CHAMPAIGN
PARK DISTRICT

AGENDA
SPECIAL BOARD MEETING
BRESNAN MEETING CENTER
706 Kenwood Road
Champaign, Illinois
Wednesday, August 26, 2015
5:30 p.m.

A. CALL TO ORDER

B. COMMENTS FROM THE PUBLIC

C. ACTION ITEMS

1. Approval of a Resolution Approving and Ratifying Change Order #1 to the Dodds Tennis Center Parking Lot Project
   Staff recommends approval and ratification of Change Order #1 to the Dodds Tennis Center parking lot project and authorize the Executive Director to sign said change order as this work is germane to the original project, in the best interests of the Park District and unforeseen at the time the contract originated.

2. Approval of a Change Order #1 to Add a Module to the Accounting Software
   Staff recommends the Board authorize the Executive Director to execute Change Order #1 to add a purchase order module to the accounting software with BS&A Software in the amount of $7,085.00.

D. DISCUSSION ITEMS

1. Strategic Planning Session

E. COMMENTS FROM COMMISSIONERS

F. 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 and (11) litigation, when an action against, affecting or on behalf of the park district has been filed and is pending before a court or administrative tribunal.

G. RECONVENE INTO OPEN SESSION

H. ADJOURN

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.

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REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: August 20, 2015

SUBJECT: Addition of Purchase Order Module to BS&A Accounting Software

Background
During the onsite discovery process with BS&A August 12-14, it was noted that the purchase order (PO) module may be beneficial to the District. Initially staff determined that the current system created in-house was sufficient. Throughout the discovery process staff concurred that the PO system is still required to track expenditure coding and department to be charged. As we move to an automated workflow approval process, staff realized the current process would require staff to scan the web-generated PO into the accounting software with no value-added benefit. Adding the PO module to the accounting system would add a component not currently available to staff/management which is reducing the budget once the PO is approved. This additional module would encumber funds immediately from the budget in the software and provide a more useful tool to track actual/projected expenditures so that staff know on an ongoing basis the funds remaining to spend. Members of the management team (coordinators, supervisors, managers, directors) viewed the PO module and concurred that this would be a good addition. The only process change to staff is where they would access the system.

Prior Board Action
November 11, 2014, the Board of Commissioners voted to approve entering into a contract not to exceed $168,995. Original contract executed in the amount of $134,470, leaving $34,525 to cover scanner purchases and potential changes as software is implemented.

Budget Impact
Expenditures included in the FY16 budget total $150,600 (some of the expenditures for the project were posted to FY15). Of the total additional cost of $7,085, $5,820 will be coded to Fund 16 (capital improvement) project #16001, and the balance of $1,265 to Fund 01 (General).

Recommended Action
Staff recommends the Board authorize the Executive Director to execute Change Order #1 to add a purchase order module to the accounting software with BS&A Software in the amount of $7,085.00.

Prepared by: Reviewed by:

Andrea N. Wallace, CPA   Joe DeLuce, CPRP
Director of Finance   Executive Director

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Change Request Form

Change #	1	Date Submitted	8/17/2015
Requested By	Kevin Schafer	Date Required	8/17/2015
Application/Area Affected:	BS&A Purchase Order .NET		

Description of Change: Change Order to add the Purchase Order .NET application and related training.

No	Changed Deliverable	Reason or Description	Net Change in Cost
1	Add Purchase Order .NET	Requested by customer	$5,820
2	Add onsite training	1 day @ $1,000/day	$1,000
3	Add related travel expenses		$265
		Total Net Changes	$7,085

Project Manager Approval:

Champaign Park District, IL   BS&A Software

Signature _____   Signature _____

Date: _____   Date: _____