



**CHAMPAIGN  
PARK DISTRICT**

**AGENDA  
REGULAR BOARD MEETING  
Brenan Meeting Center  
706 Kenwood Road  
Champaign, Illinois  
Wednesday, December 13, 2017  
5:30 p.m.**

**A. CALL TO ORDER**

**B. PRESENTATIONS**

**C. COMMENTS FROM THE PUBLIC**

**D. COMMUNICATIONS**

**E. TREASURER'S REPORT**

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

**F. EXECUTIVE DIRECTOR'S REPORT**

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

**G. REPORT OF OFFICERS**

1. Attorney's Report
  - a. Ordinance No. 625  
Annexing Territory Pursuant to Petition (2602 and 2604 West Curtis Road, and 2802 S. Staley Road, Champaign, Illinois, Carle at the Crossing Fields South Drive Right-of-Way)
2. President's Report

**H. CONSENT AGENDA**

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

1. Approval of Minutes of the Special Board Meeting, October 25, 2017
2. Approval of Minutes of the Regular Board Meeting, November 8, 2017
3. Approval of Minutes of the Executive Session, November 8, 2017
4. Approval of Meeting Dates for 2018
5. Approval Inserting Craig Hays as Delegate, Timothy McMahon as 1<sup>st</sup> Alternate, Jane Solon as 2<sup>nd</sup> Alternate and Joseph DeLuce as 3<sup>rd</sup> Alternate to the IAPD Credentials Certificate

**I. NEW BUSINESS**

1. Approval of Disbursements as of November 8, 2017  
Staff recommends approval of disbursements for the period beginning November 8, 2017 and ending December 12, 2017.

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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.**

2. Approval of Appointment of Treasurer (*Oath Required*)  
The Board will appointment Donna Kay Lawson as treasurer.
3. Approval of the Memorandum of Understanding (MOU) regarding the Don Moyer Boys and Girls Club  
Staff recommends the Board approve the MOU between the Don Moyer Boys and Girls Club and the Champaign Park District.
4. Approval of Demolishment of the Spalding Recreation Center  
Staff recommends demolishing the Spalding Recreation Center and using Unit 4 school sites for the afterschool and summer day camp programs until a new recreation center can be constructed in Spalding Park or another park location.
5. Approval of Purchase of one (1) Pickup Truck through the Illinois State Joint Purchasing Program for the Recreation Department  
Staff recommends the waiver of the Park District's bidding process and approval of the purchase of one (1) 2018 Ford F-150 pickup truck from Wright Automotive at a cost of \$21,826, through the State of Illinois Joint Purchasing Program.
6. Approval of Purchase of two (2) Vehicles through the Illinois State Joint Purchasing Program for the Recreation Department  
Staff recommends the waiver of formal bidding and the approval of the purchases through the State of Illinois Joint Purchasing Program as follows: one (1) 2017 Ford fifteen passenger van from Landmark Ford at a cost of \$29,908.16 and one (1) 2018 F-650 w/ van body from Morrow Brothers at a cost of \$91,460.
7. Approval of Purchase of three (3) Vehicles through the Illinois State Joint Purchasing Program for the Operations Department  
Staff recommends the waiver of the park District's formal bidding process and approval the purchases through the Joint Purchasing Program as follows: one (1) 2018 Ford F-350 dump truck from Bob Ridings at a cost of \$40,954, one (1) 2018 Ford F-250 from Landmark Ford at a cost of \$34,124, and one (1) 2018 Ford F-150 pickup truck from Wright Automotive at a cost of \$21,826.
8. Approval of Ordinance No. 628: declaring personal property as surplus  
Staff recommends that the Board adopt Ordinance No. 628, an ordinance providing for the disposal of personal property owned by the Champaign Park District of Champaign County, which will allow for the disposal of equipment as listed on Attachment "A."
9. Approval of Summer 2018 Part-Time and Seasonal Position Pay Rates  
Staff recommends approval of the 2018 seasonal and part-time wages as presented with a merit based \$0.15 increase for returning seasonal staff and year round part-time staff.

#### J. DISCUSSION ITEMS

1. Champaign Parks Foundation 2<sup>nd</sup> Quarter Financial Update
2. Champaign Park District 2<sup>nd</sup> Quarter Financial Update
3. Virginia Theatre Report
4. West Pier for Kaufman Lake
5. Carle Community Trail Report

**K. COMMENTS FROM COMMISSIONERS**

**L. 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.

**M. RETURN TO REGULAR MEETING**

**N. ADJOURN**

**ORDINANCE NO. 625**  
**AN ORDINANCE ANNEXING TERRITORY**  
**TO CHAMPAIGN PARK DISTRICT**

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WHEREAS, Champaign Park District is a General Park District organized and existing under the provisions of the Park District Code approved May 17, 1951, as amended, and

WHEREAS, Section 3-10 of the Park District Code provides:

"Whenever a Park District operating within territory predominantly in a city or village or two or more cities or villages would become coterminous or nearly coterminous with such city or village or two or more cities or villages upon the annexation of the additional territory within such municipalities but not incorporated within such a Park District, such Park District may annex such additional territory by the passage of an ordinance to that effect."

and

WHEREAS, Champaign Park District is presently operating within a territory predominantly within the corporate limits of the City of Champaign, Illinois; and

WHEREAS, the tracts of land hereinafter described are located within the corporate boundaries of the City of Champaign, Illinois, but are not presently incorporated within the present corporate boundaries of Champaign Park District or any other park district; and

WHEREAS, upon the annexation of said tracts of land hereinafter described by Champaign Park District, the boundaries of the City of Champaign, Illinois and of Champaign Park District will become coterminous or nearly coterminous;



NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF CHAMPAIGN PARK DISTRICT:

Section 1. The following described tracts of land be and the same are hereby annexed to Champaign Park District, effective as of the date of passage of this ordinance, and said tracts shall henceforth become and be a part of Champaign Park District the same as though originally included in said district.

Section 2. The territories hereby annexed are described as follows:

TERRITORY PURSUANT TO PETITION  
(2602 and 2604 West Curtis Road)  
Council Bill No. 2017-160

The West Half (W ½) of the Southwest Quarter (SW ¼) of the Southeast Quarter (SE ¼) of the Southwest Quarter (SW ¼) of Section 27, in Township 19 North, Range 8 East of the Third Principal Meridian located in Champaign County, Illinois

Encompassing 4.68 acres, more or less.

(PIN: 03-20-27-300-004)

Commonly known as: 2602 and 2604 West Curtis Road, Champaign, IL 61822

TERRITORY PURSUANT TO PETITION  
(2802 S. Staley Road, Champaign, Illinois,  
Carle at the Crossing – Fields South Drive Right-of-Way)  
Council Bill No. 2017-161

Part of the Northwest ¼ Section 28, T.19N., R.8E of the 3rd P.M., Champaign County, Illinois, more particularly described as follows:

Beginning at the Southeast corner of the Southwest ¼, Northwest ¼ of Section 28, T. 19N. R.8E. of the 3rd Principal Meridian; thence N.89°18'13" W., along the South line of the Northwest ¼ of said Section 28, 80.02 feet; thence N. 00°33'54" W., 1,045.94 feet to a point of curvature; thence along a curve to the right, concave to the East, with a radius of 490.00 feet and a chord bearing of N. 05°42'08" E, an arc length of 107.20 feet to a point of reverse curvature; thence along a curve to the left, convex to the East, with a radius of 410.00 feet and a chord bearing of N. 06°21'29" E., an arc length of 80.31 feet to a point of tangency; thence N. 00°44'47" E., 100.00 feet to a point on the North line of the S. ½, NW ¼ Section 28 (South line of Gentry South Subdivision); thence S. 89°15'13" E. (recorded as S. 88°53'04" E.) along said North line of the S. ½, NW. ¼ Section 28, 80.00 feet; thence S. 00°44'47" W., 100.00 feet to a point of curvature; thence along a curve to the right, concave to the West, with a radius of 490.00 feet and a chord bearing of S. 06°21'29" W., an arc length of 95.98 feet to a point of reverse curvature; thence along a curve to the left, convex to the West, with a radius of 410.00 feet and a chord bearing of S. 05°42'08" W., an arc length of 89.70 feet to a point of tangency; thence S. 00°33'54" E., 1,047.71 feet to the point of beginning, containing 2.449 acres, more or less, all situated in Champaign County, Illinois and

A public utility easement, 15-foot in even width, parallel and adjacent to the West line of the above described property, and

Permanent and temporary drainage easements as shown and dimensioned on this plat.

(A Portion of PIN: 03-20-28-150-001)

Commonly known as: 2802 S. Staley Road, Champaign, IL 61822

Together with any and all adjacent streets, highways, or parts thereof not now within the corporate limits of Champaign Park District, to the far side of said streets, highways or parts thereof.

Section 3. The Secretary of this Board is hereby authorized and directed to file a certified copy of this ordinance together with an accurate map of the territories hereby annexed, in the offices of the County Clerk and the Recorder of Deeds of Champaign County, Illinois.

Section 4. This ordinance shall be in full force from and after its passage and approval as required by law.

PASSED this \_\_\_ day of \_\_\_\_\_ 2017.

APPROVED this \_\_\_ day of \_\_\_\_\_ 2017.

ATTEST:

\_\_\_\_\_  
Craig W. Hays, President

\_\_\_\_\_  
Cindy Harvey, Secretary

**CHAMPAIGN PARK DISTRICT  
MINUTES OF SPECIAL MEETING  
BOARD OF COMMISSIONERS**

**October 25, 2017**

The Champaign Park District Board of Commissioners held a Special Meeting on Wednesday, October 25, 2017 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President Craig W. Hays presided over the meeting.

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

Staff Present: Joe DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Daniel Olson, Director of Operations, Jameel Jones, Director of Recreation, Tammy Hoggatt, Director of Human Resources, and Topher Wendt, Aquatics Coordinator.

Tim Mitchell, reporter from *The News-Gazette*, was present.

**Call to Order**

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

**Comments from the Public**

There were no comments from the public.

**New Business**

Approval of an Amendment to a Tuition Assistance Agreement

Ms. Hoggatt presented the report. She reported about the request for additional funds for the employee who has 12 credit hours remaining in Parkland College HVAC program, which includes the class in which he is currently enrolled. Ms. Hoggatt stated that staff is requesting an additional \$3,000 for the employee to complete the program. Discussion ensued. Ms. Hoggatt stated that the program is entitled "Heating Ventilation and Air Conditioning Installation Technician Certificate." While the employee is enrolled in the certificate program, he has been encouraged to pursue the associate's degree.

Commissioner Kuhl suggested inserting language that reads "a not to exceed amount of \$3,000". Discussion ensued regarding cost per credit hour and total cost for the certificate. Staff will provide the Board with a breakdown of funds spent to date for the employee's certificate program.

Commissioner Kuhl made a motion that, based on receiving the supplemental financial information, the Board approve the amendment to the Tuition Assistance Agreement authorizing up to an additional \$3,000. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of Change Orders No. 2 and 3 to the Springer Cultural Center Roof Project

Mr. DeLuce stated that staff is requesting approval of a resolution authorizing the Executive Director to execute Changes Orders No. 2 and 3 and approve and ratify Change Order No. 1 for the Springer Cultural Center Roof project. Mr. Olson discussed the change orders. Discussion ensued.

Vice President McMahon made a motion to approve a resolution authorizing the Executive Director to execute Changes Orders No. 2 and 3 and approve and ratify Change Order No. 1 for the Springer Cultural Center Roof project. The motion was seconded by Commissioner Miller. The motion passed 5-0.

#### Approval of Flower Island Fee Increase

Mr. DeLuce reported that additional information was forwarded to the Board. Discussion ensued about the rate it would take to increase in order to reach the 75% recovery cost. Mr. Olson reported that it is a great program and that staff would like to keep it viable. Staff is looking at different options to reduce cost.

Commissioner Kuhl stated that the flower island program is a wonderful addition to the community but not at any cost. She noted it is difficult for her to approve a fee increase because further information is needed. While the program beautifies our community, it does not necessarily address the core purpose of the Park District. She expressed concern about not being able to reach the 75% cost recovery rate. Commissioner Kuhl stated that she would like to see who the contributors are and what businesses have flower islands. She stated that she would like to know how much the Park District is subsidizing the program and what companies and organizations have flower beds. Discussion ensued. Staff will provide further information for the Board to address this program.

This item was tabled to the November 2017 Regular Board meeting. Staff recommends increasing the Flower Island Program fee from \$11.10 per sq. ft. to \$12.00 per sq. ft. (an approximate 8% increase) for the 2018 season.

#### Approval of an Agreement with RATIO Architects, Inc. regarding Human Kinetics Park

This item was removed from the agenda.

### **Discussion**

#### Supplemental Budget Process

Ms. Wallace presented the report. She stated that a supplemental budget allows for additional revenue generated that has not originally been foreseen when the budget was completed. The supplemental budget would not require posting notice. Ms. Wallace reported that the supplemental budget would be a viable option for the Virginia Theatre to pursue with regard to the previously noted possible performers. She stated that the other option would be to complete the budget amendment, which requires the 30 day notice and public hearing. Discussion ensued. Staff is interested in negotiating about performance with the date of the event to be determined. Ms. Wallace discussed the pros and cons of the break even or profitable event, and when a budget amendment is required. It was the consensus of the Board that staff can begin the process of pursuing the matter.

#### Solicitation of Community Input

Ms. Wallace presented the report. She briefed the Board on the creation of a Capitalization Prioritization Committee. She stated that it would focus on community input. The report was proposed to help gauge Board interest. Community input in the past has been project specific. Options for a more of long term formal committee appointed by the Board or holding public forum workshops to gather information from the community were addressed. It was the consensus of the Board to continue to gather information and relay information as it has done in the past without such a committee.

#### Proposed Criteria for Capital Program Requests

Ms. Wallace presented the report. She reviewed the proposed criteria to prioritize capital projects for the capital improvement plan. Discussion ensued. It was the consensus of the Board that staff proceed with implementation of the process to be able to more definitively prioritize matters. It was noted that statutory legal requirements, ADA or safety/risk requirements should receive greater emphasis. The Board encouraged staff to use a couple of current projects to demonstrate the proposed new process.

### Aquatics Report

Mr. Jones and Topher Wendt presented the report and responded to questions by the Board. Mr. Jones reported that there were 71,846 visitors to the Sholem Aquatic Center. He discussed the special events and programs held at the aquatic center. Mr. Jones reported that staff received an "Exceeds" on three unannounced audits by Ellis and Associates. He also reported that one of the lifeguards was awarded the honor of Golden Guard by Ellis auditor. Mr. Wendt reported that to achieve this status, Ellis and Associates looks for a lifeguard that achieves certain Ellis and Associates standards. He reported that the aquatic center is ranked in the top ten percent in the world. Mr. Jones reported that there were 43 rescues and 23 saves at the pool. He discussed the results of the survey which 90% of respondents ranked their experience either "excellent" or "very good". Mr. Jones stated that improvements requested include a deep well, additional shade, and extended hours. He discussed the budget highlights from 2010 through 2017. Program, event and daily attendance was compared to 2017. Mr. Jones reported that daily attendance decreased over 2016. He highlighted the various programs, swim team and concessions. He stated that challenges included lack of activities for youth/teens, lack of aquatic space for programming and new staffing.

The Board thanked staff for the thorough report.

### **Comments from Commissioners**

Mr. Jones reported that Halloween Funfest will be held October 26, 2017 at the Market Place Mall. Staff is looking for a costume judge. Commissioner Solon volunteered to serve as a judge. Mr. Jones reported that Nightmare on Grove Street will be held on October 28, 2017 at the Douglass Community Center. He reported that Douglass staff held a custom drive and received over 70 costumes. The CUSR Cupcake Walk/Run scheduled for November 5, 2017 has 198 registered participants.

President Hays reported that Ms. Harvey will email an application for the treasurer's position to Commissioners. Commissioner Solon stated that applications are due a week from today.

### **Executive Session**

No Executive Session was held.

### **Adjourn**

There being no further items to come before the Board, Commissioner Kuhl made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. The motion passed 5-0 and the meeting was adjourned at 6:44 p.m.

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Craig W. Hays, President

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Cindy Harvey, Secretary

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

**November 8, 2017**

**PUBLIC HEARING**

The Champaign Park District Board of Commissioners held a Public Hearing on Wednesday, November 8, 2017 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President Hays presided over the hearing.

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

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Daniel Olson, Director of Operations, Jameel Jones, Director of Recreation, and Andrew Weiss, Director of Planning.

Other staff were in attendance as well as members of the public.

**Open the Public Hearing**

President Hays opened the Public Hearing at 7:00 p.m. He stated that the purpose of the Public Hearing was to discuss and receive comments on the proposed Property Tax Levy for the year commencing May 1, 2018 and ending April 30, 2019. A notice of the proposed 2018-2019 Tax Levy was published in *The News-Gazette* on November 1, 2017 in compliance with state law.

President Hays called for comments from the public. There were no comments received.

Commissioner Kuhl made a motion to adjourn the Public Hearing. The motion was seconded by Commissioner Solon. The motion passed 5-0.

**REGULAR BOARD MEETING**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, November 8, 2017 immediately following the Public Hearing at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President Hays presided over the meeting.

The Commissioners, Officers, staff and public present at the Public Hearing were in attendance at the Regular Meeting.

**Call to Order**

President Hays called the meeting to order at 7:03 p.m.

**Comments from the Public**

None.

**Communications**

President Hays circulated the communications.

**Treasurer's Report**

President Hays wished Treasurer Wackerlin a Happy Birthday.

Treasurer Wackerlin presented the Treasurer's Report for the month of October 2017. He stated the Park District's finances have been reviewed and found to be in appropriate order.

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

## **Executive Director's Report**

### Volunteer of the Month

Ashley Sims, Special Events & Volunteer Coordinator, reported that Sandy and Mark Williams were chosen as November Volunteers of the Month. They were recognized for their efforts at shows and events at the Virginia Theatre. The Williams were presented with a bag of gifts in appreciation. The Board thanked them for their efforts.

### Project Updates

Mr. DeLuce reported that the project updates will be forwarded to the Board at a later date.

### General Announcements

He reported that after the meeting, President Hays, Attorney Hall and he will leave for the 2017 Legal Symposium on November 9, 2017. Mr. DeLuce stated that a decision needs to be made on whether to hold a Study Session on November 29, 2017. He reported that a Joint CPD/UPD meeting regarding the CUSR Program will be held on December 7, 2017 at 5:30 p.m. at the Hays Center followed by a Seniors Holiday Party on December 7, 2017 at 6 p.m. at the Hilton Garden. He also reminded the Board to let Ms. Harvey know if anyone plans to attend the 2018 IAPD/IPRA Annual conference.

## **Committee and Liaison Reports**

### Champaign Parks Foundation

President Hays reported the Foundation continues to work on the Human Kinetics matter to accept funds.

## **Report of Officers**

### Attorney's Report

Attorney Hall reported that he has a couple of matters to address later in the agenda.

### President's Report

President Hays reported that there are candidates for the treasurer's position, which will be vacated when Treasurer Wackerlin retires. He stated that Commissioner Solon and he will be scheduling interviews before the December Regular Board meeting.

## **Consent Agenda**

President Hays stated that all items on the Consent Agenda are considered routine and shall be acted upon by one motion. If discussion is desired, that item shall be removed and discussed separately.

1. Approval of Minutes of the Public Hearing and the Regular Board Meeting, October 11, 2017
2. Approval Minutes of the Executive Session, October 11, 2017

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

## **New Business**

### Approval of Disbursements as of October 11, 2017

Staff recommended approval of the list of disbursements for the period beginning October 11, 2017 and ending November 7, 2017.

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning October 11, 2017 and ending November 7, 2017. The motion was seconded by Commissioner Miller. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes; Vice President McMahon – yes; President Hays – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

Approval to Pay off 2016 Bond Issue

Staff recommended that the Board approve payment of the 2016 bond issue in the amount of \$1,111,702.64 due by November 30, 2017.

Commissioner Kuhl made a motion to approve payment of the 2016 bond issue in the amount of \$1,111,702.64 by November 30, 2017. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of a Bid for General Obligation Bonds

Staff recommended that the Board accept the low bid from Commerce Bank for the annual \$1,123,500.00 General Obligation Bond issue.

Commissioner Solon made a motion to accept the low bid from Commerce Bank for the annual \$1,123,500.00 General Obligation Bond issue. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of Adoption of Ordinance No. 626: Bond Ordinance

Staff recommended adoption of Ordinance No. 626: an ordinance authorizing the issuance of General Obligation Park Limited Bonds, Series 2016, of the Champaign Park District, Champaign County, Illinois, and providing the details of such Bonds and for the levy of direct annual taxes to pay such bonds, and related matters.

Commissioner Kuhl made a motion to adopt Ordinance No. 626: An ordinance authorizing the issuance of General Obligation Park Limited Bonds, Series 2016, of the Champaign Park District, Champaign County, Illinois, and providing the details of such Bonds and for the levy of direct annual taxes to pay such bonds, and related matters. The motion was seconded by Commissioner Miller. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes; Vice President McMahan – yes; President Hays – yes; and Commissioner Kuhl – yes. The motion passed 5-0. A copy of Ordinance No. 626 is attached to the minutes.

Approval of Adoption of Ordinance No. 627: Tax Levy Ordinance

Ms. Wallace presented the staff report and responded to questions by the Board. She stated that staff recommended adoption of Ordinance No. 627: An ordinance to levy property taxes in the amount of \$12,920,331.00 for fiscal year beginning May 1, 2018 and ending April 30, 2019.

Commissioner Miller made a motion to adopt Ordinance No. 627: An ordinance to levy property taxes in the amount of \$12,920,331.00 for fiscal year beginning May 1, 2018 and ending April 30, 2019 providing that the tax rate not exceed .7149. The motion was seconded by Commissioner Kuhl. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes; Vice President McMahan – yes; President Hays – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

Approval of an Extension of an Agreement with Carle Foundation for Parking at the Tennis Center

Mr. DeLuce presented the report. Staff recommends approval of an extension of an agreement with Carle Foundation for parking at the Dodds Tennis Center.

Commissioner Kuhl made a motion to approve an extension of an agreement with The Carle Foundation for parking spaces at the Dodds Tennis Center for a seven (7) month term commencing December 1, 2017 and ending June 30, 2018. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval of a Contract with RATIO Architects, Inc. Regarding Human Kinetics Park

Mr. DeLuce presented the report. He reported that the contract is for Phase I Design Services.

Attorney Hall updated the Board on the proposed revised contract. He stated that the limited liability clause for any damages was removed and other changes were made to make the contract made more palatable for the Park District's interests. Attorney Hall reported that the contract has been given to the



architect, however, he has not yet received a response. He stated that the Board could approve the contract as presented. Discussion ensued. Attorney Hall stated that it is his recommendation that the Board approve the revised contract.

Commissioner Solon made a motion to approve a contract as corrected with RATIO Architects, Inc. regarding Human Kinetics Park. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

#### Approval of Flower Island Fee Increase

Mr. Hauser presented the report. He reviewed the history and original intent of the flower island program. Mr. Hauser stated that he was aware of the goal to recover 75% of the Park District's costs. The Park District was at a 62% recovery cost when he began working at the Park District five seasons ago. Mr. Hauser discussed the changes made, including not allowing a customer another bed of the same size and reducing the size of the flower beds. 26% of the flower island budget is the cost of flowers. He reported that the largest share of the budget is for labor. Mr. Hauser presented the breakdown of the budget of both flower programs for seasonal and full-time salaries. He stated that moving forward he would like to achieve the 75% recovery cost. Mr. Hauser discussed the current relationship with the schools and the City of Champaign, and possible changes in the future. He reported that staff will consider adding additional pollinating gardens for educational purposes at schools. Staff will continue to consider solutions to reduce cost. He stated that staff is requesting approval of an 8% increase for 2018 which will get the Park District at approximately 68% recovery cost. Discussion ensued. Commissioner Solon suggested that staff communicate with businesses and school officials about assisting with the costs. She expressed concern about the possible decrease in the number of flower islands due to increased cost.

Mr. Hauser stated that staff will continue to work on ideas to reduce the Park District's costs. He stated that plant costs continue to increase for various reasons.

Commissioner Kuhl applauded Mr. Hauser for compiling the information. She stated that it gives the Board a clearer picture of the costs. President Hays echoed Commissioner Kuhl's remarks. Commissioner Solon recommended approving the 8% increase for FY2018. The Board requested the same information about the flower programs be provided earlier next year.

Commissioner Solon made a motion to approve Option 1, raising the Flower Island Program fee from \$11.10 per sq. ft. to \$12.00 per sq. ft. (an approximate 8% increase) for the 2018 season. The motion was seconded by Commissioner Miller. The motion passed 5-0.

#### **Old Business**

None.

#### **Discussion Items**

##### Day Camp Report

Mr. Jones introduced Melanie Kahler from the Springer Cultural Center who oversees the Creative Kids camps and Katie Hicks from the Douglass Community Center who oversees the Douglass traditional day camp and Girls Explorer Program. Both were available to answer questions. He stated that Shannon Meissner, who oversees the Leonhard Recreation day camp, was unable to attend the meeting. Mr. Jones provided an overview of the various camps. He reported that most camps are for 10 weeks with the Leonhard Recreation camps being offered for 11 weeks or more. He provided an overview of the following programs: Leonhard Recreation day camp; Douglass Community Center day camps and teen camps; Douglass Community Center Girls Explorer Program; Creative Kids; and CUSR camps. The Douglass Community day camps continue to be supported by the Community Matters program. Most of the camps had an increase in enrollment. The Park District continues to partner with various organizations. Mr. Jones discussed the snack programs and meals offered at the various camps. He highlighted the budgets for the various camps. Mr. Jones reported that the scholarship program is very strong. A written report was made available.

Commissioner Solon asked whether the need for scholarships increased this year. Mr. Jones stated that he does not have that information.

#### Taste of Champaign-Urbana Report

Mr. Jones presented a report about the 2017 Taste of Champaign-Urbana. He reported that staff reduced the percentage of donations from 30% to 10% provided to organizations staffing the entrances to the event. There were 26 food vendors, 23 artists, 5 corporate sponsors, and 26 nonprofit sponsors. Mr. Jones reported that local craft beer was added to showcase craft beer makers. He stated that some vendors did not participate this year and stated that it was due to lack of a national performing act. Local acts were used this year. Mr. Jones reviewed the budget for the event. Beer sales were in the fifth year and the Park District retained 100% of the sales. All volunteers working the beer tents were trained by internal staff Zoe Stinson, Special Events Manager and Wendy Zindars, Risk Manager. Illinois American Water and Central Illinois Bank were major sponsors of the event. Discussion ensued about the dates the event will be held next year.

The Board thanked Mr. Jones for his reports.

#### **Comments from Commissioners**

Commissioner Miller reported that he had a good meeting with Mr. Jones.

#### **Executive Session**

Commissioner Solon moved upon the bases set forth below to convene into Executive Session. The motion was seconded by Commissioner Miller. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes; Vice President McMahon – yes; President Hays – yes; and Commissioner Kuhl – yes. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body; (c)(3) the selection of a person to fill a public office; (c)(5) for the purchase or lease of real property for the use of the public body; (c)(6) for the setting of a price for sale or lease of property owned by the public body; and (c)(11) to address litigation that is probable and imminent.

#### **Return to Regular Meeting**

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

#### **Executive Session Action Items**

##### Approval of a Memorandum of Understanding regarding Spalding Park

Commissioner Miller made a motion to approve the Memorandum of Understanding regarding Spalding Park. The motion was seconded by Vice President McMahon. The motion passed 5-0.

#### **Adjourn**

There being no further business to come before the Board, Commissioner Solon made a motion to adjourn the meeting. The motion was seconded by Vice President McMahon. The motion passed 5-0 and the meeting was adjourned at 8:31 p.m.

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Craig W. Hays, President

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Cindy Harvey, Secretary



**CHAMPAIGN  
PARK DISTRICT**

**REPORT TO PARK BOARD**

**FROM: Joe DeLuce, Executive Director**

**DATE: December 5, 2017**

**SUBJECT: Setting Dates and Times of Meetings in 2018**

Background

In accordance with the Open Meetings Act, notice of the schedule of regular meetings must be given at the beginning of each calendar or fiscal year and must state the regular dates, times and places of such meetings.

The Champaign Park District Board of Commissioners meet twice a month to conduct business affairs of the Park District. The Regular Board meetings are held on the second Wednesday of each month at 7:00 p.m. and Study Session are held on the fourth Wednesday of each month at 5:30 p.m., unless otherwise posted. All meetings are held at the Bresnan Meeting Center, 706 Kenwood Road, unless otherwise posted. From time to time special meetings of the Board may be called to discuss special or emergency issues.

Prior Board Action

None.

Budget Impact

None.

Recommended Action

Staff recommends Board approval of the meeting dates attached for 2018. Note that due to holidays no study sessions are scheduled in November or December.

Prepared by:

Reviewed by:

Cindy Harvey  
Assistant to the Executive Director

Joe DeLuce  
Executive Director



**CHAMPAIGN  
PARK DISTRICT**

**CHAMPAIGN PARK DISTRICT  
2018 Regular Board Meeting and Study Session Meeting Dates**

<b>REGULAR BOARD MEETINGS Wednesdays at 7 p.m.</b>	<b>STUDY SESSION MEETINGS Wednesdays at 5:30 p.m.</b>
January 10 2018	January 24, 2018
February 14, 2018	February 28, 2018
March 14, 2018	March 28, 2018
April 11, 2018	April 25, 2018
**May 9, 2018	May 23, 2018
June 13, 2018	June 27, 2018
July 11, 2018	July 25, 2018
August 8, 2018	August 22, 2018
September 12, 2018	September 26, 2018
October 10, 2018	October 24, 2018
November 14, 2018	--
December 12, 2018	--

\*\*Annual Meeting immediately followed by the Regular Board Meeting



TO: ALL MEMBER DISTRICTS

FROM: Peter M. Murphy, President/CEO

DATE: October 4, 2017

RE: **CREDENTIALS CERTIFICATE**

The IAPD/IPRA Soaring to New Heights Conference will be held at the Hilton Hotel, Chicago, Illinois, January 18-20, 2018.

Article V, Section 3 and 4 of the Constitutional By-Laws of the Illinois Association of Park Districts provides as follows:

"Section 3. Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards of member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district. Each delegate shall present proper credentials consisting of a certificate by the Secretary of the member district said delegate or delegates represent, with seal of office affixed, showing that the governing board at a special or regular meeting authorized said delegate or delegates to represent said member district. On all questions each member district represented shall have one vote which shall be the majority expression of the delegation from that member district."

"Section 4. No member district shall be entitled to vote by proxy and only delegates of a member district shall cast a ballot for that member district."

Accordingly, we enclose herewith a certificate, which, when properly certified by the Secretary of your agency after its governing board authorizes such delegate and alternates at a regular or special meeting, shall be mailed to the Association's office, 211 East Monroe Street, Springfield, IL 62701.

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 20, 2018 at 3:30 p.m. in the Grand Ballroom of the Hilton Hotel, 720 S. Michigan Avenue in Chicago, Illinois.

Your agency must be in good standing, the Credentials Certificate must be signed by the Board President and Secretary with your agency seal affixed.

**NOTE:** If your agency does not have a seal, then write the word "SEAL" and circle it where indicated on the certificate.

Your careful and prompt attention to this important matter is requested.

**CREDENTIALS CERTIFICATE**

This is to certify that at a meeting of the Governing Board of the \_\_\_\_\_

\_\_\_\_\_ held at

*(Name of Agency)*

\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_

*(Location)*

*(Month/Day/Year)*

*(Time)*

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held at the Hilton Hotel, Chicago, Illinois on **Saturday, January 20, 2018 at 3:30 p.m. in the Grand Ballroom:**

*Name*

*Title*

Delegate: \_\_\_\_\_

1st Alternate: \_\_\_\_\_

2nd Alternate: \_\_\_\_\_

3rd Alternate: \_\_\_\_\_

This is to certify that the foregoing is a statement of action taken at the board meeting cited above.

Affix Seal:

Signed: \_\_\_\_\_

*(President of Board)*

Attest: \_\_\_\_\_

*(Board Secretary)*

Return this form to: Illinois Association of Park Districts  
211 East Monroe Street  
Springfield, IL 62701-1186



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** December 13, 2017

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

### Background

As part of the proposed Martens Center at Human Kinetics Park, the DMBGC 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 the DMBGC has been prepared by the District Attorney. The updated MOU was sent to Sam Banks, Executive Director of the DMBGC for his Board of Director's review. Mr. Banks informed us that the DMBGC Board of Directors and he reviewed and approved the MOU.

**The Don Moyer Boys and Girls Club will be responsible for the following programming, services, and activities:**

- a. Operate a youth activities and afterschool program in the Martens Center on scheduled school days and certain non-school days during the school year as designated by the official and applicable public school calendars.
- b. Conduct such activities and after school programs during the hours of 2:30 p.m. to 6:00 p.m. on scheduled school days and 7:30 a.m. to 6:00 p.m. on such designated non-school days.
- c. Operate summer day camp activities and programs from 7:30 a.m. to 6:00 p.m. for children and adolescents in grades kindergarten through 8.
- d. Provide such activities and programs to children and adolescents in grades kindergarten through 8.
- e. Develop and implement programs that are consistent with the curriculum and standards implemented by the National Boys and Girls Club of America, including without limitation, the following: Character & Leadership, Sports & Recreation, Education & Career, and Healthy lifestyles.
- f. Provide an appropriate number of qualified staff to supervise and conduct programs and activities. Such staff shall be employed by DMBGC and covered by all applicable and necessary insurance.
- g. Comply with all policies and procedures related to the use of the Facilities, grounds, equipment, and supplies of the Park District separately and as developed in the Definitive Agreement.
- h. Comply with reporting and documentation requirements regarding children and adolescents using the Facilities as established and determined by the Park District and DMBGC.
- i. Provide all necessary equipment and supplies for the operation of the DMBGC programs and activities; provided that, the Park District shall provide adequate storage space at the Facilities for DMBGC.
- j. DMBGC shall be responsible for its pro rata share of utility and maintenance costs as set forth in the Definitive Agreement

**The Park District shall be responsible for the operation of the Martens Center and Human Kinetics Park:**

- a. Provide adequate space for signage identifying DMBGC. Any signage shall be consistent with the applicable policies of the Parties, but shall in all instances comply with requirements of the Park District as determined by its Board of Commissioners.
- b. Provide programming and activity space for DMBGC's afterschool, designated non-school day, and summer day camp programs.
- c. Dedicate office space in the Facility for DMBGC to prepare programming, activities, complete necessary documentation, and store its files, equipment and supplies.
- d. Provide a dedicated and identified entry area for DMBGC activity check in and check out.
- e. Provide suitable space for DMBGC programming literature and materials.
- f. Maintain the facility and park in a clean and safe condition

Prior Board Action

The Park Board has approved a MOU with the Martens that includes the partnership with the DMBGC.

Budget Impact

The DMBGC will share the costs of utilities and maintenance in the new facility. The exact amount will be determined in the final agreement.

Recommendation

Staff recommends the Park Board approve the MOU between the Don Moyer Boys and Girls Club and the Champaign Park District.

Prepared by:

Reviewed by:

Joe DeLuce  
Executive Director

Cindy Harvey  
Assistant to the Executive Director



## MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING ("Memorandum") is made and effective as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the **Champaign Park District**, an Illinois Municipal Corporation ("Park District"), with a principal business address of 706 Kenwood Road, Champaign, IL 61821, and **Don Moyer Boys and Girls Club**, an Illinois not-for-profit corporation ("DMBGC"), with a principal business address of 201 E. Park Street, Champaign, IL 61820, and individually or collectively referred to as otherwise as "Party" or "Parties", as the case may be.

### 1. RECITALS.

**WHEREAS**, Park District is currently involved in a project for the enhancement and development of Human Kinetics Park in Champaign, Illinois with donors Rainer and Julie S. Martens and the Martens Foundation in order to develop an indoor recreational and community center at Human Kinetics Park;

**WHEREAS**, the Martens have expressed their interests and desire for the Park District to include DMBGC in programming and activities at the proposed community center for the development and enhancement of those children and adolescents who attend DMBGC;

**WHEREAS**, Park District and DMBGC desire to enter into a Memorandum as described herein in order to work together to accomplish their respective purposes, goals and objectives; and

**WHEREAS**, Park District and DMBGC are interested in developing joint programs, activities and services for the development of children and adolescents in connection with the use of the Martens Center at Human Kinetics Park.

**2. PURPOSE.** This Memorandum sets forth the intentions of the Parties with respect to a proposed Agreement between them related to the use, programming, activities and services to be located at Human Kinetics Park in the City of Champaign, State of Illinois consisting of a community center, and including athletic facilities and recreational fields ("Facilities"). The purpose of this Memorandum is to set forth the preliminary terms and provisions that will govern the use, programs, activities and services available at the Facilities.

**3. DEFINITIVE AGREEMENT.** Park District and DMBGC will use their reasonable good faith efforts to negotiate and enter into an Agreement containing terms consistent with the terms of this Memorandum (the "Definitive Agreement"). The Definitive Agreement shall include representations, terms, covenants, conditions, use allocations, operating cost sharing terms and other matters customary for transactions of this nature and complexity. At the outset, it is noted that this Memorandum shall not be construed as a binding agreement between the Parties, as otherwise described more fully herein. The Parties recognize that DMBGC does separately operate and own for its programs and activities another building in Champaign, Illinois, and that the Facilities contemplated for development by the Park District will be for the purpose of serving the community at large, albeit with certain specific opportunities for DMBGC members, as generally described herein. Accordingly, the Parties acknowledge and understand that Martens Center at Human Kinetics Park shall not be construed as being developed solely for any particular group(s).

**4. OWNERSHIP.** The Facilities to be constructed and developed at Human Kinetics Park shall at all times be owned by and operated by the Park District. The Park District shall, as otherwise described herein, allocate space and programming to DMBGC pursuant to the Definitive Agreement. The Parties recognize that the Park District shall work with DMBGC to develop such programming and activities consistent with the Park District's overall programming policies, purposes and needs.

**5. PROGRAMMING BY DMBGC.** DMBGC shall undertake the following programming, services, and activities:

- a. Operate a youth activities and afterschool program in the Martens Center on scheduled school days and certain non-school days during the school year as designated by the official and applicable public school calendars.
- b. Conduct such activities and after school programs during the hours of 2:30 p.m. to 6:00 p.m. on scheduled school days and 7:30 a.m. to 6:00 p.m. on such designated non-school days.

- c. Operate summer day camp activities and programs from 7:30 a.m. to 6:00 p.m. for children and adolescents in grades kindergarten through 8.
- d. Provide such activities and programs to children and adolescents in grades kindergarten through 8.
- e. Develop and implement programs that are consistent with the curriculum and standards implemented by the National Boys and Girls Club of America, including without limitation, the following: Character & Leadership, Sports & Recreation, Education & Career, and Healthy Lifestyles.
- f. Provide an appropriate number of qualified staff to supervise and conduct programs and activities. Such staff shall be employed by DMBGC and covered by all applicable and necessary insurance.
- g. Comply with all policies and procedures related to the use of the Facilities, grounds, equipment, and supplies of the Park District separately and as developed in the Definitive Agreement.
- h. Comply with reporting and documentation requirements regarding children and adolescents using the Facilities as established and determined by the Park District and DMBGC.
- i. Provide all necessary equipment and supplies for the operation of the DMBGC programs and activities; provided that, the Park District shall provide adequate storage space at the Facilities for DMBGC.
- j. DMBGC shall be responsible for its pro rata share of utility and maintenance costs as set forth in the Definitive Agreement.

**6. PARK DISTRICT RESPONSIBILITIES.** The Park District shall undertake the following responsibilities with regard to the Facilities at Human Kinetics Park:

- a. Provide adequate space for signage identifying DMBGC. Any signage shall be consistent with the applicable policies of the Parties, but shall in all instances comply with requirements of the Park District as determined by its Board of Commissioners.
- b. Provide programming and activity space for DMBGC's afterschool, designated non-school day, and summer day camp programs.
- c. Dedicate office space in the Facility for DMBGC to prepare programming, activities, complete necessary documentation, and store its files, equipment and supplies.
- d. Provide a dedicated and identified entry area for DMBGC activity check in and check out.
- e. Provide suitable space for DMBGC programming literature and materials.
- f. Maintain the Facility and park in a clean and safe condition.

**7. OPERATION AND MAINTENANCE OF FACILITIES.**

- a. The direct and indirect costs of employees of the Parties arising from the use and operation of the Facilities shall be the responsibility of the respective employer.
- b. Costs associated with necessary utilities, maintenance and repair of the Facilities shall be set forth in the Definitive Agreement.
- c. The Parties, acting through their respectively designated representatives, shall jointly prepare an annual schedule of activities and events.

- d. The schedule for the use of the Facilities shall be governed by the Definitive Agreement, which may be amended from time to time by mutual agreement.
- e. The Park District, except insofar as the Facilities are specifically designated for use by DMBGC, may make the Facilities available for use by other groups in accordance with Park District policies and procedures.
- f. In connection with any concession equipment or facilities that may be located on the premises, the Park District shall retain for its own use any and all revenue received therefrom.

8. **LIABILITY INSURANCE.** The Parties shall obtain the necessary liability, property and casualty insurance as their respective interests and obligations appear. The terms and conditions of such insurance shall be described in the Definitive Agreement.

9. **INDEMNIFICATION.** Each Party shall indemnify and hold the other Party harmless from and against any and all claims, demands, liabilities, suits, and expenses arising from the respective Party's breach or default, error or omission, as more particularly described in the Definitive Agreement.

10. **GENERAL PROVISIONS.**

- a. Each Party will bear its respective expenses (including fees and expenses of legal counsel, financial advisers, design professionals or other representatives or consultants) in connection with the proposed transactions contemplated by this Memorandum, except as otherwise provided for herein.
- b. The provisions of this Memorandum and all duties, obligations and rights arising therefrom shall be governed by and construed in accordance with the domestic laws of the State of Illinois, without giving effect to any choice of law or conflict of law provision or rule (whether of the State of Illinois or any other jurisdiction) that could otherwise be construed to cause the application of the laws of any jurisdiction other than the State of Illinois. In the event of any claim or lawsuit regarding this Agreement, Champaign County, Illinois, shall be the appropriate venue for such claim or suit.
- c. This Memorandum, including any Exhibits and Schedules, is not intended to be and shall not be construed as a binding agreement between the Parties, but only an expression of their mutual intent and understanding. It does not contain all matters upon which the Definitive Agreement must be reached. If a Definitive Agreement has not been executed by the Parties on or before \_\_\_\_\_, 20\_\_ for any reason, this Memorandum shall automatically terminate without further notice, and in the event of such termination neither Party shall have any liability to the other Party of any kind or character whatsoever.
- d. This Memorandum may be signed in any number of counterparts, any one of which need not contain the signature of more than one Party, but all such counterparts taken together shall constitute one and the same agreement

11. **CONFIDENTIALITY.** The contents of this Memorandum and any information disclosed or documents provided by one Party to any other Party pursuant to this Memorandum shall be deemed to be confidential information between the Parties and not subject to disclosure to any third parties, except as necessary to effectuate its terms. It shall be subject to all privileges, exemptions and exceptions provided by law, including without limitation, pursuant to the Freedom of Information Act (FOIA) and Open Meetings Act (OMA), as applicable and amended from time to time.

12. **REPRESENTATIONS.** Each Party hereto represents and warrants that the execution, delivery and performance of this Memorandum has been duly authorized by all necessary action of its respective governing board and this Memorandum has been duly executed by such Party in accordance therewith.

13. **PUBLIC STATEMENTS.** A Party shall not issue any news releases or public statements with respect to any Agreement or this Memorandum without the express written consent of the other Party, except to the extent otherwise required

by law, in which case the Party proposing to make such a release or statement shall use reasonable efforts to coordinate such release or statement with the other Party.

14. **NOTICES.** Any notice or other communication required or permitted to be given in connection with this Memorandum shall be in writing, and shall be deemed to have been given on the date and at the time sent by certified mail, return receipt requested, to the respective Party at the address set forth below, or at such other address as the Parties shall provide to each other in writing. In addition, any such notice shall be contemporaneously sent by the first class regular U.S. Mail to:

If to DMBGC:

President, Board of Directors  
Don Moyer Boys & Girls Club  
201 E. Park Street  
Champaign, IL 61820  
Facsimile: (217) 398-3343

and

Chief Executive Officer  
Don Moyer Boys & Girls Club  
201 E. Park Street  
Champaign, IL 61820  
Facsimile: (217) 398-3343

If to Park District:

President, Board of Commissioners  
Champaign Park District  
706 Kenwood Road  
Champaign, IL 61821  
Facsimile: (217) 355-8421

and

Executive Director  
Champaign Park District  
706 Kenwood Road  
Champaign, IL 61821  
Facsimile: (217) 355-8421

IN WITNESS WHEREOF, this Memorandum has been duly executed by the Parties hereto effective as the day and year first above written.

**DON MOYER BOYS & GIRLS CLUB**

**CHAMPAIGN PARK DISTRICT**

By \_\_\_\_\_

By \_\_\_\_\_

Its Board President

Its Board President

And \_\_\_\_\_

By \_\_\_\_\_

Its Chief Executive Officer

Its Executive Director



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director  
**DATE:** December 13, 2017  
**SUBJECT:** Spalding Park Recreation Center

### Introduction

The Champaign Unit 4 School District (Unit 4) and the Champaign Park District (Park District) have both approved a Memorandum of Understanding regarding renovating the baseball field, adding a practice field and adding four (4) to eight (8) tennis courts in Spalding Park. The improvements will provide new athletic facilities for Central High School students as well as the public. Unit 4 staff informed the Park District that \$3.6 million has been allocated for baseball and tennis facilities plus funds for a new locker room and other related sports amenities. The Park District will add internal paths and lights to the park.

Unit 4 will cover the cost to replace or relocate any amenities needed to make space for their improvements to Spalding Park. Unit 4 has requested that the Spalding Recreation Center be relocated. However, the Park District can leave the facility if it so desires, Therefore, Unit 4 will not pay to relocate or construct a new Spalding Recreation Center.

The Spalding Recreation Center was constructed in 1974 at a cost of \$80,000. The facility is approximately 2,500 sq. feet and is currently being used for the Champaign-Urbana Special Recreation (CUSR) program for afterschool and summer day camp programs. The facility is in very poor condition and its design does not serve CUSR programs and participants needs. The facility is basically a one room facility with restrooms, storage and an office. A new 2,500 to 3,000 sq. ft. recreation center to replace the Spalding Recreation Center could cost between \$250,000 and \$450,000.

### Options

1. The Park District could leave the Spalding Recreation Center in its current location and continue to use it for the CUSR summer day camp and afterschool programs.
2. The Park District could demolish the Spalding Recreation Center. CUSR could use Unit 4 schools, Urbana Park District and/or Park District current facilities for their summer day camp and afterschool programs.
3. The Park District could demolish the Spalding Recreation Center and replace it with a new 2,500 to 3,000 sq. ft. recreation center in Spalding Park or another park within the Park District. CUSR could utilize Unit 4 schools for their summer day camp and afterschool programs until a new recreation center is constructed.

### Recommendation

Staff recommends demolishing the Spalding Recreation Center and using Unit 4 school sites for the CUSR afterschool and summer day camp programs until a new recreation center can be constructed in Spalding Park or another park location.

Prepared by:

Joe DeLuce, CPRP  
Executive Director

Reviewed by:

Cindy Harvey  
Executive Asst. to the Executive Director



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director  
**DATE:** December 13, 2017  
**SUBJECT:** Replacement of Damaged Vehicle

### Introduction

Staff is requesting Board approval to purchase one regular cab pickup truck through the Illinois State Joint Purchasing Program. This purchase is to replace a Recreation Department 2012 truck that was totaled in an accident on July 13, 2017.

The Joint Purchasing Program offers local governments the opportunity to purchase vehicles jointly with the State of Illinois without further competitive bids (30 ILCS 525/0.01 et seq.). The Board approved a resolution authorizing the Park District to participate in the joint purchasing through the State in December 1975. The participation in the program continues until such time as written notice is given that the resolution is revoked.

### Prior Board Action

The truck that was involved in the accident was declared surplus at the August 9, 2017 Regular Board meeting.

### Budget Impact

The cost for the new vehicle is \$21,826. The Park District received an insurance check in the amount of \$16,625 for the wrecked truck. This specific vehicle purchase was not budgeted for in this year, therefore staff recommends the remaining \$5,201 needed for the purchase be resolved from the remaining \$18,613.84 from project #18VE03 "Vehicle Replacement – Recreation".

### Recommended Action

Staff recommends the waiver of the Park District's bidding process and approval of the purchase of one (1) 2018 Ford F-150 pickup truck from Wright Automotive at a cost of \$21,826, through the State of Illinois Joint Purchasing Program.

Prepared by:

Reviewed by:

Bret Johnson  
Grounds & Maintenance Supervisor

Daniel Olson  
Director of Operations



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director  
**DATE:** December 13, 2017  
**SUBJECT:** Vehicle Purchase – Recreation Department

### Introduction

Staff is requesting Board approval to purchase the following vehicles through the Illinois State Joint Purchasing Program for the Recreation Department: one (1) fifteen passenger van and one (1) sound truck which pulls the showmobile. The vehicles that are being replaced will be declared surplus and sold on a local auction site.

The Joint Purchasing Program offers local governments the opportunity to purchase vehicles jointly with the State of Illinois without further competitive bids (30 ILCS 525/0.01 et seq.). The Board approved a resolution authorizing the Park District to participate in the joint purchasing through the State in December 1975. The participation in the program continues until such time as written notice is given that the resolution is revoked.

### Prior Board Action

The Park Commissioners approved the FY17-18 Capital budget at the February 08, 2017 Regular Board meeting.

### Budget Impact

The total cost for the two vehicles recommended for purchase is \$121,368.16. The total amount budgeted in the FY 17-18 Capital Budget for the Recreation Department vehicle purchase is \$140,000 (project #18VE03). Leaving \$18,613.84 remaining.

### Recommended Action

Staff recommends the waiver of formal bidding and the approval of the purchases through the State of Illinois Joint Purchasing Program as follows: one (1) 2017 Ford fifteen passenger van from Landmark Ford at a cost of \$29,908.16 and one (1) 2018 F-650 w/ van body from Morrow Brothers at a cost of \$91,460.

Prepared by:

Reviewed by:

Bret Johnson  
Grounds & Maintenance Supervisor

Daniel Olson  
Director of Operations



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director  
**DATE:** December 13, 2017  
**SUBJECT:** Vehicle Purchases – Operations Department

### Introduction

Staff is requesting Board approval to purchase the following vehicles through the Illinois State Joint Purchasing Program: one (1) dump truck, one (1) truck w/ service body, and one (1) regular cab pickup truck.

The Joint Purchasing Program offers local governments the opportunity to purchase vehicles jointly with the State of Illinois without further competitive bids (30 ILCS 525/0.01 et seq.). The Board approved a resolution authorizing the Park District to participate in the joint purchasing through the State in December 1975. The participation in the program continues until such time as written notice is given that the resolution is revoked.

The new dump truck was slated to replace a 2006 Ford Dump Truck in the approved *Vehicle Replacement Schedule*. After further fleet evaluation, staff is recommending to instead replace the 2003 Ford Dump Truck because of higher mileage and higher maintenance costs.

The new truck with service body was slated to replace a 2002 Chevy 2500 in the approved *Vehicle Replacement Schedule*. After further fleet evaluation, staff is recommending to instead replace our 2001 Dodge Ram 1500 pickup because of significantly higher mileage.

The regular cab truck will be an addition the Operations fleet. Instead of re-selling the replacement truck (2001 Dodge Ram w/ 49,978 miles), staff determined it would be beneficial to retain this vehicle for long season part-time staff. This truck will primarily be devoted for the maintenance of the Park Districts perennial landscape beds.

### Prior Board Action

The Park Commissioners approved the FY17-18 Capital budget at the February 8, 2017 Regular Board meeting. All three vehicles were in this budget.

### Budget Impact

The total amount budgeted in the FY 17-18 Capital Budget for the vehicle purchases is \$110,000 (project #18VE04). An unexpected engine replacement for the Bresnan van used \$7,459.17 of this budget. The total cost for all three vehicles is \$96,904. Leaving \$5,636.83 remaining.

### Recommended Action

Staff recommends the waiver of the Park District's formal bidding process and approval the purchases through the Joint Purchasing Program as follows: one (1) 2018 Ford F-350 dump truck from Bob Ridings at a cost of \$40,954, one (1) 2018 Ford F-250 from Landmark Ford at a cost of \$34,124, and one (1) 2018 Ford F-150 pickup truck from Wright Automotive at a cost of \$21,826.



Prepared by:

Reviewed by:

Bret Johnson  
Grounds & Maintenance Supervisor

Daniel Olson  
Director of Operations



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** December 6, 2017

**SUBJECT:** Approval of Ordinance No. 628, Providing for the Disposal of Personal Property Owned by the Champaign Park District of Champaign County

### Background

In the annual attempt to free up space, Park District staff have identified items that are no longer useful to Park District operation. The disposal plan for these items is to be sold to the highest bidder, with or without advertising the sale, or disposed of on terms as may be approved by the Executive Director. Illinois law permits park districts to dispose of unusable equipment. The Board must pass an ordinance authorizing disposal of the property. A detailed list of this equipment is attached.

### Prior Board Action

None.

### Budget Impact

Any proceeds received from the sale of these items will be put back into the Capital Improvement Fund as special receipts.

### Recommended Action

Staff recommends that the Board adopt Ordinance No. 628, an ordinance providing for the disposal of personal property owned by the Champaign Park District of Champaign County, which will allow for the disposal of equipment as listed on Attachment "A."

Prepared by:

Reviewed by:

Nate Massey  
Special Projects Supervisor

Dan Olson  
Director of Operations

**ORDINANCE NO. 628**

**AN ORDINANCE PROVIDING FOR THE DISPOSAL OF  
PERSONAL PROPERTY OWNED BY THE CHAMPAIGN PARK  
DISTRICT.**

**WHEREAS**, the Champaign Park District, pursuant to the Park District Code, 70 ILCS 1205/8-22, is granted the ability to dispose of personal property, and

**WHEREAS**, the Champaign Park District has determined that certain items it owns are no longer necessary, useful to, or in the best interests of the Champaign Park District to retain.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of the Champaign Park District of Champaign County, Illinois as follows:

Section 1. The Board of Commissioners hereby authorizes that said items shall be conveyed or sold to the highest bidder, with or without advertising the sale, or otherwise disposed of on terms as may be approved by the Executive Director.

Section 2. The items of personal property to be conveyed, sold, or disposed of are listed in Attachment A.

**PASSED AND APPROVED** by a three-fifths vote of the Board of Commissioners of the Champaign Park District this 13<sup>th</sup> day of December 2017.

**APPROVED:**

\_\_\_\_\_  
Craig W. Hays, Board President

**ATTEST**

\_\_\_\_\_  
Cindy Harvey, Board Secretary

**CHAMPAIGN PARK DISTRICT  
Attachment "A" to Ordinance No. 628**

**1999 Ford Econoline – 15 passenger van #17**

Current mileage - 111,121

Used for Recreational programs involving seniors and day camps.

**1994 International 4600 Van Truck – Sound Truck #24**

Current mileage - 13,215

Used to haul the Showmobile

**2001 Dodge Ram 1500 Pickup Truck – Pickup Truck # 62**

Current mileage - 87,012

Used in the Maintenance division within the Operations Department

**2003 Ford F-350 Superduty w/ Dump Body – Dump Truck #63**

Current mileage - 98,893

Used in the Grounds division within the Operations Department

**1988 Land Pride 15 Series 72" Overseeder**

Used in Operations for seeding

Replaced in 2017 with newer more efficient model

**1990 Bush Hog 2615 Flex Wing Rotary Cutter**

Used in Operations for cutting vegetation and clearing larger areas of land.

No longer of use. Heavy and outdated.

**Aera-Vator AE-60**

Used in Operations for breaking up soil to relieve compaction. 3-pt tractor attachment.

No longer of use. Newer equipment with multiple uses has taken the place of this specialized piece of equipment.

**2009 Finn T-30 Hydroseeder w/ trailer and additional 535 gallon water tank**

Used in operations for seeding larger areas using a slurry of seed and mulch. It is often used as an erosion control technique on construction sites, as an alternative to the traditional process of broadcasting or sowing dry seed. No longer of use. Found to be difficult to use due to clogging. Not as productive as broadcasting or using new overseeder.

**Grumman Canoes w/ trailer – Model 17 Canoe -- Quantity 5**

Used at Kaufman Lake for rentals in years past

No longer an option to rent due to liability. Sit at Material Handling on rack.

**Tailwind Furniture - Lifeguard Chairs – Quantity 5**

Used at Spalding Pool

Spalding Pool is no longer open. Sit at Material Handling.

**John Deere 13.50 – 161SL Turf Tire – Quantity 2**

Used on older tractor in Operations fleet.

Not compatible with other tractors currently in fleet. Sit on pallet rack.

**2010 John Deere 997 Zero Turn Mower**

Current hours – 2,485  
Trim mower used in Operations Department

**2011 John Deere 997 Zero Turn Mower**

Current hours – 2,064  
Trim mower used in Operations Department.

**Honda FR700 Tiller**

Was donated to Horticulture Division years ago. Used to till up potential planting beds.  
No longer of use. Has been replaced with lighter, more efficient models.

**ADCRAFT Hot Dog Steamer HDS-100w – Serial# 08201241415 – Quantity 3**

Used in Recreation concessions  
No longer of use

**Star Hot Dog Steamer 35ss – Serial # 35236861**

Used in Recreation concessions  
No longer of use

**Star Hot Dog Steamer 35ss – Serial # HS35C1109C0700**

Used in Recreation concessions  
No longer of use

**Pretzel Holder – Serial # 16007635**

Used in Recreation concessions  
No longer of use

**Popcorn Machine – Serial # 86009175**

Used in Recreation concessions  
No longer of use

**Metal Storage Cabinets – Sandusky**

Used at Springer Cultural Center  
No longer of use

**Folding Chair Cart**

Holds appx. 50 chairs  
Used at Springer Cultural Center  
No longer of use



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director  
**DATE:** December 7, 2017  
**SUBJECT:** 2018 Seasonal and Part-Time Wages

### Background

Each year the Board of Commissioners reviews the seasonal and part-time staff wages and approves any needed increases or changes. In 2015 the Board approved a 15 cent increase for returning seasonal staff that received an excellent evaluation from the previous season after a six year pay rate freeze. In 2016 the Board of Commissioners approved increases to the Part Time and Season wages by approximately \$35,000.00

Outside influences on the seasonal and part-time staff wages include potential minimum wage increase. In August the Illinois Governor vetoed a bill that would have raised the State's minimum wage. It is widely believed there are not enough votes in the House and Senate to override the veto. Staff will continue to monitor Illinois State legislature decisions where they are considering a bill that will increase the minimum wage. At this time there is no future enacted increases at the state level.

The Director of HR has reached out to other Department Heads as well as various staff to determine responsibility, availability of workforce and experience necessary for the seasonal positions. Staff also studied all positions within the Park District and CUSR to ensure consistency among seasonal and part-time job titles. Hourly rate increases are recommend to remain competitive with other local agencies to assist staff in recruiting applicants. The attached document provides details of the current and proposed rates for each position. The proposed changes include the following:

### SEASONAL POSITIONS

- Lifeguard – \$0.25/hour increase and removed the Lifeguard II position. Expected to cost an additional \$5,434.00 in 2018.
- Aquatics Building Service Worker – adding this position to assist in cleaning the Sholem Aquatic Center instead of holding lifeguards over to clean. This will utilize far fewer staff to accomplish this task. These four staff will work an average of 20 per week each during the summer. The position will cost approximately \$9,120.00 in 2018, however adding the Aquatic Building Service Worker the Lifeguards will not be staying late to clean up saving an estimated 145 hours per week (28 lifeguards working 45 minutes per day 7 days per week). The savings in Lifeguard pay with the additional cleaning crew wages the net effect is expected to be -\$6,957.00 in 2018.

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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.**

- Sports Concessions Worker – Decreased the cap by \$0.75/hour to be consistent with a \$2.00 range in seasonal positions. No net increase or decrease is expected.
- Day Camp Director; Assistant Director; Leader II; Leader - \$0.25/hour increase. Expected to cost an additional \$6,842.00 in 2018.
- Youth Theatre Assistant Director and Music Director increased cap to remain consistent with seasonal wage ranges. No net increase or decrease is expected.
- Operations Laborer I & II – Increase all positions by \$0.25/hour. Expected to cost an additional \$4,272.00 in 2018.
- Operations Sports Field Worker I & II – In the past, staff have been hired under the Operations Worker title. Under this title applicants will better understand the expectations for the position. No increase is expected as this is an existing position.
- Prairie Farm Director; Assist Director; and leader– Increase those positions by \$0.25/hour. Expected to cost an additional \$1,013.00 in 2018.
- Inflatables Workers – Currently staff working recreation leaders fill these positions. This is to create a title for this work. No net increase or decrease is expected.
- CUSR Camp Leader; Inclusion Assistant; Sports and Community Support Staff – \$0.50/hour increase for camp positions. Staff hired in these positions require experience and more responsibilities than CPD Day Camp Leaders. CUSR Camp Leader position with teaching certificate \$0.50/hour decrease to bring the three positions closer to the same range. Including adding the position below the changes are expected to cost an additional \$3,823.00 in 2018.
- CUSR Program Leader – Adding this position to assist in leading programs when full-time staff are unavailable.

#### PART-TIME POSITIONS

- Afterschool Program Director; Assistant Director; Leader - \$0.25/hour increase for all positions. Expected to cost an additional \$1,280.00 in 2018.
- Cultural Arts Dance Instructor; Pottery Instructor – Proposed a range depending on qualifications for these positions as the Park District can offer more advanced classes if we can attract and retain more qualified instructors. There is not expected increase or decrease, current instructors will stay at the same rate this will be used for hiring purposes.
- Pottery Supervisor – Adding this position to have a leader in this area that is skilled in kiln use and maintenance. Currently this work is being done by instructors this position and the hours worked will not increase the District is creating the title to make responsibilities clear in the department.
- Recreation Leaders/Site Supervisor – \$0.25/hour increase. Expected to cost an additional \$1,872. In 2018.
- Graphic Artist – Proposed a range depending on qualifications. This is for hiring purposes only.
- Operations Sports Field Worker I & II – In the past, staff have been hired under the Operations Worker title. Under this title applicants will better understand the expectations for the position. No cost associated with this since it is an existing position with a different title.
- Virginia Theatre Concessions Worker – \$0.25/hour increase in the cap to allow a \$2.00 range. Expected to cost an additional \$507.00 in 2018.
- Virginia Theatre Box Office Receptionist – \$0.25/hour increase in wage due to the responsibilities and volume of work. Expected to cost an additional \$437.00 in 2018.
- 50 Plus! Senior Program Recreation Leader – \$0.25/hour increase to help attract and retain experienced and qualified staff. Expected to cost an additional \$598.00 in 2018.

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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.**

- Group Fitness and Tennis Instructors- Proposed a range depending on qualifications for these positions as the Park District can offer more advanced classes if we can attract and retain more qualified instructors. This is for hiring purposes only.

Prior Board Action

The Board annually reviews and approves seasonal wages. This will be the second year the Board will approve part-time wages.

Budget Impact

The recommended wage increases are estimated to grow seasonal and part-time wages by approximately \$19,121.00 in 2018. The estimated impact is based on the proposed positions to receive an increase and using the number of hours worked in 2017. This will vary depending on the number of hours staff work during the 2018 summer season as many of the seasonal position hours are also dependent on weather. The total includes the net decrease in Lifeguard pay as the addition of Aquatics Building Service Workers will decrease their hours. This is the only newly created position that does not currently exist under another title currently. The amount also includes \$3,823.00 for increases to CUSR positions.

Recommended Action

Staff recommends approval of the 2018 seasonal and part-time wages as stated on the attached document with a merit based \$0.15 increase for returning staff and year round and part-time staff.

Prepared by:

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

Reviewed by:

Joe DeLuce, CPRP  
Executive Director



Champaign Park District  
2018 DRAFT Seasonal and Part-Time Wages

Department/ Division	Job Title	Number of positions in 2018	Approximate Dates of Employment	2017 Hourly Pay Rate	2017 Pay Rate Cap	Proposed 2018 Hourly Pay Rate	Proposed 2018 Pay Rate Cap
<b>Aquatics</b>							
	Lifeguard Assistant Supervisor	<del>6</del> 7	Mar – Sept*	\$11.00	\$13.00	\$11.00	\$13.00
	Lifeguard I	<del>90</del> 105	May – Sept	\$9.25	\$11.25	<del>\$9.50</del>	<del>\$11.50</del>
	Lifeguard II	<del>15</del> 0	May – Sept	\$9.50	\$11.50	\$9.50	\$11.50
	Swim Lesson Supervisor	1	May – Sept	\$11.00	\$13.00	\$11.00	\$13.00
	Assistant Swim Lesson Supervisor	<del>3</del> 2	May – Sept	\$10.00	\$12.00	\$10.00	\$12.00
	Swim Lesson Instructor	25	June – Aug	\$9.00	\$11.00	\$9.00	\$11.00
	Swim Team Coach	1	Apr – July	\$11.00	\$13.00	\$11.00	\$13.00
	Swim Team Assistant Coach	5	May – July	\$10.00	\$12.00	\$10.00	\$12.00
	Customer Service and Concessions Supervisor	1	Mar – Sept*	\$11.00	\$13.00	\$11.00	\$13.00
	Customer Service and Concessions Assistant Supervisor	5	April – Sept	\$10.00	\$12.00	\$10.00	\$12.00
	Customer Service and Concessions Worker	35	May – Sept	\$8.25	\$10.75	\$8.25	<del>\$10.25</del>
	<b>Aquatics Building Service Worker</b>	<b>4</b>	<b>May – Sept</b>			<b>\$9.50</b>	<b>\$11.50</b>
<b>Sports</b>							
	Youth Sports Instructor	20	Ongoing	\$8.25	\$10.25	\$8.25	\$10.25
	Sports Site Supervisor	8	Ongoing	\$9.50	\$11.50	\$9.50	\$11.50
<b>Director of Planning</b>	Sports Site Director	2	Ongoing	\$11.00	\$11.00	\$11.00	\$13.00
	Sports Concessions Supervisor	5	April-Sept*	\$11.00	\$13.00	\$11.00	\$13.00
	Sports Concessions Worker	35	May – Sept	\$8.25	\$10.75	\$8.25	<del>\$10.25</del>
<b>Day Camps</b>							
	Director	6	May – Aug	\$11.25	\$13.25	<del>\$11.50</del>	<del>\$13.50</del>
	Assistant Director	9	May – Aug	\$10.00	\$12.00	<del>\$10.25</del>	<del>\$12.25</del>
	Day Camp Leader	70	May – Aug	\$9.50	\$11.50	<del>\$9.75</del>	<del>\$11.75</del>
	Day Camp Leader II	10	May – Aug	\$9.75	\$11.75	<del>\$10.00</del>	<del>\$12.00</del>
	Bus Driver	1	May – Aug	\$20.00	\$22.00	\$20.00	\$22.00

**SEASONAL POSITIONS**

Champaign Park District  
2018 DRAFT Seasonal and Part-Time Wages

Department/ Division	Job Title	Number of positions in 2018	Approximate Dates of Employment	2017 Hourly Pay Rate	2017 Pay Rate Cap	Proposed 2018 Hourly Pay Rate	Proposed 2018 Pay Rate Cap
<b>Youth Theatre</b>							
	Assistant Director	1	Ongoing	\$10.00	\$11.00	\$10.00	\$12.00
	Choreographer	1	Ongoing	\$9.25	\$11.25	\$10.00	\$12.00
	Music Director	1	Ongoing	\$10.00	\$11.00	\$10.00	\$12.00
<i>*Special events position moved to Part-Time</i>							
<b>Operations</b>							
	Flower Worker I	12	April – Nov*	\$9.00	\$11.00	\$9.00	\$11.00
	Flower Worker II	3	April – Nov	\$10.00	\$12.00	\$10.00	\$12.00
	Natural Areas I	2	April – Nov	\$9.00	\$11.00	\$9.00	\$11.00
	Natural Areas II	2	April – Nov	\$10.00	\$12.00	\$10.00	\$12.00
	Operations Laborer I	<del>6</del> 3	April – Nov	\$9.00	\$11.00	\$9.25	\$11.25
	Operations Laborer II	<del>10</del> 8	April – Nov	\$10.00	\$12.00	\$10.25	\$12.25
	Sports Field Worker I	3	April – Nov			\$9.25	\$11.25
	Sports Field Worker II	2	April – Nov			\$10.25	\$12.25
<b>Prairie Farm</b>							
	Director	1	April – Sept	\$10.50	\$12.50	\$10.75	\$12.75
	Assistant Director – animal care	2	April – Sept	\$9.50	\$11.50	\$9.75	\$11.75
	Assistant Director – children’s programming	1	April – Sept	\$9.50	\$11.50	\$9.50	\$11.50
	Leader	10	May – Sept	\$9.00	\$11.00	\$9.25	\$11.25
<b>Special Events</b>							
	Special Events Assistant	1	Mar – Aug	\$10.00	\$10.00	\$10.00	\$12.00
	Driver (Showmobile/Bus)	2	Mar – Nov	\$20.00	\$20.00	\$20.00	\$22.00
	Inflatables Worker	4	Mar – Nov			\$8.25	\$10.25
<b>CUSR</b>							
	Program Director	4	May – Aug	\$12.00	\$14.00	\$12.00	\$14.00
	Inclusion Supervisor	1	May – Aug	\$14.00	\$16.00	\$14.00	\$16.00
	Camp Leader	30	May – Aug	\$9.50 or \$11.50 w/Teaching Certificate	\$13.50	\$10.00 or \$11.00 w/Teaching Certificate	\$13.00
	Inclusion Assistant	25	May – Aug	\$9.50 or \$10.00 w/Teaching Certificate	\$14.00	\$10.00 or \$10.50 w/Teaching Certificate	\$12.50
	Sports and Community Programs Leader Support Staff	10	May – Aug	\$9.50 or \$10.00 w/Teaching Certificate	\$13.50	\$10.00 or \$10.50 w/Teaching Certificate	\$12.50
	Program Leader	1	May – Aug			\$12.00	\$14.00

\*\*CUSR Driver incentive: Each employee that drives will receive \$1 extra per hour while they are driving

**SEASONAL POSITIONS**

Champaign Park District  
2018 DRAFT Seasonal and Part-Time Wages

Title	Number of Positions	Season	Current UNLICENSED Per Game Wage	Current LICENSED Per Game Wage	Proposed 2018 UNLICENSED+ Per Game Wage	Proposed 2018 LICENSED Per Game Wage
<b>Sports Officials</b>						
Youth Soccer Official	30	April – May and Sept – Oct	\$20/game	\$30/game	\$20/game	\$30/game
Youth Softball Official	10	May - July	\$40/game	\$50/game	\$40/game	\$50/game
Youth Hoops Official	20	Jan – Mar	Cross Court: \$30/game Full Court: \$20/game	Cross Court: \$35/game Full Court: \$50/game	Cross Court: \$30/game Full Court: \$20/game	Cross Court: \$35/game Full Court: \$50/game
Adult Softball Official	25	Apr – Oct	\$20 (1 umpire)/game \$15 (2 umpire)/game	\$25 (1 umpire)/game \$20 (2 umpire)/game	\$20 (1 umpire)/game \$15 (2 umpire)/game	\$25 (1 umpire)/game \$20 (2 umpire)/game
Adult Basketball Official	6	Nov – Mar	\$22/game	\$32/game	\$22/game	\$32/game
Adult Volleyball Official	8	Sept – April	\$17/game	\$17/game	\$17/game	\$17/game
Adult Soccer –Head Official	25	Sept – April	\$45/game	\$55/game	\$45/game	\$55/game
Adult Soccer – Assistant Official	20	Sept – April	\$30/game	\$40/game	\$30/game	\$40/game



Champaign Park District  
2018 DRAFT Seasonal and Part-Time Wages

Department/ Division	Job Title	Number of positions in 2018	2017 Hourly Pay Rate	2017 Pay Rate Cap	Proposed 2018 Hourly Pay Rate	Proposed 2018 Pay Rate Cap	Proposed Pay Range Depending on Qualifications	
<b>Afterschool</b>								
	Afterschool Program Director	2	\$11.00	\$13.00	\$11.25	\$13.25		
	Afterschool Assistant Director	0	\$10.00	\$12.00	\$10.25	\$12.25		
	Afterschool Leader	20	\$9.50	\$11.50	\$9.75	\$11.75		
<b>Cultural Arts</b>								
	Dance Instructor	17	\$10.00	\$25.00			\$12.00 to \$25.00 (DOQ)	
	Special Interest Instructor	6	Paid on a per class basis, a percentage of class fees					
	Pottery Instructor	10					\$12.00 to \$20.00 (DOQ)	
	Pottery Supervisor	1			\$15.00	\$18.00		
<b>Facilities</b>								
	Building Openers	6	\$10.00	\$13.00	\$10.00	\$13.00		
	Receptionist	<del>15</del> 20	\$10.00	\$13.00	\$10.00	\$13.00		
	Building Service Workers	2	\$10.00	\$13.00	\$10.00	\$13.00		
	Recreation Leaders/Site Supervisors	3	\$9.00	\$12.00	\$9.25	\$12.25		
<b>Marketing</b>								
	Graphic Artist (formerly Marketing Assistant)	1	\$12.00	\$15.00			\$12.00 to \$20.00 (DOQ)	
(moved to Special Events)	Bus Driver		\$20.00	\$22.00	\$20.00	\$22.00		
<b>Operations</b>								
	Horticulture Worker I	3	\$11.00	\$13.00	\$11.00	\$13.00		
	Horticulture Worker II	2	\$12.00	\$14.00	\$12.00	\$14.00		
	Natural Areas Worker I	2	\$11.00	\$13.00	\$11.00	\$13.00		
	Natural Areas Worker II	0	\$12.00	\$14.00	\$12.00	\$14.00		
	Operations Worker I	4 2	\$11.00	\$13.00	\$11.00	\$13.00		
	Operations Worker II	6 4	\$12.00	\$14.00	\$12.00	\$14.00		
	Sports Field Worker I	2			\$11.00	\$13.00		
	Sports Field Worker II	2			\$12.00	\$14.00		
<b>Preschool</b>								
	Preschool Instructor	9	\$10.00	\$13.00	\$10.00	\$13.00		
<b>Virginia Theatre</b>								
	Concessions Worker	8	\$8.25	\$10.00	\$8.25	\$10.25		
	Box Office Receptionist		\$10.00	\$13.00	\$10.25	\$13.25		

**PART TIME POSITIONS**

Champaign Park District  
2018 DRAFT Seasonal and Part-Time Wages

Department/ Division	Job Title	Number of positions in 2018	2017 Hourly Pay Rate	2017 Pay Rate Cap	Proposed 2018 Hourly Pay Rate	Proposed 2018 Pay Rate Cap	Proposed Pay Range Depending on Qualifications	
<b>50 Plus! Seniors Programs</b>								
	Senior Recreation Leader	2	\$9.50	\$12.00	\$9.75	\$11.75		
<b>Sports</b>								
	Sports Assignor	4	Paid on a per game rate: \$4/game for youth and adult soccer \$3/game for youth and adult basketball \$2.50/game for youth and adult softball \$2.25/game for youth and adult volleyball					
	Group Fitness Instructor	14	\$15.00	\$25.00			\$15.00 to \$25.00 (DOQ)	
	Birthday Party Coordinator- Leader	5	\$9.00	\$11.00	\$9.00	\$11.00		
	Tennis Instructor	15	\$10.00	\$20.00			\$10.00 to \$25.00 (DOQ)	

Seasonal positions do not exceed six months (1000 hours) duration for any single employee.

The minimum wage changes for 2018 are being discussed in Illinois legislature, it may increase during the year.

Current minimum wage is \$8.25/hour



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** November 30, 2017

**SUBJECT:** Champaign Parks Foundation (Foundation) 2<sup>nd</sup> Quarter Financial Analysis for Fiscal Year 2018

### Background

Attached is the Foundation financial update for the six months ended October 31, 2017 for discussion purposes. To provide better communication and transparency on the sources and uses of funds, attached is last fiscal report as of and for the six months ended October 31, 2017.

The detailed report shows by purpose of restriction, 5/1 beginning balance (audited), 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**  
**2nd Quarter Analysis**  
**All Revenues & Expenses**  
**For the 6 Months Ended October 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	\$ 795,527	\$ 675,077	\$ 120,450
<i>Revenues</i>			
Donations	\$ 43,183	\$ 37,930	
Scholarship Donations	100	25,050	
Sponsorships (Special Events)	7,386	-	
Ticket Sales (Special Events)	7,160	-	
Interest	1,142	655	
Total Revenues	<u>\$ 58,971</u>	<u>\$ 63,635</u>	<u>\$ (4,664)</u>
<i>Expenses</i>			
Contractual	\$ 51,302	\$ 9,448	
Commodities/Supplies	9,873	27,392	
Capital Outlay	20,419	-	
Total Expenses	<u>81,594</u>	<u>36,840</u>	<u>44,754</u>
Net Income (Loss)	<u>\$ (22,623)</u>	<u>\$ 26,795</u>	<u>\$ (49,418)</u>
Net Assets, 10/31	<u>\$ 772,904</u>	<u>\$ 701,872</u>	<u>\$ 71,032</u>

Total revenues decreased \$4,664 from prior year. The Jimmy John's 5-year contribution was recorded as revenue in FY2017 as part of the year-end audit adjustment, therefore any contributions made in each of the next 4 years will not appear as revenue, but as a reduction to the accounts receivable balance. Cash donations collected at Prairie Farm are now retained by the Champaign Park District and not included in revenues of the Foundation as in past years, accounting for \$1,100 of the decrease. These decreases were mostly offset by the fundraiser held late July 2017 bringing in gross receipts of \$14,546. Expenses are \$44,754 higher than prior year as the Foundation. Scholarships remitted to the District through October were \$28,370 this year verses \$0 in the prior year as funds not transferred until December. 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 program expenses paid for in the current year include \$7,344 balance for the mezzanine lobby furniture and \$12,857 HVAC compressor replacement at the Virginia Theatre. All other items were consistent with ongoing operations.

Note: Immaterial differences in calculations are due to rounding.

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

Central Illinois Bank Operating Account	\$	2,237.70	
Central Illinois Bank Money Market Account .20%		99,269.35	
Commerce Bank Money Market, .20%		42,978.17	
Marine Bank Money Market, .20%		43,317.26	
Midland States Bank - MMA, 1.15%		150,173.38	
12 month CD with BankChampaign at 1.30% (7/10/18)		101,518.87	
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)		52,379.27	
Pledge Receivable Long-Term		75,000.00	
Accrued Interest on CD's			
Total Cash Balance			778,531.13
*Less: Accounts Payable as of End of Month			(5,627.63)
Total Funds Available:			<u>\$ 772,903.50</u>

	REVISED Audited Balance 4/30/2017	Current Month		Fiscal Year-to-Date		Unaudited Balance 10/31/2017
		Revenues	Expenses	Revenues	Expenses	
		Art in the Park	371.10	2,000.00	2,000.00	
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	-	-	-	384.06	10,555.77
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	120.00	-	670.00	6,000.00	23,118.25
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	-	-	-	38.86	924.37
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



	Audited Balance 4/30/2017	Current Month		Fiscal Year-to-Date		Unaudited Balance 10/31/2017
		Revenues	Expenses	Revenues	Expenses	
Hessel Park	918.12	-	-	-	-	918.12
Hessel Park - Doggie Bags	200.00	-	-	-	-	200.00
Kaufman Lake	4,484.00	-	-	-	2,850.33	1,633.67
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	-	-	105.00	-	2,911.00
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	985.00	3,289.12	4,135.00	3,763.36	39,202.40
Memorials - Hays	1,040.00	-	-	-	-	1,040.00
Memorial-Robert Toalson	2,395.00	-	-	-	-	2,395.00
Playgrounds	1,575.00	-	-	2,025.00	1,450.00	2,150.00
Powell Park	2,246.00	-	-	-	-	2,246.00
Prairie Farm	12,169.17	-	-	733.94	-	12,903.11
Special Events_Fundraiser 7/21/17	29.95	-	-	14,545.98	3,730.87	10,845.06
Scholarships	103,270.00	-	-	100.00	28,370.00	75,000.00
Seniors-Carle Grant	131.33	-	-	-	-	131.33
Sholem Pool	1,000.00	-	-	-	-	1,000.00
Sims Memorial	5,882.76	-	80.50	-	293.52	5,589.24
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	3,025.75	-	31,086.59	20,219.00	282,998.26
Virginia Theatre Non-Specific	14,197.72	306.00	-	1,352.86	-	15,550.58
Visual and Performing Art	100.00	-	-	-	-	100.00
Westside Park Tootsie	16,853.00	-	-	-	-	16,853.00
Westside-Sculptures	57,866.67	-	-	-	600.00	57,266.67
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
Youth Theatre	-	663.00	-	663.00	-	663.00
Subtotal - Restricted/Endowment	719,172.22	7,099.75	5,369.62	57,417.37	69,900.00	706,689.59
Unrestricted	76,354.38	535.14	198.85	1,553.44	11,693.91	66,213.91
Total Funds	795,526.60	7,634.89	5,568.47	58,970.81	81,593.91	772,903.50



# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** December 1, 2017

**SUBJECT:** Champaign Park District (District) 2<sup>nd</sup> Quarter Financial Analysis for FYE2018

### Background

This is a financial update for the six months ended October 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:

Andrea N. Wallace  
Director of Finance

Reviewed by:

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  
2ND QUARTER FINANCIAL ANALYSIS BY FUND  
FOR THE SIX MONTHS ENDED 10/31/2017**

**ATTACHMENT A**

FUND	2018	BUDGET	ACTIVITY FOR	PRIOR		YTD \$ Variance	YTD % Variance	ENCUMBERED 10/31/2017	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
	ORIGINAL BUDGET	YEAR-TO-DATE 10/31/2017	QUARTER 10/31/2017	YTD 10/31/2017	YTD 10/31/2016						
<b>Fund 01 - GENERAL</b>											
Total Revenue:	5,750,628	5,492,800	2,449,100	5,574,868	5,396,813	178,055	3.3%	-	175,760	96.9%	96.6%
Total Expenditure:	4,543,547	2,514,221	1,116,216	2,185,663	2,170,161	15,502	0.7%	-	2,213,258	48.1%	45.2%
Total Transfers-Out:	1,058,700	1,058,700	758,700	1,058,700	-	1,058,700	#DIV/0!	-	-	100.0%	0.0%
NET OF REVENUES & EXPENDITURES	148,381	1,919,879	574,184	2,330,505	3,226,651	(896,147)		-	(2,037,498)		

Revenues received as a percent of budget are slightly ahead of prior year. The line item with the most significant variance from prior year is special receipts. The prior year included ~\$11,000 in proceeds received from the sale of disposed equipment that did not recur in current year. Total expenditures as a percentage of budget are slightly ahead of last year by .7%. 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 occurred 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 10/31/2017	QUARTER 10/31/2017	YTD 10/31/2017	YTD 10/31/2016						
<b>Fund 02 - RECREATION</b>											
Total Revenue:	4,044,633	3,281,719	1,277,617	3,428,422	3,349,695	78,726	2.4%	-	616,211	84.8%	84.9%
Total Expenditure:	3,254,588	2,059,374	852,538	1,906,639	1,910,338	(3,698)	-0.2%	33,359	1,314,590	59.6%	60.2%
Total Transfers-Out:	190,600	33,052	190,600	190,600	-	190,600	#DIV/0!	-	-	100.0%	0.0%
Total Capital Outlay:	12,350	6,175	12,100	12,100	9,700	2,400	24.7%	-	250	98.0%	97.0%
NET OF REVENUES & EXPENDITURES	587,095	1,183,118	222,379	1,319,082	1,429,657	(110,575)		(33,359)	(698,628)		

Revenues as a percentage of budget are the nearly same as prior year-to-date, and in line with budget expectations. Expenditures in total as a percentage of budget are nearly the same as prior year with the largest fluctuations in contractual and commodities expenditures. Capital Outlay came in under budet for the year. Transfers out to the cover capital projects was made during the 2nd quarter. 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 10/31/2017	QUARTER 10/31/2017	YTD 10/31/2017	YTD 10/31/2016						
<b>Fund 03 - MUSEUM</b>											
Total Revenue:	2,558,669	1,919,613	1,013,434	2,452,115	2,023,121	428,993	21.2%	-	106,554	95.8%	78.6%
Total Expenditure:	2,209,407	1,164,114	597,562	1,111,694	1,060,961	50,733	4.8%	17,977	1,079,735	51.1%	55.0%
Total Transfers-Out:	285,900	33,759	258,900	258,900	-	258,900	#DIV/0!	-	27,000	90.6%	0.0%
NET OF REVENUES & EXPENDITURES	63,362	721,740	156,972	1,081,521	962,160	119,360		(17,977)	(1,000,181)		

Revenues are ahead of year-to-date budget and slightly ahead as a percentage of budget compared to the prior year to date. Approximately \$154,000 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 2. Expenditures are on track with budget overall. Balance in Transfers out to the other funds for capital funding will occur in 3rd quarter.



**CHAMPAIGN PARK DISTRICT  
2ND QUARTER FINANCIAL ANALYSIS BY FUND  
FOR THE SIX MONTHS ENDED 10/31/2017**

**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 10/31/2017	QUARTER 10/31/2017	YTD 10/31/2017	YTD 10/31/2016						% BDGT USED
<b>Fund 04 - LIABILITY INSURANCE</b>											
Total Revenue:	321,550	301,207	139,014	316,574	294,830	21,744	7.4%	-	4,976	98.5%	97.0%
Total Expenditure:	317,026	149,060	78,176	128,853	109,197	19,656	18.0%	55,453	132,719	58.1%	40.7%
Total Capital Outlay:	60,000	30,000	20,455	23,443	2,557	20,887	817.0%	-	36,557	39.1%	7.3%
NET OF REVENUES & EXPENDITURES	(55,476)	122,148	40,383	164,278	183,077	(18,799)		(55,453)	(164,300)		

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 plus new security cameras purchased and being installed in FY17 as part of the overall capital budget plan. The encumbrance of \$55,453 is specific to the next quarterly insurance installment due in November.

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 10/31/2017	QUARTER 10/31/2017	YTD 10/31/2017	YTD 10/31/2016						% BDGT USED
<b>Fund 06 - IMRF FUND</b>											
Total Revenue:	323,144	300,338	139,110	317,392	323,993	(6,602)	-2.0%	-	5,753	98.2%	96.8%
Total Expenditure:	312,051	156,025	90,057	161,542	158,262	3,280	2.1%	-	150,509	51.8%	44.1%
NET OF REVENUES & EXPENDITURES	11,093	144,313	49,053	155,850	165,731	(9,882)		-	(144,757)		

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 2nd quarter in FY2018 is 109 compared to 97 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 57% 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	BUDGET	ACTIVITY FOR	PRIOR		YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR
	ORIGINAL BUDGET	YEAR-TO-DATE 10/31/2017	QUARTER 10/31/2017	YTD 10/31/2017	YTD 10/31/2016						% BDGT USED
<b>Fund 08 - AUDIT FUND</b>											
Total Revenue:	19,986	18,971	8,710	19,886	19,079	807	4.2%	-	100	99.5%	93.8%
Total Expenditure:	19,500	17,317	9,900	19,500	15,400	4,100	26.6%	-	-	100.0%	77.0%
NET OF REVENUES & EXPENDITURES	486	1,654	(1,190)	386	3,679	(3,293)		-	100		

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.

**CHAMPAIGN PARK DISTRICT  
2ND QUARTER FINANCIAL ANALYSIS BY FUND  
FOR THE SIX MONTHS ENDED 10/31/2017**

**ATTACHMENT A**

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 10/31/2017	QUARTER 10/31/2017	YTD 10/31/2017	YTD 10/31/2016						
<b>Fund 09 - PAVING AND LIGHTING FUND</b>											
Total Revenue:	83,825	80,231	36,221	82,548	75,357	7,191	9.5%	-	1,277	98.5%	95.7%
Total Transfers-In:	458,700	229,350	458,700	458,700	-	458,700	#DIV/0!	-	-	100.0%	0.0%
Total Expenditure:	67,000	28,500	41,952	41,984	62,197	(20,213)	-32.5%	4,723	20,293	69.7%	79.7%
Total Capital Outlay:	525,000	400,000	400,000	400,000	-	400,000	#DIV/0!	87,400	37,600	92.8%	0.0%
NET OF REVENUES & EXPENDITURES	(49,475)	(118,919)	52,969	99,264	13,160	86,104		(92,123)	(56,616)		

**Revenues** are in line with budget, with any remaining funds coming from interest. **Transfers-in** came from other funds to assist in the light-replacement at the 3-plex. Majority of the lighting project has been paid as of end of 2nd quarter for materials. Balance remaining in encumbered to be paid out in next quarter as planned.

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 10/31/2017	QUARTER 10/31/2017	YTD 10/31/2017	YTD 10/31/2016						
<b>Fund 11 - ACTIVITY AND AFFILIATES FUND</b>											
Total Revenue:	9,462	769	798	3,484	461	3,023	656.5%	-	5,978	36.8%	5.0%
Total Expenditure:	9,462	3,844	681	1,124	5,631	(4,507)	-80.0%	-	8,338	11.9%	61.5%
NET OF REVENUES & EXPENDITURES	-	(3,075)	118	2,360	(5,170)	7,530		-	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	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 10/31/2017	QUARTER 10/31/2017	YTD 10/31/2017	YTD 10/31/2016						
<b>Fund 12 - SPECIAL DONATIONS FUND</b>											
Total Revenue:	53,434	23,459	38,668	45,427	14,910	30,517	204.7%	-	8,007	85.0%	28.6%
Total Expenditure:	53,434	22,476	8,771	27,429	41,859	(14,431)	-34.5%	-	26,006	51.3%	80.3%
NET OF REVENUES & EXPENDITURES	-	983	29,898	17,998	(26,949)	44,947		-	(17,998)		

**Revenues** are higher than this same time last year due to timing of donation receipts. Jimmy John's paid their \$25,000 contribution in August for the year to the Foundation, and was transferred into the scholarship fund in 2nd quarter. This transfer did not occur until December in FY16. There is also a \$6,000 deposit for CUSR scholarships transferred in from the Foundation CUSR Program restricted funds to award to CUSR participants; this was new in FY17. Scholarships awarded/used through end of 2nd quarter is on track with annual budget. In comparison to prior year, a decrease of \$14,431 as we did not receive the Midland States Bank scholarship funds in the current fiscal year.



**CHAMPAIGN PARK DISTRICT  
2ND QUARTER FINANCIAL ANALYSIS BY FUND  
FOR THE SIX MONTHS ENDED 10/31/2017**

**ATTACHMENT A**

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 10/31/2017	QUARTER 10/31/2017	YTD 10/31/2017	YTD 10/31/2016						
<b>Fund 14 - SOCIAL SECURITY FUND</b>											
Total Revenue:	348,197	331,637	149,855	341,946	354,230	(12,284)	-3.5%	-	6,251	98.2%	96.9%
Total Expenditure:	412,854	261,188	122,225	243,993	233,170	10,823	4.6%	-	168,861	59.1%	62.2%
NET OF REVENUES & EXPENDITURES	(64,657)	70,448	27,630	97,953	121,060	(23,107)		-	(162,609)		

**Revenues** in line with expectations. The budgeted revenue for FYE18 included a planned reduction in tax revenues. **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	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 10/31/2017	QUARTER 10/31/2017	YTD 10/31/2017	YTD 10/31/2016						
<b>Fund 15 - SPECIAL RECREATION FUND</b>											
Total Revenue:	1,041,152	949,889	420,674	960,927	904,301	56,626	6.3%	-	80,225	92.3%	92.3%
Total Expenditure:	692,996	396,265	173,708	378,693	348,534	30,159	8.7%	2,217	312,086	55.0%	49.1%
Total Capital Outlay:	817,500	157,500	253,204	262,890	267,455	(4,565)	-1.7%	169,507	385,104	52.9%	35.0%
NET OF REVENUES & EXPENDITURES	(469,344)	396,124	(6,238)	319,344	288,313	31,032		(171,724)	(616,965)		

**Revenues** are on track with expectations used in the budget. Interest income through October has already surpassed the budget amount of \$10,300 due to increasing interest rates. **Expenditures** are higher than prior year at this time by 8.7%. Inclusion services continues to grow as more participants request these additional services. **Capital outlay (ADA)** includes the ongoing ADA port-a-potties for the summer months as well as construction costs for the Hessel Park phase 2/3 project which began in late August 2017. The amount in encumbered YTD is the contractual obligation remaining balance to complete Hessel Park Phase 2/3. \$300,000 of the unencumbered balance is for accessible paths at Zahnd park, scheduled for later in the fiscal year.

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 10/31/2017	QUARTER 10/31/2017	YTD 10/31/2017	YTD 10/31/2016						
<b>Fund 16 - CAPITAL IMPROVEMENTS FUND</b>											
Total Revenue:	390,454	116,284	38,272	188,475	399,936	(211,460)	-52.9%	-	201,979	48.3%	56.0%
Total Transfers-In:	776,500	776,500	449,500	749,500	-	749,500	#DIV/0!	-	27,000	96.5%	0.0%
Total Capital Outlay:	2,261,875	1,038,280	153,797	173,807	649,904	(476,097)	-73.3%	1,658,874	1,561,754	81.0%	29.0%
NET OF REVENUES & EXPENDITURES	(1,094,921)	(145,496)	333,974	764,168	(249,968)	1,014,136		(1,658,874)	(1,332,775)		

**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. Also the prior year included the \$300,000 grant reimbursement received from the State for Douglass Park. **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 higher than prior year with Hessel Park Phase 2/3 beginning in late August.

**CHAMPAIGN PARK DISTRICT**  
**2ND QUARTER FINANCIAL ANALYSIS BY FUND**  
**FOR THE SIX MONTHS ENDED 10/31/2017**

**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 10/31/2017	QUARTER 10/31/2017	YTD 10/31/2017	YTD 10/31/2016						% BDGT USED
<b>Fund 19 - POLICE PROTECTION</b>											
Total Revenue:	21,868	20,374	9,379	21,318	19,169	2,149	11.2%	-	550	97.5%	93.7%
Total Expenditure:	18,000	6,641	-	-	14,569	(14,569)	-100.0%	-	18,000	0.0%	71.3%
NET OF REVENUES & EXPENDITURES	3,868	13,733	9,379	21,318	4,600	16,718	-	-	(17,450)		

**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. As of the end of the 2nd quarter, no invoice had been received by the City for these services. There are two invoices totaling \$14,533.94 to be paid at the December board meeting.

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 10/31/2017	QUARTER 10/31/2017	YTD 10/31/2017	YTD 10/31/2016						% BDGT USED
<b>Fund 21 - BOND AMORTIZATION FUND</b>											
Total Revenue:	1,105,143	935,816	476,891	1,087,217	1,068,705	18,512	1.7%	-	17,926	98.4%	97.1%
Total Transfers-Out:	1,104,421	1,104,421	1,087,217	1,087,217	-	1,087,217	#DIV/0!	-	17,204	98.4%	0.0%
NET OF REVENUES & EXPENDITURES	722	(168,605)	(610,326)	-	1,068,705	(1,068,705)	-	-	722		

**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 transferred in October up to the amount received from property taxes and interest income. Additional tax payments received in November transferred covered the amount of the debt service payment.

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 10/31/2017	QUARTER 10/31/2017	YTD 10/31/2017	YTD 10/31/2016						% BDGT USED
<b>Fund 22 - BOND PROCEEDS FUND</b>											
Total Revenue:	3,291	1,027	2,216	4,566	831	3,735	449.3%	-	(1,275)	138.7%	103.9%
Total Transfers-In:	1,104,421	1,104,421	1,087,217	1,087,217	-	1,087,217	#DIV/0!	-	17,204	98.4%	0.0%
Total Expenditure:	3,725	656	-	428	428	-	0.0%	-	3,297	11.5%	11.7%
Total Capital Outlay:	593,000	196,500	183,138	186,550	26,990	159,560	591.2%	108,636	297,815	49.8%	4.8%
Total Debt Service:	540,662	530,227	474,525	529,050	58,625	470,425	802.4%	-	11,612	97.9%	10.9%
NET OF REVENUES & EXPENDITURES	(29,675)	378,064	431,770	375,755	(85,212)	460,967	-	(108,636)	(296,795)		

**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 is due 12/1 was transferred in October. **Expenditures** are in line with prior year and correlate to the bond administrative fee for the alternate revenue bonds (pool). **Capital Outlay** is more than prior year as the Hessel Park Phase 2/3 project commenced in August 2017. Debt service expenditure is high through October 2017 as the bond payment was posted in October rather than November. The semi-annual interest payment on the alternate revenue bonds is due June 1 and December 1 each year, with principal payment required no later than December 15. While variances with prior year, overall revenues and expenditures are on track with budget through the 2nd quarter.



**CHAMPAIGN PARK DISTRICT  
2ND QUARTER FINANCIAL ANALYSIS BY FUND  
FOR THE SIX MONTHS ENDED 10/31/2017**

**ATTACHMENT A**

FUND	2018	BUDGET	ACTIVITY FOR	PRIOR			PREV YEAR		ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	% BDGT USED
	ORIGINAL BUDGET	YEAR-TO-DATE 10/31/2017	QUARTER 10/31/2017	YTD 10/31/2017	YTD 10/31/2016	YTD \$ Variance	YTD % Variance					
<b>Fund 24 - LAND ACQUISITION FUND</b>												
Total Revenue:	402,650	401,086	1,666	3,074	1,035	2,039	197.0%	-	399,576	0.8%	79.6%	
Total Transfers-In:	100,000	100,000	100,000	100,000	-	100,000	#DIV/0!	-	-	100.0%	0.0%	
Total Capital Outlay:	400,000	400,000	-	-	-	-	0.0%	-	400,000	0.0%	0.0%	
NET OF REVENUES & EXPENDITURES	102,650	101,086	101,666	103,074	1,035	102,039		-	(424)			

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	BUDGET	ACTIVITY FOR	PRIOR			PREV YEAR		ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	% BDGT USED
	ORIGINAL BUDGET	YEAR-TO-DATE 10/31/2017	QUARTER 10/31/2017	YTD 10/31/2017	YTD 10/31/2016	YTD \$ Variance	YTD % Variance					
<b>Fund 25 - PARK DEVELOPMENT FUND</b>												
Total Revenue:	3,550	681	2,067	3,837	1,514	2,323	153.4%	-	(287)	108.1%	56.1%	
Total Transfers-In:	100,000	100,000	100,000	100,000	-	100,000	#DIV/0!	-	-	100.0%	0.0%	
NET OF REVENUES & EXPENDITURES	103,550	100,681	102,067	103,837	1,514	102,323		-	(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 park development 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 been transferred. 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			PREV YEAR		ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	% BDGT USED
	ORIGINAL BUDGET	YEAR-TO-DATE 10/31/2017	QUARTER 10/31/2017	YTD 10/31/2017	YTD 10/31/2016	YTD \$ Variance	YTD % Variance					
<b>Fund 26 - TRAILS AND PATHWAYS FUND</b>												
Total Revenue:	535	102	289	537	209	327	156.3%	-	(2)	100.3%	55.1%	
Total Transfers-In:	100,000	100,000	100,000	100,000	-	100,000	-	-	-	100.0%	0.0%	
NET OF REVENUES & EXPENDITURES	100,535	100,102	100,289	100,537	209	100,327		-	(2)			

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 been transferred. 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			PREV YEAR		ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	% BDGT USED
	ORIGINAL BUDGET	YEAR-TO-DATE 10/31/2017	QUARTER 10/31/2017	YTD 10/31/2017	YTD 10/31/2016	YTD \$ Variance	YTD % Variance					
<b>Fund 27 - HUMAN KINETICS PARK DEVELOPMENT FUND</b>												
Total Revenue:	100,000	-	-	-	-	-	0.0%	-	100,000	0.0%	N/A	
Total Expenditure:	101,200	21,200	-	-	-	-	0.0%	-	101,200	0.0%	N/A	
NET OF REVENUES & EXPENDITURES	(1,200)	(21,200)	-	-	-	-		-	(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 12/7/2017.

TOTALS OF ALL FUNDS COMBINED												
ALL FUNDS COMBINED	2018	BUDGET	ACTIVITY FOR	PRIOR			PREV YEAR		ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	% BDGT USED
	ORIGINAL BUDGET	YEAR-TO-DATE 10/31/2017	QUARTER 10/31/2017	YTD 10/31/2017	YTD 10/31/2016	YTD \$ Variance	YTD % Variance					
<b>TOTAL REVENUES - ALL FUNDS</b>	\$ 19,221,792	\$ 16,586,272	\$ 8,499,398	\$ 17,448,028	\$ 14,248,189	\$ 3,199,839	22.5%	\$ -	\$ 1,773,764	90.8%		
<b>TOTAL EXPENDITURES - ALL FUNDS</b>	\$ 19,864,797	\$ 11,789,496	\$ 6,884,421	\$ 10,390,798	\$ 7,145,938	\$ 3,244,861	45.4%	\$ 2,138,146	\$ 8,323,787	63.1%		
<b>REVENUES &amp; EXPENDITURES ALL FUNDS</b>	\$ (643,005)	\$ 4,796,776	\$ 1,614,978	\$ 7,057,229	\$ 7,102,251	\$ (45,022)		\$ (2,138,146)	\$ (6,550,022)			



REVENUE AND EXPENDITURE REPORT FOR CHAMPAIGN PARK DISTRICT  
 PERIOD ENDING 10/31/2017  
 % Fiscal Year Completed: 50.41  
 2ND QUARTER FINANCIAL ANALYSIS  
 FOR THE SIX MONTHS ENDED 10/31/2017

**ATTACHMENT B**

ACCOUNT DESCRIPTION	2017-18	BUDGET		YTD BALANCE 10/31/2017	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	YTD BALANCE DIFF 10/31/2017 10/31/2016
	ORIGINAL BUDGET	YEAR-TO-DATE THRU 10/31/17						
<b>Fund 01 - GENERAL</b>								
PROPERTY TAX REVENUE	5,551,048.00	5,350,372.56	5,457,333.96	0.00	93,714.04	98.31	225,471.33	
CHARGE FOR SERVICE REVENUE	128,580.00	116,121.09	82,354.35	0.00	46,225.65	64.05	(47,252.77)	
CONTRIBUTIONS/SPONSORSHIPS	2,500.00	0.00	0.00	0.00	2,500.00	0.00	0.00	
INTEREST INCOME	48,000.00	18,106.68	30,341.84	0.00	17,658.16	63.21	10,599.66	
SPECIAL RECEIPTS	20,500.00	8,199.59	4,837.60	0.00	15,662.40	23.60	(10,763.22)	
<b>TOTAL REVENUES</b>	<b>5,750,628.00</b>	<b>5,492,799.92</b>	<b>5,574,867.75</b>	<b>0.00</b>	<b>175,760.25</b>	<b>96.94</b>	<b>178,055.00</b>	
SALARIES AND WAGES	2,466,674.16	1,344,681.39	1,228,404.21	0.00	1,238,269.95	49.80	67,193.30	
FRINGE BENEFITS	370,538.52	175,836.95	171,213.89	0.00	199,324.63	46.21	15,185.36	
CONTRACTUAL	845,960.00	474,743.93	412,527.94	72,794.57	360,637.49	57.37	411.82	
COMMODITIES/SUPPLIES	472,857.00	313,812.03	231,193.10	6,153.00	235,510.90	50.19	(17,157.43)	
UTILITIES	151,817.00	87,296.61	81,525.74	0.00	70,291.26	53.70	3,010.18	
ROUTINE/PERIODIC MAINTENANCE	235,700.00	117,849.96	60,798.12	65,678.00	109,223.88	53.66	(53,141.69)	
TRANSFERS TO OTHER FUNDS	1,058,700.00	1,058,700.00	1,058,700.00	0.00	0.00	100.00	1,058,700.00	
<b>TOTAL EXPENDITURES</b>	<b>5,602,246.68</b>	<b>3,572,920.87</b>	<b>3,244,363.00</b>	<b>144,625.57</b>	<b>2,213,258.11</b>	<b>60.49</b>	<b>1,074,201.54</b>	
<b>Fund 01 - GENERAL:</b>								
TOTAL REVENUES	5,750,628.00	5,492,799.92	5,574,867.75	0.00	175,760.25	96.94	178,055.00	
TOTAL EXPENDITURES	5,602,246.68	3,572,920.87	3,244,363.00	144,625.57	2,213,258.11	60.49	1,074,201.54	
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>148,381.32</b>	<b>1,919,879.05</b>	<b>2,330,504.75</b>	<b>(144,625.57)</b>	<b>(2,037,497.86)</b>	<b>1,473.15</b>	<b>(896,146.54)</b>	
<b>Fund 02 - RECREATION</b>								
PROPERTY TAX REVENUE	2,031,236.00	1,913,692.13	1,995,176.76	0.00	36,059.24	98.22	90,027.46	
CHARGE FOR SERVICE REVENUE	1,639,919.00	1,135,675.71	1,190,274.52	0.00	449,644.48	72.58	(15,274.61)	
CONTRIBUTIONS/SPONSORSHIPS	2,800.00	1,220.31	0.00	0.00	2,800.00	0.00	(11,250.00)	
MERCHANDISE/CONCESSION REV	135,953.00	127,028.64	113,852.02	0.00	22,100.98	83.74	(14,196.93)	
INTEREST INCOME	11,650.00	4,987.91	16,212.63	0.00	(4,562.63)	139.16	11,602.69	
SPECIAL RECEIPTS	223,075.00	99,114.25	112,905.59	0.00	110,169.41	50.61	17,817.81	
<b>TOTAL REVENUES</b>	<b>4,044,633.00</b>	<b>3,281,718.95</b>	<b>3,428,421.52</b>	<b>0.00</b>	<b>616,211.48</b>	<b>84.76</b>	<b>78,726.42</b>	
SALARIES AND WAGES	1,864,659.30	1,208,174.75	1,151,278.45	0.00	713,380.85	61.74	854.93	
FRINGE BENEFITS	149,961.83	72,541.53	72,496.31	0.00	77,465.52	48.34	8,762.75	
CONTRACTUAL	436,078.00	278,518.34	213,378.65	28,192.80	194,506.55	55.40	(29,903.85)	
COMMODITIES/SUPPLIES	381,093.00	250,944.04	206,305.22	246.24	174,541.54	54.20	(39,867.84)	
UTILITIES	343,296.00	209,445.58	232,906.06	0.00	110,389.94	67.84	26,181.05	
ROUTINE/PERIODIC MAINTENANCE	79,500.00	39,750.00	30,274.74	4,920.00	44,305.26	44.27	30,274.74	
CAPITAL OUTLAY	12,350.00	6,175.02	12,100.00	0.00	250.00	97.98	2,400.00	
TRANSFERS TO OTHER FUNDS	190,600.00	33,051.64	190,600.00	0.00	0.00	100.00	190,600.00	
<b>TOTAL EXPENDITURES</b>	<b>3,457,538.13</b>	<b>2,098,600.90</b>	<b>2,109,339.43</b>	<b>33,359.04</b>	<b>1,314,839.66</b>	<b>61.97</b>	<b>189,301.78</b>	
<b>Fund 02 - RECREATION:</b>								
TOTAL REVENUES	4,044,633.00	3,281,718.95	3,428,421.52	0.00	616,211.48	84.76	78,726.42	

REVENUE AND EXPENDITURE REPORT FOR CHAMPAIGN PARK DISTRICT  
 PERIOD ENDING 10/31/2017  
 % Fiscal Year Completed: 50.41  
 2ND QUARTER FINANCIAL ANALYSIS  
 FOR THE SIX MONTHS ENDED 10/31/2017

**ATTACHMENT B**

ACCOUNT DESCRIPTION	2017-18 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE THRU 10/31/17	YTD BALANCE 10/31/2017	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	YTD BALANCE DIFF 10/31/2017 10/31/2016
<b>Fund 02 - RECREATION</b>							
TOTAL EXPENDITURES	3,457,538.13	2,098,600.90	2,109,339.43	33,359.04	1,314,839.66	61.97	189,301.78
NET OF REVENUES & EXPENDITURES	587,094.87	1,183,118.05	1,319,082.09	(33,359.04)	(698,628.18)	219.00	(110,575.36)
<b>Fund 03 - MUSEUM</b>							
PROPERTY TAX REVENUE	1,412,240.00	1,322,752.19	1,387,665.59	0.00	24,574.41	98.26	84,758.44
CHARGE FOR SERVICE REVENUE	935,703.00	484,453.30	955,536.89	0.00	(19,833.89)	102.12	357,427.71
CONTRIBUTIONS/SPONSORSHIPS	43,550.00	39,029.20	27,481.50	0.00	16,068.50	63.10	(23,149.72)
MERCHANDISE/CONCESSION REV	112,999.00	41,063.11	57,271.25	0.00	55,727.75	50.68	14,275.00
INTEREST INCOME	9,252.00	4,193.25	12,408.69	0.00	(3,156.69)	134.12	8,757.19
SPECIAL RECEIPTS	44,925.00	28,121.54	11,750.91	0.00	33,174.09	26.16	(13,075.28)
TOTAL REVENUES	2,558,669.00	1,919,612.59	2,452,114.83	0.00	106,554.17	95.84	428,993.34
SALARIES AND WAGES	951,972.00	494,009.41	493,294.79	0.00	458,677.21	51.82	47,588.73
FRINGE BENEFITS	104,294.59	51,452.47	49,944.59	0.00	54,350.00	47.89	8,967.58
CONTRACTUAL	810,641.00	444,111.49	431,724.99	17,788.04	361,127.97	55.45	(8,840.91)
COMMODITIES/SUPPLIES	168,640.00	91,419.45	70,593.53	189.30	97,857.17	41.97	(1,200.34)
UTILITIES	126,859.00	59,621.09	66,136.08	0.00	60,722.92	52.13	4,217.87
ROUTINE/PERIODIC MAINTENANCE	47,000.00	23,500.02	0.00	0.00	47,000.00	0.00	0.00
TRANSFERS TO OTHER FUNDS	285,900.00	33,758.55	258,900.00	0.00	27,000.00	90.56	258,900.00
TOTAL EXPENDITURES	2,495,306.59	1,197,872.48	1,370,593.98	17,977.34	1,106,735.27	55.65	309,632.93
Fund 03 - MUSEUM:							
TOTAL REVENUES	2,558,669.00	1,919,612.59	2,452,114.83	0.00	106,554.17	95.84	428,993.34
TOTAL EXPENDITURES	2,495,306.59	1,197,872.48	1,370,593.98	17,977.34	1,106,735.27	55.65	309,632.93
NET OF REVENUES & EXPENDITURES	63,362.41	721,740.11	1,081,520.85	(17,977.34)	(1,000,181.10)	1,678.51	119,360.41
<b>Fund 04 - LIABILITY INSURANCE</b>							
PROPERTY TAX REVENUE	318,625.00	299,671.30	313,663.33	0.00	4,961.67	98.44	20,393.25
CHARGE FOR SERVICE REVENUE	500.00	323.28	320.00	0.00	180.00	64.00	(175.00)
INTEREST INCOME	2,425.00	1,212.48	2,591.15	0.00	(166.15)	106.85	1,526.08
TOTAL REVENUES	321,550.00	301,207.06	316,574.48	0.00	4,975.52	98.45	21,744.33
SALARIES AND WAGES	46,962.59	23,481.31	22,578.10	0.00	24,384.49	48.08	1,512.12
FRINGE BENEFITS	9,178.95	4,440.87	4,403.05	0.00	4,775.90	47.97	182.99
CONTRACTUAL	15,464.00	8,282.12	3,011.35	0.00	12,452.65	19.47	2,609.35
COMMODITIES/SUPPLIES	6,210.00	3,120.12	309.98	0.00	5,900.02	4.99	(2,261.02)
INSURANCE	239,210.00	109,735.11	98,550.79	55,453.10	85,206.11	64.38	17,612.75
CAPITAL OUTLAY	60,000.00	30,000.00	23,443.17	0.00	36,556.83	39.07	20,886.64
TOTAL EXPENDITURES	377,025.54	179,059.53	152,296.44	55,453.10	169,276.00	55.10	40,542.83
Fund 04 - LIABILITY INSURANCE:							
TOTAL REVENUES	321,550.00	301,207.06	316,574.48	0.00	4,975.52	98.45	21,744.33

REVENUE AND EXPENDITURE REPORT FOR CHAMPAIGN PARK DISTRICT  
 PERIOD ENDING 10/31/2017  
 % Fiscal Year Completed: 50.41  
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 FOR THE SIX MONTHS ENDED 10/31/2017

**ATTACHMENT B**

ACCOUNT DESCRIPTION	2017-18	BUDGET	YTD BALANCE	ENCUMBERED	UNENCUMBERED	% BDGT	YTD BALANCE DIFF
	ORIGINAL	YEAR-TO-DATE					
<b>Fund 04 - LIABILITY INSURANCE</b>							
TOTAL EXPENDITURES	377,025.54	179,059.53	152,296.44	55,453.10	169,276.00	55.10	40,542.83
NET OF REVENUES & EXPENDITURES	(55,475.54)	122,147.53	164,278.04	(55,453.10)	(164,300.48)	196.17	(18,798.50)
<b>Fund 06 - IMRF FUND</b>							
PROPERTY TAX REVENUE	321,944.00	299,738.31	316,025.01	0.00	5,918.99	98.16	(7,462.49)
INTEREST INCOME	1,200.00	600.00	1,366.49	0.00	(166.49)	113.87	860.63
TOTAL REVENUES	323,144.00	300,338.31	317,391.50	0.00	5,752.50	98.22	(6,601.86)
FRINGE BENEFITS	312,050.80	156,025.41	161,541.74	0.00	150,509.06	51.77	3,279.76
TOTAL EXPENDITURES	312,050.80	156,025.41	161,541.74	0.00	150,509.06	51.77	3,279.76
<b>Fund 06 - IMRF FUND:</b>							
TOTAL REVENUES	323,144.00	300,338.31	317,391.50	0.00	5,752.50	98.22	(6,601.86)
TOTAL EXPENDITURES	312,050.80	156,025.41	161,541.74	0.00	150,509.06	51.77	3,279.76
NET OF REVENUES & EXPENDITURES	11,093.20	144,312.90	155,849.76	0.00	(144,756.56)	1,404.91	(9,881.62)
<b>Fund 08 - AUDIT FUND</b>							
PROPERTY TAX REVENUE	19,914.00	18,932.83	19,815.66	0.00	98.34	99.51	768.15
INTEREST INCOME	72.00	38.02	70.19	0.00	1.81	97.49	39.15
TOTAL REVENUES	19,986.00	18,970.85	19,885.85	0.00	100.15	99.50	807.30
CONTRACTUAL	19,500.00	17,317.01	19,500.00	0.00	0.00	100.00	4,100.00
TOTAL EXPENDITURES	19,500.00	17,317.01	19,500.00	0.00	0.00	100.00	4,100.00
<b>Fund 08 - AUDIT FUND:</b>							
TOTAL REVENUES	19,986.00	18,970.85	19,885.85	0.00	100.15	99.50	807.30
TOTAL EXPENDITURES	19,500.00	17,317.01	19,500.00	0.00	0.00	100.00	4,100.00
NET OF REVENUES & EXPENDITURES	486.00	1,653.84	385.85	0.00	100.15	79.39	(3,292.70)
<b>Fund 09 - PAVING AND LIGHTING FUND</b>							
PROPERTY TAX REVENUE	82,975.00	79,838.89	81,624.42	0.00	1,350.58	98.37	6,620.71
INTEREST INCOME	850.00	391.89	923.95	0.00	(73.95)	108.70	570.24
TRANSFERS FROM OTHER FUNDS	458,700.00	229,350.00	458,700.00	0.00	0.00	100.00	458,700.00
TOTAL REVENUES	542,525.00	309,580.78	541,248.37	0.00	1,276.63	99.76	465,890.95
ROUTINE/PERIODIC MAINTENANCE	67,000.00	28,500.00	41,983.89	4,723.00	20,293.11	69.71	(20,213.45)
CAPITAL OUTLAY	525,000.00	400,000.00	400,000.00	87,400.00	37,600.00	92.84	400,000.00
TOTAL EXPENDITURES	592,000.00	428,500.00	441,983.89	92,123.00	57,893.11	90.22	379,786.55

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**ATTACHMENT B**

ACCOUNT DESCRIPTION	2017-18 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE THRU 10/31/17	YTD BALANCE 10/31/2017	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	YTD BALANCE DIFF 10/31/2017 10/31/2016
Fund 09 - PAVING AND LIGHTING FUND							
Fund 09 - PAVING AND LIGHTING FUND:							
TOTAL REVENUES	542,525.00	309,580.78	541,248.37	0.00	1,276.63	99.76	465,890.95
TOTAL EXPENDITURES	592,000.00	428,500.00	441,983.89	92,123.00	57,893.11	90.22	379,786.55
NET OF REVENUES & EXPENDITURES	(49,475.00)	(118,919.22)	99,264.48	(92,123.00)	(56,616.48)	14.43	86,104.40
Fund 11 - ACTIVITY AND AFFILIATES FUND							
CHARGE FOR SERVICE REVENUE	4,400.00	0.00	2,085.47	0.00	2,314.53	47.40	2,085.47
INTEREST INCOME	162.00	76.69	186.98	0.00	(24.98)	115.42	125.50
SPECIAL RECEIPTS	4,900.00	692.59	1,211.33	0.00	3,688.67	24.72	812.28
TOTAL REVENUES	9,462.00	769.28	3,483.78	0.00	5,978.22	36.82	3,023.25
CONTRACTUAL	0.00	0.00	105.00	0.00	(105.00)	100.00	105.00
COMMODITIES/SUPPLIES	9,462.00	3,844.40	1,018.99	0.00	8,443.01	10.77	(4,611.65)
TOTAL EXPENDITURES	9,462.00	3,844.40	1,123.99	0.00	8,338.01	11.88	(4,506.65)
Fund 11 - ACTIVITY AND AFFILIATES FUND							
TOTAL REVENUES	9,462.00	769.28	3,483.78	0.00	5,978.22	36.82	3,023.25
TOTAL EXPENDITURES	9,462.00	3,844.40	1,123.99	0.00	8,338.01	11.88	(4,506.65)
NET OF REVENUES & EXPENDITURES	0.00	(3,075.12)	2,359.79	0.00	(2,359.79)	100.00	7,529.90
Fund 12 - SPECIAL DONATIONS FUND							
CHARGE FOR SERVICE REVENUE	3,000.00	1,538.42	7,351.33	0.00	(4,351.33)	245.04	4,841.33
CONTRIBUTIONS/SPONSORSHIPS	50,050.00	21,755.35	37,579.10	0.00	12,470.90	75.08	25,295.09
INTEREST INCOME	384.00	165.40	496.10	0.00	(112.10)	129.19	380.20
TOTAL REVENUES	53,434.00	23,459.17	45,426.53	0.00	8,007.47	85.01	30,516.62
CONTRACTUAL	53,434.00	22,476.48	27,428.50	0.00	26,005.50	51.33	(14,430.50)
TOTAL EXPENDITURES	53,434.00	22,476.48	27,428.50	0.00	26,005.50	51.33	(14,430.50)
Fund 12 - SPECIAL DONATIONS FUND:							
TOTAL REVENUES	53,434.00	23,459.17	45,426.53	0.00	8,007.47	85.01	30,516.62
TOTAL EXPENDITURES	53,434.00	22,476.48	27,428.50	0.00	26,005.50	51.33	(14,430.50)
NET OF REVENUES & EXPENDITURES	0.00	982.69	17,998.03	0.00	(17,998.03)	100.00	44,947.12
Fund 14 - SOCIAL SECURITY FUND							
PROPERTY TAX REVENUE	346,837.00	330,983.94	340,512.42	0.00	6,324.58	98.18	(13,192.47)
INTEREST INCOME	1,360.00	652.71	1,433.25	0.00	(73.25)	105.39	908.25
TOTAL REVENUES	348,197.00	331,636.65	341,945.67	0.00	6,251.33	98.20	(12,284.22)
FRINGE BENEFITS	412,853.79	261,188.21	243,993.08	0.00	168,860.71	59.10	10,822.69

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<b>Fund 14 - SOCIAL SECURITY FUND</b>							
TOTAL EXPENDITURES	412,853.79	261,188.21	243,993.08	0.00	168,860.71	59.10	10,822.69
<b>Fund 14 - SOCIAL SECURITY FUND:</b>							
TOTAL REVENUES	348,197.00	331,636.65	341,945.67	0.00	6,251.33	98.20	(12,284.22)
TOTAL EXPENDITURES	412,853.79	261,188.21	243,993.08	0.00	168,860.71	59.10	10,822.69
NET OF REVENUES & EXPENDITURES	(64,656.79)	70,448.44	97,952.59	0.00	(162,609.38)	151.50	(23,106.91)
<b>Fund 15 - SPECIAL RECREATION FUND</b>							
PROPERTY TAX REVENUE	872,585.00	842,430.33	855,899.11	0.00	16,685.89	98.09	52,188.83
CHARGE FOR SERVICE REVENUE	156,917.00	101,855.32	93,769.58	0.00	63,147.42	59.76	(2,098.17)
CONTRIBUTIONS/SPONSORSHIPS	900.00	225.00	350.00	0.00	550.00	38.89	350.00
INTEREST INCOME	10,300.00	5,149.98	10,108.44	0.00	191.56	98.14	5,685.82
SPECIAL RECEIPTS	450.00	228.02	799.57	0.00	(349.57)	177.68	499.57
TOTAL REVENUES	1,041,152.00	949,888.65	960,926.70	0.00	80,225.30	92.29	56,626.05
SALARIES AND WAGES	447,354.12	289,139.41	298,243.89	0.00	149,110.23	66.67	27,301.57
FRINGE BENEFITS	81,136.20	27,732.33	11,443.31	0.00	69,692.89	14.10	(3,457.00)
CONTRACTUAL	110,095.00	52,655.05	45,850.68	25.00	64,219.32	41.67	6,057.02
COMMODITIES/SUPPLIES	39,934.00	20,074.19	17,243.45	0.00	22,690.55	43.18	1,516.07
UTILITIES	5,599.00	2,528.67	2,257.72	0.00	3,341.28	40.32	(944.24)
INSURANCE	8,878.00	4,135.20	3,653.70	2,192.24	3,032.06	65.85	(314.30)
CAPITAL OUTLAY	817,500.00	157,500.00	262,889.55	169,506.81	385,103.64	52.89	(4,564.95)
TOTAL EXPENDITURES	1,510,496.32	553,764.85	641,582.30	171,724.05	697,189.97	53.84	25,594.17
<b>Fund 15 - SPECIAL RECREATION FUND:</b>							
TOTAL REVENUES	1,041,152.00	949,888.65	960,926.70	0.00	80,225.30	92.29	56,626.05
TOTAL EXPENDITURES	1,510,496.32	553,764.85	641,582.30	171,724.05	697,189.97	53.84	25,594.17
NET OF REVENUES & EXPENDITURES	(469,344.32)	396,123.80	319,344.40	(171,724.05)	(616,964.67)	31.45	31,031.88
<b>Fund 16 - CAPITAL IMPROVEMENTS FUND</b>							
PERSONAL PROPERTY REPLACEMENT TAXES	250,000.00	98,472.11	80,021.08	0.00	169,978.92	32.01	(16,727.65)
CONTRIBUTIONS/SPONSORSHIPS	0.00	0.00	100,000.00	0.00	(100,000.00)	100.00	100,000.00
INTEREST INCOME	8,470.00	3,307.64	8,454.40	0.00	15.60	99.82	5,267.34
SPECIAL RECEIPTS	131,984.00	14,504.13	0.00	0.00	131,984.00	0.00	(300,000.00)
TRANSFERS FROM OTHER FUNDS	776,500.00	776,500.00	749,500.00	0.00	27,000.00	96.52	749,500.00
TOTAL REVENUES	1,166,954.00	892,783.88	937,975.48	0.00	228,978.52	80.38	538,039.69
CAPITAL OUTLAY	2,261,875.00	1,038,280.04	173,807.39	526,313.86	1,561,753.75	30.95	(476,096.71)
TOTAL EXPENDITURES	2,261,875.00	1,038,280.04	173,807.39	526,313.86	1,561,753.75	30.95	(476,096.71)

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Fund 16 - CAPITAL IMPROVEMENTS FUND							
Fund 16 - CAPITAL IMPROVEMENTS FUND:							
TOTAL REVENUES	1,166,954.00	892,783.88	937,975.48	0.00	228,978.52	80.38	538,039.69
TOTAL EXPENDITURES	2,261,875.00	1,038,280.04	173,807.39	526,313.86	1,561,753.75	30.95	(476,096.71)
NET OF REVENUES & EXPENDITURES	(1,094,921.00)	(145,496.16)	764,168.09	(526,313.86)	(1,332,775.23)	21.72	1,014,136.40
Fund 19 - POLICE PROTECTION							
PROPERTY TAX REVENUE	21,574.00	20,239.84	20,996.47	0.00	577.53	97.32	1,948.96
INTEREST INCOME	294.00	133.99	321.42	0.00	(27.42)	109.33	200.11
TOTAL REVENUES	21,868.00	20,373.83	21,317.89	0.00	550.11	97.48	2,149.07
CONTRACTUAL	18,000.00	6,640.94	0.00	0.00	18,000.00	0.00	(14,569.23)
TOTAL EXPENDITURES	18,000.00	6,640.94	0.00	0.00	18,000.00	0.00	(14,569.23)
Fund 19 - POLICE PROTECTION:							
TOTAL REVENUES	21,868.00	20,373.83	21,317.89	0.00	550.11	97.48	2,149.07
TOTAL EXPENDITURES	18,000.00	6,640.94	0.00	0.00	18,000.00	0.00	(14,569.23)
NET OF REVENUES & EXPENDITURES	3,868.00	13,732.89	21,317.89	0.00	(17,449.89)	551.13	16,718.30
Fund 21 - BOND AMORTIZATION FUND							
PROPERTY TAX REVENUE	1,103,571.00	934,646.05	1,084,474.91	0.00	19,096.09	98.27	16,615.65
INTEREST INCOME	1,572.00	1,169.87	2,742.08	0.00	(1,170.08)	174.43	1,896.51
TOTAL REVENUES	1,105,143.00	935,815.92	1,087,216.99	0.00	17,926.01	98.38	18,512.16
TRANSFERS TO OTHER FUNDS	1,104,421.00	0.00	1,087,216.99	0.00	17,204.01	98.44	1,087,216.99
TOTAL EXPENDITURES	1,104,421.00	0.00	1,087,216.99	0.00	17,204.01	98.44	1,087,216.99
Fund 21 - BOND AMORTIZATION FUND:							
TOTAL REVENUES	1,105,143.00	935,815.92	1,087,216.99	0.00	17,926.01	98.38	18,512.16
TOTAL EXPENDITURES	1,104,421.00	0.00	1,087,216.99	0.00	17,204.01	98.44	1,087,216.99
NET OF REVENUES & EXPENDITURES	722.00	935,815.92	0.00	0.00	722.00	0.00	(1,068,704.83)
Fund 22 - BOND PROCEEDS FUND							
INTEREST INCOME	3,291.00	1,026.60	4,566.15	0.00	(1,275.15)	138.75	3,734.89
TRANSFERS FROM OTHER FUNDS	1,104,421.00	53,595.50	1,087,216.99	0.00	17,204.01	98.44	1,087,216.99
TOTAL REVENUES	1,107,712.00	54,622.10	1,091,783.14	0.00	15,928.86	98.56	1,090,951.88
CONTRACTUAL	3,725.00	281.07	428.00	0.00	3,297.00	11.49	0.00
CAPITAL OUTLAY	593,000.00	196,500.00	186,549.69	108,635.81	297,814.50	49.78	159,559.69
DEBT SERVICE PRINCIPAL	420,000.00	84,000.00	420,000.00	0.00	0.00	100.00	420,000.00
DEBT SERVICE INTEREST/FEES	120,662.00	44,644.44	109,050.00	0.00	11,612.00	90.38	50,425.00

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<b>Fund 22 - BOND PROCEEDS FUND</b>							
TOTAL EXPENDITURES	1,137,387.00	325,425.51	716,027.69	108,635.81	312,723.50	72.51	629,984.69
<b>Fund 22 - BOND PROCEEDS FUND:</b>							
TOTAL REVENUES	1,107,712.00	54,622.10	1,091,783.14	0.00	15,928.86	98.56	1,090,951.88
TOTAL EXPENDITURES	1,137,387.00	325,425.51	716,027.69	108,635.81	312,723.50	72.51	629,984.69
NET OF REVENUES & EXPENDITURES	(29,675.00)	(270,803.41)	375,755.45	(108,635.81)	(296,794.64)	900.15	460,967.19
<b>Fund 24 - LAND ACQUISITION FUND</b>							
CONTRIBUTIONS/SPONSORSHIPS	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00	0.00
INTEREST INCOME	2,650.00	1,085.77	3,073.72	0.00	(423.72)	115.99	2,038.92
TRANSFERS FROM OTHER FUNDS	100,000.00	100,000.00	100,000.00	0.00	0.00	100.00	100,000.00
TOTAL REVENUES	502,650.00	501,085.77	103,073.72	0.00	399,576.28	20.51	102,038.92
CAPITAL OUTLAY	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00	0.00
TOTAL EXPENDITURES	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00	0.00
<b>Fund 24 - LAND ACQUISITION FUND:</b>							
TOTAL REVENUES	502,650.00	501,085.77	103,073.72	0.00	399,576.28	20.51	102,038.92
TOTAL EXPENDITURES	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	102,650.00	101,085.77	103,073.72	0.00	(423.72)	100.41	102,038.92
<b>Fund 25 - PARK DEVELOPMENT FUND</b>							
INTEREST INCOME	3,550.00	680.98	3,837.04	0.00	(287.04)	108.09	2,322.80
TRANSFERS FROM OTHER FUNDS	100,000.00	100,000.00	100,000.00	0.00	0.00	100.00	100,000.00
TOTAL REVENUES	103,550.00	100,680.98	103,837.04	0.00	(287.04)	100.28	102,322.80
<b>Fund 25 - PARK DEVELOPMENT FUND:</b>							
TOTAL REVENUES	103,550.00	100,680.98	103,837.04	0.00	(287.04)	100.28	102,322.80
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	103,550.00	100,680.98	103,837.04	0.00	(287.04)	100.28	102,322.80
<b>Fund 26 - TRAILS AND PATHWAYS FUND</b>							
INTEREST INCOME	535.00	101.82	536.52	0.00	(1.52)	100.28	327.17
TRANSFERS FROM OTHER FUNDS	100,000.00	100,000.00	100,000.00	0.00	0.00	100.00	100,000.00
TOTAL REVENUES	100,535.00	100,101.82	100,536.52	0.00	(1.52)	100.00	100,327.17
<b>Fund 26 - TRAILS AND PATHWAYS FUND:</b>							
TOTAL REVENUES	100,535.00	100,101.82	100,536.52	0.00	(1.52)	100.00	100,327.17
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	100,535.00	100,101.82	100,536.52	0.00	(1.52)	100.00	100,327.17

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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	21,200.00	0.00	0.00	101,200.00	0.00	0.00
TOTAL EXPENDITURES	101,200.00	21,200.00	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	21,200.00	0.00	0.00	101,200.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	(1,200.00)	(21,200.00)	0.00	0.00	(1,200.00)	0.00	0.00
TOTAL REVENUES - ALL FUNDS	19,221,792.00	15,535,446.51	17,448,027.76	0.00	1,773,764.24	90.77	3,199,838.87
TOTAL EXPENDITURES - ALL FUNDS	19,864,796.85	10,283,116.63	10,390,798.42	1,150,211.77	8,323,786.66	58.10	3,244,860.84
NET OF REVENUES & EXPENDITURES	(643,004.85)	5,252,329.88	7,057,229.34	(1,150,211.77)	(6,550,022.42)	918.66	(45,021.97)



FUND/DEPARTMENT DESCRIPTION	2017-18 ORIGINAL BUDGET NET SURPLUS (DEFICIT)	YTD Balance Plus Encumbered YTD Net Surplus (Deficit) 10/31/2017	UNENCUMBERED NET SURPLUS (DEFICIT) BALANCE
<b>Fund 01 - GENERAL</b>			
Net - Dept 01-001-ADMINISTRATION	2,996,742.80	3,703,150.42 ●	706,407.62
Net - Dept 10-006-PUBLIC AFFAIRS - VOLUNTEERS	(10,900.00)	(2,385.35) ●	8,514.65
Net - Dept 10-069-PUBLIC AFFAIRS - MARKETING	(162,313.01)	(72,895.61) ●	89,417.40
Net - Dept 20-001-OPERATIONS - ADMINISTRATION	(350,262.90)	(137,436.19) ●	212,826.71
Net - Dept 20-070-OPERATIONS - SAFETY	(14,790.00)	(6,381.10) ●	8,408.90
Net - Dept 20-071-OPERATIONS - LANDSCAPE MAINTENANCE	(621,650.41)	(340,431.40) ●	281,219.01
Net - Dept 20-072-OPERATIONS - FACILITIES & EQUIPMENT	(473,270.83)	(229,440.48) ●	243,830.35
Net - Dept 20-073-OPERATIONS - PARK MAINTENANCE	(191,295.44)	(99,254.21) ●	92,041.23
Net - Dept 20-074-OPERATIONS - FLOWER ISLANDS	(74,480.12)	(53,704.18) ●	20,775.94
Net - Dept 20-075-OPERATIONS - PARK FLOWERS	(309,434.19)	(201,326.75) ●	108,107.44
Net - Dept 20-079-OPERATIONS - SPECIAL PROJECTS	(218,791.15)	(123,882.23) ●	94,908.92
Net - Dept 20-080-OPERATIONS - NATURAL AREAS	(113,816.93)	(56,128.74) ●	57,688.19
Net - Dept 20-300-OPERATIONS - PLANNING & DEVELOPMENT	(298,806.50)	(195,928.49) ●	102,878.01
Net - Dept 30-077-FACILITIES - SKATE PARK	(500.00)	(28.93) ●	471.07
Net - Dept 30-098-FACILITIES - DOUGLASS BRANCH LIBRARY	(9,450.00)	(101.08) ●	9,348.92
Net - Dept 60-096-OTHER PROGRAMS - EDDIE ALBERT GARDENS	1,400.00	2,053.50 ●	653.50
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>148,381.32</b>	<b>2,185,879.18 ●</b>	<b>2,037,497.86</b>

FUND/DEPARTMENT DESCRIPTION	2017-18 ORIGINAL BUDGET NET SURPLUS (DEFICIT)	YTD Balance Plus Encumbered YTD Net Surplus (Deficit) 10/31/2017	UNENCUMBERED NET SURPLUS (DEFICIT) BALANCE
<b>Fund 02 - RECREATION</b>			
Net - Dept 01-001-ADMINISTRATION	1,456,621.07	1,625,896.51 ●	169,275.44
Net - Dept 30-020-FACILITIES - DOUGLASS ANNEX	(18,301.00)	(8,064.39) ●	10,236.61
Net - Dept 30-021-FACILITIES - HAYS CENTER	(23,462.00)	(17,903.64) ●	5,558.36
Net - Dept 30-076-FACILITIES - BALL FIELDS	(310,851.42)	(171,842.56) ●	139,008.86
Net - Dept 30-092-FACILITIES - DOUGLASS COMMUNITY CENTER	(178,890.03)	(74,335.44) ●	104,554.59
Net - Dept 30-093-FACILITIES - BICENTENNIAL CENTER	18,270.00	12,575.47 ◆	(5,694.53)
Net - Dept 30-094-FACILITIES - KAUFMAN LAKE	(4,519.00)	(1,501.76) ●	3,017.24
Net - Dept 30-097-FACILITIES - BMC/PAVILION RENTAL	12,200.00	4,140.00 ◆	(8,060.00)
Net - Dept 30-155-FACILITIES - DOG PARK	5,053.53	3,696.20 ◆	(1,357.33)
Net - Dept 30-160-FACILITIES - LEONARD RECREATION CENTER	(152,548.52)	(49,414.27) ●	103,134.25
Net - Dept 40-025-SPORTS PROGRAMS - DODDS TENNIS CENTER	(7,752.35)	(11,482.78) ◆	(3,730.43)
Net - Dept 40-065-SPORTS PROGRAMS - FITNESS EVENTS	(3,504.00)	(1,067.12) ●	2,436.88
Net - Dept 40-082-SPORTS PROGRAMS - ADULT SOFTBALL	14,157.25	32,193.20 ●	18,035.95
Net - Dept 40-083-SPORTS PROGRAMS - ADULT VOLLEYBALL	(3,599.75)	2,955.38 ●	6,555.13
Net - Dept 40-085-SPORTS PROGRAMS - YOUTH BASKETBALL	2,899.00	(354.33) ◆	(3,253.33)
Net - Dept 40-086-SPORTS PROGRAMS - YOUTH SOFTBALL	(3,943.50)	(2,277.73) ●	1,665.77
Net - Dept 40-088-SPORTS PROGRAMS - YOUTH SOCCER	1,145.00	1,751.24 ●	606.24
Net - Dept 40-150-SPORTS PROGRAMS - GROUP FITNESS PROGRAMS	6,105.59	8,391.05 ●	2,285.46

FUND/DEPARTMENT DESCRIPTION	2017-18 ORIGINAL BUDGET NET SURPLUS (DEFICIT)	YTD Balance Plus Encumbered YTD Net Surplus (Deficit) 10/31/2017	UNENCUMBERED NET SURPLUS (DEFICIT) BALANCE
Net - Dept 40-154-SPORTS PROGRAMS - SPRINGER FITNESS	68.00	435.87 ●	367.87
Net - Dept 40-195-SPORTS PROGRAMS-MOTOR SKILLS DEVELOPMENT	4,745.50	7,600.68 ●	2,855.18
Net - Dept 40-196-SPORTS PROGRAMS - SPORTS CAMPS	(2,330.00)	1,841.86 ●	4,171.86
Net - Dept 40-197-SPORTS PROGRAMS - DODDS SOCCER RENTALS	2,388.75	1,524.90 ▲	(863.85)
Net - Dept 40-198-SPORTS PROGRAMS - BALL FIELD RENTAL	29,249.27	18,874.75 ◆	(10,374.52)
Net - Dept 40-200-SPORTS PROGRAMS - YOUTH VOLLEYBALL	(1,715.00)	4,964.22 ●	6,679.22
Net - Dept 40-202-SPORTS PROGRAMS - ADULT SOCCER	2,779.25	1,126.76 ◆	(1,652.49)
Net - Dept 40-203-SPORTS PROGRAMS-DOUGLASS YOUTH	(10,292.80)	(2,782.60) ●	7,510.20
Net - Dept 40-204-SPORTS PROGRAMS-DOUGLASS ADULT	1,600.00	(180.00) ◆	(1,780.00)
Net - Dept 50-004-AFTERSCHOOL/DAYCAMP-DOUGLASS AFTERSCHOOL	(17,504.48)	(3,619.41) ●	13,885.07
Net - Dept 50-005-AFTERSCHOOL/DAYCAMP-GIRLS EXPLORE	6,868.68	436.00 ◆	(6,432.68)
Net - Dept 50-006-AFTERSCHOOL/DAYCAMP-DOUGLASS SCHOOL OUT	435.68	(710.95) ◆	(1,146.63)
Net - Dept 50-009-AFTERSCHOOL/DAYCAMP - TEEN CAMP	(5,722.00)	(6,422.52) ▲	(700.52)
Net - Dept 50-011-AFTERSCHOOL/DAYCAMP-BUSYBEES/SWINGSETTER	41,271.46	15,480.24 ◆	(25,791.22)
Net - Dept 50-012-AFTERSCHOOL/DAYCAMP-LEONHARD DAY CAMP	11,237.65	5,617.45 ◆	(5,620.20)
Net - Dept 50-013-AFTERSCHOOL/DAYCAMP-DOUGLASS DAY CAMP	(22,446.64)	(19,389.69) ●	3,056.95
Net - Dept 50-016-AFTERSCHOOL/DAYCAMP-COMMUNITY MATTERS/GARDEN HILLS	620.00	208.28 ▲	(411.72)
Net - Dept 50-017-AFTERSCHOOL/DAYCAMP-LEONHARD AFTERSCHOOL	12,487.59	13,585.45 ●	1,097.86
Net - Dept 50-144-AFTERSCHOOL/DAYCAMP-PRESCHOOL CLASS	3,599.00	2,458.26 ◆	(1,140.74)



FUND/DEPARTMENT DESCRIPTION	2017-18 ORIGINAL BUDGET NET SURPLUS (DEFICIT)	YTD Balance Plus Encumbered YTD Net Surplus (Deficit) 10/31/2017	UNENCUMBERED NET SURPLUS (DEFICIT) BALANCE
Net - Dept 60-026-OTHER PROGRAMS - SHOLEM SWIM TEAM	(800.00)	5,399.26 ●	6,199.26
Net - Dept 60-130-OTHER PROGRAMS - DOUGLASS SENIORS	(59,988.56)	(31,662.45) ●	28,326.11
Net - Dept 60-131-OTHER PROGRAMS - HAYS SENIORS	(12,115.00)	(7,609.46) ●	4,505.54
Net - Dept 60-241-OTHER PROGRAMS - SCHOOLS DAY OUT	(2,503.88)	(1,879.77) ●	624.11
Net - Dept 65-123-TEEN - TEENS IN ACTION	(624.00)	14.83 ●	638.83
Net - Dept 68-092-SPECIAL EVENTS-DOUGLASS COMMUNITY CENTER	(9,196.73)	(4,242.82) ●	4,953.91
Net - Dept 69-024-CONCESSIONS - SHOLEM AQUATIC CENTER	17,632.00	8,423.46 ◆	(9,208.54)
Net - Dept 69-041-CONCESSIONS - YOUTH BASEBALL/ZAHND PARK	(1,783.75)	(3,321.66) ◆	(1,537.91)
Net - Dept 69-080-CONCESSIONS - DODDS PARK	3,214.50	5,427.78 ●	2,213.28
Net - Dept 69-088-CONCESSIONS - DODDS SOCCER COMPLEX	(5,349.75)	(2,006.20) ●	3,343.55
Net - Dept 70-022-POOLS AND AQUATICS - SHOLEM POOL	(207,809.74)	(77,224.50) ●	130,585.24
NET OF REVENUES & EXPENDITURES	587,094.87	1,285,723.05 ●	698,628.18

FUND/DEPARTMENT DESCRIPTION	2017-18 ORIGINAL BUDGET NET SURPLUS (DEFICIT)	YTD Balance Plus Encumbered YTD Net Surplus (Deficit) 10/31/2017	UNENCUMBERED NET SURPLUS (DEFICIT) BALANCE
<b>Fund 03 - MUSEUM</b>			
Net - Dept 01-001-ADMINISTRATION	917,435.98	1,034,171.76 ●	116,735.78
Net - Dept 15-014-CULTURAL ARTS - BACH'S LUNCH	(3,240.00)	(1,105.64) ●	2,134.36
Net - Dept 15-015-CULTURAL ARTS - YOUTH THEATRE	21,210.50	(8,641.35) ◆	(29,851.85)
Net - Dept 15-031-CULTURAL ARTS - TASTE OF CU	(39,391.67)	8,230.45 ●	47,622.12
Net - Dept 15-032-CULTURAL ARTS - SUMMER CONCERTS	(13,760.00)	(9,766.60) ●	3,993.40
Net - Dept 15-036-CULTURAL ARTS - ART EXHIBITION SERIES	(8,737.00)	(1,019.22) ●	7,717.78
Net - Dept 15-038-CULTURAL ARTS - BALLET PROGRAMS	6,983.50	4,444.69 ◆	(2,538.81)
Net - Dept 15-067-CULTURAL ARTS-FLANNEL FEST (FEST ARTS)	(10,575.00)	(8,317.66) ●	2,257.34
Net - Dept 15-068-CULTURAL ARTS - SPECIAL EVENTS	(57,831.25)	(27,271.17) ●	30,560.08
Net - Dept 15-078-CULTURAL ARTS - VIRGINIA THEATRE RENTALS	59,347.20	348,111.80 ●	288,764.60
Net - Dept 15-140-CULTURAL ARTS - IRISH DANCE	2,090.84	5,560.21 ●	3,469.37
Net - Dept 15-141-CULTURAL ARTS - DANCE PERFORMANCE	(15,570.21)	485.10 ●	16,055.31
Net - Dept 15-143-CULTURAL ARTS - CULTURAL ARTS PROGRAM	(8,490.89)	3,676.43 ●	12,167.32
Net - Dept 15-146-CULTURAL ARTS-OTHER DANCE PROGRAMS	1,033.68	3,470.76 ●	2,437.08
Net - Dept 15-170-CULTURAL ARTS - CU DAYS	(15,221.87)	(11,009.95) ●	4,211.92
Net - Dept 15-172-CULTURAL ARTS - DADDY DAUGHTER DANCE	6,352.00	(1,661.84) ◆	(8,013.84)
Net - Dept 15-173-CULTURAL ARTS - EGG HUNTS	(4,310.00)	(1,535.90) ●	2,774.10
Net - Dept 15-174-CULTURAL ARTS - HALLOWEEN FUNFEST	(5,477.00)	(3,146.84) ●	2,330.16

FUND/DEPARTMENT DESCRIPTION	2017-18 ORIGINAL BUDGET NET SURPLUS (DEFICIT)	YTD Balance Plus Encumbered YTD Net Surplus (Deficit) 10/31/2017	UNENCUMBERED NET SURPLUS (DEFICIT) BALANCE
Net - Dept 15-177-CULTURAL ARTS - STREETFEST (MUSIC FEST)	(13,860.98)	(17,720.70) ◆	(3,859.72)
Net - Dept 30-019-FACILITIES - POTTERY/CLAY STUDIO	(6,411.22)	(2,126.11) ●	4,285.11
Net - Dept 30-030-FACILITIES - SPRINGER CULTURAL CENTER	(223,425.90)	(99,328.05) ●	124,097.85
Net - Dept 30-078-FACILITIES - VIRGINIA THEATRE	(408,801.72)	(199,900.01) ●	208,901.71
Net - Dept 30-095-FACILITIES - PRAIRIE FARM	(110,639.00)	(72,972.44) ●	37,666.56
Net - Dept 50-033-AFTERSCHOOL/DAYCAMP-ART SMART KIDS	4,313.00	4,028.66 ▲	(284.34)
Net - Dept 50-034-AFTERSCHOOL/DAYCAMP-CREATIVE KIDS	3,993.00	13,412.88 ●	9,419.88
Net - Dept 60-078-VT - VIRGINIA THEATRE FILMS	(7,103.01)	6,679.31 ●	13,782.32
Net - Dept 60-099-OTHER PROGRAMS - SHOWMOBILE	1,007.63	(1,015.84) ◆	(2,023.47)
Net - Dept 68-078-VT - HOUSE EVENTS	(41,802.40)	72,472.12 ●	114,274.52
Net - Dept 69-078-CONCESSIONS - VIRGINIA THEATRE	34,244.20	25,338.66 ◆	(8,905.54)
NET OF REVENUES & EXPENDITURES	63,362.41	1,063,543.51 ●	1,000,181.10

FUND/DEPARTMENT DESCRIPTION	2017-18 ORIGINAL BUDGET NET SURPLUS (DEFICIT)	YTD Balance Plus Encumbered YTD Net Surplus (Deficit) 10/31/2017	UNENCUMBERED NET SURPLUS (DEFICIT) BALANCE
<b>Fund 15 - SPECIAL RECREATION FUND</b>			
Net - Dept 25-001-CUSR - ADMINISTRATION	(330,648.32)	264,067.22 ●	594,715.54
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)	(703.25) ●	2,596.75
Net - Dept 25-051-CUSR - TEEN/CAMP SPIRIT	(43,419.00)	(52,745.80) ◆	(9,326.80)
Net - Dept 25-052-CUSR - TRANSPORTATION	(20,701.00)	(3,630.22) ●	17,070.78
Net - Dept 25-054-CUSR - YOUTH/TEEN PROGRAMS	1,124.00	930.50 ▲	(193.50)
Net - Dept 25-056-CUSR - SPECIAL EVENTS	2,840.00	2,297.89 ▲	(542.11)
Net - Dept 25-058-CUSR - DANCE	4,794.00	3,519.63 ◆	(1,274.37)
Net - Dept 25-059-CUSR - ADULT PROGRAMS	1,990.00	(5,908.68) ◆	(7,898.68)
Net - Dept 25-060-CUSR - AFTERSCHOOL PROGRAM	(14,369.00)	(9,100.65) ●	5,268.35
Net - Dept 25-061-CUSR - OVERNIGHT TRIPS	134.00	(1,504.53) ◆	(1,638.53)
Net - Dept 25-062-CUSR - SPECIAL OLYMPICS	(20,142.00)	(3,711.76) ●	16,430.24
Net - Dept 25-063-CUSR - SPORTS & FITNESS	1,873.00	5,706.59 ●	3,833.59
Net - Dept 25-064-CUSR - FOR KIDS ONLY CAMP	(37,016.00)	(46,566.22) ◆	(9,550.22)
Net - Dept 25-091-CUSR - SPALDING RECREATION CENTER	(11,184.00)	(5,030.37) ●	6,153.63
NET OF REVENUES & EXPENDITURES	(469,344.32)	147,620.35 ●	616,964.67

CHAMPAIGN PARK DISTRICT  
Fund Balance Projections for the Six Months Ended October 31, 2017

Attachment D

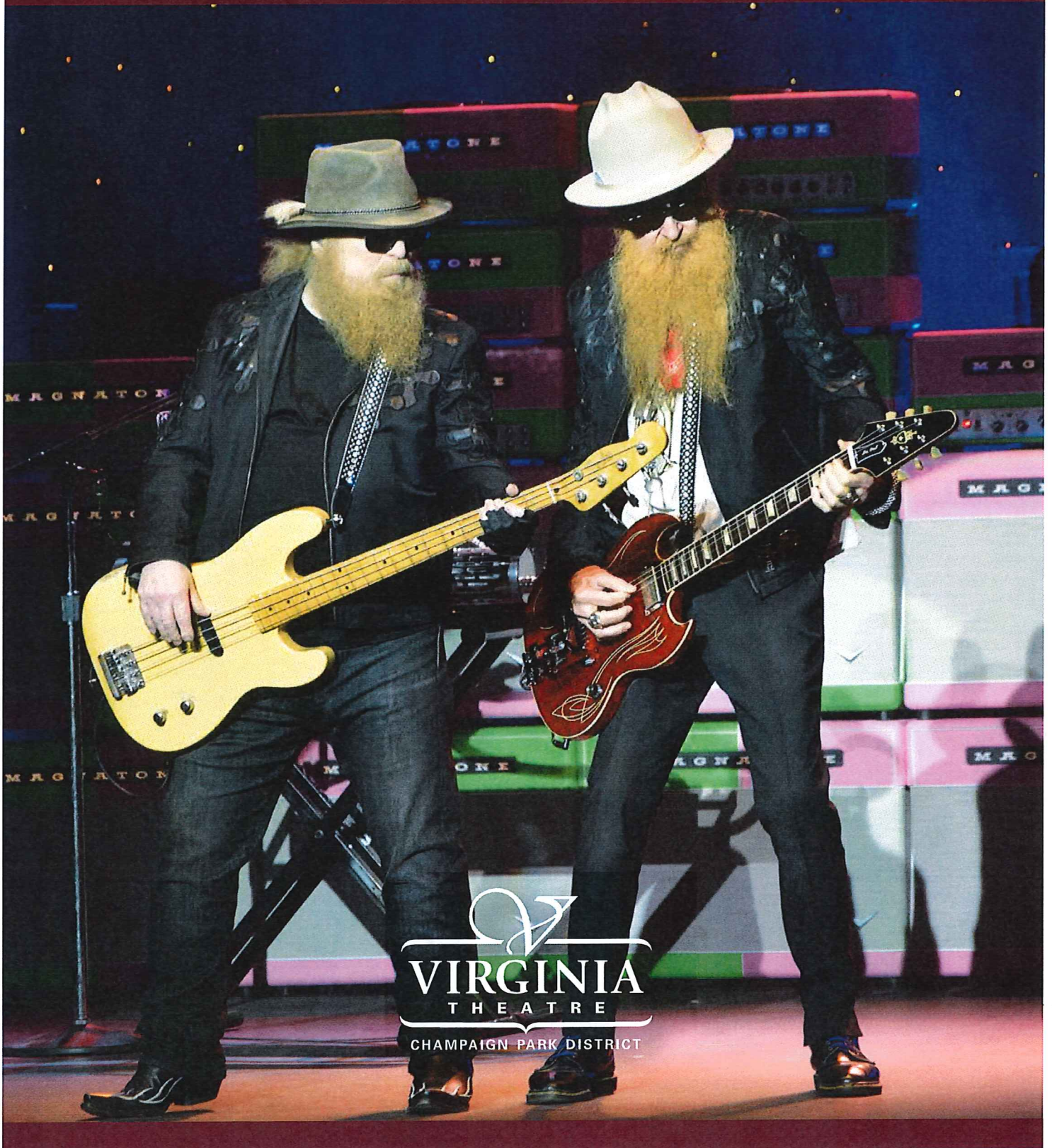
	<u>Projected Balance as of 4/30/2018</u>
BEG. FUND BALANCE - ALL FUNDS (Audited)	17,567,906
Net of Revenues and Expenditures for Six Months Ended October 31	5,960,527
Less projected expenditures between November 1 through April 30, 2018	<u>(4,635,000)</u>
END FUND BALANCE - ALL FUNDS as of 10/31/17	<u><u>18,893,432</u></u>

	Total Fund Balance	Projected Cumulative Excess to 4/30/2018	Payroll & Other Legal Restrictions	Capital Project / ADA Restricted	120-day Reserves	Non- Spendable
No Required Reserve Level	3,790,764		3,763,764			250,000
Capital Funds - No Required Reserve Level	5,179,599			5,179,599		
120-day Reserve Level (Gen, Rec, Mus)	3,794,874				3,794,874	
Excess Reserves @ 10/31/17 (Gen, Rec, Mus) less projected Expenditures through 4/30/2018	6,128,195	6,101,195		27,000		
	<u>18,893,432</u>	<u>6,101,195</u>	<u>3,763,764</u>	<u>5,206,599</u>	<u>3,794,874</u>	<u>250,000</u>



2017

# VIRGINIA THEATRE REPORT



  
**VIRGINIA**  
THEATRE  
CHAMPAIGN PARK DISTRICT

### **“VT Series” Subscriptions**

Virginia Theatre Subscriptions rose to 345 patrons in FY18—from 161 in FY17—on a varied list of 14 titles offered in the season’s “VT Series” of subscriber events, which included: Ice Cream & Independence, CUTC’s Joseph and the Amazing Technicolor Dreamcoat, Richard Hills, pipe organ, ZZ Top, Kansas, Lyle Lovett & John Hiatt, Lily Tomlin, Shopkins LIVE, Andrew Peterson, Paula Poundstone, Second City, The Duttons, CU Ballet’s The Sleeping Beauty, and Celtic Women.

### **Individual Ticket Sales**

Strong interest continues in single ticket purchases at the Virginia, with the total number of patrons ticketed so far this calendar year topping 51,375, with gross tickets sales revenue of \$1,465,019, surpassing \$1,162,662 generated for the same period in calendar year 2016.

For fiscal 2018 year-to-date, the tally of individual tickets stands at 39,071, on gross revenue of \$1,215,876.

### **Film Series**

*The News-Gazette* Film Series and Reel Deal Series were joined this year by the ReWind Movie Series, a selection of popular film titles from the 1980s. Over 1,600 patrons have attended the three ReWind titles this fiscal year, for a gross earnings of \$8,213.

A special 70mm presentation of Dunkirk was another success this fiscal, with 2,856 ticketed for the seven screenings, earning a gross of \$23,045.

### **Concessions**

Virginia Theatre concessions saw further growth in FY18, with year-to-date gross sales of \$63,643 over \$59,666 for the same period in fiscal year 2017. A hot beverage service was added in the fall of 2017 featuring premium coffee from Columbia Street Roastery, hot chocolate, and more. Coordinator Jeff Headley continues to experiment with offering new food items at the concession stand, discontinuing others that have slowed in sales. Staff training has also increased in frequency and diligence in FY18, leading to a more professional, effective working team in that department.

### **Volunteer Program**

The Virginia revamped its volunteer program in FY18 to provide a safer, more enjoyable experience for theatre patrons. All existing Virginia volunteers re-applied to assist at the theatre, offering the park district updated contact information and filling out a background check authorization form in the process. A clean-up of an older, out-of-date list followed, reducing the theatre’s volunteer database from 600 (largely inactive) accounts to 200 active ones. Lastly, the Virginia is now offering bi-monthly orientations and training sessions to better equip theatre volunteers for their duties, coupled with a new appreciation program to recognize their many contributions.

### **Live Event Sales Summary**

<u>Title</u>	<u>FY17 Ticketed</u>	<u>FY17 Gross</u>	<u>FY18 Ticketed</u>	<u>FY18 Gross</u>	<u>FY18 P&amp;L</u>
<b>Cinderella</b>	1,577 <sub>(Coppelia)</sub>	\$20,539 <sub>(Coppelia)</sub>	2609	\$38,487	\$11,656

[RENTAL] Champaign Urbana Ballet’s annual spring performance featured one of the troupe’s most popular pieces, nearly doubling the event’s gross over 2016.

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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.**



<u>Title</u>	<u>FY17 Ticketed</u>	<u>FY17 Gross</u>	<u>FY18 Ticketed</u>	<u>FY18 Gross</u>	<u>FY18 P&amp;L</u>
<b>Magic Treehouse</b> [CPD] Youth Theatre's younger children's group performed Magic Treehouse: The Knights at Dawn KIDS for their May 2017 program.	1,469(Annie)	\$11,594(Annie)	1187	\$9,495	\$1,728
<b>Twist and Shout</b> [RENTAL] Twist and Shout, Dance and Cheer Studio returned to the Virginia for a fourth annual recital in 2017. The company has seen steadily increasing attendance and gross numbers in each year at the theatre.	1,415	\$20,172	1717	\$24,191	\$7,275
<b>Art in Motion</b> [RENTAL] The FY18 recital by Art in Motion out-performed the company's 25 <sup>th</sup> anniversary recital last fiscal, which set a record for the group's highest gross and attendance. Over 300 young performers participated, in competitive teams.	2,482	\$47,035	2485	\$49,488	\$14,989
<b>Ice Cream &amp; Independence</b> [HOUSE] CPD's joint production with UIUC Bands is a multi-media patriotic jazz concert broadcast live on WDWS and narrated by radio host Jim Turpin. Linda Moorhouse conducts this popular community program, which saw an increase in attendance, gross, and net this fiscal.	444	\$5,248	600	\$7005	-\$1,946
<b>Guys &amp; Dolls</b> [CPD] Youth Theatre's older children's program performed the Broadway classic Guys & Dolls for their FY18 summer program.	721(Fame)	\$6,830(Fame)	750	\$7,545	\$1,099
<b>Joseph/Technicolor</b> [HOUSE] CUTC returned to the Virginia in August for a successful CPD-presented series of performances of this classic rock opera.	1,971(Oklahoma)	\$34,369(Oklahoma)	2806	\$48,928	\$15,056
<b>Pens to Lens</b> [PARTNERSHIP] The Champaign-Urbana Film Society, Champaign Movie Makers, and Champaign-Urbana Design Organization again partnered with CPD this year to present a unique program where K-12 students write original screenplays which are then made into short films by local filmmakers. Area graphic designers and illustrators also pitch in to create original movie posters for many of the screenplays.	894 (4 <sup>th</sup> Annual)	\$4,385 (4 <sup>th</sup> Annual)	938	\$3,323	\$1,269
<b>Vagina Monologues</b> [PARTNERSHIP] This performance of the Eve Ensler classic was organized by two community members and benefitted Courage Connection, netting a donation to the 501(c)3 of \$5,000.	N/A	N/A	625	\$11,749	\$4,816
<b>ZZ Top</b> [RENTAL] The classic rock icons performed a full set to a sold-out house in September, 2017.	N/A	N/A	1397	\$142,291	\$9,158
<b>Winnie the Pooh</b> [CPD] Youth Theatre's younger children's program performed the beloved story of Winnie the Pooh for their fall show at the Virginia.	1,349(Sleeping Beauty)	\$10,897(Sleeping Beauty)	1092	\$8,737	\$1,036
<b>Kansas</b> [RENTAL] A successful concert from promoter Peter Kernan (who has also booked, in FY18, REO Speedwagon and ZZ Top). Kansas ended up exceeding the promoter's expectations for attendance and gross revenue earned.	N/A	N/A	1182	\$90,585	\$8,197
<b>Lovett &amp; Hiatt</b> [HOUSE] Lyle Lovett last performed at the Virginia—with his 'Large Band'—in 2014, garnering 1,242 tickets and a gross of \$63,299, just breaking even for the park district. This FY18 concert with Lovett's fellow singer-songwriter John Hiatt surpassed that earlier event in both turnout and earnings.	N/A	N/A	1349	\$75,258	\$20,921

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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.**

<u>Title</u>	<u>FY17 Ticketed</u>	<u>FY17 Gross</u>	<u>FY18 Ticketed</u>	<u>FY18 Gross</u>	<u>FY18 P&amp;L</u>
<b>Lily Tomlin</b> [HOUSE] The popular star from countless television shows, films, and Broadway plays performed her latest standup set before a sold-out house.	N/A	N/A	1447	\$87,398	\$19,467
<b>Tommy Emmanuel</b> [RENTAL] The acclaimed fingerstyle guitarist performed a Christmas set for a small but appreciative audience in early December.	N/A	N/A	499	\$24,627	\$5,488



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** December 13, 2017

**SUBJECT:** West Pier for Kaufman Lake

### Background

The FY2017-2018 Capital Budget includes \$20,000 item for Architecture/Engineering design and bid work for Kaufman Lake West Pier Replacement. The 2018-2023 Capital Improvement Plan indicates \$90,000 for construction in FY2018-2019. Before CPD solicits proposal requests or enters into contract with A/E firm this fiscal year. Planning staff is asking to reconsider the West Pier project.

### Prior Board Action

*February 8, 2017 Regular Board Meeting*—Board approved 2018-2023 Capital Improvement Plan.  
*July 26, 2017 Special Board Meeting*—Board approved FY2017-2018 Annual Budget.

### Discussion

#### **Pros**

- Kaufman Lake is well-visited; with the recent removal of all the old stairs and (west) lake access points, replacing a portion of the former amenities is a positive step in replacing the recreational opportunity.

#### **Cons**

- Kaufman Lake's western edge is steeply banked.
- Constructing a pier that meets accessibility requirements on the precipitous slope may be prohibitively expensive relative to the budget amount.
- In the bigger picture, however, it is a matter of timing and priority; considering the relatively recent addition of the universally accessible fishing pier at Kaufman Lake—coupled with the upcoming Greenbelt Bikeway Trail Connection project—potential capital funds may be served better at Kaufman Park.
- The accessibility pier does a great job of providing access to the lake for fishing.
- The District has only received very few requests or inquiries into adding a new pier to the west side of the lake.

### Recommendation

Staff recommends that the \$20,000 item from this year be rolled over into available capital funds for FY2018-2019.

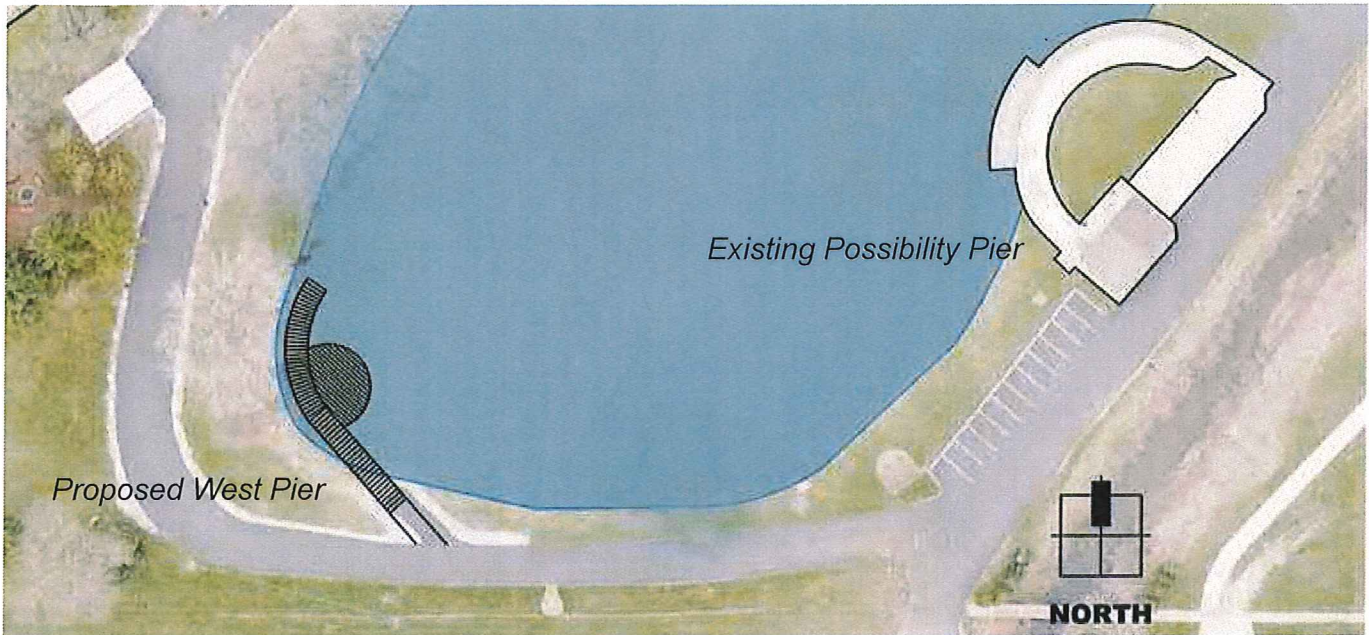
Prepared by:

Reviewed by:

Andrew Weiss  
Director of Planning

Joe DeLuce  
Executive Director

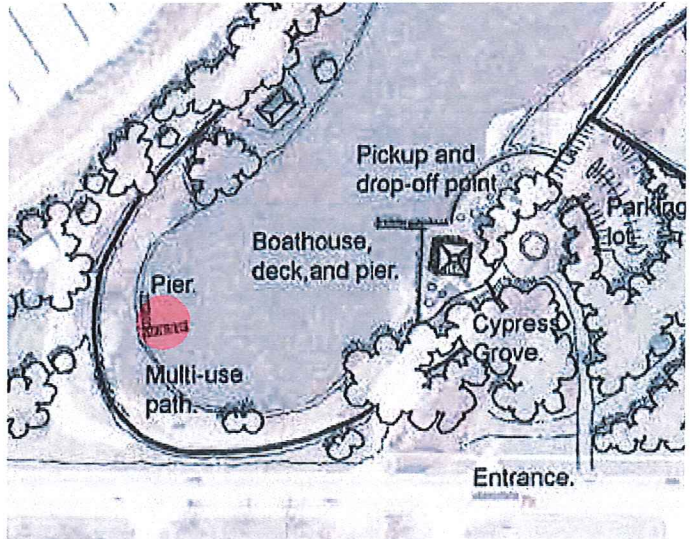
# Kaufman Lake West Pier



## Precedent Pier Examples



## Ratio Master Plan (2008)



## Program

In 2008 Ratio Architects were hired to design a master plan for Kaufman Lake. After this process, the Park District committed to the construction of the 'Kaufman Lake Possibility Pier,' which opened to the public in June 2010. All other piers were subsequently removed due to age and safety concerns. The proposed west pier provides access to the waters edge and could be utilized for fishing and launching kayaks or boats.

## Budget Consideration to Date

In the FYE 2018 Capital Improvement Plan, \$110,000 was earmarked for this project. \$20,000 is dedicated for design and engineering in 2018, and \$90,000 is proposed for construction in 2019. Although this concept utilizes the existing edge it will still require further design development and engineering. The exact scope of the A/E funds is to be determined. Additionally, the details of the 'Possibility Pier' can be replicated, which may offer some cost savings.





## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** November 28, 17

**SUBJECT:** Carle at the Fields Community Trail Operations and Maintenance Cost Estimates

### Background

The Carle at the Fields Community Trail request presents a unique premier trail opportunity for the Park District. The request of the Park District includes taking over responsibilities of an approximately 3 mile long concrete trail of varying width (most of the trail is 10 feet wide). If an agreement were reached to maintain or accept the trail, it would be the longest contiguous trail in Park District ownership. The trail corridor is approximately 30 foot wide, will contain approximately 220 newly planted trees, berm features, minimal landscaped beds and a few sitting areas. The trail will wind through commercial areas (including a hotel) as well as residential areas making it directly accessible to residents, visitors and employees working in the area. In its later construction phases, the trail could easily connect to Zahnd Park and the adjacent YMCA making the trail part of a bigger recreation area. Along the trail, there are many small areas that could be developed with amenities but are not fully agreed upon at this time. There are preliminary plans in development with the city to connect other trail systems to the east and west.

### Prior Board Action

No action has been taken for the project, but a preliminary presentation was given by Carle at the September 13, 2017 Regular Board meeting.

### Budget Impact

Operations and maintenance costs for the Carle at the Fields Community Trail are presented in two categories. *Initial capital costs* would include a one-time purchase of items that would be needed in order to begin maintenance on the facility. The costs for these items may be negotiated with Carle in the final agreement. *Annual operations and maintenance costs* are our best estimates for costs on the trail based on known 2017 operations and maintenance data. These costs would be recurring each budget year.

Estimated *initial capital costs* would total \$7,505.

Estimated *annual operations and maintenance costs* would be \$9,295 annually for the first two years.

Attached is a list of assumptions and standards for the estimates.

### Recommendation

This information is for discussion only. There is no action needed at this time.

Prepared by:

Reviewed by:

Daniel Olson  
Director of Operations

Joe DeLuce  
Executive Director

## Carle Community Trail Assumptions and Standards Used for Cost Estimating

### ***Initial Capital Costs Include:***

Waste receptacles  
Pet waste stations  
Regulatory and informational signs  
Entrance signs  
Snow markers  
Mile markers every ¼ mile

### ***Annual Maintenance Estimates Include:***

Based on known 2017 costs.  
Contract mowing and trimming.  
Staff time and supplies (includes fuel) for snow removal, waste management, inspections, flower beds, minimal tree care, and herbicide application.  
Assumes no overtime for staff.  
Each visit includes a 30 minute mobilization time period prior to and after visit.  
Snow removal estimate assume five (5) snow events per year and two removals per event due to wind.  
Waste management estimates assumes three (3) trash receptacles, three (3) pet waste stations and zero (0) recycling containers to begin and will be re-evaluated after three years.

### ***Annual Maintenance Estimates Do Not Include:***

Administrative, legal, or insurance costs or fees.  
Maintenance of amenities (i.e. grills, play areas, benches, fountains, picnic tables, exercise equip.).  
Standard equipment use charges or "wear and tear" on equipment.  
Watering of newly planted trees.  
Sand or salt application during snow removal.  
Natural areas work or installation (None currently planned).  
Art piece installation or maintenance (None currently planned).  
Turf treatment or management.