 210 7150	Wind frame foundations: 4'-6" x 12" spread footing, excavation, accessories	6	Ea	\$ 360.00	\$ 2,160.00
A1010 210 7150	Frame foundations: 6'-0" x 14" spread footing, excavation, accessories	10	Ea	\$ 534.00	\$ 5,340.00
033053.40 0920	24"x24" concrete pier	3.5	CY	\$ 1,375.00	\$ 4,812.50
033053.40 1020	36"x36" concrete pier	12	CY	\$ 1,100.00	\$ 13,200.00
B1010 230 2600	6" precast concrete planks with 2" topping	1905	SF	\$ 15.70	\$ 29,908.50
<b>04</b>	<b>MASONRY</b>				
C1010 102 2000	8" CMU partition grouted full	2915	SF	\$ 11.50	\$ 33,522.50
042210.32 0450	8" CMU lintel	100	LF	\$ 13.10	\$ 1,310.00
<b>05</b>	<b>METALS</b>				
092216.13 3240	6" metal studs @ 16" oc	2360	SF	\$ 2.64	\$ 6,230.40
B2010 146 3150	26 ga colored steel siding with insulation	2360	SF	\$ 7.44	\$ 17,558.40
055133.16 3900	Inclined steel metal shiips ladder	12	Riser	\$ 400.00	\$ 4,800.00
055313.10 0113	1.25" x 1/8" aluminum floor grating	135	SF	\$ 23.50	\$ 3,172.50

055213.50 0600	1 1/2" steel 3-rail guard with posts 60"oc	60	LF	\$ 67.00	\$ 4,020.00
<b>06</b>	<b>WOODS, PLASTICS, &amp; COMPOSITES</b>				
-	Structural repair allowance	1	Allow	\$ 15,000.00	\$ 15,000.00
<b>07</b>	<b>THERMAL AND MOISTURE PROTECTION</b>				
072113.10 1940	2" perimeter insulation	3200	SF	\$ 2.08	\$ 6,656.00
-	Building insulation: See Division 13	0	Allow	\$ -	\$ -
<b>08</b>	<b>OPENINGS</b>				
B2030 220 3450	Exterior 3'x7' HM 18 ga door and frame, welded	4	Ea	\$ 1,965.00	\$ 7,860.00
B2030 220	Exterior 6'x7' HM 18 ga door and frame, welded	1	Ea	\$ 3,655.00	\$ 3,655.00
C1020 114 1820	Interior 3'x7' HM 18 ga door and frame, welded	10	Ea	\$ 1,425.00	\$ 14,250.00
C1020 114 1980	Interior 6'x7' HM 18 ga door and frame, welded	0	Ea	\$ 2,360.00	\$ -
-	Interior door hardware	1	Allow	\$ 12,500.00	\$ 12,500.00
088110.10 2500	1/2" tinted tempered glass (doors)	30	SF	\$ 50.50	\$ 1,515.00
083613.10 2700	8' x 8' overhead steel door	2	Ea	\$ 1,700.00	\$ 3,400.00
083613.10 2700	12' x 12' insulated overhead steel door	14	Ea	\$ 3,250.00	\$ 45,500.00
083613.10 2950	Overhead door operators	14	Ea	\$ 1,675.00	\$ 23,450.00
083613.10 2980	Row of clear lites for overhead doors	10	Ea	\$ 770.00	\$ 7,700.00
<b>09</b>	<b>FINISHES</b>				
C3010 230 0320	Paint masonry interior	3050	SF	\$ 3.50	\$ 10,675.00
C3010 230 0740	Paint spraywork for ceiling	1770	SF	\$ 0.51	\$ 902.70
096723.23 1300	Epoxy floor topping	7,200	SF	\$ 12.50	\$ 90,000.00
<b>10</b>	<b>SPECIALTIES</b>				
C1030 110 0560	Plastic laminate toilet partition	1	Unit	\$ 1,196.00	\$ 1,196.00
C1030 110 0620	Plastic laminate toilet partition ADA stall	2	Unit	\$ 2,046.00	\$ 4,092.00
C1030 110 1340	Plastic laminate urinal screen	1	Unit	\$ 381.00	\$ 381.00
-	Toilet accessories	1	LS	\$ 3,500.00	\$ 3,500.00
-	Signage	1	LS	\$ 1,200.00	\$ 1,200.00
104413.53 1000	Portable fire extinguisher, aluminum cabinet	4	Ea	\$ 340.00	\$ 1,360.00
C1030 310 0230	Steel lockers, two-tier	20	Ea	\$ 170.54	\$ 3,410.80
<b>11</b>	<b>EQUIPMENT</b>				
-	Hotsy commercial washer	1	Allow	\$ 25,000.00	\$ 25,000.00
E1030 110 0120	Air compressor, 5 HP	2	Ea	\$ 5,050.00	\$ 10,100.00
E1030 110 0150	Lube equipment with 3 reels and pumps	1	Ea	\$ 13,225.00	\$ 13,225.00
111119.10 3200	Hose reel, grease	2	Ea	\$ 1,275.00	\$ 2,550.00
111119.10 3300	Hose reel, air	6	Ea	\$ 1,525.00	\$ 9,150.00
-	Air compressor piping	1	Allow	\$ 1,500.00	\$ 1,500.00
115710.10 0800	Dust collector and ductwork	2	Ea	\$ 8,500.00	\$ 17,000.00

<b>12</b>	<b>FURNISHINGS</b>				
<b>13</b>	<b>SPECIAL CONSTRUCTION</b>				
-	Pre-Engineered Metal Building: Clear span framing Framing for openings Gutters & downspouts Wall & roof insulation	7,200 SF		\$ 40.00	\$ 288,000.00
<b>14</b>	<b>CONVEYING EQUIPMENT</b>				
144510.10 2820	Hydraulic auto lift, 15,000 lb capacity	1 Ea		\$ 24,900.00	\$ 24,900.00
<b>21</b>	<b>FIRE SUPPRESSION</b>				
Average	Fire Protection (new)	0 SF		\$ 6.50	\$ -
<b>22</b>	<b>PLUMBING</b>				
221319.13 2420	Floor Drain	8 Ea		\$ 770.00	\$ 6,160.00
221426.19 6770	Heavy duty trench drain - 12" wide	180 LF		\$ 152.00	\$ 27,360.00
333613.19 0015	Oil Water Separator	0 Ea		\$ 1,725.00	\$ -
Average	Plumbing system new	7,200 SF		\$ 6.35	\$ 45,720.00
<b>23</b>	<b>HEATING, VENTILATING, AND AIR CONDITIONING</b>				
Average	HVAC system: unit heaters, exhaust	7,200 SF		\$ 10.75	\$ 77,400.00
<b>26</b>	<b>ELECTRICAL SYSTEMS</b>				
260505.10 2110	Electrical light demo including whips & supports (recessed drop-in 2'x2')	75 Ea		\$ 55.00	\$ 4,125.00
260505.10 2220	Electrical light demo including whips & supports (surface mount 2'x2')	0 Ea		\$ 31.00	\$ -
Average	Electrical Systems (new)	7,200 SF		\$ 10.00	\$ 72,000.00
Average	Electrical Systems (renovation)	4,300 SF		\$ 4.00	\$ 17,200.00
<b>27</b>	<b>COMMUNICATIONS</b>				
<b>28</b>	<b>ELECTRONIC SAFETY &amp; SECURITY</b>				
D5030 910 0210	Fire alarm system	1 Ea		\$ 14,800.00	\$ 14,800.00
<b>31</b>	<b>EARTHWORK</b>				
	Refer to Civil estimate included in "New Building" estimate				
<b>32</b>	<b>EXTERIOR IMPROVEMENTS</b>				

	Refer to Civil estimate included in "New Building" estimate				
<b>33</b>	<b>UTILITIES</b>				
	Refer to Civil estimate included in "New Building" estimate				
<b>SUBTOTAL BUILDING COST PRIOR TO GENERAL CONDITIONS</b>				<b>\$</b>	<b>1,159,984.64</b>
<b>SUBTOTAL SITE COST PRIOR TO GENERAL CONDITIONS</b>				<b>\$</b>	<b>638,154.50</b>
<b>SUBTOTAL SUM</b>				<b>\$</b>	<b>1,798,139.14</b>
				Subtotal with General Conditions	\$ 2,247,673.93
				10% Contingency	\$ 224,767.39
				Total	\$ 2,472,441.32

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## Cost Opinion Site Option 2

	Item	Unit	Qty	Unit Price	Total
<b>A. Existing Site Expansion</b>					
1	Curb and Gutter Removal	LF		\$ 12.00	\$ -
2	Remove Existing Wheel Stops	EA		30.00	-
3	Remove Existing Sidewalk	SF		2.50	-
4	Relocate Street Light and Electrical Box	EA		5,000.00	-
5	Inlets to Be Adjusted With New Frame and Grate	EA		650.00	-
6	Manholes to be Adjusted	EA		600.00	-
7	Remove 20' Landscaped Strip with Trees	LF		25.00	-
8	Relocate Sign	EA		300.00	-
9	Tree Removal (6"- 18")	EA		400.00	-
10	Tree Removal (>18"- 24")	EA		800.00	-
11	Tree Removal (>24"-32")	EA		900.00	-
12	Tree Removal (> 32")	EA		1,200.00	-
13	Pavement Removal	SY		15.00	-
14	6" PCC Pavement	SY	3334	59.00	196,706.00
15	8" PCC Pavement	SY		65.00	-
16	6" Aggregate Base Course, Type B (6" Pavement)	SY		12.00	-
17	8" Aggregate Base Course, Type B (8" Pavement)	SY	5099	15.00	76,485.00
18	B-6.18 Curb and Gutter	LF		40.00	-
19	6" PCC Sidewalk	SF		10.00	-
20	Detectable Warnings	EA		250.00	-
21	Earth Excavation	CY	4365	25.00	109,125.00
22	Topsoil Excavation and Placement	CY		20.00	-
23	Embankment	CY	320	25.00	8,000.00
24	Storm Sewer MH TYPE A , 4' Dia.	EA		2,600.00	-
25	24" Concrete Storm Sewer	LF		60.00	-
26	24" Concrete Flared End Section	EA	4	500.00	2,000.00
27	Trench Backfill	CY		50.00	-
30	Bin Blocks ( 8 Rows @ 3' x 6' x 39')	CY		150.00	-
31	Pavement Marking	LS		5,000.00	-
32	Athletic Facility Demolition	LS		10,000.00	-
33	Chain Lenk Fence Removal	LF		15.00	-
34	8' Chain Link Fence	LF	710	40.00	28,400.00
35	Chain Link Gates (8 x 12 Double)	EA	2	2,500.00	5,000.00
36	Water Tank Fill Stations	EA	1	4,000.00	4,000.00
37	IAWC Water Service Connection Vault	LS		22,000.00	-
38	8" x 8" Tapping Sleeve With Gate Valve and Box	EA		4,000.00	-
39	8" TR- Flex DIP (Bored)	LF		150.00	-
40	8" x 4" Tee	EA		900.00	-
41	8" x 6" Reducer	EA		900.00	-



42	6" Gate Valve With Box	EA		1,950.00	-
43	4" Gate Valve With Box	EA		1,900.00	-
44	4" DIP Water Main Pipe	LF		55.00	-
45	6" DIP Water Main Pipe	LF		59.00	-
46	Trench Backfill - Water Main	CY	60	50.00	3,000.00
47	4" 90 Degree Bend	EA		700.00	-
49	Sanitary Manhole - 4' Diameter	EA		4,000.00	-
50	8" Sanitary Sewer	LF		33.00	-
51	6" Sanitary Sewer	LF	165	32.00	5,280.00
52	Connect To Existing Sanitary Sewer	EA	1	2,000.00	2,000.00
53	Pavement Removal and Replacement - Sanitary Sewer	SY	0	68.00	-
54	Sidewalk Removal and Replacement - Sanitary Sewer	SF	125	12.50	1,562.50
55	Silt Fence	LF		2.50	-
56	Seeding	AC	1.14	4,500.00	5,130.00
57	PCC Sidewalk Removal	SF	16	2.50	40.00
58	Sawcut Pavement	LF	330	10.00	3,300.00
59	Striping	EA	1	2,000.00	2,000.00
60	HMA Binder	Ton	202	130.00	26,260.00
61	HMA Surface	Ton	202	130.00	26,260.00
62	Bit. Prime	Gal	529	5.00	2,645.00
64	Oil/Water Separator	EA	1	7,500.00	7,500.00
65	Sewage Lift Station	EA	1	11,500.00	11,500.00
66	4" PVC Sanitary Force Main	LF	425	55.00	23,375.00
67	Connection to Existing Water	EA	1	1,000.00	1,000.00
68	2" Water Valve	EA	1	750.00	750.00
69	2" Waterline	LF	300	35.00	10,500.00
70	Street Light with Wire and Conduit	EA	0	8,000.00	-
71	2" Fittings	EA	4	500.00	2,000.00
72	Stormwater Discharge Control Structure	EA	1	3,800.00	3,800.00
73	6" PCC Pavement Replacement	SY	444	59.00	26,196.00
74	Pavement Removal	SY	444	15.00	6,660.00
75	8" Aggregate Base Course, Type B (8" Pavement)	SY	444	15.00	6,660.00
76	Electrical Services	Total	1	10,000.00	10,000.00
77	Culvert	LF	100	60.00	6,000.00
78	HDPE Tank	LS	1	1,000.00	1,000.00
79	Rinse Aid Pad	LS	1		-
80	Additional Cost of Pad Design	LS	1		-
81	Coating System	SF	880	4.00	3,520.00
82	Specialty Waterstop Installation, Joint	LS	1	1,000.00	1,000.00
83	Dual Wall Piping & Pump	LS	1	2,000.00	2,000.00
84	Permit Application W/IDOA	LS	1	7,500.00	7,500.00
85					-
86					-
87					-
88					-

				<b>Sub Total</b>	<b>\$ 638,154.50</b>
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## Cost Opinion Option 3

Project Name:	Champaign Park District Shop & Yard Expansion				
Project Number:	0161412.00				
Date:	8/14/2017				
Square Footage:	Existing	10,300	SF		
	Addition	0	SF		
	New Building	7,200	SF		
	Horticulture Shed	2,590	SF		
	Mower Shed	6,400	SF		
<b>Reference</b>	<b>Description</b>	<b>Qty</b>	<b>Units</b>	<b>Cost per Unit</b>	<b>Total</b>
<b>01</b>	<b>GENERAL REQUIREMENTS</b>				
	General Conditions - 25%	1	LS	\$	437,864.66
<b>02</b>	<b>EXISTING CONDITIONS</b>				
<b>03</b>	<b>CONCRETE</b>				
A1010 105 1560	Regular foundations: 14" wide x 4' wide reinforced foundation wall	318	LF	\$ 95.00	\$ 30,210.00
A1010 110 3100	Regular foundations: 32" x 12" deep reinforced footing	318	LF	\$ 48.50	\$ 15,423.00
A1010 310 1400	8" HDPE perimeter drain	360	LF	\$ 9.22	\$ 3,319.20
A1030 120 4520	6" light industrial reinforced slab on grade	6,190	SF	\$ 8.50	\$ 52,615.00
A1030 120 2280	4" reinforced concrete slab on grade	1010	SF	\$ 7.00	\$ 7,070.00
-	Hairpin reinforcement	1	Allow	\$ 1,000.00	\$ 1,000.00
A2010 110 2260	Excavate & fill, 4' deep, clay	1272	SF	\$ 4.62	\$ 5,876.64
A1010 110 2100	Thickened slabs under CMU walls	210	LF	\$ 19.25	\$ 4,042.50
A1010 210 7150	Wind frame foundations: 4'-6" x 12" spread footing, excavation, accessories	6	Ea	\$ 360.00	\$ 2,160.00
A1010 210 7150	Frame foundations: 6'-0" x 14" spread footing, excavation, accessories	10	Ea	\$ 534.00	\$ 5,340.00
033053.40 0920	24"x24" concrete pier	3.5	CY	\$ 1,375.00	\$ 4,812.50
033053.40 1020	36"x36" concrete pier	12	CY	\$ 1,100.00	\$ 13,200.00
B1010 230 2600	6" precast concrete planks with 2" topping	1905	SF	\$ 15.70	\$ 29,908.50
<b>04</b>	<b>MASONRY</b>				
C1010 102 2000	8" CMU partition grouted full	2915	SF	\$ 11.50	\$ 33,522.50
042210.32 0450	8" CMU lintel	100	LF	\$ 13.10	\$ 1,310.00
<b>05</b>	<b>METALS</b>				
092216.13 3240	6" metal studs @ 16" oc	2360	SF	\$ 2.64	\$ 6,230.40
B2010 146 3150	26 ga colored steel siding with insulation	2360	SF	\$ 7.44	\$ 17,558.40
055133.16 3900	Inclined steel metal shiips ladder	12	Riser	\$ 400.00	\$ 4,800.00
055313.10 0113	1.25" x 1/8" aluminum floor grating	135	SF	\$ 23.50	\$ 3,172.50

055213.50 0600	1 1/2" steel 3-rail guard with posts 60"oc	60	LF	\$ 67.00	\$ 4,020.00
<b>06</b>	<b>WOODS, PLASTICS, &amp; COMPOSITES</b>				
-	Structural repair allowance	1	Allow	\$ 15,000.00	\$ 15,000.00
<b>07</b>	<b>THERMAL AND MOISTURE PROTECTION</b>				
072113.10 1940	2" perimeter insulation	3200	SF	\$ 2.08	\$ 6,656.00
-	Building insulation: See Division 13	0	Allow	\$ -	\$ -
<b>08</b>	<b>OPENINGS</b>				
B2030 220 3450	Exterior 3'x7' HM 18 ga door and frame, welded	4	Ea	\$ 1,965.00	\$ 7,860.00
B2030 220	Exterior 6'x7' HM 18 ga door and frame, welded	1	Ea	\$ 3,655.00	\$ 3,655.00
C1020 114 1820	Interior 3'x7' HM 18 ga door and frame, welded	10	Ea	\$ 1,425.00	\$ 14,250.00
C1020 114 1980	Interior 6'x7' HM 18 ga door and frame, welded	0	Ea	\$ 2,360.00	\$ -
-	Interior door hardware	1	Allow	\$ 12,500.00	\$ 12,500.00
088110.10 2500	1/2" tinted tempered glass (doors)	30	SF	\$ 50.50	\$ 1,515.00
083613.10 2700	8' x 8' overhead steel door	2	Ea	\$ 1,700.00	\$ 3,400.00
083613.10 2700	12' x 12' insulated overhead steel door	14	Ea	\$ 3,250.00	\$ 45,500.00
083613.10 2950	Overhead door operators	14	Ea	\$ 1,675.00	\$ 23,450.00
083613.10 2980	Row of clear lites for overhead doors	10	Ea	\$ 770.00	\$ 7,700.00
<b>09</b>	<b>FINISHES</b>				
C3010 230 0320	Paint masonry interior	3050	SF	\$ 3.50	\$ 10,675.00
C3010 230 0740	Paint spraywork for ceiling	1770	SF	\$ 0.51	\$ 902.70
096723.23 1300	Epoxy floor topping	7,200	SF	\$ 12.50	\$ 90,000.00
<b>10</b>	<b>SPECIALTIES</b>				
C1030 110 0560	Plastic laminate toilet partition	1	Unit	\$ 1,196.00	\$ 1,196.00
C1030 110 0620	Plastic laminate toilet partition ADA stall	2	Unit	\$ 2,046.00	\$ 4,092.00
C1030 110 1340	Plastic laminate urinal screen	1	Unit	\$ 381.00	\$ 381.00
-	Toilet accessories	1	LS	\$ 3,500.00	\$ 3,500.00
-	Signage	1	LS	\$ 1,200.00	\$ 1,200.00
104413.53 1000	Portable fire extinguisher, aluminum cabinet	4	Ea	\$ 340.00	\$ 1,360.00
C1030 310 0230	Steel lockers, two-tier	20	Ea	\$ 170.54	\$ 3,410.80
<b>11</b>	<b>EQUIPMENT</b>				
-	Hotsy commercial washer	1	Allow	\$ 25,000.00	\$ 25,000.00
E1030 110 0120	Air compressor, 5 HP	2	Ea	\$ 5,050.00	\$ 10,100.00
E1030 110 0150	Lube equipment with 3 reels and pumps	1	Ea	\$ 13,225.00	\$ 13,225.00
111119.10 3200	Hose reel, grease	2	Ea	\$ 1,275.00	\$ 2,550.00
111119.10 3300	Hose reel, air	6	Ea	\$ 1,525.00	\$ 9,150.00
-	Air compressor piping	1	Allow	\$ 1,500.00	\$ 1,500.00
115710.10 0800	Dust collector and ductwork	2	Ea	\$ 8,500.00	\$ 17,000.00

12	<b>FURNISHINGS</b>				
13	<b>SPECIAL CONSTRUCTION</b>				
-	Pre-Engineered Metal Building: Clear span framing Framing for openings Gutters & downspouts Wall & roof insulation	7,200	SF	\$ 40.00	\$ 288,000.00
14	<b>CONVEYING EQUIPMENT</b>				
144510.10 2820	Hydraulic auto lift, 15,000 lb capacity	1	Ea	\$ 24,900.00	\$ 24,900.00
21	<b>FIRE SUPPRESSION</b>				
Average	Fire Protection (new)	0	SF	\$ 6.50	\$ -
22	<b>PLUMBING</b>				
221319.13 2420	Floor Drain	8	Ea	\$ 770.00	\$ 6,160.00
221426.19 6770	Heavy duty trench drain - 12" wide	180	LF	\$ 152.00	\$ 27,360.00
333613.19 0015	Oil Water Separator	0	Ea	\$ 1,725.00	\$ -
Average	Plumbing system new	7,200	SF	\$ 6.35	\$ 45,720.00
23	<b>HEATING, VENTILATING, AND AIR CONDITIONING</b>				
Average	HVAC system: unit heaters, exhaust	7,200	SF	\$ 10.75	\$ 77,400.00
26	<b>ELECTRICAL SYSTEMS</b>				
260505.10 2110	Electrical light demo including whips & supports (recessed drop-in 2'x2')	75	Ea	\$ 55.00	\$ 4,125.00
260505.10 2220	Electrical light demo including whips & supports (surface mount 2'x2')	0	Ea	\$ 31.00	\$ -
Average	Electrical Systems (new)	7,200	SF	\$ 10.00	\$ 72,000.00
Average	Electrical Systems (renovation)	4,300	SF	\$ 4.00	\$ 17,200.00
27	<b>COMMUNICATIONS</b>				
28	<b>ELECTRONIC SAFETY &amp; SECURITY</b>				
D5030 910 0210	Fire alarm system	1	Ea	\$ 14,800.00	\$ 14,800.00
31	<b>EARTHWORK</b>				
	Refer to Civil estimate included in "New Building" estimate				
32	<b>EXTERIOR IMPROVEMENTS</b>				

	Refer to Civil estimate included in "New Building" estimate				
<b>33</b>	<b>UTILITIES</b>				
	Refer to Civil estimate included in "New Building" estimate				
<b>SUBTOTAL BUILDING COST PRIOR TO GENERAL CONDITIONS</b>				<b>\$</b>	<b>1,159,984.64</b>
<b>SUBTOTAL SITE COST PRIOR TO GENERAL CONDITIONS</b>				<b>\$</b>	<b>591,474.00</b>
<b>SUBTOTAL SUM</b>				<b>\$</b>	<b>1,751,458.64</b>
			Subtotal with General Conditions	<b>\$</b>	<b>2,189,323.30</b>
			10% Contingency	<b>\$</b>	<b>218,932.33</b>
			Total	<b>\$</b>	<b>2,408,255.63</b>

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## Cost Opinion

### Site Option 3

Item	Unit	Qty	Unit Price	Total	
<b>A. Existing Site Expansion</b>					
1	Curb and Gutter Removal	LF	\$ 12.00	\$ -	
2	Remove Existing Wheel Stops	EA	30.00	-	
3	Remove Existing Sidewalk	SF	2.50	-	
4	Relocate Street Light and Electrical Box	EA	5,000.00	-	
5	Inlets to Be Adjusted With New Frame and Grate	EA	650.00	-	
6	Manholes to be Adjusted	EA	600.00	-	
7	Remove 20' Landscaped Strip with Trees	LF	25.00	-	
8	Relocate Sign	EA	300.00	-	
9	Tree Removal (6"- 18")	EA	400.00	-	
10	Tree Removal (>18"- 24")	EA	800.00	-	
11	Tree Removal (>24"-32")	EA	900.00	-	
12	Tree Removal (> 32")	EA	1,200.00	-	
13	Pavement Removal	SY	15.00	-	
14	6" PCC Pavement	SY	3684	59.00	217,356.00
15	8" PCC Pavement	SY		65.00	-
16	6" Aggregate Base Course, Type B (6" Pavement)	SY		12.00	-
17	8" Aggregate Base Course, Type B (8" Pavement)	SY	4322	15.00	64,830.00
18	B-6.18 Curb and Gutter	LF		40.00	-
19	6" PCC Sidewalk	SF		10.00	-
20	Detectable Warnings	EA		250.00	-
21	Earth Excavation	CY	4077	25.00	101,925.00
22	Topsoil Excavation and Placement	CY		20.00	-
23	Embankment	CY	350	25.00	8,750.00
24	Storm Sewer MH TYPE A , 4' Dia.	EA	1	2,600.00	2,600.00
25	24" Concrete Storm Sewer	LF	40	60.00	2,400.00
26	24" Concrete Flared End Section	EA	3	500.00	1,500.00
27	Trench Backfill	CY		50.00	-
28	Basin Outlet Structure	EA		3,800.00	-
30	Bin Blocks ( 8 Rows @ 3' x 6' x 39')	CY		150.00	-
31	Pavement Marking	LS		5,000.00	-
32	Athletic Facility Demolition	LS		10,000.00	-
33	Chain Lenk Fence Removal	LF		15.00	-
34	8' Chain Link Fence	LF	652	40.00	26,080.00
35	Chain Link Gates (8 x 12 Double)	EA	2	2,500.00	5,000.00
36	Water Tank Fill Stations	EA	1	4,000.00	4,000.00
37	IAWC Water Service Connection Vault	LS		22,000.00	-
38	8" x 8" Tapping Sleeve With Gate Valve and Box	EA		4,000.00	-
39	8" TR- Flex DIP (Bored)	LF		150.00	-
40	8" x 4" Tee	EA		900.00	-
41	8" x 6" Reducer	EA		900.00	-
42	6" Gate Valve With Box	EA		1,950.00	-
43	4" Gate Valve With Box	EA		1,900.00	-
44	4" DIP Water Main Pipe	LF		55.00	-
45	6" DIP Water Main Pipe	LF		59.00	-
46	Trench Backfill - Water Main	CY	31	50.00	1,550.00

47	4" 90 Degree Bend	EA		700.00	-
48	Trench Backfill - Sanitary Sewer	CY	22	50.00	1,100.00
49	Sanitary Manhole - 4' Diameter	EA		4,000.00	-
50	8" Sanitary Sewer	LF		33.00	-
51	6" Sanitary Sewer	LF	80	32.00	2,560.00
52	Connect To Existing Sanitary Sewer	EA	1	2,000.00	2,000.00
53	Pavement Removal and Replacement - Sanitary Sewer	SY	0	68.00	-
54	Sidewalk Removal and Replacement - Sanitary Sewer	SF	125	12.50	1,562.50
55	Silt Fence	LF		2.50	-
56	Seeding	AC	0.611	4,500.00	2,749.50
57	PCC Sidewalk Removal	SF	16	2.50	40.00
58	Sawcut Pavement	LF	335	10.00	3,350.00
59	Striping	EA	1	2,000.00	2,000.00
60	HMA Binder	Ton	73	130.00	9,490.00
61	HMA Surface	Ton	73	130.00	9,490.00
62	Bit. Prime	Gal	191	5.00	955.00
64	Oil/Water Separator	EA	1	7,500.00	7,500.00
65	Sewage Lift Station	EA	1	11,500.00	11,500.00
66	4" PVC Sanitary Force Main	LF	325	55.00	17,875.00
67	Connection to Existing Water	EA	1	1,000.00	1,000.00
68	2" Water Valve	EA	1	750.00	750.00
69	2" Waterline	LF	155	35.00	5,425.00
70	Street Light with Wire and Conduit	EA	0	8,000.00	-
71	2" Fittings	EA	4	500.00	2,000.00
72	Stormwater Discharge Control Structure	EA	2	3,800.00	7,600.00
73	6" PCC Pavement Replacement	SY	444	59.00	26,196.00
74	Pavement Removal	SY	444	15.00	6,660.00
75	8" Aggregate Base Course, Type B (8" Pavement)	SY	444	15.00	6,660.00
76	Storm Sewer Connection	EA	1	2,000.00	2,000.00
77	Electrical Services	Total	1	10,000.00	10,000.00
78	HDPE Tank	LS	1	1,000.00	1,000.00
79	Rinse Aid Pad	LS	1		-
80	Additional Cost of Pad Design	LS	1		-
81	Coating System	SF	880	4.00	3,520.00
82	Specialty Waterstop Installation, Joint	LS	1	1,000.00	1,000.00
83	Dual Wall Piping & Pump	LS	1	2,000.00	2,000.00
84	Permit Application W/IDOA	LS	1	7,500.00	7,500.00
85					-
86					-

<b>Sub Total</b>				<b>\$</b>	<b>591,474.00</b>
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## Cost Opinion Option 4

Project Name:		Champaign Park District Shop & Yard Expansion			
Project Number:		0161412.00			
Date:		8/14/2017			
Square Footage:	Existing	10,300	SF		
	Addition	0	SF		
	New Building	7,200	SF		
	Horticulture Shed	2,590	SF		
	Mower Shed	6,400	SF		
Reference	Description	Qty	Units	Cost per Unit	Total
<b>01</b>	<b>GENERAL REQUIREMENTS</b>				
	General Conditions - 25%	1	LS		\$ 453,038.04
<b>02</b>	<b>EXISTING CONDITIONS</b>				
<b>03</b>	<b>CONCRETE</b>				
A1010 105 1560	Regular foundations: 14" wide x 4' wide reinforced foundation wall	318	LF	\$ 95.00	\$ 30,210.00
A1010 110 3100	Regular foundations: 32" x 12" deep reinforced footing	318	LF	\$ 48.50	\$ 15,423.00
A1010 310 1400	8" HDPE perimeter drain	360	LF	\$ 9.22	\$ 3,319.20
A1030 120 4520	6" light industrial reinforced slab on grade	6,190	SF	\$ 8.50	\$ 52,615.00
A1030 120 2280	4" reinforced concrete slab on grade	1010	SF	\$ 7.00	\$ 7,070.00
-	Hairpin reinforcement	1	Allow	\$ 1,000.00	\$ 1,000.00
A2010 110 2260	Excavate & fill, 4' deep, clay	1272	SF	\$ 4.62	\$ 5,876.64
A1010 110 2100	Thickened slabs under CMU walls	210	LF	\$ 19.25	\$ 4,042.50
A1010 210 7150	Wind frame foundations: 4'-6" x 12" spread footing, excavation, accessories	6	Ea	\$ 360.00	\$ 2,160.00
A1010 210 7150	Frame foundations: 6'-0" x 14" spread footing, excavation, accessories	10	Ea	\$ 534.00	\$ 5,340.00
033053.40 0920	24"x24" concrete pier	3.5	CY	\$ 1,375.00	\$ 4,812.50
033053.40 1020	36"x36" concrete pier	12	CY	\$ 1,100.00	\$ 13,200.00
B1010 230 2600	6" precast concrete planks with 2" topping	1905	SF	\$ 15.70	\$ 29,908.50
<b>04</b>	<b>MASONRY</b>				
C1010 102 2000	8" CMU partition grouted full	2915	SF	\$ 11.50	\$ 33,522.50
042210.32 0450	8" CMU lintel	100	LF	\$ 13.10	\$ 1,310.00
<b>05</b>	<b>METALS</b>				
092216.13 3240	6" metal studs @ 16" oc	2360	SF	\$ 2.64	\$ 6,230.40
B2010 146 3150	26 ga colored steel siding with insulation	2360	SF	\$ 7.44	\$ 17,558.40
055133.16 3900	Inclined steel metal shiips ladder	12	Riser	\$ 400.00	\$ 4,800.00
055313.10 0113	1.25" x 1/8" aluminum floor grating	135	SF	\$ 23.50	\$ 3,172.50



055213.50 0600	1 1/2" steel 3-rail guard with posts 60"oc	60	LF	\$ 67.00	\$ 4,020.00
<b>06</b>	<b>WOODS, PLASTICS, &amp; COMPOSITES</b>				
-	Structural repair allowance	1	Allow	\$ 15,000.00	\$ 15,000.00
<b>07</b>	<b>THERMAL AND MOISTURE PROTECTION</b>				
072113.10 1940	2" perimeter insulation	3200	SF	\$ 2.08	\$ 6,656.00
-	Building insulation: See Division 13	0	Allow	\$ -	\$ -
<b>08</b>	<b>OPENINGS</b>				
B2030 220 3450	Exterior 3'x7' HM 18 ga door and frame, welded	4	Ea	\$ 1,965.00	\$ 7,860.00
B2030 220	Exterior 6'x7' HM 18 ga door and frame, welded	1	Ea	\$ 3,655.00	\$ 3,655.00
C1020 114 1820	Interior 3'x7' HM 18 ga door and frame, welded	10	Ea	\$ 1,425.00	\$ 14,250.00
C1020 114 1980	Interior 6'x7' HM 18 ga door and frame, welded	0	Ea	\$ 2,360.00	\$ -
-	Interior door hardware	1	Allow	\$ 12,500.00	\$ 12,500.00
088110.10 2500	1/2" tinted tempered glass (doors)	30	SF	\$ 50.50	\$ 1,515.00
083613.10 2700	8' x 8' overhead steel door	2	Ea	\$ 1,700.00	\$ 3,400.00
083613.10 2700	12' x 12' insulated overhead steel door	14	Ea	\$ 3,250.00	\$ 45,500.00
083613.10 2950	Overhead door operators	14	Ea	\$ 1,675.00	\$ 23,450.00
083613.10 2980	Row of clear lites for overhead doors	10	Ea	\$ 770.00	\$ 7,700.00
<b>09</b>	<b>FINISHES</b>				
C3010 230 0320	Paint masonry interior	3050	SF	\$ 3.50	\$ 10,675.00
C3010 230 0740	Paint spraywork for ceiling	1770	SF	\$ 0.51	\$ 902.70
096723.23 1300	Epoxy floor topping	7,200	SF	\$ 12.50	\$ 90,000.00
<b>10</b>	<b>SPECIALTIES</b>				
C1030 110 0560	Plastic laminate toilet partition	1	Unit	\$ 1,196.00	\$ 1,196.00
C1030 110 0620	Plastic laminate toilet partition ADA stall	2	Unit	\$ 2,046.00	\$ 4,092.00
C1030 110 1340	Plastic laminate urinal screen	1	Unit	\$ 381.00	\$ 381.00
-	Toilet accessories	1	LS	\$ 3,500.00	\$ 3,500.00
-	Signage	1	LS	\$ 1,200.00	\$ 1,200.00
104413.53 1000	Portable fire extinguisher, aluminum cabinet	4	Ea	\$ 340.00	\$ 1,360.00
C1030 310 0230	Steel lockers, two-tier	20	Ea	\$ 170.54	\$ 3,410.80
<b>11</b>	<b>EQUIPMENT</b>				
-	Hotsy commercial washer	1	Allow	\$ 25,000.00	\$ 25,000.00
E1030 110 0120	Air compressor, 5 HP	2	Ea	\$ 5,050.00	\$ 10,100.00
E1030 110 0150	Lube equipment with 3 reels and pumps	1	Ea	\$ 13,225.00	\$ 13,225.00
111119.10 3200	Hose reel, grease	2	Ea	\$ 1,275.00	\$ 2,550.00
111119.10 3300	Hose reel, air	6	Ea	\$ 1,525.00	\$ 9,150.00
-	Air compressor piping	1	Allow	\$ 1,500.00	\$ 1,500.00
115710.10 0800	Dust collector and ductwork	2	Ea	\$ 8,500.00	\$ 17,000.00

<b>12</b>	<b>FURNISHINGS</b>				
<b>13</b>	<b>SPECIAL CONSTRUCTION</b>				
-	Pre-Engineered Metal Building: Clear span framing Framing for openings Gutters & downspouts Wall & roof insulation	7,200	SF	\$ 40.00	\$ 288,000.00
<b>14</b>	<b>CONVEYING EQUIPMENT</b>				
144510.10 2820	Hydraulic auto lift, 15,000 lb capacity	1	Ea	\$ 24,900.00	\$ 24,900.00
<b>21</b>	<b>FIRE SUPPRESSION</b>				
Average	Fire Protection (new)	0	SF	\$ 6.50	\$ -
<b>22</b>	<b>PLUMBING</b>				
221319.13 2420	Floor Drain	8	Ea	\$ 770.00	\$ 6,160.00
221426.19 6770	Heavy duty trench drain - 12" wide	180	LF	\$ 152.00	\$ 27,360.00
333613.19 0015	Oil Water Separator (See Civil)	0	Ea	\$ 1,725.00	\$ -
Average	Plumbing system new	7,200	SF	\$ 6.35	\$ 45,720.00
<b>23</b>	<b>HEATING, VENTILATING, AND AIR CONDITIONING</b>				
Average	HVAC system: unit heaters, exhaust	7,200	SF	\$ 10.75	\$ 77,400.00
<b>26</b>	<b>ELECTRICAL SYSTEMS</b>				
260505.10 2110	Electrical light demo including whips & supports (recessed drop-in 2'x2')	75	Ea	\$ 55.00	\$ 4,125.00
260505.10 2220	Electrical light demo including whips & supports (surface mount 2'x2')	0	Ea	\$ 31.00	\$ -
Average	Electrical Systems (new)	7,200	SF	\$ 10.00	\$ 72,000.00
Average	Electrical Systems (renovation)	4,300	SF	\$ 4.00	\$ 17,200.00
<b>27</b>	<b>COMMUNICATIONS</b>				
<b>28</b>	<b>ELECTRONIC SAFETY &amp; SECURITY</b>				
D5030 910 0210	Fire alarm system	1	Ea	\$ 14,800.00	\$ 14,800.00
<b>31</b>	<b>EARTHWORK</b>				
	Refer to Civil estimate included in "New Building" estimate				
<b>32</b>	<b>EXTERIOR IMPROVEMENTS</b>				

	Refer to Civil estimate included in "New Building" estimate				
<b>33</b>	<b>UTILITIES</b>				
	Refer to Civil estimate included in "New Building" estimate				
<b>SUBTOTAL BUILDING COST PRIOR TO GENERAL CONDITIONS</b>				<b>\$</b>	<b>1,159,984.64</b>
<b>SUBTOTAL SITE COST PRIOR TO GENERAL CONDITIONS</b>				<b>\$</b>	<b>652,167.50</b>
<b>SUBTOTAL SUM</b>				<b>\$</b>	<b>1,812,152.14</b>
				Subtotal with General Conditions	\$ 2,265,190.18
				10% Contingency	\$ 226,519.02
				Total	\$ <b>2,491,709.19</b>

2211 West Bradley Avenue | Champaign, IL 61821 | o 217.352.7408 | f 217.352.7409 | www.f-w.com

ENGINEERS | ARCHITECTS | SURVEYORS | SCIENTISTS



## Cost Opinion

### Site Option 4

Item	Unit	Qty	Unit Price	Total	
<b>A. Existing Site Expansion</b>					
1	Curb and Gutter Removal	LF	120	\$ 12.00	\$ 1,440.00
2	Remove Existing Wheel Stops	EA		30.00	-
3	Remove Existing Sidewalk	SF		2.50	-
4	Relocate Street Light and Electrical Box	EA		5,000.00	-
5	Inlets to Be Adjusted With New Frame and Grate	EA		650.00	-
6	Manholes to be Adjusted	EA		600.00	-
7	Remove 20' Landscaped Strip with Trees	LF		25.00	-
8	Relocate Sign	EA		300.00	-
9	Tree Removal (6"- 18")	EA		400.00	-
10	Tree Removal (>18"- 24")	EA		800.00	-
11	Tree Removal (>24"-32")	EA		900.00	-
12	Tree Removal (> 32")	EA		1,200.00	-
13	Pavement Removal	SY		15.00	-
14	6" PCC Pavement	SY	2941	59.00	173,519.00
15	8" PCC Pavement	SY		65.00	-
16	6" Aggregate Base Course, Type B (6" Pavement)	SY		12.00	-
17	8" Aggregate Base Course, Type B (8" Pavement)	SY	4866	15.00	72,990.00
18	B-6.18 Curb and Gutter	LF	120	40.00	4,800.00
19	6" PCC Sidewalk	SF		10.00	-
20	Detectable Warnings	EA		250.00	-
21	Earth Excavation	CY	4300	25.00	107,500.00
22	Topsoil Excavation and Placement	CY		20.00	-
23	Embankment	CY	1066	25.00	26,650.00
24	Storm Sewer MH TYPE A , 4' Dia.	EA	1	2,600.00	2,600.00
25	24" Concrete Storm Sewer	LF	110	60.00	6,600.00
26	24" Concrete Flared End Section	EA	5	500.00	2,500.00
27	Trench Backfill	CY		50.00	-
28	Basin Outlet Structure	EA		3,800.00	-
30	Bin Blocks ( 8 Rows @ 3' x 6' x 39')	CY		150.00	-
31	Pavement Marking	LS		5,000.00	-
32	Athletic Facility Demolition	LS		10,000.00	-
33	Chain Lenk Fence Removal	LF		15.00	-
34	8' Chain Link Fence	LF	1029	40.00	41,160.00
35	Chain Link Gates (8 x 12 Double)	EA	2	2,500.00	5,000.00
36	Water Tank Fill Stations	EA	1	4,000.00	4,000.00
37	IAWC Water Service Connection Vault	LS		22,000.00	-
38	8" x 8" Tapping Sleeve With Gate Valve and Box	EA		4,000.00	-
39	8" TR- Flex DIP (Bored)	LF		150.00	-
40	8" x 4" Tee	EA		900.00	-
41	8" x 6" Reducer	EA		900.00	-
42	6" Gate Valve With Box	EA		1,950.00	-
43	4" Gate Valve With Box	EA		1,900.00	-
44	4" DIP Water Main Pipe	LF		55.00	-
45	6" DIP Water Main Pipe	LF		59.00	-
46	Trench Backfill - Water Main	CY	5	50.00	250.00

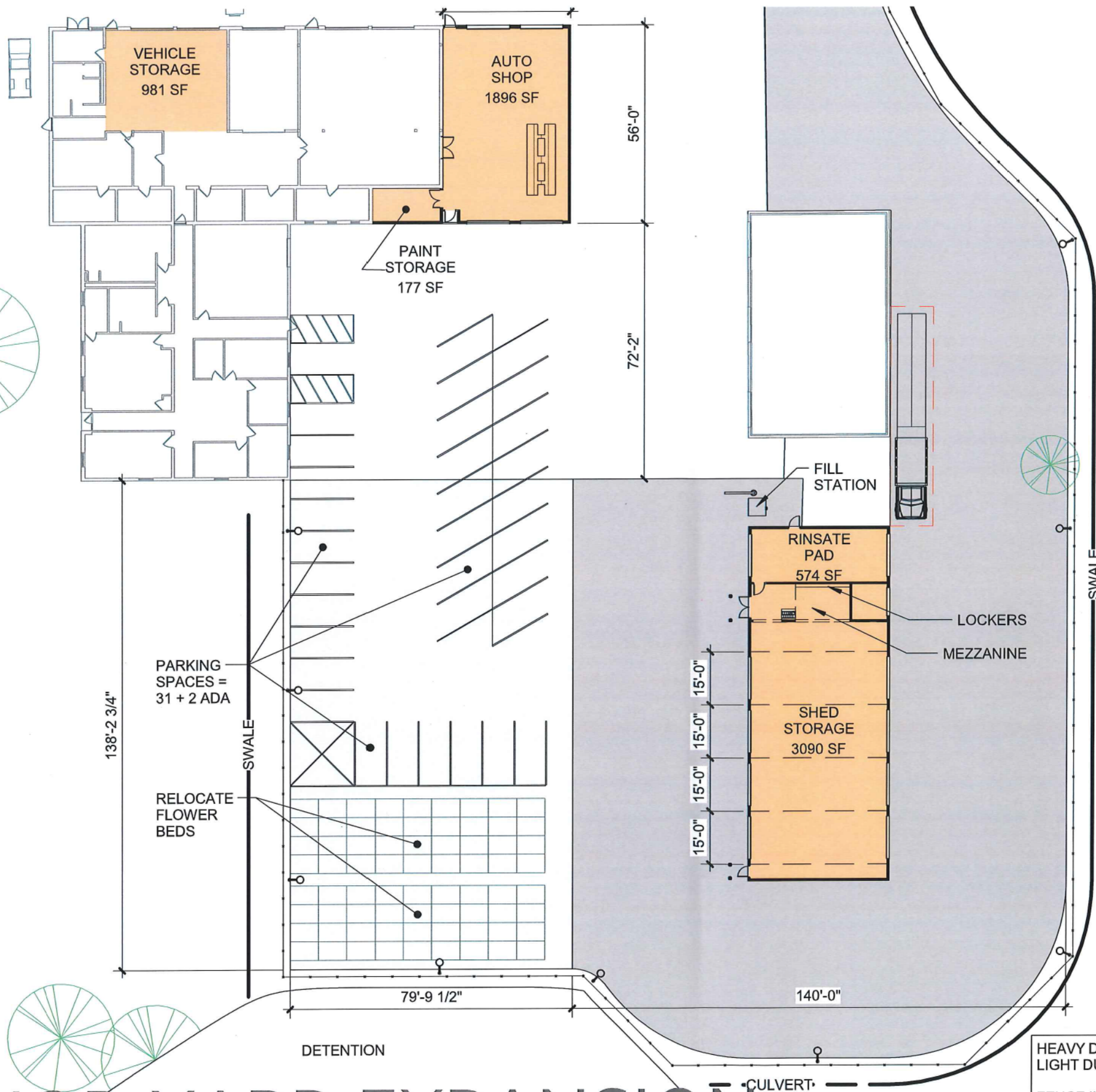
47	4" 90 Degree Bend	EA		700.00	-
48	Trench Backfill - Sanitary Sewer	CY	45	50.00	2,250.00
49	Sanitary Manhole - 4' Diameter	EA		4,000.00	-
50	8" Sanitary Sewer	LF		33.00	-
51	6" Sanitary Sewer	LF	200	32.00	6,400.00
52	Connect To Existing Sanitary Sewer	EA	1	2,000.00	2,000.00
53	Pavement Removal and Replacement - Sanitary Sewer	SY	0	68.00	-
54	Sidewalk Removal and Replacement - Sanitary Sewer	SF	125	12.50	1,562.50
55	Silt Fence	LF		2.50	-
56	Seeding	AC	2.45	4,500.00	11,025.00
57	PCC Sidewalk Removal	SF	16	2.50	40.00
58	Sawcut Pavement	LF	440	10.00	4,400.00
59	Striping	EA	1	2,000.00	2,000.00
60	HMA Binder	Ton	221	130.00	28,730.00
61	HMA Surface	Ton	221	130.00	28,730.00
62	Bit. Prime	Gal	577	5.00	2,885.00
64	Oil/Water Separator	EA	1	7,500.00	7,500.00
65	Sewage Lift Station	EA	1	11,500.00	11,500.00
66	4" PVC Sanitary Force Main	LF	235	55.00	12,925.00
67	Connection to Existing Water	EA	1	1,000.00	1,000.00
68	2" Water Valve	EA	1	750.00	750.00
69	2" Waterline	LF	95	35.00	3,325.00
70	Street Light with Wire and Conduit	EA	0	8,000.00	-
71	2" Fittings	EA	4	500.00	2,000.00
72	Stormwater Discharge Control Structure	EA	2	3,800.00	7,600.00
73	6" PCC Pavement Replacement	SY	444	59.00	26,196.00
74	Pavement Removal	SY	444	15.00	6,660.00
75	8" Aggregate Base Course, Type B (8" Pavement)	SY	444	15.00	6,660.00
76	Storm Sewer Connection	EA	1	2,000.00	2,000.00
77	Electrical Services	Total	1	10,000.00	10,000.00
78	HDPE Tank	LS	1	1,000.00	1,000.00
79	Rinse Aid Pad	LS	1		-
80	Additional Cost of Pad Design	LS	1		-
81	Coating System	SF	880	4.00	3,520.00
82	Specialty Waterstop Installation, Joint	LS	1	1,000.00	1,000.00
83	Dual Wall Piping & Pump	LS	1	2,000.00	2,000.00
84	Permit Application W/IDOA	LS	1	7,500.00	7,500.00
85					-
86					-

<b>Sub Total</b>	<b>\$</b>	<b>652,167.50</b>
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# SHOP-YARD EXPANSION

Option I  
August 14, 2017



BERT SEAMAN FIELD

HEAVY DUTY PAVEMENT -	27579 SF
LIGHT DUTY PAVEMENT -	11028 SF
FENCE IN LINEAR FEET -	829' - 1"

# SHOP-YARD EXPANSION

Option I - Zoomed In  
August 14, 2017



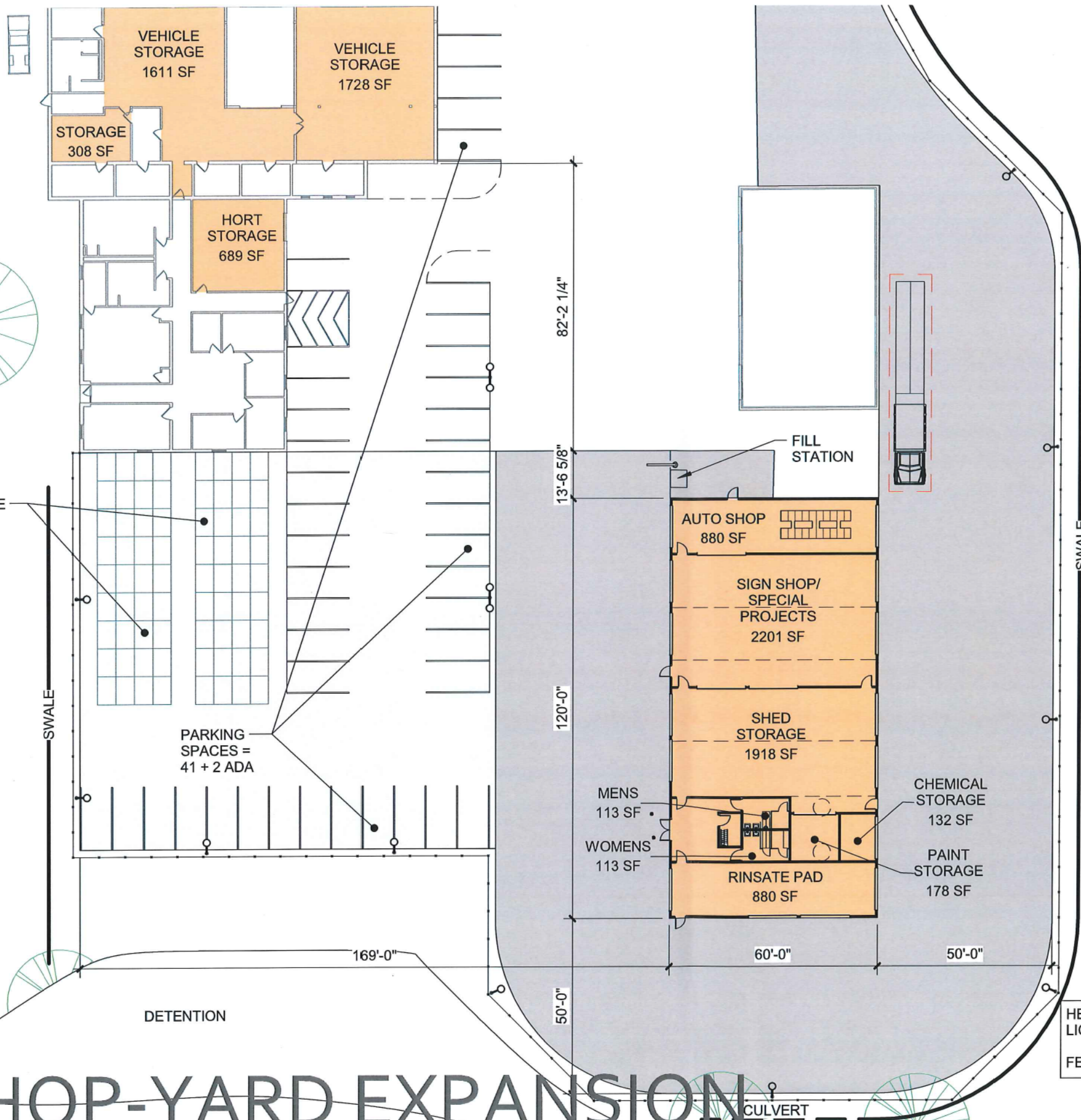
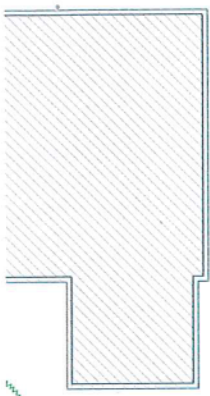


# SHOP-YARD EXPANSION

Option 2  
August 14, 2017







BERT SEAMAN FIELD

RELOCATE  
FLOWER  
BEDS

PARKING  
SPACES =  
41 + 2 ADA

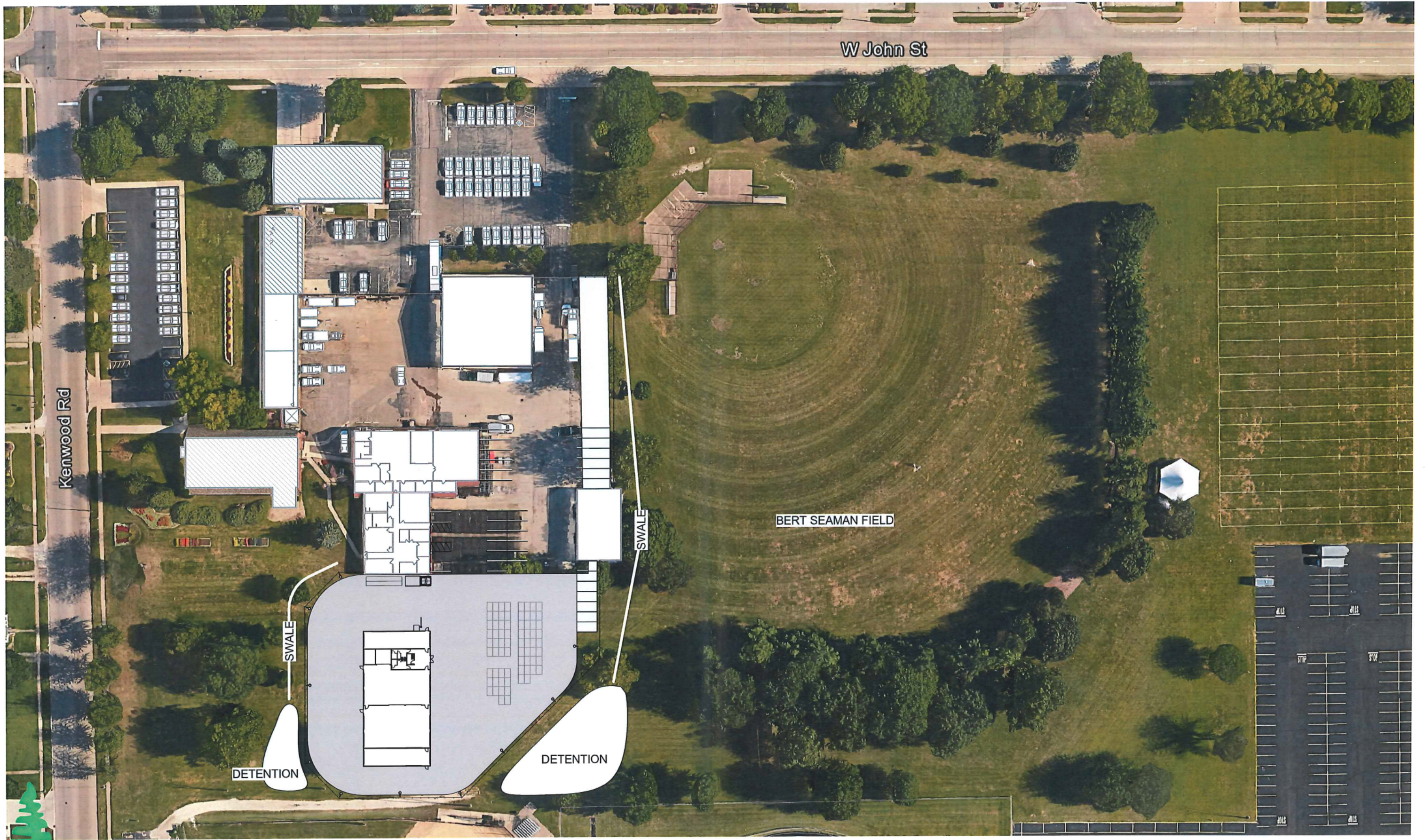
DETENTION

HEAVY DUTY PAVEMENT -	30795 SF
LIGHT DUTY PAVEMENT -	13513 SF
FENCE IN LINEAR FEET -	926' - 9"

# SHOP-YARD EXPANSION

Option 2 - Zoomed In  
August 14, 2017





W John St

Kenwood Rd

BERT SEAMAN FIELD

SWALE

SWALE

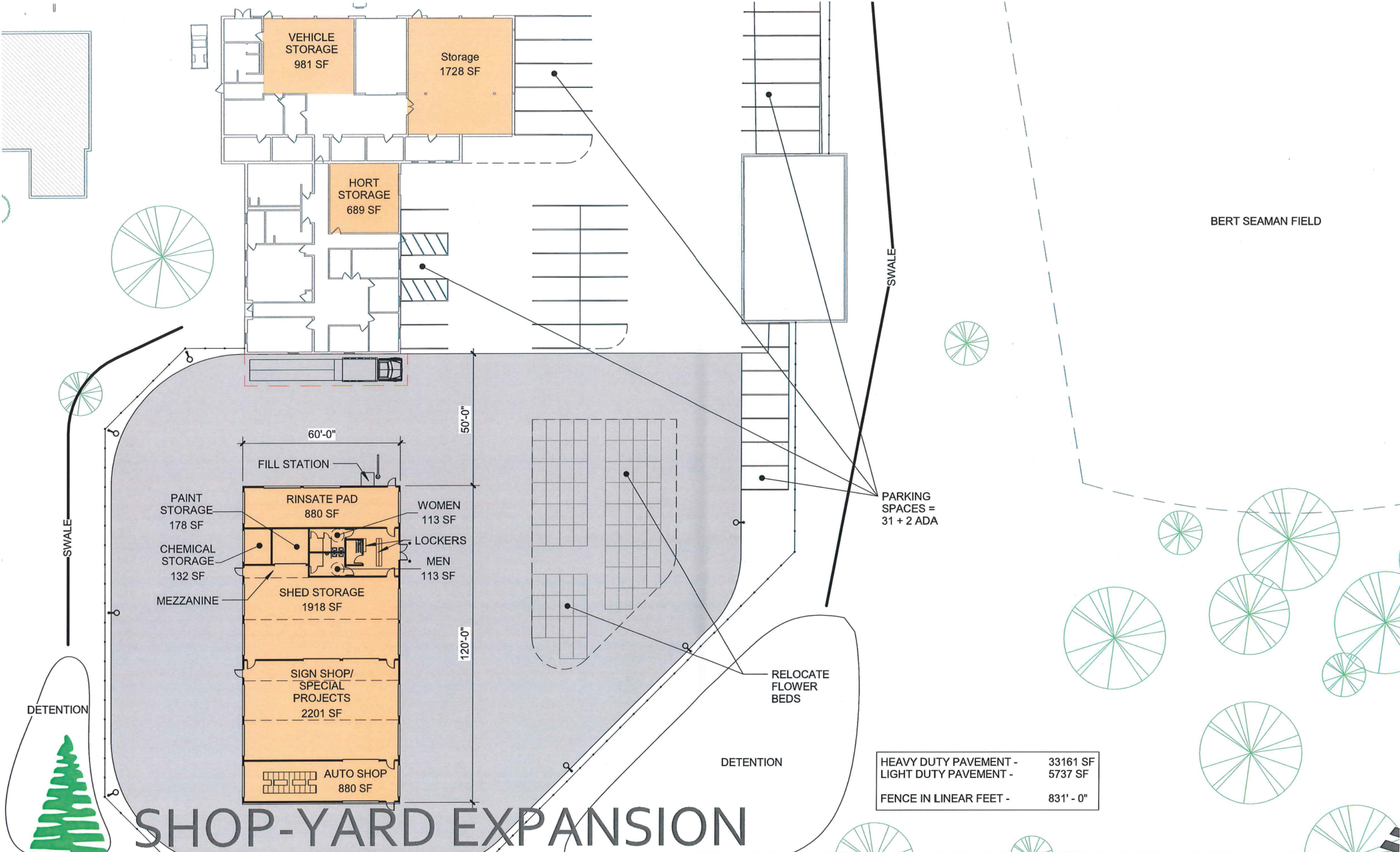
DETENTION

DETENTION

# SHOP-YARD EXPANSION

Option 3  
August 14, 2017





BERT SEAMAN FIELD

PARKING SPACES = 31 + 2 ADA

HEAVY DUTY PAVEMENT -	33161 SF
LIGHT DUTY PAVEMENT -	5737 SF
FENCE IN LINEAR FEET -	831' - 0"

# SHOP-YARD EXPANSION

Option 3 - Zoomed In  
August 14, 2017



W John St

Kenwood Rd

BERT SEAMAN FIELD

SWALE

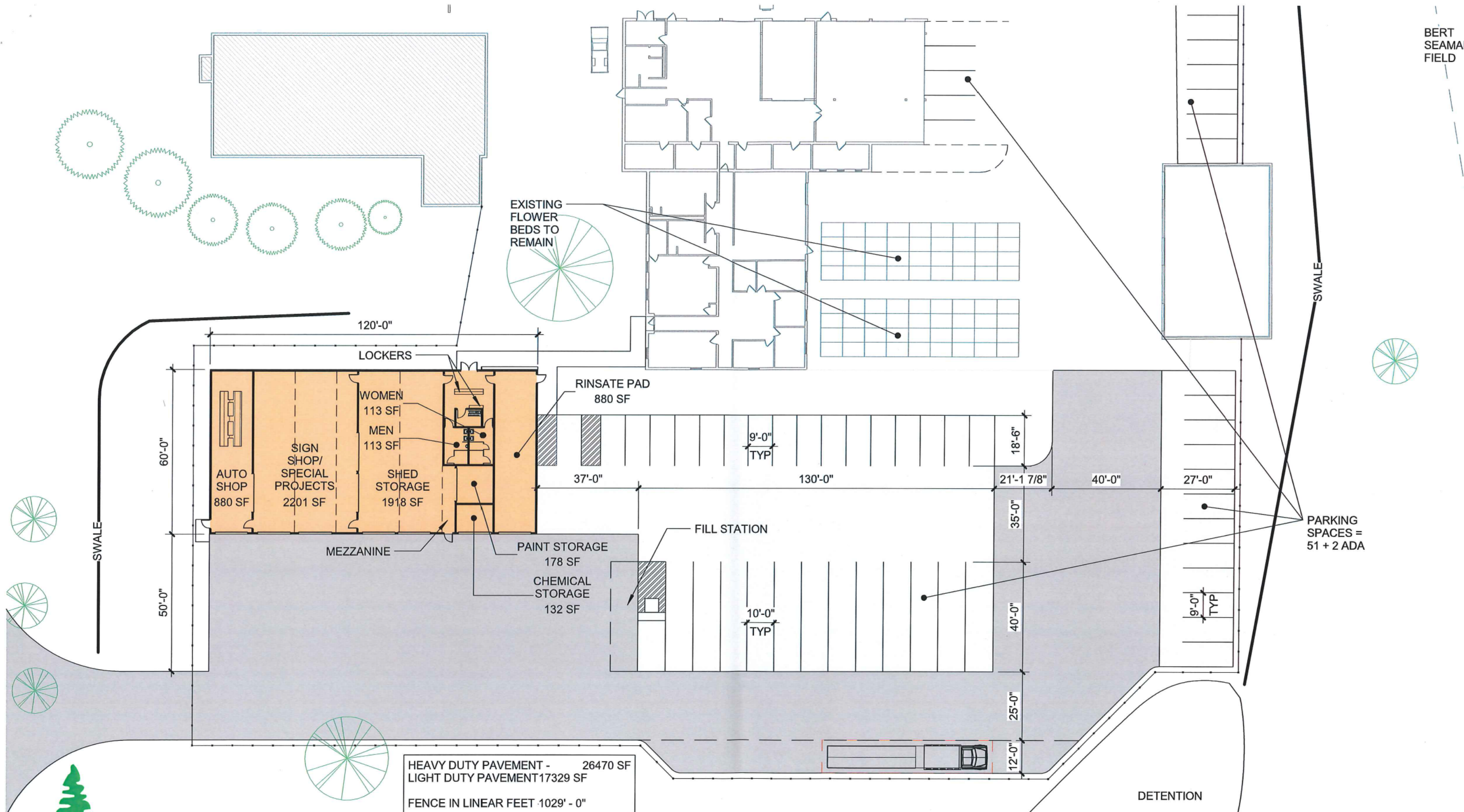
SWALE

DETENTION

# SHOP-YARD EXPANSION

Option 4  
August 14, 2017





# SHOP-YARD EXPANSION

Option 4 - Zoomed In  
August 14, 2017





# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** August 17, 2017

**SUBJECT:** Safety Manual Revision

### Background

The Champaign Park District created a crisis management plan in 1997 which was last updated in 2013. An updated manual is one of the requirements of the IPRA Distinguished Agency Accreditation.

This manual update includes formatting changes, job title changes, and grammatical and spelling changes. It also does not include the emergency procedures manual, as the Park District now has a separate manual for these details. One other addition to the manual is the PDRMA required CORE 6 which is basically safety boiled down to a half dozen points.

The goal for risk management this fiscal year is to work on an entirely new safety manual that incorporates safety standards and policies for each departments and present that new manual to the Board in early 2018. In addition risk management is working on a business continuity plan with a full business impact analysis. These will also be presented to the Board upon their completion.

### Prior Board Action

The Board approved the current manual in March 1997 and last approved an update to that manual in May 2013. Additionally, the Board reviewed this version at the July 26, 2017 Special Board Meeting.

### Budget Impact

There is no impact to the budget for this policy.

### Recommended Action

Staff recommend approval of the updated Safety Manual.

Prepared by:

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

Reviewed by:

Joe DeLuce, CPRP  
Executive Director

# *Safety Manual*

**A Commitment  
to Safety  
in the Workplace**



**CHAMPAIGN**  

---

**PARK DISTRICT**

## CHAMPAIGN PARK DISTRICT

### Safety Policy

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

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

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

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

Approved by Board of Commissioners	March 12, 1997
Revised by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	July 13, 2011
Revised by Board of Commissioners	May 20, 2013
Revised by Board of Commissioners	August 23, 2017

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Craig Hays, President



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# **EMPLOYEE SAFETY**

## **Staff Responsibilities**

The success of the Champaign Park District safety program will depend upon the announced and demonstrated interest of management, the sincere and consistent example set by supervisors and the cooperative, concerted efforts of all employees.

All Park District employees are required, as a condition of employment, to develop safe work habits and to contribute in every manner possible to the safety of themselves, their co-workers, and the general public. Park District staff members have the following responsibilities:

### **Executive Director**

- Provide administrative and financial support for all safety programs.
- Become thoroughly familiar with the Safety Manual contents.
- Approve safety policies.
- Participate in safety by building a strong safety culture for the Park District.
- Communicate safety policies and programs to the Board of Commissioners.

### **Risk Manager**

- Establishes and administers the loss control program.
- Becomes thoroughly familiar with the Safety Manual contents.
- Maintains a working knowledge of all general and department specific safety rules.
- Coordinates with department heads to assist in their duties and responsibilities in the areas of loss control and safety.
- Acts as chair of the Safety Committee.
- Administers the accident investigation policy and procedures to ensure that sufficient data is being gathered for review.
- Makes specific budget allocations for the purchase of safety equipment, service and training.
- Provides proper orientation, job instruction training and in-service training to employees and supervisors.

### **Department Heads**

- Coordinate with the Risk Manager to organize loss control program aspects which are particular to their department.
- Become thoroughly familiar with the Safety Manual contents.
- Maintain a working knowledge of all general and department specific safety rules.
- Enforce safety rules, and improves employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions. Negligence to enforce safety rules on the part of the supervisory personnel is also considered a safety violation.
- Prepare needed support information for the PDRMA Loss Control Program evaluation.
- Make budget recommendations for improving safety, specific to their department.

### **Supervisors**

- Become thoroughly familiar with the Safety Manual contents.
- Maintain a working knowledge of all general and department specific safety rules.
- Inspect work areas for compliance with safe work practices and rules.
- Properly orients new employees while providing good job training and in-service safety training to current employees.
- Enforce safety rules, and improves employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions. Negligence to enforce safety rules on the part of the supervisory personnel is also considered a safety violation.
- Report and investigate accidents.
- Make sure necessary safety equipment and protective devices for each job or program are available, used, and properly maintained.
- Cooperate with the Risk Manager in making sure all memos, training records, material safety data sheets, and correspondence are sent for their view.
- Treat public complaints and concerns with the utmost attention being courteous in all cases.

## **Employees**

- Maintain a working knowledge of all general and department specific safety rules.
- Immediately reports all accidents and unsafe conditions to their supervisor.
- Cooperate and assist in the investigation of accidents.
- Attends all required safety programs and in-service educational meetings.
- Treat public complaints and concerns with the utmost attention being courteous in all cases.
- Pay strict attention to housekeeping of work areas(s).

## **GENERAL SAFETY RULES**

- Horseplay and fighting will not be tolerated in the work place.
- Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs will not be tolerated in the work place.
- Your immediate supervisor must be informed if you are required to take medication during work hours which may cause drowsiness, alter judgment, perception or reaction time. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability may be required. Please refer to Section 6-11 and review the comprehensive Alcohol and Drug Abuse Policy in the Personnel Policy Manual.
- Your immediate supervisor must be notified of any permanent or temporary impairment that reduces your ability to perform in a safe manner or prevent or hinder your performance of the essential functions of your position.
- Personal protective equipment must be used when potential hazards cannot be eliminated.
- Equipment is to be operated only by trained and authorized personnel.
- Periodic inspections of workstations may be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
- Any potentially unsafe conditions or acts are to be reported immediately to your immediate supervisor.
- If there is any doubt about the safety of a work method, your immediate supervisor should be consulted before beginning work.
- All accidents, near misses, injuries and property damage must be reported to your immediate supervisor, regardless of the severity of the injury or damage.
- Failure to report an accident or known hazardous condition may be cause for disciplinary action up to and including dismissal.
- All employees must follow recommended work procedures outlined for their job, department and/or facility.
- Employees are responsible for maintaining an orderly environment. All tools and equipment must be stored in a designated place. Scrap and waste material are to be discarded in a designated refuse container.
- Any smoke, fire or unusual odors must be reported promptly to your immediate supervisor.
- If you create a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.
- Vehicle safety belts must be used on all public roadways, in accordance with state statute.
- Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals and markers and all applicable laws.
- Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate. You must report revocation or suspension of your driver's license to your immediate supervisor.
- All drivers will submit authorization for drivers abstracts annually.
- All employees must know Park District rules regarding accident reporting, evacuation routes and fire department notification.
- Departmental and facility rules and procedures outlined in specific manuals must be followed by each employee in the department. Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as required.
- Disciplinary actions, as described in the Personnel Policy Manual, may be taken as a result of an employee's failure to abide by safety rules and regulations.

## **ACCIDENT REPORTING PROCEDURES**

An accident report should be prepared for any accident, injury, or "near miss" which occurs on Park District property or at any program sponsored by the Park District. The accident report forms will be used for all injuries sustained by patrons or injuries that occur to staff and volunteers.

- **PREPARE A DETAILED ACCIDENT REPORT:** Attain as much information as possible regarding the accident. Be thorough in your description of the injury, how it occurred, and what type of first aid was administered. Others should be able to read the report and fully understand the circumstances involved.
- It is very important that the accident report is prepared on a timely basis. Accident reports should be filled out immediately after the injured has been properly attended to.
- If the injury occurs to an employee, within (24) hours an accident report should be completed and turned in to the Risk Manager, or in his/her absence to the Director of Human Resources. If the employee injury requires more than basic first aid and requires medical attention, the employee should contact the Risk Manager who will refer the employee to Occupational Health.

## **ACCIDENT INVESTIGATION PROCEDURES**

1. Accident investigations are the responsibility of the Safety Committee and may be initiated by any member of the Safety Committee. Accidents, injuries, and "near misses" incidents may result in the need for an accident investigation.
2. The Accident Investigation Team will consist of the Risk Manager, Director of Human Resources and the appropriate Department Head, and at least two safety committee members.
3. The scope of the investigation will include: summary of the accident site; interviews with witnesses; determination of improper safety procedures, if any; and correction of any safety deficiencies.

## **EMPLOYEE SAFETY GEAR**

- The Park District will provide essential safety gear for use with specific equipment as designated in its operational instructions.
- Hard hats should be worn whenever any possible risk is involved, i.e. all building repairs and construction projects where potential overhead hazards could exist, tree planting, etc. Hard hats are not required for painting, general building maintenance, custodial work, flower planting and general shop work.
- Proper insulation of hard hats for winter wear will be provided, when appropriate.
- Protective ear equipment must be worn whenever working with loud machinery or vehicles, i.e. chain saws, tractors, air hammers, etc.
- Protective face shields must be worn when working with grinders, welders, etc., and safety glasses must be worn when working under vehicles where potential splash chemicals are present.
- Protective goggles, face shield, gloves, and chaps must be worn when working with a chain saw.
- A hard hat, face shield, long sleeves, and heavy gloves must be worn when operating chipping machines.
- Employees in the Operations Department normally wearing eyeglasses should wear only safety lens glasses.

## **COMPLIANCE PROGRAMS**

The Park District has developed guidelines for employees in protecting themselves against hazardous conditions in the workplace as well as complying with local, state and federal regulations. The Park District will provide training when applicable to employees job function.

### **Bloodborne Pathogens Exposure Control Plan**

The Park District has developed procedures that will address occupational exposure to blood and other potentially infectious materials. The plan outlines methods of compliance; hepatitis B vaccination, post-exposure evaluation and follow-up; communication of hazards; training and record keeping. The Park District will provide training on an annual basis and/or as needed.

### **Fall Protection/Walking-Working Surfaces**

The Park District will ensure that the hazards of all elevated falls over 4 feet are evaluated, and that information concerning their hazards are communicated to all employees affected. The Risk Manager and/or other designated trained fall protection personnel are responsible for the administration of this program and have full authority to make necessary decisions to ensure success of the program. A written program will be reviewed and evaluated on an annual basis or when changes occur to the Occupational Safety and Health Administration (OSHA) standard. A training program will be provided for those employees exposed to fall protection. Training will ensure that employees understand the purpose, function, and proper use of fall protection. Also that they acquire the knowledge and skills required for the safe application and usage. The Park District will provide training to employees on an annual basis.

### **Hazardous Communication Program (HAZCOM)**

This program is intended to meet all requirements of the Toxic Substances Disclosure to Employees Act, commonly referred to as the Illinois Employee Right-to-Know Law. The law requires the Park District to communicate and train their employees about the health and safety hazards of the chemicals in the workplace. The Risk Manager has been designated as the Hazardous Communications Coordinator. The responsibilities include posting Right-to-Know law signs, labeling hazardous substances, obtaining and maintaining Material Safety Data Sheets, and providing initial and refresher training to all employees. The Park District will provide training to employees on an annual basis.

### **Lockout/Tagout**

The purpose of this program is help ensure that the machine or equipment is stopped or isolated from all potentially hazardous energy sources and locked out before employees do any maintenance. The Park District will provide training to employees annually.

### **Personal Protective Equipment (PPE)**

Where jobs have inherent hazards, employees will be notified and supplied with the proper PPE. The Risk Manager and/or supervisors will train employees to appreciate the inherent risks, proper selection, implementation and care of the equipment. The Risk Manager and/or supervisors will enforce the use of PPE as well as any associated safety rules pertaining to work activities. All employees will meet or exceed OSHA, American National Standards Institute (ANSI), American Society for Testing and Materials (ASTM), manufacturer specification and any organizational guidelines pertaining to personal protective equipment. The Park District will provide training on an annual basis.

### **Confined Spaces Program**

The Park District has developed the following guidelines to ensure the safety of our employees exposed to confined spaces which are based on the requirements established by the OSHA as well as regulations adopted by the Illinois Department of Labor (IDOL). This agency will maintain a written program, identify confined spaces within its facilities and recreation areas, and train employees on safe entry and specific safety precautions. The Park District will provide training annually.

### **Stretching Policy**

Stretching is an important component of the Park District's effort to reduce the effects of ergonomic risk factors both on and off the job. Over time, the excessive stress and strain on tendons, muscles, ligaments, cartilage, blood vessels, and nerves resulting from ergonomic risk factors can lead to injury. Stretching, as an ergonomic intervention, can be a useful method to providing a safer working environment for Park District staff. It is the policy of the Park District to engage in a proactive, sustained program to reducing or eliminating ergonomic-related injuries to employees by educating and implementing an agency-wide policy of simple reversal of posture and stretching exercises that are intended to increase worker flexibility and range of motion, improve circulation, relieve stress, and enhance coordination, both on and off the job. (Posters ordered for each work area.)

### **Industrial Truck (Fork Lifts)**

The Park District will ensure that the requirements of the standard for powered industrial trucks will be adhered to. This standard practice instruction is intended to address comprehensively the issues of; employee training, authorization, safety requirements, fire protection, maintenance, and general operation of fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks used within the Park District, including end loaders and bobcats equipped with forks.

### **Cutting/Welding Procedure Tips**

Cutting/welding projects can be extremely dangerous activities if the proper precautions are not taken. Agencies should ensure that staff is properly trained, the proper personal protective equipment is used and the work area is properly inspected prior to performing any cutting or welding projects. Attached is a pre-work checklist and procedures for fire watch/work area monitoring that should be considered prior to starting any project.

### **Pre-Work Checklist**

- Supervisor completes a hot work permit and a copy is retained.
- Any compressed gas cylinders to be moved in a vehicle must be firmly secured in an upright position, strapped or chained in place, and all safety caps securely screwed in place.
- Verify that sprinkler systems, fire extinguishers, or water hoses are in good working condition.
- Inspect all hot work equipment to make sure that it is in good working condition.
  - The following personal protective equipment is made available and is used:
    - Face shield/proper eye lenses
    - Leather gloves
    - Leather gauntlets, long sleeve shirt, pants, etc.
- Evaluate these fire safety precautions within thirty-five (35) feet of the work area:
  - Ensure the atmosphere does not contain explosive chemicals.
  - Remove any flammable liquids, paper or related items from the work area.
  - Use fire resistant tarps or metal shields over floors, walls, or other openings.
  - Sweep the floor of any debris.
  - Wet down combustible floors, walls and related areas when possible.

### **Fire Watch/Work Area Monitoring**

- There should be at least one employee provided for an onsite fire watch for at least sixty (60) minutes following the completion of the hot work.
- The fire watch should be provided with an appropriate fire extinguisher or water hose and communication device.
- The fire watch should look for signs of heat, smoke, etc. which may occur in the hot work area. Also, look for signs of fire above or below ceilings and on both sides of walls and floors.
- In the event a fire is noted, the employee should immediately sound the fire alarm and call the fire department. The fire watch can then attempt to extinguish the fire. Fires that occur in walls or between floors may be difficult to extinguish after they have been smoldering. For this reason, it is very important that the fire department be contacted so that they can conduct a professional assessment to determine if the fire is fully extinguished.
- The hot work permitted area should be inspected approximately 4 hours after the job is completed to again ensure that no fire is present at all construction sites. There is a two hour inspection required after work is completed in our welding shop.

## **EMERGENCY PROCEDURES**

In the event of an emergency, all staff should follow the emergency procedures that are outlined in the Park District Emergency Operations/Crisis Management Plan. Please refer to the Park District Emergency Response Plan found at each facility for further emergency instructions.

Remember: The first priority in any type of emergency is always the direct safety of all Park District staff and for the general public.

### **Communication Plan**

In the event of an emergency, the Bresnan Meeting Center front desk staff shall act as the communication center for the Park District.

1. The Executive Director shall notify their staff, and the Board of Commissioners and Officers.
2. The Director of Human Resources/IT and Risk shall notify all HR/IT and Risk staff.
3. The Director of Finance shall notify all finance staff of the emergency.

4. The Director of Recreation shall notify all recreation staff of the emergency.
5. The Director of Operations shall notify all operations staff of the emergency.
6. The Marketing Director shall notify all marketing staff of the emergency.
7. All operation's vehicles in the field will be dispatched by radio if unavailable by phone.
8. *If an emergency occurs after hours, notification shall be made in the following order:*

Title	Name	Main Contact Phone Number	Secondary Contact Phone Number
Executive Director	Joe DeLuce	819-3821	714-2333
Director of HR,IT and Risk	Tammy Hoggatt	819-3823	840-9963
Risk Manager	Wendy Zindars	819-3834	404-444-3739
Recreation Director	Jameel Jones	819-3907	390-5656
Director of Operations		819-3812	
Dir. of Finance	Andrea Wallace	819-3826	778-8608
Marketing & Communications Director	Chelsea Norton	819-3943	273-3943

## ARMED INTRUDER

### Lockdown Guidelines

Please follow the information below to respond in an active shooter or violent intruder situations:

#### Goal of Lockdown:

- The purpose of a lockdown is to minimize accessibility to facilities in the park to reduce the risk of injury or danger to, staff, patrons or visitors from a violent intruder.

#### Decision to Lockdown:

- A lockdown would be implemented when requested by Public Safety, Law Enforcement, Fire Department, Park District Administration, or any Park District staff.
- The goal of this procedure is to protect patrons, visitors, and employees from an armed violent intruder, regardless of the type of weapon.

#### Incidents That May Require Lockdown:

- Person(s) armed with firearm or weapon on Park District property, gunshots directed at or near the Park District facilities, police incidents involving dangerous person(s) that are adjacent to or within a short distance of park property, intruders, hazardous chemical spills, gas leaks, electrical conditions, or disasters close to the Park District facilities, or any other violent incident that a reasonable person would recommend a lockdown.
- This would include localized sounds of gunshots, multiple incidents of breaking glass windows, explosions, and/or other noises associated with violent crimes.
- Individuals with any type of violent weapon(s) on Park District Property.

#### Order or Announcement to Lockdown

- Announcement via telephone, radio, in person, text message and/or E-mail, "This is a lockdown, I repeat, this is a lockdown. We have an emergency. Go to the nearest office or classroom and secure yourself inside."
- Insert Hard and Soft Lockdown.

### **If an active shooter or intruder is inside the building with you**

- Try to keep everyone quiet as not to bring attention to you and others. Move to a securable area, if safe to do so.
- If the area you are in can be locked, lock it and stay away from the entry and windows. Consider barricading the door if you cannot lock it.
- If you cannot lock or barricade yourself and hide somewhere, and you can determine where the shooting is coming from, run to any exit you can reach without being seen by the shooter.
- Dial 9-9-1-1 from building phone and 9-1-1 from your cell phone to contact the Emergency Dispatch Center as soon as possible to report what is happening. Dispatchers will advise you on what to do.
- Give as much detail about the intruder as possible – color of clothes, height, weight, color of hair, type of weapon, area of building, etc.

### **If an active shooter or intruder enters your office or classroom**

- Dial 9 then 9-1-1 on your office phone or 9-1-1 from your cell phone if possible.
- If it is possible to talk, report what is happening, and provide the shooter's location and description.
- If it is not safe to speak, just leave the line open so the dispatcher can hear what is taking place.
- If you are confronted by the shooter and defenseless, attempt to negotiate with the shooter.
- Attempting to overpower the shooter with force should be considered as the last resort after all other options have been exhausted.
- If the shooter leaves the area, attempt to lock or barricade the door, or proceed to a safe location as described above.

### **Possibility of fleeing an active shooting or violent intruder situation**

- Have a route of escape in mind.
- Leave everything behind except your cell phone (do not worry about purses or book bags - those will only slow you down).
- Keep your hands visible and follow the instructions of the police. You must remember, the police may not have an accurate description of the shooter(s), so for everyone's safety, you may be detained by the police.
- Do not stop to assist wounded victims or attempt to move them. Do tell the police where these victims are located.

### **What to expect from law enforcement responding to an active shooter or violent intruder**

- Police are trained to proceed as quickly as possible to the sound of the gunfire.
- Their purpose is to stop the shooter.
- Officers may be in plain clothes, patrol uniforms, or SWAT uniforms armed with long rifles, shotguns, and/or handguns. They will have identification.
- Do as the officers direct you, and keep your hands visible at all times to show the officers you are not a threat.
- If possible, tell the officers where the shooter was last seen, and provide a full description of the shooter and any weapons used.
- Also be aware that the first responding police officers will not stop to assist injured people. Others will follow to treat the injured. First responding officers are trained to proceed as quickly as possible to the gunfire and to stop the shooter.
- Do not allow anyone out of the classroom or secure area at any time during a lock down, until a person of authority (Park District Administration Staff, Police Officer, and/or Program Manager). Parents will not be allowed to pick up their children during a lockdown without permission from a Park District Manager once the incident has been stabilized.



**Activate the Emergency Crisis Plan as soon as safely possible and make proper notifications of the Park District Administration.**

- Please review the Park District's Emergency Crisis Plan for Types 1 and 2 Incidents.

**Types of Incidents:**

A **Type I** crisis is a situation or event that causes, or has the potential to cause, public or media concern. It could be, among other things, an accidental drowning, allegation of abuse, severe vehicle accident, emergency facility closing, severe employee or patron injury, or a criminal act that occurred on agency property.

A **Type II** crisis is one that takes place within the community and involves use of Park District facilities for refuge. A crisis of this type might result from a natural disaster, train wreck, chemical spill, terrorist attack or any event resulting in a need for emergency shelters.

The potential crisis list is endless. In any potential crisis situation, early notification of the Crisis Team is critical. Park District staff who has knowledge of a crisis or potential crisis situation shall notify the Executive Director, the Risk Manager, or any member of the Crisis Team as soon as it is safe to do so. The Executive Director shall determine if a situation requires the activation of the Crisis Team.

## **SPECIFIC SAFETY STANDARDS/CORE 6**

### **Facilities**

- At least two (2) exits must be available from all floors.
- There must never be any obstructions in aisles or exits.
- Enough fire extinguishers of the proper type must be provided to meet the minimum fire code restrictions. Each employee must be instructed on the proper use of each type. In-service training will be provided each year by the Risk Manager as a review for present employees and as training for new employees.
- Fire extinguishers must be placed within easy reach, and properly marked, and OSHA color-coded as to their type.
- Fire extinguishers will be checked annually and levels maintained at all times.
- Smoking is prohibited except in designated areas, where sufficient large non-combustible ashtrays and adequate ventilation are provided.
- Materials and equipment must be stored in pre-designated areas. Custodial carts are not to be stored in public areas or left unattended.
- All refuse must be placed in proper containers and a sufficient amount of receptacles should be in each building. Waste receptacles must be emptied periodically and never allowed to be overfilled.

### **Accident Prevention**

- Slippery substances spilled on floors must be immediately cleaned up.
- Floors, walks, and parking lots must be maintained at a level and even condition. Repairs must be made to holes, depressions, broken floor surface, uncovered drains, loose or poorly fitted gratings, sagging or expanded floor supports.
- All painting supplies and combustible materials must be stored in a separate, proper fire resistant cabinet.
- Emergency lights are present in all buildings used by the public and are to be checked monthly.
- All exits must be clearly lit and marked.
- Broken lights must be replaced immediately.
- Electrical wiring must be properly encased and replaced when worn.
- Care must be taken not to overload circuits.
- Extension cords should be used on a short term, temporary basis only.
- Electrical cords must be kept in as orderly a fashion as possible to prevent any falls. Use of extension cords should be only on a temporary basis and must not be run under carpeting or exposed so as to possibly cause injury.

- Any replacement curtains or drapes, must be fire retardant.
- All stairways must be equipped with secure railings and well lit.
- All buildings must have emergency phone numbers located at the telephone as well as emergency procedures posted. Each facility director should have a copy of the emergency plan and know the location of first aid supplies.
- All buildings must be equipped with sufficient first aid supplies.
- Sidewalks, steps, parking lots, tennis courts, and basketball courts must be repaired if shifting or cracking presents hazardous conditions. All hazardous conditions should be reported to the Risk Manager for assessment.
- All tables and chairs should be inspected and repaired regularly by facility staff.
- A three-foot clear zone must be maintained around all electrical switch gear, breaker boxes or heating and boiler units.
- There shall be no spray painting or adhesive indoors at any facilities without the proper safety gear and proper mechanical ventilation.

## **Parks**

- Signs should be posted communicating hours and specific ordinances.
- All newly installed and any necessary replacements for playground apparatus must comply with Consumer Product Safety Commission (CPSC) guidelines.
- No asphalt or other hard surfaces shall be under playground equipment. All surfaces must comply with CPSC guidelines.
- All parks are to be inspected for compliance with CPSC guidelines. All playgrounds are to be inspected and repaired monthly. Completed copies of the inspection and repair forms are to be retained by the Risk Manager.
- All employees are to clean up broken glass when it is found. NEVER pick up broken glass with bare hands. Use mechanical devices.
- All employees are to report unsafe conditions in any park or recreation facility to the Risk Manager.
- Operators of mowers, weed eaters and other power equipment are to ensure that grass clippings, rocks, etc. are not discharged towards park users, employees, and vehicles.
- Equipment operators must read and understand operating instructions, and follow all safety rules contained therein as well as receive proper in-service training.
- Park crews are to perform a general safety inspection for the entire park and playground on each weekly visit.

## **Equipment and Tools**

The immediate supervisor is responsible for:

- Proper training given to an employee prior to any use of equipment.
- All equipment and tools must be stored in a pre-designed area and should be kept clean and repaired at all times.
- All new equipment and tools must comply with local, state and federal standards, where required.
- Operational instructions for ALL machinery and equipment must be in written form and kept close to the appropriate machine or equipment for employee reference.
- Proper use of ladders must be taught, including proper angle placement; ladders must be replaced before using if there are cracked rungs or side rails, ineffective braces, no ladder shoes, or insufficient clearance.
- Ear protection devices are utilized with a portable air hammer, chainsaw, and all other loud equipment.
- When sanding, spray painting, or working with fiberglass materials appropriate ventilation, air filtering and proper safety equipment must be utilized to protect the employee from dust and fumes.

- A safety curtain should be used when using welding equipment.
- Two (2) employees shall be present at all times while working with the tree chipper and proper safety equipment must be worn.
- At no time should any mobile equipment or tools be left unattended and unsecured at a work site. Always lock ignition and remove keys from vehicle or equipment.

## **VEHICLE 360° WALK AROUND CIRCLE OF SAFETY**

Walk completely around your vehicle every time before you drive it. Supervisors and managers should monitor their staff for compliance with this procedure.

### **30-Second Site Safety Walk-Through Policy**

All employees are required to conduct a thirty (30) second sight safety walk through prior to starting at their job site.

Any hazards or safety concerns observed during the 30-Second Site Safety Walk-Through should be eliminated or minimized. Always follow applicable agency safety policies and procedures. If you are unsure, contact your supervisor before beginning the job task

- Pause before you approach:
  - Ask yourself: "Are there any obvious potential safety hazards?"
  - Generally, your first impression will be correct.
- Observe your surroundings:
  - What is there about the location, terrain, ground or flooring that could create a hazard or cause an injury?
- Observe the traffic in or around the worksite:
  - Will vehicle or pedestrian traffic cause a safety hazard or concern?
- Protect yourself!
  - Should you be wearing personal protective equipment?
  - Are you wearing the appropriate footwear to safely perform the job?
- Consider the unknown:
  - What is unique about the site that may cause a safety concern?
  - Will the equipment, materials or job task introduce safety concerns?
- Consider the unknown:
  - What is unique about the site that may cause a safety concern?
  - Will the equipment, materials or job task introduce safety concerns?
- Any hazards or safety concerns observed during the 30-Second Site Safety Walk-Through should be eliminated or minimized. Always follow applicable agency safety policies and procedures. If you are unsure, contact your supervisor before beginning the job task.
- Implement a 3 Points of Contact Policy.

### **3 Points of Contact Policy**

Employees should consistently use 3 – Points of contact while climbing ladders and when entering or exiting all vehicles and equipment.

Common injuries associated with climbing ladders include: the employee slips or trips while climbing a ladder and subsequently falls. As a result, the employee then is injured by striking the equipment or ground. Injuries occur because climbing ladders include the following potentially hazardous activities:

- Reaching
- Twisting
- Pulling
- Climbing

Factors that often contribute to the incident include:

- Being in a hurry
- Talking with co-workers or patrons
- Wet or slippery equipment
- Carrying equipment or another object
- Jumping from a guard chair
- Failing to use stairs or ladders

### **Job Tasks Required to Use 3 Points of Contact**

Areas where 3 Points of Contact should be required include, but are not limited to, the following job classifications and work areas:

1. Entering/Exiting and Mounting/Dismounting any equipment, including the following:
  - Tractors
  - Skid Steers
  - Trailers
  - Pickup and Dump Trucks
  - Mowers
  - Buses/Vans
2. Climbing ladders and scaffolding
3. Climbing stairs
4. Climbing playground equipment

### **3 Points of Contact (Aquatics)**

(Aquatics) Common injuries associated with entering/exiting pools and mounting/dismounting lifeguard chairs include:

- The employee slips or trips while climbing the lifeguard chair and subsequently falls. As a result, the employee then is injured by striking the equipment or ground.
- The guard slip/falls while climbing off the lifeguard chair, striking the equipment or ground.
- While exiting the pool, the employee climbs out using the pool gutter or edge, then slips and falls, striking the ground.

Factors that often contribute to the incident include:

- Being in a hurry
- Talking with co-workers or patrons
- Wet or slippery equipment or surfaces
- Carrying equipment or another object
- Jumping from a guard chair
- Failing to use stairs or ladders
- Entering or exiting a piece of equipment
- Failing to maintain a "3 Points of Contact"

### **Policy, Procedure and Training**

The 3 Points of Contact method provides maximum stability and support, thereby reducing the likelihood of slipping and falling.

PDRMA members can reduce the risk of climbing/descending lifeguard chair injuries by:

- Implementing a 3 Points of Contact Policy
- Conducting employee training on the 3 Points of Contact Policy/Procedure
- Having supervisory staff diligently enforce the 3 Points of Contact policies and procedures
- Providing coaching and positive feedback to support applicable policy and procedures

## **Policy**

Improperly exiting entering pools, or mounting and dismounting lifeguard chairs can increase the likelihood of injury to staff.

Injuries occur because entering or exiting pools or mounting and dismounting lifeguard chairs include the following potentially hazardous activities:

- Reaching
- Twisting
- Pulling
- Climbing

When ascending/descending lifeguard chairs during a rotation or beginning and leaving the shift, lifeguards shall use 3 Points of Contact with the guard chair.

To do this, lifeguards must maintain contact with one hand and two feet or two hands and one foot at all times when entering/exiting pools by using the pool ladders as well as when ascending and descending from lifeguard chairs in order to form a stabilizing triangle of contact.

## **Procedure**

Agency Responsibilities:

- Evaluate the stability and surfacing of every pool ladder and lifeguard chair.
- Provide additional ladders, non-slip surfaces and hand holds where necessary.
- Maintain steps, contact surfaces and handholds in useable condition.
- Consider lifeguard chairs with larger platforms and improved ladder position and access.
- Inspect lifeguard chairs, stairs and ladders frequently.

## **Vehicles**

Common injuries associated with enter/exiting vehicles include:

- The employee slips or trips while entering or exiting the vehicle/equipment and falls, striking the vehicle or ground.
- While exiting the vehicle/equipment, the employee jumps from the vehicle to the ground, often injuring an ankle, knee or back.

Factors that often contribute to the incident include:

- Being in a hurry
- Talking with co-workers or patrons
- Wet or slippery equipment
- Being distracted by talking on a cell phone
- Carrying equipment or another object
- Jumping
- Failing to maintain a "3 Points of Contact" with the vehicle

Improperly entering and exiting (or mounting and dismounting) vehicles, trucks, tractors, buses, vans, trailers, ladders, stairs or other pieces of construction equipment can increase the risk of injury. To reduce or eliminate the risk of injury, organizations should implement a policy so that drivers and staff exercise the 3 Points of Contact method when entering or exiting vehicles.

During training and in the scope of their duties, all staff shall enter and exit vehicles by using a 3-Points of Contact at seats, foot platforms, handles, stairs, and ladders.

### **3 Points of Contact (Job Classifications)**

The purpose of this policy is to identify job tasks that require the use of a 3 Point of Contact Procedure and to establish protocols for carrying out a safe 3 Point of Contact.

When creating a 3 Points of Contact Policy, an organization should:

- Identify job tasks that require the use of a 3 Point of Contact Procedure.
- Establish protocols for implementing a safe 3 Point of Contact method.
- Specify every employee who will be subject to the policy.
- Specify who will be responsible for implementing and communicating the policy to employees.
- Identify specific vehicles or equipment (i.e. tractors, trucks, ladders) which require a 3 Points of Contact procedure.

## **BEST PRACTICE LIFTING**

The Champaign Park Districts overall aim is to ensure a consistent approach to best practice lifting with all employees.

The three basic concepts of safe lifting are:

- When lifting any type of load, always move straight up and down. Keep your feet planted underneath your knees to maintain balance.
- Keep your elbows in and close to your body.
- Move and pivot with your feet when you step, don't twist your back to move a load.

## **OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)**

In the event of an OSH inspection under the auspices of the Illinois Health and Safety Act, the following guidelines will apply:

- The Risk Manager is designated as the responsible individual to participate in the inspection process.
- A list of required materials or posters and their locations is kept at the Bresnan Meeting Center.
- Records necessary for the inspection, OSHA 300, etc., are located in the Central Safety File.
- The Risk Manager, Director of Human Resources and the Executive Director may negotiate timeframes for corrections of any citations, and are responsible for the completion of said corrections.

## **MOTORVEHICLE SAFETY**

### **Motor Vehicles**

- No one below the age of 18 years may operate any motorized vehicle or any other piece of equipment that may be outlined in specific departmental procedures.
- Employees under the age of 21 years, will not be allowed to transport passengers in vans.
- Out of Town check lists shall be completed for any trip taken outside Champaign County involving participants. A copy of the completed report should be left with the Risk Manager and the front desk prior to trip departure.

- Accurate records must be kept and up-to-date on all repairs, tune-ups, etc. for each vehicle.
- No person should ride in or on equipment being towed.
- Riding in the back of trucks is strictly prohibited.
- All trucks should be equipped with a gate, which should be put up when transporting. When a gate must be down for wide or extra-long items, vehicles must be properly flagged and four-way flashers or strobe on.
- All loads must be secured when transported in vehicles.
- Roll bars or Roll-Over Protection Structures (ROPS) must be installed on all tractors. In order for the roll bars to be effective, seatbelts must be worn at all times.
- No vehicle is to be operated or moved unless all doors are closed.
- No vehicle is to be left idling unattended unless in "park" or in neutral with emergency brakes or air brakes engaged if vehicle does not have a "park" position.
- All vehicles must be equipped with the proper fire extinguishers.
- Any new vehicles that are purchased must comply with Illinois Department of Transportation standards.
- Each driver is responsible for reporting all accidents, incidents, vehicle damage and malfunctions to their immediate supervisor.
- Drivers must maintain the posted speed limits at all times and observe all other vehicle operation regulations. In pathways and parks, vehicles shall not exceed five (5) mph and drivers should be alert if conditions warrant a slower speed. The traveling speed on all streets should not exceed the posted limit.
- When operating a vehicle in a park, the existing paved access road should be used. Vehicles are not allowed on the grass unless it is required for completion of the work projects.
- Employees are expected to be courteous to other drivers and to pedestrians.
- Employees are responsible for the condition and appearance of the vehicle they are assigned to drive.
- Employees are responsible for any motor vehicle violations they may incur.
- All new employees who drive Park District vehicles are to receive a drivers' check which will be conducted bi- yearly thereafter.

### **Reporting Vehicle Accidents**

A Vehicle Accident Report will be filled out following any/all accidents involving Park District vehicles. Employees will follow the same procedure for submitting the report as that stated in the accident reporting process.

- Call police immediately for any vehicle accident, no matter how slight with the exception of a Park District vehicle damaging Park District property. Then notify your immediate supervisor.
- In damage to Park District property, the immediate supervisor and Risk Manager should be notified immediately
- Procedures for what to do in case of an accident will be available in each vehicle.

## **BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN**

### **Introduction**

The Occupational Safety and Health Administration (OSHA), and the U.S. Department of Health and Human Services has enacted the Bloodborne Pathogens Standards to "reduce occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other Bloodborne Pathogens."

This manual describes the procedures the Champaign Park District will follow to address occupational exposure to blood or other potentially infectious materials.

Blood means human blood, human blood components and products made from human blood.

Other potentially infectious materials include semen, vaginal secretions, and cerebrospinal synovial, pleural, pericardial, and amniotic fluid. This also includes saliva and other body fluids contaminated with blood, including urine and feces and all body fluids where it is difficult to determine between body fluids potentially infectious.

## **General Program Management**

The Risk Manager is responsible for the overall management and support of the Bloodborne Pathogens Compliance Program. This includes the following:

- Overall responsibility for implementation and supervision of the Exposure Control Plan.
- Revision of the Plan when necessary.
- Collecting and maintaining a reference library on the Bloodborne Pathogens Standard and bloodborne pathogens safety and health information.
- Acting as liaison during OSHA inspections.

The Safety Committee will aid the Risk Manager in fulfilling the responsibilities. Appointed to the committee will be the following staff:

- Safety Committee Coordinator
- Recreation Department Representative(s)
- Therapeutic and Integration Services Representative(s)

Department heads are responsible for exposure control in their respective areas. They work directly with the Risk Manager to assure employees are following proper exposure control procedures. They are also responsible for:

- Maintaining a current list of personnel requiring training.
- Scheduling for new employees and annual training for other personnel.
- Scheduling new employees for vaccination as appropriate.

Employees are responsible for the following:

- Knowing what tasks they perform that lead to occupational exposure.
- Attending bloodborne pathogens training sessions.
- Following procedures in accordance with this Exposure Control Plan.

The Exposure Control Plan will be reviewed and updated under any of the following circumstances:

- Annually by April 1 of each year.
- Whenever new or modified tasks and procedures are implemented which affect occupational exposure of employees.
- Whenever employee's jobs are revised so the new instances of occupational exposure of employees may occur.
- Whenever new positions are created which may involve exposure to bloodborne pathogens.

## **Exposure Determination**

Jobs have been classified for exposure to bloodborne pathogens and other infectious materials as follows:

- No employees in this classification have exposure.
- Some employees in this classification may have exposure.
- All employees in this classification may have exposure.

Specific tasks that produce potential exposure:

- Pick up and removal of trash.
- Administering first aid and CPR
- Accidental contact with contaminated material.



**The following job classifications may have occupational exposure:**

• Administrative Assistant	1	• Operations Supervisor	2
• Aquatics staff (Seasonal)	3	• Park Beautification (trash crew)	3
• Art Smart Staff (preschool)	3	• Park Walkers (seasonal)	3
• Ball Field Maintenance	2	• Prairie Farm Leaders	2
• Bookkeeper/Asst. Bookkeeper	2	• Program Assistants	2
• Busy Bee Staff (preschool)	3	• Program Supervisors	2
• Cashiers	2	• Receptionists (all classifications)	2
• Concession Workers	2	• Site Supervisors	2
• Coordinators	2	• Special Events Manager	2
• BSW's (all classifications)	3	• Volunteers	1
• Day Camp Staff	2	• Park District Planner	1
• Director of Finance	1	Special Recreation Classification by job areas	
• Director of Recreation	1	• Afterschool Director (seasonal)	3
• Executive Director	1	• Afterschool Leaders/Asst. Leaders (seasonal)	2
• Director of Human Resources	1	• Assistant Coaches (seasonal)	2
• Director of Panning	1	• Building Supervisors/Openers (seasonal)	2
• Director of Operations	1	• Camp Counselors (seasonal)	2
• Director of Marketing & Com.	1	• Camp Supervisors/Asst. Supervisors (seasonal)	3
• Flower Island Crew	2	• Drivers (part-time)	2
• Grounds Maintenance	2	• Head Coach	2
• Instructors	2	• Instructors (seasonal)	2
• Maintenance Worker	2	• Leaders (seasonal)	2
• Marketing Staff	1	• Officials (seasonal)	2
• Mower Operator	2	• Program Manager	2
• Officials	2	• Program Supervisor	2
• Operations Clerk	2		
• Operations I and II	2		
• Operations Specialist	2		

## Methods of Compliance

Universal precautions - assume all blood and other potentially infectious materials are indeed infectious.

### Engineering and Work Practice Controls

- Staff members shall treat all blood and other potentially infectious materials as defined in OSHA regulations as potentially infectious, and follow all precautionary measures outlined in this Exposure Control Plan at all times.
- Whenever any staff member's skin comes in contact with blood or other potentially infectious materials, the member shall immediately, or as soon as possible, wash his/her hands and any other contaminated skin area with soap and warm running water or flush mucous membranes with water following the contact.
- Staff members exposed to blood or other potentially infectious materials who are in the field shall use antiseptic hand cleaners or towelettes when hand washing facilities are not available. When antiseptic hand cleaners or towelettes are used, hands shall be washed with soap and warm running water as soon as possible.
- Members wearing protective gloves or other personal equipment, as soon as possible after removal of same, shall wash hands immediately or as soon as possible, using soap and warm water.

### Personal Protective Equipment

1. Staff members shall wear personal protective equipment provided by the Park District when performing tasks/procedures that have potential for exposure to blood or other body fluids. Each area (i.e. Centers, Aquatic facilities, field locations, Prairie Farm, operations vehicles) will have equipment kits including but not limited to the following:
  - Disposable (single use) gloves
  - Protective eyewear and masks
  - CPR pocket masks
  - Utility gloves
2. Personal protective equipment shall be worn as follows:
  - Disposable gloves shall be worn whenever a staff member can be reasonably expected to have contact with blood, other potentially infectious materials, mucous membranes, and non-intact skins, and also, whenever a member handles or touches contaminated items or surfaces.
  - Protective eyewear and masks shall be worn by staff members whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated (eye, nose or mouth contamination) can be reasonably expected.
  - CPR pocket masks shall be used by staff members whenever they perform cardiopulmonary resuscitation (CPR) to provide a physical barrier between the victim and the staff member performing mouth to mouth resuscitation.
  - Disposable gloves used are not to be washed or decontaminated for reuse, and are to be replaced immediately if torn or punctured.
  - Decontaminate utility gloves after each use. Discard if punctured, torn or showing signs of wear.
3. Department Heads will ensure that all staff use appropriate personal protective equipment as outlined in this document.
4. Personal protective equipment provided by the Park District shall be of a disposable type and not laundered or reused.
5. Personal protective equipment shall be removed by the Risk Manager as soon as possible after the incident where protective equipment use was required. Supervisor should contact 217-398-2550 immediately.
6. All personal protective equipment once used, shall be disposed of by the member who used the equipment as follows:

## **Housekeeping**

1. Staff members shall ensure that all work areas where they are assigned are maintained in sanitary condition.
2. All working surfaces shall be cleaned and decontaminated with appropriate disinfectant immediately, or as soon as possible, after coming into contact with blood or other potentially infectious materials.
3. Staff shall use only products capable of treating/disinfecting surfaces contaminated with viruses, bacteria, or fungi.
4. Cover surfaces that are difficult to decontaminate with plastic wrap or other material that water will not go through.
5. Contaminated needles and sharps shall be disposed of without shearing or breaking. These items shall be disposed of in puncture resistant, biohazard labeled containers having leak proof sides and bottoms.
6. Disposal of all regulated waste shall be in accordance with applicable regulations of the United States, State of Illinois, and any applicable county and local regulations.
7. Disposal of all regulated waste shall be performed by approved vendors at a licensed facility.

## **Hepatitis B Vaccination, Post-Exposure, Follow-up, and Training**

### **Hepatitis B Virus**

Hepatitis is a liver disease, initially resulting in possible inflammation of the liver, and frequently leading to more serious conditions including cirrhosis and liver cancer. In the United States there are about 300,000 new cases of Hepatitis B Virus (HBV), the most common form of Hepatitis each year.

Health care workers are much more likely to contract Hepatitis B than the rest of the population. While there is no cure for Hepatitis B, a vaccine does exist that is 90% effective in preventing infection.

The symptoms of HBV infection are very much like mild "flu". Initially, there is a sense of fatigue, possible stomach pain, loss of appetite, and nausea. As the disease continues to develop, jaundice (distinct yellowing of the skin) and darkened urine will often occur. However, many people who are infected with HBV will show no symptoms for some time.

After exposure, it can take two (2) to six (6) months for Hepatitis B to develop. This is extremely important since vaccinations begun immediately after exposure to the virus can often prevent infection.

### **Vaccination**

- Park District provides, at no cost, vaccination against Hepatitis B to employees who might be expected to have occupational exposure risk. This consists of series of three (3) inoculations over a six (6) month period.
- Vaccination will begin within ten working days of an assignment to a task that produces occupational exposure risk.

### **Post Exposure Follow-up**

- If an exposure to blood or other body fluids occurs, the exposed individual shall immediately notify his/ her supervisor and the Risk Manager, and fill out an incident report. Identify the source individual (the individual whose blood or body fluid caused the exposure), if possible.
- Incident reports will be picked up by the Risk Manager as soon as possible following the accident.
- The Risk Manager will make arrangements with source individual or parent/guardian for testing for HIV and Hepatitis B. The employee must sign consent for the blood draw and testing.
- Hepatitis B vaccine will be offered post exposure, at no expense to the employee.
- Any test results will be kept confidential by the Park District, hospital, clinic and/or doctor. It is the responsibility of the employee, hospital, clinic and/or doctor to provide a report to the Park District on the employee's situation.
- The Risk Manager investigates every incident that occurs and prepares a written summary of the incident. The Risk Manager makes recommendations for avoiding similar incidents.

- The employee's medical condition shall be disclosed only to the extent necessary to minimize the health risk to the employee and others. Only those personnel who need to know of the employee's condition to assure proper care and precaution will be informed. Personnel will be reminded that no information regarding the identity or condition of the person is to be discussed with anyone, including spouses, other family members, or Park District personnel. The legal ramifications to both the employee involved and the Park District of breach of confidentiality will be clearly explained to employees.
- All employee's medical records, other findings, or diagnoses are confidential and will remain in a locked file at the Bresnan Meeting Center's Human Resources office.

## **Training**

Department heads schedule training for all new employees before assignment of tasks involving occupational exposure and training for all employees annually. Training consists of the following:

- Regulations
- Epidemiology and symptoms of bloodborne diseases
- Exposure Control Plan
- Tasks and other procedures that involve exposure
- Use and limitations of methods to prevent exposure, including engineering controls, work practices, and personal protective equipment
- Information on the Hepatitis B vaccination program
- Actions and persons to contact in an emergency involving blood or other body fluids
- Procedure to follow if exposure occurs
- Post exposure follow-up activities
- Signs and labels or color coding

## **Exposure Control Plan**

### **Record Keeping**

#### ***Medical Records***

1. The Risk Manager will establish a medical record for each employee with an occupational exposure to blood or other potentially infectious material.
2. The medical record will contain at a minimum:
  - Name and social security number
  - Dates of Hepatitis B vaccination or strength of solution
  - Any medical records relative to the employee's ability to receive the vaccination
  - A copy of all post exposure follow-up activities
3. Maintain the medical record in a locked file in the Human Resources office.
4. Medical records shall not be disclosed without the employee's written consent to any persons in or outside the work place except as required by law.
5. Provide medical records to the employee upon request for examination and copying.
6. Maintain medical records for thirty (30) years after employment ends. If the Park District goes out of business and there is no successor, notify the Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services.

#### ***Training Records***

1. Maintain training records which include:
  - Date of training session.
  - Contents or summary of the training sessions.
  - Name and qualification of the persons conducting the session.

- Name and job title of each person attending the training session.
2. Maintain training records for three years from the date on which the training occurred.
  3. Make training records available to employees on request for examination and copying.

### **Exposure Control Plan Recombivax HB**

Recombivax HB (Hepatitis B vaccine (Recombinant), MSD) is a vaccine for protection against Hepatitis B disease.

Hepatitis B Disease (serum hepatitis) is caused by Hepatitis B virus. Hepatitis B has been found in virtually all body secretions and excretions. However, only blood, saliva, semen and vaginal fluids have been shown to be infectious. Contaminated needles are important vehicles of spread, especially among drug addicts. Transmission occurs between sexual partners. Transmission can also occur between household contacts who may share razors or toothbrushes. Fecal or oral transmission does not spread Hepatitis B.

A blood test can show if you have the disease or not, or if you are a carrier. Signs and symptoms of Hepatitis B disease are: liver damage, jaundice, decreased appetite, nausea and malaise (feeling tired). There is no cure for Hepatitis B disease and it can be fatal especially if associated with another virus called delta agent.

Hepatitis B vaccine will not protect against the other forms of hepatitis which are: Hepatitis A disease caused by Hepatitis A virus and Hepatitis Non-A Non-B Disease caused by Hepatitis C. Hepatitis A is primarily spread by the fecal-oral route (someone who handles food and does not wash his/her hands following a bowel movement). Hepatitis C is primarily spread by blood. Hepatitis is a very complicated disease caused by known complicated viruses. Even with vaccination against Hepatitis B, the following precautions should be taken:

- never share hypodermic needles
- use condoms during sexual intercourse with an infected person
- use good hygiene (use your own toothbrush, razor)
- wash hands after using the toilet
- cover all sores, cuts or rashes if you are in close contact or in the same house with someone who is infected
- wear gloves if you touch anyone's blood or body fluids

For blood spilled on a person, the contaminated person should:

- clean the area with warm soapy water
- alert their supervisor or Human Resources

### **Human Immunodeficiency Virus (HIV)**

This virus is the newest of the major bloodborne diseases.

Symptoms of HIV infection can vary, but often include: weakness, diarrhea, headaches, sore throat, fever, nausea and other "flu like" symptoms.

Many people with the HIV virus can show no apparent symptoms for years after their infection. Contracting the HIV virus usually leads to the development of Acquired Immunodeficiency Syndrome (AIDS). This results in the breakdown of the immune system, so the body cannot fight off diseases. Currently no vaccination exists to prevent infection of HIV, and there is no known cure.

### **TRANSMISSION**

In healthcare settings, HBV and HIV are most often transmitted through breaks in the skin or mucous membranes. This usually occurs through needle sticks, or having infectious material (such as blood or other body fluids) get into existing cuts or abrasions.

## Glossary

**Blood** - Human blood, human blood components, and products made from blood.

**Bloodborne Pathogens** - Microorganisms that are present in human blood and that can cause disease in humans. These pathogens include Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV)

**Contaminated** - Marked by the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

**Contaminated Laundry** - Laundry that has been soiled with blood or other potentially infectious materials or that may contain sharps.

**Contaminated Sharps** - Any contaminated object that can penetrate the skin, including but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental waxes.

**Decontamination** - The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or items to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

**Engineering Controls** - Devices or equipment for isolating or removing hazards from the workplace.

**Exposure Incident** - A specific eye, mouth, or other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials that result from an employee performing his/her duties.

**Handwashing Facilities** - Locations that provide an adequate supply of running portable water, soap, and single-use towels or hot air drying machines.

**HBV** - Hepatitis B Virus

**HIV** - Human Immunodeficiency Virus

**Occupational Exposure** - Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from employees performing their duties.

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? If yes, please provide the following:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
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? _____				

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  No  Unknown

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

Unable to respond and called  Yes  No  Unknown

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  Yes  No  Unknown

Vehicle owner  Patron  Other  Unknown

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? \_\_\_\_\_

\_\_\_\_\_





# Vehicle Accident Report

(Accident involving agency vehicle. May involve bodily injury/property damage.)  
Attorney/Client Privileged Document

Form  
**02**

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 the report	Title of person completing report		
4	Business phone	Business email		
5	How did the incident occur? (Provide a brief factual summary.)			
6	Name of the location (street/road/highway) or nearest intersection where the incident occurred.			
7	Is there an address for incident location? If yes, please provide the following:			
	Street address			
	City	State	Zip code	
8	Location			
	Offsite (non-agency owned)	<input type="checkbox"/>	On agency property	<input type="checkbox"/>
9	Primary location			
	Highway/roadway	<input type="checkbox"/>	Parking lot	<input type="checkbox"/>
			Other	<input type="checkbox"/>
10	Was the agency vehicle occupied? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
11	Agency driver last name		First name	
	Address			
	City	State	Zip code	
	Home phone #	Work phone #	Cell phone #	
	Email			
	Is this driver an employee? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
	If Yes, enter job title of employee			
	Identify the type of driver			
	Full-time employee	<input type="checkbox"/>	Intern	<input type="checkbox"/>
	Part-time employee	<input type="checkbox"/>	Volunteer	<input type="checkbox"/>
	Seasonal employee	<input type="checkbox"/>	Non-agency employee	<input type="checkbox"/>
			Spouse/family member	<input type="checkbox"/>
12	Agency vehicle VIN	Make	Model	License number



# Vehicle Accident Report

(Accident involving agency vehicle. May involve bodily injury/property damage.)

Attorney/Client Privileged Document

Form  
**02**  
(pg. 2)

13 Is vehicle drivable?  Yes  No  Unknown  
If no, provide current location of vehicle

14 Area of damage

15 Estimated repair cost

16 Was a trailer involved?  Yes  No  Unknown

If yes, provide the following information.

Trailer year                      Make                      Model                      License number

Trailer area of damage

Current location of trailer

Estimated repair cost of trailer

17 Has a police agency conducted an investigation?  Yes  No If yes, provide the following information.

What police agency investigated the incident?

Police report number

18 Was the agency driver ticketed, arrested or cited for violation(s)?  Yes  No  Unknown

If yes, provide details of the ticket, arrest or violation(s).

## 19 CLAIMANT INFORMATION

Identify other people involved in the accident. (Make additional copies of this section if needed.)

How was the person involved in the accident? (Check all that apply.)

Driver of other vehicle	<input type="checkbox"/>	Injured person	<input type="checkbox"/>	Owner of involved property	<input type="checkbox"/>
Owner of other vehicle	<input type="checkbox"/>	Passenger of agency vehicle	<input type="checkbox"/>	Passenger of other vehicle	<input type="checkbox"/>
Pedestrian	<input type="checkbox"/>				

Last name or business name                      First name (not necessary for business)

Address

City                      State                      Zip code

Home phone #                      Work phone #                      Cell phone #



# Vehicle Accident Report

(Accident involving agency vehicle. May involve bodily injury/property damage.)  
Attorney/Client Privileged Document

Form  
**02**  
(pg. 3)

19 Vehicle make	Model	Year
Area of damage		
Is vehicle driveable? <input type="checkbox"/> Yes <input type="checkbox"/> No      If no, current location of vehicle		
Extent of damage <input type="checkbox"/> Moderate <input type="checkbox"/> Nothing visible <input type="checkbox"/> Severe <input type="checkbox"/> Slight		
Describe the property damage (other than vehicle)		
Extent of damage to property other than vehicle <input type="checkbox"/> Moderate <input type="checkbox"/> Nothing visible <input type="checkbox"/> Severe <input type="checkbox"/> Slight		
Age of injured person _____		Sex of injured person <input type="checkbox"/> Male <input type="checkbox"/> Female
Was the injured person transported by paramedics? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, where was the injured person taken?		
Do you expect the injured person to file a claim? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Describe the injury		

### ADDITIONAL CLAIMANT INFORMATION

Identify other people involved in the accident. (Make additional copies of this section if needed.)

How was the person involved in the accident? (Check all that apply.)

Driver of other vehicle <input type="checkbox"/>	Injured person <input type="checkbox"/>	Owner of involved property <input type="checkbox"/>	
Owner of other vehicle <input type="checkbox"/>	Passenger of agency vehicle <input type="checkbox"/>	Passenger of other vehicle <input type="checkbox"/>	
Pedestrian <input type="checkbox"/>			

Last name or business name \_\_\_\_\_ First name (not necessary for business) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Home phone # \_\_\_\_\_ Work phone # \_\_\_\_\_ Cell phone # \_\_\_\_\_

Vehicle make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Area of damage \_\_\_\_\_

Is vehicle driveable?  Yes  No      If no, current location of vehicle

Extent of damage  Moderate  Nothing visible  Severe  Slight

Describe the property damage (other than vehicle)

Extent of damage to property other than vehicle  Moderate  Nothing visible  Severe  Slight

19 Age of injured person \_\_\_\_\_ Sex of injured person  Male  Female

Was the injured person transported by paramedics?  Yes  No

If yes, where was the injured person taken?

Do you expect the injured person to file a claim?  Yes  No

Describe the injury

20 Identify witnesses of the accident. (Provide the following information for each witness. Make additional copies of this page if needed.)

Last name \_\_\_\_\_ First name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Home phone # \_\_\_\_\_ Work phone # \_\_\_\_\_ Cell phone # \_\_\_\_\_

Witness to accident?  Yes  No  Unknown If yes, provide the following information.

Relation to injured person or property owner:

Agency employee or volunteer  Another program participant or park user  Friend   
Other  Passerby  Relative

Did witness make any statements?  Yes  No  Unknown

If yes, provide the following information.

What did witness say?

Where was witness when the accident occurred?

21 Was the driver of the agency vehicle conducting agency business at the time of the accident?

Yes  No  Unknown

22 What street was the agency driver on? \_\_\_\_\_ What street was the other driver driving on? \_\_\_\_\_

23 What direction was the agency driver traveling?  North  South  East  West

What direction was the other driver traveling?  North  South  East  West

24 Weather conditions

Dry  Fog  Ice  Snow  Wet

25 Accident diagram

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 the report	Title of person completing report	
4	Business phone	Business email	
5	How did the incident occur and what property was damaged? (Provide a brief factual summary.)		
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 incident location? If yes, please provide the following:		
Street address			
City State Zip code			
8	Location (Specify the exact type of location/facility damaged, listing multiple locations/facilities if necessary. <i>Ex. maintenance garage, sports field</i> )		
9	Primary location (Identify the exact area of damage. <i>Ex. tool storage, batting cage</i> )		
10	Estimate of loss		
11	Contact person at facility		
12	Contact person's email		
13	Contact person's phone number		
14	Was damage caused by third-party (non-agency) individual? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
15	Has the party responsible for damage been identified? If yes, provide the following contact information for the person or persons identified:		
Name Street address			
City State Zip code			
16	Has a police agency conducted an investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
17	What police agency investigated the incident?	What is the police report number?	
18	Were criminal charges brought against the responsible party? If yes, what were the charges?		

1	Complete an Employee Injury Report for each employee injured.		
2	Agency name	Today's date	
3	Date of incident (mm/dd/yyyy)	Time of incident (hh/mm a.m./p.m.)	
4	Name of person completing report	Title of person completing report	
5	Business phone	Business email	
6	How did the incident occur? (Provide a one-line factual description.)		
7	Name of the location (park, pool, community center; <i>Ex. Smith Pool, Johnson Community Center</i> ) or nearest intersection where the incident occurred.		
8	Is there an address for this location? If yes, please provide the following:		
	Street address		
	City	State	Zip code
9	Location (Specify the exact type of location/facility where injury occurred. <i>Ex. maintenance garage, sports field, aquatic outdoor, golf course, etc.</i> )		
10	Primary location (Specify exact location. <i>Ex. lap pool, cart storage, classroom, pavilion</i> )		
11	Employer's FEIN		
12	Did the employee miss more than three (3) scheduled workdays?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Unknown
13	What was the employee doing when the accident occurred?		
14	How did the incident occur? (Provide a detailed factual description.)		
15	Employee last name	First name	
	Address		
	City	State	Zip code
	Home phone #	Work phone #	Cell phone #
	Best number to contact employee	Email	
	Social security number	Date of birth (mm/dd/yyyy)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
	Marital status (divorced/married/single/unknown)	Number of dependents	Does employee speak English? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Average weekly wage	Job title/occupation	

15	What is the employee's employment status?			
	<input type="checkbox"/> Permanent full-time	<input type="checkbox"/> Permanent part-time	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Intern <input type="checkbox"/> Other
	Date hired (mm/dd/yyyy)	What is the employee's tenure? (length of employment)		
		<input type="checkbox"/> Less than 1 yr.	<input type="checkbox"/> 1-3 yrs.	<input type="checkbox"/> 4-10 yrs. <input type="checkbox"/> 11-19 yrs. <input type="checkbox"/> More than 20 yrs.
	Time employee began work on day of incident (hh/mm a.m./p.m.)			
	Last date employee worked prior to date of incident (mm/dd/yyyy)			
	If the employee died as a result of the accident, give the date of death. (mm/dd/yyyy)			
	Did the incident occur on agency premises? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
	Injury or illness? <input type="checkbox"/> Injury <input type="checkbox"/> Illness			
	Describe the injury or illness (affected body part and type of injury; <i>Ex. contusion, bruise, laceration, sprain, break, etc.</i> )			
	What object or substance, if any, directly harmed the employee?			
	16	Did the injured employee seek medical attention? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
		17 If yes, was the treatment given away from the worksite? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
18 Was the employee treated in an emergency room? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown				
19 Was the employee hospitalized overnight as an inpatient? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown				
20	Name of treating physician, health care provider, or emergency room			
	Address			
	City	State	Zip code Phone number	



# Incident Reporting Instructions

#	Section	Instructions
1	<b>What type of incident do you want to report?</b>	<p><b>Agency Property Damage</b> – Claims involving damage, destruction or theft of all types of <i>agency</i> property and contents such as those resulting from fire, wind, water, vandalism, etc. Use the Property Loss Report, Form 03. <i>(Do not use this form to report damage to property owned by patrons, adjacent land owners, or other third parties.)</i></p> <p><b>Employee Injury</b> (Workers' Compensation) – Claims involving employee injuries or illnesses. Use the Employee Injury Report, Form 04.</p> <p><b>Vehicle Accident</b> – Claims involving damage to an agency vehicle or damage (bodily injury or property damage) caused by an agency vehicle. An agency vehicle must be involved in the incident when you use the Vehicle Accident Report, Form 02.</p> <p><b>Third Parties</b> – Injuries, illness and property damage suffered by patrons, participants, adjacent landowners and other third parties that occur on agency property or result from agency activities. Use the Accident/Incident Report, Form 01. <i>(Do not use this form for injuries and property damage suffered by third parties resulting from the use of an agency vehicle. In those instances, use the Vehicle Accident Report, Form 02.)</i></p>



# Accident/Incident Report Instructions

#	Section	Instructions
1	<b>Agency name</b>	Write in your agency name.
	<b>Today's date</b>	Provide today's date
2	<b>Date of incident (mm/dd/yyyy)</b>	Provide the date the incident occurred or your best estimate if you do not know the specific date.
	<b>Time of incident (hh:mm a.m./p.m.)</b>	Provide the time the incident occurred or your best estimate if you do not know the specific time.
3	<b>Name of person completing the report</b>	Provide the name of the person completing the report. This person must be an agency employee or volunteer.
	<b>Title of person completing the report</b>	Provide the title of the person completing the report.
4	<b>Business phone number of person completing the report</b>	Provide the best business or cell phone number of the person completing the report.
	<b>Business email of person completing the report</b>	Provide a <u>business</u> , not personal, email for the employee or volunteer completing the report.
5	<b>How did the incident occur? (Brief summary of incident.)</b>	Provide a brief description of how the accident occurred. <b><i>Be sure to indicate what the person was doing when injury occurred.</i></b>
6	<b>Name of the location or nearest intersection where the incident occurred.</b>	Provide the name of the park, pool, community center, administration office, maintenance facility, non-agency property/facility, etc., where the incident occurred. If the location does not have an exact street address, provide the nearest intersection for reference.
7	<b>Is there an address for incident location?</b>	Select Yes or No. If Yes, provide the address, city and state of the location named in Question 6 (Ex. park, pool, community center, administration office, maintenance facility, non-agency property/facility, etc.).
8	<b>Location</b>	Provide the exact type of location/facility (Ex. maintenance garage, sports field, aquatic outdoor, golf course, etc.) where the incident occurred.
9	<b>Primary location</b>	Provide a more detailed description of the incident location than in Question 8 (Ex. lap pool, cart storage, classroom, pavilion, etc.).
10	<b>Was a person injured? (i.e. patron, citizen, participant, volunteer)</b>	Check Yes, No or Unknown.

#	Section	Instructions
11	<b>Injured person (non-employee)</b>	<p>If you answer Yes to Question 10, provide the following information about the injured person:</p> <ul style="list-style-type: none"> <li>• <b>Last name.</b></li> <li>• <b>First name.</b></li> <li>• <b>Address, city, state and zip code.</b></li> <li>• <b>Phone numbers.</b></li> <li>• <b>Age.</b></li> <li>• <b>Sex (Female/Male/Unknown).</b></li> </ul>
12	<b>Is injured person an agency volunteer?</b>	Check Yes, No or Unknown.
13	<b>Describe the injury (affected body part and type of injury (Ex. contusion, bruise, laceration, sprain, break, etc.).</b>	Briefly describe the injury.
14	<b>Did injured person make any statements?</b>	Check Yes, No or Unknown. If you check Yes, provide a brief description of what the injured person said in the statement.
15	<p><b>Was first aid administered?</b></p> <p><b>Name and position of person who administered first aid</b></p> <p><b>What first aid was given?</b></p> <p><b>Did first aid involve AED and/or CPR?</b></p> <p><b>Were paramedic services offered?</b></p> <p><b>Were police called?</b></p> <p><b>Do you expect this person to submit a claim?</b></p>	<p>Check Yes, No or Unknown.</p> <p>Provide the name and position of the person who administered first aid.</p> <p>Describe the first aid administered to injured person.</p> <p>Check Yes, No or Unknown. If you check Yes, please submit a PDRMA post-AED form.</p> <p>Check the option that applies:</p> <ul style="list-style-type: none"> <li>• <b>Called and refused (at scene by patron).</b></li> <li>• <b>Offered and called.</b></li> <li>• <b>Offered and refused.</b></li> <li>• <b>Offered, refused, called by agency anyway.</b></li> <li>• <b>Unable to respond and called.</b></li> </ul> <p>Check Yes or No. If you check Yes, provide the following information:</p> <ul style="list-style-type: none"> <li>• <b>Name of police department.</b></li> <li>• <b>Name of officer.</b></li> </ul> <p>Check Yes, No or Unknown.</p>
16	<b>Was property damaged as a result of this accident/incident?</b>	Check Yes, No or Unknown.

#	Section	Instructions
17	<b>If yes, how was the person involved in the accident/incident?</b>	<p>If the answer to Question 16 is Yes, check the option that applies:</p> <ul style="list-style-type: none"> <li>• Owner of property adjacent to Park District.</li> <li>• Vehicle owner.</li> <li>• Patron.</li> <li>• Other.</li> </ul>
18	<b>Provide contact information for property owner.</b>	<p>If you identify the person in Question 17, provide the following contact information:</p> <ul style="list-style-type: none"> <li>• <b>Last name or name of business.</b></li> <li>• <b>First name if not a business.</b></li> <li>• <b>Address, city, state, zip code and phone number.</b></li> <li>• <b>Description of the property that was damaged and how the damage occurred.</b></li> </ul>
19	<b>Witness(es) to accident/incident</b>	<p>If there is a witness(es) to the accident/incident, the following information:</p> <ul style="list-style-type: none"> <li>• <b>Last name.</b></li> <li>• <b>First name.</b></li> <li>• <b>Address, city, state, zip code and phone number.</b></li> </ul>
20	<b>Did witness make any statements?</b>	<p>Check Yes, No or Unknown. If you check Yes, provide a brief description of what the witness said.</p>
21	<b>Where was the witness when the accident/incident occurred?</b>	<p>Briefly describe where the witness was located in relation to where the accident/incident occurred.</p>

# Vehicle Accident Report Instructions

#	Section	Instructions
<b>1</b>	<b>Agency name</b>	Write in your agency name.
	<b>Today's date</b>	Provide today's date
<b>2</b>	<b>Date of incident (mm/dd/yyyy)</b>	Provide the date the incident occurred or your best estimate if you do not know the specific date.
	<b>Time of incident (hh:mm a.m. /p.m.)</b>	Provide the time the incident occurred or your best estimate if you do not know the specific time.
<b>3</b>	<b>Name of person completing the report</b>	Provide the name of the person completing the report. This person must be an agency employee or volunteer.
	<b>Title of person completing the report</b>	Provide the title of the person completing the report.
<b>4</b>	<b>Business phone number of person completing the report</b>	Provide the best business or cell phone number of the person completing the report.
	<b>Business email of person completing the report</b>	Provide a <u>business</u> , not personal, email for the employee or volunteer completing the report.
<b>5</b>	<b>How did the incident occur? (Brief summary of incident.)</b>	Provide a short description of how the accident occurred.
<b>6</b>	<b>Name of the location or nearest intersection where the incident occurred</b>	Provide the name of the park, pool, community center, administration office, maintenance facility, non-agency property/facility, etc., where the incident occurred. If the location does not have an exact street address, provide the nearest intersection for reference.
<b>7</b>	<b>Is there an address for incident location?</b>	Select Yes or No. If Yes, provide the address, city and state of the location named in Question 6 (Ex. park, pool, community center, administration office, maintenance facility, non-agency property/facility, etc.).
<b>8</b>	<b>Location</b>	Check one of the these two options: <ul style="list-style-type: none"> <li>• <b>Offsite (non-agency owned).</b></li> <li>• <b>On agency property.</b></li> </ul>
<b>9</b>	<b>Primary location</b>	Check one of these three options: <ul style="list-style-type: none"> <li>• <b>Highway/roadway.</b></li> <li>• <b>Parking lot.</b></li> <li>• <b>Other.</b></li> </ul>

#	Section	Instructions
10	<b>Was the agency vehicle occupied?</b>	Check Yes, No or Unknown.
11	<b>Agency driver</b>	<p>If you answer Yes to Question 10, provide the following information about the agency driver:</p> <ul style="list-style-type: none"> <li>• <b>Last name.</b></li> <li>• <b>First name.</b></li> <li>• <b>Address.</b></li> <li>• <b>City, state, zip code.</b></li> <li>• <b>Home, work and cell phone numbers.</b></li> <li>• <b>Email address.</b></li> </ul> <p><b>Is this driver an employee of the agency?</b> Check Yes, No or Unknown.</p> <p><b>Identify the type of driver</b> Check one box from the following options:</p> <ul style="list-style-type: none"> <li>• <b>Full-time employee.</b></li> <li>• <b>Part-time employee.</b></li> <li>• <b>Seasonal employee.</b></li> <li>• <b>Intern.</b></li> <li>• <b>Volunteer.</b></li> <li>• <b>Non-Park District employee.</b></li> <li>• <b>Spouse/family member.</b></li> </ul>
12	<b>Agency vehicle information</b>	<p>Provide the following information about the agency vehicle:</p> <ul style="list-style-type: none"> <li>• <b>VIN.</b></li> <li>• <b>Make.</b></li> <li>• <b>Model.</b></li> <li>• <b>License number.</b></li> </ul>
13	<b>Is vehicle drivable?</b>	Check Yes, No or Unknown. If you check No, provide the current location of the vehicle.
14	<b>Area of damage</b>	Describe what part of the agency vehicle is damaged.
15	<b>Estimated repair cost</b>	Provide an estimated dollar amount of what it will cost to repair the agency vehicle.

#	Section	Instructions
16	<b>Was a trailer involved?</b>	Check Yes, No or Unknown. If you check Yes, provide the following information: <ul style="list-style-type: none"> <li>• <b>Trailer year, make, model and license number.</b></li> <li>• <b>Trailer area of damage.</b></li> <li>• <b>Current location of trailer.</b></li> <li>• <b>Estimated repair cost of trailer.</b></li> </ul>
17	<b>Has a police agency conducted an investigation?</b>	Check Yes, No or Unknown. If you check Yes, provide the following information: <ul style="list-style-type: none"> <li>• <b>What police agency investigated the incident?</b></li> <li>• <b>Police report number.</b></li> </ul>
18	<b>Was the agency driver ticketed, arrested, or cited for violations?</b>	Check Yes, No or Unknown. If you check Yes, provide details about the ticket, arrest or violation.
19	<b>Identify other people involved in the accident</b>	If other people were involved in the accident, check all of the following boxes that apply: <ul style="list-style-type: none"> <li>• <b>Driver of other vehicle.</b></li> <li>• <b>Owner of other vehicle.</b></li> <li>• <b>Pedestrian.</b></li> <li>• <b>Injured person.</b></li> <li>• <b>Passenger of agency vehicle.</b></li> <li>• <b>Owner of involved property.</b></li> <li>• <b>Passenger of other vehicle.</b></li> </ul> <p>Provide the following information about the person:</p> <ul style="list-style-type: none"> <li>• <b>Last name or business name.</b></li> <li>• <b>First name if not a business.</b></li> <li>• <b>Address.</b></li> <li>• <b>City, state and zip code.</b></li> <li>• <b>Home, work and cell phone numbers.</b></li> <li>• <b>Vehicle make, model and year.</b></li> <li>• <b>Area of damage.</b></li> </ul> <p><b>Is vehicle drivable?</b></p> <p>Check Yes, No or Unknown. If you check No, provide the current location of vehicle.</p> <p><b>Extent of damage</b></p> <p>Designate the extent of damage by checking one of the following options:</p> <ul style="list-style-type: none"> <li>• <b>Moderate.</b></li> <li>• <b>Nothing visible.</b></li> <li>• <b>Severe.</b></li> <li>• <b>Slight.</b></li> </ul>

#	Section	Instructions
19	<b>Identify other people involved in the accident</b>	<p><b>Describe the property damage (other than vehicle).</b> Provide a brief description of the property damaged, other than a vehicle.</p> <p><b>Extent of damage to property other than vehicle</b> Designate the extent of damage to property other than vehicle by checking one of the following options:</p> <ul style="list-style-type: none"> <li>• <b>Moderate.</b></li> <li>• <b>Nothing visible.</b></li> <li>• <b>Severe.</b></li> <li>• <b>Slight.</b></li> </ul> <p><b>Age of injured person</b> If the person involved was injured, provide the following information:</p> <ul style="list-style-type: none"> <li>• <b>Age of injured person.</b></li> <li>• <b>Sex of injured person.</b></li> </ul> <p><b>Was the injured person transported by paramedics?</b> Check Yes or No. If you check Yes, identify where the injured person was taken.</p> <p><b>Do you expect the injured person to file a claim?</b> Check Yes or No.</p> <p><b>Describe the injury.</b> Briefly describe the injury the person sustained.</p>
	<b>ADDITIONAL CLAIMANT INFORMATION</b>	<p>This section is provided if multiple people were involved in the vehicle accident. Refer to the instructions for Question 19 to fill out this section on an additional claimant.</p>
20	<b>Identify witnesses of the accident</b>	<p>If there is a witness(es) to the accident, provide the following information about each witness:</p> <ul style="list-style-type: none"> <li>• <b>Last name.</b></li> <li>• <b>First name.</b></li> <li>• <b>Address.</b></li> <li>• <b>City, state, zip.</b></li> <li>• <b>Home, work and cell phone numbers.</b></li> </ul> <p><b>Witness to accident?</b> Check Yes or No.</p>

#	Section	Instructions
20	<b>Identify witnesses of the accident</b>	<p><b>Relation to injured person or property owner</b> If you check Yes for the question above, check one of the following options:</p> <ul style="list-style-type: none"> <li>• Agency employee or volunteer.</li> <li>• Another program participant or park user.</li> <li>• Friend.</li> <li>• Other.</li> <li>• Passerby.</li> <li>• Relative.</li> </ul> <p><b>Did witness make any statements?</b> Check Yes, No or Unknown.</p> <p><b>What did witness say?</b> If you checked Yes above, provide a brief description of what witness said in the statement.</p> <p><b>Where was the witness when the accident occurred?</b> Briefly describe where the witness was located when the accident occurred.</p>
21	<b>Was the driver of the agency vehicle conducting agency business at the time of accident?</b>	Check Yes, No or Unknown.
22	<p><b>What street was the agency driver on?</b></p> <p><b>What street was the other driver driving on?</b></p>	<p>Provide the name of the street on which the agency driver was driving.</p> <p>Provide the name of the street on which the other driver was driving.</p>
23	<p><b>What direction was the agency driver traveling?</b></p> <p><b>What direction was the other driver traveling?</b></p>	<p>Check the box to indicate whether the agency driver was traveling north, south, east or west when the accident occurred.</p> <p>Check the box to indicate whether the other driver was traveling north, south, east or west when the accident occurred.</p>
24	<b>Weather conditions</b>	<p>Check one of the following options:</p> <ul style="list-style-type: none"> <li>• Dry.</li> <li>• Fog.</li> <li>• Ice.</li> <li>• Snow.</li> <li>• Wet.</li> </ul>
25	<b>Accident diagram</b>	Please include a drawing of the accident scene.





# Property Loss Report Instructions

Form  
03

#	Section	Instructions
1	<b>Agency name</b>	Write in your agency name.
	<b>Today's date</b>	Provide today's date
2	<b>Date of incident (mm/dd/yyyy)</b>	Provide the date the incident occurred or your best estimate if you do not know the specific date.
	<b>Time of incident (hh:mm a.m. /p.m.)</b>	Provide the time the incident occurred or your best estimate if you do not know the specific time.
3	<b>Name of person completing the report</b>	Provide the name of the person completing the report. This person must be an agency employee or volunteer.
	<b>Title of person completing the report</b>	Provide the title of the person completing the report.
4	<b>Business phone number of person completing the report</b>	Provide the best business or cell phone number of the person completing the report.
	<b>Business email of person completing the report</b>	Provide a <u>business</u> , not personal, email for the employee or volunteer completing the report.
5	<b>How did the incident occur and what property was damaged? (Brief summary of incident.)</b>	Provide a short description of how the accident occurred and a description of the property and how it was damaged.
6	<b>Name of the location or nearest intersection where the incident occurred.</b>	Provide the name of the park, pool, community center, administration office, maintenance facility, non-agency property/facility, etc., where the incident occurred. If the location does not have an exact street address, provide the nearest intersection for reference.
7	<b>Is there an address for incident location?</b>	If Yes, provide the address, city and state of the location named in Question 6 (Ex. park, pool, community center, administration office, maintenance facility, non-agency property/facility, etc.).
8	<b>Location</b>	Provide the exact type of location/facility (Ex. maintenance garage, sports field, aquatic outdoor, golf course, etc.) where the incident occurred.
9	<b>Primary location</b>	Provide a more detailed description of the incident location than in Question 8 (Ex. lap pool, cart storage, classroom, pavilion, etc.).

#	Section	Instructions
10	<b>Estimate of loss</b>	Provide estimated dollar amount of damage if available or a description of the severity of the damages.
11	<b>Contact person at facility</b>	Provide the name of the person at the agency to contact for more information regarding the loss.
12	<b>Contact person's email</b>	Provide <u>business</u> , not personal, e-mail address for the contact person, if available.
13	<b>Contact person's phone number</b>	Provide the business or cell phone number for the contact person.
14	<b>Was damage caused by 3rd party (non-agency individual)?</b>	Check Yes, No or Unknown.
15	<b>Has the responsible party for the damage been identified?</b>	<p>If yes, provide the following information about the responsible party:</p> <ul style="list-style-type: none"> <li>• <b>First and last name.</b></li> <li>• <b>Street address.</b></li> <li>• <b>City, state and zip code.</b></li> </ul>
16	<b>Has a police agency conducted an investigation?</b>	Check Yes, No or Unknown.
17	<b>What police agency investigated the incident?</b>	Provide the law enforcement agency name.
	<b>What is the police report number?</b>	Provide the police report number.
18	<b>Were criminal charges brought against the responsible party?</b>	If yes, identify the charges.

# Employee Injury Report Instructions

#	Section	Instructions
1	<b>Complete an Employee Injury Report for each employee injured.</b>	If more than one agency employee was injured in a single accident, submit an Employee Injury Report for each employee.
2	<b>Agency name</b>  <b>Today's date</b>	Write in your agency name.  Provide today's date
3	<b>Date of incident (mm/dd/yyyy)</b>  <b>Time of incident (hh:mm a.m./p.m.)</b>	Provide the date the incident occurred or your best estimate if you do not know the specific date.  Provide the time the incident occurred or your best estimate if you do not know the specific time.
4	<b>Name of person completing the report</b>  <b>Title of person completing the report</b>	Provide the name of the person completing the report. This person must be an agency employee.  Provide the title of the person completing the report.
5	<b>Business phone number of person completing the report</b>  <b>Business email of person completing the report</b>	Provide the best business or cell phone number of the person completing the report.  Provide a <u>business</u> , not personal, email for the employee or volunteer completing the report.
6	<b>How did the incident occur? (Provide a one-line factual description.)</b>	Provide a one-line factual description of how the accident occurred. You can provide a more detailed description of the incident later on in the form.
7	<b>Name of the location or nearest intersection where the incident occurred.</b>	Provide the name of the park, pool, community center, administration office, maintenance facility, non-agency property/facility, etc., where the incident occurred. If the location does not have an exact street address, provide the nearest intersection for reference.
8	<b>Is there an address for incident location?</b>	If Yes, provide the address, city and state of the location named in Question 7 (park, pool, community center, administration office, maintenance facility, non-agency property/facility, etc.).
9	<b>Location</b>	Provide the exact type of location/facility (Ex. maintenance garage, sports field, aquatic outdoor, golf course, etc.) where the incident occurred.

#	Section	Instructions
10	<b>Primary location</b>	Provide a more detailed description of the incident location than in Question 9 (Ex. lap pool, cart storage, classroom, pavilion, etc.).
11	<b>Employer's FEIN</b>	Provide your agency's Federal Employer Information Number.
12	<b>Did the employee miss more than three (3) scheduled workdays?</b>	Check Yes, No or Unknown.
13	<b>What was the employee doing when the accident occurred?</b>	Briefly describe what activity or job the employee was doing when injured. (Mowing, clearing brush, instructing aerobics class, etc.)
14	<b>How did the accident occur? (Provide a detailed description.)</b>	Provide a detailed, factual description of how the accident occurred. (Do not just say "twisted ankle." State whether the employee stepped into, off something, tripped, etc., which resulted in a twisted ankle.)
15	<b>Employee</b>	<p>Provide the following contact information for the injured employee:</p> <ul style="list-style-type: none"> <li>• <b>Last and first name.</b></li> <li>• <b>Address.</b></li> <li>• <b>City, state and zip code.</b></li> <li>• <b>Home, work and cell phone numbers.</b></li> <li>• <b>Best phone number to contact employee.</b></li> <li>• <b>Social security number, DOB and gender.</b></li> <li>• <b>Marital status, number of dependents, whether the employee speaks English.</b></li> <li>• <b>Average weekly wage and job title.</b></li> </ul> <p><b>What is the employee's employment status?</b> Place a check in the appropriate box for Permanent full-time, Permanent part-time, Seasonal, Intern or Other.</p> <p><b>Date hired</b> Provide the mm/dd/yyyy of hire.</p>

#	Section	Instructions
15		<p><b>What is the employee's tenure?</b> Place a check in the appropriate box from the options provided:</p> <ul style="list-style-type: none"> <li>• Less than 1 yr.</li> <li>• 1-3 yrs.</li> <li>• 4-10 yrs.</li> <li>• 11-19 yrs.</li> <li>• More than 20 yrs.</li> </ul> <p><b>Time employee began work on day of incident</b> Provide time as hh/mm and designate a.m. /p.m.</p> <p><b>Last date employee worked prior to date of incident</b> Provide date as mm/dd/yyyy.</p> <p><b>If the employee died as a result of the accident, give the date of death.</b> Provide date as mm/dd/yyyy.</p> <p><b>Did the incident occur on agency premises?</b> Check Yes, No or Unknown.</p> <p><b>Injury or illness?</b> Check Injury or Illness.</p> <p><b>Describe the injury or illness</b> Identify the body part and type of injury, such as contusion, bruise, laceration, sprain, break, etc.</p> <p><b>What object of substance, if any, directly harmed the employee?</b> Identify the object or substance.</p>
16	<b>Did the injured employee seek medical attention?</b>	Check Yes, No or Unknown.
17	<b>If yes, was the treatment given away from the worksite?</b>	Check Yes, No or Unknown.
18	<b>Was the employee treated in an emergency room?</b>	Check Yes, No or Unknown.
19	<b>Was the employee hospitalized overnight as an inpatient?</b>	Check Yes, No or Unknown.

20	<b>Name of physician, health care provider, or emergency room</b>	Provide the following information: <ul style="list-style-type: none"> <li>• <b>Name of physician, health care provider or emergency room.</b></li> <li>• <b>Address.</b></li> <li>• <b>City, state, zip code and phone number.</b></li> </ul>
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Champaign Park District  
**CONDUCT REPORT**  
 (Submit within 24 hours)

Route immediately to the Following:

- Program Director/Coordinator
- Division Manager
- Risk Manager

Name of Additional Parties Involved (1)  
 Address \_\_\_\_\_

Phone \_\_\_\_\_

Name of Additional Parties Involved (2)  
 Address \_\_\_\_\_

Phone \_\_\_\_\_

*\*List additional parties on the next page*

Explain in detail what behavior was witnessed by staff: *(List only facts)*

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Explain any comments made by parties:

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How was the incident handled *(on-site)?*

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Report Prepared by:

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THIS SECTION FOR CAMP BASED PROGRAMMING ONLY

Camp Director/Asst. Director or Program Supervisor's Investigation & Recommendations:  
Report Investigated by: \_\_\_\_\_ Title \_\_\_\_\_

Name of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Any past conduct reports? \_\_\_\_\_

Degree of Behavior Action:    First Degree    Second Degree    Third Degree    N/A

How was the discipline handled?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were the parents called?    Yes                      No                      Date/Time: \_\_\_\_\_

Explain parent's comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were Police called?    Yes                      No

Name of Officer handling the case: \_\_\_\_\_ Case #: \_\_\_\_\_

Police comments/recommendations:

-----  
Full-Time Coordinator or Manager's Investigation and Recommendations:

Report Reviewed by: \_\_\_\_\_ Title: \_\_\_\_\_

This information has been prepared to assist the Champaign Park District's Attorney in defending potential litigation.  
DO NOT release to any person, except a PDRMA official or designated claim representative.

A. In your opinion, what unsafe act, condition, or work procedure contributed to this incident? \_

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B. What corrective action(s) should be taken to prevent a repeat incident? \_

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C. Do you expect a claim to be submitted? Yes\_                      No \_

D. Any further pertinent information? \_

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## CHAMPAIGN PARK DISTRICT

### American with Disabilities Act (ADA) Program Statement

The Champaign Park District strives to comply with the ADA, which prohibits discrimination in the provision of programs, services or activities with disabilities. The Park District will make reasonable accommodations in recreation programs to enable participation by an individual with a disability who meets essential eligibility requirements for that recreation program. The ADA requires that recreation programs offered by the Park District be available in the most integrated setting appropriate for each individual.

If you or a member of your family needs special assistance or accommodations to participate in any Park District program, please indicate on the Park District registration form.

The Park District has appointed Caitlin Hitzeman, Champaign-Urbana Special Recreation (CUSR) Adult Program Coordinator, as the ADA compliance officer. If you have any questions or concerns about access to recreation for Americans with Disabilities, you may contact her via e-mail at [Caitlin.Hitzeman@champaignparks.com](mailto:Caitlin.Hitzeman@champaignparks.com) or phone (217) 239-1152.

Approved by Board of Commissioners August 23, 2017

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director

## CHAMPAIGN PARK DISTRICT

### Behavior Management Policy Procedure

#### Equal Access

No eligible participant shall, on the basis of race, sex, creed, national origin, or disability be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage or opportunity.

#### Behavior

Participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make Park District programs safe and enjoyable for all participants. ***Additional rules may be developed for particular programs and athletic leagues as deemed necessary by staff.***

Inappropriate behavior can include:

- Being disrespectful to other participants and staff, refusing to take direction from staff.
- Using abusive or foul language.
- Causing bodily harm to self, other participants, or staff.
- Misusing or abusing Park DistrictCPD equipment, supplies and facilities.

#### Discipline

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, prompt resolution will be sought specific to each individual's situation. The Park District reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others.

#### Procedure

Upon registration or entry into the program, the parent/guardian should be solicited for any information regarding special accommodations needed for the participant. The special accommodations section on the registration form should be reviewed and discussed with the parent by a staff member.

If any of these special accommodations are behavior related, the parent/guardian should be contacted for information about any behavior modification programs in place at school or home. A staff member from Champaign-Urbana Special Recreation (CUSR) should be contacted and they will work with the parents/guardian to utilize these in the program if feasible. Documentation should be maintained regarding any problem behaviors, special accommodations, and behavior modification programs. ~~CUSR-Champaign-Urban-Special Recreation~~ staff will make the determination if special assistance is needed for any individual in Park District programs, camps, and events.

#### Consequences for inappropriate behavior are:

1. *First Offense:* Participant will be removed from the group activity, receive a verbal warning that the exhibited behavior is inappropriate, and receive reinforcement of appropriate behavior. Participant may or may not return to the group, dependent upon severity of offense. Parent/guardian will be notified at pickup, and asked to sign "behavior report".
2. *Second Offense:* Participant will be removed from the group activity, receive a second verbal warning that the exhibited behavior is inappropriate, receive reinforcement of appropriate behavior. Participant may or may not return to the group, and will sit out for an appropriate period of time, dependent upon severity of offense. Parent/guardian will be notified at pickup that a second offense has occurred, reminded of the ramifications of a third offense, and asked to sign "behavior report".
3. *Third Offense:* The participant's parent/guardian will be called for immediate pickup, and the participant will be suspended from the program for up to five (5) days, without refund. When the participant is picked up, the appropriate staff will meet with the parent/guardian, discuss the incident and consequence, receive reinforcement of appropriate behavior, and revisit the ramifications of a fourth offense. The parent/guardian will be asked to sign the "behavior report". (\*If participant is not picked up/signed out within 30 minutes of the

parent/guardian being contacted, the participant will be released into the custody of the Champaign Police Department.)

4. *Fourth Offense:* The participant's parent/guardian will be called for immediate pickup, and the participant will be suspended from that program permanently, without a refund for that particular session. If the participant is registered for any subsequent programs, the parent/guardian will be refunded their deposit/fees for those programs and the participant will not be allowed to participate in any other program at the Champaign Park District. When the participant is picked up, the appropriate staff will meet with the parent/guardian and discuss the incident and permanent suspension. The parent/guardian will be asked to sign the "behavior report". (\*If participant is not picked up and signed out within 30 minutes of the parent/guardian being contacted, the participant will be released into the custody of the Champaign Police Department.)

***Please note:*** *In cases of inappropriate behavior deemed extreme by staff, participants may be suspended or dropped from the program immediately, regardless of the number of previous offenses.*

Approved by the Board action June 8, 2011

Revised by Board of Commissioners August 23, 2017

Craig W. Hays, ~~Newton H. Dodds~~, President  
Director

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



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** August 16, 2017

**SUBJECT:** Approval of Ordinance No. 624, an Ordinance prescribing rules for the conduct of the business of the Champaign Park District

### Background

The Board of Commissioners have the authority to set spending limits for all staff and to determine who shall create any financial liability on behalf of the Park District. The Board approved setting the Executive Director's spending authority at the current bid requirement pursuant to *The Park District Code*. The Board desires to decrease that amount.

### Prior Board Action

The Board approved Ordinance No. 597, An Ordinance Prescribing Rules for the Conduct of the Business of the Champaign Park District, setting spending limit at the current bid requirement of \$25,000.00.

### Budget Impact

Allows the Executive Director to utilize the Park District's purchasing procedures when making purchases less than \$20,000.00.

### Recommendation

Staff recommends approving Ordinance No. 624, an Ordinance Prescribing Rules for the Conduct of the Business of the Champaign Park District, setting staff spending threshold at \$20,000.00 unless first approved by the Board.

Prepared by:

Reviewed by:

Cindy Harvey  
Assistant to the ED

Joe DeLuce  
Executive Director

ORDINANCE NO. 624597

**AN ORDINANCE PRESCRIBING RULES FOR  
THE CONDUCT OF THE BUSINESS OF THE  
CHAMPAIGN PARK DISTRICT.**

BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE CHAMPAIGN PARK DISTRICT THAT:

Section 1. Ordinance Number 316 entitled "An Ordinance Prescribing Rules for the Conduct of the Business of the Champaign Park District, adopted October 12, 1983, amended August 12, 1998 by Ordinance No. 407, amended March 10, 2004 by Ordinance No. 473, amended June 10, 2015 by Ordinance No. 597, and all ordinances amendatory thereto, are hereby repealed effective as of the date of the adoption of this ordinance.

Section 2. In lieu of the rules and provisions provided in said repealed ordinance and amendments thereto, the following rules for the conduct of the business of the Champaign Park District are hereby established:

ARTICLE 1  
ORGANIZATION

Section 1. Government: The government of the District shall be vested in the duly elected Board of Commissioners (Board) as provided by law.

Section 2. Commissioners: Elected Commissioners serve as members of the Board. Individual Commissioners do not have authority to act for the Board unless duly authorized to do so by the Board. Authority as a Commissioner is limited to participation in official meetings of the Board or official committees thereof and other actions which have been duly authorized by the Board, except for officers of the Board acting within the scope of their authority as such officers.

Section 3. Election of Officers: The President and Vice President of the Board of Commissioners shall be elected by said Board at the annual meeting and the Secretary and Treasurer thereof, shall be appointed by said Board at said annual meeting. Such officers shall hold office until the next annual meeting or until their successors shall have been elected or appointed and qualified. In case of the absence or inability to act of any officer, except the President, the Board may appoint a successor to act in his/her stead during such absence or disability.

Section 4. President: The President is the chief legislative officer of the Park District. The president shall preside at all meetings; sign all contracts and other papers authorized by the Board; see that all ordinances of the Board are enforced, that all orders of the Board are faithfully executed, and oversee the execution of Board policies and the programs, business operations and property of the District, all subject to the direction, ratification and approval of the Board.

Section 5: Vice President: The Vice President, in the absence of the President or in the event of his/her refusal or inability to act, shall be vested with the powers and perform the duties of the President.

Section 6: Secretary: The Secretary shall have the custody of the corporate seal and all books, records, minutes and papers pertaining to this office; shall attest and affix the corporate seal to all instruments requiring such action when authorized by ordinance or action of the Board; shall cause all ordinances, resolutions, reports and other actions of the Board requiring publication, to be duly published; and shall serve as the "local election official." (S)he shall attend all meetings of the Board and keep a full and true record of its proceedings.

Section 7: Assistant Secretary: The Assistant Secretary, in the absence of the Secretary or in the event of his/her refusal or inability to act, shall be vested with the powers and perform the duties of the Secretary.

Section 8: Treasurer: The Treasurer shall act as overseer of the Director of Finance and Executive Director with respect to all monies belonging to the District and assure that all such monies are kept in a bank or banks authorized by statute and approved and designated by the Board, in the name of the District and disbursed only upon the authority of the Board; that District funds, subject to Board approval, are kept prudently invested according to the District's Investment Policy and as authorized by law; that monthly reports to the Board of all receipts and disbursements are made; that financial reports, statements, and information are submitted to the Board from time to time on at least a quarterly basis as shall be required by the Board; and that all laws and statutes are complied with governing the duties and obligations as such Treasurer.

Section 9. Additional Duties of Officers: In addition to the duties hereinbefore specified, each officer shall perform such other duties as may be required of him/her by law or by the ordinances, resolutions or other actions of the Board.

Section 10. Consultants: The Board may appoint such additional attorneys, consultants, engineers, architects, accountants and other advisory personnel as it may determine. Such consultants shall have such powers and duties as may be vested in them by the Board.

Section 11. Committees: The President shall appoint such committees and subcommittees of the Board as may be required, subject to the approval of the Board. Unless authorized by the Board to do so, committees may not act independently of the Board or bind the District, but shall report and make recommendations to the Board.

Section 12. Executive Director: The Executive Director is the chief administrative officer of the District and will execute policies, regulations and ordinances of the District as determined by the Board. The Board shall employ the Executive Director for the District. Subject to the control and direction of the Board, the Executive Director shall have the authority and responsibility for the administration and operation of the District, including control, supervision, termination, and authority over all employees.

## ARTICLE II MEETINGS

Section 1. Annual Meeting: The annual meeting of the Board of Commissioners shall be held in May immediately before and at the same place as the regular monthly meeting of the Board for the month of May in each year.

Section 2. Regular Meetings: Public notice shall be given to any news medium or interested party of the schedule of regular meetings at the beginning of the calendar or fiscal year and shall state the regular dates, times, and places of such meetings. An agenda listing all matters

that will be acted upon for each regular meeting shall be posted at the location of the meeting at least 48 hours in advance of the holding of the meeting and shall be mailed or personally delivered to each Commissioner. The Executive Director, in consultation with the President, shall be responsible for preparing the agenda. New matters, not on the agenda, may be considered; provided that they cannot be acted upon, in accordance with law.

Section 3. Special Meetings: Special meetings of said Board may be held at any time upon the call of the President or any two (2) Commissioners, upon giving not less than forty-eight (48) hours written notice of the time and place thereof, by mailing or personally delivering such notice to each Commissioner. If such notice of any meeting is waived by written waiver of notice, signed by all of the Commissioners prior to such meeting, such notice shall not be necessary. Attendance of a Commissioner at a special meeting shall constitute a waiver of notice of such meeting, unless the Commissioner attends for the express purpose of objecting to such meeting. The purpose of, or the business to be transacted at, a special meeting shall be specified in the notice of such meeting.

Section 4. Study Sessions and Workshops: Study sessions and/or workshops of the Board may be held at any time upon the call of the President or of any two (2) Commissioners, upon giving not less than forty-eight (48) hours written notice of the time and place thereof, by mailing or personally delivering such notice to each Commissioner. An agenda, under the direction of the Executive Director and with the advice of the President or in his/her absence the Vice President and Board members, shall be prepared for the study session or workshop. Board members may only make consensus determinations or provide direction of the Board at study sessions and/or workshops.

Section 5. Executive Session Meetings: Executive sessions may be held during Regular, or Special Board meetings, or Study Sessions. The purpose for the session shall be identified in accordance with the Illinois Open Meetings Act. Final action shall not be taken by the Board on any matter discussed in an executive session until the matter is placed on the agenda of a public meeting.

Section 6. Emergency Meetings: Emergency meetings may be called without the 48-hour notice. Notice of emergency meetings shall be given as soon as practicable, but in any event prior to the holding of such meeting. Emergency meetings shall address emergencies involving injury or damage to person or property or the likelihood of such injury or damage, when time requirements of a 48-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the Executive Director or the President with the consent of a majority of the Board members. The minutes of such meeting shall indicate the reason for the emergency.

Section 7. Place of Meeting: All regular meetings of the Board shall be held at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois; provided the Board may, from time to time, by giving at least 10 days' notice of such change by publication in a newspaper of general circulation in Champaign, fix another place for a meeting to be held if, in its judgement, the interests of the District will be best served by doing so.

Section 8. Quorum: A majority, three (3) members, of the duly elected, qualified and acting Commissioners shall constitute a quorum for the transaction of business; provided that less than a quorum may meet and adjourn to a day certain, entered on the records of the District.

Section 9. Conduct of Meetings: The President shall preside at and preserve proper order in all meetings. In his/her absence, the Vice President shall preside. In case of the absence of the

President and Vice President both, the Commissioners present shall elect one of their members as Chairperson, who shall act as President Pro Tem and perform all of the duties of the President and Vice President. In the absence of the Secretary and Assistant Secretary, the Commissioners present may designate some other person to act as Secretary Pro Tem, and the Secretary Pro Tem shall have the same powers and duties at such meeting which the Secretary would have if present.

Section 10. Order of Business: The order of business at all regular meetings of the Board of Commissioners shall be as follows:

- A. Open Meeting
- B. Champaign Park District (CPD) Highlights
- C. Comments from the Public
- D. Communications
- E. Treasurer's Report
- F. Executive Director's Report
- G. Reports of Officers
- H. Consent Agenda
- I. Committee Reports
- J. Old Business
- K. New Business
- L. Comments from Commissioners
- M. Executive Session (if needed)
- N. Adjourn

Consent Agenda items shall have been fully considered by the Board or are considered to be routine and non-controversial and may be approved by one motion. Items on the Consent Agenda include, but are not limited to, minutes, resolutions and ordinances discussed at a previous Board meeting or committee meetings, bid awards and previously authorized agreements. Any Board member may remove any item from the Consent Agenda for separate consideration and action by request to the President during the meeting.

Section 11. Closed Session Minutes: The Board shall twice annually review minutes of closed meetings or executive sessions and declare those which can be released for public inspection.

Section 12. Rules of Order: For all points of order and parliamentary procedure not herein provided for, the then current Roberts Rules of Order are hereby adopted.

### ARTICLE III FISCAL AFFAIRS

Section 1. Fiscal Year: The fiscal year of the Champaign Park District shall begin on the first day of May of each year and shall end on the thirtieth day of April in the succeeding year.

Section 2. Budget Preparation: Prior to June 30, each year the Executive Director shall prepare a budget for the new fiscal year setting forth estimated receipts and expenditures for such fiscal year and shall submit such budget to the Board of Commissioners for its consideration. Such budget shall be prepared and submitted as a part of the Annual Budget and Appropriation Ordinance pursuant to Article 4, Section 4-4 of the Park District Code and notice thereof shall be given and a public hearing thereon shall be held in the time and manner required by said Code. A certified copy of the Budget and Appropriation Ordinance shall be filed with the County Clerk



within thirty (30) days of adoption. The final budget shall be adopted and filed no later than July 31 of each year.

An estimate, certified by the District's chief fiscal officer of revenues, by source anticipated to be received for the next year is required to be filed with the County Clerk at the same time the Budget and Appropriation Ordinance is filed in accordance with law.

Section 3. Levy Ordinance: At a regular meeting of the Board, a resolution estimating the amount of the tax for the ensuing year shall be adopted. If necessary, the Board shall provide for publication of Truth in the Taxation Notice. A certificate indicating compliance with or a certificate indicating the inapplicability of the Truth in Taxation Act shall be filed with the County Clerk. A certified copy of the Tax Levy Ordinance shall be adopted and filed, following the Truth in Taxation hearing (if necessary) with the County Clerk before the last Tuesday in December.

Section 4. Statement of Receipts and Disbursements: The Treasurer in conjunction with the Director of Finance shall prepare an annual statement of receipts and disbursements, at the end of the fiscal year, file the statement with the County Clerk within six (6) months after the expiration of the fiscal year, and publish a notice of availability of its audit report have the statement published in the local newspaper.

Section 5. Audit: An independent audit shall be completed and the audit report and the State of Illinois Annual Report shall be filed with the County Clerk and the Illinois Comptroller within six (6) months after the close of the fiscal year.

#### ARTICLE IV CORPORATE SEAL

Section 1. Form of Seal: The corporate seal of the District shall be circular in form with the words "Champaign Park District, Champaign, Ill." in the outer circle and the interior of center of the circle in the words, "Official Seal" shall be engraved.

Section 2. Use of Seal: The form of the seal described in the preceding section is hereby adopted as the corporate seal of the District and shall be used whenever any certificate, deed, bond or other instrument is required by law or general usage, to be executed under the corporate seal of the District.

Section 3. Custodian of Seal: The Secretary is hereby designated as custodian of the corporate seal and is charged with its proper use and safekeeping. Subject to the Secretary's control, a duplicate seal may be kept and used by the Executive Director.

#### ARTICLE V CONTRACTS AND AUTHORITY TO INCUR FINANCIAL LIABILITY

Section 1. Contracts: No contract exceeding the sum of ~~\$20,000.00 current bid requirement pursuant to the Park District Code~~ for work, materials, supplies, services or improvements of any kind shall be awarded, except by the Board. The Board may, without bidding, enter into contracts exceeding one year, but not more than three years, for employment contracts such as a park director, superintendent, administrator, engineer, land planner, finance director, attorney or other officer who requires technical training or knowledge and outside professional consultants such as engineers, land planners, auditors, attorneys, or other professional consultants who require technical training or knowledge. All such contracts shall be in writing, shall be in the name of the District, and shall be signed by the President, Vice President, or

Executive Director upon approval by the Board, attested by the Secretary or designee and the corporate seal affixed thereto.

Section 2. Incurring Financial Liability: No Commissioner, committee, officer or employee shall create any financial liability on behalf of the District unless it first shall be approved by the Board; provided that the Executive Director or his/her designee (except as the Board may otherwise limit) may incur financial liability or indebtedness not to exceed ~~\$20,000.00~~current bid requirement pursuant to the Park District Code in any one obligation without such Board approval.

In addition, with Board approval, the Executive Director or his/her designee may execute contracts, grant applications and other pertinent and related documents which have been approved or ratified by the Board of Commissioners as may be necessary from time to time in order to carry out and effectuate the actions and decisions of the Board and the terms of those agreements and grant applications approved and/or ratified by the Board, as approved by a Resolution dated September 12, 2012.

Section 3. Payment of Claims: Except as hereinafter provided, no claim against the District shall be paid until the same has been approved by the Board; provided that claims for salaries and wages of District employees whose employment has been approved by the Board, rent, public utilities, freight, postage, payment of bands and performing artists on day of performance, payment for previously approved contractual services, conference registration fees for Commissioners and staff, reimbursements to Commissioners and staff, refunds due program participants, and payments to specific vendors, previously approved by the Board, which only accept cash, may be paid upon the authority granted to the Executive Director, if reported at the next regular meeting of the Board.

Section 4. Execution of Checks: All checks for the payment of funds of the District shall be signed by the Treasurer, or if the Treasurer is unavailable, by a Commissioner or another officer of the District and countersigned by the Executive Director or other duly authorized officer or the Director of Finance. All checks, including payroll taxes and withholdings, and investment checks shall be signed by two of the following: Director of Finance, Executive Director, or Treasurer.

## ARTICLE VI ORDINANCES

Section 1. Prevailing Rate of Wages: The Board shall determine the prevailing rate of wages for Champaign County and adopt an ordinance to that effect. Certified copies of that ordinance shall be filed with the Department of Labor of the State of Illinois by June 30 of each year. A copy of that ordinance or notice of its enactment shall also be published in a local newspaper, and the District shall publicly post or keep available for inspection said prevailing rates of wages as thus determined.

Section 2. Annexations: All territories being annexed to the Champaign Park District shall be annexed by ordinance adopted by the Board of Commissioners.

## ARTICLE VII PARK NAMES

Section 1. Park Name: The Board shall approve names for all parks added to the Champaign Park District.

ARTICLE VIII  
WHEN ORDINANCE TAKES EFFECT – REPEAL OF PRIOR ORDINANCES

Section 1. All ordinances and parts of ordinances in conflict or inconsistent with any of the provisions of this ordinance are hereby repealed and this ordinance shall be in force from and after its passage and approval.

Passed and Adopted: ~~23<sup>rd</sup>~~ ~~10<sup>th</sup>~~ day of ~~August 2017~~ ~~June 2015~~.

~~Craig W. Hays~~ ~~Timothy P. McMahon~~, President

ATTEST:

~~Cindy Harvey~~, Secretary



# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** August 15, 2017

**SUBJECT:** Champaign Parks Foundation (Foundation) 1st Quarter Financial Analysis for Fiscal Year 2018

### Background

Attached is the Foundation financial update for the three months ended July 31, 2017 for discussion purposes.

Historically the information for the Foundation has not been routinely discussed with the Park Board. To provide better communication and transparency on the sources and uses of funds, attached is last fiscal report as of and for the three months ended July 31, 2017.

The detailed report shows by purpose of restriction, 5/1 beginning balance (unaudited), current month and year-to-date revenues and expenses, and the ending balance.

See discussion analysis on attached report.

### Prior Board Action

None.

### Recommended Action

For discussion purposes only.

Prepared by:

Andrea N. Wallace  
Director of Finance

Reviewed by:

Joe DeLuce  
Executive Director

**Champaign Parks Foundation**  
**1st Quarter Analysis**  
**All Revenues & Expenses**  
**For the 3 Months Ended July 31, 2017 and 2016**

	2017-2018 Current Fiscal Year- to-Date Actual	2016-2017 Prior Fiscal Year-To-Date Actual	Variance from Prior Year-to-Date
Net Assets, 5/1	\$ 695,527	\$ 675,077	\$ 20,449
<i>Revenues</i>			
Donations	\$ 20,473	\$ 19,447	
Scholarship Donations	-	50	
Ticket Sales (Special Events)	7,160	-	
Interest	363	239	
Total Revenues	<u>\$ 27,996</u>	<u>\$ 19,736</u>	<u>\$ 8,260</u>
<i>Expenses</i>			
Contractual	\$ 5,718	\$ 4,165	
Commodities/Supplies	1,250	19,878	
Capital Outlay	7,344	-	
Total Expenditures	<u>14,312</u>	<u>24,043</u>	<u>(9,731)</u>
Net Income (Loss)	<u>\$ 13,684</u>	<u>\$ (4,308)</u>	<u>\$ 17,992</u>
Net Assets, 7/31	<u>\$ 709,211</u>	<u>\$ 670,770</u>	<u>\$ 38,441</u>

Total revenues increased \$8,260 from prior year, mostly due to ticket sales from the new special event that was held on July 21, 2017 to honor two outgoing board members. Interest income also has increased as interest rates continue to rise following the fed funds rate, which is now over 1.00%. Expenses are \$9,731 lessr than prior year as the Foundation paid out less in funding requests than prior year at this time. The previous year included a payout to reimburse supplies used to maintain Prairie Farms of \$8,081, as well as \$7,054 for the purchase of 9 wheelchairs and sensory items for the CUSR program. The only program item paid for in the current year was the \$7,344 balance for the mezzanine lobby furniture at the Virginia Theatre. All other items were consistent with ongoing operations, and the progress payment for the annual financial audit that is in progress.

Note: Immaterial differences in calculations are due to rounding.

**Champaign Parks Foundation**  
**Foundation Funds as of July 31, 2017**

Central Illinois Bank Operating Account	\$ 2,327.52	
Central Illinois Bank Money Market Account .20%	283,614.27	
Commerce Bank Money Market, .05%	42,960.28	
Marine Bank Money Market, .20%	43,295.43	
12 month CD with BankChampaign at 1.30% (7/10/18)	101,189.85	
18 month CD with First Bank of Savoy at 0.45% (10/19/2018)	211,657.13	
First Financial Bank CD, .95%, (8/23/19)	52,254.15	
Accrued Interest on CD's	-	
Total Cash Balance	-	737,298.63
*Less: Accounts Payable as of End of Month		(28,087.95)
		<u>\$ 709,210.68</u>

Total Funds Available:

	REVISED Unaudited Balance 4/30/2017	Current Month		Fiscal Year-to-Date		Unaudited Balance 7/31/2017
		Revenues	Expenses	Revenues	Expenses	
		Art in the Park	371.10	-	-	
Art Smart	280.00	-	-	-	-	280.00
Bach's Lunch	25.00	-	-	-	-	25.00
Champaign Heat 17U Basketball (hotels/meals)	500.00	-	-	-	-	500.00
Champaign West Rotary Meditation Garden - Mattis Pk	10,939.83	-	356.93	-	356.93	10,582.90
Clark Park - General	50.00	-	-	-	-	50.00
Clark Park Bench	820.00	-	-	-	-	820.00
CUSR Mustang Boosters	4,071.34	-	-	-	-	4,071.34
CUSR Programs	28,448.25	50.00	-	150.00	-	28,598.25
Dodds Tennis Center (general)	200.00	-	-	-	-	200.00
Dog Park Development	4,525.00	-	-	-	-	4,525.00
Dog Park Amenities	3,109.28	-	-	-	-	3,109.28
Donor Appreciation Lunch/Meals	963.23	-	-	-	-	963.23
Douglas Seniors	1,000.00	-	-	-	-	1,000.00
Douglass Center	1,500.00	-	-	-	-	1,500.00
Douglass Community Gardens	100.00	-	-	-	-	100.00
Eisner Park - baseball field maintenance	2,046.74	-	-	-	-	2,046.74
Environmental Ed Programs	285.00	-	-	-	-	285.00
Flower Program	245.00	-	-	-	-	245.00
Fraker Memorial	1,160.00	-	-	-	-	1,160.00
H.E. Moore Trust	68,119.00	-	-	-	-	68,119.00
Hays Seniors	2,812.68	-	-	-	-	2,812.68
Hazel Park	180.00	-	-	-	-	180.00
Helm Park - Adopt of Park	40.00	-	-	-	-	40.00
Hessel Park	918.12	-	-	-	-	918.12
Hessel Park - Doggie Bags	200.00	-	-	-	-	200.00

	Unaudited Balance 4/30/2017	Current Month		Fiscal Year-to-Date		Unaudited Balance 7/31/2017
		Revenues	Expenses	Revenues	Expenses	
		Kaufman Lake	4,484.00	-	-	
Laborer's Memorial	2,000.00	-	-	-	-	2,000.00
Land Acquisition	1,375.00	-	-	-	-	1,375.00
Land Dedication	555.00	-	-	-	-	555.00
Land/Natural Areas	2,806.00	-	-	-	-	2,806.00
Leonhard Rec Center - Brick Campaign	16,213.02	-	-	-	-	16,213.02
Lindsay Memorial Garden	3,478.65	-	-	-	-	3,478.65
Mattis Park - Boots	404.00	-	-	-	-	404.00
Memorials	38,830.76	900.00	130.00	1,350.00	274.24	39,906.52
Memorials - Hays	1,040.00	-	-	-	-	1,040.00
Memorial-Robert Toalson	2,395.00	-	-	-	-	2,395.00
Playgrounds	1,575.00	-	-	25.00	-	1,600.00
Powell Park	2,246.00	-	-	-	-	2,246.00
Prairie Farm	12,169.17	-	-	391.97	-	12,561.14
Special Events_Fundraiser 7/21/17	29.95	8,590.00	728.35	13,425.98	1,778.37	11,677.56
Scholarships	3,270.00	100.00	-	100.00	-	3,370.00
Seniors-Carle Grant	131.33	-	-	-	-	131.33
Sholem Pool	1,000.00	-	-	-	-	1,000.00
Sims Memorial	5,882.76	-	-	-	213.02	5,669.74
Skelton Park	688.91	-	-	-	-	688.91
Sports/Athletics - General Programs	100.00	-	-	-	-	100.00
Trees - General (Not Memorial) Morrissey Park	310.00	-	-	-	-	310.00
Trees - Porter Park Memorial	175.00	-	-	-	-	175.00
Virginia Theatre Restoration	272,130.67	3,218.00	7,344.00	11,088.42	7,344.00	275,875.09
Virginia Theatre Non-Specific	14,197.72	794.91	-	983.86	-	15,181.58
Visual and Performing Art	100.00	-	-	-	-	100.00
Westside Park Tootsie	16,853.00	-	-	-	-	16,853.00
Westside-Sculptures	57,866.67	-	-	-	-	57,866.67
Wheelchair Basketball	5,099.00	-	-	-	-	5,099.00
William Wagner Trust (Capital improvements-parks)	18,356.04	-	-	-	-	18,356.04
Youth Programs - restricted	500.00	-	-	-	-	500.00
Subtotal - Restricted/Endowment	619,172.22	8,559.28	8,559.28	27,515.23	9,966.56	636,720.89
Unrestricted	76,354.38	3,062.15	3,062.15	480.98	4,345.57	72,489.79
Total Funds	695,526.60	13,812.60	11,621.43	27,996.21	14,312.13	709,210.68



# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** August 15, 2017

**SUBJECT:** Champaign Park District (District) 1<sup>st</sup> Quarter Financial Analysis for FYE2018

### Background

This is a financial update for the three months ended July 31, 2017 with a comparison to budget versus actual for discussion purposes.

### Attachments:

A – Total revenues and expenditures at the fund level compared to budget

B – Detailed revenues and expenditures by fund in budget category format

C – Total revenues and expenditures by fund and department

Both attachments show beginning fund balance with the ending fund balance reflected on a budget and actual basis.

### Column Definitions:

Original Budget – Adopted budget per Ordinance

Activity for Quarter – Actual expenditures invoiced as of period end date, current year

Activity for Quarter – Actual expenditures invoiced as of period end date, prior year

Encumbered Year-to-Date – Expenditures committed for the fiscal year but not yet invoiced

Unencumbered – Original budget less Activity for Quarter less Encumbered year-to-date

For purposes of analysis, the year-to-date budget is based on taking the annual budget distributed on the last 5-year history of actual activities by month with the exception of full-time staff, which is based on the number of pay periods in a given month. These adjustments should prove more useful in analysis of budget to actual. See attachment A for variance discussions between budget to actual and prior year. Any further variance or other questions may be directed to the Executive Director.

### Prior Board Action

None.

### Budget Impact

None, other than as detailed within Attachment A.

### Recommended Action

For discussion purposes only.

Prepared by:

Reviewed by:

Andrea N. Wallace  
Director of Finance

Joe DeLuce  
Executive Director

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



**CHAMPAIGN PARK DISTRICT  
1ST QUARTER FINANCIAL ANALYSIS BY FUND  
FOR THE THREE MONTHS ENDED 7/31/2017**

**ATTACHMENT A**

FUND	2018	BUDGET	ACTIVITY FOR	PRIOR		YTD \$ Variance	YTD % Variance	ENCUMBERED 7/31/2017	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
	ORIGINAL BUDGET	YEAR-TO-DATE 7/31/2017	QUARTER 7/31/2017	YTD 7/31/2017	YTD 7/31/2016						
<b>Fund 01 - GENERAL</b>											
Total Revenue:	5,750,628	5,750,628	3,125,767	3,125,767	2,969,713	156,055	5.3%	-	2,624,861	54.4%	53.2%
Total Expenditure:	4,543,547	4,543,547	1,069,447	1,069,447	1,098,572	(29,125)	-2.7%	-	-	23.5%	22.9%
Total Transfers-Out:	1,058,700	1,058,700	300,000	300,000	-	300,000	#DIV/0!	-	-	28.3%	0.0%
NET OF REVENUES & EXPENDITURES	148,381	148,381	1,756,320	1,756,320	1,871,140	(114,820)		-	2,624,861		

Revenues received are slightly ahead of the annual budgeted amount at same time last year due to increase in property tax revenue, as well as higher interest rates in current year bringing in more interest income. and flower island receipts coming in sooner than in prior year. Total expenditures as a percentage of budget are slightly ahead of last year, while in dollar amount is 2.7% less than prior year at this same time. The biggest change from prior year expenditures is in seasonal wages from rate increases and adding an additional flower crew, and architect and engineering services as more projects in progress this year. Transfers to the capital improvement fund for Commissioners Park was made during the 1st quarter as approved through a resolution in February 2017. The remaining transfers for capital projects will occur in 2nd quarter.

FUND	2018	BUDGET	ACTIVITY FOR	PRIOR		YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
	ORIGINAL BUDGET	YEAR-TO-DATE 7/31/2017	QUARTER 7/31/2017	YTD 7/31/2017	YTD 7/31/2016						
<b>Fund 02 - RECREATION</b>											
Total Revenue:	4,044,633	4,044,633	2,150,902	2,150,902	2,098,238	52,665	2.5%	-	1,893,731	53.2%	53.2%
Total Expenditure:	3,254,588	3,254,588	1,054,102	1,054,102	1,129,923	(75,822)	-6.7%	22,777	2,177,710	33.1%	35.6%
Total Transfers-Out:	190,600	190,600	-	-	-	-	0.0%	-	190,600	0.0%	0.0%
Total Capital Outlay:	12,350	12,350	-	-	9,700	(9,700)	-100.0%	-	12,350	0.0%	97.0%
NET OF REVENUES & EXPENDITURES	587,095	587,095	1,096,801	1,096,801	958,615	138,186		(22,777)	(486,929)		

Revenues as a percentage of budget are the same as prior year-to-date, and in line with budget expectations. Expenditures in total are lagging behind prior year. The largest fluctuation in expenditures from the prior year related to salaries/wages and contractual expenditures. Major repairs were done on filtrex system at the pool in the prior year that did not recur this year, vehicle repair costs for 1st quarter did not occur as in prior year. The remaining decrease in salaries/wages stemmed from overall part-time and seasonal staff. Capital Outlay came in under budget for the year. Transfers out to the general fund to assist in covering salaries for the operations staff for repairs/maintenance was not budgeted this year as those expenditures will be covered by the general fund revenues. Still on track to meet budgeted surplus at year-end.

FUND	2018	BUDGET	ACTIVITY FOR	PRIOR		YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
	ORIGINAL BUDGET	YEAR-TO-DATE 7/31/2017	QUARTER 7/31/2017	YTD 7/31/2017	YTD 7/31/2016						
<b>Fund 03 - MUSEUM</b>											
Total Revenue:	2,558,669	2,558,669	1,438,675	1,438,675	1,053,687	384,987	36.5%	-	1,119,994	56.2%	40.9%
Total Expenditure:	2,209,407	2,209,407	514,132	514,132	510,515	3,617	0.7%	11,126	1,684,149	23.8%	26.5%
Total Transfers-Out:	285,900	285,900	-	-	-	-	0.0%	-	285,900	0.0%	0.0%
NET OF REVENUES & EXPENDITURES	63,362	63,362	924,543	924,543	543,172	381,370		(11,126)	(850,055)		

Revenues are ahead of year-to-date budget and slightly ahead as a percentage of budget compared to the prior year to date. Approximately \$300,000 is pre-sales for the VT that will occur later during the fiscal year and had not yet been deferred as of the end of quarter 1. Expenditures are on track with budget overall. Transfers out to the other funds for capital funding will occur in 2nd quarter.

**CHAMPAIGN PARK DISTRICT  
1ST QUARTER FINANCIAL ANALYSIS BY FUND  
FOR THE THREE MONTHS ENDED 7/31/2017**

**ATTACHMENT A**

FUND	2018 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE 7/31/2017	ACTIVITY FOR QUARTER 7/31/2017	YTD 7/31/2017	PRIOR YTD 7/31/2016	YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
<b>Fund 04 - LIABILITY INSURANCE</b>											
Total Revenue:	321,550	321,550	177,560	177,560	165,150	12,410	7.5%	-	143,990	55.2%	54.3%
Total Expenditure:	317,026	317,026	50,677	50,677	44,633	6,044	13.5%	55,453	210,896	33.5%	16.6%
Total Capital Outlay:	60,000	60,000	2,988	2,988	2,557	431	16.9%	-	57,012	5.0%	7.3%
NET OF REVENUES & EXPENDITURES	(55,476)	(55,476)	123,895	123,895	117,960	5,936		(55,453)	(123,918)		

Revenues Property taxes are received are higher than prior year due to increase in property tax assessed values for the year. Increase was expected over prior year. Total expenditures are ahead of prior year to date in part because the insurance premiums increased substantially over the prior year rates. The encumbrance of \$55,453 is specific to the next quarterly insurance installment due in October/November.

FUND	2018 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE 7/31/2017	ACTIVITY FOR QUARTER 7/31/2017	YTD 7/31/2017	PRIOR YTD 7/31/2016	YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
<b>Fund 06 - IMRF FUND</b>											
Total Revenue:	323,144	323,144	178,281	178,281	181,287	(3,006)	-1.7%	-	144,863	55.2%	54.1%
Total Expenditure:	312,051	312,051	71,485	71,485	70,842	642	0.9%	-	240,566	22.9%	19.8%
NET OF REVENUES & EXPENDITURES	11,093	11,093	106,797	106,797	110,445	(3,648)		-	(95,703)		

Revenues and expenditures on in line with budget overall. Revenues are less than prior year due to purposefully reducing the property tax levy requested in order to use excess funds to cover expenditures. Average number of unduplicated members (employees) reported to IMRF for the 1st quarter in FY2018 is 110 compared to 100 in prior year. More seasonal staff were added this year than in prior years adding to some of this increase, with other part-time staff hitting the 1000 hour mark making them eligible to participate in the plan. The employer contribution rate decreased 6.9% from calendar year 2016 to calendar year 2017, which helps to offset the expenditure increase in the average number of participants. About 58% of the enrolled members are on the Tier 2 plan, up from 50% in the prior year. This shift between Tier 1 and Tier 2 helps to reduce the employer contribution rate as the tier 2 requires a longer vesting period.

FUND	2018 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE 7/31/2017	ACTIVITY FOR QUARTER 7/31/2017	YTD 7/31/2017	PRIOR YTD 7/31/2016	YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
<b>Fund 08 - AUDIT FUND</b>											
Total Revenue:	19,986	19,986	11,176	11,176	10,677	499	4.7%	-	8,810	55.9%	52.5%
Total Expenditure:	19,500	19,500	9,600	9,600	13,500	(3,900)	-28.9%	9,900	-	100.0%	67.5%
NET OF REVENUES & EXPENDITURES	486	486	1,576	1,576	(2,823)	4,399		(9,900)	8,810		

Revenues and expenditures both are in line with budget, with the only additional revenue source for the remainder of the year to come from interest earnings.

FUND	2018 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE 7/31/2017	ACTIVITY FOR QUARTER 7/31/2017	YTD 7/31/2017	PRIOR YTD 7/31/2016	YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
<b>Fund 09 - PAVING AND LIGHTING FUND</b>											
Total Revenue:	83,825	83,825	46,327	46,327	42,124	4,204	10.0%	-	37,498	55.3%	53.5%
Total Transfers-In:	458,700	458,700	-	-	-	-	0.0%	-	458,700	0.0%	0.0%
Total Expenditure:	67,000	67,000	32	32	306	(274)	-89.5%	-	66,968	0.0%	0.4%
Total Capital Outlay:	525,000	525,000	-	-	-	-	0.0%	-	525,000	0.0%	0.0%
NET OF REVENUES & EXPENDITURES	(441,175)	(441,175)	46,327	46,327	42,124	4,204		-	(487,502)		

Revenues are in line with budget, with any remaining funds coming from interest. Transfers-in will come from other funds to assist in the light-replacement at the 3-plex. No activity other than property tax receipts and interest have occurred through this quarter.

**CHAMPAIGN PARK DISTRICT  
1ST QUARTER FINANCIAL ANALYSIS BY FUND  
FOR THE THREE MONTHS ENDED 7/31/2017**

ATTACHMENT A

FUND	2018 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE 7/31/2017	ACTIVITY FOR QUARTER 7/31/2017	YTD 7/31/2017	PRIOR YTD 7/31/2016	YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
<b>Fund 11 - ACTIVITY AND AFFILIATES FUND</b>											
Total Revenue:	9,462	9,462	2,685	2,685	146	2,540	1745.3%	-	6,777	28.4%	1.6%
Total Expenditure:	9,462	9,462	443	443	5,030	(4,587)	-91.2%	-	9,019	4.7%	55.0%
NET OF REVENUES & EXPENDITURES	-	-	2,242	2,242	(4,885)	7,126		-	4,964.55		

Revenues are more than prior year due to the renewal of the Pepsi Contract that occurred in June 2017. Generally these vending machine proceeds are not paid to the District until January each year. With the renewal of the contract and changing of the commission percentages, Pepsi paid out the amount due from January to June 2017 to coincide with the expiration of the old contract. Overall, do not expect to receive additional revenues above budgeted at this time. Expenditures are way down from prior year as prior year 1st quarter staff purchased \$3,520 in gift cards to be distributed to employees that had earned a set number of POSI bucks, which did not recur.

FUND	2018 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE 7/31/2017	ACTIVITY FOR QUARTER 7/31/2017	YTD 7/31/2017	PRIOR YTD 7/31/2016	YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
<b>Fund 12 - SPECIAL DONATIONS FUND</b>											
Total Revenue:	53,434	53,434	6,758	6,758	8,478	(1,720)	-20.3%	-	46,676	12.6%	16.2%
Total Expenditure:	53,434	53,434	18,658	18,658	33,766	(15,108)	-44.7%	-	34,776	34.9%	64.8%
NET OF REVENUES & EXPENDITURES	-	-	(11,900)	(11,900)	(25,288)	13,388		-	11,900		

Revenues are slightly behind this same time last year due to timing of donation receipts. Jimmy John's did pay their \$25,000 contribution in August for the year to the Foundation, so expect to see those funds transferred into the scholarship fund in the next quarter. Staff are looking into the decrease in scholarship awards redeemed this year compared to prior year.

FUND	2018 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE 7/31/2017	ACTIVITY FOR QUARTER 7/31/2017	YTD 7/31/2017	PRIOR YTD 7/31/2016	YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
<b>Fund 14 - SOCIAL SECURITY FUND</b>											
Total Revenue:	348,197	348,197	192,091	192,091	198,176	(6,085)	-3.1%	-	156,106	55.2%	54.2%
Total Expenditure:	412,854	412,854	121,768	121,768	118,278	3,490	3.0%	-	291,086	29.5%	31.6%
NET OF REVENUES & EXPENDITURES	(64,657)	(64,657)	70,323	70,323	79,898	(9,575)		-	(134,980)		

Revenues in line with expectations. Expenditures are in line with expectations and project to have deficit at year-end as budgeted in order to utilize built up surplus in fund balance at the beginning of the year as planned.

FUND	2018 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE 7/31/2017	ACTIVITY FOR QUARTER 7/31/2017	YTD 7/31/2017	PRIOR YTD 7/31/2016	YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
<b>Fund 15 - SPECIAL RECREATION FUND</b>											
Total Revenue:	1,041,152	1,041,152	540,252	540,252	507,630	32,622	6.4%	-	500,900	51.9%	51.8%
Total Expenditure:	692,996	692,996	204,985	204,985	190,107	14,878	7.8%	3,218	484,793	30.0%	26.8%
Total Capital Outlay:	817,500	817,500	9,685	9,685	190,796	(181,110)	-94.9%	386,341	421,473	48.4%	25.0%
NET OF REVENUES & EXPENDITURES	(469,344)	(469,344)	325,582	325,582	126,728	198,854		(389,559)	(405,367)		

Revenues are on track with expectations used in the budget. Expenditures are higher than prior year at this time by 7.8%. Capital outlay only includes the ongoing ADA port-a-potties for the summer months. The amount in encumbered YTD is the contractual obligation to complete Hessel Park Phase 2/3, which begins in late August.

**CHAMPAIGN PARK DISTRICT  
1ST QUARTER FINANCIAL ANALYSIS BY FUND  
FOR THE THREE MONTHS ENDED 7/31/2017**

**ATTACHMENT A**

FUND	2018 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE 7/31/2017	ACTIVITY FOR QUARTER 7/31/2017	YTD 7/31/2017	PRIOR YTD 7/31/2016	YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
<b>Fund 16 - CAPITAL IMPROVEMENTS FUND</b>											
Total Revenue:	390,454	390,454	150,204	150,204	48,621	101,583	208.9%	-	240,250	38.5%	6.8%
Total Transfers-In:	776,500	776,500	300,000	300,000	-	300,000	#DIV/0!	-	476,500	38.6%	0.0%
Total Capital Outlay:	2,261,875	2,261,875	20,010	20,010	364,506	(344,496)	-94.5%	1,403,802	1,970,623	62.9%	16.2%
NET OF REVENUES & EXPENDITURES	(2,647,921)	(2,647,921)	(169,806)	(169,806)	(315,885)	146,079		(1,403,802)	(2,206,873)		

Revenues to date include an unexpected \$100,000 bequest received in May 2017 to be used for Virginia Theatre restoration project(s). This item was not included in the original budget and will be set aside to a future year when discussing capital projects for FY19. Transfers in - represents the funds transferred from General Fund for Commissioners Park as approved by the Board via resolution in February 2017. As for expenditures, the following Heritage Park project phase 1 of \$1,132,560 has been added to the "encumbrance year-to-date" column to reflect items approved by the board but not yet entered into the accounting system. Actual expenditures are less than prior year as no major project has commenced, but will see activiting with Hessel Park Phase 2/3 in August/September.

FUND	2018 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE 7/31/2017	ACTIVITY FOR QUARTER 7/31/2017	YTD 7/31/2017	PRIOR YTD 7/31/2016	YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
<b>Fund 19 - POLICE PROTECTION</b>											
Total Revenue:	21,868	21,868	11,939	11,939	10,715	1,224	11.4%	-	9,929	54.6%	52.4%
Total Expenditure:	18,000	18,000	-	-	-	-	0.0%	-	18,000	0.0%	0.0%
NET OF REVENUES & EXPENDITURES	3,868	10,513.08	11,939	11,939	10,715	1,224		-	(8,071)		

Revenues are in line with budget and expectations. No expenditures to this fund have yet been received from the City for services provided at the Pool and Special Events as of the end of the quarter.

FUND	2018 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE 7/31/2017	ACTIVITY FOR QUARTER 7/31/2017	YTD 7/31/2017	PRIOR YTD 7/31/2016	YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
<b>Fund 21 - BOND AMORTIZATION FUND</b>											
Total Revenue:	1,105,143	1,105,143	610,326	610,326	597,816	12,510	2.1%	-	494,817	55.2%	54.3%
Total Transfers-Out:	1,104,421	1,104,421	-	-	-	-	0.0%	-	1,104,421	0.0%	0.0%
NET OF REVENUES & EXPENDITURES	722	722	610,326	610,326	597,816	12,510		-	(609,604)		

Revenues are in line with budget and expectations. Transfers-out to Fund 22-Bond Proceeds Fund to pay off the 2016 annual general obligation debt and interest payment due 12/1 will be transferred in November.

**CHAMPAIGN PARK DISTRICT  
1ST QUARTER FINANCIAL ANALYSIS BY FUND  
FOR THE THREE MONTHS ENDED 7/31/2017**

**ATTACHMENT A**

FUND	2018 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE 7/31/2017	ACTIVITY FOR QUARTER 7/31/2017	YTD 7/31/2017	PRIOR YTD 7/31/2016	YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
<b>Fund 22 - BOND PROCEEDS FUND</b>											
Total Revenue:	3,291	3,291	2,351	2,351	278	2,072	744.8%	-	940	71.4%	34.8%
Total Transfers-In:	1,104,421	1,104,421	-	-	-	-	0.0%	-	1,104,421	0.0%	0.0%
Total Expenditure:	3,725	3,725	428	428	428	-	0.0%	-	3,297	11.5%	11.7%
Total Capital Outlay:	593,000	593,000	3,412	3,412	25,290	(21,878)	-86.5%	193,169	396,419	33.2%	4.5%
Total Debt Service:	540,662	540,662	54,525	54,525	58,625	(4,100)	-7.0%	-	486,137	10.1%	10.9%
NET OF REVENUES & EXPENDITURES	(29,675)	(29,675)	(56,015)	(56,015)	(84,065)	28,050		(193,169)	219,509		

Revenues are ahead of prior year due to the increase in interest rates over the last year. Transfers-in from Fund 21-Bond Amortization Fund to cover the annual general obligation debt payment that iss due 12/1 will not occur until November. Expenditures are in line with prior year and correlate to the bond administrative fee for the alternate revenue bonds (pool). Catpial Outlay is less than prior year as the Hessel Park Phase 2/3 project will not begin until August 21. Debt service expenditure is in line with prior year and accounts for the semi-annual interest payment on the alternate revenue bonds due June 1 and December 1 each year.

FUND	2018 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE 7/31/2017	ACTIVITY FOR QUARTER 7/31/2017	YTD 7/31/2017	PRIOR YTD 7/31/2016	YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
<b>Fund 24 - LAND ACQUISITION FUND</b>											
Total Revenue:	402,650	402,650	1,408	1,408	505	903	179.0%	-	401,242	0.3%	38.8%
Total Transfers-In:	100,000	100,000	-	-	-	-	0.0%	-	100,000	0.0%	0.0%
Total Capital Outlay:	400,000	400,000	-	-	-	-	0.0%	-	400,000	0.0%	0.0%
NET OF REVENUES & EXPENDITURES	102,650	102,650	1,408	1,408	505	903		-	101,242		

Budgeted revenues include a projected donation to purchase land with an offsetting capital outlay expenditure. No transactions other than interest income have occurred as of the end of the quarter. Transfer from the General fund is generally made by end of 2nd quarter.

FUND	2018 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE 7/31/2017	ACTIVITY FOR QUARTER 7/31/2017	YTD 7/31/2017	PRIOR YTD 7/31/2016	YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
<b>Fund 25 - PARK DEVELOPMENT FUND</b>											
Total Revenue:	3,550	3,550	1,770	1,770	687	1,082	157.5%	-	1,780	49.8%	25.5%
Total Transfers-In:	100,000	100,000	-	-	-	-	0.0%	-	100,000	0.0%	0.0%
NET OF REVENUES & EXPENDITURES	103,550	103,550	1,770	1,770	687	1,082		-	101,780		

This is a new fund that was established by the Board of Commissioners in FY16 as a way to set aside excess funds to be used for future park development projects not yet identified. The only item budgeted in the prior year was interest. As part of the budget process, the Board authroized an additional \$100,000 transfer into this fund during FY2018, which has not been transferred as of the end of the 1st quarter. Interest rates have been at the highest rate in the last several years, thereby earning additional income over prior year.

**CHAMPAIGN PARK DISTRICT  
1ST QUARTER FINANCIAL ANALYSIS BY FUND  
FOR THE THREE MONTHS ENDED 7/31/2017**

**ATTACHMENT A**

FUND	2018	BUDGET	ACTIVITY FOR	PRIOR		YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR
	ORIGINAL BUDGET	YEAR-TO-DATE 7/31/2017	QUARTER 7/31/2017	YTD 7/31/2017	YTD 7/31/2016						% BDGT USED
<b>Fund 26 - TRAILS AND PATHWAYS FUND</b>											
Total Revenue:	535	535	248	248	94	154	164.9%	-	287	46.3%	24.6%
Total Transfers-In:	100,000	-	-	-	-	-	0.0%	-	-	0.0%	0.0%
NET OF REVENUES & EXPENDITURES	100,535	535	248	248	94	154		-	287		

This is a new fund that was established by the Board of Commissioners in FY16 as a way to set aside excess funds to be used for future trails and pathways projects not yet identified. The only item budgeted in the prior year was interest. As part of the budget process, the Board authorized an additional \$100,000 transfer into this fund during FY2018, which has not been transferred as of the end of the 1st quarter. Interest rates have been at the highest rate in the last several years, thereby earning additional income over prior year.

FUND	2018	BUDGET	ACTIVITY FOR	PRIOR		YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR
	ORIGINAL BUDGET	YEAR-TO-DATE 7/31/2017	QUARTER 7/31/2017	YTD 7/31/2017	YTD 7/31/2016						% BDGT USED
<b>Fund 27 - HUMAN KINETICS PARK DEVELOPMENT FUND</b>											
Total Revenue:	100,000	100,000	-	-	-	-	0.0%	-	100,000	0.0%	N/A
Total Expenditure:	101,200	101,200	-	-	-	-	0.0%	-	101,200	0.0%	N/A
NET OF REVENUES & EXPENDITURES	(1,200)	(1,200)	-	-	-	-		-	(1,200)		

New fund created as part of the budget process to capture potential community park improvements at HK Park. No activity in this fund has occurred as of 8/17/2017.

TOTALS OF ALL FUNDS COMBINED											
ALL FUNDS COMBINED	2018	BUDGET	ACTIVITY FOR	PRIOR		YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR
	ORIGINAL BUDGET	YEAR-TO-DATE 7/31/2017	QUARTER 7/31/2017	YTD 7/31/2017	YTD 7/31/2016						% BDGT USED
<b>TOTAL REVENUES - ALL FUNDS</b>	\$ 19,221,792	\$ 19,121,792	\$ 8,948,721	\$ 8,948,721	\$ 7,894,021	\$ 1,054,700	13.4%	\$ -	\$ 10,173,071	46.6%	
<b>TOTAL EXPENDITURES - ALL FUNDS</b>	\$ 19,864,797	\$ 19,864,797	\$ 3,506,378	\$ 3,506,378	\$ 3,867,375	\$ (360,997)	-9.3%	\$ 2,085,785	\$ 11,172,394	28.2%	
<b>OF REVENUES &amp; EXPENDITURES ALL FUNDS</b>	\$ (643,005)	\$ (743,005)	\$ 5,442,343	\$ 5,442,343	\$ 4,026,646	\$ 1,415,697		\$ (2,085,785)	\$ (999,323)		

REVENUE AND EXPENDITURE REPORT FOR CHAMPAIGN PARK DISTRICT  
 PERIOD ENDING 07/31/2017  
 % Fiscal Year Completed: 25.21  
 3RD QUARTER FINANCIAL ANALYSIS  
 FOR THE NINE MONTHS ENDED 1/31/2017

**ATTACHMENT B**

ACCOUNT DESCRIPTION	2017-18	BUDGET	YTD BALANCE	ENCUMBERED	UNENCUMBERED	% BDGT	ACTIVITY DIFF
	ORIGINAL	YEAR-TO-DATE					07/31/2017
	BUDGET	THRU 07/31/17	07/31/2017	YEAR-TO-DATE	BALANCE	USED	
<b>Fund 01 - GENERAL</b>							
PROPERTY TAX REVENUE	5,551,048.00	2,980,080.22	3,068,829.86	0.00	2,482,218.14	55.28	(104,736.65)
CHARGE FOR SERVICE REVENUE	128,580.00	88,517.60	41,549.06	0.00	87,030.94	32.31	(16,390.90)
CONTRIBUTIONS/SPONSORSHIPS	2,500.00	0.00	0.00	0.00	2,500.00	0.00	0.00
INTEREST INCOME	48,000.00	7,436.77	14,423.51	0.00	33,576.49	30.05	(3,545.07)
SPECIAL RECEIPTS	20,500.00	4,500.27	965.00	0.00	19,535.00	4.71	(2,669.75)
<b>TOTAL REVENUES</b>	<b>5,750,628.00</b>	<b>3,080,534.86</b>	<b>3,125,767.43</b>	<b>0.00</b>	<b>2,624,860.57</b>	<b>54.36</b>	<b>(127,342.37)</b>
<b>SALARIES AND WAGES</b>							
SALARIES AND WAGES	2,466,674.16	689,493.82	555,841.09	0.00	1,910,833.07	22.53	(194,497.07)
FRINGE BENEFITS	370,538.52	91,181.26	74,548.24	0.00	295,990.28	20.12	(21,732.33)
CONTRACTUAL	845,960.00	238,236.98	224,161.89	100,733.55	521,064.56	38.41	(58,132.24)
COMMODITIES/SUPPLIES	472,857.00	209,711.66	163,798.42	740.00	308,318.58	34.80	(39,661.54)
UTILITIES	151,817.00	39,659.04	37,261.37	0.00	114,555.63	24.54	(16,866.57)
ROUTINE/PERIODIC MAINTENANCE	235,700.00	58,924.98	13,836.00	12,405.62	209,458.38	11.13	(49,904.57)
TRANSFERS TO OTHER FUNDS	1,058,700.00	0.00	300,000.00	0.00	758,700.00	28.34	0.00
<b>TOTAL EXPENDITURES</b>	<b>5,602,246.68</b>	<b>1,327,207.74</b>	<b>1,369,447.01</b>	<b>113,879.17</b>	<b>4,118,920.50</b>	<b>26.48</b>	<b>(380,794.32)</b>
<b>Fund 01 - GENERAL:</b>							
TOTAL REVENUES	5,750,628.00	3,080,534.86	3,125,767.43	0.00	2,624,860.57	54.36	(127,342.37)
TOTAL EXPENDITURES	5,602,246.68	1,327,207.74	1,369,447.01	113,879.17	4,118,920.50	26.48	(380,794.32)
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>148,381.32</b>	<b>1,753,327.12</b>	<b>1,756,320.42</b>	<b>(113,879.17)</b>	<b>(1,494,059.93)</b>	<b>1,106.91</b>	<b>253,451.95</b>
<b>Fund 02 - RECREATION</b>							
PROPERTY TAX REVENUE	2,031,236.00	1,064,905.59	1,121,950.16	0.00	909,285.84	55.23	(38,139.08)
CHARGE FOR SERVICE REVENUE	1,639,919.00	792,534.17	873,053.94	0.00	766,865.06	53.24	(224,580.01)
CONTRIBUTIONS/SPONSORSHIPS	2,800.00	1,200.00	0.00	0.00	2,800.00	0.00	(6,000.00)
MERCHANDISE/CONCESSION REV	135,953.00	101,886.02	94,248.80	0.00	41,704.20	69.32	(35,893.80)
INTEREST INCOME	11,650.00	2,415.47	6,995.88	0.00	4,654.12	60.05	(508.42)
SPECIAL RECEIPTS	223,075.00	55,274.17	54,653.63	0.00	168,421.37	24.50	(19,696.00)
<b>TOTAL REVENUES</b>	<b>4,044,633.00</b>	<b>2,018,215.42</b>	<b>2,150,902.41</b>	<b>0.00</b>	<b>1,893,730.59</b>	<b>53.18</b>	<b>(324,817.31)</b>
<b>SALARIES AND WAGES</b>							
SALARIES AND WAGES	1,864,659.30	715,139.29	621,206.07	0.00	1,243,453.23	33.31	(278,592.19)
FRINGE BENEFITS	149,961.83	36,788.86	35,713.27	0.00	114,248.56	23.81	(10,802.83)
CONTRACTUAL	436,078.00	177,296.72	149,592.47	350.00	286,135.53	34.38	(60,118.56)
COMMODITIES/SUPPLIES	381,093.00	168,631.17	137,506.69	22,426.58	221,159.73	41.97	(47,471.62)
UTILITIES	343,296.00	100,122.88	98,353.52	0.00	244,942.48	28.65	(40,449.85)
ROUTINE/PERIODIC MAINTENANCE	79,500.00	19,875.00	11,729.72	0.00	67,770.28	14.75	0.00
CAPITAL OUTLAY	12,350.00	3,087.51	0.00	0.00	12,350.00	0.00	300.00
TRANSFERS TO OTHER FUNDS	190,600.00	15,399.99	0.00	0.00	190,600.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<b>3,457,538.13</b>	<b>1,236,341.42</b>	<b>1,054,101.74</b>	<b>22,776.58</b>	<b>2,380,659.81</b>	<b>31.15</b>	<b>(437,135.05)</b>
<b>Fund 02 - RECREATION:</b>							
TOTAL REVENUES	4,044,633.00	2,018,215.42	2,150,902.41	0.00	1,893,730.59	53.18	(324,817.31)
TOTAL EXPENDITURES	3,457,538.13	1,236,341.42	1,054,101.74	22,776.58	2,380,659.81	31.15	(437,135.05)
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>587,094.87</b>	<b>781,874.00</b>	<b>1,096,800.67</b>	<b>(22,776.58)</b>	<b>(486,929.22)</b>	<b>182.94</b>	<b>112,317.74</b>
<b>Fund 03 - MUSEUM</b>							

REVENUE AND EXPENDITURE REPORT FOR CHAMPAIGN PARK DISTRICT  
 PERIOD ENDING 07/31/2017  
 % Fiscal Year Completed: 25.21  
 3RD QUARTER FINANCIAL ANALYSIS  
 FOR THE NINE MONTHS ENDED 1/31/2017

**ATTACHMENT B**

ACCOUNT DESCRIPTION	2017-18	BUDGET	YTD BALANCE	ENCUMBERED	UNENCUMBERED	% BDGT	ACTIVITY DIFF
	ORIGINAL	YEAR-TO-DATE					07/31/2017
	BUDGET	THRU 07/31/17	07/31/2017	YEAR-TO-DATE	BALANCE	USED	
<b>Fund 03 - MUSEUM</b>							
PROPERTY TAX REVENUE	1,412,240.00	736,003.28	780,328.16	0.00	631,911.84	55.25	(26,083.16)
CHARGE FOR SERVICE REVENUE	935,703.00	225,298.33	606,604.03	0.00	329,098.97	64.83	(64,547.50)
CONTRIBUTIONS/SPONSORSHIPS	43,550.00	17,878.59	14,441.50	0.00	29,108.50	33.16	(3,036.00)
MERCHANDISE/CONCESSION REV	112,999.00	24,708.36	28,341.50	0.00	84,657.50	25.08	(2,743.25)
INTEREST INCOME	9,252.00	2,160.70	5,592.42	0.00	3,659.58	60.45	(535.86)
SPECIAL RECEIPTS	44,925.00	17,291.60	3,367.20	0.00	41,557.80	7.50	(281.00)
<b>TOTAL REVENUES</b>	<b>2,558,669.00</b>	<b>1,023,340.86</b>	<b>1,438,674.81</b>	<b>0.00</b>	<b>1,119,994.19</b>	<b>56.23</b>	<b>(97,226.77)</b>
<b>Fund 03 - MUSEUM:</b>							
SALARIES AND WAGES	951,972.00	266,205.94	240,965.19	0.00	711,006.81	25.31	(84,222.59)
FRINGE BENEFITS	104,294.59	25,417.43	23,274.43	0.00	81,020.16	22.32	(7,386.32)
CONTRACTUAL	810,641.00	240,302.23	187,400.73	11,130.70	612,109.57	24.49	(76,546.29)
COMMODITIES/SUPPLIES	168,640.00	49,763.77	31,924.13	821.30	135,894.57	19.42	(21,911.58)
UTILITIES	126,859.00	29,680.60	30,567.76	0.00	96,291.24	24.10	(12,505.28)
ROUTINE/PERIODIC MAINTENANCE	47,000.00	11,750.01	0.00	0.00	47,000.00	0.00	0.00
TRANSFERS TO OTHER FUNDS	285,900.00	14,012.70	0.00	0.00	285,900.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<b>2,495,306.59</b>	<b>637,132.68</b>	<b>514,132.24</b>	<b>11,952.00</b>	<b>1,969,222.35</b>	<b>21.08</b>	<b>(202,572.06)</b>
<b>TOTAL REVENUES</b>	<b>2,558,669.00</b>	<b>1,023,340.86</b>	<b>1,438,674.81</b>	<b>0.00</b>	<b>1,119,994.19</b>	<b>56.23</b>	<b>(97,226.77)</b>
<b>TOTAL EXPENDITURES</b>	<b>2,495,306.59</b>	<b>637,132.68</b>	<b>514,132.24</b>	<b>11,952.00</b>	<b>1,969,222.35</b>	<b>21.08</b>	<b>(202,572.06)</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>63,362.41</b>	<b>386,208.18</b>	<b>924,542.57</b>	<b>(11,952.00)</b>	<b>(849,228.16)</b>	<b>1,440.27</b>	<b>105,345.29</b>
<b>Fund 04 - LIABILITY INSURANCE</b>							
PROPERTY TAX REVENUE	318,625.00	167,994.55	176,382.45	0.00	142,242.55	55.36	(5,870.99)
CHARGE FOR SERVICE REVENUE	500.00	238.93	20.00	0.00	480.00	4.00	0.00
INTEREST INCOME	2,425.00	606.24	1,157.69	0.00	1,267.31	47.74	(168.43)
<b>TOTAL REVENUES</b>	<b>321,550.00</b>	<b>168,839.72</b>	<b>177,560.14</b>	<b>0.00</b>	<b>143,989.86</b>	<b>55.22</b>	<b>(6,039.42)</b>
SALARIES AND WAGES	46,962.59	10,837.53	9,934.35	0.00	37,028.24	21.15	(3,370.56)
FRINGE BENEFITS	9,178.95	2,333.61	2,104.78	0.00	7,074.17	22.93	(733.90)
CONTRACTUAL	15,464.00	3,826.10	1,669.00	0.00	13,795.00	10.79	(112.00)
COMMODITIES/SUPPLIES	6,210.00	1,841.04	0.00	0.00	6,210.00	0.00	0.00
INSURANCE	239,210.00	52,589.46	36,968.71	55,453.10	146,788.19	38.64	0.00
CAPITAL OUTLAY	60,000.00	15,000.00	2,987.86	0.00	57,012.14	4.98	0.00
<b>TOTAL EXPENDITURES</b>	<b>377,025.54</b>	<b>86,427.74</b>	<b>53,664.70</b>	<b>55,453.10</b>	<b>267,907.74</b>	<b>28.94</b>	<b>(4,216.46)</b>
<b>TOTAL REVENUES</b>	<b>321,550.00</b>	<b>168,839.72</b>	<b>177,560.14</b>	<b>0.00</b>	<b>143,989.86</b>	<b>55.22</b>	<b>(6,039.42)</b>
<b>TOTAL EXPENDITURES</b>	<b>377,025.54</b>	<b>86,427.74</b>	<b>53,664.70</b>	<b>55,453.10</b>	<b>267,907.74</b>	<b>28.94</b>	<b>(4,216.46)</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(55,475.54)</b>	<b>82,411.98</b>	<b>123,895.44</b>	<b>(55,453.10)</b>	<b>(123,917.88)</b>	<b>123.37</b>	<b>(1,822.96)</b>
<b>Fund 06 - IMRF FUND</b>							
PROPERTY TAX REVENUE	321,944.00	168,258.00	177,710.96	0.00	144,233.04	55.20	(6,475.97)
INTEREST INCOME	1,200.00	300.00	570.31	0.00	629.69	47.53	(82.97)



REVENUE AND EXPENDITURE REPORT FOR CHAMPAIGN PARK DISTRICT  
 PERIOD ENDING 07/31/2017  
 % Fiscal Year Completed: 25.21  
 3RD QUARTER FINANCIAL ANALYSIS  
 FOR THE NINE MONTHS ENDED 1/31/2017

**ATTACHMENT B**

ACCOUNT DESCRIPTION	2017-18 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE THRU 07/31/17	YTD BALANCE 07/31/2017	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	ACTIVITY DIFF 07/31/2017 07/31/2016
<b>Fund 06 - IMRF FUND</b>							
TOTAL REVENUES	323,144.00	168,558.00	178,281.27	0.00	144,862.73	55.17	(6,558.94)
FRINGE BENEFITS	312,050.80	72,011.73	71,484.66	0.00	240,566.14	22.91	(25,307.77)
TOTAL EXPENDITURES	312,050.80	72,011.73	71,484.66	0.00	240,566.14	22.91	(25,307.77)
<b>Fund 06 - IMRF FUND:</b>							
TOTAL REVENUES	323,144.00	168,558.00	178,281.27	0.00	144,862.73	55.17	(6,558.94)
TOTAL EXPENDITURES	312,050.80	72,011.73	71,484.66	0.00	240,566.14	22.91	(25,307.77)
NET OF REVENUES & EXPENDITURES	11,093.20	96,546.27	106,796.61	0.00	(95,703.41)	962.72	18,748.83
<b>Fund 08 - AUDIT FUND</b>							
PROPERTY TAX REVENUE	19,914.00	10,568.64	11,142.84	0.00	8,771.16	55.95	(381.08)
INTEREST INCOME	72.00	12.57	32.94	0.00	39.06	45.75	(5.37)
TOTAL REVENUES	19,986.00	10,581.21	11,175.78	0.00	8,810.22	55.92	(386.45)
CONTRACTUAL	19,500.00	7,861.74	9,600.00	9,900.00	0.00	100.00	(9,000.00)
TOTAL EXPENDITURES	19,500.00	7,861.74	9,600.00	9,900.00	0.00	100.00	(9,000.00)
<b>Fund 08 - AUDIT FUND:</b>							
TOTAL REVENUES	19,986.00	10,581.21	11,175.78	0.00	8,810.22	55.92	(386.45)
TOTAL EXPENDITURES	19,500.00	7,861.74	9,600.00	9,900.00	0.00	100.00	(9,000.00)
NET OF REVENUES & EXPENDITURES	486.00	2,719.47	1,575.78	(9,900.00)	8,810.22	1,712.80	8,613.55
<b>Fund 09 - PAVING AND LIGHTING FUND</b>							
PROPERTY TAX REVENUE	82,975.00	44,464.59	45,899.94	0.00	37,075.06	55.32	(1,501.41)
INTEREST INCOME	850.00	155.83	427.33	0.00	422.67	50.27	(49.77)
TRANSFERS FROM OTHER FUNDS	458,700.00	114,675.00	0.00	0.00	458,700.00	0.00	0.00
TOTAL REVENUES	542,525.00	159,295.42	46,327.27	0.00	496,197.73	8.54	(1,551.18)
ROUTINE/PERIODIC MAINTENANCE	67,000.00	7,500.00	32.18	0.00	66,967.82	0.05	(305.81)
CAPITAL OUTLAY	525,000.00	0.00	0.00	0.00	525,000.00	0.00	0.00
TOTAL EXPENDITURES	592,000.00	7,500.00	32.18	0.00	591,967.82	0.01	(305.81)
<b>Fund 09 - PAVING AND LIGHTING FUND:</b>							
TOTAL REVENUES	542,525.00	159,295.42	46,327.27	0.00	496,197.73	8.54	(1,551.18)
TOTAL EXPENDITURES	592,000.00	7,500.00	32.18	0.00	591,967.82	0.01	(305.81)
NET OF REVENUES & EXPENDITURES	(49,475.00)	151,795.42	46,295.09	0.00	(95,770.09)	93.57	(1,245.37)
<b>Fund 11 - ACTIVITY AND AFFILIATES FUND</b>							
CHARGE FOR SERVICE REVENUE	4,400.00	0.00	2,085.47	0.00	2,314.53	47.40	0.00
INTEREST INCOME	162.00	28.08	82.92	0.00	79.08	51.19	(5.88)
SPECIAL RECEIPTS	4,900.00	305.65	516.94	0.00	4,383.06	10.55	161.87

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**ATTACHMENT B**

ACCOUNT DESCRIPTION	2017-18 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE THRU 07/31/17	YTD BALANCE 07/31/2017	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	ACTIVITY DIFF 07/31/2017 07/31/2016
<b>Fund 11 - ACTIVITY AND AFFILIATES FUND</b>							
TOTAL REVENUES	9,462.00	333.73	2,685.33	0.00	6,776.67	28.38	155.99
COMMODITIES/SUPPLIES	9,462.00	1,777.50	443.41	0.00	9,018.59	4.69	(2,734.57)
TOTAL EXPENDITURES	9,462.00	1,777.50	443.41	0.00	9,018.59	4.69	(2,734.57)
<b>Fund 11 - ACTIVITY AND AFFILIATES FUND</b>							
TOTAL REVENUES	9,462.00	333.73	2,685.33	0.00	6,776.67	28.38	155.99
TOTAL EXPENDITURES	9,462.00	1,777.50	443.41	0.00	9,018.59	4.69	(2,734.57)
NET OF REVENUES & EXPENDITURES	0.00	(1,443.77)	2,241.92	0.00	(2,241.92)	100.00	2,890.56
<b>Fund 12 - SPECIAL DONATIONS FUND</b>							
CHARGE FOR SERVICE REVENUE	3,000.00	861.79	604.00	0.00	2,396.00	20.13	(325.50)
CONTRIBUTIONS/SPONSORSHIPS	50,050.00	8,926.68	5,931.10	0.00	44,118.90	11.85	(1,789.50)
INTEREST INCOME	384.00	67.81	223.10	0.00	160.90	58.10	(11.52)
TOTAL REVENUES	53,434.00	9,856.28	6,758.20	0.00	46,675.80	12.65	(2,126.52)
CONTRACTUAL	53,434.00	17,519.35	18,658.00	0.00	34,776.00	34.92	(5,444.00)
TOTAL EXPENDITURES	53,434.00	17,519.35	18,658.00	0.00	34,776.00	34.92	(5,444.00)
<b>Fund 12 - SPECIAL DONATIONS FUND:</b>							
TOTAL REVENUES	53,434.00	9,856.28	6,758.20	0.00	46,675.80	12.65	(2,126.52)
TOTAL EXPENDITURES	53,434.00	17,519.35	18,658.00	0.00	34,776.00	34.92	(5,444.00)
NET OF REVENUES & EXPENDITURES	0.00	(7,663.07)	(11,899.80)	0.00	11,899.80	100.00	3,317.48
<b>Fund 14 - SOCIAL SECURITY FUND</b>							
PROPERTY TAX REVENUE	346,837.00	184,381.83	191,481.00	0.00	155,356.00	55.21	(7,080.96)
INTEREST INCOME	1,360.00	216.39	609.68	0.00	750.32	44.83	(59.21)
TOTAL REVENUES	348,197.00	184,598.22	192,090.68	0.00	156,106.32	55.17	(7,140.17)
FRINGE BENEFITS	412,853.79	144,313.99	121,767.93	0.00	291,085.86	29.49	(48,195.06)
TOTAL EXPENDITURES	412,853.79	144,313.99	121,767.93	0.00	291,085.86	29.49	(48,195.06)
<b>Fund 14 - SOCIAL SECURITY FUND:</b>							
TOTAL REVENUES	348,197.00	184,598.22	192,090.68	0.00	156,106.32	55.17	(7,140.17)
TOTAL EXPENDITURES	412,853.79	144,313.99	121,767.93	0.00	291,085.86	29.49	(48,195.06)
NET OF REVENUES & EXPENDITURES	(64,656.79)	40,284.23	70,322.75	0.00	(134,979.54)	108.76	41,054.89
<b>Fund 15 - SPECIAL RECREATION FUND</b>							
PROPERTY TAX REVENUE	872,585.00	468,328.20	479,292.30	0.00	393,292.70	54.93	(122,443.32)
CHARGE FOR SERVICE REVENUE	156,917.00	59,240.50	55,767.08	0.00	101,149.92	35.54	(9,711.45)
CONTRIBUTIONS/SPONSORSHIPS	900.00	0.00	0.00	0.00	900.00	0.00	0.00
INTEREST INCOME	10,300.00	2,574.99	4,493.06	0.00	5,806.94	43.62	(876.74)
SPECIAL RECEIPTS	450.00	148.29	700.00	0.00	(250.00)	155.56	0.00

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**ATTACHMENT B**

ACCOUNT DESCRIPTION	2017-18 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE THRU 07/31/17	YTD BALANCE 07/31/2017	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	ACTIVITY DIFF 07/31/2017 07/31/2016
<b>Fund 15 - SPECIAL RECREATION FUND</b>							
TOTAL REVENUES	1,041,152.00	530,291.98	540,252.44	0.00	500,899.56	51.89	(133,031.51)
SALARIES AND WAGES	447,354.12	175,109.17	167,065.76	0.00	280,288.36	37.35	(71,076.98)
FRINGE BENEFITS	81,136.20	7,788.03	5,386.61	0.00	75,749.59	6.64	(2,342.40)
CONTRACTUAL	110,095.00	23,623.28	21,440.49	600.00	88,054.51	20.02	(5,018.05)
COMMODITIES/SUPPLIES	39,934.00	11,325.77	8,529.51	425.60	30,978.89	22.42	(2,194.20)
UTILITIES	5,599.00	1,248.99	1,101.29	0.00	4,497.71	19.67	(555.44)
INSURANCE	8,878.00	1,988.90	1,461.48	2,192.24	5,224.28	41.15	0.00
CAPITAL OUTLAY	817,500.00	78,750.00	9,685.32	386,341.20	421,473.48	48.44	(152,991.50)
TOTAL EXPENDITURES	1,510,496.32	299,834.14	214,670.46	389,559.04	906,266.82	40.00	(234,178.57)
<b>Fund 15 - SPECIAL RECREATION FUND:</b>							
TOTAL REVENUES	1,041,152.00	530,291.98	540,252.44	0.00	500,899.56	51.89	(133,031.51)
TOTAL EXPENDITURES	1,510,496.32	299,834.14	214,670.46	389,559.04	906,266.82	40.00	(234,178.57)
NET OF REVENUES & EXPENDITURES	(469,344.32)	230,457.84	325,581.98	(389,559.04)	(405,367.26)	13.63	101,147.06
<b>Fund 16 - CAPITAL IMPROVEMENTS FUND</b>							
PERSONAL PROPERTY REPLACEMENT TAXES	250,000.00	56,070.95	46,287.53	0.00	203,712.47	18.52	(47,754.06)
CONTRIBUTIONS/SPONSORSHIPS	0.00	0.00	100,000.00	0.00	(100,000.00)	100.00	0.00
INTEREST INCOME	8,470.00	1,285.05	3,916.41	0.00	4,553.59	46.24	(374.05)
SPECIAL RECEIPTS	131,984.00	14,504.13	0.00	0.00	131,984.00	0.00	0.00
TRANSFERS FROM OTHER FUNDS	776,500.00	0.00	300,000.00	0.00	476,500.00	38.63	0.00
TOTAL REVENUES	1,166,954.00	71,860.13	450,203.94	0.00	716,750.06	38.58	(48,128.11)
CAPITAL OUTLAY	2,261,875.00	497,640.02	20,010.16	271,241.85	1,970,622.99	12.88	(239,226.21)
TOTAL EXPENDITURES	2,261,875.00	497,640.02	20,010.16	271,241.85	1,970,622.99	12.88	(239,226.21)
<b>Fund 16 - CAPITAL IMPROVEMENTS FUND:</b>							
TOTAL REVENUES	1,166,954.00	71,860.13	450,203.94	0.00	716,750.06	38.58	(48,128.11)
TOTAL EXPENDITURES	2,261,875.00	497,640.02	20,010.16	271,241.85	1,970,622.99	12.88	(239,226.21)
NET OF REVENUES & EXPENDITURES	(1,094,921.00)	(425,779.89)	430,193.78	(271,241.85)	(1,253,872.93)	14.52	191,098.10
<b>Fund 19 - POLICE PROTECTION</b>							
PROPERTY TAX REVENUE	21,574.00	11,298.10	11,807.09	0.00	9,766.91	54.73	(381.08)
INTEREST INCOME	294.00	43.88	132.00	0.00	162.00	44.90	(19.63)
TOTAL REVENUES	21,868.00	11,341.98	11,939.09	0.00	9,928.91	54.60	(400.71)
CONTRACTUAL	18,000.00	0.00	0.00	0.00	18,000.00	0.00	0.00
TOTAL EXPENDITURES	18,000.00	0.00	0.00	0.00	18,000.00	0.00	0.00
<b>Fund 19 - POLICE PROTECTION:</b>							
TOTAL REVENUES	21,868.00	11,341.98	11,939.09	0.00	9,928.91	54.60	(400.71)

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**ATTACHMENT B**




















ACCOUNT DESCRIPTION	2017-18 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE THRU 07/31/17	YTD BALANCE 07/31/2017	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	ACTIVITY DIFF 07/31/2017 07/31/2016
<b>Fund 19 - POLICE PROTECTION</b>							
TOTAL EXPENDITURES	18,000.00	0.00	0.00	0.00	18,000.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	3,868.00	11,341.98	11,939.09	0.00	(8,071.09)	308.66	(400.71)
<b>Fund 21 - BOND AMORTIZATION FUND</b>							
PROPERTY TAX REVENUE	1,103,571.00	508,346.65	609,834.28	0.00	493,736.72	55.26	(21,377.52)
INTEREST INCOME	1,572.00	219.67	491.82	0.00	1,080.18	31.29	(96.20)
TOTAL REVENUES	1,105,143.00	508,566.32	610,326.10	0.00	494,816.90	55.23	(21,473.72)
TRANSFERS TO OTHER FUNDS	1,104,421.00	0.00	0.00	0.00	1,104,421.00	0.00	0.00
TOTAL EXPENDITURES	1,104,421.00	0.00	0.00	0.00	1,104,421.00	0.00	0.00
<b>Fund 21 - BOND AMORTIZATION FUND:</b>							
TOTAL REVENUES	1,105,143.00	508,566.32	610,326.10	0.00	494,816.90	55.23	(21,473.72)
TOTAL EXPENDITURES	1,104,421.00	0.00	0.00	0.00	1,104,421.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	722.00	508,566.32	610,326.10	0.00	(609,604.10)	4,532.70	(21,473.72)
<b>Fund 22 - BOND PROCEEDS FUND</b>							
INTEREST INCOME	3,291.00	457.97	2,350.57	0.00	940.43	71.42	(114.36)
TRANSFERS FROM OTHER FUNDS	1,104,421.00	0.00	0.00	0.00	1,104,421.00	0.00	0.00
TOTAL REVENUES	1,107,712.00	457.97	2,350.57	0.00	1,105,361.43	0.21	(114.36)
CONTRACTUAL	3,725.00	281.07	428.00	0.00	3,297.00	11.49	0.00
CAPITAL OUTLAY	593,000.00	98,250.00	3,412.15	193,169.35	396,418.50	33.15	(25,290.00)
DEBT SERVICE PRINCIPAL	420,000.00	0.00	0.00	0.00	420,000.00	0.00	0.00
DEBT SERVICE INTEREST/FEES	120,662.00	33,145.44	54,525.00	0.00	66,137.00	45.19	0.00
TOTAL EXPENDITURES	1,137,387.00	131,676.51	58,365.15	193,169.35	885,852.50	22.12	(25,290.00)
<b>Fund 22 - BOND PROCEEDS FUND:</b>							
TOTAL REVENUES	1,107,712.00	457.97	2,350.57	0.00	1,105,361.43	0.21	(114.36)
TOTAL EXPENDITURES	1,137,387.00	131,676.51	58,365.15	193,169.35	885,852.50	22.12	(25,290.00)
NET OF REVENUES & EXPENDITURES	(29,675.00)	(131,218.54)	(56,014.58)	(193,169.35)	219,508.93	839.71	25,175.64
<b>Fund 24 - LAND ACQUISITION FUND</b>							
CONTRIBUTIONS/SPONSORSHIPS	400,000.00	0.00	0.00	0.00	400,000.00	0.00	0.00
INTEREST INCOME	2,650.00	399.02	1,408.15	0.00	1,241.85	53.14	(176.58)
TRANSFERS FROM OTHER FUNDS	100,000.00	0.00	0.00	0.00	100,000.00	0.00	0.00
TOTAL REVENUES	502,650.00	399.02	1,408.15	0.00	501,241.85	0.28	(176.58)
CAPITAL OUTLAY	400,000.00	0.00	0.00	0.00	400,000.00	0.00	0.00
TOTAL EXPENDITURES	400,000.00	0.00	0.00	0.00	400,000.00	0.00	0.00

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Fund 24 - LAND ACQUISITION FUND							
Fund 24 - LAND ACQUISITION FUND:							
TOTAL REVENUES	502,650.00	399.02	1,408.15	0.00	501,241.85	0.28	(176.58)
TOTAL EXPENDITURES	400,000.00	0.00	0.00	0.00	400,000.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	102,650.00	399.02	1,408.15	0.00	101,241.85	1.37	(176.58)
Fund 25 - PARK DEVELOPMENT FUND							
INTEREST INCOME	3,550.00	308.99	1,769.55	0.00	1,780.45	49.85	(224.21)
TRANSFERS FROM OTHER FUNDS	100,000.00	0.00	0.00	0.00	100,000.00	0.00	0.00
TOTAL REVENUES	103,550.00	308.99	1,769.55	0.00	101,780.45	1.71	(224.21)
Fund 25 - PARK DEVELOPMENT FUND:							
TOTAL REVENUES	103,550.00	308.99	1,769.55	0.00	101,780.45	1.71	(224.21)
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	103,550.00	308.99	1,769.55	0.00	101,780.45	1.71	(224.21)
Fund 26 - TRAILS AND PATHWAYS FUND							
INTEREST INCOME	535.00	45.50	247.75	0.00	287.25	46.31	(30.05)
TRANSFERS FROM OTHER FUNDS	100,000.00	0.00	0.00	0.00	100,000.00	0.00	0.00
TOTAL REVENUES	100,535.00	45.50	247.75	0.00	100,287.25	0.25	(30.05)
Fund 26 - TRAILS AND PATHWAYS FUND:							
TOTAL REVENUES	100,535.00	45.50	247.75	0.00	100,287.25	0.25	(30.05)
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	100,535.00	45.50	247.75	0.00	100,287.25	0.25	(30.05)
Fund 27 - HUMAN KINETICS PARK IMPROVEMENT FUND							
CONTRIBUTIONS/SPONSORSHIPS	100,000.00	0.00	0.00	0.00	100,000.00	0.00	0.00
TOTAL REVENUES	100,000.00	0.00	0.00	0.00	100,000.00	0.00	0.00
CONTRACTUAL	101,200.00	0.00	0.00	0.00	101,200.00	0.00	0.00
TOTAL EXPENDITURES	101,200.00	0.00	0.00	0.00	101,200.00	0.00	0.00
Fund 27 - HUMAN KINETICS PARK IMPROVEM							
TOTAL REVENUES	100,000.00	0.00	0.00	0.00	100,000.00	0.00	0.00
TOTAL EXPENDITURES	101,200.00	0.00	0.00	0.00	101,200.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	(1,200.00)	0.00	0.00	0.00	(1,200.00)	0.00	0.00
TOTAL REVENUES - ALL FUNDS	19,221,792.00	7,947,425.61	8,948,720.91	0.00	10,273,071.09	46.56	(776,612.39)
TOTAL EXPENDITURES - ALL FUNDS	19,864,796.85	4,467,244.56	3,506,377.64	1,067,931.09	15,290,488.12	23.03	(1,614,399.88)
NET OF REVENUES & EXPENDITURES	(643,004.85)	3,480,181.05	5,442,343.27	(1,067,931.09)	(5,017,417.03)	680.31	837,787.49




















FUND/DEPARTMENT DESCRIPTION	2017-18 ORIGINAL BUDGET NET SURPLUS (DEFICIT)	YTD Balance Plus Encumbered YTD Net Surplus (Deficit) 7/31/2017	UNENCUMBERED NET SURPLUS (DEFICIT) BALANCE
<b>Fund 01 - GENERAL</b>			
Net - Dept 01-001-ADMINISTRATION	2,996,742.80	2,454,519.09 	(542,223.71)
Net - Dept 10-006-PUBLIC AFFAIRS - VOLUNTEERS	(10,900.00)	(2,506.95) 	8,393.05
Net - Dept 10-069-PUBLIC AFFAIRS - MARKETING	(162,313.01)	(46,275.15) 	116,037.86
Net - Dept 20-001-OPERATIONS - ADMINISTRATION	(350,262.90)	(62,811.43) 	287,451.47
Net - Dept 20-070-OPERATIONS - SAFETY	(14,790.00)	(3,522.71) 	11,267.29
Net - Dept 20-071-OPERATIONS - LANDSCAPE MAINTENANCE	(621,650.41)	(168,039.06) 	453,611.35
Net - Dept 20-072-OPERATIONS - FACILITIES & EQUIPMENT	(473,270.83)	(108,043.47) 	365,227.36
Net - Dept 20-073-OPERATIONS - PARK MAINTENANCE	(191,295.44)	(46,761.55) 	144,533.89
Net - Dept 20-074-OPERATIONS - FLOWER ISLANDS	(74,480.12)	(51,973.96) 	22,506.16
Net - Dept 20-075-OPERATIONS - PARK FLOWERS	(309,434.19)	(115,416.50) 	194,017.69
Net - Dept 20-079-OPERATIONS - SPECIAL PROJECTS	(218,791.15)	(44,393.14) 	174,398.01
Net - Dept 20-080-OPERATIONS - NATURAL AREAS	(113,816.93)	(26,776.14) 	87,040.79
Net - Dept 20-300-OPERATIONS - PLANNING & DEVELOPMENT	(298,806.50)	(138,572.13) 	160,234.37
Net - Dept 30-077-FACILITIES - SKATE PARK	(500.00)	(28.93) 	471.07
Net - Dept 30-098-FACILITIES - DOUGLASS BRANCH LIBRARY	(9,450.00)	(213.92) 	9,236.08
Net - Dept 60-096-OTHER PROGRAMS - EDDIE ALBERT GARDENS	1,400.00	3,257.20 	1,857.20
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>148,381.32</b>	<b>1,642,441.25</b> 	<b>1,494,059.93</b>

FUND/DEPARTMENT DESCRIPTION	2017-18 ORIGINAL BUDGET NET SURPLUS (DEFICIT)	YTD Balance Plus Encumbered YTD Net Surplus (Deficit) 7/31/2017	UNENCUMBERED NET SURPLUS (DEFICIT) BALANCE
<b>Fund 02 - RECREATION</b>			
Net - Dept 01-001-ADMINISTRATION	1,456,621.07	1,032,694.11 	(423,926.96)
Net - Dept 30-020-FACILITIES - DOUGLASS ANNEX	(18,301.00)	(4,625.87) 	13,675.13
Net - Dept 30-021-FACILITIES - HAYS CENTER	(23,462.00)	(10,999.61) 	12,462.39
Net - Dept 30-076-FACILITIES - BALL FIELDS	(310,851.42)	(72,204.76) 	238,646.66
Net - Dept 30-092-FACILITIES - DOUGLASS COMMUNITY CENTER	(178,890.03)	(34,495.20) 	144,394.83
Net - Dept 30-093-FACILITIES - BICENTENNIAL CENTER	18,270.00	6,267.20 	(12,002.80)
Net - Dept 30-094-FACILITIES - KAUFMAN LAKE	(4,519.00)	(823.84) 	3,695.16
Net - Dept 30-097-FACILITIES - BMC/PAVILION RENTAL	12,200.00	3,485.00 	(8,715.00)
Net - Dept 30-155-FACILITIES - DOG PARK	5,053.53	3,298.07 	(1,755.46)
Net - Dept 30-160-FACILITIES - LEONARD RECREATION CENTER	(152,548.52)	6,900.14 	159,448.66
Net - Dept 40-025-SPORTS PROGRAMS - DODDS TENNIS CENTER	(7,752.35)	(21,610.14) 	(13,857.79)
Net - Dept 40-065-SPORTS PROGRAMS - FITNESS EVENTS	(3,504.00)	3,187.85 	6,691.85
Net - Dept 40-082-SPORTS PROGRAMS - ADULT SOFTBALL	14,157.25	45,197.77 	31,040.52
Net - Dept 40-083-SPORTS PROGRAMS - ADULT VOLLEYBALL	(3,599.75)	(957.23) 	2,642.52
Net - Dept 40-085-SPORTS PROGRAMS - YOUTH BASKETBALL	2,899.00	(1,645.85) 	(4,544.85)
Net - Dept 40-086-SPORTS PROGRAMS - YOUTH SOFTBALL	(3,943.50)	(870.35) 	3,073.15
Net - Dept 40-088-SPORTS PROGRAMS - YOUTH SOCCER	1,145.00	(2,562.66) 	(3,707.66)
Net - Dept 40-150-SPORTS PROGRAMS - GROUP FITNESS PROGRAMS	6,105.59	7,507.50 	1,401.91
Net - Dept 40-154-SPORTS PROGRAMS - SPRINGER FITNESS	68.00	178.00 	110.00

FUND/DEPARTMENT DESCRIPTION	2017-18 ORIGINAL BUDGET NET SURPLUS (DEFICIT)	YTD Balance Plus Encumbered YTD Net Surplus (Deficit) 7/31/2017	UNENCUMBERED NET SURPLUS (DEFICIT) BALANCE
Net - Dept 40-195-SPORTS PROGRAMS-MOTOR SKILLS DEVELOPMENT	4,745.50	6,870.66 ●	2,125.16
Net - Dept 40-196-SPORTS PROGRAMS - SPORTS CAMPS	(2,330.00)	1,579.99 ●	3,909.99
Net - Dept 40-197-SPORTS PROGRAMS - DODDS SOCCER RENTALS	2,388.75	3,107.17 ●	718.42
Net - Dept 40-198-SPORTS PROGRAMS - BALL FIELD RENTAL	29,249.27	(453.42) ◆	(29,702.69)
Net - Dept 40-200-SPORTS PROGRAMS - YOUTH VOLLEYBALL	(1,715.00)	170.28 ●	1,885.28
Net - Dept 40-202-SPORTS PROGRAMS - ADULT SOCCER	2,779.25	1,210.77 ◆	(1,568.48)
Net - Dept 40-203-SPORTS PROGRAMS-DOUGLASS YOUTH	(10,292.80)	(692.25) ●	9,600.55
Net - Dept 40-204-SPORTS PROGRAMS-DOUGLASS ADULT	1,600.00	(93.75) ◆	(1,693.75)
Net - Dept 50-004-AFTERSCHOOL/DAYCAMP-DOUGLASS AFTERSCHOOL	(17,504.48)	(1,798.10) ●	15,706.38
Net - Dept 50-005-AFTERSCHOOL/DAYCAMP-GIRLS EXPLORE	6,868.68	3,796.95 ◆	(3,071.73)
Net - Dept 50-006-AFTERSCHOOL/DAYCAMP-DOUGLASS SCHOOL OUT	435.68	(800.58) ◆	(1,236.26)
Net - Dept 50-009-AFTERSCHOOL/DAYCAMP - TEEN CAMP	(5,722.00)	(5,659.97) ●	62.03
Net - Dept 50-011-AFTERSCHOOL/DAYCAMP-BUSYBEES/SWINGSETTER	41,271.46	6,048.75 ◆	(35,222.71)
Net - Dept 50-012-AFTERSCHOOL/DAYCAMP-LEONHARD DAY CAMP	11,237.65	51,382.42 ●	40,144.77
Net - Dept 50-013-AFTERSCHOOL/DAYCAMP-DOUGLASS DAY CAMP	(22,446.64)	(10,288.15) ●	12,158.49
Net - Dept 50-016-AFTERSCHOOL/DAYCAMP-COMMUNITY MATTERS/GARDEN HILLS	620.00	(173.23) ▲	(793.23)
Net - Dept 50-017-AFTERSCHOOL/DAYCAMP-LEONHARD AFTERSCHOOL	12,487.59	1,885.10 ◆	(10,602.49)
Net - Dept 50-144-AFTERSCHOOL/DAYCAMP-PRESCHOOL CLASS	3,599.00	1,551.18 ◆	(2,047.82)
Net - Dept 60-026-OTHER PROGRAMS - SHOLEM SWIM TEAM	(800.00)	10,860.58 ●	11,660.58
Net - Dept 60-130-OTHER PROGRAMS - DOUGLASS SENIORS	(59,988.56)	(16,034.82) ●	43,953.74



FUND/DEPARTMENT DESCRIPTION	2017-18 ORIGINAL BUDGET NET SURPLUS (DEFICIT)	YTD Balance Plus Encumbered YTD Net Surplus (Deficit) 7/31/2017	UNENCUMBERED NET SURPLUS (DEFICIT) BALANCE
Net - Dept 60-131-OTHER PROGRAMS - HAYS SENIORS	(12,115.00)	(3,186.38) ●	8,928.62
Net - Dept 60-241-OTHER PROGRAMS - SCHOOLS DAY OUT	(2,503.88)	(1,255.22) ●	1,248.66
Net - Dept 65-123-TEEN - TEENS IN ACTION	(624.00)	29.00 ●	653.00
Net - Dept 68-092-SPECIAL EVENTS-DOUGLASS COMMUNITY CENTER	(9,196.73)	(1,262.50) ●	7,934.23
Net - Dept 69-024-CONCESSIONS - SHOLEM AQUATIC CENTER	17,632.00	8,425.56 ◆	(9,206.44)
Net - Dept 69-041-CONCESSIONS - YOUTH BASEBALL/ZAHND PARK	(1,783.75)	(3,197.49) ◆	(1,413.74)
Net - Dept 69-080-CONCESSIONS - DODDS PARK	3,214.50	5,393.62 ●	2,179.12
Net - Dept 69-088-CONCESSIONS - DODDS SOCCER COMPLEX	(5,349.75)	(1,217.93) ●	4,131.82
Net - Dept 70-022-POOLS AND AQUATICS - SHOLEM POOL	(207,809.74)	59,905.72 ●	267,715.46
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>587,094.87</b>	<b>1,074,024.09 ●</b>	<b>486,929.22</b>

FUND/DEPARTMENT DESCRIPTION	2017-18 ORIGINAL BUDGET NET SURPLUS (DEFICIT)	YTD Balance Plus Encumbered YTD Net Surplus (Deficit) 7/31/2017	UNENCUMBERED NET SURPLUS (DEFICIT) BALANCE
<b>Fund 03 - MUSEUM</b>			
Net - Dept 01-001-ADMINISTRATION	917,435.98	735,538.37 	(181,897.61)
Net - Dept 15-014-CULTURAL ARTS - BACH'S LUNCH	(3,240.00)	(200.00) 	3,040.00
Net - Dept 15-015-CULTURAL ARTS - YOUTH THEATRE	21,210.50	(3,582.03) 	(24,792.53)
Net - Dept 15-031-CULTURAL ARTS - TASTE OF CU	(39,391.67)	3,529.16 	42,920.83
Net - Dept 15-032-CULTURAL ARTS - SUMMER CONCERTS	(13,760.00)	(7,046.21) 	6,713.79
Net - Dept 15-036-CULTURAL ARTS - ART EXHIBITION SERIES	(8,737.00)	254.51 	8,991.51
Net - Dept 15-038-CULTURAL ARTS - BALLET PROGRAMS	6,983.50	1,664.20 	(5,319.30)
Net - Dept 15-067-CULTURAL ARTS-FLANNEL FEST (FEST ARTS)	(10,575.00)	(5,500.00) 	5,075.00
Net - Dept 15-068-CULTURAL ARTS - SPECIAL EVENTS	(57,831.25)	(14,074.96) 	43,756.29
Net - Dept 15-078-CULTURAL ARTS - VIRGINIA THEATRE RENTALS	59,347.20	243,223.18 	183,875.98
Net - Dept 15-140-CULTURAL ARTS - IRISH DANCE	2,090.84	3,139.86 	1,049.02
Net - Dept 15-141-CULTURAL ARTS - DANCE PERFORMANCE	(15,570.21)	(832.07) 	14,738.14
Net - Dept 15-143-CULTURAL ARTS - CULTURAL ARTS PROGRAM	(8,490.89)	915.81 	9,406.70
Net - Dept 15-146-CULTURAL ARTS-OTHER DANCE PROGRAMS	1,033.68	1,627.14 	593.46
Net - Dept 15-170-CULTURAL ARTS - CU DAYS	(15,221.87)	(5,474.69) 	9,747.18
Net - Dept 15-172-CULTURAL ARTS - DADDY DAUGHTER DANCE	6,352.00	(588.44) 	(6,940.44)
Net - Dept 15-173-CULTURAL ARTS - EGG HUNTS	(4,310.00)	(620.51) 	3,689.49
Net - Dept 15-174-CULTURAL ARTS - HALLOWEEN FUNFEST	(5,477.00)	(294.18) 	5,182.82
Net - Dept 15-177-CULTURAL ARTS - STREETFEST (MUSIC FEST)	(13,860.98)	(16,817.47) 	(2,956.49)

FUND/DEPARTMENT DESCRIPTION	2017-18 ORIGINAL BUDGET NET SURPLUS (DEFICIT)	YTD Balance Plus Encumbered YTD Net Surplus (Deficit) 7/31/2017	UNENCUMBERED NET SURPLUS (DEFICIT) BALANCE
Net - Dept 30-019-FACILITIES - POTTERY/CLAY STUDIO	(6,411.22)	(1,481.93) ●	4,929.29
Net - Dept 30-030-FACILITIES - SPRINGER CULTURAL CENTER	(223,425.90)	(48,151.50) ●	175,274.40
Net - Dept 30-078-FACILITIES - VIRGINIA THEATRE	(408,801.72)	(100,876.05) ●	307,925.67
Net - Dept 30-095-FACILITIES - PRAIRIE FARM	(110,639.00)	(49,394.15) ●	61,244.85
Net - Dept 50-033-AFTERSCHOOL/DAYCAMP-ART SMART KIDS	4,313.00	2,209.38 ◆	(2,103.62)
Net - Dept 50-034-AFTERSCHOOL/DAYCAMP-CREATIVE KIDS	3,993.00	31,331.88 ●	27,338.88
Net - Dept 60-078-VT - VIRGINIA THEATRE FILMS	(7,103.01)	3,020.57 ●	10,123.58
Net - Dept 60-099-OTHER PROGRAMS - SHOWMOBILE	1,007.63	18.32 ▲	(989.31)
Net - Dept 68-078-VT - HOUSE EVENTS	(41,802.40)	127,743.57 ●	169,545.97
Net - Dept 69-078-CONCESSIONS - VIRGINIA THEATRE	34,244.20	13,308.81 ◆	(20,935.39)
NET OF REVENUES & EXPENDITURES	63,362.41	912,590.57 ●	849,228.16

FUND/DEPARTMENT DESCRIPTION	2017-18 ORIGINAL BUDGET NET SURPLUS (DEFICIT)	YTD Balance Plus Encumbered YTD Net Surplus (Deficit) 7/31/2017	UNENCUMBERED NET SURPLUS (DEFICIT) BALANCE
<b>Fund 15 - SPECIAL RECREATION FUND</b>			
Net - Dept 25-001-CUSR - ADMINISTRATION	(330,648.32)	1,644.27 ●	332,292.59
Net - Dept 25-006-CUSR - VOLUNTEERS	(1,320.00)	0.00 ●	1,320.00
Net - Dept 25-050-CUSR - DAYS OUT PROGRAMS	(3,300.00)	(1,036.25) ●	2,263.75
Net - Dept 25-051-CUSR - TEEN/CAMP SPIRIT	(43,419.00)	(30,190.96) ●	13,228.04
Net - Dept 25-052-CUSR - TRANSPORTATION	(20,701.00)	(892.07) ●	19,808.93
Net - Dept 25-054-CUSR - YOUTH/TEEN PROGRAMS	1,124.00	224.06 ▲	(899.94)
Net - Dept 25-056-CUSR - SPECIAL EVENTS	2,840.00	2,510.00 ▲	(330.00)
Net - Dept 25-058-CUSR - DANCE	4,794.00	2,552.61 ◆	(2,241.39)
Net - Dept 25-059-CUSR - ADULT PROGRAMS	1,990.00	(2,501.90) ◆	(4,491.90)
Net - Dept 25-060-CUSR - AFTERSCHOOL PROGRAM	(14,369.00)	311.88 ●	14,680.88
Net - Dept 25-061-CUSR - OVERNIGHT TRIPS	134.00	(461.18) ▲	(595.18)
Net - Dept 25-062-CUSR - SPECIAL OLYMPICS	(20,142.00)	(2,662.96) ●	17,479.04
Net - Dept 25-063-CUSR - SPORTS & FITNESS	1,873.00	160.75 ◆	(1,712.25)
Net - Dept 25-064-CUSR - FOR KIDS ONLY CAMP	(37,016.00)	(31,447.24) ●	5,568.76
Net - Dept 25-091-CUSR - SPALDING RECREATION CENTER	(11,184.00)	(2,188.07) ●	8,995.93
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(469,344.32)</b>	<b>(63,977.06) ●</b>	<b>405,367.26</b>

CHAMPAIGN PARK DISTRICT  
 Stats for the Three Months Ended July 31, 2017

Attachment D

	<u>BALANCE</u> AS OF <u>7/31/2017</u>
BEG. FUND BALANCE - ALL FUNDS (Unaudited)	17,534,171
Net of Revenues and Expenditures for Three Months Ended July 31	<u>5,442,343</u>
END FUND BALANCE - ALL FUNDS as of 7/31/17	<u><u>22,976,514</u></u>

	Total Fund Balance	Cumulative Excess @ 7/31/17	Payroll & Other Legal Restrictions	Capital Project /ADA Restricted	120-day Reserves	Non- Spendable
No Required Reserve Level	4,849,929		3,614,729			250,000
Capital Funds - No Required Reserve Level	3,425,256			3,425,256		
120-day Reserve Level (Gen, Rec, Mus)	3,794,874				3,794,874	
Excess Reserves @ 07/31/17 (Gen, Rec, Mus)	10,906,455	9,671,255		1,235,200		
	<u>22,976,514</u>	<u>9,671,255</u>	<u>3,614,729</u>	<u>4,660,456</u>	<u>3,794,874</u>	<u>250,000</u>

## CHAMPAIGN PARK DISTRICT

### Purchasing Policy and Procedures

The Board of Commissioners recognizes the need to procure material supplies, equipment and services of a quality and quantity necessary to operate the Park District. Purchasing requirements will be specified to provide full and free competition among potential suppliers where required and practical. Financial operations and internal controls shall be recorded in an established manner such that accurate records of all procedures and transactions are available for audit purposes.

The objective of the Park District purchasing policy is to assist the Park District in purchasing materials and services of sufficient quality and quantity at the most economical price available, in an open, organized, timely, legal and ethical manner so that material and services are available when needed, without creating excess inventory. These policies are meant to serve as guidelines and may not govern every purchasing situation that may arise.

#### Authorization Levels:

No Commissioner, committee, officer or employee shall create any financial liability on behalf of the Park District unless it first shall be approved by the Board; except that the Executive Director and employees and/or the Board of Commissioners shall be permitted to executive contracts not to exceed one (1) year in duration, nor automatically renew at the end of the term, for the benefit of the Park District within the spending limits listed and in accordance with the following table:

Board of Commissioners	Up to \$20,000
Executive Director	Up to \$19,999.99
Department Heads	Up to \$5,000
Supervisors/Managers	Up to \$2,500
Coordinators, Seasonal Workers with prior approval from immediate supervisor or higher-up position within Department	Up to \$500

All other employees must have prior verbal approval from a direct supervisor with the appropriate purchasing authority before purchases may be made.

#### Quotation Support Levels:

Sealed Bid & Board memo	\$20,000 and over
3 quotations & memo to Executive Director	\$5,000.00 to \$19,999.99
3 quotations	\$2,500 to \$4,999.99

#### Quotation Requirements:

Any purchase greater than \$19,999.99 requires a competitive bid process as outlined in the Park District Code and Ordinance No. 624 Prescribing Rules for the Conduct of Business of the Champaign Park District, or as amended, and must be approved by the Board of Commissioners.

Requests for purchases ranging from \$2,500.00 - \$19,999.99 require three (3) written quotations and/or dated catalog pricing from vendors. The written quotations \$5,000 and above require a memo approved by the Executive Director must be turned into the Finance Office, attached to the payable request form or purchase order. All quotes require a written memo to either the Executive Director if \$5,000 or more; or to the Department Head (\$2,500 to \$4,999.99) giving a brief summary of the vendor search, the quotations received and why the specific vendor was selected.

Purchases less than \$2,500 require the lowest and best price for services, materials, and/or equipment and shall be accepted, after taking into account all factors, such as quality, responsiveness, delivery, guarantees, service, the responsibility of the vendor, etc.

**Exceptions:**

1. Utilities
2. Contractual services (e.g., pest control, service agreements, security services, technology), subject to the requirement of competitive bidding if the contract price exceeds \$19,999.99.
3. Professional Services (architects, engineers, land surveyors, etc.). However, the purchase of these services must be made in accordance with the Illinois Professional Services Selection Act and approved by the Board of Commissioners.
4. Purchases less than \$20,000 through the State of Illinois Joint Purchasing Program or any other joint purchasing program as long as agreement is approved by the Board of Commissioners.

**Purchasing Guidelines:**

1. Purchases must be allocated for in the operating or capital budgets before proceeding. If line item is over budget, then special permission by the Department Head and/or Director of Finance and Executive Director is required before initiating any purchase.
2. Find out payment terms, unless otherwise authorized, the Park District will pay vendors at the regular monthly Board meeting, and will comply with the Illinois Prompt Payment Act (30 ILCS 540).
3. Purchase orders are required and are to be completed using the BS&A Purchase Order system whenever a purchasing card is not used. The vendor name, GL code(s), description(s) and estimated amount(s) are required to complete the purchase order. Print a copy of the purchase order to take with you to make the purchase or to provide to the vendor. The purchase order is the vendor's confirmation that you are eligible to purchase from them. At the time of purchase, find out the full cost of the purchase including any shipping, handling or other additional charges. Always try to reduce or have any of these additional charges waived based on our government status.
4. When approving an invoice for payment, make sure that not only the price per item is correct, but make sure any additional charges such as shipping are as quoted.
5. Always try to make purchases from vendors we have used in the past and have a proven track record. Any time a new vendor is used, the vendor must be approved by your Department Head. If any paperwork is required by the organization to set up the Park District as a customer, such as a credit application, the paperwork must be forwarded to the Finance Office for completion along with a signed IRS Form W-9 from the new vendor.
6. Do not make any purchases in response to a sales call. If you are interested in what the vendor is selling, request the information in writing. If you are still interested in the product, have the vendor approved by your supervisor and proceed with the purchase.
7. When purchases are received, they must be inspected and the quantity order and condition verified. Receiving tickets and invoices are to be immediately forwarded to the Finance Office, with a copy of, or the purchase order number where applicable.
8. Before any order, service or purchase can be paid, a receipt, contract, order form or the proper paperwork must be turned in to the Accounting Department. The paperwork will be matched up with the purchase order. It will then be electronically routed to the appropriate staff for approval.
9. Vendor payments, once verified by staff, are approved by the Board of Commissioners at its regular monthly meeting. After Board approval, unless separate arrangements have been made, checks will be mailed to the vendors.

10. Refunds are issued weekly on Wednesdays (except for the first week in the month).
11. For billing purposes, use the following address on all documentation: Champaign Park District, Attention: Accounts Payable; 706 Kenwood Road, Champaign, IL 61821. Email address: [billing@champaignparks.com](mailto:billing@champaignparks.com)
12. No pre-payment of any kind will be made, except for progress billings for professional services, or deposits for the Virginia Theatre performers/producers.
13. No vendors will be paid in cash, with the exception of the occasional Virginia Theatre contractual agreements for performers and petty cash.

**Economy of Resources and Purchases:**

Staff will seek to economize resources and purchases to achieve cost savings for the Park District by participating in cooperative purchasing programs as outlined in the separate *Economizing Purchases and Resources Policy* as approved by the Board of Commissioners.

**Tax Exempt Purchases:**

The Park District is exempt from paying both state and local taxes. A "Tax Exemption Letter" must be provided to any entity that the Park District makes purchases from when an order is placed to ensure that sales tax is not included in any invoice submitted to the Park District. When purchasing goods on behalf of the Park District, a copy of the "Tax Exemption Letter" must be provided at the time of the sale. Staff shall make every effort to ensure tax is not charged to the order or service. Tax Exemption Letters are available at the Finance Office or online at [www.champaignparks.com](http://www.champaignparks.com). The tax exempt number is also listed on the purchase order form.

**Use of Purchasing Cards:**

The Commerce Bank Visa purchasing card program is intended to provide a simpler way for employees to make purchases on behalf of the Champaign Park District. The system allows significant controls over the card accounts yet still allows flexibility depending on the employee's job position and duties. **The Purchasing Card is not intended to avoid or bypass appropriate procurement or payment procedures.** The Purchasing Card is a corporate charge card which will not affect the cardholder's personal credit. Although the card lists the individual's name of who it is issued to, it is the property of the Park District.

For an employee to receive a purchasing card, their supervisor will need to complete the CPD Purchasing Card Request Form (Attachment A) and understand the guideline for using the card. Their department head must approve the request and submit the form to the Accounting Department.

Once the card is received by Accounting, a meeting with the employee and Accounts Payable Coordinator will be scheduled to go over the guidelines. Next, Staff will sign off on Use of CPD Purchasing Card (Attachment B), then the card will be issued to the employee. Training will then be set for a time between the 28<sup>th</sup> and 5<sup>th</sup> of the next month on how to use the Commerce Bank purchasing card online program.

The cycle end date will be the 27<sup>th</sup> of each month, unless the 27<sup>th</sup> falls on a weekend or a holiday. The cycle end date will then be the next working day. All transactions posted between the cycle dates (28<sup>th</sup> thru 27<sup>th</sup> of the next month) must be reconciled to close out that cycle.

Accounting has purchasing cards that can be checked out by part time staff who do not need a card issued to them. With their supervisor's permission they can stop by the Finance Office and check one out.

Park District employees must adhere to the following provisions:

1. Purchasing Cards may only be used for official Park District purposes.
2. The Park District's tax exemption must be honored on purchases in Illinois. Unless required by law, sales tax paid on credit card or charge account purchases is the responsibility of the employee and must be reimbursed to the Park District.



3. Purchasing Cards should be kept in a secured location and only carried when making authorized Park District purchases.
4. Receipts must be matched to the monthly statement and turned into the Finance Office within a specified timeframe each month. An all staff email will be sent out each month with the timeline of when the reconciliation process must be completed. Please watch for these emails and make note of the dates. There is no flexibility with this time frame.
5. Do not allow anyone to use your purchasing card.
6. Immediately report a lost or stolen Purchasing Card to your direct supervisor and the Finance Office immediately.
7. If a vendor does not accept VISA, contact the Finance Office.
8. Misuse of the Purchasing Card will be cause for immediate termination of the individual's card or account authorization and could result in disciplinary action or termination.

Based on the terms of the agreement, the Park District will be eligible to receive the following monthly rebates on total monthly net purchases made by all the Purchasing Cards. These funds will be placed in the Activity Fund and used for the staff incentive program and functions.

<u>Monthly Net Volume</u>	<u>Rebate %</u>
\$0-\$41,666	0.20%
\$41,667-\$83,333	0.30%
\$83,334+	0.40%

**Payment of Claims:**

Claims for salaries, wages and benefits of Park District employees, normal expenditures for day to day operations, and final payments specific to performances held at the Virginia Theatre, may be paid without specific item by item authorization by the Board, and shall be reported to the Board at the next regular meeting of the Board in the monthly Treasurer's Reports and/or presentation of bills.

Adopted by the Board of Commissioners

*September 13, 2017*

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director

**CPD PURCHASING CARD REQUEST FORM**

First, MI, Last Name \_\_\_\_\_

CPD Program &amp; position title \_\_\_\_\_ Date of Birth \_\_\_\_\_

District email address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Supervisor's District email address \_\_\_\_\_

Monthly dollar limit (not to exceed approved spending limit) : \_\_\_\_\_

As the Department Head, I am approving the above request based on need for this employee to make purchases on behalf of the Champaign Park District within the District's purchasing limits and guidelines.

Department Head signature \_\_\_\_\_

**RECEIPT OF PURCHASING CARD**

I have read and understand the guidelines for using the Champaign Park District/Commerce Bank purchasing card. I understand I must follow these guidelines. I understand a copy of the guidelines, signed by me, will be kept for record in the Accounting Department. Initial

\_\_\_\_\_

The last four digits of my purchasing card are # \_\_\_\_\_

The three digits on the back of my card are # \_\_\_\_\_

The expiration date of my card is \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_

Cardholder signature: \_\_\_\_\_

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

Supervisor's signature: \_\_\_\_\_

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

Purchasing Card administrator's signature: \_\_\_\_\_

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

## CHAMPAIGN PARK DISTRICT

### Use of Purchasing Card

You have been identified by your supervisor as an employee of the Champaign Park District who should receive a Commerce Bank purchasing card. You must understand and agree to comply with the below Commerce Bank purchasing card guidelines. Write your initials in the space after each statement.

1. I agree to use my Commerce Bank purchasing card for approved purchases only. \_\_\_\_
2. I understand alcohol and tobacco are not approved purchases. \_\_\_\_
3. I understand the purchasing card is not to be used for personal purchases. \_\_\_\_
4. The purchasing card will be issued in my name. I understand I am the only person authorized to use it. \_\_\_\_
5. I must submit an itemized receipt or invoice for each of my charges, to include charges made online, by mail or fax, at restaurants, or any other means. \_\_\_\_
6. I am responsible for the security of my card and any transactions made against my card. \_\_\_\_
7. I understand I will be responsible, along with my supervisor(s), for reconciling my monthly statements and submitting my receipts to my supervisor for approval at the end of each card cycle. \_\_\_\_
8. I understand should my employment end for any reason, I must return my purchasing card to the Accounting Department or my immediate supervisor, who will turn it in to the Accounting Department. \_\_\_\_
9. I understand any misuse of my Commerce Bank purchasing card by me will result in disciplinary action up to and including termination. \_\_\_\_
10. I agree to present the Champaign Park District's Illinois Department of Revenue Sales Tax Exemption letter (aka our tax-exempt letter) when making any purchases to ensure the District is not charged sales tax. \_\_\_\_
11. If I need to make a purchase that exceeds any of my set limits, my supervisor must request the limit change by contacting the purchasing card administrator, who will make this change. \_\_\_\_
12. If my card is lost or stolen, I must contact my supervisor and the Accounting Department immediately. \_\_\_\_
13. The Commerce Bank Visa purchasing card must always be processed as a credit card. \_\_\_\_
14. If I am eligible for per diem while traveling for park district business, I must submit a purchase order and my approved travel form in order to be issued a check. My purchasing card will not be used for per diem. \_\_\_\_

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

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## CHAMPAIGN PARK DISTRICT

### REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** August 17, 2017

**SUBJECT:** Project Updates

#### **Heritage Park Project:**

The Bathymetric (topo of the lake) survey, sediment samples, and soil boring positions have been received by the planning staff and JJR/SmithGroup. Paul Weise of JJR/SmithGroup is meeting with his staff this week and will update us on their progress and timeline.

#### **Short Term: Proposed Phase 1**

- Heritage Project Team Meeting Thursday, September 21, 2017 BMC 2pm
- JJR/Smith Group presentation to the Park Board, Wednesday, September 27, 2017 5:30 pm

#### **Long Term Proposed Timeline**

- Final Engineering – Winter 2017
- Permitting – Spring 2018
- Bidding – Summer 2018
- Construction – Fall 2018, final completion Spring 2019

#### **Glenn Park Project**

We reached out to the City of Champaign staff to get an update on the progress of this project. Andrew spoke with Alex Nagy: detention basin construction and hard-scape amenity installation (pathways, gazebo) are on schedule to be complete by December this year. Currently they are distributing topsoil from the stockpile into place on site. As far as contractor pay application goes, the project is roughly 25-30% complete. Planting will probably take place in spring of 2018.