



Revised: 10/11/17

AGENDA
PUBLIC HEARING FOLLOWED BY REGULAR BOARD MEETING
BRESNAN MEETING CENTER
Wednesday, October 11, 2017
7:00 p.m.

PUBLIC HEARING

A. GENERAL OBLIGATION BONDS

The Public Hearing is to discuss and receive public comments on the intent to issue \$1,123,500 in General Obligation Bonds. A Notice of Public Hearing was published in *The News-Gazette* on October 2, 2017.

B. PUBLIC COMMENTS

C. CLOSE THE PUBLIC HEARING

REGULAR BOARD MEETING
Immediately Following Public Hearing

A. CALL TO ORDER

B. PRESENTATIONS

1. Audit
2. Heritage Park Project

C. COMMENTS FROM THE PUBLIC

D. COMMUNICATIONS

E. TREASURER'S REPORT

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

F. EXECUTIVE DIRECTOR'S REPORT

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

G. COMMITTEE AND LIAISON REPORTS

1. Champaign Parks Foundation

H. REPORT OF OFFICERS

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

I. CONSENT AGENDA

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

1. Approval of Minutes of the Regular Board Meeting, September 13, 2017
2. Approval of Minutes of the Executive Session, September 13, 2017
3. Approval of Minutes of the Special Meeting, September 27, 2017
4. Approval of Board Policy Manual

J. NEW BUSINESS

1. Approval of Disbursements as of September 13, 2017
Staff requests approval of the list of disbursements for the period beginning September 13, 2017 and ending October 10, 2017. (ROLL CALL VOTE)
2. Approval of the FY16-17 Audit
Staff recommends the Board accept the FY17 audit report as presented.
3. Approval to Solicit Bids for Issuance of General Obligation Bonds
Staff recommends Board approval authorizing the Treasurer and Director of Finance to solicit bids for the issuance of \$1,123,500 in General Obligation Bonds for the purpose of providing funds to pay for the building, maintaining, improving and protecting the parks and boulevards of the Park District and for the payment of expenses incident thereto, as provided in a resolution adopted by the Board at its Regular Meeting held September 13, 2017.
4. Approval of a Resolution Estimating Taxes to be Levied for FY18-19
Staff is requesting approval of a Resolution setting the tax levy for fiscal year beginning May 1, 2018 and ending April 30, 2019 and scheduling a public hearing on the Tax Levy Ordinance for Wednesday, November 8, 2017 at 7:00 p.m. at the Bresnan Meeting Center as required by the Truth in Taxation Act.
5. Approval of the Change Orders 3, 4 and 5 to the Hessel Park Project
Staff recommends authorizing the Executive Director to approve Changes Orders 3, 4 and 5 for Hessel Park Phase 2 and 3 project.
6. Approval of Bid for Janitorial Services at the Virginia Theatre
Staff recommends that the Board accept the bid and authorize the Executive Director to enter into a contract with the lowest responsible bidder, ServiceMaster Janitorial Cleaning, Champaign, IL, at the hourly rate of \$20.15 to provide cleaning services at the Virginia Theatre for two (2) years with the option to renew for one (1) additional year.
7. Approval of a Bid for Replacement of Springer Cultural Center Roof
Staff recommends accepting the lowest responsible base bid from Top Quality Roofing Company, in the amount of \$356,700, and authorizing the Executive Director to enter into a contract for the work.
8. Approval of an Amendment to a Tuition Assistance Reimbursement Agreement
Staff recommends approval of an Amendment to a Tuition Assistance Agreement between the Park District and an employee.

K. OLD BUSINESS

L. DISCUSSION ITEMS

1. Boys and Girls Club Memorandum of Understanding
2. Virginia Theatre Proposed Shows

M. COMMENTS FROM COMMISSIONERS

N. 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 affecting or on behalf of the particular body that is pending, probable or imminent.

O. RETURN TO REGULAR MEETING

P. ACTION ITEMS FROM EXECUTIVE SESSION

1. Approval of a Resolution to Sell Lots

Q. ADJOURN



Champaign Park District

April 30, 2017

Audit Presentation

Hope Wheeler, CPA

Principal

217.373.3139

Hope.Wheeler@CLACConnect.com

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC,
an SEC-registered investment advisor. | ©2015 CliftonLarsonAllen LLP



Table of Contents

Required Communications

-Governance Letter 3

Financial Statement Highlights 4

Financial Graphs 6



Required Communications (Governance Letter)

Area	Comments
Significant accounting policies	<ul style="list-style-type: none"> • Implemented GASB 72, <i>Fair Value Measurement and Application</i>, this fiscal period. This resulted in additional disclosure about the fair value of certain investments. • Implemented GASB 77, <i>Tax Abatement Disclosures</i>, this fiscal period. This resulted in additional disclosure regarding certain tax abatements.
Significant accounting estimates	<ul style="list-style-type: none"> • Net pension liability, deferred outflows, and deferred inflows are significant estimates based on actuarial information and certain assumptions.
Uncorrected Misstatements	<ul style="list-style-type: none"> • One correcting entry was “passed on”, or not recorded on the general ledger. This related to a bequest granted to the District by court order in FY17, that was recorded in FY18
Corrected misstatements	<ul style="list-style-type: none"> • Correction to Personal Property Replacement Tax payable at year-end due to state not seeking repayment of amount over paid (notification wasn’t received until Sept 2017).
Disagreements with management	<ul style="list-style-type: none"> • No disagreements with management on financial accounting and reporting matters, auditing procedures, or other matters



Financial Statement Highlights

- Audit Reports, Unmodified (Clean) Opinions (pgs 11-13)
- Statement of Net Position (pg 24)
 - Full accrual basis
 - Total assets and deferred outflows of resources of \$73M, including approximately \$39M in property and equipment, net of depreciation
 - Total liabilities and deferred inflows of \$20M
 - Net position of \$53M (\$36M is net investment in capital assets)
- Statement of Activities (pg 25)
 - Net positive increase for year of \$2.85M



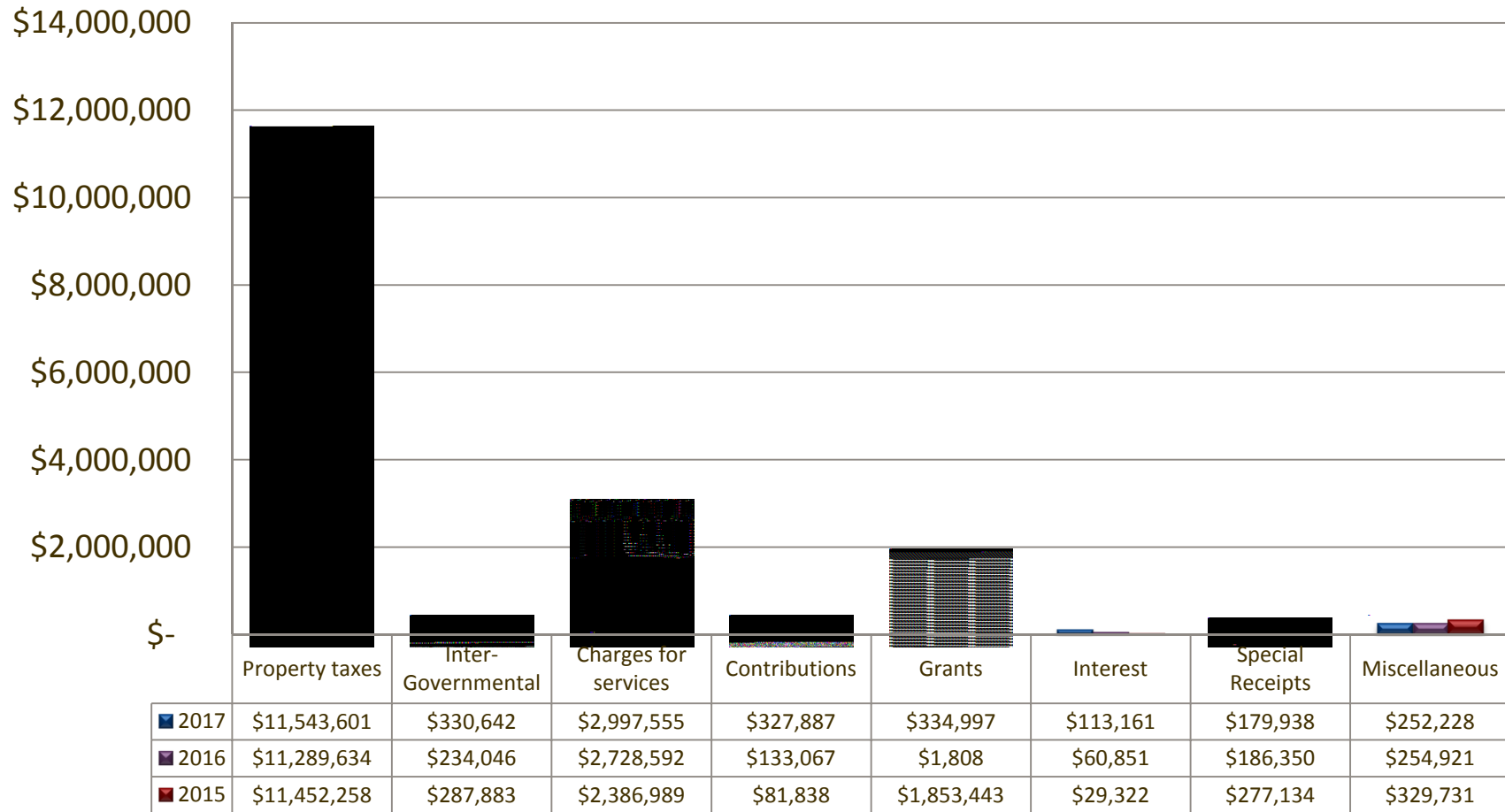
Financial Statement Highlights (Continued)

- Modified accrual statements (pg 27 & 29)
 - Major funds this year are: General Fund, Recreation Fund, and Museum Fund
 - Other 17 funds combined into “other govt funds”
 - Positive fund balance in General Fund of \$5.9M (\$3m assigned/committed), Recreation Fund \$2.8M (all assigned), and Museum Fund \$2.2M (all assigned).
 - Other government` t funds at positive fund balance of \$6.6M
 - Net positive increase in General Fund of \$1.5M, Recreation Fund of \$1.0M, Museum Fund of \$630,000
 - Net increase in fund balance for other govt funds of \$403,000



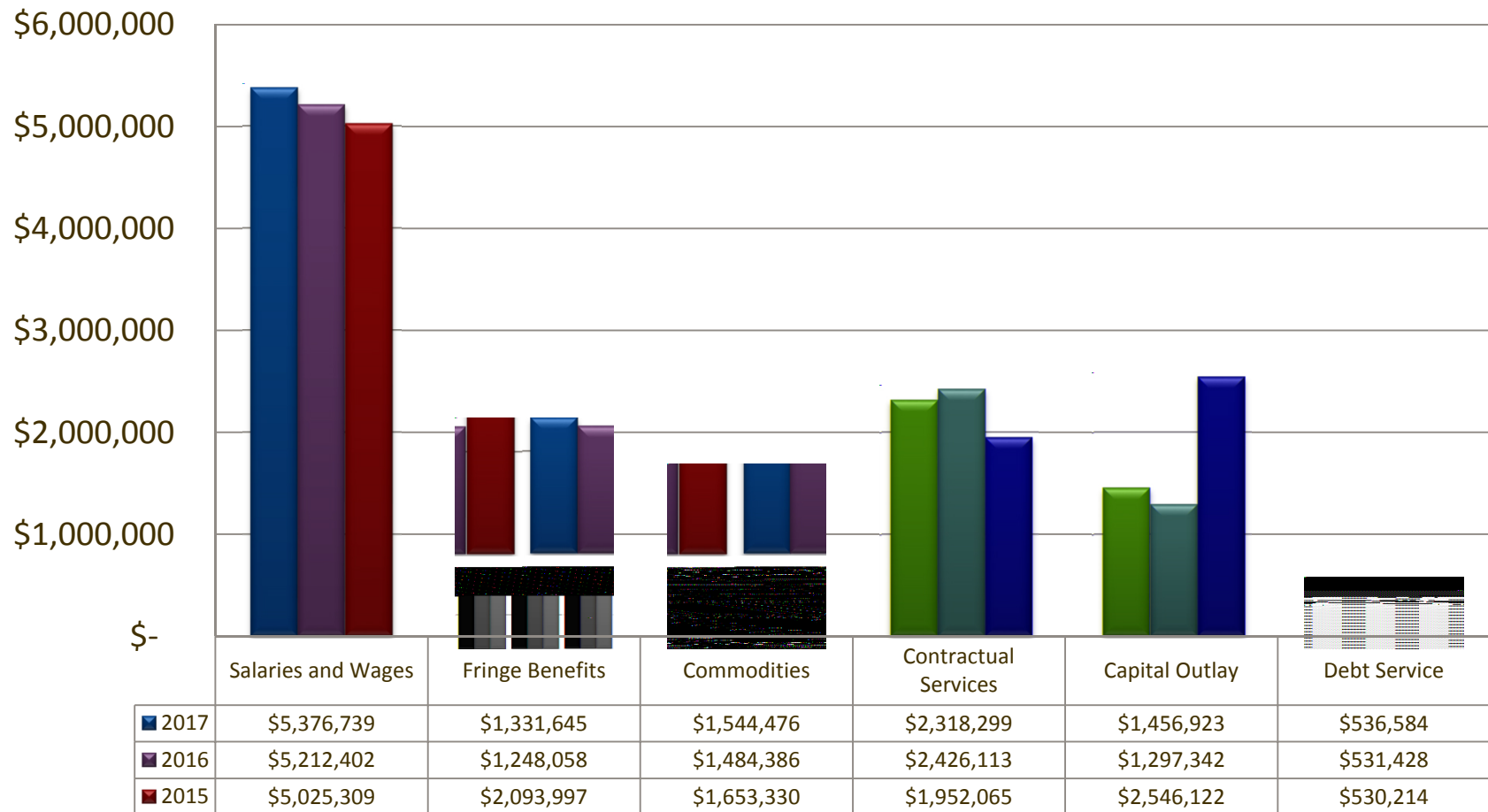
Revenue Compared to Prior Two Years (all funds)

FY17 - \$16,080,009 FY16 - \$14,889,269 FY15 - \$16,698,598

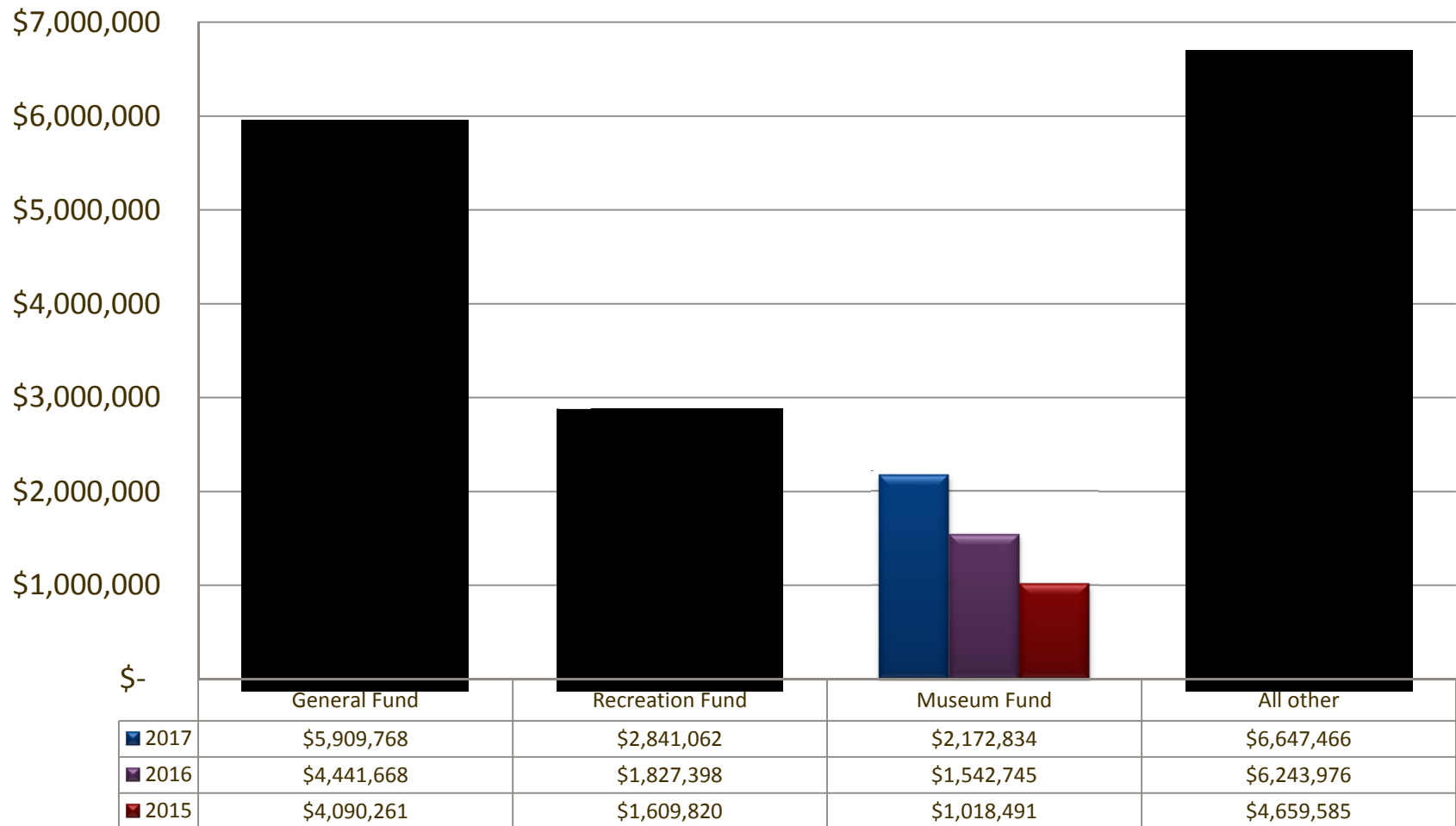


Expenditures Compared to Prior Two Years (all funds)

FY17 - \$12,564,666 FY16 - \$12,199,729 FY15 - \$13,801,037



Fund Balance by Fund



Questions/Discussion

Hope Wheeler, CPA

Principal

CliftonLarsonAllen LLP

Hope.Wheeler@CLACoconnect.com

217.373.3139



www.facebook.com/cliftonlarsonallen



www.linkedin.com/companies/cliftonlarsonallen





HERITAGE PARK - CHAMPAIGN PARK DISTRICT OCTOBER 11, 2017 - PHASE I **SMITHGROUP JJR**



AGENDA

- Project Background
- Project Data Collection
- Master Plan Design
- Phase 1 Concept
- Master Plan Comparison
- Schedule
- Next Steps



GREENBELT BIKEWAY TRAIL

COPPER SLOUGH

DODDS PARK

HERITAGE PARK

COUNTY FAIR DR.

TRAIL CROSSING

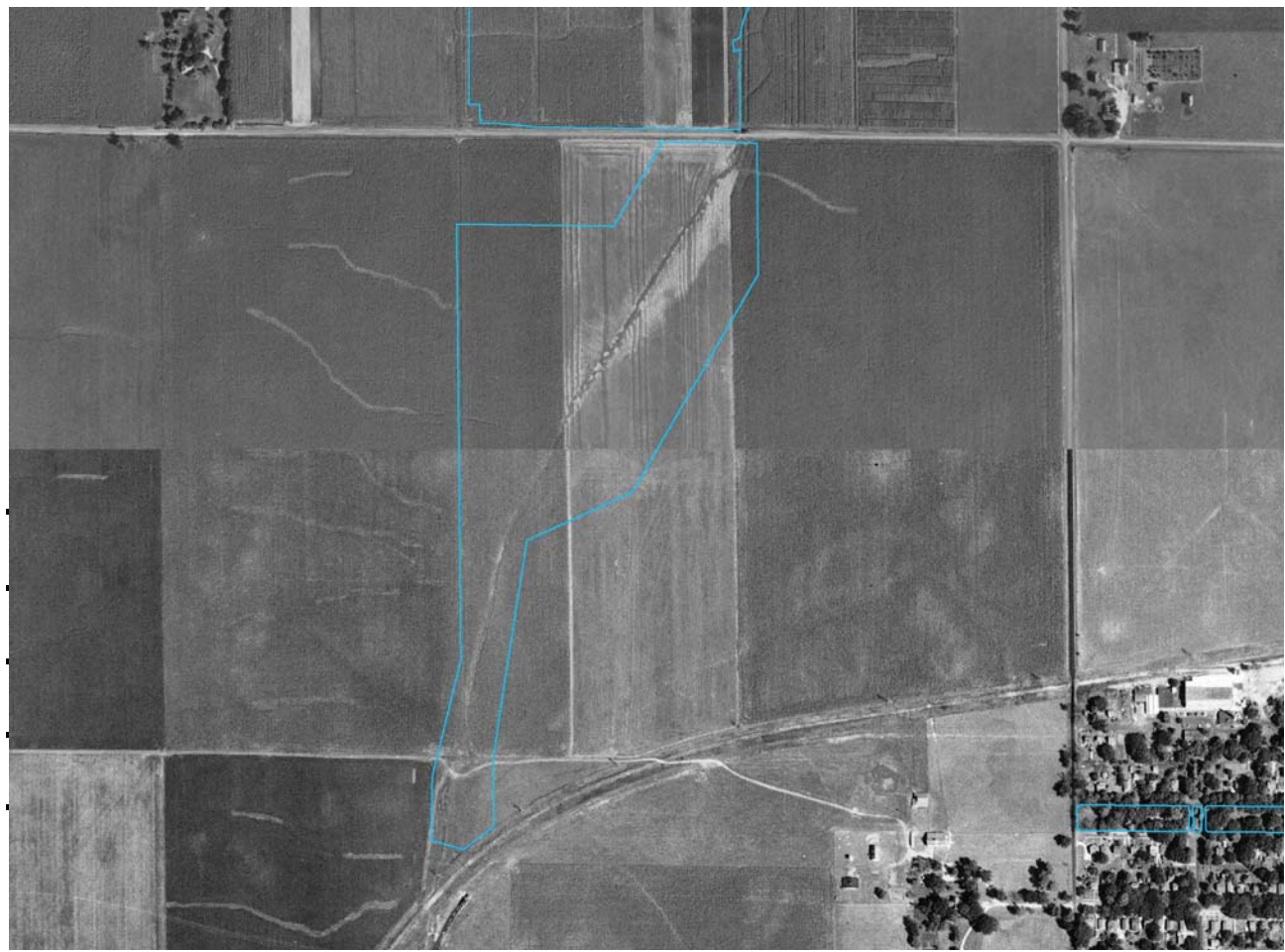
SPRINGFIELD

KAUFMAN PARK

BRADLEY

I-72

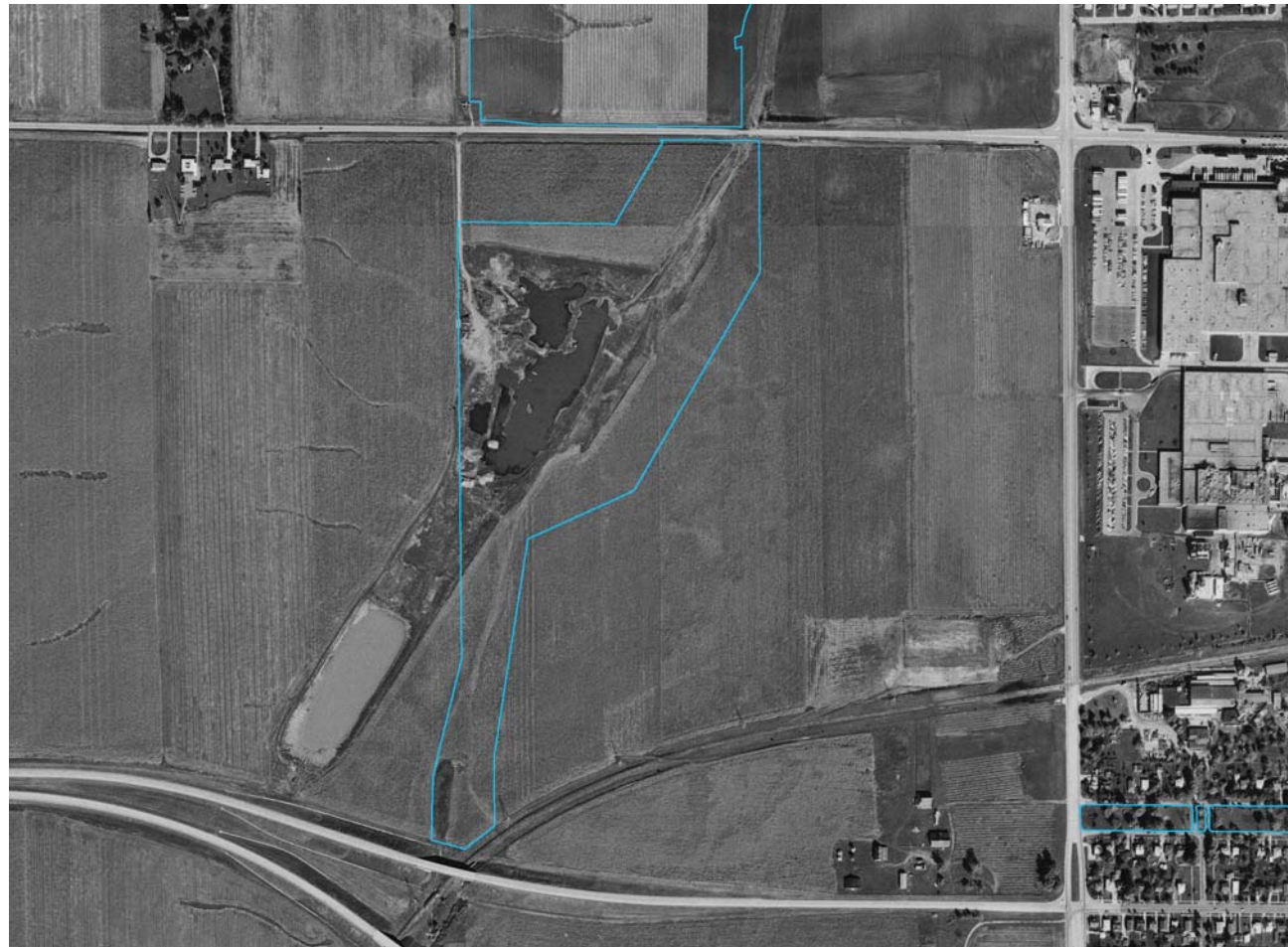
HERITAGE PARK CONTEXT



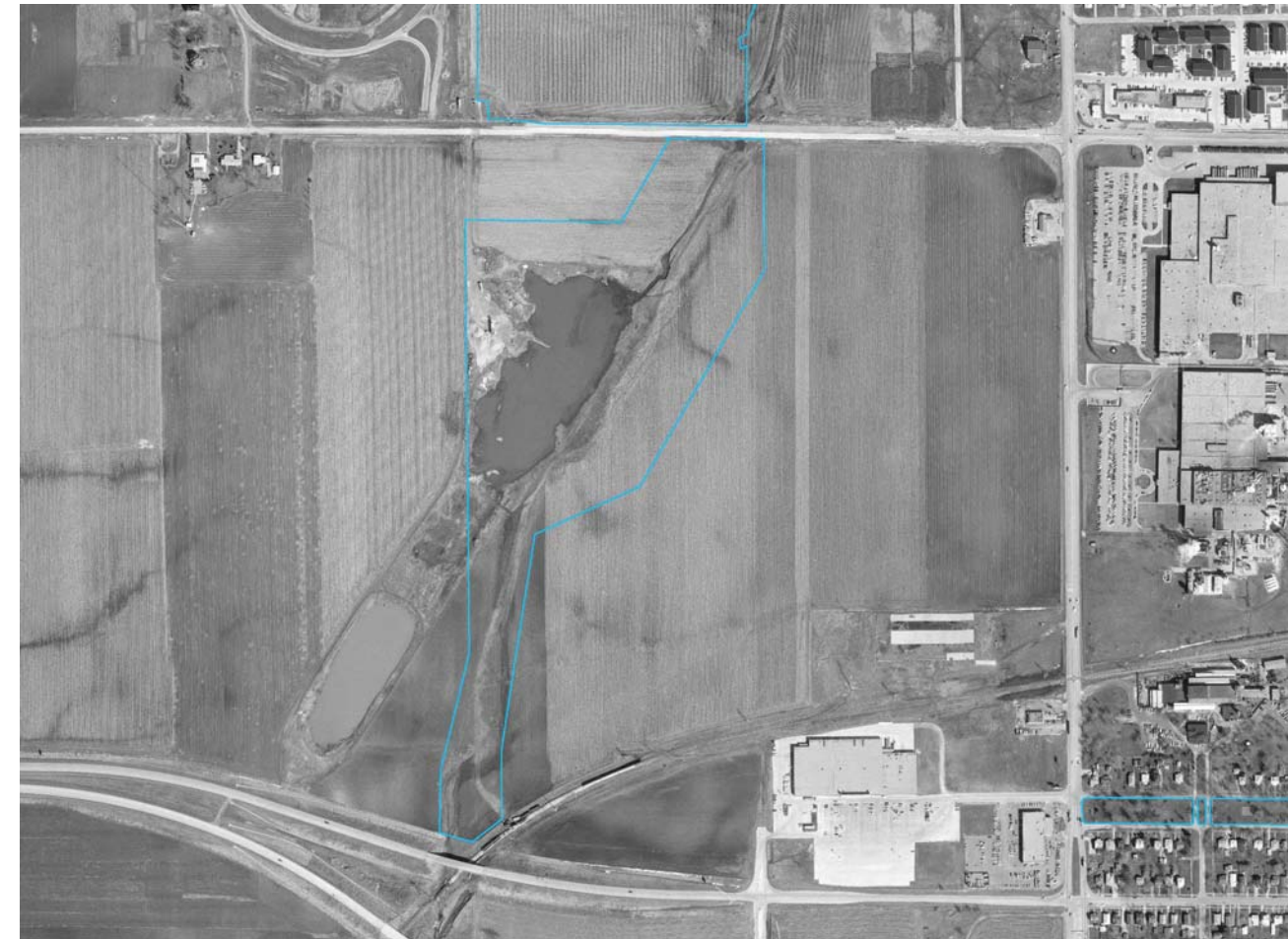
1955



1967



1969

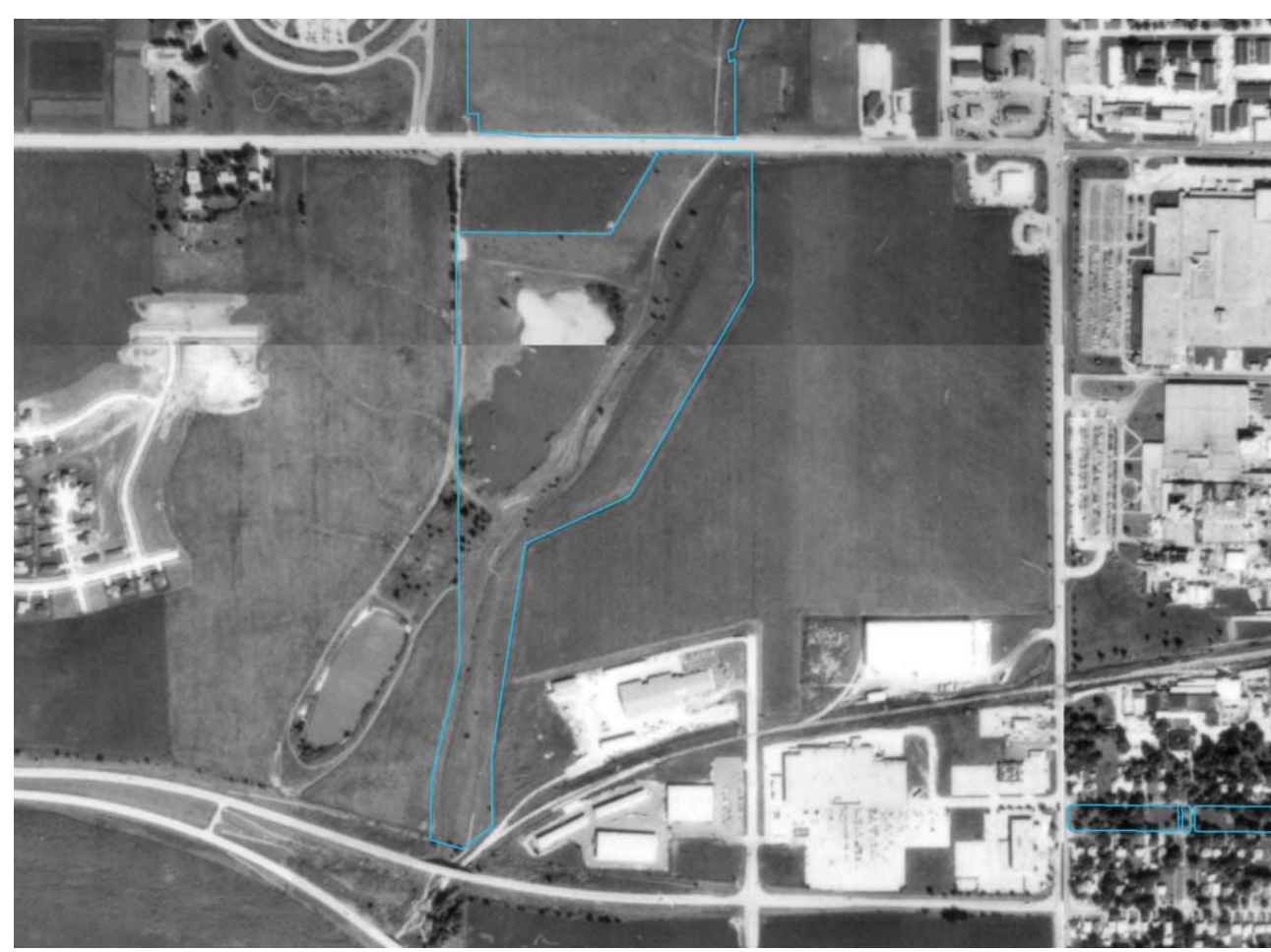


1973

HERITAGE PARK LAKE HISTORY



1977



1982

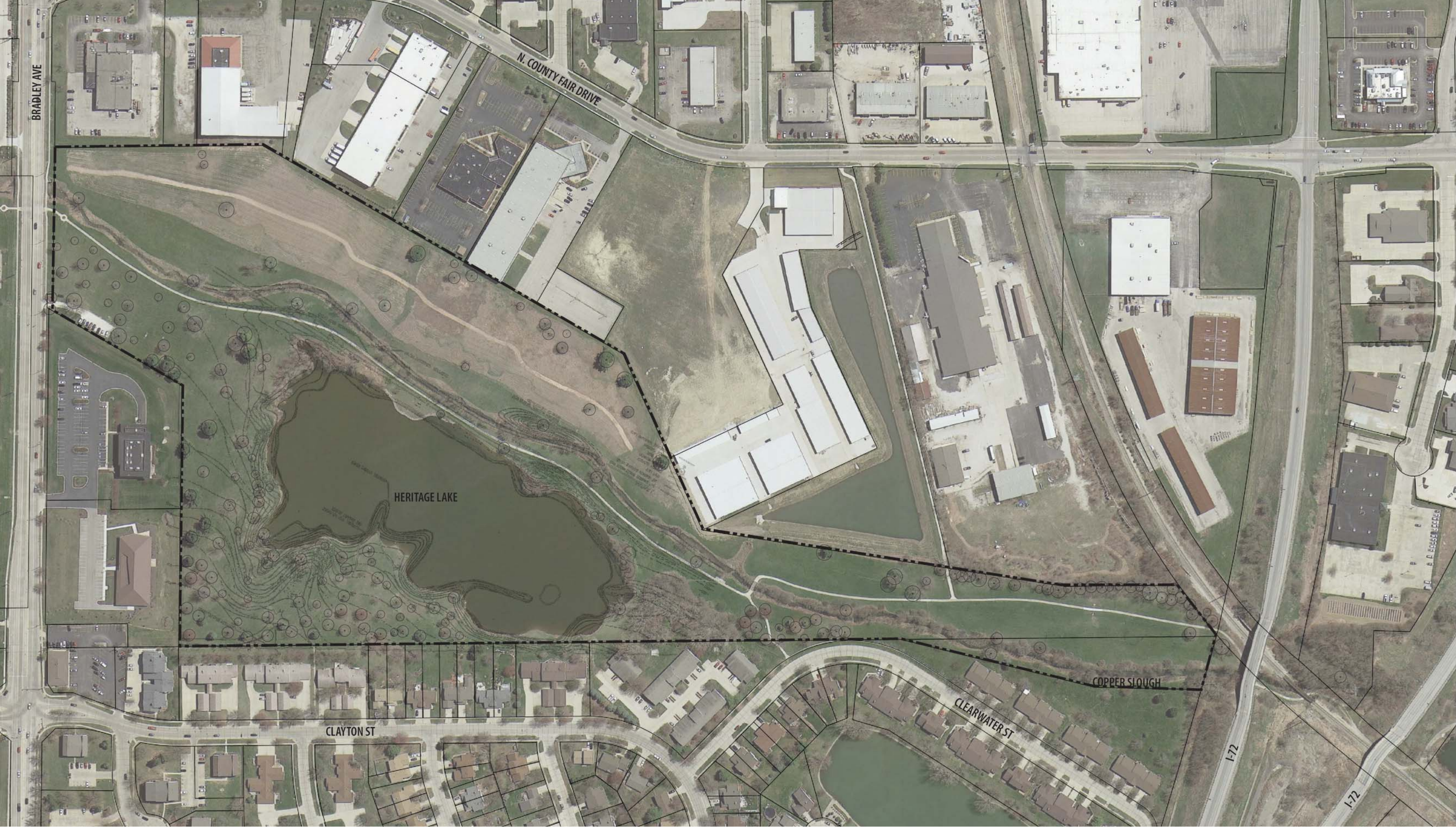


1988

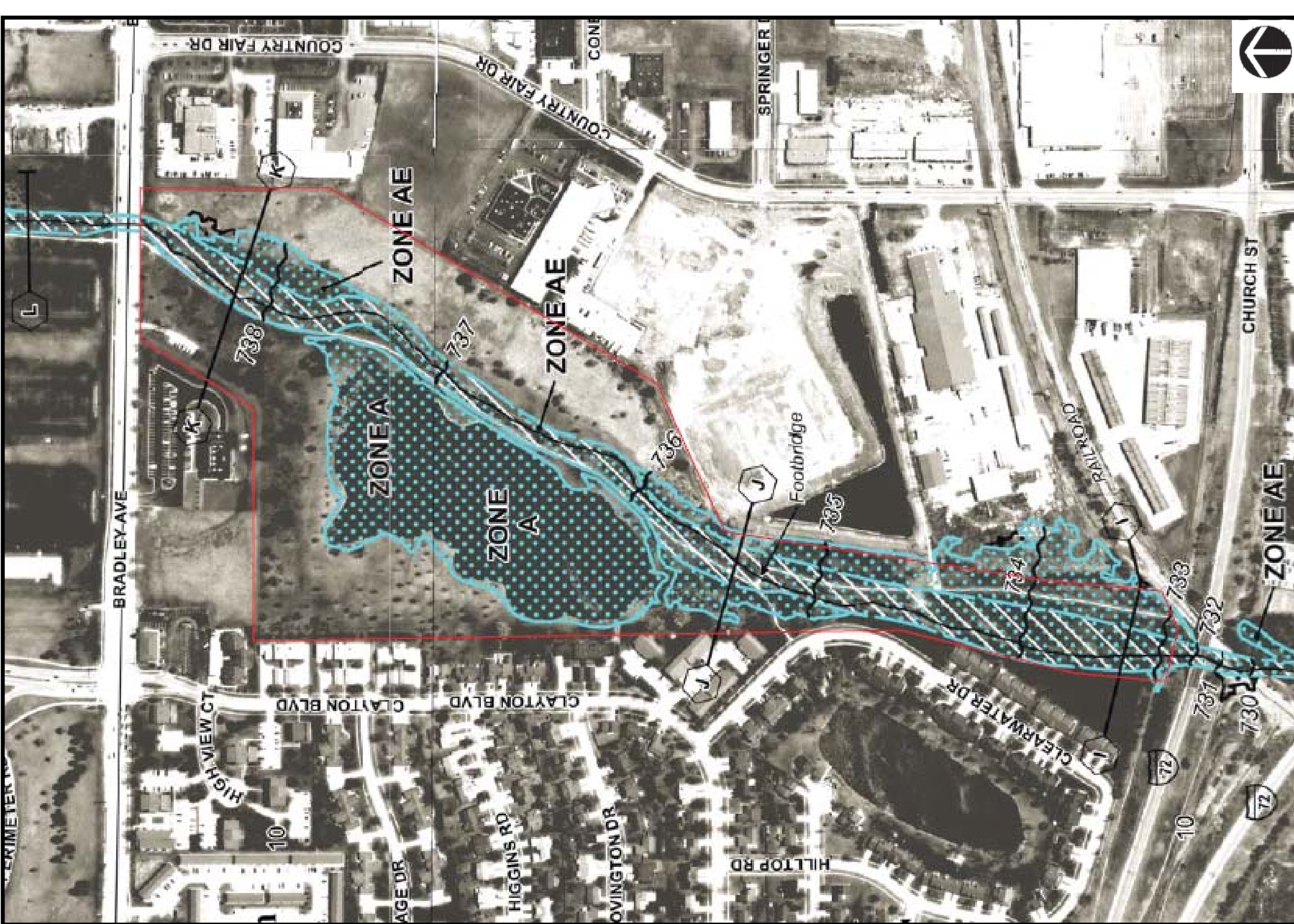


1998

HERITAGE PARK LAKE HISTORY



HERITAGE PARK EXISTING CONDITIONS



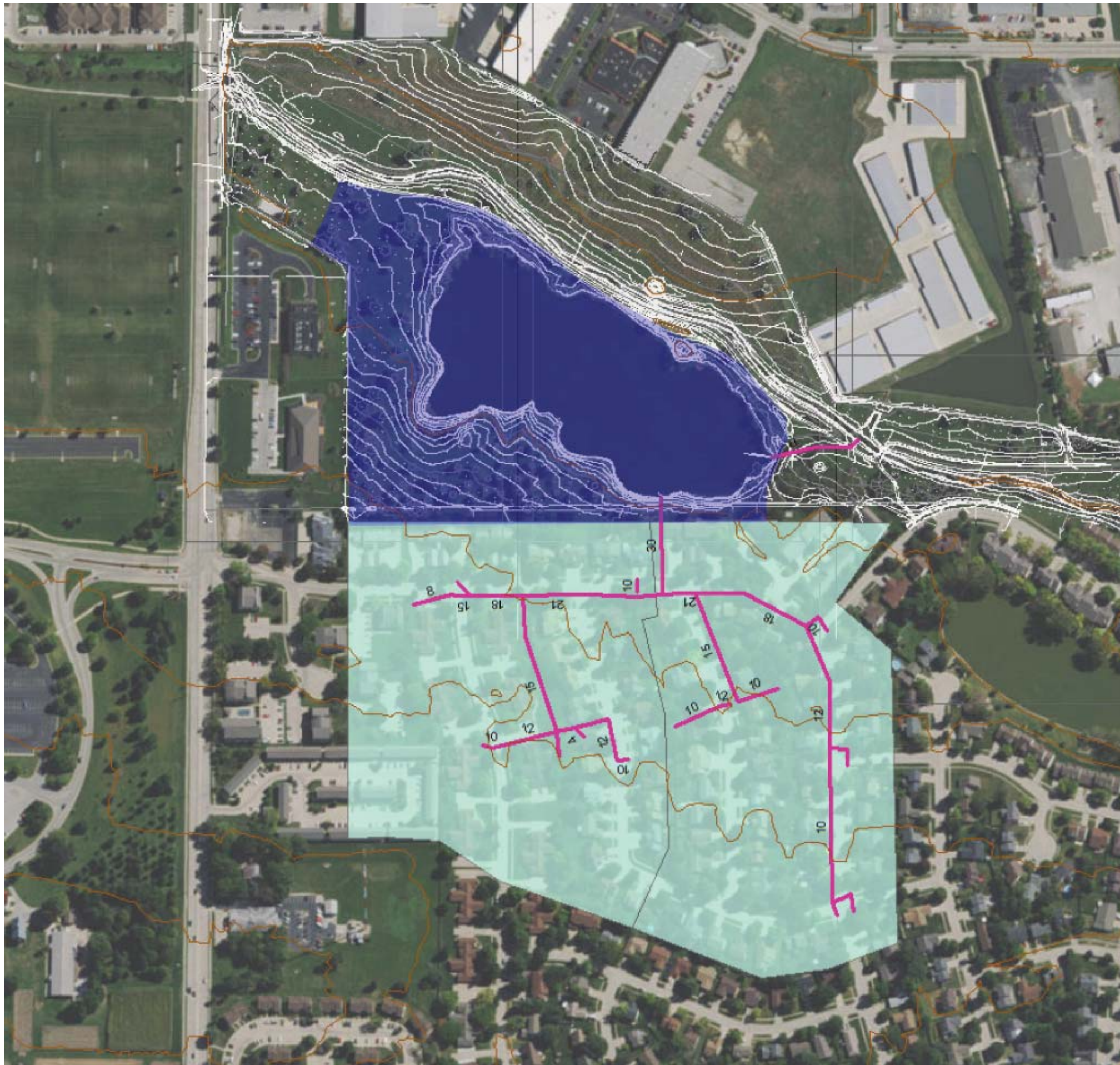
LEGEND

- SPECIAL FLOOD HAZARD AREAS (SFHAs) SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD
- The 1% annual chance flood (100-year flood), also known as the base flood, is the flood that has a 1% chance of being equal or exceeded in any given year. The Special Flood Hazard Area is the area subject to flooding by the 1% annual chance flood. Areas of Special Flood Hazard include Zones A, AE, AH, AO, AR, A99, V, and VE. The Base Flood Elevation is the water-surface elevation of the 1% annual chance flood.
- ZONE A** No Base Flood Elevations determined.
- ZONE AE** Base Flood Elevations determined.
- ZONE AH** Flood depths of 1 to 3 feet (usually areas of ponding); Base Flood Elevations determined.
- ZONE AO** Flood depths of 1 to 3 feet (usually sheet flow on sloping terrain); average depths determined. For areas of alluvial fan flooding, velocities also determined.
- ZONE AR** Special Flood Hazard Areas formerly protected from the 1% annual chance flood by a flood control system that was subsequently decertified. Zone AR indicates that the former flood control system is being restored to provide protection from the 1% annual chance or greater flood.
- ZONE A99** Area to be protected from 1% annual chance flood by a Federal flood protection system under construction; no Base Flood Elevations determined.
- ZONE V** Coastal flood zone with velocity hazard (wave action); no Base Flood Elevations determined.
- ZONE VE** Coastal flood zone with velocity hazard (wave action); Base Flood Elevations determined.
- FLOODWAY AREAS IN ZONE AE
- The floodway is the channel of a stream plus any adjacent floodplain areas that must be kept free of encroachment so that the 1% annual chance flood can be carried without substantial increases in flood heights.
- OTHER FLOOD AREAS
- ZONE X** Areas of 0.2% annual chance flood; areas of 1% annual chance flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected by levees from 1% annual chance flood.
- OTHER AREAS
- ZONE X** Areas determined to be outside the 0.2% annual chance floodplain.
- ZONE D** Areas in which flood hazards are undetermined, but possible.
- COASTAL BARRIER RESOURCES SYSTEM (CBRS) AREAS
- OTHERWISE PROTECTED AREAS (OPAs)
- CBRS areas and OPAs are normally located within or adjacent to Special Flood Hazard Areas.
- 1% annual chance floodplain boundary
- 0.2% annual chance floodplain boundary
- Floodway boundary
- Zone D boundary
- CBRS and OPA boundary
- Boundary dividing Special Flood Hazard Areas of different Base Flood Elevations, flood depths or flood velocities.
- Base Flood Elevation line and value; elevation in feet*
- (EL 987) Base Flood Elevation value where uniform within zone; elevation in feet*
- *Referenced to the North American Vertical Datum of 1988
- Cross section line
- Transect line
- 45° 02' 08", 93° 02' 12" Geographic coordinates referenced to the North American Datum of 1983 (NAD 83)
- 1000-meter Universal Transverse Mercator grid values, zone 16
- 5000-foot grid tick: Illinois State Plane East Coordinate System, 3776 zone (FIPSZONE 1201) Transverse Mercator
- DX5510x Bench mark (see explanation in Notes to Users section of this FIRM panel)
- M1.5 River Mile

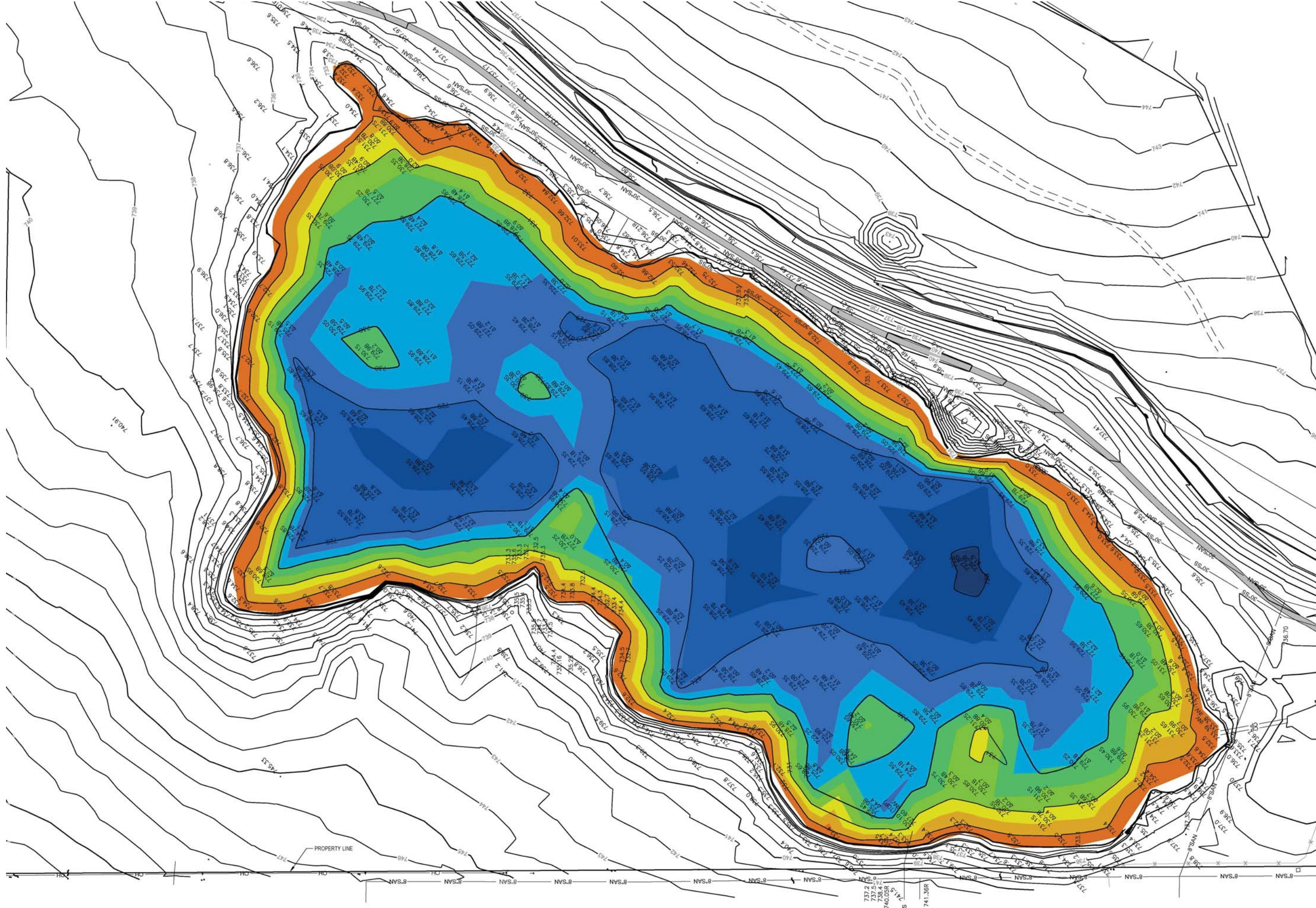
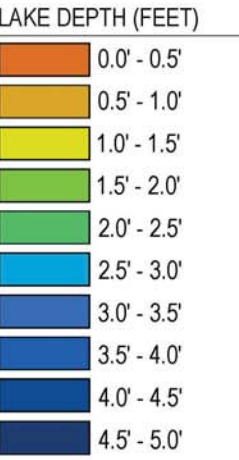
Flood Insurance Rate Map

Source: Federal Emergency Management Agency (FEMA)
 Panel Number: 239, 234, 406, 407
 Effective Date: October 2, 2013

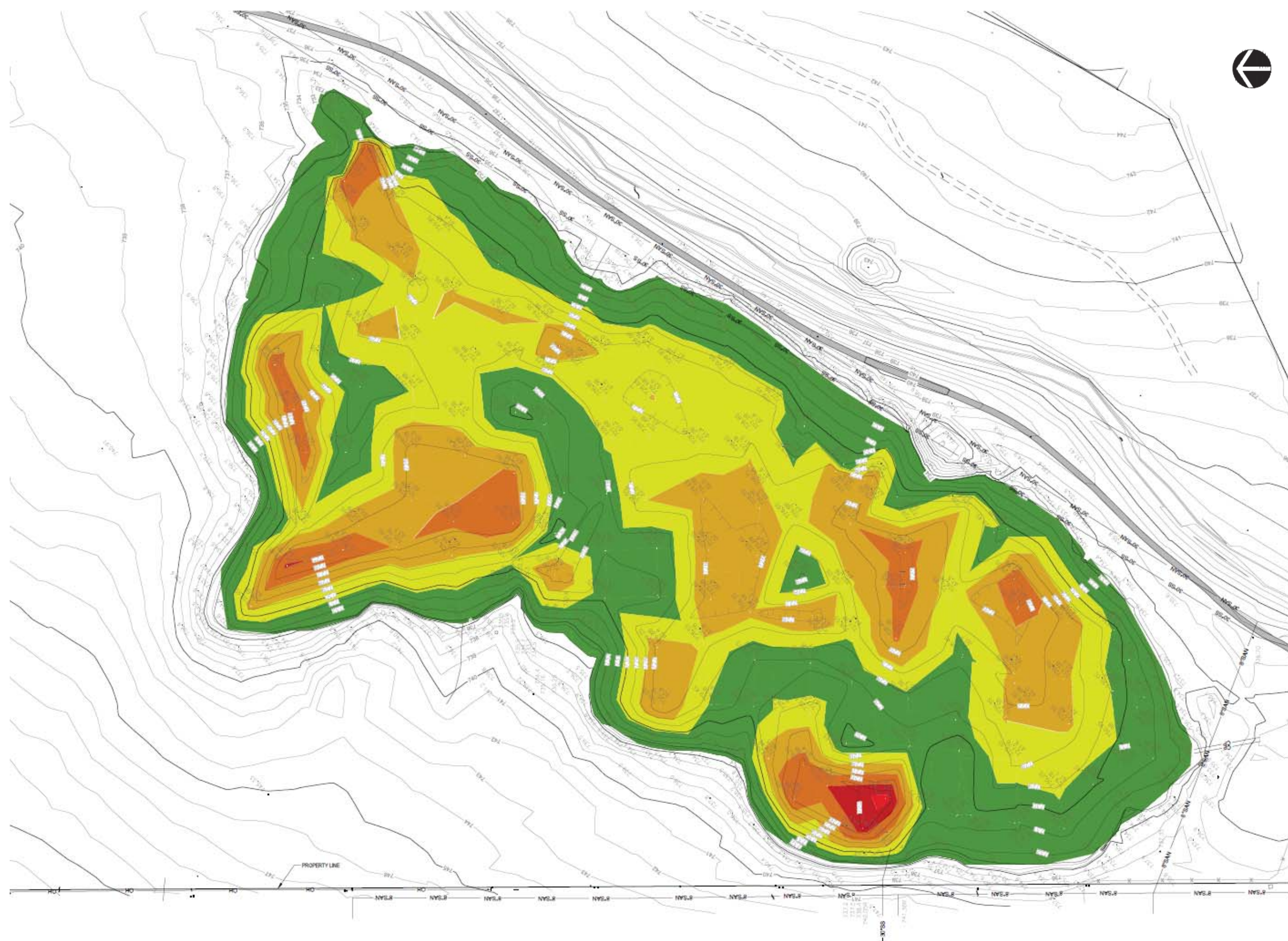
HERITAGE PARK FLOODWAY



HERITAGE PARK TRIBUTARY WATERSHED



HERITAGE PARK LAKE BATHYMETRY

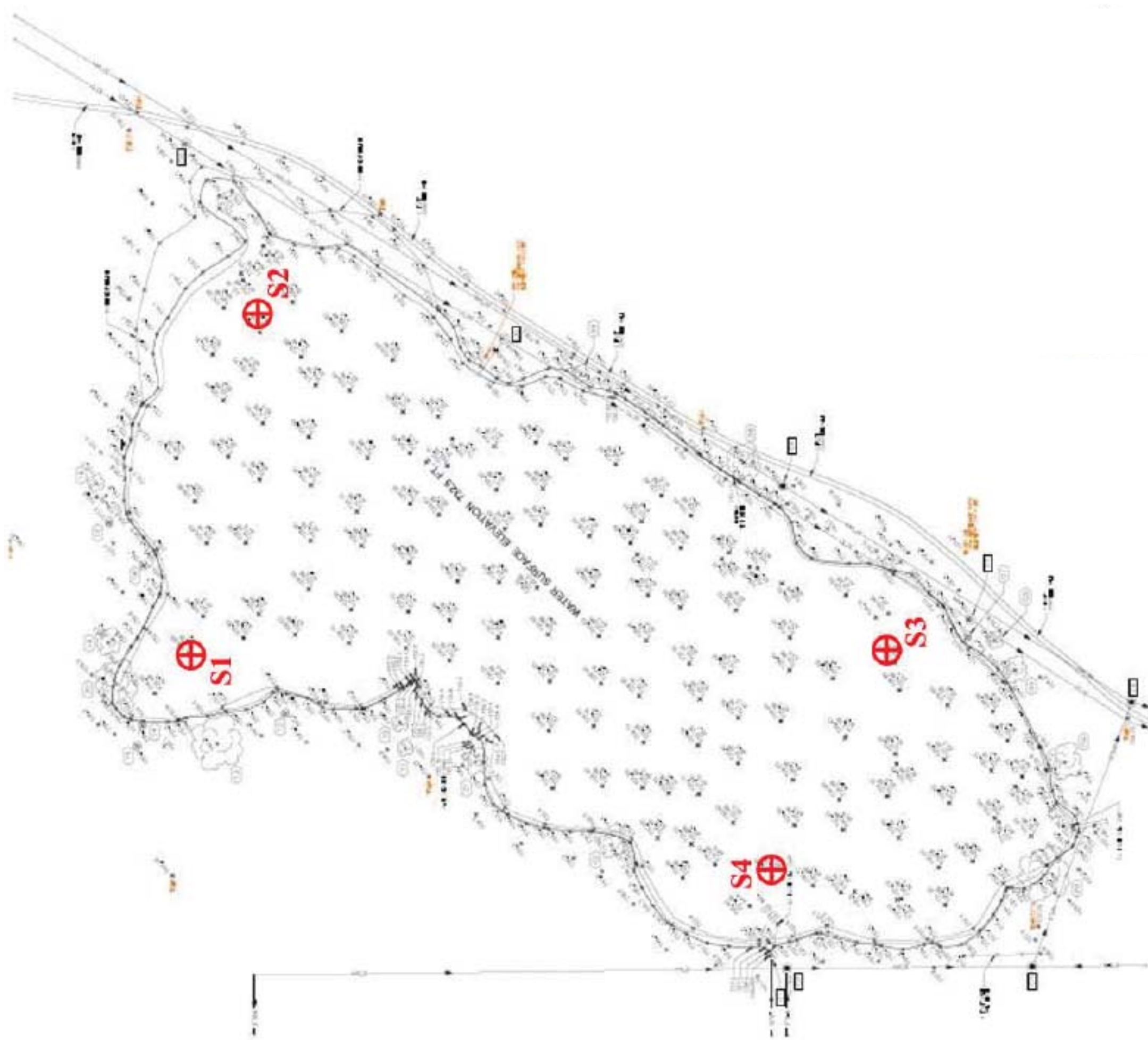


HERITAGE PARK SEDIMENT ACCUMULATION

S1 ⊕ = SEDIMENT SAMPLE

SOURCE: 2017 PRELIMINARY
BATHYMETRIC SURVEY - BERNIS,
CLANCY AND ASSOCIATES, P.C.

ALL LOCATIONS ARE APPROXIMATE



PRELIMINARY
BATHYMETRIC SURVEY
BY BERNIS, CLANCY AND ASSOCIATES, P.C.
DATE: 10/11/17
SCALE: 1" = 100'
NAD 83
UTM 18Q UTM ZONE 18Q
NAD 83
UTM 18Q UTM ZONE 18Q



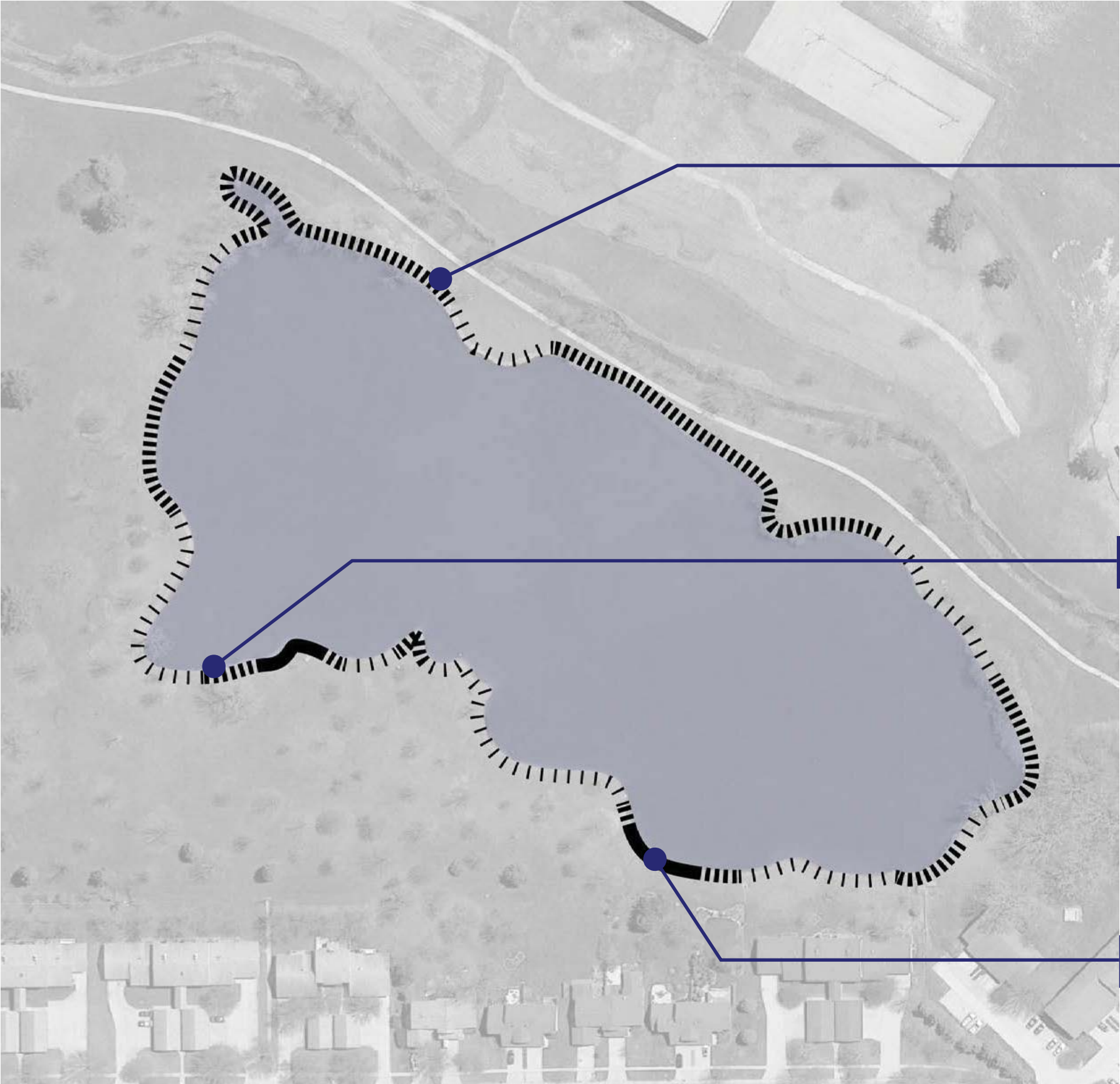
HERITAGE PARK SEDIMENT TESTING

LEGEND

>3' ERODED

1'-3' ERODED

<1' ERODED



HERITAGE PARK LAKE SHORE EROSION ZONES



MASTER PLAN LEGEND

- PARKING AND DROP-OFF
- NATURAL PLAY AREA
- REGIONAL TRAIL
- PAVED PATH
- INFORMAL PATH: MOWED LAWN OR MULCH
- BOARDWALK AND WEIR
- ENHANCED FOOTBRIDGE
- STONE JETTY
- INTERPRETIVE GARDENS
 - SPONSORED GARDENS
 - BUTTERFLY GARDENS
 - WILDFLOWER GARDENS
- SEDIMENT BASIN
- STORMWATER MANAGEMENT
- POTENTIAL FUTURE LAKE EXPANSION

HERITAGE PARK MASTER PLAN



HERITAGE PARK MASTER PLAN PHASE 1

HABITAT FEATURES

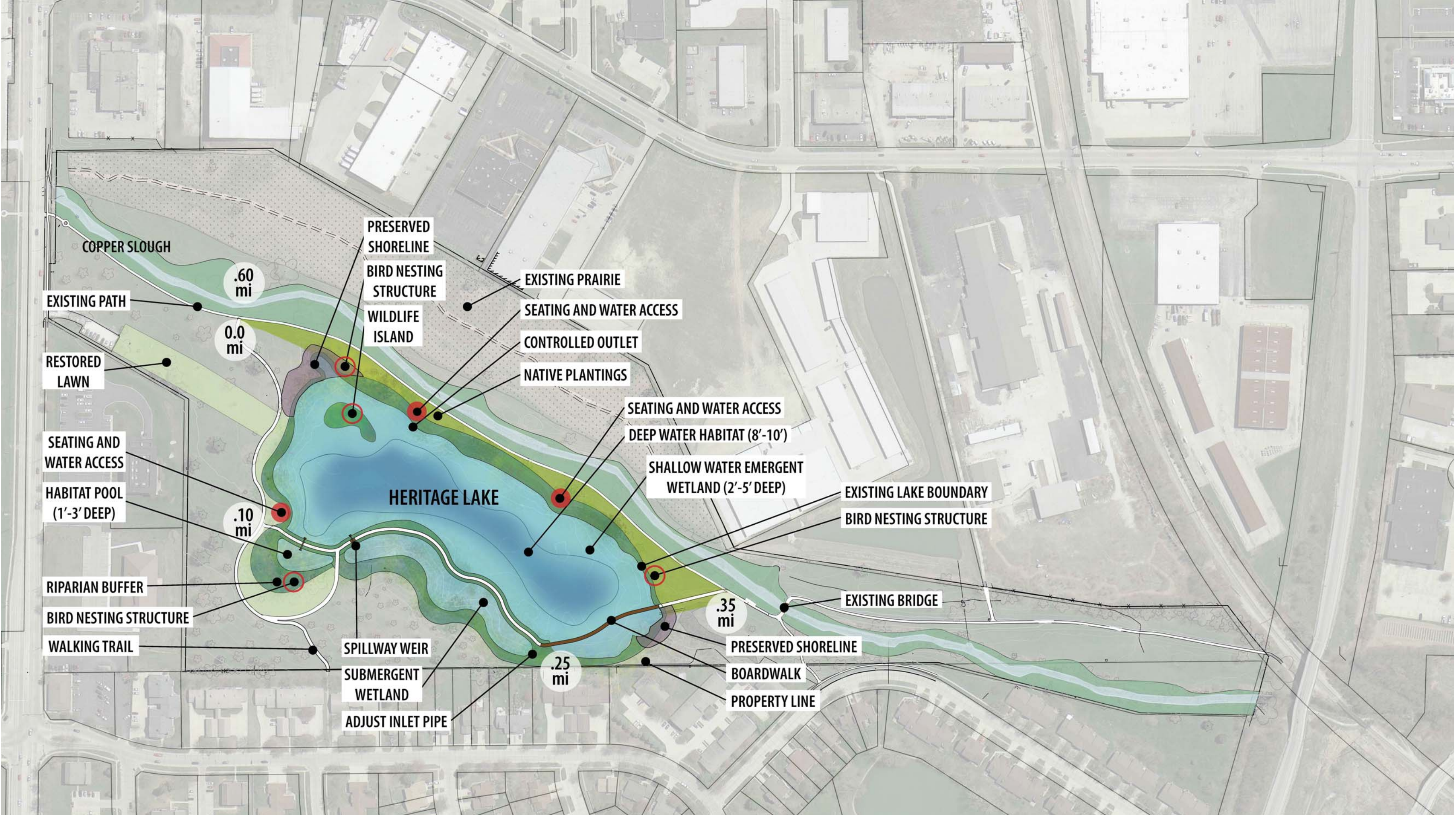
- Bird Boxes
- Bat Boxes
- Basking Logs
- Submerged Structures
- Islands
- Raised Platforms
- Wetland Habitat
- Prairie



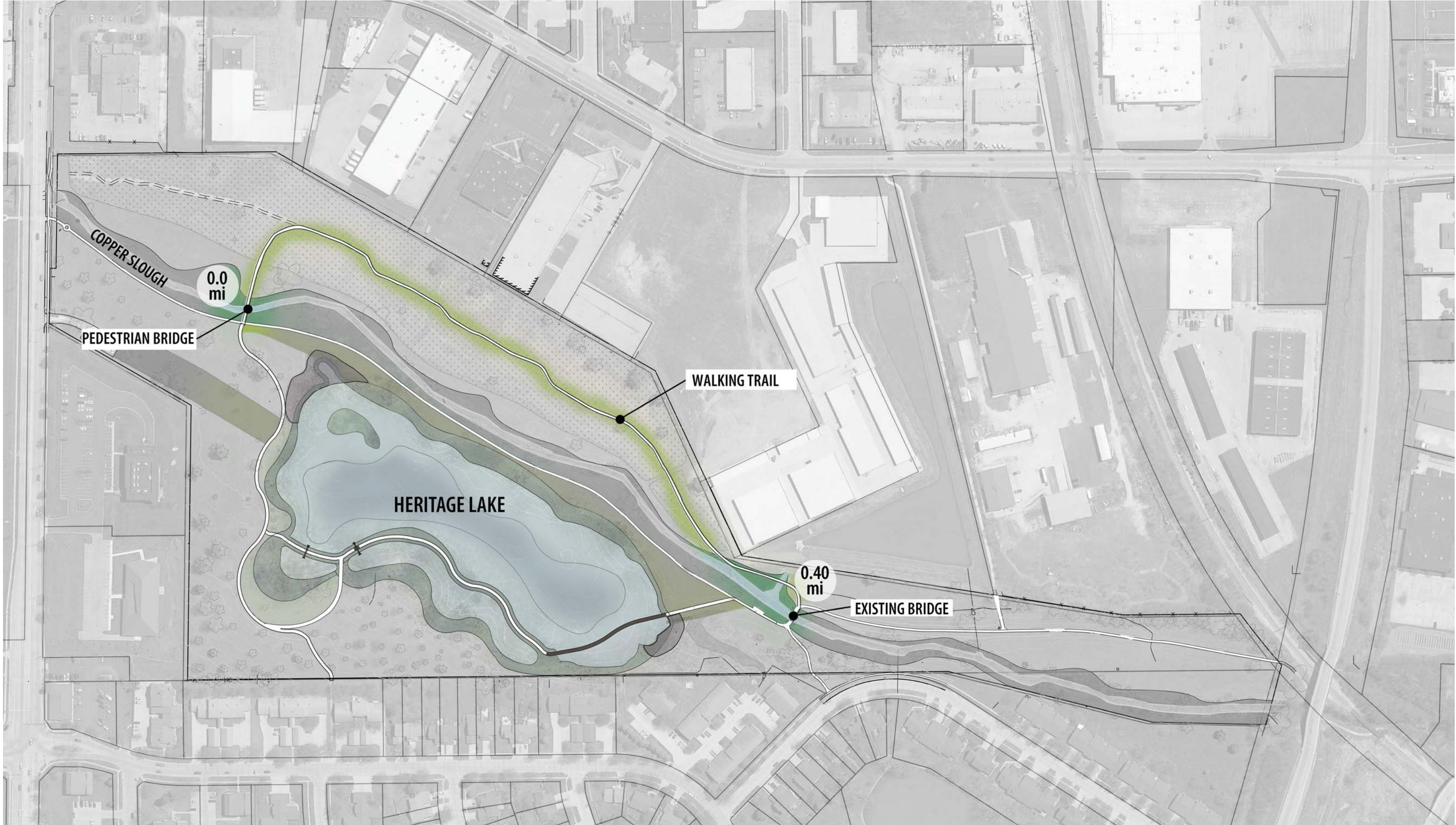
HERITAGE PARK RECREATION & NATURE



HERITAGE PARK AMENITIES



HERITAGE PARK PHASE 1A



HERITAGE PARK PHASE 1B - COMPLETE WALKING TRAIL



HERITAGE PARK MASTER PLAN PHASE 1



HERITAGE PARK MASTER PLAN PHASE 2



HERITAGE PARK MASTER PLAN PHASE 3

MASTER PLAN PHASE 1

- Concrete Path (Full Length)
- Boardwalk
- Bank Stabilization (20% of lake)
- Submergent Wetland
- Wetland Plantings (10% of Lake)
- Pedestrian Bridges (Two)

PROPOSED PHASE 1

- Concrete Path (Partial Length)
- Boardwalk
- Bank Stabilization (95% of lake)
- Submergent Wetland
- Wetland Plantings (60% of Lake)
- Lake Dredging (Full)
- Deep Water Habitat
- Wildlife Island
- Bird Nesting Structures
- Prairie
- Signage

MASTER PLAN PHASE 2

- Upgraded Parking Lot
- Nature Play
- Landscaping

PROPOSED PHASE 2

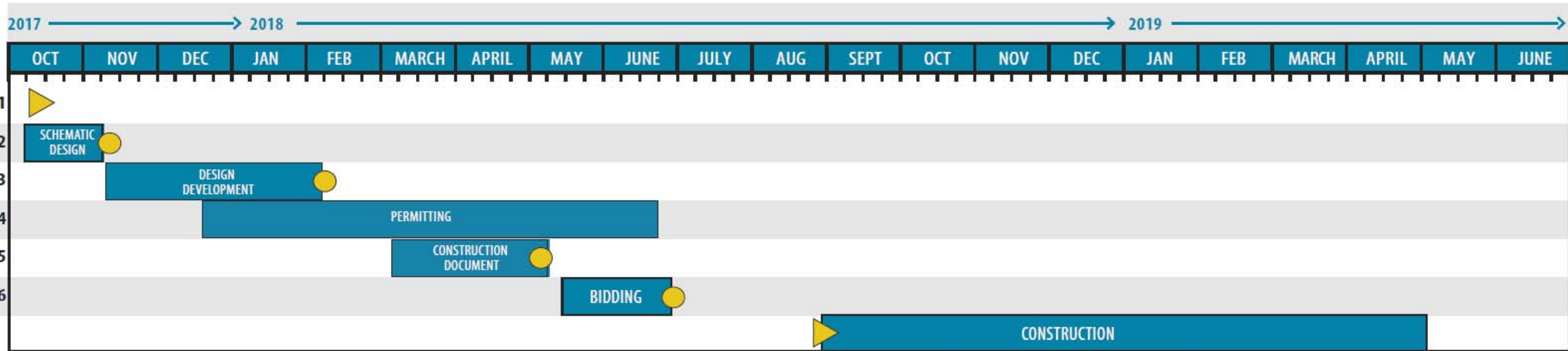
- Upgraded Parking Lot
- Nature Play
- Landscaping
- Additional Concrete Path
- Pedestrian Bridge (One)



MASTER PLAN PHASE 3

- Copper Slough Riparian Edge
- Lawn
- Interpretive Gardens
- Upland Prairie Expansion
- Bank Stabilization (75% of Lake)
- Signage

PROPOSED PHASE 3

- Copper Slough Riparian Edge
- Lawn
- Upland Prairie Expansion



KEY	
	KICK-OFF MEETING
	MEETINGS/MILESTONES

HERITAGE PARK PROJECT SCHEDULE



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: October 9, 2017

SUBJECT: Distinguished Accreditation Program

Background

The Champaign Park District participates in the Illinois Distinguished Agency program which is sponsored by the Illinois Association of Park Districts and the Illinois Park and Recreation Association. A standard of the program is for the Board to approve a Board Policy Manual which shall contain all Board policies in one accessible manual which is reviewed every five (5) years. The policies included in the manual have been approved individually over the past few years.

Prior Board Action

The Board approved the Board Policy Manual in October 12, 2011 Regular meeting.

Budget Impact

None.

Recommended Action

Staff recommends that the Board approved the Board Policy Manual as submitted.

Prepared by:

Reviewed by:

Cindy Harvey
Assistant to the Executive Director

Joe DeLuce, CPRP
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: October 3, 2017

SUBJECT: Recommend Acceptance of the FY17 Audit Report

Background

The Park District is required by law to hire a licensed public accountant or firm to conduct a financial audit annually. The audit for the fiscal year ended April 30, 2017 was conducted by CliftonLarsenAllen, LLP (CLA). Representatives of CLA will be present to review the audit report and answer any questions. The Executive Director, Director of Finance, and Treasurer met with Hope Wheeler from CLA on October 3, 2017 to review the preliminary documents and is recommending board action to accept the report as presented.

Prior Board Action

The Board approved retaining CLA as the auditor for the fiscal years FY16-18 at the January 13, 2016 meeting.

Budget Impact

The audit for FY17 is \$19,500, of which \$12,300 has been paid through October 3, 2017.

Recommended Action

Staff recommends the Board accept the FY17 audit report as presented.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce, CPRP
Executive Director



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: October 3, 2017

SUBJECT: Authorization to Solicit Bids for the 2017 General Obligation Bond Issue

Background

Each year, the Board approves authorizing the Treasurer and Director of Finance to solicit bids for the issuance of bonds. This year, the amount of bonds will be \$1,123,500. The general purpose of these bonds is to provide funds to pay for the building, maintaining, improving and protecting the parks and boulevards for the Park District and for the payment of expenditures incident thereto. Specifically, a portion of the funds will be used to pay for the principal and interest of the Alternative Revenue Bond issue.

Prior Board Action

At the September 13, 2017 Board meeting, the Park Commissioners set the date for the public hearing as October 11, 2017 related to this bond issue.

Budget Impact

None related to solicitation of bids other than the public notice, which is approximately \$80, and has been included in the FYE2018 budget.

Recommended Action

Staff recommends Board approval authorizing the Treasurer and Director of Finance to solicit bids for the issuance of \$1,123,500 in General Obligation Bonds.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce, CPRP
Executive Director



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: October 6, 2017

SUBJECT: Approval of a Resolution Estimating Taxes to be Levied for FY2019

Background

Each year, the Board is required to pass a Resolution setting the tax levy for the following fiscal year (FY) 2019. Following the approval of the Resolution, staff will publish the Truth in Taxation notice, if required. Additionally, the District needs to hold a public hearing on its intent to adopt such an increased tax levy at the November Board meeting.

The estimated tax extension for revenue year (RY) 2017 was based on the limiting rate, rather than an estimate of the anticipated increases. Either way, the calculation for the estimated tax extension is an educated calculation based on estimated EAV and the consumer price index (CPI). The limiting rate allows for the extension for new construction and recovered enterprise zone EAV's which are not subject to tax caps in the initial year, to be maximized. The limiting rate is multiplied by the EAV estimate. This rate is calculated as follows:

Numerator – is the property taxes that we received last year multiplied by the CPI (2.1% for RY2016)

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

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

Staff calculated the extension for FY2019 with two options. One as historically done, and recommended by finance professionals, as well as trade associations, which is to maximize the levy by estimating the extension to capture the legal rate limitation increase allowed once the final EAV is calculated. Two as based on the new estimated EAV using the prior year tax rate. The County Clerk's Office will finalize the extension subject to legal restrictions and send the final extension in April. There is no impact on the overall tax rate for this year at the requested amount. It is important to note that the preliminary limiting rate applicable to tax capped funds estimated to decrease 1.23% from the prior year from .6090 to .6016.

Additional adjustments were made to various funds as noted:

- The tax extensions were reduced based on projected expenditures for IMRF, insurance, and police funds

- The tax extension for the debt service fund was based on the estimated 2017 general obligation bond issue plus projected interest to be paid November 2018.

Given the estimated 6.22% increase in total EAV from the prior year, coupled with a 34.5% increase in new construction, enterprise zone and TIF District adjustments, the total estimated levy does exceed 105% of the prior year extension, therefore a Truth in Taxation notice is required to be published. Per a meeting staff attended at the City of Champaign last week, it should be noted that because of the increase in EAV for this year, plus the anticipation of another significant increase for next year, there will be more truth in taxation notices being published this year. This is not uncommon given the growth in the community, but is something to be aware of.

Budget Impact

None at this time, however this is an estimate for taxes to be levied and collected for FY2019.

Recommended Action

Staff recommend that the Board of Commissioners approve the proposed Resolution setting the tax levy for fiscal year beginning May 1, 2018 and ending April 30, 2019 at \$12,920,331, or an amount authorized by law, and schedule a public hearing on the Tax Levy Ordinance for Wednesday, November 8, 2017 at 7:00 p.m. at the Bresnan Meeting Center as required by the Truth in Taxation Act.

Prepared by:

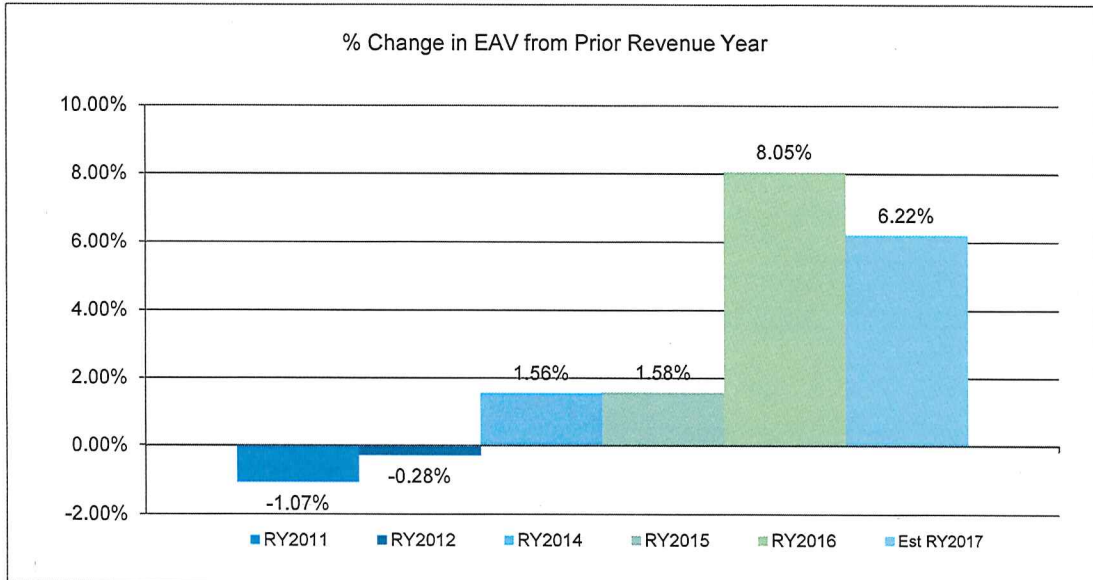
Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce, CPRP
Executive Director

Champaign Park District Tax Levy Information Fiscal Year Ended April 30, 2019

	Current (RY2016)			Levy Extension Amount Based on:		Levied Tax Rate Based on:		Adjusted for PTELL (Tax Caps)	
	Tax Revenue	Tax Rate	Maximum Tax Rate	Maximum	Last Year's Rate and Est EAV RY2017	Maximum	Last Year's Rate and Est EAV RY2017	Projected Tax Levy After Tax Caps	Levied Tax Rate after Tax Caps
EST EAV for RY2017	1,807,166,117								
General	\$ 5,607,119	0.3345	0.3500	\$ 6,325,081	\$ 6,044,971	0.3500	0.3345	\$ 6,039,971	0.3342
Recreation	2,051,753	0.1224	0.3700	2,258,423	2,204,861	0.1250	0.1220	2,204,861	0.1220
Museum	1,426,505	0.0851	0.1500	1,570,194	1,636,109	0.0869	0.0905	1,636,109	0.0905
Insurance	321,844	0.0192	-	354,262	338,976	0.0196	0.0188	338,976	0.0188
IMRF	325,196	0.0194	-	357,953	335,590	0.0198	0.0186	333,590	0.0185
Social Security	350,340	0.0209	-	385,629	361,698	0.0213	0.0200	357,698	0.0198
Audit	20,115	0.0012	0.0050	22,141	21,686	0.0012	0.0012	20,000	0.0011
Paving and Lighting	83,813	0.0050	0.0050	92,256	91,258	0.0051	0.0050	91,258	0.0050
Police	21,791	0.0013	0.0250	23,987	23,493	0.0013	0.0013	19,000	0.0011
Total Subject to Tax Cap	10,208,477	0.6090		11,389,926	11,058,642	0.6303	0.6119	11,041,463	0.6110
Special Recreation	660,450	0.0394	0.0400	722,476	723,561	0.0400	0.0400	723,561	0.0400
Debt Service	1,114,719	0.0665	-	1,138,128	1,138,128	0.0630	0.0630	1,138,128	0.0630
Total Levy Amount	\$ 11,983,646	0.7149		\$ 13,250,530	\$ 12,920,331	0.7332	0.7149	\$ 12,903,152	0.7140
Increase (Decrease) from Current Year Levy for FY19				\$ 1,266,884	\$ 936,685	0.0183	0.0000	\$ 919,506	-0.0009
% Increase (Decrease) from Current Year Levy for FY19				10.57%	7.82%	2.56%	0.00%	7.67%	-0.13%
Truth In Taxation Public Notice Required (%>105%)				YES	YES	N/A	N/A	YES	N/A



Comments:

- A. The total overall Amount to be Levied in Fiscal Year 2019 is \$12,920,331 and represents an increase in total extension before capped rates of \$936,685 (7.82%) or an increase of \$919,506 (7.67%) after the capped amounts.
- B. Based on the County Assessor's office estimate for Revenue Year (RY) 2017, the EAV is expected to increase 6.22% over RY2016 actual EAV. While the estimated EAV received by the County Assessor in August did increase, it is very likely that this value will change once the appeals filed with the Board of Review are finalized in early 2018. Based on discussions it is anticipated that the change in original EAV used to calculate the estimated levy for FY19 will be minimal. A decrease in EAV will increase our estimated tax rate, whereas an increase in EAV will reduce our tax rate.
- C. Estimated New Construction and Recovered Enterprise Zone EAV's are projected to increase 34.5% from RY 2016. As these values are exempt from tax caps in the initial year, the limiting rate decreased from the prior year to account for this change in EAV, and will be subject to tax caps in future years.
- D. The EAV will change per comment B above. The County Clerk will re-calculate the legal extension based on the new limiting rate, which may vary from the estimated .6119 limiting rate used for the RY17 calculations, however the calculated limiting rate could be closer to .6016 which is a decrease of 1.23%. The final extension is issued the first week in April. By keeping the limiting rate at a higher amount, it does not harm the District if the final adjustments reduce the overall EAV.

Champaign Park District
 RY2017 Limiting Rate Calculation

Estimate

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

Estimated Levy

\$ 10,208,477
 1
 1.021
 \$ 10,422,855.02 A

Divide by:

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

\$ 1,807,166,117 per County Assessor's
 letter from 8/2017 - est. Plus
 (41,061,960) add % Change in values for
 (1,111,090) additional adjustments post
 (2,000,000) January 2018
 (209,060)
 (27,262,955) includes expired downtown TIF
 (2,956,000) per email from County Clerk 8/2017

Subtotal 1,732,565,052 B

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

10,422,855 A
 1,732,565,052 B
 0.601585205 =A/B*100

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

1,807,166,117
 0.6016
 10,871,911

Special Rec Extension
 Bond Extension
 Total Taxes Extended

723,561
 1,138,128
 \$ 12,733,600.81

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

0.7046
 0.7149
 (0.0103)

RESOLUTION
2018-2019 TAX LEVY

WHEREAS, the Champaign Park District proposes to adopt an aggregate levy for the fiscal year commencing May 1, 2018 and ending April 30, 2019 in amounts more than 105% of the amount of property taxes (exclusive of election costs) extended by said District for the final aggregate levy of the preceding year; and

WHEREAS, it is required by law that in such circumstances, this Board of Commissioners of said District determine the amounts, exclusive of election costs, estimated to be necessary to be raised by taxes for said 2018-2019 fiscal year upon the taxable property in said District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Champaign Park District does hereby determine and declare that the amount of money, exclusive of election costs, estimated to be necessary to be raised by taxation upon the taxable property in Park District for the fiscal year commencing May 1, 2018 and ending April 30, 2019 is \$12,920,331.00.

BE IT FURTHER RESOLVED that the District shall give public notice of and hold a public hearing on its intent to adopt a tax levy, as required by the Truth in Taxation Act, such hearing to be held on November 8, 2017 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois.

APPROVED by the President and Board of Commissioners of the Champaign Park District this 11th day of October 2017.

APPROVED:

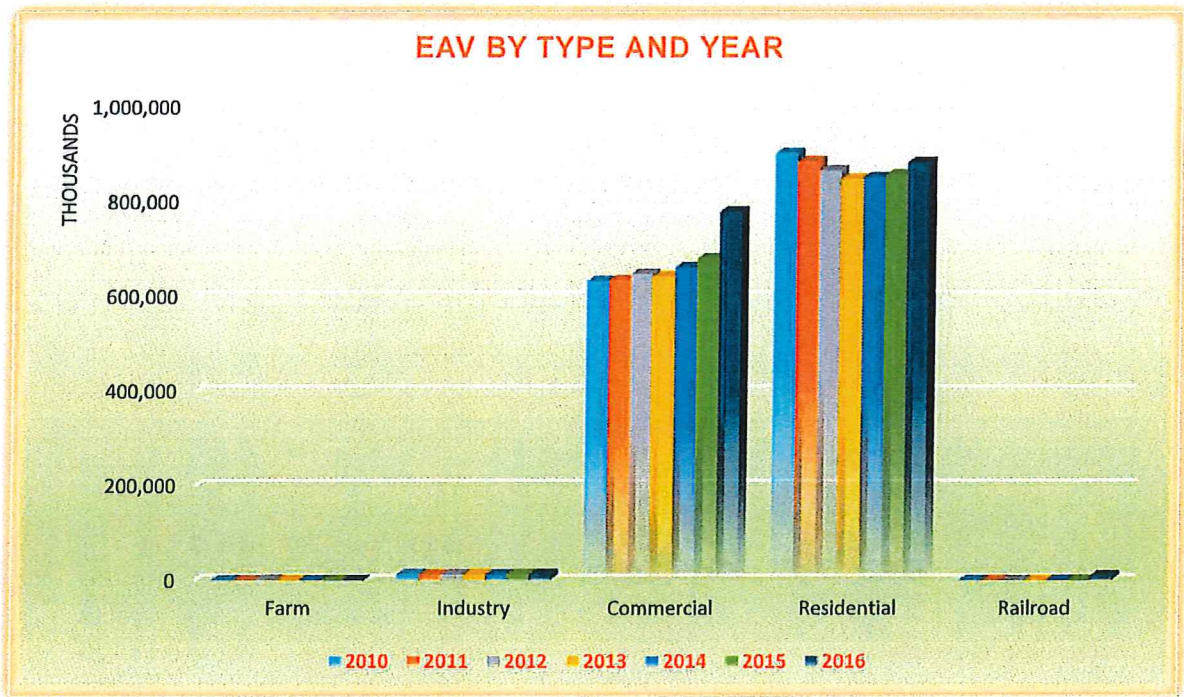
Craig W. Hays, President

ATTEST:

Cindy Harvey, Secretary

Assessed Valuation Comparisons

	RY 2011	RY 2012	RY 2013	RY 2014	RY 2015	RY 2016
Farm	557,110	1,576,320	592,580	695,500	740,150	763,690
Industrial	12,351,850	12,924,540	12,557,450	12,646,840	12,791,620	13,103,690
Commercial	634,668,004	647,959,504	641,997,792	661,533,102	680,053,846	778,470,399
Residential	885,062,912	865,874,392	847,650,152	851,408,122	856,759,228	882,988,622
Railroad	907,361	928,108	920,989	905,966	992,773	942,423
TOTAL	1,553,547,237	1,529,262,864	1,503,718,963	1,527,189,530	1,551,337,617	1,676,268,824



TAX RATES, LEVIES, AND COLLECTIONS

Historical Tax EAV, Rates, and Collections			
Year	Assessed Valuation	Tax Rate	Taxes Collected
1996	637,893,624	0.6540	4,215,018
1997	675,224,045	0.6419	4,316,625
1998	704,527,520	0.6349	4,458,594
1999	738,490,572	0.6263	4,672,833
2000	804,839,227	0.6395	5,203,752
2001	863,909,695	0.6627	5,766,874
2002	918,220,166	0.6754	6,244,301
2003	974,471,183	0.6843	6,707,950
2004	1,031,948,826	0.6782	6,981,975
2005	1,191,143,418	0.6597	8,039,809
2006	1,325,034,312	0.6414	8,662,150
2007	1,453,398,642	0.6190	8,996,538
2008	1,547,895,455	0.6157	9,530,392
2009	1,545,794,493	0.6300	9,738,505
2010	1,550,079,751	0.6529	10,120,470
2011	1,533,547,237	0.6789	10,411,252
2012	1,529,262,864	0.7088	10,839,415
2013	1,503,718,963	0.7645	11,495,931
2014	1,527,189,530	0.7264	11,063,851
2015	1,551,337,617	0.7443	11,531,605
2016	1,676,268,824	0.7149	

Fund	Current Year Tax Rate Detail			
	Rate	Assessed Valuation	Tax Extension	Rate Limit
General	0.3345	1,676,268,824	\$5,607,119	0.3500
Bond Amortization	0.0665	1,676,268,824	1,114,719	
IMRF	0.0194	1,676,268,824	325,196	
Police	0.0013	1,676,268,824	21,791	0.0250
Audit	0.0012	1,676,268,824	20,115	0.0050
Liability Insurance	0.0192	1,676,268,824	321,844	
Social Security	0.0209	1,676,268,824	350,340	
Museum	0.0851	1,676,268,824	1,426,504	0.1500
Recreation	0.1224	1,676,268,824	2,051,753	0.3700
Paving and Lighting	0.0050	1,676,268,824	83,813	0.0050
Special Recreation	0.0394	1,676,268,824	660,450	0.0400
Total	0.7149	1,676,268,824	11,983,644	
Urbana Park District Special Recreation Tax Levy			218,740	
Total Estimated Taxes			<u>\$12,202,384</u>	

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

Excerpt from FY17 audit report draft

Levy Year Fiscal Years	Rate Limit if applicable	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
		2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Champaign Park District:											
General	0.3500	0.3154	0.3206	0.3379	0.3374	0.3419	0.3497	0.3499	0.3500	0.3479	0.3345
Recreation	0.3700	0.0696	0.0697	0.0717	0.0549	0.1001	0.1114	0.1205	0.1259	0.1267	0.0665
Museum	0.1500	0.0499	0.05	0.0514	0.0916	0.0648	0.0704	0.0808	0.0860	0.0866	0.0194
IL Municipal Retirement Fund (IMRF)	N/A	0.0185	0.0185	0.0170	0.0174	0.0186	0.0196	0.0246	0.0239	0.0215	0.0013
Social Security	N/A	0.0246	0.0234	0.0219	0.0206	0.0210	0.0220	0.0233	0.0237	0.0235	0.0012
Audit	0.0050	0.0013	0.0017	0.0014	0.0014	0.0012	0.0013	0.0014	0.0013	0.0013	0.0192
Liability Insurance	N/A	0.0234	0.0198	0.0170	0.0168	0.0174	0.0183	0.0210	0.0213	0.0195	0.0209
Debt Service	N/A	0.0700	0.0657	0.0655	0.0665	0.0677	0.0697	0.0964	0.0480	0.0710	0.1224
Paving and Lighting	0.0050	0.0047	0.0046	0.0048	0.0049	0.0048	0.0049	0.0050	0.0050	0.0050	0.0851
Police	0.0250	0.0016	0.0017	0.0014	0.0014	0.0014	0.0015	0.0016	0.0013	0.0013	0.0050
Special Recreation	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400	0.0394
		0.6190	0.6157	0.6300	0.6529	0.6789	0.7088	0.7645	0.7264	0.7443	0.7149
City of Champaign		1.2942	1.2942	1.2942	1.2942	1.3084	1.3152	1.3152	1.3152	1.3152	1.3152
Champaign County		0.7389	0.7426	0.7487	0.7688	0.7841	0.8138	0.8511	0.8636	0.8672	0.8458
Forest Preserve District		0.0779	0.0783	0.0790	0.0817	0.0843	0.0880	0.0931	0.0944	0.0947	0.0923
City of Champaign Township		0.0350	0.0350	0.0357	0.0371	0.0385	0.0404	0.0467	0.0472	0.0419	0.0392
Health District		0.1049	0.1052	0.1071	0.1075	0.1102	0.1163	0.1259	0.129	0.1307	0.1267
Parkland College		0.4688	0.5115	0.5082	0.5064	0.5120	0.5191	0.5253	0.5259	0.546	0.5436
Champaign School District Unit 4		3.6296	3.6554	3.6546	3.7238	3.8805	4.1185	4.3014	4.3884	4.4117	4.2704
Mass Transit District		0.2544	0.2575	0.2619	0.2725	0.2831	0.2966	0.3198	0.3282	0.3332	0.3235
Total		7.2227	7.2954	7.3194	7.4449	7.6800	8.0167	8.3430	8.4183	8.4849	8.2716

Note 1: Fiscal Years - The annual levy covers the subsequent fiscal year beginning May 1 annually and is approved in November of the preceding fiscal year.

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

Source: Champaign County Clerk



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: October 6, 2017

SUBJECT: Hessel Park Phase 2 and 3 Change Orders 3 and 4

Background

Change Order 3) Ameren's electrical service upgrade brought a new power line and utility pole into Hessel Park. The contractor based their price for routing electrical service from an anticipated transformer location shown in the bid documents. The method which Ameren brought the new service didn't require an on-site transformer; therefore the conduit the contractor needs to install from the building to the new utility pole is an additional 60 feet. *Change Order 4*) When the fresh water supply to the former restroom was unearthed, the Champaign Plumbing Inspector determined the old line was not to code (improper material, not installed to code depth) and did not authorize a connection from it to the new restroom. Engineer and splashpad equipment manufacturer devised a suitable solution, tapping into the new 4-inch service line being installed for the splashpad. The solution does not compromise the water flow nor pressure to the splashpad equipment, while it maintains the same for all the restroom plumbing. The solution does however require some additional valves and pipe re-routing.

Prior Board Action

September 28, 2016 Study Session—Board consensus was to begin construction of a newly redesigned splashpad and restroom project in August of 2017. *October 26, 2016 Special Meeting*—Board approved an agreement with MSA Professional Services to redesign and rebid Hessel Park Splashpad and Restroom Building Project. *April 12, 2017 Regular Board Meeting*—Board awarded \$772,677.40 construction contract to Mid Illinois Concrete for Splashpad and Restroom Improvements Redesign. *September 13, 2017 Regular Board Meeting*—Board ratified Change orders 1 and 2.

Budget Impact

Up to \$14,560 was authorized for Change Orders 1 and 2 collectively (please refer to attached Change Order Log). When work was finished, the net change order amount was \$9,078.96 needed at the splashpad only. Change orders 3 and 4 (also attached) are \$3512.38 in total as shown on the log.

Recommendation

Staff recommends authorizing Executive Director to approve Change Orders 3 and 4.

Prepared by:

Reviewed by:

Andrew Weiss
Director of Planning

Joe DeLuce
Executive Director

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

Change Order

No. Three

Date of Issuance: 10/04/17 Effective Date: 9/06/17

Project: CPD Hessel Park Restroom and Splashpad Redesign	Owner: Champaign Park Dist.	Owner's Contract No.: 170606
Contract: N/A		Date of Contract: May 5, 2017
Contractor: Mid Illinois Concrete & Excavating		Engineer's Project No.: R 12431041

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

For an additional 60 feet of electrical service due to location of pole and
Removal of existing pole and wire.

Attachments (list documents supporting change):

Per the attached Quote from Mid Illinois Concrete

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$ <u>772,677.40</u>	Original Contract Times: <input type="checkbox"/> Working days <input checked="" type="checkbox"/> Calendar days Substantial completion (days or date): <u>November 30, 2017</u> Ready for final payment (days or date): _____
[Increase] [Decrease] from previously approved Change Orders No. <u>2</u> to No.: <u>3</u> \$ <u>2,138.30</u>	[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____: Substantial completion (days): <u>1</u> Ready for final payment (days): _____
Contract Price prior to this Change Order: \$ <u>787,237.40 (N.T.E.)</u>	Contract Times prior to this Change Order: Substantial completion (days or date): <u>December 5, 2017</u> Ready for final payment (days or date): _____
[Increase] [Decrease] of this Change Order: \$ <u>2,138.30</u>	[Increase] [Decrease] of this Change Order: Substantial completion (days or date): <u>1</u> Ready for final payment (days or date): _____
Contract Price incorporating this Change Order: \$ <u>789,375.70 (N.T.E)</u>	Contract Times with all approved Change Orders: Substantial completion (days or date): <u>DECEMBER 6, 2017</u> Ready for final payment (days or date): _____

RECOMMENDED:

By: Maria E. Angersoll, Jr.
Engineer (Authorized Signature)

Date: 10/04/17

~~Approved by Funding Agency (if applicable):~~

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: _____
Contractor (Authorized Signature)

Date: _____

~~Date:~~ _____



P.O. Box 926
 Champaign, IL 61824-0926
 Phone 217.366.3444 Fax 217.954.1601

Estimate To:
 MSA Professional Services
 C/O Champaign Park District
 201 W. Springfield Ave. #400
 Champaign, IL 61820

Proposal

DATE 8/30/2017
Job Number: 17108
Task Code: 7020

ATTENTION: Merle Ingersol
 Prepared by: Jon Swanson
 Mid IL Conc Job #: 17108

Project: Hessel Park Splash Pad and Restroom

Comments or Special Instructions: Change Order request is for the additional 60' of electrical service out to the pole by the road. It includes furnishing and installing 60' of conduit and wire pushed underneath the sidewalk. It also includes removal of the existing pole on the west side of the sidewalk.

Description	AMOUNT
Pole removal	\$925.00
Electrician Subcontractor	\$1,103.00
O.H. &P. On Sub	\$110.30
Total	\$2,138.30

If you have any questions concerning this proposal, please contact us immediately.

THANK YOU FOR YOUR BUSINESS!

Change Order

No. Four

Date of Issuance: 10/05/17 Effective Date: 10/06/17

Project: CPD Hessel Park Restroom and Splashpad Redesign	Owner: Champaign Park Dist.	Owner's Contract No.: 170606
Contract: N/A	Date of Contract: May 5, 2017	
Contractor: Mid Illinois Concrete & Excavating		Engineer's Project No.: R 12431041

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Cap existing 2" water service, change 2" line to 1.5" line supply to restrooms
Install ball valve, isolation valves for meter and plumbing for a meter.

Attachments (list documents supporting change):

Per the attached Quote from Mid Illinois Concrete

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:

\$ 772,677.40

[Increase] [~~Decrease~~] from previously approved Change Orders
No. 3 to No.: 4

\$ 1,374.08

Contract Price prior to this Change Order:

\$ 789,375.70 (N.T.E.)

[Increase] [~~Decrease~~] of this Change Order:

\$ 1,374.08

Contract Price incorporating this Change Order:

\$ 790,749.78 (N.T.E.)

Original Contract Times:

Working days Calendar days

Substantial completion (days or date): November 30, 2017

Ready for final payment (days or date): _____

[Increase] [~~Decrease~~] from previously approved Change Orders
No. _____ to No. _____:

Substantial completion (days): 1

~~Ready for final payment (days):~~ _____

Contract Times prior to this Change Order:

Substantial completion (days or date): December 6, 2017

Ready for final payment (days or date): _____

[Increase] [~~Decrease~~] of this Change Order:

Substantial completion (days or date): 1

Ready for final payment (days or date): _____

Contract Times with all approved Change Orders:

Substantial completion (days or date): DECEMBER 7, 2017

Ready for final payment (days or date): _____

RECOMMENDED:

By: Maria E. Angersoll, Jr.
Engineer (Authorized Signature)

Date: 10/04/17

Approved by Funding Agency (if applicable): _____

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: _____
Contractor (Authorized Signature)

Date: _____

Date: _____



Change Order Request

P.O. Box 926
 Champaign, IL 61824-0926
 Phone 217.366.3444 Fax 217.954.1601

DATE 10/5/2017
 Job Number: 17108
 Task Code: 7040

Estimate To:
 MSA Professional Services
 C/O Champaign Park District
 201 W. Springfield Ave. #400
 Champaign, IL 61820

ATTENTION: Merle Ingersol
 Prepared by: Jon Swanson
 Mid IL Conc Job #: 17108

Project: Hessel Park Splash Pad and Restroom

Comments or Special Instructions: Change Order request is for the change in domestic water service supply. It includes changing the service from a 2" line to a 1.5" line and tapping the 4" within the building in lieu of the 2" on the site. This proposal exludes the 1.5" RPZ.

Description	AMOUNT
Excavate and Cap 2" at Meter	\$625.00
Plumbing Subcontractor	\$680.98
O.H. &P. On Sub	\$68.10
Total	\$1,374.08

If you have any questions concerning this proposal, please contact us immediately.

THANK YOU FOR YOUR BUSINESS!

Change Order

No. Five

Date of Issuance: 10/09/17 Effective Date: 10/09/17

Project: CPD Hessel Park Restroom and Splashpad Redesign	Owner: Champaign Park Dist.	Owner's Contract No.: 170606
Contract: N/A	Date of Contract: May 5, 2017	
Contractor: Mid Illinois Concrete & Excavating	Engineer's Project No.: R 12431041	

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Change order is to set a correction in the contract amount due to the final amounts actually spent on time and material for change orders 1 and 2.

Attachments (list documents supporting change):

Per the attached ticket for CO#1=\$9,078.96, Nothing actually was spent on CO #2.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
---------------------------	---------------------------

Original Contract Price:
\$ 772,677.40

Original Contract Times: Working days Calendar days
Substantial completion (days or date): November 30, 2017
Ready for final payment (days or date): _____

~~Increase~~ [Decrease] from previously approved Change Orders
No. 4 to No.: 5
\$ 5,481.04

[Increase] [Decrease] from previously approved Change Orders
No. _____ to No. _____:
Substantial completion (days): 1
Ready for final payment (days): _____

Contract Price prior to this Change Order:
\$ 790,749.78 (N.T.E.)

Contract Times prior to this Change Order:
Substantial completion (days or date): December 6, 2017
Ready for final payment (days or date): _____

~~Increase~~ [Decrease] of this Change Order:
\$ 5,481.04

[Increase] [Decrease] of this Change Order:
Substantial completion (days or date): 1
Ready for final payment (days or date): _____

Contract Price incorporating this Change Order:
\$ 785,268.74

Contract Times with all approved Change Orders:
Substantial completion (days or date): DECEMBER 7, 2017
Ready for final payment (days or date): _____

RECOMMENDED:
By: Mervin E. Angersoll, Jr.
Engineer (Authorized Signature)

ACCEPTED:
By: _____
Owner (Authorized Signature)

ACCEPTED:
By: _____
Contractor (Authorized Signature)

Date: 10/09/17
Approved by Funding Agency (if applicable): _____

Date: _____

Date: _____

Date: _____



P.O. Box 926
 Champaign, IL 61824-0926
 Phone 217.366.3444

Daily Work Order Ticket

Date of Work September 8, 2017
 Date Ticket Prepared September 11, 2017
 MIC Job Code 17108
 MIC Task Code 1000

Company Name:
 Champaign Park District
 706 Kenwood Rd
 Champaign, IL 61821
 PH: 217.398.2550

ATTENTION: Merle Ingersoll
 Prepared by: Paige Weaver

Job Name: Hessel Park Splash Pad & Restroom
Location: Champaign, IL

Scope of Work: 6" Undercut in splash pad area. Lay down fabric and cover with 3" rock for the base to put dirt on.

	Description	Qty	Rate	Total
Labor:	Laborer Foreman (HR)	8.0	\$79.00	\$632.00
	Laborer (HR)	8.0	\$77.00	\$616.00
Material:	3" Rock (TN)	193.40	\$13.75	\$2,659.25
	Fabric 15'x300' (roll)	2.00	\$425.00	\$850.00
Equipment:	Skidsteer w/ Operator (HR)	8.0	\$100.00	\$800.00
Sub Contractor:	Tandem (HR)	7.0	\$85.00	\$595.00
	Tandem (HR)	7.25	\$85.00	\$616.25
	Tandem (HR)	6.00	\$85.00	\$510.00
	Tandem (HR)	7.25	\$85.00	\$616.25
Misc:				

Notes: O.H & P.: 15.00% \$1,184.21

Is scope of work complete? Y / N

Daily Total: \$9,078.96

Individual Authorizing the Work:

If you have any questions concerning this Daily Work Order please contact us immediately.
 Please do not pay from this Daily Work Order Ticket. A separate invoice will be sent for billing purposes.

THANK YOU FOR YOUR BUSINESS!



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: October 11, 2017

SUBJECT: Virginia Theatre Cleaning Service Bid

Background

Janitorial services at the Virginia Theatre are arranged according to the facility's busy schedule, with "Post-Event" cleanings of the auditorium, lobbies, and backstage areas taking place following shows at different hours of the day, in the evenings, and over weekends. To this contingent schedule the theatre adds a standing weekly schedule of brief "Front-of-House" cleanings to keep the building's lobbies, restrooms, and offices in satisfactory condition.

Given the Virginia's frequent, but irregular, schedule of events, CPD has utilized independent contractors as the most effective and efficient solution to the facility's cleaning needs. A contract cleaning service is scalable (additional workers can easily be scheduled after larger events), always available when needed, and open to around-the-clock shift work. This flexibility and efficiency, coupled with the cost savings compared to a full-time, benefitted Building Services Worker (plus several part-time staff members), has led theatre staff to recommend continuing with contract cleaning as the best option at the Virginia.

Prior Board Action

At the park board's September 13, 2017 meeting—following a prior bid process undertaken by CPD in August—staff recommended that Commissioners refuse the single bid that was submitted, for budgetary reasons, and authorize the Executive Director to re-bid the cleaning service at the Virginia Theatre. The board authorized that action, and the theatre's cleaning service was re-bid later that week.

Bid Results

An invitation to bid was published in *The News-Gazette* on Wednesday, September 20, 2017. Bids were opened and read aloud on Thursday, October 5, 2017, at 10:00 A.M., at the Bresnan Meeting Center. Selection criteria considered when evaluating bids and selecting the most responsible bidder is based upon the base bid hourly rate. Two bids were received and the results are as follows:

Bidder	Bid Amount – Hourly Rates
ServiceMaster Janitorial Cleaning, Champaign, IL	\$20.15 Front-of-House / \$20.15 Post-Event
ESS Clean, Inc. , Urbana, IL	\$20.00 Front-of-House / \$35.00 Post-Event

Both of the bidding companies listed above (ESS Clean, Inc. and ServiceMaster Janitorial Cleaning) are based in Champaign-Urbana, IL. Of the two, ServiceMaster substantially underbid the other company on their hourly rate for Post-Event cleaning, which makes up the majority of the cleaning needs at the theatre. The amount bid by ServiceMaster was also consistent with what CPD has been paying for cleaning at the Virginia Theatre over the past two fiscal years.

Budget Impact

The current (FY18) Champaign Park District budget allots \$33,607.00 for service contracts (which includes cleaning services among other items such as facility alarm and generator maintenance) at the Virginia Theatre. Given past monthly charges for contract cleaning services at the Virginia, staff estimates an average monthly cleaning cost of \$3,000.00 for this fiscal year. And, since the theatre's year-to-date expenditure on service contracts stands at over \$20,000.00, with a balance of \$13,531.00 remaining, staff calculates that the budget will be overspent this fiscal by roughly \$10,500.00.

Recommended Action

Staff recommends that Board accept the bid and authorize the Executive Director to enter into a contract with the responsible bidder, ServiceMaster, Champaign IL, at the hourly rate of \$20.15 to provide cleaning services at the Virginia Theatre for a term of two (2) years, with the option to renew for one (1) additional year.

Prepared by:

Reviewed by:

Steven Bentz
Director of the Virginia Theatre

Joe DeLuce, CPRP
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: October 03, 2017

SUBJECT: Springer Roof Replacement Bid

Background

In 2015, District staff started working with The Garland Company to compile a roofing restoration and replacement priority schedule for 16 facilities, with 84 separate roof sections, totaling 175,000 square feet. The Hays Center was completed in 2015 and 2016, Springer is budgeted for 2017, and the Dodds Tennis Center and the Virginia Theater are scheduled for the upcoming fiscal years. The Springer Center roof is 14,483 sq. ft. The project will consist of removal and replacement of the existing ballasted EPDM system. There is a 30 year life expectancy on the new roof.

Prior Board Action

The Board approved the FY 17-18 Capital plan at the February 8, 2017 Regular meeting. The Board also approved the Springer masonry repairs, in the amount of \$87,625 at the September 13, 2017 regular meeting.

Bid Results

An invitation to bid was published in *The News-Gazette*. The bids were opened and read aloud on Monday, October 2, 2017. The results are as follows:

BIDDER	BASE BID
Top Quality Roofing Company, Mt Zion, IL	\$356,700
Henson Robinson Company, Springfield, IL	\$379,795
Craftmasters Inc., Decatur, IL	\$385,000

Budget Impact

\$575,000 has been budgeted, for the masonry work and the roof replacement, in the FY 17/18 Capital Improvement Plan (Project # 180003). To date, \$96,109 has been encumbered for the masonry work. If approved, the total cost do date will be \$452,809 for the project.

Recommended Action

Staff recommends accepting the lowest responsible base bid from Top Quality Roofing Company, in the amount of \$356,700, and authorizing the Executive Director to enter into a contract for the work.

Prepared by:

Reviewed by:

Bret Johnson
Grounds & Maintenance Supervisor

Dan Olson
Director of Operations

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



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: October 5, 2017

SUBJECT: Amendment to a Tuition Assistance Agreement

Background

The Champaign Park District Board of Commissioners approved an exception to the update to the Tuition Reimbursement Policy at the October 26, 2016 Board meeting. An employee and the Park District entered into an agreement to provide the job training while he attends classes at Parkland Community College to obtain a certification in HVAC work.

The agreement was reviewed by legal counsel and the Board at the October 2016 Board meeting. The approval included a total cost not to exceed \$9,000 over a three year period.

The employee has done well in the training and has used the knowledge gained in his daily work for the Park District. To date, the Park District has paid \$8,262.82 in tuition and books. The Parkland advisor has noted that the employee has completed 36 hours and has 24 hours remaining with an anticipated graduation date of December 2018.

Due to rising tuition costs, books and fees, the total cost for the certificate program will exceed the \$9,000 budget and is instead expected to have a total cost of no more than \$15,000.

Prior Board Action

The Board approved an exception to the Tuition Reimbursement Policy on October 26, 2016. In addition, the Board approved a not to exceed amount of \$9,000 for the HVAC certification program.

Budget Impact

The budget allotted a not to exceed amount of \$9,000 spread over a three year period to complete the HVAC certification program. An additional \$6,000 is being requested and the funds will be taken from the operations facilities and equipment (general fund) budget.

Recommended Action

Staff recommends approval of the Amendment to the Tuition Assistance Agreement as presented.

Prepared by:

Reviewed by:

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

Joe DeLuce, CPRP
Executive Director

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

**CHAMPAIGN PARK DISTRICT
AMENDMENT TO A TUITION ASSISTANCE AGREEMENT**

This Amendment to the Tuition Assistance Reimbursement Agreement is made, entered into, and effective this 12th day of October, 2017, by and between the Champaign Park District (hereinafter referred to as, "Park District") and James Kennedy (hereinafter referred to as, "Employee") and collectively referred to as the "Parties".

WHEREAS, Employee voluntarily applied to and been accepted into the Heating Ventilation and Air Conditioning (HVAC) certification program at Parkland Community College in Champaign, Illinois;

WHEREAS, the Park District and James Kennedy entered into a Tuition Assistance Reimbursement Agreement dated the 13th day of May, 2016 to financially assist Employee in paying for this education certification program; and

WHEREAS, the Parties now desire to amend the Tuition Assistance Agreement and revise the terms of financial assistance to Employee.

NOW THEREFORE, in consideration of the mutual covenants contained herein, it is hereby agreed as follows:

1. The Park District shall pay directly to Parkland Community College an additional \$6,000.00 toward tuition for the HVAC certification program into which Employee has been accepted and enrolled. The tuition assistance shall be paid in installment payments as billed by Parkland Community College.
2. All other terms and conditions of the Tuition Assistance Agreement shall remain the same.

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

Champaign Park District,
A municipal corporation

James Kennedy,
Employee

By: _____
Joseph DeLuce,
Executive Director

James Kennedy

Date: _____

Date: _____

CHAMPAIGN PARK DISTRICT
TUITION ASSISTANCE AGREEMENT

This Tuition Assistance Reimbursement Agreement is made and entered into as of the 13th day of May, 2016 by and between the Champaign Park District (hereinafter referred to as, "Park District") and James Kennedy (hereinafter referred to as, "Employee") and collectively referred to as the "Parties".

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

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

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

Champaign Park District,
A municipal corporation

By: _____

Joseph DeLuca,
Executive Director

Date: 10/27/16

James Kennedy,
Employee

James Kennedy

10/31/16



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: October 11, 2017

SUBJECT: Don Moyer Boys and Girls Club Memorandum of Understanding (MOU)

Background

As part of the proposed Martens Center at Human Kinetics Park, Don Moyer and Boys Club would like to move their youth afterschool program and summer day camp program to the new facility. The Martens have included this partnership as part of the requirements of the donation for the new facility.

The proposed MOU with Don Moyer Boys and Girls Club is in draft form and incorporates the comments by our staff and Sam Banks, Executive Director of Don Moyer Boys and Girls Club.

Prior Board Action

The Park Board has approved a MOU with the Martens that includes the partnership with Don Moyer Boys and Girls Club.

Budget Impact

Don Moyer Boys and Girls Club will share the costs of utilities and maintenance in the new facility. The exact amount will be worked out in the final agreement.

Recommendation

Staff is requesting receive feedback and direction on the proposed MOU with Boys and Girls Club. Once we receive feedback, the document will be formatted and updated for board approval at a future meeting.

Prepared by:

Reviewed by:

Joe DeLuce
Executive Director

Cindy Harvey
Assistant to the Executive Director

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into between: The Champaign Park District and the Don Moyer Boys and Girls Club

PURPOSE AND SCOPE

The purpose of this MOU is to allow both Champaign Park District and Don Moyer Boys and Girls Club to;

Work in partnership to carry out their mission, programs, activities, and services to the local community; and to jointly occupy and use the facilities of the Martens Center at Human Kinetics Park in those pursuits.

The Champaign Park District and the Don Moyer Boys and Girls Club intend for this Memorandum of Understanding to provide the cornerstone and structure for any and all possibly impending binding contract which may be related to the joint occupation of the Martens Center at Human Kinetics Park.

WHEREAS, the Champaign Park District and the Don Moyer Boys and Girls Club desire to enter into the herein described agreement in which they shall work together to accomplish the goals and objectives set forth;

AND WHEREAS, the Parties are desirous to jointly provide programs, activities, and services for the development of youth and adults, through joint occupation and use of the Martens Center at Human Kinetics Park;

FURTHERMORE, the Don Moyer's Boys and Club agrees to:

- Operate a youth afterschool program and related youth activities in the Martens Center on scheduled school days and on selected non-school days as designated by the official public school calendar.
- Conduct afterschool programs and activities from 2:30 pm to 6:00 pm on school days and 7:30 am to 6:00 pm on designated school out days.
- Provide afterschool programs and activities to youth grades K thru 8.

- Provide programs that fit the curriculum and standards set forth by the National Boys and Girls Club of America, including: Character & Leadership, Sports & Recreation, Education & Career, and Healthy Lifestyles.
- Operate a summer day camp program and related youth activities in the Martens Center from 7:30 am to 6:00 pm for youth grades k thru 8.
- Provide appropriate number of staff to supervise and conduct program activities at all times.
- Abide by established policies and procedures related to the use of facilities, fields, grounds, equipment, and supplies, as determined by CPD and DMBGC.
- Abide by agreed upon reporting and documentation related to matters involving youth during the use of facilities and grounds as established by CPD and DMBGC.
- Provide all necessary equipment and supplies for the operation of BGC programs and activities.
- DMBGC agrees to be responsible for the pro rata cost of utilities and maintenance of facility use.

FURTHERMORE, the Champaign Park District (District) agrees to:

- Provide adequate space for signage identifying DMBCG.
- The District agrees to provide program space for the DMBGC afterschool and summer day camp programs within the Martens Center during pre-determined dates and times referenced in this agreement.
- Provide dedicated office space on a year round basis for DMBGC staff to prepare for activities, complete necessary documentation, and store necessary files, office equipment and supplies.
- Provide a dedicated and identified entry area for BGC program check in and check.
- Provide space for BGC program materials, messaging, and promotion activities in the BGC designated area.
- Provide a designated storage area at the Martens Center for DMBGC use.
- Identify and secure Park District supplies and equipment which are only to be used by District staff or contractors.

- Maintain the Martens Center in a clean and safe manner on a day to day basis.

FURTHERMORE, the Champaign Park District and the Don Moyer's Boys and Girls Club agree to:

1. Negotiate a long term occupation agreement with a provision for extensions.
2. Both parties agree to indemnify each other.
3. Both parties will provide proof of insurance and name each as Additional Insured.

Signatures:



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: October 11, 2017

SUBJECT: Request to supplement Virginia Theatre "House" performance budget

Introduction

The Champaign Park District has the opportunity to make an offer to the representatives of performing artists The B52s and Alison Krauss to appear (separately) live in concert at the Virginia Theatre. As both artists are now fielding such offers, and since the Virginia Theater's "House" budget for the 2017-2018 season (FY18) is fully committed, staff request the Park Board consider an increase to supplement the current budget line for CPD-presented events.

Prior Board Action

None.

Background

Both Alison Krauss and The B52s are popular and critically praised performers of American popular music.

Ms. Krauss has won 27 Grammy Awards over her 30-year career and has performed multiple times in the past at the Virginia as well as at other Champaign County venues.

She is currently planning a tour for the spring and summer of 2018. Offers for smaller venues are considered at or above the \$100,000.00 level.

The B52s were part of the New Wave music movement that emerged in the late 1970s, garnering numerous hits from their seven successful studio albums. Four of the original five performers continue to perform live with the band, including all of the original vocalists.

The B52s are now accepting offers for a special New Year's Eve concert they would perform at a venue in 2017. Offers at or above \$65,000.00 would be considered.

Budget Impact

Contractual Entertainment (03-68-078-54285) in the Virginia Theatre "House" budget for FY18 was set at \$180,000.00. While these additional performances could be assumed to reimburse their expenses to CPD from ticket sales, the change to the budget as written would be an additional \$160,000.00 to cover the artist fees for both events. Additional costs (for Marketing, Ticketing, and Crew/Technology) would be covered from the current allocated funds.

Recommended Action

Staff requests direction from the Champaign Park District Board of Commissioners on this supplementary expenditure.

Prepared by:

Steven Bentz
Virginia Theatre Director

Reviewed by:

Joe DeLuce
Executive Director