



**CHAMPAIGN
PARK DISTRICT**

**AGENDA
SPECIAL MEETING
Bresnan Meeting Center
706 Kenwood Road
Champaign, Illinois
Wednesday, June 26, 2019
5:30 p.m.**

A. CALL TO ORDER

B. COMMENTS FROM THE PUBLIC *Comments limited to not more than three (3) minutes.*

C. NEW BUSINESS

1. Approval of Budget Line Transfers

Staff recommends approval of line item transfers of the FY19 budget be made within funds where lines will exceed their original budget. The transfers do not affect the overall budget as other line items would be decreased within the same funds. This is being done to comply with the Park Code and for audit purposes.

2. Approval of a Bid for Dodds Tennis Center Lighting

Staff recommends accepting the low, responsible bid and authorizing the Executive Director to enter into a contract with Energy Harness for a total of \$61,954.50.

D. DISCUSSION ITEMS

1. Request to Sell Craft Beer at Flannel Fest
2. Minimum Wage
3. OSLAD Grant Application
4. FY20 Annual Operating Budget

E. COMMENTS FROM COMMISSIONERS

F. EXECUTIVE SESSION

The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS Par. 120/2(c)(2) collective negotiating matters involving the public body.

G. RETURN TO REGULAR MEETING

H. ADJOURN



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: June 20, 2019

SUBJECT: Approval of 2018-19 Budget Line Transfers

Background

In accordance with the Park District Code, the Board of Commissioners may approve the transfer of budget line transfers not to exceed 10% of the total appropriations specified in the Budget and Appropriations Ordinance by fund where expenditures exceed budget. The transfers do not affect the overall budget as other line items would be decreased within the same fund. This is completed annually to comply with the Park Code and for audit purposes.

Individual line items and programs were the basis for the budget line transfers. Total budget line transfers equal \$438,272.90. The total transfers made by fund were less than the 10% limit.

General Fund - \$69,321.12 (represents 0.8% of original budget)
Recreation Fund - \$145,476.70 (represents 3.4% of original budget)
Museum Fund - \$76,548.52 (represents 2.9% of original budget)
Special Recreation Fund - \$20,244.56 (represents 1.1% of original budget)
Capital Improvement Fund - \$66,682.00 (represents 1.4% of original budget)
Land Acquisition Fund - \$60,000 (transfer of proceeds from capital improvement fund)

Attachment A1 – summary of budget category net transfers by fund
Attachment B1 – detail of budget line transfers by individual line item and department.

Prior Board Action

The Board of Commissioners adopted Ordinance No. 630 on July 25, 2018 in the amount of \$27,059,141.

Recommended Action

Staff recommends Board approval of line item transfers of the FYE19 budget be made within funds where lines will exceed their adopted budget per the attached document.

Prepared by:

Reviewed by:

Andrea N. Wallace
Director of Finance

Joe DeLuce, CPRP
Executive Director

ATTACHMENT A1

CHAMPAIGN PARK DISTRICT

FYE2019 ORIGINAL BUDGET WITH BUDGET LINE TRANSFERS

MAY 1, 2018 THROUGH APRIL 30, 2019

Fund - Budget Category	2018-19		2018-19		% OF BUDGET USED
	ORIGINAL BUDGET	Net Transfers	AMENDED BUDGET	YTD ACTUAL	
Fund 01 - GENERAL					
APPROPRIATIONS					
SALARIES AND WAGES	\$2,523,530	-\$1,300	\$2,522,230	\$2,412,860	95.7%
FRINGE BENEFITS	377,840	10	377,850	375,150	99.3%
CONTRACTUAL	812,260	170	812,430	655,130	80.6%
COMMODITIES/SUPPLIES	410,820	6,520	417,340	380,740	91.2%
UTILITIES	161,460	-5,380	156,080	137,450	88.1%
ROUTINE/PERIODIC MAINTENANCE	203,960		203,960	106,840	52.4%
TRANSFERS TO OTHER FUNDS	3,950,000		3,950,000	1,800,000	45.6%
TOTAL APPROPRIATIONS	8,439,870	20	8,439,890	5,868,170	69.5%
Fund 02 - RECREATION					
APPROPRIATIONS					
SALARIES AND WAGES	1,825,530	-4,090	1,821,440	1,821,290	100.0%
FRINGE BENEFITS	145,680	4,070	149,750	149,680	100.0%
CONTRACTUAL	445,900	390	446,290	369,960	82.9%
COMMODITIES/SUPPLIES	340,770	2,060	342,830	318,820	93.0%
UTILITIES	360,800	-2,470	358,330	346,970	96.8%
ROUTINE/PERIODIC MAINTENANCE	38,580		38,580	28,740	74.5%
TRANSFERS TO OTHER FUNDS	1,150,000		1,150,000	1,000,000	87.0%
TOTAL APPROPRIATIONS	4,307,260	-40	4,307,220	4,035,460	93.7%
Fund 03 - MUSEUM					
APPROPRIATIONS					
SALARIES AND WAGES	992,370	-10	992,360	989,840	99.7%
FRINGE BENEFITS	104,780	-10	104,770	101,500	96.9%
CONTRACTUAL	899,210	-6,070	893,140	866,470	97.0%
COMMODITIES/SUPPLIES	156,090	4,280	160,370	165,910	103.5%
UTILITIES	139,670	1,800	141,470	152,370	107.7%
ROUTINE/PERIODIC MAINTENANCE	28,150		28,150	26,230	93.2%
TRANSFERS TO OTHER FUNDS	350,000		350,000	350,000	100.0%
TOTAL APPROPRIATIONS	2,670,270	-10	2,670,260	2,652,320	99.3%
Fund 15 - SPECIAL RECREATION FUND					
APPROPRIATIONS					
SALARIES AND WAGES	457,410	-170	457,240	389,250	85.1%
FRINGE BENEFITS	86,910	-1,000	85,910	75,010	87.3%
CONTRACTUAL	108,570	-1,860	106,710	83,750	78.5%
COMMODITIES/SUPPLIES	34,130	3,010	37,140	31,490	84.8%
UTILITIES	1,330		1,330	550	41.4%
INSURANCE	12,170		12,170	11,110	91.3%
ROUTINE/PERIODIC MAINTENANCE	18,000		18,000	13,770	76.5%
CAPITAL OUTLAY	1,089,200		1,089,200	164,400	15.1%
TOTAL APPROPRIATIONS	1,807,720	-20	1,807,700	769,330	42.6%

ATTACHMENT A1

CHAMPAIGN PARK DISTRICT

FYE2019 ORIGINAL BUDGET WITH BUDGET LINE TRANSFERS

MAY 1, 2018 THROUGH APRIL 30, 2019

Fund - Budget Category	2018-19		2018-19		% OF BUDGET USED
	ORIGINAL BUDGET	Net Transfers	AMENDED BUDGET	YTD ACTUAL	
Fund 16 - CAPITAL IMPROVEMENTS FUND					
APPROPRIATIONS					
CONTRACTUAL		6,680	6,680	6,680	100.0%
CAPITAL OUTLAY	4,713,710	-6,690	4,707,020	1,092,300	23.2%
TRANSFERS TO OTHER FUNDS		60,000	60,000	60,000	100.0%
TOTAL APPROPRIATIONS	4,713,710	59,990	4,773,700	1,158,980	24.3%
Fund 24 - LAND ACQUISITION FUND					
ESTIMATED REVENUES					
INTEREST INCOME	7,420		7,420	14,680	197.8%
TRANSFERS FROM OTHER FUNDS	100,000	60,000	160,000	160,000	100.0%
TOTAL ESTIMATED REVENUES	107,420	60,000	167,420	174,680	104.3%
TOTAL ESTIMATED REVENUES	\$107,420	\$60,000	\$167,420	\$174,680	104.3%
TOTAL APPROPRIATIONS	\$ 21,938,830	\$ 59,940	\$ 21,998,770	\$ 14,484,260	65.8%

NOTE: included \$60,000 transfer from and transfer to lines to account for sale of land originally recorded in the Capital Improvement Fund as revenue and later board directed those funds to be transferred over to the land acquisition fund. Recorded as budget line transfers to that the transfers to/from would balance out at year-end.

ATTACHMENT B1

CHAMPAIGN PARK DISTRICT

Fund 1 General

JOURNAL ENTRY

JE: 4950

Post Date: 04/30/2019

Entry Date: 06/19/2019

Entered By: andrea.wallace

Journal: BA

Description: F1 TO ADJUST FOR ACCRUED WAGES @ 4/30/19
 BUDGET LINE TRANSFERS F1 GENERAL FUND - ACCRUED
 WAGES RECORDED FOR 7 OUT OF 10 DAYS THROUGH 4/30/19
 FOR YEAR END ENTRY. RESULTED IN ADDITIONAL BUDGET
 LINE TRANSFER TO COVER EXCESS.

GL #	Description	DR	CR
01-01-001-70001	EXECUTIVE DIRECTOR		272.00
01-01-001-70101	DEPARTMENT HEAD	429.04	
01-01-001-70501	MANAGERS/SUPERVISORS		363.96
01-01-001-70901	BUILDING SERVICE WORKER	206.92	
01-10-069-70301	OFFICE STAFF/SUPPORT		57.06
01-10-069-80303	PT OFFICE STAFF/SUPPORT	57.06	
01-20-071-70501	MANAGERS/SUPERVISORS	407.05	407.05
01-20-071-70601	OPERATIONS STAFF		
01-20-072-70501	MANAGERS/SUPERVISORS		403.19
01-20-072-70601	OPERATIONS STAFF		777.84
01-20-072-82703	PT SEASONAL STAFF	1,181.03	
01-20-073-70601	OPERATIONS STAFF		1,025.05
01-20-073-82703	PT SEASONAL STAFF	1,025.05	
01-20-074-70501	MANAGERS/SUPERVISORS		89.66
01-20-074-70601	OPERATIONS STAFF		290.63
01-20-074-82703	PT SEASONAL STAFF	380.29	
01-20-075-70501	MANAGERS/SUPERVISORS		134.60
01-20-075-70601	OPERATIONS STAFF	134.60	
01-20-079-70501	MANAGERS/SUPERVISORS		129.03
01-20-079-70601	OPERATIONS STAFF	129.03	
01-20-080-70501	MANAGERS/SUPERVISORS		75.43
01-20-080-71001	PROGRAM/FACILITY DIR.		1,023.22
01-20-080-82703	PT SEASONAL STAFF	1,098.65	
01-20-300-70101	DEPARTMENT HEAD		310.67
01-20-300-70301	OFFICE STAFF/SUPPORT	310.67	
01-01-001-70301	OFFICE STAFF/SUPPORT		1,000.00
01-20-071-82703	PT SEASONAL STAFF	1,000.00	
Journal Total:		6,359.39	6,359.39

APPROVED BY: _____

ATTACHMENT B1

CHAMPAIGN PARK DISTRICT
JOURNAL ENTRY
JE: 4951

Fund 1 General

Post Date: 04/30/2019

Entered By: andrea.wallace

Entry Date: 06/19/2019

Journal: BA

Description: F1 ADJUST FOR INTERNS NOT BUDGETED

BUDGET LINE TRANSFERS F1 GENERAL FUND DID NOT BUDGET
FOR INTERNS AS PAID STAFF FOR FY19. THIS AMOUNT IS
FOR HR INTERNS UTILIZED DURING FY19 - TOTAL OF 491
HOURS WORKED.

GL #	Description	DR	CR
01-01-001-54207	STAFF TRAINING	3,448.00	
01-01-001-80303	PT OFFICE STAFF/SUPPORT		3,448.00
Journal Total:		3,448.00	3,448.00

APPROVED BY: _____

ATTACHMENT B1

CHAMPAIGN PARK DISTRICT
JOURNAL ENTRY
JE: 4952

Fund 1 General

Entered By: andrea.wallace
Journal: BA

Post Date: 04/30/2019
Entry Date: 06/19/2019
Description: F1 ADJUST FOR INTERIM POSITION NOT BDGTD
BUDGET LINE TRANSFER F1 GENERAL FUND MARKETING
DEPARTMENT - ADJUST FOR PAY INCREASE WHILE STAFF
FILLING IN AS INTERIM DIRECTOR OF MARKETING WHILE
STAFF ON LEAVE - NOT ORIGINALLY BUDGETED.

GL #	Description	DR	CR
01-10-069-54206	ADVERTISING/PUBLICITY	1,368.68	
01-10-069-70101	DEPARTMENT HEAD		3,488.68
01-10-069-80303	PT OFFICE STAFF/SUPPORT	2,120.00	
	Journal Total:	3,488.68	3,488.68

APPROVED BY: _____

ATTACHMENT B1

CHAMPAIGN PARK DISTRICT
JOURNAL ENTRY
JE: 4956

Fund 1 General

Post Date: 04/30/2019
Entry Date: 06/19/2019
Description: F1 TO ADJUST ACCRUED WAGES @ 4/30/19 ADD
BUDGET LINE TRANSFERS F1 GENERAL FUND OPERATIONS
DEPARTMENT TO COVER ACCRUED WAGES AT 4/30/19 7 OUT
OF 10 DAYS RECORDED AT YEAR-END.

Entered By: andrea.wallace
Journal: BA

GL #	Description	DR	CR
01-20-001-70101	DEPARTMENT HEAD		1,835.00
01-20-001-70301	OFFICE STAFF/SUPPORT	1,128.63	
01-20-074-82703	PT SEASONAL STAFF	706.37	
Journal Total:		1,835.00	1,835.00

APPROVED BY: _____

ATTACHMENT B1

Fund 1 General

CHAMPAIGN PARK DISTRICT

JOURNAL ENTRY

JE: 4957

Post Date: 04/30/2019

Entered By: andrea.wallace

Entry Date: 06/19/2019

Journal: BA

Description: F1 TXFR FOR OVERAGE IN UTILITIES EXPD
BUDGET LINE TRANSFERS F1 GENERAL FUND-TO COVER
OVERAGES FOR GAS & ELECTRIC USAGE FOR VARIOUS PARKS
& FACILITIES AND TELECOM EXPD RELATED TO RUNNING
DUAL FIBER SERVICES FOR 2.5 MONTHS FOR A TOTAL OF
\$1,953 ADD'L UNTIL THE NEW INTERNET SERVICE
PROVIDER WAS INSTALLED, ACTIVATED & WORKING;
DOUGLASS PARK LIBRARY THAT WERE MORE THAN BUDGETED;

GL #	Description	DR	CR
01-01-001-56231	GAS AND ELECTRICITY		1,788.83
01-01-001-56233	TELECOMM EXPENSE		1,833.77
01-20-073-56231	GAS AND ELECTRICITY		1,107.89
01-20-073-56232	WATER	5,721.63	
01-20-073-56233	TELECOMM EXPENSE		79.00
01-20-074-56232	WATER	906.00	
01-20-079-56233	TELECOMM EXPENSE		72.00
01-30-091-56231	GAS AND ELECTRICITY		1,478.34
01-30-098-56230	SANITARY FEES AND CHARGES		471.47
01-30-098-56233	TELECOMM EXPENSE		726.33
01-60-096-56232	WATER	930.00	
	Journal Total:	7,557.63	7,557.63

APPROVED BY: _____

ATTACHMENT B1

CHAMPAIGN PARK DISTRICT
JOURNAL ENTRY
JE: 4958

Fund 1 General

Post Date: 04/30/2019

Entered By: andrea.wallace

Entry Date: 06/19/2019

Journal: BA

Description: F1 TXFR TO COVER ATTORNEY SERVICES
BUDGET LINE TRANSFER F1 GENERAL FUND TRANSFER TO
COVER ATTORNEY SERVICES USED FOR A MULTITUDE OF
PROJECTS AS WELL AS A LAND PURCHASE AND A LAND SALE.

GL #	Description	DR	CR
01-01-001-54210	BOARD EXPENSE	3,056.00	
01-01-001-54212	ATTORNEY FEES		10,236.00
01-01-001-54254	SERVICE CONTRACTS	7,180.00	
	Journal Total:	10,236.00	10,236.00

APPROVED BY: _____

ATTACHMENT B1

CHAMPAIGN PARK DISTRICT
JOURNAL ENTRY
JE: 4959

Fund 1 General

Post Date: 04/30/2019

Entered By: andrea.wallace

Entry Date: 06/19/2019

Journal: BA

Description: F1 TO COVER OVERAGES ON VEHICLE REPAIRS
BUDGET LINE TRANSFERS F1 GENERAL FUND - TRANSFERS TO
COVER ADDITIONAL REPAIRS FOR TRUCK #29 INCLUDING
ALTERNATOR REPAIRS, AC, CURB SIDE SENSOR, BOOM
CONTROLS & CONTROL MODULE REPAIRS TO TRUCK #36,
INJECTOR REPAIR FOR TRUCK #19, TRUCK #52 SQUIRREL
DAMAGE REPAIR, ACCIDENT REPAIRS UP TO DEDUCTIBLE FOR
2 VEHICLES (#69 AND #20)

GL #	Description	DR	CR
01-20-071-54241	VEHICLE REPAIR		7,379.00
01-20-071-54261	SERVICE CONTRACTS-GROUNDS	1,990.00	
01-20-072-54241	VEHICLE REPAIR		309.00
01-20-072-54245	BUILDING REPAIR	4,641.00	
01-20-073-54245	BUILDING REPAIR	1,989.00	
01-20-073-54261	SERVICE CONTRACTS-GROUNDS	1,173.00	
01-20-074-54241	VEHICLE REPAIR		150.00
01-20-074-54261	SERVICE CONTRACTS-GROUNDS	100.00	
01-20-075-54241	VEHICLE REPAIR		800.00
01-20-075-54261	SERVICE CONTRACTS-GROUNDS		100.00
01-20-079-54241	VEHICLE REPAIR		258.00
01-30-098-54245	BUILDING REPAIR		897.00
	Journal Total:	9,893.00	9,893.00

APPROVED BY: _____

ATTACHMENT B1

CHAMPAIGN PARK DISTRICT
JOURNAL ENTRY
JE: 4962

Fund 1 General

Post Date: 04/30/2019

Entry Date: 06/19/2019

Entered By: andrea.wallace

Journal: BA

Description: F1 TO COVER EQUIPMENT REPAIRS

BUDGET LINE TRANSFERS F1 GENERAL FUND - TRANSFER
FUNDS FROM PT SEASONAL STAFF WAGES TO COVER THE
LARGE REPAIRS FOR JD3520 BRAKE MECHANISM REPAIRS;
CHIPPER CUTTING WHEEL/DRUM BEARING REPAIR, AND WOOD
CHIPPER ELECTRICAL REPAIR

GL #	Description	DR	CR
01-20-071-54242	EQUIPMENT REPAIR		4,971.00
01-20-071-82703	PT SEASONAL STAFF	4,971.00	
	Journal Total:	4,971.00	4,971.00

APPROVED BY: _____

ATTACHMENT B1

CHAMPAIGN PARK DISTRICT
JOURNAL ENTRY
JE: 4963

Fund 1 General

Post Date: 04/30/2019

Entered By: andrea.wallace

Entry Date: 06/19/2019

Journal: BA

Description: F1 TO COVER OVERAGE IN PLANT MATERIALS

BUDGET LINE TRANSFER F1 GENERAL FUND - BUDGET BASED
ON PRIOR YEAR IN CONSIDERATION OF THE FLOWER BID
APPROVED BY THE BOARD. THE OVERAGES ARE IN EXCESS OF
BID AMOUNT THAT WERE NOT BUDGETED FOR AND COVER
REPLACEMENT PLANTINGS FOR LATE FROST, A FLOWER BULB
ORDER NOT ORIGINALLY INCLUDED IN APPROVED BUDGET.
ALSO REPLACEMENT/ADDITION OF TREES IN EXCESS OF
BUDGET BY \$1253 THROUGHOUT THE DISTRICT.

GL #	Description	DR	CR
01-20-071-55325	EQUIPMENT AND TOOLS	1,253.00	
01-20-071-55333	PLANT MATERIALS		1,253.00
01-20-074-55321	LANDSCAPE SUPPLIES	1,054.00	
01-20-074-55325	EQUIPMENT AND TOOLS	317.00	
01-20-074-55327	VEHICLE/EQUIPMENT REPAIR PARTS	684.00	
01-20-074-55333	PLANT MATERIALS		2,055.00
01-20-075-55325	EQUIPMENT AND TOOLS	904.00	
01-20-075-55327	VEHICLE/EQUIPMENT REPAIR PARTS	1,169.00	
01-20-075-55333	PLANT MATERIALS		3,206.00
01-20-075-82703	PT SEASONAL STAFF	1,133.00	
01-20-080-55325	EQUIPMENT AND TOOLS	29.00	
01-20-080-55333	PLANT MATERIALS		29.00
Journal Total:		6,543.00	6,543.00

APPROVED BY: _____

ATTACHMENT B1

CHAMPAIGN PARK DISTRICT

JOURNAL ENTRY

JE: 4966

108,902.59

Post Date: 04/30/2019

Entered By: andrea.wallace

Entry Date: 06/20/2019

Journal: BA

Description: F2 TO COVER STAFF PROMO & OVERAGES

BUDGET LINE TRANSFERS F2 RECREATION FUND TO COVER PROMOTION FROM COORDINATOR TO MANAGER PLUS ADDITIONAL HOURS WORKED AS POOL HAD LESS CLOSURES AND BETTER WEATHER RESULTING IN ADDITIONAL REVENUES (\$45,500 MORE THAN BUDGETED) TO OFFSET THE INCREASE IN ADDITIONAL HOURS WORKED. ADDED PART-TIME BUILDING SERVICE WORKER AT DOUGLASS COMMUNITY CENTER WHICH WILL OFFSET THE JANITORIAL SERVICES CONTRACTUAL LINE ITEM. FULL-TIME WAGES INCREASED MORE THAN BUDGET DUE TO STAFF PROMOTIONS AND POSITION CHANGES WHILE FILLING VACANCIES. ALSO ADJUST FOR ADDITIONAL STAFF TAKING INSURANCE DURING THE YEAR NOT PREVIOUSLY INCLUDED AND CHANGES TO LIFE INSURANCE DUE TO AGE INCREASES.

GL #	Description	DR	CR
02-01-001-53133	MEDICAL HEALTH INSURANCE		4,913.05
02-01-001-70101	DEPARTMENT HEAD		204.25
02-01-001-70301	OFFICE STAFF		314.04
02-01-001-70501	MANAGERS/SUPERVISORS		150.08
02-01-001-81503	PT GENERAL STAFF	1,000.00	
02-01-001-83003	ALLOWANCES/REIMBURSEMENTS	21.89	
02-30-020-81903	PT BUILDING/PARK OPENERS	395.00	
02-30-021-80903	PT BUILDING SERVICE WORKER	240.00	
02-30-021-81903	PT BUILDING/PARK OPENERS		465.00
02-30-076-70501	BALL FIELD MGR./SUPV.		127.95
02-30-076-70601	OPERATIONS STAFF		650.66
02-30-076-82703	PT SEASONAL STAFF	5,424.68	
02-30-076-83003	ALLOWANCES/REIMBURSEMENTS	209.00	
02-30-092-70301	OFFICE STAFF/SUPPORT		723.19
02-30-092-70501	MANAGERS/SUPERVISORS		1,020.00
02-30-092-71001	PROGRAM/FACILITY DIR.		31,390.00
02-30-092-80303	PT OFFICE STAFF/SUPPORT		606.00
02-30-092-80903	PT BUILDING SERVICE WORKER		9,201.00
02-30-092-81403	PT INSTRUCTOR	400.00	
02-30-092-81503	PT GENERAL STAFF		1,230.00
02-30-092-81803	PT SITE SUPERVISOR	1,232.00	
02-30-092-81903	PT BUILDING/PARK OPENERS		1,492.00
02-30-094-71001	PROGRAM/FACILITY DIR	53.00	
02-30-094-81503	PT GENERAL STAFF		157.00
02-30-155-71001	PROGRAM/FACILITY DIR		10.69
02-30-160-70301	OFFICE STAFF/SUPPORT		4,209.84
02-30-160-70501	MANAGERS/SUPERVISORS	1,066.81	
02-30-160-70901	CUSTODIAL		330.76
02-30-160-71001	PROGRAM/FACILITY DIR		1,065.05
02-30-160-80303	PT OFFICE STAFF/SUPPORT	4,478.00	
02-30-160-80903	PT CUSTODIAL	1,069.00	
02-30-160-81803	PT SITE SUPERVISOR	3,292.00	
02-40-025-70501	MANAGERS/SUPERVISORS		1,293.00
02-40-025-71001	PROGRAM/FACILITY DIRECTOR		264.00
02-40-025-80303	PT OFFICE STAFF/SUPPORT	2,650.00	
02-40-025-81403	PT INSTRUCTOR		6,944.00
02-40-025-83003	ALLOWANCES/REIMBURSEMENTS	184.00	
02-40-065-70501	MANAGERS/SUPERVISORS		1,293.00
02-40-065-71001	PROGRAM/FACILITY DIR	1,012.44	
02-40-065-81503	PT GENERAL STAFF	157.00	
02-40-081-81003	PT PROGRAM DIRECTOR/SUPERVISOR	28.00	
02-40-082-71001	PROGRAM/FACILITY DIR.		50.44
02-40-082-81003	PT PROGRAM DIRECTOR/SUPERVISOR	2,016.00	
02-40-082-81103	PT SPORTS OFFICIAL	2,880.00	
02-40-083-71001	PROGRAM/FACILITY DIR		16.81
02-40-083-81103	PT SPORTS OFFICIAL	348.00	
02-40-085-71001	PROGRAM/FACILITY DIR		33.90

ATTACHMENT B1

02-40-085-81003	PT PROGRAM DIRECTOR/SUPERVISOR		673.00
02-40-085-81103	PT SPORTS OFFICIAL		1,339.00
02-40-086-71001	PROGRAM/FACILITY DIR		22.54
02-40-086-81003	PT PROGRAM DIRECTOR/SUPERVISOR		394.00
02-40-088-71001	PROGRAM/FACILITY DIR		67.80
02-40-088-81003	PT PROGRAM DIRECTOR/SUPERVISOR	1,052.00	
02-40-088-81103	PT SPORTS OFFICIAL	2,655.00	
02-40-088-81403	PT INSTRUCTOR		69.00
02-40-150-71001	PROGRAM/FACILITY DIR		26.38
02-40-150-81403	PT INSTRUCTOR	212.00	
02-40-154-81403	PT INSTRUCTOR	2,284.00	
02-40-195-71001	PROGRAM/FACILITY DIR		25.68
02-40-195-81403	PT INSTRUCTORS		198.00
02-40-196-71001	PROGRAM/FACILITY DIR		14.36
02-40-196-81003	PT PROGRAM DIRECTOR/SUPERVISOR	208.00	
02-40-197-71001	PROGRAM/FACILITY DIR		17.81
02-40-197-81803	PT SITE SUPERVISOR	286.00	
02-40-198-71001	PROGRAM/FACILITY DIR.		25.22
02-40-198-81003	PT PROGRAM DIRECTOR/SUPERVISOR		8.00
02-40-198-82703	PT SEASONAL STAFF		421.39
02-40-200-71001	PROGRAM/FACILITY DIR.		9.22
02-40-200-81103	PT SPORTS OFFICIAL		9.00
02-40-200-81403	PT INSTRUCTOR		17.00
02-40-202-71001	PROGRAM/FACILITY DIR.		122.81
02-40-202-81003	PT PROGRAM DIRECTOR/SUPERVISOR	401.00	
02-40-202-81103	PT SPORTS OFFICIAL	2,445.00	
02-40-203-71001	PROGRAM/FACILITY DIR.	7,956.81	
02-40-203-81103	PT SPORTS OFFICIAL	1,991.00	
02-40-203-81403	PT INSTRUCTOR	376.00	
02-40-204-81003	PT PROGRAM DIRECTOR/SUPERVISOR	400.00	
02-40-204-81403	PT INSTRUCTOR	1,000.00	
02-50-004-71001	PROGRAM/FACILITY DIR	4,566.89	
02-50-004-81003	PT PROGRAM DIRECTOR/SUPERVISOR	3,035.00	
02-50-004-81703	PT DAY CAMP STAFF/LIFE GUARD	279.00	
02-50-005-71001	PROGRAM/FACILITY DIR	3,059.92	
02-50-005-81303	PT ASSISTANT DIRECTOR/SUPERVISOR	674.00	
02-50-005-81703	PT DAY CAMP STAFF/LIFE GUARD	1,470.00	
02-50-006-71001	PROGRAM/FACILITY DIR	3,107.92	
02-50-006-81003	PT PROGRAM DIRECTOR/SUPERVISOR	655.00	
02-50-006-81703	PT DAY CAMP STAFF/LIFE GUARD	1,350.00	
02-50-009-71001	PROGRAM/FACILITY DIR.		9.00
02-50-009-81303	PT ASSISTANT DIRECTOR/SUPERVISOR	615.00	
02-50-011-71001	PROGRAM/FACILITY DIR.		2,081.00
02-50-011-81403	PT INSTRUCTOR		2,123.50
02-50-012-71001	PROGRAM/FACILITY DIR.		59.12
02-50-012-81003	PT PROGRAM DIRECTOR/SUPERVISOR	3,176.00	
02-50-012-81303	PT ASSISTANT DIRECTOR/SUPERVISOR	1,694.00	
02-50-012-81503	PT GENERAL STAFF	800.00	
02-50-012-81703	PT DAY CAMP STAFF/LIFE GUARD	938.00	
02-50-013-71001	PROGRAM/FACILITY DIR.	6,168.85	
02-50-013-81003	PT PROGRAM DIRECTOR/SUPERVISOR		91.00
02-50-013-81303	PT ASSISTANT DIRECTOR/SUPERVISOR	653.00	
02-50-013-81703	PT DAY CAMP STAFF/LIFE GUARD	288.00	
02-50-016-81003	PT PROGRAM DIRECTOR/SUPERVISOR	925.00	
02-50-016-81703	PT DAY CAMP STAFF/LIFE GUARD	2,433.00	
02-50-017-71001	PROGRAM/FACILITY DIR.		39.74
02-50-017-81003	PT PROGRAM DIRECTOR/SUPERVISOR	335.00	
02-50-017-81703	PT DAY CAMP STAFF/LIFE GUARD	1,086.00	
02-50-144-71001	PROGRAM/FACILITY DIR	2,516.00	
02-50-144-81403	PT INSTRUCTOR	1,635.30	
02-60-026-70501	MANAGERS/SUPERVISORS		647.00
02-60-026-71001	PROGRAM/FACILITY DIR.	506.26	
02-60-026-81003	PT PROGRAM DIRECTOR/SUPERVISOR	663.75	
02-60-026-81303	PT ASSISTANT DIRECTOR/SUPERVISOR		1,092.00
02-60-130-71001	PROGRAM/FACILITY DIRECTOR		141.00
02-60-130-81503	PT GENERAL STAFF		260.00
02-60-131-81503	PT GENERAL STAFF	951.00	
02-60-241-71001	PROGRAM/FACILITY DIR.		39.74
02-60-241-81503	PT GENERAL STAFF	849.00	
02-65-123-71001	PROGRAM/FACILITY DIR.		50.00
02-65-123-81503	PT GENERAL STAFF	1,207.00	

ATTACHMENT B1

02-68-092-71001	PROGRAM/FACILITY DIR.	3,107.92	
02-68-092-81503	PT GENERAL STAFF	594.41	
02-69-024-70501	MANAGERS/SUPERVISORS		647.00
02-69-024-71001	PROGRAM/FACILITY DIR.	499.25	
02-69-024-81303	PT ASSISTANT DIRECTOR/SUPERVISOR		1,381.00
02-69-024-81503	PT GENERAL STAFF		4,874.00
02-69-041-71001	PROGRAM/FACILITY DIR	38.59	
02-69-041-81003	PT PROGRAM DIRECTOR/SUPERVISOR	117.00	
02-69-041-81503	PT GENERAL STAFF	184.00	
02-69-080-71001	PROGRAM/FACILITY DIR.		25.22
02-69-080-81003	PT PROGRAM DIRECTOR/SUPERVISOR	10.00	
02-69-080-81503	PT GENERAL STAFF		1,087.00
02-69-088-71001	PROGRAM/FACILITY DIR	41.59	
02-69-088-81003	PT PROGRAM DIRECTOR/SUPERVISOR	310.00	
02-69-088-81503	PT GENERAL STAFF	190.00	
02-70-022-70501	MANAGERS/SUPERVISORS		9,050.00
02-70-022-71001	PROGRAM/FACILITY DIR.	8,319.42	
02-70-022-81003	PT PROGRAM DIRECTOR/SUPERVISOR		1,669.00
02-70-022-81303	PT ASSISTANT DIRECTOR/SUPERVISOR		5,711.00
02-70-022-81403	PT INSTRUCTOR		1,394.00
02-70-022-81503	PT GENERAL STAFF		1,867.35
02-70-022-81703	PT DAY CAMP STAFF/LIFE GUARD		2,948.00
02-70-022-83003	ALLOWANCES/REIMBURSEMENTS	428.89	
Journal Total:		108,902.59	108,902.59

APPROVED BY: _____

ATTACHMENT B1

Fund 2 Rec 19,065.00

CHAMPAIGN PARK DISTRICT
 JOURNAL ENTRY
 JE: 4967

Entered By: andrea.wallace
 Journal: BA

Post Date: 04/30/2019
 Entry Date: 06/20/2019
 Description: F2 TO OFFSET OVERAGES WITH OTHER SAVINGS
 BUDGET LINE TRANSFERS F2 RECREATION FUND TO COVER
 REPAIR WORK ON BUS USED FOR DAYCAMPS NOT BUDGETED
 FOR ORIGINALLY AND BALANCED OUT OTHER OVER BUDGET
 ITEMS WITH SAVINGS FROM OTHER LINE ITEMS.

GL #	Description	DR	CR
02-01-001-54207	STAFF TRAINING		1,012.00
02-01-001-54241	VEHICLE REPAIR		6,525.00
02-30-020-54260	SERVICE CONTRACTS-FACILITIES	3,460.00	
02-30-021-54242	EQUIPMENT REPAIR	500.00	
02-30-021-54260	SERVICE CONTRACTS-FACILITIES		85.00
02-30-076-54209	CONFERENCE AND TRAVEL	550.00	
02-30-076-54242	EQUIPMENT REPAIR		4,690.00
02-30-092-54207	STAFF TRAINING	315.00	
02-30-092-54242	EQUIPMENT REPAIR	250.00	
02-30-092-54260	SERVICE CONTRACTS-FACILITIES	11,788.00	
02-30-093-54260	SERVICE CONTRACTS-FACILITIES		50.00
02-30-160-54260	SERVICE CONTRACTS-FACILITIES		934.00
02-40-025-54260	SERVICE CONTRACTS-FACILITIES		118.00
02-50-011-54207	STAFF TRAINING	345.00	
02-50-012-54207	STAFF TRAINING	1,100.00	
02-69-041-54242	EQUIPMENT REPAIR	50.00	
02-69-041-54260	SERVICE CONTRACTS-FACILITIES	5.00	
02-69-080-54260	SERVICE CONTRACTS-FACILITIES		16.00
02-69-080-59414	CREDIT CARD FEES	120.00	
02-69-088-54260	SERVICE CONTRACTS-FACILITIES	62.00	
02-69-088-59414	CREDIT CARD FEES		102.00
02-70-022-54207	STAFF TRAINING		460.00
02-70-022-54209	CONFERENCE AND TRAVEL	520.00	
02-70-022-54242	EQUIPMENT REPAIR		156.00
02-70-022-54260	SERVICE CONTRACTS-FACILITIES		461.00
02-70-022-59414	CREDIT CARD FEES		4,456.00
Journal Total:		19,065.00	19,065.00

APPROVED BY: _____

ATTACHMENT B1

CHAMPAIGN PARK DISTRICT
JOURNAL ENTRY
JE: 4968

Fund 2 Rec: 14,713.00

Entered By: andrea.wallace
Journal: BA

Post Date: 04/30/2019
Entry Date: 06/20/2019
Description: F2 TO COVER OVERAGE IN GAS/ELECTR AT FAC
BUDGET LINE TRANSFERS F2 RECREATION FUND INCREASE
BUDGETED FOR HAYS, LRC, AND DODDS TENNIS CENTER AS
MORE EXPENDED IN GAS/ELECTRIC THAN BUDGETED AND
OFFSET WITH SAVINGS IN WATER.

GL #	Description	DR	CR
02-30-021-56231	GAS AND ELECTRICITY		470.00
02-30-076-56232	WATER	1,565.00	
02-30-160-56231	GAS AND ELECTRICITY		2,915.00
02-30-160-56232	WATER	818.00	
02-40-025-56231	GAS AND ELECTRICITY		11,250.00
02-40-025-56232	WATER		78.00
02-70-022-56231	GAS AND ELECTRICITY	5,000.00	
02-70-022-56232	WATER	7,330.00	
	Journal Total:	14,713.00	14,713.00

APPROVED BY: _____

ATTACHMENT B1

CHAMPAIGN PARK DISTRICT

Fund 3 Museum 39,462.83

JOURNAL ENTRY

JE: 4970

Entered By: andrea.wallace
Journal: BA

Post Date: 04/30/2019

Entry Date: 06/20/2019

Description: F3 TO ADJUST WAGES BASED ON ACTUAL

BUDGET LINE TRANSFERS F3 MUSEUM FUND TO ADJUST FOR PAYROLL ACCRUAL AT YEAR END, ALONG WITH INCREASE IN WAGES EXPENDED AT THE VIRGINIA THEATRE ABOVE AMOUNT ORIGINALLY BUDGETED USING SAVINGS FROM OTHER LINE ITEMS TO COVER THE OVERAGE AS REVENUES WERE BELOW TARGET. OVERALL SALARIES EXPENDED FOR ALL OF FUND 3 WERE WITHIN THE ORIGINAL BUDGET TOTAL, JUST NOT BY DEPARTMENT AND LINE ITEM.

GL #	Description	DR	CR
03-01-001-70101	DEPARTMENT HEAD		200.25
03-01-001-70301	OFFICE STAFF/SUPPORT		67.38
03-01-001-70501	MANAGERS/SUPERVISORS		65.03
03-15-015-71001	PROGRAM/FACILITY DIR		174.86
03-15-015-81503	PT GENERAL STAFF		4,745.00
03-15-031-71001	PROGRAM/FACILITY DIR.	269.00	
03-15-031-81503	PT GENERAL STAFF		1,699.71
03-15-032-71001	PROGRAM/FACILITY DIR.	107.00	
03-15-032-81503	PT GENERAL STAFF		191.00
03-15-038-71001	PROGRAM/FACILITY DIR.		77.36
03-15-038-71401	INSTRUCTOR		2,678.25
03-15-038-81403	PT INSTRUCTOR	479.00	
03-15-068-70501	MANAGERS/SUPERVISORS		211.97
03-15-068-71001	PROGRAM/FACILITY DIR.	102.00	
03-15-068-81503	PT GENERAL STAFF		99.00
03-15-078-71001	PROGRAM/FACILITY DIR.		87.26
03-15-078-82603	PT VT RENTAL STAFF		2,660.00
03-15-078-82604	PT VT RENTAL STAFF OT	1,489.00	
03-15-140-71001	PROGRAM/FACILITY DIR.		5.87
03-15-140-71401	INSTRUCTOR	30.00	
03-15-140-81403	PT INSTRUCTOR		1,991.00
03-15-141-71001	PROGRAM/FACILITY DIR.		20.58
03-15-141-71401	INSTRUCTOR	430.00	
03-15-141-81403	PT INSTRUCTOR	1,991.13	
03-15-143-71001	PROGRAM/FACILITY DIR		57.78
03-15-143-81403	PT INSTRUCTOR	229.00	
03-15-143-81503	PT GENERAL STAFF	258.00	
03-15-146-71001	PROGRAM/FACILITY DIR		200.96
03-15-146-81403	PT INSTRUCTOR		77.00
03-15-146-81503	PT GENERAL STAFF	68.00	
03-15-170-71001	PROGRAM/FACILITY DIR.	3,106.92	
03-15-170-81503	PT GENERAL STAFF	439.35	
03-15-172-71001	PROGRAM/FACILITY DIR.	102.00	
03-15-173-71001	PROGRAM/FACILITY DIR.	102.00	
03-15-174-71001	PROGRAM FACILITY DIR	51.00	
03-15-177-71001	PROGRAM FACILITY DIR.	102.00	
03-15-177-81503	PT GENERAL STAFF	285.06	
03-30-019-71001	PROGRAM/FACILITY DIR		36.24
03-30-019-81403	PT INSTRUCTOR	3,757.00	
03-30-030-70301	OFFICE STAFF/SUPPORT		45.43
03-30-030-70901	CUSTODIAL		268.70
03-30-030-80903	PT BUILDING SERVICE WORKER	6,379.42	
03-30-078-70101	DEPARTMENT HEAD		2,217.00
03-30-078-70301	OFFICE STAFF/SUPPORT	2,687.53	
03-30-078-70501	MANAGERS/SUPERVISORS		3,958.55
03-30-078-70901	BUILDING SERVICE WORKER		95.00
03-30-078-71001	PROGRAM/FACILITY DIR.		144.43
03-30-078-80303	PT OFFICE STAFF/SUPPORT		4,607.00
03-30-078-81503	PT GENERAL STAFF		190.93
03-30-095-71001	PROGRAM/FACILITY DIR		261.00
03-30-095-81003	PT PROGRAM DIRECTOR/SUPERVISOR	2,090.00	
03-30-095-81303	PT ASSISTANT DIRECTOR/SUPERVISOR	2,444.00	
03-50-033-81403	PT INSTRUCTOR	1,772.63	
03-50-034-81303	PT ASSISTANT DIRECTOR/SUPERVISOR		

Fund 3 Museum

ATTACHMENT B1

03-50-034-81503	PT GENERAL STAFF	1,480.00	
03-50-034-81703	PT DAY CAMP STAFF/LIFE GUARD		4,446.00
03-60-078-71001	PROGRAM/FACILITY DIR.		146.43
03-60-078-82503	PT VT HOUSE STAFF		170.00
03-60-099-71001	PROGRAM/FACILITY DIR.	53.00	
03-60-099-81503	PT GENERAL STAFF	1,144.79	
03-68-078-71001	PROGRAM/FACILITY DIR.		116.35
03-68-078-82503	PT VT HOUSE STAFF	8,014.00	
03-68-078-82504	PT VT HOUSE STAFF OT		3,574.00
03-68-078-82603	PT VT RENTAL STAFF		1,081.25
03-69-078-71001	PROGRAM/FACILITY DIR.		87.26
03-69-078-81503	PT GENERAL STAFF		1,260.00
Journal Total:		39,462.83	39,462.83

APPROVED BY: _____

ATTACHMENT B1

CHAMPAIGN PARK DISTRICT
 JOURNAL ENTRY
 JE: 4971

Fund 3 Museum 31,799.⁰⁰

Post Date: 04/30/2019
 Entry Date: 06/20/2019

Entered By: andrea.wallace
 Journal: BA

Description: F3 INCR TO YOUTH THEATRE REV/EXPDS

BUDGET LINE TRANSFERS F3 MUSEUM FUND INCREASE EXPENDITURES IN THE YOUTH THEATRE PROGRAM TO COINCIDE WITH THE INCREASE IN REVENUES. PROGRAM RECEIVED \$23,162 MORE THAN BUDGETED AND SPENT \$4,896 MORE THAN BUDGET. OFFSET OTHER REVENUE LINE ITEMS TO REACH A NET \$0 IMPACT TO REVENUES AND EXPENDITURES GENERATED FROM THE YOUTH THEATRE PROGRAM, BALLET PROGRAM AND BUSY BEES PROGRAMS.

Est. Revenues 25,953.00
Appropriations 5,846.00

GL #	Description	DR	CR
03-15-015-46150	SPECIAL RECEIPTS		866.00
03-15-015-47100	SPONSORSHIPS	1,412.00	
03-15-015-49115	PROGRAM FEES	22,616.00	
03-15-015-54201	POSTAGE AND MAILING	45.00	
03-15-015-54202	PRINTING AND DUPLICATING	583.00	
03-15-015-54206	ADVERTISING/PUBLICITY		157.00
03-15-015-54250	EQUIPMENT RENTAL		649.00
03-15-015-54251	RENTAL FACILITIES	126.00	
03-15-015-54255	LICENSE AND FEES		769.00
03-15-015-54281	CONTRACTUAL PERSONNEL		300.00
03-15-015-55307	BOOKS AND MANUSCRIPTS	86.00	
03-15-015-55315	STAFF UNIFORMS		26.00
03-15-015-55316	PARTICIPANT UNIFORMS	87.00	
03-15-015-55350	RECREATION/PROGRAM SUPPLIES		3,729.00
03-15-015-55354	FOOD SUPPLIES		95.00
03-15-015-56231	GAS AND ELECTRICITY		121.00
03-15-015-56232	WATER	23.00	
03-15-078-49115	PROGRAM FEES		3,534.00
03-15-140-49115	PROGRAM FEES		11,402.00
03-15-140-54206	ADVERTISING/PUBLICITY	85.00	
03-15-140-54281	CONTRACTUAL PERSONNEL	4,811.00	
03-15-141-46150	SPECIAL RECEIPTS		740.00
03-15-141-49115	PROGRAM FEES		855.00
03-15-143-49115	PROGRAM FEES	1,925.00	
03-15-143-49116	VENDOR PORTION OF INCOME		1,925.00
03-15-146-49115	PROGRAM FEES		1,558.00
03-15-172-49115	PROGRAM FEES		2,671.00
03-50-033-49115	PROGRAM FEES		2,402.00
Journal Total:		31,799.00	31,799.00

APPROVED BY: _____

ATTACHMENT B1

Fund 15 CUSR 20,244.56

CHAMPAIGN PARK DISTRICT

JOURNAL ENTRY

JE: 4972

Entered By: andrea.wallace
Journal: BA

Post Date: 04/30/2019

Entry Date: 06/20/2019

Description: F15 TO ALIGN BUDGET WITH ACTUAL FOR CUSR
BUDGET LINE TRANSFERS F15 CUSR PROGRAM - TRANSFER
FUNDS TO COVER SENDING 3 INDIVIDUALS TO CPI TRAINING
DURING THE FISCAL YEAR DUE TO STAFF TURNOVER,
RECLASSY WAGES TO VARIOUS BUDGET LINES AS A RESULT
OF STAFF TURNOVER

GL #	Description	DR	CR
15-25-001-54201	POSTAGE AND MAILING		218.00
15-25-001-54204	STAFF MEETING		118.00
15-25-001-54205	LEGAL PUBLICATIONS/NOTICES		1,207.00
15-25-001-54206	ADVERTISING/PUBLICITY	1,420.00	
15-25-001-54207	STAFF TRAINING		395.00
15-25-001-54209	CONFERENCE AND TRAVEL		2,860.00
15-25-001-54254	SERVICE CONTRACTS		65.00
15-25-001-54264	CELL PHONE EXPENSE		90.00
15-25-001-54280	OTHER CONTRACTUAL SERVICES		1,476.00
15-25-001-55348	FLOWERS AND CARDS		4.00
15-25-001-70501	MANAGERS/SUPERVISORS	1,821.44	
15-25-001-71001	PROGRAM/FACILITY DIRECTOR		3,104.56
15-25-001-80303	PT OFFICE STAFF/SUPPORT		450.00
15-25-001-81503	PT - INCLUSION AIDS ADA	3,012.12	
15-25-001-81903	PT BUILDING/PARK OPENER	500.00	
15-25-001-83003	ALLOWANCES/REIMBURSEMENTS	1,000.00	
15-25-050-54299	FIELD/SPECIAL TRIPS		39.00
15-25-050-55350	RECREATION/PROGRAM SUPPLIES		105.00
15-25-050-55354	FOOD SUPPLIES		7.00
15-25-050-81003	PT PROGRAM DIRECTOR/SUPERVISOR	573.00	
15-25-050-81703	PT DAY CAMP STAFF/LIFE GUARD		700.00
15-25-051-54204	STAFF MEETING	200.00	
15-25-051-54207	STAFF TRAINING	441.00	
15-25-051-54251	RENTAL FACILITIES	3,640.00	
15-25-051-54299	FIELD/SPECIAL TRIPS	1,488.00	
15-25-051-55315	STAFF UNIFORMS	440.00	
15-25-052-55327	VEHICLE/EQUIPMENT REPAIR PARTS		632.00
15-25-052-55330	GAS, FUEL, GREASE AND OIL	600.00	
15-25-052-81503	PT GENERAL STAFF		1,509.00
15-25-054-54299	FIELD/SPECIAL TRIPS	300.00	
15-25-054-55354	FOOD SUPPLIES		165.00
15-25-056-54280	OTHER CONTRACTUAL SERVICES	80.00	
15-25-056-54285	CONTRACTUAL ENTERTAINMENT	800.00	
15-25-056-55349	PLAQUES, AWARDS AND PRIZES		880.00
15-25-058-54285	CONTRACTUAL ENTERTAINMENT		200.00
15-25-058-54299	FIELD/SPECIAL TRIPS	200.00	
15-25-060-54299	FIELD/SPECIAL TRIPS		37.00
15-25-060-55322	CLEANING/JANITORIAL SUPPLIES	37.00	
15-25-060-55354	FOOD SUPPLIES		300.00
15-25-060-81003	PT PROGRAM DIRECTOR/SUPERVISOR	300.00	
15-25-061-55350	RECREATION/PROGRAM SUPPLIES		851.00
15-25-061-55354	FOOD SUPPLIES		1,156.00
15-25-061-81403	INACTIVE -INSTRUCTORS/OVERNIGHT STAFF	1,100.00	
15-25-061-81703	PT DAY CAMP STAFF/LIFE GUARD		1,349.00
15-25-062-81503	PT GENERAL STAFF		2,292.00
15-25-062-81703	PT DAY CAMP STAFF/LIFE GUARD	2,292.00	
15-25-091-80903	PT BUILDING SERVICE WORKER		35.00
Journal Total:		20,244.56	20,244.56

APPROVED BY: _____

ATTACHMENT B1

CHAMPAIGN PARK DISTRICT
JOURNAL ENTRY
JE: 4973

Fund 16 Capital *66,682.00*

Post Date: 04/30/2019
Entry Date: 06/20/2019

Entered By: andrea.wallace
Journal: BA

Description: F16 TO COVER EXPD FOR SHOP EXP PROJECT
BUDGET LINE TRANSFERS F16 CAPITAL IMPROVEMENT FUND -
TO MOVE EXPENDITURES RELATED TO SHOP EXPANSION COSTS
FOR PERMIT FEES AND OTHER REIMBURSEABLES SPENT IN
FY19 FROM CAPITAL OUTLAY FOR BUDGET PURPOSES. ALSO
SHOW BUDGET INCREASE FOR SPECIAL RECEIPTS REVENUE
AND TRANSFER TO OTHER FUNDS AS IT RELATES TO THE
LAND SALE IN CENTENNIAL PARK.

Site Revenues ~~60,000~~

GL #	Description	DR	CR
16-01-001-46150	SPECIAL RECEIPTS	60,000.00	
16-01-001-54202-190011	PRINTING AND DUPLICATING		1,979.00
16-01-001-54215-190011	PROFESSIONAL FEES		4,703.00
16-01-001-59409	TRANSFERS TO OTHER FUNDS		60,000.00
16-01-001-61508-190011	PARK CONSTRUCTION/IMPROVEMENTS	6,682.00	
Journal Total:		66,682.00	66,682.00

APPROVED BY: _____

ATTACHMENT B1

CHAMPAIGN PARK DISTRICT
JOURNAL ENTRY
JE: 4974

Fund 16 Capital 60,000.00

Fund 24 Land Acquisition 60,000.00

Entered By: andrea.wallace
Journal: BA

Post Date: 04/30/2019
Entry Date: 06/20/2019
Description: F24 TO RECORD TRANSFER FROM FUND 16 LAND
BUDGET LINE TRANSFERS F16 CAPITAL IMPROVEMENT FUND
AND F24 LAND ACQUISITION FUND. TO RECORD TRANSFER
FROM OTHER FUNDS AND REMOVE BUDGET LINE TRANSFER
FROM FUND 16 SPECIAL RECEIPTS SO THAT THE TRANSFERS
TO/FROM WILL BALANCE AT END OF FISCAL YEAR FOR
BUDGET PURPOSES.

GL #	Description	DR	CR
16-01-001-46150	SPECIAL RECEIPTS		60,000.00
24-01-001-46500	TRANSFER IN	60,000.00	
	Journal Total:	60,000.00	60,000.00

APPROVED BY: _____

ATTACHMENT B1

CHAMPAIGN PARK DISTRICT
 JOURNAL ENTRY
 JE: 4960

Fund 1 General 8064.39
 Fund 3 Museum 2597.49

Entered By: andrea.wallace
 Journal: BA

Post Date: 04/30/2019
 Entry Date: 06/19/2019
 Description: F1&3 TO COVER HEALTH INSURANCE OPT-OUT
 BUDGET LINE TRANSFERS F1 GENERAL FUND AND F3 MUSEUM
 FUND - TO COVER THE SHIFT IN INDIVIDUALS PREVIOUSLY
 ON OPT-OUT THAT NOW HAVE SIGNED UP FOR HEALTH
 INSURANCE AS WELL AS FILLING OF POSITIONS WHERE
 PRIOR STAFF MAY HAVE HAD OPT-OUT OR THERE WAS A
 CHANGE IN COVERAGE.

GL #	Description	DR	CR
01-01-001-53133	MEDICAL HEALTH INSURANCE		4,538.39
01-01-001-83003	ALLOWANCES/REIMBURSEMENTS	1,770.39	
01-20-001-83003	ALLOWANCES/REIMBURSEMENTS		3,526.00
01-20-071-83003	ALLOWANCES/REIMBURSEMENTS	420.00	
01-20-072-83003	ALLOWANCES/REIMBURSEMENTS	4,911.00	
01-20-074-83003	ALLOWANCES/REIMBURSEMENTS	125.00	
01-20-075-83003	ALLOWANCES/REIMBURSEMENTS	166.00	
01-20-079-83003	ALLOWANCES/REIMBURSEMENTS	208.00	
01-20-080-83003	ALLOWANCES/REIMBURSEMENTS	125.00	
01-20-300-83003	ALLOWANCES/REIMBURSEMENTS	339.00	
03-01-001-53133	MEDICAL HEALTH INSURANCE		2,597.49
03-01-001-83003	ALLOWANCES/REIMBURSEMENTS	2,597.49	
Journal Total:		10,661.88	10,661.88

APPROVED BY: _____

ATTACHMENT B1

CHAMPAIGN PARK DISTRICT
JOURNAL ENTRY
JE: 4961

Fund 1 General 551.03

Fund 2 Rec 235.11
Fund 3 Museum 88.20

Prepared by: andrea.wallace
Journal: BA

Post Date: 04/30/2019
Entry Date: 06/19/2019
Description: F1-3 TO COVER OVRAGE - CHANGE IN PREM
BUDGET LINE TRANSFERS F1 GENERAL FUND, F2 RECREATION
FUND, AND F3 MUSEUM FUND TO COVER THE CHANGE IN
PREMIUMS DUE TO AGE FACTORS AND RATE CHANGES

GL #	Description	DR	CR
01-01-001-53134	LIFE INSURANCE		551.03
01-01-001-83003	ALLOWANCES/REIMBURSEMENTS	551.03	
02-01-001-53134	LIFE INSURANCE		235.11
02-01-001-83003	ALLOWANCES/REIMBURSEMENTS	235.11	
03-01-001-53134	LIFE INSURANCE		88.20
03-01-001-83003	ALLOWANCES/REIMBURSEMENTS	88.20	
Journal Total:		874.34	874.34

APPROVED BY: _____

ATTACHMENT B1

CHAMPAIGN PARK DISTRICT
 JOURNAL ENTRY
 JE: 4969

Fund 1 General 6374.00
 Fund 2 Rec 2561.00
 Fund 3 Museum 2601.00

Entered By: andrea.wallace
 Journal: BA

Post Date: 04/30/2019
 Entry Date: 06/20/2019
 Description: F2 TO COVER INC IN GAS PRICES FROM PY
 BUDGET LINE TRANSFERS F2 RECREATION FUND TO ADJUST
 FOR GAS PRICES INCREASING BETWEEN \$0.34 TO \$0.45 PER
 GALLON OVER THE SUMMER 2017 RATES.

GL #	Description	DR	CR
01-20-072-55330	GAS, FUEL, GREASE AND OIL		5,500.00
01-20-073-55330	GAS, FUEL, GREASE AND OIL		309.00
01-20-073-56232	WATER	5,374.00	
01-20-074-55330	GAS, FUEL, GREASE AND OIL		300.00
01-20-079-55330	GAS, FUEL, GREASE AND OIL	1,000.00	
01-20-080-55330	GAS, FUEL, GREASE AND OIL		265.00
02-01-001-55330	FUEL PURCHASES		100.00
02-30-076-55330	GAS, FUEL, GREASE AND OIL		2,240.00
02-30-076-56232	WATER	2,240.00	
02-40-085-54202	PRINTING AND DUPLICATING	100.00	
02-70-022-55330	GAS, FUEL, GREASE AND OIL		221.00
02-70-022-56232	WATER	221.00	
03-01-001-54202	PRINTING AND DUPLICATING	2,110.00	
03-01-001-55330	GAS, FUEL, GREASE AND OIL		609.00
03-15-078-59414	CREDIT CARD FEES	61.00	
03-15-170-54202	PRINTING AND DUPLICATING	130.00	
03-30-030-56232	WATER	300.00	
03-30-078-56232	WATER		192.00
03-30-095-56232	WATER		1,800.00
Journal Total:		11,536.00	11,536.00

APPROVED BY: _____



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: June 20, 2019

SUBJECT: Dodds Tennis Center Court Lighting

Background

This is a bid for the purchase of indirect LED court lighting system(s) for the Dodds Tennis Center, replacing the current lighting system. Project number 16-01-001-61508-200014.

An invitation to bid was published in *The News-Gazette* and bids were opened and read aloud on Thursday, June 20, 2019. Four (4) bids were received with the results being:

BIDDER	BASE BID
Energy Harness	\$61,954.50
Ensol EMS	\$70,521.01
Remco Electric	\$97,004.00
Sports Interiors	\$104,112.00

Prior Board Action

The Park Board has approved this expenditure for the 2019-20 fiscal year as part of the Capital Improvement Plan.

Budget Impact

\$112,176.00 has been budgeted in the 2019/2020 Capital Improvement Plan for this project.

Recommended Action

Staff recommends accepting the low, responsible bid and authorizing the Executive Director to enter into a contract with Energy Harness for a total of \$61,954.50.

Prepared by:

Dan Olson
Director of Operations

Reviewed by:

Joe DeLuce
Executive Director



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 28, 2019

SUBJECT: Flannel Fest Craft Beer Request

Background:

Flannel Fest is a fall festival that takes place at Hessel Park in early October. Now approaching its 4th year as a Park District special event featuring Lumberjack shows that includes axe throwing, speed carving, and log rolling from DLW Timberworks, a company who has been participating and lumberjack sport across North America for years. This event has grown to include other activities such as a mustache contest, pumpkin catapults, live music, a Lumberjack Dash fun run, games, local artists, food truck and much more. This is the first event of its kind in the Champaign-Urbana area, creating a very unique experience for audiences of all ages.

Proposal:

Staff is requesting authorization to offer beer sales at Flannel Fest, which is being held on Friday, October 11, 2019 at Hessel Park. Staff would like to offer samplings from one or two local craft beer vendors to complement the lumberjack theme without alcohol becoming the main priority. The idea is to enhance the festival while maintaining the event's unique experience. Combining the two experiences would help Flannel Fest appeal to both family and adult audience and broaden our community base.

Risk Management:

With the sale of beer at the Flannel Fest, the Park District will take steps to ensure the safety and responsible enjoyment of the beverage. BASSET trained staff will be onsite checking ID's and handing out wristbands to those twenty-one years and older who wish to purchase samples. These provisions all follow the recommendations and requests of the Champaign Police Department that were given to the Champaign Park District for beer sales during the Taste of Champaign.

Based on a recommendation from the Champaign Police Department, it would be beneficial to fence a designated area to allow patrons to consume these beverages separate from the events other activities. This would be similar to how the Taste of Champaign set up such areas in the past. Entrances and exits will be monitored constantly by staff to ensure that patrons are not entering or leaving the designated area with beer.

Budget Impact:

Currently, Flannel Fest does not possess any sponsors of the event and only generates revenue from the Lumber Jack Dash Fun Run and 10% of sales from local food trucks. The sale of beer could increase various sponsorship opportunities that Flannel Fest would not previously have had and generate some additional revenue. By connecting with local breweries, the Park District can create sponsorship partners for this event and future events. These opportunities allow for the event to have a larger appeal increasing the attendance numbers, and potentially increasing tourism into the Champaign area for this and other Park District events.

Recommended Action:

By including craft beer at Flannel Fest, the Park District will be expanding on the events popularity and revenue. While continuing to be advertised as a family friendly event, the event will attract a larger attendance and create broader visibility for potential sponsors and contributors to the Park District. Building off our current relationships with local breweries, staff is hoping to expand the Park District's partnerships with local businesses to create stronger relationships for our organization and community to enjoy.

Prepared by:

Reviewed by:

Jameel Jones
Director of Recreation

Joe DeLuce
Executive Director



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce

DATE: February 2018

SUBJECT: Minimum Wage Plan Discussion

Background

The state legislature passed a bill that gradually increases the minimum wage to \$15.00/hour on January 1, 2025.

	Adult Minimum Wage	Teen Sub- Minimum Wage	Exemption Amount	Exemption Percentage
2019	\$8.25	\$7.75	\$0.50	6.06%
January 1, 2020	\$9.25	\$8.00	\$1.25	13.51%
July 1, 2020	\$10.00	\$8.00	\$2.00	20.00%
January 1, 2021	\$11.00	\$8.50	\$2.50	22.73%
January 1, 2022	\$12.00	\$9.25	\$2.75	22.92%
January 1, 2023	\$13.00	\$10.50	\$2.50	19.23%
January 1, 2024	\$14.00	\$12.00	\$2.00	14.29%
January 1, 2025	\$15.00	\$13.00	\$2.00	13.33%

Teen employees may not exceed 650 hours per calendar

The costs for the Park District is highlighted in the chart below:

Fiscal Year	Cost of Minimum Wage Increase
19/20	\$1,188.81
20/21	\$55,764.33
21/22	\$131,034.91
22/23	\$152,245.80
23/24	\$164,378.55
<u>24/25</u>	<u>\$170,860.22</u>
Total	\$675,472.62

The "minimum wage" issue, again staff wants to make sure to use this information to plan for the future but not "redefine" the Park District. The Park District must continue to provide the same outstanding facilities, parks, services, and programs as it has in the past.

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.

Staff came up with different ideas to deal with the increase in the minimum wage and an narrowed the top ten (10) priorities for discussion.

Priorities in Dealing with the Increase in the minimum wage

1. Evaluate any additional parks, paths, or new facilities for the next five years besides the Martens Center.
2. Increase the top and bottom of full time staff pay ranges in order to reduce the compression factor once the Park District reach \$15 per hour for all staff.
3. Increase sponsorships and fundraising revenues.
4. Maximize the property tax rate for the next five (5) years to help offset some the increase in the minimum wage.
5. Pay teens less than workers who are 18 years of age and older, but work on some additional benefits for high school students in order to justify the lower pay.
6. Work on evaluating contracts and bids to make sure the Park District get the best possible prices. Include options to allow to refine purchases that allow the best price but also the best product or service available.
7. Evaluate each program and service the Park District offer to make sure it is needed and cost effective.
8. Evaluate facility operating hours to make sure they are the most efficient.
9. Increase program, rental and service fees over the next five (5) years to help offset the cost of staff hourly rates.
10. Use of local employment programs, i.e. U of I Athletes, high school programs, etc.

Recommended Action

This items if for discussion only. Staff continues to discuss the top priorities in dealing with the minimum wage issues.

Prepared by:

Joseph DeLuce
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: June 24, 2019

SUBJECT: OSLAD Grant Application Discussion

Background

The Illinois Association of Park Districts (IAPD) staff announced on June 3, 2019 that a new round of Open Space Lands Acquisition and Development (OSLAD) grants will be open starting on August 1, 2019. The application period for new grants is August 1 through October 1, 2019. IAPD's advocacy resulted in the inclusion of \$29 million for new OSLAD grants in this year's State budget (P.A. 100-586). OSLAD funding is limited to outdoor recreation amenities. Applications which include diverse, numerous amenities are typically the most competitive. The grant is a 50% matching grant with the maximum award of \$400,000. The time frame for completing an OSLAD grant funded project is normally three years from the time of award.

Budget Impact

The District will be responsible for a 50% match to any amount that is approved for an OSLAD grant. The District would be responsible for the initial project funding, up to \$800,000, and then the District would be reimbursed, up to \$400,000, from the grant.

Discussion

If the District chooses to apply for an OSLAD grant this year, an appropriate project at a suitable park needs to be determined. Staff's suggestions include:

- Heritage Park—pedestrian bridge, playground, parking lot, stream bed / landscaping improvements.
- Kaufman Park—boathouse replacement, park improvements.
- Prairie Farm—update and renovate with new silo slides, education shelter, public restrooms.
- Porter Park: An additional large picnic shelter for events, education classes, storage, and restrooms.

Staff is seeking Board consensus and direction on which venue to pursue the OSLAD grant application—with that consideration, Planning Staff will present a detailed project scope for the potential OSLAD application at the July 10 Regular Board Meeting.

Prepared by:

Reviewed by:

Andrew Weiss
Director of Planning

Joe DeLuce, CPRP
Executive Director