



**CHAMPAIGN
PARK DISTRICT**

**AGENDA
PUBLIC HEARING FOLLOWED BY REGULAR BOARD MEETING
BRESNAN MEETING CENTER
706 Kenwood Road, Champaign, Illinois
Wednesday, November 13, 2019
5:45 p.m.**

PUBLIC HEARING

A. OPEN PUBLIC HEARING

The Public Hearing is to receive comments on the proposed Property Tax Levy for the year commencing May 1, 2020 and ending April 30, 2021. A notice of the proposed 2019-2020 Tax Levy was published in *The News-Gazette* on November 5, 2019 in compliance with State Statute.

B. PUBLIC COMMENTS REGARDING TAX LEVY

C. CLOSE THE PUBLIC HEARING

REGULAR MEETING

A. CALL TO ORDER

B. COMMENTS FROM THE PUBLIC

C. COMMUNICATIONS

D. TREASURER'S REPORT

1. Consideration of Acceptance of the Treasurer's Report for the Month of October 2019

E. EXECUTIVE DIRECTOR'S REPORT

1. General Announcements

F. COMMITTEE REPORTS

1. Champaign Parks Foundation

G. REPORT OF OFFICERS

1. Attorney's Report
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 Study Session, August 28, 2019
2. Approval of Minutes of the Regular Board Meeting, September 11, 2019
3. Approval of Minutes of the Special Board Meeting, September 25, 2019
4. Approval of Minutes of the Executive Session, September 25, 2019
5. Approval of Meeting Dates for 2020
6. Approval inserting Craig Hays Delegate, Kevin Miller as 1st Alternate, Timothy McMahon as 2nd Alternate and Joe DeLuce as 3rd Alternate to serve as delegates to the Annual Business Meeting of the Illinois Association of Park Districts to be held on January 25, 2020

7. Approval of payment of the 2018 bond issue in the amount of \$1,173,263.44 due by November 30, 2019
8. Approval of the low bid from Hickory Point Bank of 1.5% for the \$1,168,900 bond issue and to act as the bond registrar at no additional fee
9. Approval of a Donation Agreement between the Park District and OSF Healthcare System, OSF Healthcare Heart of Mary Medical Center as it relates to the Martens Center
10. Accepting the lowest responsible bid to purchase one (1) new 2020 Ford F-350 with Dump Body from Ford City Champaign in the amount of \$46,211
11. Approval of Ordinance No.643, an ordinance providing for the disposal of personal property owned by the Champaign Park District, which will allow for the disposal of one (1) 2006 Ford F-150 with Dump Body
12. Accepting the lowest responsible bid from Spear Corporation for the Sholem Aquatic Center Sand Filter Rehab in the amount of \$50,000, and authorizing the Executive Director enter into a contract for the work
13. Approval of the Prequalified List of Architects and Engineers as shown in Attachment 1 for a three (3) year period, which will end in November 2022
14. Approval of Change Order No. 1 to a Subrecipient Agreement with the City of Champaign for the FY18-19 Community Matters Program extending the agreement for six (6) months to expire December 31, 2019
15. Approval of the FYE2020 budget book

I. NEW BUSINESS

1. Approval of Disbursements as of October 9, 2019
Staff recommends approval of disbursements for the period beginning October 9, 2019 and ending November 12, 2019. **(Roll Call Required)**
2. Approval of Adoption of Ordinance No. 641: Bond Ordinance
Staff recommends adoption of Ordinance No. 641: An ordinance authorizing the issuance of General Obligation Park Limited Bonds, Series 2019, 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. **(Roll Call Required)**
3. Approval of Adoption of Ordinance No. 642: Tax Levy Ordinance
Staff recommends adoption of Ordinance No. 642: An Ordinance to Levy Property Taxes in the amount of \$13,732,633 for fiscal year beginning May 1, 2020 and ending April 30, 2021. **(Roll Call Required)**

J. OLD BUSINESS

1. Approval of an Agreement with Hitchcock Design, Inc. d/b/a Hitchcock Design Group for development of Human Kinetics Park
Staff recommends approval of an Agreement between the Park District and Hitchcock Design Group to provide professional services for the development of Human Kinetics Park.

K. DISCUSSION ITEMS

L. COMMENTS FROM COMMISSIONERS

M. ADJOURN

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE STUDY SESSION
BOARD OF PARK COMMISSIONERS**

August 28, 2019

The Champaign Park District Board of Commissioners held a Study Session on Wednesday, August 28, 2019 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President Hays presided over the meeting.

Present: President Craig W. Hays, Vice President Kevin Miller, Commissioners Jane L. Solon and Timothy P. McMahon, Treasurer Donna Lawson and Attorney Guy Hall.

Absent: Commissioner Barbara J. Kuhl.

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Daniel Olson, Director of Operations, Andrew Weiss, Director of Planning, and Bridgette Moen, Park Planner.

Call to Order

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

Comments from the Public

None.

Discussion Items

Taste of Champaign-Urbana Update

Mr. DeLuce presented a preliminary report relating to the 2019 Taste of Champaign-Urbana held Friday, August 16 and Saturday, August 17, 2019. He reported that tickets sales for Friday totaled 48,000 and Saturday 72,000. Donations at the entry gates totaled \$5,804.00 with total donations and tickets sales being \$125,804.00. Mr. DeLuce reported that a sponsorship of \$10,000.00 was received from CIMB, with an additional \$6,000.00 from Illinois American Water. There were 130 volunteers volunteering 530 hours. Total attendance to the event was 22,116. He reported that the top food sellers were Snack Shack at \$6,986; Support our Vets at \$6,450; and Chester's at \$5,526. There were 26 food vendors, 29 artists and 39 community coordinators participating at the event. Discussion ensued. Commissioner Solon asked how the 2019 Taste compared to past years. Mr. DeLuce reported that staff is compiling a full report and ideas for next year to share with the Commissioners.

Kaufman Park Temporary Construction Easement

Mr. Weiss presented the report. He reported that the Swann Special Care Center (SSCC) is expanding its facility directly east of Kaufman Park. SSCC is requesting a temporary construction easement which will provide vehicle and equipment access to the west side of the building site, as well as provide material laydown areas. Mr. Weiss reported that currently a concrete path and patio exist that abut SSCC back entry and connect through the path going through Kaufman Park. SSCC is proposing to rebuild the concrete pathway connection and patio, and extend the pathway to the circle roundabout in Kaufman Park to allow usage by SSCC patrons.

Attorney Hall discussed the proposed extension of the sidewalk. He noted that the Board approved a temporary easement approximately four years ago. However, the project was placed on hold and the easement expired. Mr. Hall stated that Kaufman Park was developed with funds from the Illinois Land and Conservation Fund. Once IDNR's requirements are met, it appears to be receptive to the proposed improvements. Discussion ensued about the width of the proposed path, the proposed scope of work, impact on existing trees, and addressing IDNR's concerns. Mr. Weiss will follow up on access entry and method of protection for the trees. Mr. Hall stated that IDNR wants to ensure a

consensus of all parties to the agreement before it will sign off. He noted IDNR's desire for the concrete path to be ADA accessible.

Staff will address the Board's concerns prior to finalizing the easement. It was the consensus of the Board to place the item on the September 11, 2019 agenda for consideration.

Carle at the Fields Trail Zahnd Connection

Ms. Moen presented the report. She reported that while a majority of the Carle at the Fields Trail has been constructed, the section between Staley Road and Fields South Drive has not been completed. Ms. Moen stated that Carle would like to move forward with completing the trail this fall and has proposed constructing a section of the trail through Zahnd Park. Carle would cover the cost of the construction of the multi-use trail and the Park District would become the owner of any of the trail constructed on Zahnd property once completed. Ms. Moen reported that Carle is requesting a temporary construction easement to build the trail on Park District property. Discussion ensued about recent trails installed, the proposed Zahnd Park path connection options and costs, and nearby retention pond. Staff stated that the current pond is sufficient and does not need to be expanded. Staff presented a diagram of three path options A, B and C. Commissioners Solon and McMahon favored completing options A and C. Vice President Miller inquired about the remaining funds in the budget for this project.

Staff will present updated diagrams, cost estimates, and budget for proposed path options. It was the consensus of the Board to allow Carle to construct the path on Park District land. Attorney Hall discussed IDNR's involvement. Mr. Weiss will inform Carle of IDNR requirements.

Flower Island Fees

Mr. Olson presented the report. He reported that staff is seeking Board direction on increasing fees for the 2020 season. Mr. Olson recapped the history of the Flower Island Program. He stated that it is a large program with over 100 beds. He discussed the progress for reducing costs of the Flower Island and Park Flower Programs. The Flower Island Program fees were increase in 2018 by approximately 8%. The Board's goal is a 75% cost recovery. In order to offset increased costs of materials and accommodate future minimum wage increases, an increase for the 2020 season is needed. Discussion ensued about the increase in cost of flowers and labor, maintaining the integrity of the flower program, and summer staff. Commissioner Solon stated that discussion about summer staff is a topic for a study session.

It was the consensus of the Board to increase the cost to \$13.00 per square foot. The item will be placed on the September 11, 2019 agenda for consideration. Mr. DeLuce reported that staff is working on process for the Flower Island Program.

Park and Playground Improvements Process

Mr. DeLuce reported that staff shared information on the park and playground process. He stated that staff is available to respond to questions. Discussion ensued. Commissioner Solon discussed the disappointment of the Noel Park neighbors about the old playground being removed, but then ended up installed at a local school. She also discussed complaints received from neighbors about the playground conditions. Commissioner Solon suggested that other factors besides age of playground should be considered when replacing a playground. She also discussed the delay in contractor installing the playground and the smaller sandbox.

Ms. Moen reported that the smaller size and relocation of the sandbox was at done at staff's request to keep the project moving. She discussed the process for replacement of playgrounds. The maximum number of years for replacement of playground is approximately 20 years. Playgrounds are inspected monthly by Park District staff, who are playground certified inspectors. Ms. Moen stated that the neighbors asked staff to attempt to refurbish the

playground at Noel Park. She stated that staff researched the matter and learned that parts for the playground were no longer available.

Discussion ensued about the language in the bids specifications for playground installation. Ms. Moen stated that the specifications called for demolition of the old equipment, not demolishing which is a common practice. Mr. Hall stated that the contractor made an independent determination to not demolish, but rather the equipment. Generally, when using "demolition" terminology, one does not expect a contractor to give the property to someone for reuse. Ms. Moen updated the Board on the process and neighbor involvement in the replacement playground chosen for Noel Park. She reported that the project is almost completed and that staff will conduct an inspection before the playground is open to the public. The Board suggest staff update the language in the bids specifications regarding disposal of playground equipment after removal.

Discussion ensued about use of parks and allowed activities. Staff informed the Board that certain activities are allowed for additional costs and that renters often under take additional activities without informing the staff.

Commissioners Comments

Commissioner Solon reported that she attended the Taste of Champaign-Urbana and it was nice.

She reported that Noel Park looks nice and that neighbors will enjoy it. Morrissey Park playground replacement will begin in two weeks. Commissioner Solon volunteered to distribute flyers to neighbors if needed. Commissioner Solon stated that she hopes that the Park District is able to resolve staffing matters at Sholem Aquatic Center to keep it open during the entire season. Mr. DeLuce stated that staff is working on solutions.

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 Miller. The motion passed 4-0 and the meeting was adjourned at 6:46 p.m.

Craig W. Hays, President

Cindy Harvey, Secretary

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

September 11, 2019

The Champaign Park District Board of Commissioners held a Regular Board on Wednesday, September 11, 2019 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President Hays presided over the meeting.

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

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Dan Olson, Director of Operations, Tammy Hoggatt, HR, IT and Risk Director, and Andrew Weiss, Director of Planning.

Terry Townsend and Jeanette Donaldson, Champaign residents, and Jean Flood, observer of League of Women's Voters of Champaign County, were in attendance.

Call to Order

President Hays called the meeting to order at 7:00 p.m.

Comments from the Public

Terry Townsend, Champaign resident, addressed the Board regarding the Silver Sneakers program. He stated that the program is offered at the Leonhard Recreation Center, but not available at the Sholem Aquatic Center. Mr. Townsend encouraged the Park District pursue offering the program at the Sholem Aquatic Center. He encouraged the Park District rethink program strategy regarding older adults. Ms. Donaldson supported Mr. Townsends' remarks.

Staff Introduction

Ms. Hoggatt introduced Joe Kearfott, new Risk Manager, for the Park District. Mr. Kearfott has been with the Park District for 10 years and has several of certifications required for the position. The Board welcomed Mr. Kearfott to his new position.

Communications

There were no communications.

Treasurer's Report

Treasurer Lawson reviewed the Treasurer's Report for the month of August 2019 and reported it to be in appropriate order.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of August 2018. The motion was seconded by Commissioner McMahon. The motion passed 5-0.

Executive Director's Report

General Announcements

Mr. DeLuce updated the Board on Noel Park. He reported that the new shovel digger and the sandbox have been installed. He asked the Board to let Ms. Harvey know if they plan to attend the 2020 Soaring to New Heights Conference from January 23-25, 2020. Mr. DeLuce reported that the Projects Updated list was emailed on September 10, 2019. He reminded the Board that the Pride Parade will be held September 28, 2019 and the Parade of Lights on November 30, 2019 in downtown Champaign.

Committee and Liaison Reports

Champaign Parks Foundation

Commissioner Miller reported that the Parks Foundation transferred \$5,000 to the Champaign-Urbana Special Recreation for scholarships. He also reported that the Foundation received a clean audit. Commissioner Miller reported that the Ties and Tennies annual fundraiser will be held on January 9, 2020 at the Virginia Theatre.

Report of Officers

Attorney's Report

Attorney Hall reported that he is working on a number of contracts and easements, as well as other routine matters.

President's Report

President Hays reported that Mr. DeLuce and he met with the Champaign Mayor and staff to discuss concerns relating to Heritage Park. He reported that they discussed silting problem. President Hays stated that the City is concerned, however, its stormwater and drainage funds are allocated until 2040. He stated that the City is willing to approach City Council about allocating funds to share cost of piping on the east side. The City's Public Works Director will research possible options. President Hays reported that they are still working with City and let them know if they have questions for the City.

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 regarding any item, that item shall be removed and discussed separately.

1. Approval of Minutes of the Special Board Meeting, June 26, 2019
2. Approval of Minutes of the Regular Board Meeting, July 10, 2019
3. Approval of Minutes of the Special Board Meeting, July 24, 2019
4. Approval of Minutes of the Executive Session, July 24, 2019
5. Approval of Minutes of the Regular Board Meeting, August 14, 2019
6. Approval of Minutes of the Executive Session, August 14, 2019
7. Approval of increasing the Flower Island Program fee from \$12.00 per sq. ft. to \$13.00 per sq. ft. (approximately 8.3% increase) for the 2020 season.

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

New Business

Approval of Disbursements as of August 14, 2019

Staff recommends approval of the list of disbursements for the period beginning period beginning August 14, 2019 and ending September 10, 2019.

Vice President Miller made a motion to approve the list of disbursements for the period beginning August 14, 2019 and ending September 10, 2019. The motion was seconded by Commissioner McMahon. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner – McMahon; Commissioner Miller – yes, Vice President McMahon – yes; President Hays – yes; and Commissioner Kuhl – yes.

Approval of a Resolution Initiating the 2019 General Obligation Bond Issue

Ms. Wallace presented the report. Staff recommends approval of a resolution stating the Park District's need and intent to issue \$1,168,900 of General Obligation Bonds for FYE2020.

Commissioner Solon made a motion to approve a resolution stating the Park District's need and intent to issue \$1,168,900 of General Obligation Bonds for FYE2020. The motion was seconded by Vice President Miller. The motion passed 5-0.

Approval of a Resolution Setting a Public Hearing on Proposed Bond Issue

Commissioner Kuhl made a motion to approve a resolution to set a Public Hearing for Wednesday, October 9, 2019 at 7:00 p.m. at the Bresnan Meeting Center to discuss the issuance of \$1,168,900 of General Obligation Bonds for the purpose of providing funds for capital improvements. The motion was seconded by Vice President Miller. The motion passed 5-0.

Approval of a Temporary Easement for the Swann Special Care Center Renovation Project

Mr. Weiss presented the report. He addressed the construction traffic and tree protection concerns. Mr. Weiss stated that IDNR is currently reviewing the proposed plans for the project. Discussion ensued about including easement fees in the easement document. Attorney Hall stated that the exact amount is not normally included in the document.

Commissioner Solon made a motion to approve granting a temporary construction to Champaign Facility Company, LLC for the Swann Special Care Center renovation, commencing September 12, 2019 and ending July 1, 2021, pending IDNR approval and upon receipt of the easement fee. The motion was seconded by Vice President Miller. The motion passed 5-0.

Approval of Bid for Resurfacing the Morrissey Outdoor Tennis Courts

Mr. Olson presented the report. He discussed the bidding process and scope of specialized work called for in the bid specifications. Mr. Olson reported that the surface has a 25 year warranty. Discussion ensued about the background of the company. Discussion ensued.

Commissioner Kuhl made a motion to approve accepting the bid from the only bidder and authorizing the Executive Director to enter into a contract with All Weather Courts for a total of \$183,200.00. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval of a Resolution Authorizing Change Order No. 2 to the Virginia Theatre Roof Contract

Mr. Olson presented the report. He discussed the scope of the work and area of concern that was being monitored. Discussion ensued.

Commissioner Kuhl made a motion to approve a resolution authorizing Change Orders No. 2 to the Virginia Theatre roof replacement project for labor and material to grind and tuckpoint an additional 25 sq. ft. and cut out and replace an additional 400 bricks at an increase of \$16,343 as this work is germane to the original project, was unforeseen at the time the contract originated, and is in the best interests of the Park District. The motion was seconded Vice President Miller. The motion passed 5-0.

Old Business

None.

Discussion Items

Champaign Parks Foundation 1st Quarter Financial Update

Ms. Wallace presented the report. She reported that the audit report was completed and accepted. Ms. Wallace reported that total revenues and expenditures were slightly higher than in prior year. She updated the Board on the Martens Center funds. Discussion ensued. Ms. Wallace discussed the use of the Harlan E. Moore Trust Funds.

Champaign Park District 1st Quarter Financial Update

Ms. Wallace presented the report. She discussed the revenues and expenditures for the 1st quarter. Expenditures are slightly higher than prior year due to capital projects. Ms. Wallace updated the Board regarding Martens Center funds and property taxes. Discussion ensued.

Comments from Commissioners

None.

Adjourn

There being no further business to come before the Board, Vice President Miller made a motion to adjourn the meeting. The motion was seconded by Commissioner McMahon. The motion passed 5-0 and the meeting was adjourned at 8:03 p.m.

Approved

Craig W. Hays, President

Cindy Harvey, Secretary

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

September 25, 2019

The Champaign Park District Board of Commissioners held a Special Meeting on Wednesday, September 25, 2019 at 5:30 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 W. Hays, President, Vice President Kevin J. Miller, Commissioners Barbara J. Kuhl and Jane L. Solon, Treasurer Donna Lawson, and Attorney Guy Hall.

Absent: Commissioner Timothy P. McMahon.

Staff Present: Cindy Harvey, Assistant to the Executive Director/Board Secretary, Jameel Jones, Director of Recreation, Andrew Weiss, Director of Planning, Tammy Hoggatt, Director of Human Resources, IT and Risk, and Steven Bentz, Virginia Theatre Director.

Call to Order

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

Presentations

Project Athletes

Ryann Monahan, Mark Germano and Myles Roosevelt with Project Athletes, addressed the Board about its program and the partnership with the Champaign Park District. Project Athletes began in 2015 and offers after-school and community-based programming. The Park District partnered with Project Athletes and allowed use of Zahnd Park for an eight week Summer Speed School for junior high and high school athletes. Ninety participants registered for the program from 16 different schools. The Park District also helped Project Athletes provide 30 scholarships to the Summer Speed School. Discussion ensued. Representatives of Project Athletes responded to questions from the Board. The Board thanked them for the presentation.

Comments from the Public

There were no comments from the public.

New Business

Approval of an Amendment to the Agreement for Janitorial Services at the Virginia Theatre

Mr. Bentz presented the reports. He reported that staff recommends amending the agreement with JMC Serve, Inc. DBA ServiceMaster Janitorial Cleaning for janitorial services at the Virginia Theatre.

Commissioner Kuhl made a motion to approve an amendment to extend the existing agreement between the Park District and JMC Serve, Inc. DBA ServiceMaster Janitorial Cleaning to provide janitorial services at the Virginia Theatre at the following rates: \$20.15/hour for regular front-of-house cleaning, post-event cleaning and backstage cleaning; \$20.25/hour for additional services; \$925.00/flat rate for carpet extraction; \$250.00/flat rate for ceiling vent cleaning; and \$568.00/flat rate for furniture vacuuming, and authorizing the Executive Director to execute the amendment for one year commencing October 12, 2019 and ending October 11, 2020. The motion was seconded by Vice President Miller. The motion passed 4-0.

Approval of an Agreement with Champaign Unit 4 School District for use of Various Facilities

Mr. Hoggatt presented the report. She reported that staff recommends approving an agreement with Champaign Unit #4 School District to provide access to certain facilities during times of crisis and authorizing the Executive Director to execute the agreement for a three year term.

Commissioner Kuhl made a motion an agreement with Champaign Unit #4 School District to provide access to certain facilities during times of crisis and authorizing the Executive Director to execute the agreement for a three year term. The motion was seconded by Vice President Miller. The motion passed 4-0.

Approval of a Transmission Easement with Ameren for Ashland Park Subdivision

Mr. Weiss presented the report. He reported that Ameren intends to widen the transmission easement along Olympian Drive where the Park District owns a small parcel on the north end of the Ashland Park Subdivision. Staff recommends granting a transmission easement in the Ashland Park Subdivision to Ameren upon receipt of easement fee.

Commissioner Kuhl made a motion to approve granting a transmission easement in the Ashland Park Subdivision to Ameren upon receipt of easement fee. The motion was seconded by Commissioner Solon. The motion passed 4-0.

Approval of a Temporary Easement for the Zahnd Park and Carle at the Fields Path

Mr. Weiss presented the report. He reported that Carle Foundation plans to complete the Carle at the Fields Trail loop by bringing the route northward into Zahnd Park. Mr. Weiss stated that Carle is requesting a temporary construction easement to build the trail on Park District property. He stated that staff recommends granting the temporary construction easement at Zahnd Park pending Illinois Department of Natural Resources (IDNR) approval. Staff also recommends waiving the easement and attorney fee as this project will benefit the Park District.

Commissioner Kuhl made a motion to approve granting Carle Foundation Hospital the temporary construction easement at Zahnd Park and waiving the easement and attorney's fee pending Illinois Department of Natural Resources (IDNR) approval. The motion was seconded by Vice President Miller. The motion passed 4-0.

Discussion Items

None

Comments from Commissioners

None.

Executive Session

Commissioner Kuhl moved pursuant to the bases set forth below to convene into Executive Session. The motion was seconded by Vice President Miller. The motion passed 4-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Vice President Miller – yes; President Hays – yes; and Commissioner Kuhl. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2 (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 and (c)(6) the setting of a price for sale or lease of property owned by the public body.

Resumption of Regular Session

Following the adjournment of the Executive Session, the Board reconvened in open session and generally discussed costs, preferences, and construction elements associated with Martens Center.

Adjourn

Thereafter, after the Executive Session, there being no further business to come before the Board, Commissioner Kuhl made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. The motion passed 4-0 and the meeting was adjourned at 6:35 p.m.

Approved

Craig W. Hays, President

Cindy Harvey, Secretary



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: October 30, 2019

SUBJECT: Setting Dates and Times of Meetings in 2020

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 Sessions 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 2020. Note that Tuesday, January 21, 2020 is suggested for the study session due to the 2020 IAPD/IPRA Soaring to New Heights Conference being held this week and that Tuesday, November 10, 2020 is suggested for the Regular meeting date due to Veterans Day being on second Wednesday. Also, note that no study sessions are being proposed for November 2020 nor December 2020 due to the holidays.

Prepared by:

Reviewed by:

Cindy Harvey
Assistant to the Executive Director

Joe DeLuce
Executive Director



**CHAMPAIGN
PARK DISTRICT**

**CHAMPAIGN PARK DISTRICT
2020 Regular Board Meeting and Study Session Meeting Dates**

REGULAR BOARD MEETINGS Wednesdays at 7 p.m.	STUDY SESSION MEETINGS Wednesdays at 5:30 p.m.
January 8, 2020	*January 21, 2020
February 12, 2020	February 26, 2020
March 11, 2020	March 25, 2020
April 8, 2020	April 22, 2020
**May 13, 2020	May 27, 2020
June 10, 2020	June 24, 2020
July 8, 2020	July 22, 2020
August 12, 2020	August 26, 2020
September 9, 2020	September 23, 2020
October 14, 2020	October 28, 2020
***November 10, 2020	--
December 9, 2020	--

*Date changed to Tuesday due to IAPD/IPRA Annual Conference

**Annual Meeting immediately followed by the Regular Board Meeting

***Date changed to Tuesday due to Veteran's Day

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 Hyatt Regency Hotel, Chicago, Illinois on **Saturday, January 25, 2020 at 3:30 p.m. in the Grand Ballroom E/F:**

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



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: November 7, 2019

SUBJECT: Approval to pay off 2018 General Obligation Bond

Background

The general obligation (GO) limited bond is issued annually with the payment due in lump sum with interest on November 30. Interest due for the 2018 GO bond is \$26,163.44 which is \$10,814.25 more than in the prior year.

Prior Board Action

Board approved the 2018 bond issue on November 14, 2018 in the amount of \$1,147,100 plus interest at 2.3%.

Budget Impact

The bond payment plus interest is included in the FYE20 budget and will be paid out of property tax revenues.

Recommended Action

Staff recommends that the Board approve payment of \$1,173,263.44 to Commerce Bank to pay off the 2018 bond issue. The payment for the \$1,147,100 bond issue plus interest is due no later than November 30, 2019.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce, CPRP
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: November 7, 2019

SUBJECT: Approval to Accept Bid for Purchase of 2019 General Obligation Bond

Background

As directed by the Board of Commissioners at the October 9, 2019 meeting, bids were solicited from sixteen local banks on October 11, 2019. Bids were due no later than 2:00 p.m. CST on November 1, 2019. The prior year GO Bond (2018) was awarded to Commerce Bank at an interest rate of 2.30%.

Bid Results

Bids were received from seven (7) local banks for the purchase of \$1,168,900 General Obligation Bonds. These results were as follows:

<u>Bank</u>	<u>Interest Rate</u>	<u>Serve as Bond Registrar</u>	<u>If Yes, Fee Charged</u>
Hickory Point Bank	1.50%	Yes	\$ -
First Mid-Bank & Trust	1.69%	Yes	\$ 250.00
Illinois National Bank	1.82%	Yes	\$ -
Commerce Bank	1.95%	Yes	\$ -
cibm Bank	2.05%	Yes	\$ -
Prospect Bank	2.11%	Yes	\$ -
Midland Bank	2.98%	Yes	\$ -

Prior Board Action

September 11, 2019 – Board of Commissioners set the date for the public hearing and approved a resolution noting the intent to issue.

October 9, 2019 – Board of Commissioners authorized the Treasurer to solicit bids.

Budget Impact

The legal fees and interest related to the 2019 bond issue is included in the FYE20 budgeted expenditures.

Recommended Action

Staff recommends that the Board accept the low bid from Hickory Point Bank of 1.50% for the \$1,168,900 bond issue and to act as the bond registrar at no additional fee.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce, CPRP
Executive Director

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



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce

DATE: November 13, 2019

SUBJECT: OSF Agreement

Background

The Martens Center Fundraising Committee reached out to numerous individuals and corporations throughout the community to partner with as relates to the Martens Center. One of the first not-for-profit organizations to commit to the Martens Center was OSF Healthcare System and OSF Healthcare Heart of Mary Medical Center (OSF).

The donation by OSF to Park District for the Fitness Center is for \$500,000.00, contributed in two (2) equal installments, with the first installment to be contributed on the effective date of this agreement, and the second installment contributed six (6) months after the effective date.

In consideration for the donation by OSF, Park District will acknowledge such donation by granting OSF naming rights to the Fitness Center for the life of the Martens Center. The Park District will provide signage within the Fitness Center recognizing OSF for their donation.

Budget Impact

The agreement will provide \$500,000 towards the construction of the new Martens Center.

Recommended Action

The agreement has been reviewed by the Park District attorney. Staff recommends approval of the agreement between the Park District and OSF.

Prepared by:

Joseph DeLuce
Executive Director

DONATION AGREEMENT
between
OSF HEALTHCARE SYSTEM,
OSF HEALTHCARE HEART OF MARY MEDICAL CENTER
and
CHAMPAIGN PARK DISTRICT,
MARTENS CENTER

This Donation Agreement (“Agreement”) is made and entered into as of the date last written below by and between OSF HEALTHCARE SYSTEM, an Illinois not-for-profit corporation (“System”) as owner and operator of OSF HealthCare Heart of Mary Medical Center (“HMMC”)(System and HMMC collectively referred to as “OSF”) and CHAMPAIGN PARK DISTRICT, an Illinois municipal corporation (“Park District”) as owner and operator of Martens Center, (“Center”)(Park District and Center collectively referred to as “Park District”). OSF and Park District hereinafter referred to individually as a “Party” and collectively as the “Parties.”

RECITALS:

WHEREAS, Park District is an Illinois Municipal Corporation located and doing business in Champaign, Illinois.

WHEREAS, OSF is an Illinois not-for-profit corporation which owns and operates HMMC.

WHEREAS, a common mission of the Parties is to improve the lives of the population in and around Champaign, Illinois, and OSF desires to expand community health and wellness initiatives in Champaign;

WHEREAS, in furtherance of its mission and purpose to improve the health status of, medically underserved communities in Champaign and surrounding communities served by OSF, OSF desires to provide a donation to Park District to defray costs Park District expects to incur in establishing the ~~exercise fitness center area~~ at within the Center on the site located on or about Human Kinetics Park in Champaign, Illinois (hereinafter referred to as, “Fitness Center”), for the purposes of enhancing community health and wellness.

WHEREAS, in furtherance of their respective missions, OSF wishes to provide such financial assistance in the form of a donation to Park District to enable Park District to accomplish this important public purpose.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, and in reliance upon the recitals set forth above, incorporated herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto covenant and agree as follows:

1. **Consideration.**
 - a. The donation by OSF to Park District for the Fitness Center shall be in the amount of Five Hundred Thousand and No/Dollars (\$500,000.00), contributed in two (2)

equal installments, with the first installment to be contributed on the Effective Date of this Agreement, and the second installment contributed six (6) months after such Effective Date.

- b. In consideration for the donation by OSF, Park District will acknowledge such donation by granting OSF naming rights to the Fitness Center (“Naming Rights”). Subject to the terms of this Agreement, the Naming Rights for the Fitness Center will remain in effect for the useful life thereof. If during the useful life of the Fitness Center, the Park District transfers or conveys the entire Center ~~as a whole~~, or it is closed, deconstructed, destroyed, severely damaged, significantly renovated, upgraded, modified, relocated or replaced, then such Naming Rights will cease. In such event, OSF will have the right, for no additional payment, to have naming rights of another available and equivalent Park District facility, if any such facility then exists; provided that, if no such facility exists, such Naming Rights will cease in their entirety. In any event, the Naming Rights granted pursuant to this Agreement shall be for a period not to exceed fifty (50) years.
- c. In connection with the Naming Rights granted to OSF hereunder, it shall be entitled to have signage or other forms of publicity identifying OSF at the Center, and the nature, ~~and extent,~~ and location of such signage shall be mutually agreed upon by the Parties; provided that, such signage shall at all times conform to the policies of Park District.
- d. In further connection with the Naming Rights granted to OSF hereunder, ~~the doors~~ to the Fitness Center shall feature a signage at eye-level which states as follows: “This facility was ~~created~~ made possible by a grant/gift from OSF HealthCare to promote community health. The programs and activities within the facility are operated by the Champaign Park District.”
- e. The Parties specifically acknowledge that the amount of the donation has not been or shall not be conditioned or vary based upon (or otherwise be determined by taking into account in any manner whatsoever) the volume or value of any referrals or other business between the Parties, which referrals or business are or may be reimbursed under Medicare, Medicaid, CHIP or any private third party healthcare plan. In addition, the donation funds provided pursuant to this Agreement are not intended to be, nor shall they be construed as, an inducement, payment, or benefit of any kind or character for the referral of patients or business by one Party to the other Party or to any third party. Furthermore, the donation described herein is not intended to, nor shall it be construed to restrict either Party from entering into similar agreements with other entities, individuals, providers or suppliers. In the event any governmental agency which administers Medicare, Medicaid, CHIP or any third party healthcare plan passes, issues, or promulgates any law, rule, regulation, standard of interpretation or materially changes its position with regard

to the same in a manner which would prohibit, restrict, limit or render illegal the relationship described herein, or any such entity issues a written allegation or otherwise provides notice to the Parties to the effect of the relationship described herein as in violation of any law, rule or regulation, then either Party may give the other Party notice of intent to amend this Agreement to bring it into compliance with all applicable laws. If this Agreement is not so amended by further mutual agreement within thirty (30) days after notice is given, then the Party giving notice shall have the right to terminate the Agreement effective at the end of such thirty (30) day notice period. To the extent OSF is required to undertake and/or maintain compliance with healthcare-related requirements of the Illinois Department of Health Care and Family Services, Illinois Department of Public Health, Illinois Health Facilities and Services Review Board or any other applicable governmental body, whether at the state or federal level concerning the Center that is referred to herein, it shall undertake all actions and measures necessary to comply therewith, and hold Park District harmless and indemnify it from any claims, costs, actions or damages of any kind or character whatsoever related thereto.

2. **Term.** This Agreement shall commence as of _____ January 1, 2020 (“Effective Date”) and shall remain in effect for a term of one (1) year therefrom unless earlier terminated in accordance with the terms herein. Notwithstanding the term, Naming Rights shall continue past the term of this Agreement as specified in Section 1.b. above.
3. **Miscellaneous.**
 - a. **Amendments.** This Agreement may only be amended by written instruments executed by the authorized officials of the Park District and OSF.
 - b. **Severability.** If any provisions to this Agreement or any portion thereof is found to be invalid, illegal or unenforceable, under any applicable statute, regulation, rule of law, or judgement of a court of competent jurisdiction, then such provision or portion thereof shall be deemed omitted and the validity, legality and enforceability of the remaining provisions shall not in any manner be effected or impaired thereby.
 - c. **Governing Law; Venue.** This Agreement has been executed and delivered in, and shall be interpreted, construed and enforced pursuant to and in accordance with the internal laws of the State of Illinois without regard to its choice of law rules. Champaign County, Illinois, shall be the sole and exclusive venue for any legal proceeding arising out of this Agreement.
 - d. **Independent Contractor Status.** It is expressly acknowledged by the Parties that nothing in this Agreement is intended or may be construed to create an employer/employee relationship, a joint venture relationship, or a partnership between OSF and Park District.

- e. Assignment. This Agreement and all rights and benefits hereunder are personal to OSF and Park District, and neither this Agreement nor any right or interest of OSF or Park District herein, or arising hereunder, may be voluntarily or involuntarily sold, transferred or assigned without the written consent of the other Party, which shall not be unreasonably withheld. Any attempt at assignment without such consent is void, provided that, OSF may assign its rights hereunder to an affiliate or subsidiary legal entity with the written consent of Park District, which shall not be unreasonably withheld.
- f. Notice. Any notice required by this Agreement will be in writing and will be deemed to have been properly given to a Party (a) if hand delivered, (b) if delivered overnight by UPS or FedEx, effective on the first business day following delivery to such carrier, or (c) if sent certified mail, return receipt requested, effective three (3) days after deposit in the United States mail, addressed to the address below or as the Parties may designate by giving notice pursuant to this Section:

If to Park District:

Attn: Executive Director
Champaign Park District
706 Kenwood Road
Champaign, IL 61821

If to OSF:

Attn: Chief Executive Officer
OSF Healthcare System
800 N.E. Glen Oak Avenue
Peoria, IL 61603

- g. Third Party Beneficiaries. This Agreement does not confer any benefit or rights upon any person other than OSF and Park District, and no third party will be entitled to enforce any obligation, responsibility or claim of any Party to this Agreement.
- h. Interpretation. This Agreement is a result of negotiations between the Parties, none of whom have acted under any duress or compulsion, whether legal, economic or otherwise. Accordingly, the Parties hereby waive the application of any rule or law that otherwise would be applicable in connection with the construction of this Agreement that ambiguous or conflicting terms or provisions should be construed against the Party who (or whose attorney) prepared the executed Agreement or any earlier draft of the same. Unless the context of this Agreement otherwise clearly requires, references to the plural include the singular and the singular, the plural. The words "hereof," "herein," "hereunder" and similar terms in this Agreement refer to this Agreement as a whole and not to any particular provision of this Agreement. The section titles and other headings contained in this Agreement are for reference only and shall not affect in any way the meaning or interpretation of this Agreement.

- i. Counterparties Facsimiles; pdf Signatures. The Parties acknowledge and understand that this Agreement may be executed in multiple contemporaneous originals, each of which shall be considered an original for all purposes and, collectively, shall be considered to constitute this Agreement. The Parties further acknowledge and understand that copies of executed documents may be considered originals for enforcement of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the day and year last written below.

OSF:

OSF HEALTHCARE SYSTEM,
an Illinois not-for-profit corporation

By: _____

Its: _____

Date: _____

Park District:

CHAMPAIGN PARK DISTRICT,
an Illinois municipal corporation

By: _____

Its: _____

ATTEST:

By: _____

Its: _____

Date: _____



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: November 01, 2019

SUBJECT: Truck Purchase – Operations Department

Introduction

Staff is requesting Board approval to purchase one (1) new one ton truck with dump body. This truck will replace a 2006 one ton truck with dump body with 79,000 miles. The truck will be declared surplus and sold on a local auction site.

Prior Board Action

The Park Commissioners approved the FY19-20 Capital budget at the March 13, 2019 Regular Board meeting.

Bid Results

An invitation to bid was published in *The News-Gazette*. The bids were opened and read aloud on Wednesday, October 30, 2019. Three (3) bids were received and the results are as follows:

Vendor	Bid Amount
Ford City Champaign	\$46,211
Morrow Brothers Ford	\$48,280
Bob Ridings	\$48,985

Budget Impact

The total amount budgeted in the FY 19-20 Capital Budget for two (2) replacement vehicles, in the Operations Department, is \$75,000. The cost for one F-150 pickup truck, purchased through the Illinois State Joint Purchasing Program in June 2019, was \$27,760. The cost for this dump truck is \$46,211. Leaving a balance of \$1,029.

Recommended Action

Staff recommends accepting the lowest, responsive bid that meets all specifications and authorizing the purchase of one (1) new 2020 Ford F-350 w/ dump body from Ford City Champaign, in the amount of \$46,211.

Prepared by:

Bret Johnson
Grounds & Maintenance Supervisor

Reviewed by:

Daniel Olson
Director of Operations

ORDINANCE NO. 643

**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 property it owns is no longer necessary, useful to or for 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 property 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 personal property to be conveyed, sold, or disposed of is as follows:
One (1) 2006 Ford F-350 with Dump Body with 79,000 miles.

PASSED AND APPROVED by three-fifths vote of the Board of Commissioners of the Champaign Park District this 13th day of November 2019.

APPROVED:

Craig W. Hays, Board President

ATTEST

Cindy Harvey, Board Secretary



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: November 01, 2019

SUBJECT: SAC Sand Filter Rehab Bid

Introduction

Staff requested bids for the rehab of four (4) 55 sq. ft. horizontal fiberglass pressure vessels that filter the water for the lazy river at the Sholem Aquatic Center. This is the first time this has been done since the opening of the pool in 2006.

This project consists of: removing the existing sand and gravel and legally disposing of it, replacing all overdrain and underdrain laterals, replacing all o-rings (approx. 272), and replacing all new gravel (approx. 90 cu. ft.) and sand (approx. 350 cu. ft.).

Prior Board Action

The Park Commissioners approved the FY19-20 Capital budget at the March 13, 2019 Regular Board meeting.

Bid Results

An invitation to bid was published in *The News-Gazette*. The bids were opened and read aloud on Wednesday, October 30, 2019. Three (3) bids were received and the results are as follows:

Bidder	Bid Amount
Spear Corporation, Roachdale IN	\$50,000
All Service Contracting, Decatur IL	\$68,316
Mid-Illinois Mechanical, Bloomington IL	\$87,100

Budget Impact

The total amount budgeted in the FY 19-20 Capital Budget for Sholem mechanicals is \$69,500.

Recommended Action

Staff recommends accepting the low, responsible bid that meets all specifications from Spear Corporation, in the amount of \$50,000 and authorizing the Executive Director to enter into a contract for this work.

Prepared by:

Bret Johnson
Grounds & Maintenance Supervisor

Reviewed by:

Daniel Olson
Director of Operations



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: November 11, 2019

SUBJECT: Prequalified List of Architects and Engineers

Background

With guidance from the Illinois Local Government Professional Services Act, Park District staff advertised a request for qualifications (RFQ) for "on-call" Prequalified Architects and Engineers for a period of three years. The RFQ asks that a firm submit their qualifications for work that may occur over the term of the request. The District is not obliged to hire any firm on the list and may decide to hire outside the list via a RFP for specific projects. By prequalifying firms the District makes the consultant selection process for incidental or individual projects more efficient. Responding firms were judged on qualifications, experience, quality of service, and past project performance. The responding firms (Attachment 1) were judged to be qualified for work the District may undertake within the next three years—ending in November 2022—whereupon the District will repeat the RFQ process and approve the subsequent.

Prior Board Action

At the November 9, 2016 regular meeting the Board approved the list of on-call engineering firms for a three year period, which ended November 2019.

Budget Impact

None.

Recommended Action

Staff recommends Board approval of Prequalified List of Architects and Engineers as shown in Attachment 1.

Prepared by:

Allison Williams

Allison Williams
Planning Coordinator

Reviewed by:

Andrew Weiss
Director of Planning

Prequalified List of Architects and Engineers (Attachment 1)

11 November 2019

Firm	Address	Architecture	Landscape Architecture	Civil	Structural	Mechanical	Electrical	Plumbing	Surveying	Environmental	Geotechnical
Architectural Expressions LLP	100 N Chestnut St Suite 300 Champaign IL 61820	X			X	X	X	X			
Ardmore Roderick	201 W Springfield Ave Suite 706 Champaign IL 61820			X	X				X		
Bacon Farmer Workman	907 Arrow Rd Suite 2 Champaign IL 61821			X	X	X	X		X	X	X
Bailey Edward	1103 S Mattis Ave Champaign IL 61821	X				X	X	X			
Berns Clancy & Associates	405 E Main St Urbana IL 61802			X					X	X	
BLDD	100 Merchant St Decatur IL 62523	X									
Civil Design Inc	104 N 2nd St Suite A Effingham IL 62401			X	X				X		
Clark Dietz	125 W Church St Champaign IL 61820			X		X	X	X	X	X	
Farnsworth Group	2211 W Bradley Ave Champaign IL 61821	X	X		X	X	X	X	X	X	
Farr Associates	53 W Jackson Blvd Suite 650 Chicago IL 60604	X	X								
Fehr Graham	1610 Broadmoor Dr Champaign IL		X	X	X				X	X	
Fuhrmann Engineering Inc	1401 Regency Dr E Suite B Savoy IL 61874			X	X	X	X		X	X	
GHR	1615 S Neil St Champaign IL 61820					X	X	X			
Hey & Associates, Inc.	26575 W Commerce Dr Suite 601 Volo IL 60073		X	X							
Hitchcock Design Group	22 E Chicago Ave Suite 200A Naperville IL 60540		X								
Hurst-Roche	1400 E Tremont St Champaign IL 61820	X	X	X	X	X	X	X	X	X	X
JSD Professional Services	1400 E Touhy Ave Suite 215 Des Plaines IL 60018		X	X					X		
Larson & Darby Group	4949 Harrison Ave Suite 100 Rockford IL 61108	X			X	X	X	X			
Legat Architects	2015 Spring Road Suite 175 Oak Brook IL 60523	X	X								
MSA	201 W Springfield Ave 4th Floor Champaign IL 61820	X	X	X	X	X	X	X	X	X	
Muller2	700 N Sangamon St Chicago IL 60642	X									
RATIO	102 S Neil St Champaign IL 61820	X	X								
Reifsteck Reid & Company	909 Arrow Rd Champaign IL 61821	X									
Smithgroup	35 E Wacker Dr Chicago IL 60601	X	X	X	X	X	X	X		X	
V3 Companies	7325 Janes Ave Woodridge IL 60517		X	X	X				X	X	
Wight & Company	2500 N Frontage Rd Darien IL 60561	X	X	X	X	X	X	X		X	



REPORT TO PARK BOARD

FROM: Joe DeLuca, Executive Director
DATE: November 8, 2019
SUBJECT: Community Matters Agreement with City of Champaign

Background

Since the summer of 2007, we have been partnering with City of Champaign Neighborhood Services along with the City of Champaign Police Department as well as other Community Partners, to address the issues with various criminal incidents in the Garden Hills area involving young people. Our partnership over the years has assisted with improving the neighborhood infrastructures by providing recreation activities as alternatives to criminal activities for these young people.

Current Agreement

The City of Champaign provided funding through the Community Development Block Grant (CDBG) for the summer daycamp programs, a Fine Arts initiative and one (1) special event in the amount of \$36,835 from July 1, 2018 through June 30, 2019. The funds were used to provide opportunities for youth to attend the Douglass Day Camp, Springer Cultural Center/Garden Hills Day Camp in conjunction with Unit 4 Schools, support for the That's What Teens Say program and for one (1) special event to focus on civic engagement and celebrating community togetherness.

Per the agreement, any funds remaining in the current budget from the City of Champaign could be carried over from FY18-19 to assist with additional programming efforts as available. This has been allowed in previous years where there has been a remaining balance to continue to serve the identified areas. This gives us the opportunity to continue to provide more services to those in need. Since inception, this has been a viable program and great partnership for our community.

Prior Board Action

At the May 22, 2019 Special Meeting, the Board approved the Subrecipient Agreement between the City of Champaign and the Park District for the Community Matters program in the amount of \$36,835.

Amendment Request

The Champaign Park District requested an amendment of the approved agreement from the City of Champaign for the FY 2018/19 CDBG Community Matters Program in the amount of \$2,280.04 from the Fine Arts portion of funding to help offset the month of July expenses for the Springer/Garden Hills camp that took place this summer.

Recommendation

The City of Champaign has provided a change order for the 2018/19 Subrecipient Agreement in the amount of \$2,280.04. Staff recommends approval of the amendment request of the Subrecipient Agreement between the City of Champaign and the Park District for the Community Matters Program.

Prepared by:

Jameel Jones, CGSP
Director of Recreation

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

CHANGE ORDER # 1

Project Name: CommUnity Matters - Champaign Park District	Project Number:
Date of Original Contract Award: July 3, 2018	Council Bill Number: CB-2018-110
Prior Change Orders (List all Administrative and Council approved change orders & a brief description): None	
Nature of Change: <input checked="" type="checkbox"/> Scope of Work <input checked="" type="checkbox"/> Duration <input type="checkbox"/> Cost of Work	
Description: (Attach a summary sheet if change involves multiple quantities or items) See Attached	

Original Contract Date	7/1/2018	Original Contract Amount	\$36,835
Original Contract Duration	12 months	Total Contract Amount last approved by Council	\$36,835
Prior extensions/reductions	0	Prior Change Order Amount(s) after last amount(s) approved by Council	\$0
Subtotal of time extensions/reductions	0	This Change Order Amount	\$0
This Change Order Time	6 months	Total of Change Order Amounts including this Change Order after last amount approved by Council	\$0
Revised Contract Duration	18 months	% Change from last total Contract amount approved by Council	+ 0%
Revised Completion Date	N/A	New Contract Amount Including C.O.	\$36,835

Pursuant to 720 ILCS 5/33E-9, the undersigned attests that the circumstances which necessitate this Change Order were not reasonably foreseeable at the time the contract was signed; or the change is germane to the original contract as signed; or this change is authorized by law and is in the best interest of the City of Champaign. The undersigned further attests that this Change Order is submitted in compliance with 12.5-44 of the Champaign Municipal Code, 1985, as amended.

It is understood and agreed that this adjustment constitutes compensation in full on behalf of the contractor and his subcontractors and suppliers for all costs and markup directly or indirectly, including extended overhead, attributable to the change order, for all delays related thereto, and for performance of the change within the time frame stated above.

CITY OF CHAMPAIGN		CONTRACTOR/VENDOR	
Recommended By:		Champaign Park District	
Department Name		706 Kenwood Road Champaign, IL 61821	
BY: _____ Janel Gomez Community Development Specialist		BY: _____ Joe Deluce, Executive Director	
Date: _____		Date: _____	
Approved: BY: _____ City Manager		_____ Date	
Attest:			
BY: _____			
Approved As To Form:	<u>Laura A. Healy</u> Assistant City Attorney	<u>10/29/2019</u> Date	
CB#: <u>2018-110</u>			

AMENDMENT TO A SUBRECIPIENT AGREEMENT BETWEEN
THE CITY OF CHAMPAIGN & CHAMPAIGN PARK DISTRICT
FOR THE CommUnity MATTERS PROGRAM
(CB 2018-110)

~~Removed Language~~ *New Language*

II. TIME OF PERFORMANCE

Services of the Subrecipient shall start on the **1st day of July, 2018** and end on the ~~30th day~~ **June, 2019, 31st day of December, 2019** unless otherwise extended in written modification to this contract executed by the Grantee and the Subrecipient. The term of this Agreement and the provisions herein shall be extended to cover any additional time period during which the Subrecipient remains in control of CDBG funds or other CDBG assets, including program income.



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director
DATE: October 17, 2019
SUBJECT: Approval of FYE2020 Budget Book

Background

The formal FYE2020 budget book is presented to the Board for approval prior to submitting it to the Government Finance Officers Association (GFOA) for the distinguished budget award, due within 90 days of adoption of the budget and appropriations ordinance. The totals reflected in the formal budget book are reflective of the Budget and Appropriation Ordinance No. 636 for FYE2020 as revised and approved on July 24, 2019. This document meets the criteria of the GFOA budget award program and this will be the document submitted for consideration this year. The District first applied and received this award in FY2005 and has received annually since then.

Prior Board Action

On June 12, 2019, the Board set a date for the public hearing on the budget and appropriation ordinance. Ordinance No. 636: Budget and Appropriation Ordinance for FY2020 was presented for approval at the July 24, 2019 special meeting and was filed with the Champaign County Clerk on July 31, 2019 as required.

Budget Impact

The Champaign Park District sets total expenditures/transfers in the amount of \$26,842,032 for the period beginning May 1, 2019 through April 30, 2020.

Recommended Action

Staff recommends the Board approve the FYE2020 budget book.

Prepared by:

Reviewed by:

Andrea N. Wallace
Director of Finance

Joe DeLuce, CPRP
Executive Director



CHAMPAIGN
PARK DISTRICT



FYE 2020

May 1, 2019 – April 30, 2020

ANNUAL BUDGET

CHAMPAIGN PARK DISTRICT | CHAMPAIGN, ILLINOIS

BOARD OF COMMISSIONERS

Craig W. Hays
Barbara J. Kuhl
Timothy P. McMahon
Kevin J. Miller
Jane L. Solon

OFFICERS

Cindy Harvey, Secretary
Donna Lawson, Treasurer
Guy C. Hall, Attorney
Joe DeLuce, Executive Director

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CHAMPAIGN --- PARK DISTRICT

Budget Year Ended April 30, 2020

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CHAMPAIGN PARK DISTRICT
BOARD OF COMMISSIONERS AND ADMINISTRATIVE STAFF
MAY 2019

Our Mission

Enhance our community's
quality of life through
positive experience in parks,
recreation and cultural arts.



BOARD OF COMMISSIONERS

Craig W. Hays
Barbara J. Kuhl
Timothy P. McMahon
Kevin J. Miller
Jane L. Solon

OFFICERS

Cindy Harvey, Secretary
Joe DeLuce, Assistant Secretary
Donna Lawson, Treasurer
Guy C.Hall, Attorney

ADMINISTRATIVE STAFF

Executive Director Joe DeLuce, CPRP
Assistant to the Executive Director Cindy Harvey
Director of Finance Andrea N. Wallace, CPA
Director of Human Resources, Technology & Risk..... Tammy Hoggatt, SPHR, SHRM-SCP
Director of Marketing & CommunicationsChelsea Norton
Director of Operations Dan Olson
Director of PlanningAndrew Weiss
Director of Recreation..... Jameel Jones
Director of Virginia Theatre Steven Bentz

CHAMPAIGN PARK DISTRICT
706 Kenwood Road, Champaign, IL 61821
t 217-398-2550 | t 217-355-8421
www.champaignparks.com



TO: Board of Commissioners and Officers
FROM: Joe DeLuce, Executive Director
SUBJECT: Fiscal Year Ended (FYE) 2020 Annual Budget
DATE: April 10, 2019

Staff is pleased to present to you the proposal Annual Budget of the Champaign Park District for the fiscal year beginning May 1, 2019 and ending April 30, 2020. The document reflects the vision, mission, culture and values of the Park District in our efforts to be responsive to the recreation needs of the residents and to do so in a fiscally and environmentally responsible manner.

The focus of the FYE2020 budget is to address the goals and objectives outlined in the FYE20-FYE22 Strategic Plan, which was approved by the Park Board in May 2019. This budget addresses the needs of the residents by focusing on how the Park District can better serve the community. The key strategic initiatives of the FYE20-FYE22 Strategic Plan include:

- Marketing - Provide transparent, accurate, and timely information to the community through delivery of integrated marketing activities.
- Finance - Build a responsive, financially sustainable Park District by aligning resources to community needs.
- Human Resources Risk Management and Technology - Provide exceptional service and resources to keep employees safe, empowered, and engaged. Provide park and facility users with a safe environment. Enhance the employee and park user experience through innovative technology.
- Operations - Provide safe, distinctive and well-maintained parks, facilities, programs and trails.
- Planning - Develop facility, park, and trail plans that align resources with community needs.
- Recreation - Deliver innovative and customer-focused programming.
- Virginia Theatre - Become the theatre that brings the community together for outstanding experiences.
- Board/Leadership Team- Strive for excellence by providing outstanding leadership and vision.

Additionally, it reflects the workplace culture we are trying to develop within the Park District. The Park Board and Leadership Team are working to develop an organization that has the following attributes:

Fun: Staff look forward to coming to work and enjoy what they do.

Supportive: Staff support and care about each other like family and help make each other's job easier.

Creative: Unafraid of failure, staff are willing to try new ideas and programs without risk and find ways to say "yes" to the requests that fall within our mission and vision.

Professional: As leaders in the parks and recreation field, staff demonstrate professionalism in the workplace every day.

Personable: Staff are likeable, courteous, and easy to work with and deliver excellent customer service.

Proactive: Staff do not have to be told what to do; they take initiative to get things done.

To meet the Park District's commitment to transparency and to satisfy the legal requirements, the Budget and Appropriations Ordinance will be made available for public inspection for at least thirty (30) days before it is considered for approval. The Budget and Appropriation Ordinance will be made available to the public following the Regular Board Meeting on April 10th at the Bresnan Meeting Center, and officially considered for approval at the July 24, 2019 Special Board Meeting. This should be read in conjunction with the combined financial summary section which addresses changes in the revenues and expenditures for the upcoming fiscal year.

April 24, 2019

- The proposed merit pool is reviewed and approved by the Board.

May 2019

- Park District receives the new fiscal year tax levy amount from the county. Staff reviews the levy allocation and adjusts the amount between funds as needed.

May 1, 2019

- Start of fiscal year.

June 12, 2019

- The proposed Annual Budget is presented and discussed at Board Meeting.

June 12, 2019

- A Public Hearing is set on the proposed Budget and Appropriation Ordinance. The Ordinance is prepared and made available to the public at the Bresnan Meeting Center.

July 16, 2019

- Notice of Public Hearing on the Budget and Appropriation Ordinance is published in the newspaper.

July 24, 2019

- Public Hearing on the Budget and Appropriation Ordinance is held. After the hearing, the ordinance is approved by the Board.

July 31, 2019

- Latest date to file a certified copy of the Budget and Appropriation Ordinance and an Estimate of the Revenues to be received with the County Clerk.

September 11, 2019

- Adopt Resolution on Intent to Issue General Obligation Bonds and to set a Public Hearing date on the proposed issues.

October 9, 2019

- Adopt Resolution of Estimate of Taxes to be Levied for FYE2021. A Public Hearing is held on the proposed bond issue. A resolution is adopted to issue the bonds and to accept bids on the issue.

October 30, 2019

- Staff begin reviewing the current 6-year CIP and begin working on list of capital projects for 2021-2026.

October 30, 2019

- Annual Audit, Treasurer's and State Comptroller's Reports are filed with the County Clerk and State of Illinois.

October 31, 2019

- Notice of Public Hearing on proposed Tax Levy and Truth in Taxation information is published in the newspaper.

November 1, 2019

- Work is started on the operating budget for FYE2021 (to be presented May 2020 at regular meeting)

November 13, 2019

- Hold Public Hearing on proposed Tax Levy, Adopt Tax Levy Ordinance. Approve the bond bid and adopt the bond ordinance. Levy is filed with County Clerk.

November 30, 2019

- Pay off 2018 general obligation bond issue.

December 11, 2019

- Make payment on Alternate Revenue Bonds. Tax Levy Ordinance is filed with County Clerk.

January 8, 2020

- Seasonal and part-time rates for next fiscal year are presented and approved.

January 22, 2020

- Capital items and CIP for 2021-2026 are presented and discussed.

February 12, 2020

- A Tax abatement is prepared on alternate revenue bonds, approved and filed with the County Clerk.

March 11, 2020

- Capital items are approved by the Board, and incorporated into the FYE2021 budget document.

March 11, 2020

- Merit pool for upcoming fiscal year is presented to Board.

April 8, 2020

- Merit pool for FYE2021 is approved by Board.

CHAMPAIGN PARK DISTRICT

2019 TO 2022 STRATEGIC PLAN

*Maintaining Standards while
Striving for Excellence*



CHAMPAIGN
PARK DISTRICT

Adopted by Board of Commissioners
May 2019

Mission, Vision & Values

Mission Statement: 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.

Vision Statement: The Vision of the Champaign Park District is to provide the community with parks, trails, facilities, and programs to promote their pursuit of wellness and healthy living.

Values

Important, shared principles that guide our organization's daily actions

1. *Stewardship*

- We conduct our business fairly, transparently and with integrity.
- We are fiscally responsible to our residents.
- We strive to offer affordable programs and services for all residents.
- We enhance natural resources and promote good conservation and stewardship practices.
- We provide opportunities for health and wellness for our residents.
- We strive to provide equal access for all users to all of our parks, facilities and programs.
- We value and reward honest and forthright employees who provide excellent customer service and stewardship of public resources.
- We care for the valuable resources we have in our people and places.

2. *Organizational Excellence*

- We know and respect our roles and responsibilities and work together to accomplish our goals.
- We encourage all residents to participate in planning, designing, and advocating for parks and recreation.
- We recognize that being good is simply not good enough.
- We promote staff development.
- We follow best practices in providing quality parks, recreation, and cultural arts.
- We assure safety through a comprehensive risk management program.

3. Innovation

- We value employees who present creative and proactive solutions to challenges.
- We encourage doing things differently, progressively, creatively and with an entrepreneurial spirit.
- We are adaptable and value our ability to anticipate, influence and embrace change.
- We encourage new ideas that lead to responsible solutions.

4. Customer Service

- We offer consistent, customer-focused service across the organization.
- We strive to say YES to our customers when the request falls within our mission and vision.
- We actively seek and value customer feedback.
- We care about our customers and team members.
- We provide exceptional support to our employees and patrons.

5. Diversity

- We provide quality parks, programs, and services that meet the diverse needs of all ages and abilities in our community.
- We embrace the diversity of our team.
- We value diversity in all its forms and actively seek people with different perspectives and experiences.
- We encourage inclusion.
- We strive to offer a variety of opportunities for everyone.

6. Collaboration

- We collaborate with other agencies and groups throughout the community to accomplish our goals.
- We focus on building a better community every day.

Our Workplace Culture

FUN: Staff look forward to coming to work and enjoy what they do.

SUPPORTIVE: Staff support and care about each other like family and help make each other’s job easier.

CREATIVE: Unafraid of failure, staff are willing to try new ideas and programs without risk and find ways to say “yes” to the requests that fall within our mission and vision.

PROFESSIONAL: As leaders in the parks and recreation field, staff demonstrate professionalism in the workplace every day.

PERSONABLE: Staff are likeable, courteous, easy to work with and deliver excellent customer service.

PROACTIVE: Staff do not have to be told what to do; they take initiative to get things done.

Strategic Initiatives

1. **Marketing** - Provide transparent, accurate, and timely information to the community through delivery of integrated marketing activities.
2. **Finance** - Build a responsive, financially sustainable District by aligning resources to community needs.
3. **Human Resources, Risk Management and Technology** - Provide exceptional service and resources to keep employees safe, empowered, and engaged. Provide park and facility users with a safe environment. Enhance the employee and park user experience through innovative technology.
4. **Operations** - Provide safe, distinctive and well-maintained parks, facilities, programs, and trails.
5. **Planning** - Develop facility, park, and trail plans that align resources with community needs.
6. **Recreation** - Deliver innovative and customer-focused programming that promotes active healthy living and wellness.
7. **Virginia Theatre** - Become the theatre that brings the community together for outstanding experiences.
8. **Board/Leadership Team** - Maintain our current standards while striving for excellence by providing outstanding leadership and visions for future improvement.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Champaign Park District
Illinois**

For the Fiscal Year Beginning

May 1, 2018

Christopher P. Morrill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Award to Champaign Park District, Illinois for its annual budget for the fiscal year beginning May 1, 2018. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device. This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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FINANCIAL STRUCTURE, POLICY & PROCESS

Budget Policies & Procedures

Overview

The Park District's annual budget for FYE2020 outlines the District's commitment and plan to provide service to its residents. Meeting the park, recreational and cultural needs of approximately 88,029 residents with very diverse needs requires long-range planning, maximum efficiency and use of every dollar.

The annual budget is prepared to allocate funds available and to implement Park District policies. The budget is the Park District's plan for distribution of available funds and explains the procedures, assumptions and organizational structure used in its preparation. The Budget Policies and Procedures outline the budget detail and provide background information to assist in its review.

This document contains a description of each major fund and the number of staff assigned to each department, as well as the goals, objectives and issues for the coming year. These goals and objectives, along with strategic and capital improvement plans, set forth the work program for this fiscal year. Department heads, Commissioners and staff created these plans, goals and objectives to enhance the Park District's leisure services to our residents while maintaining current infrastructure.

The budget coincides with the strategic plan updated in 2019, which can be referenced in the Introduction and Overview section with ongoing status updates in the Statistical section in future years..

Basis of Accounting & Budgeting

The Park District uses a detailed line item budget for accounting, financial statements and review purposes. The Park District prepares a detailed budget by month, based on the program expense line. The modified accrual basis of accounting for the Park District's annual audited financial statements. The budget is prepared on the modified accrual basis except property tax accruals and deferred revenues are not recognized.

Under the modified accrual basis of accounting, revenues are recognized when received in cash, except for those revenues that can be accrued, which are recognized as receivable when they become measurable, and are recognized as revenue when they become available to pay current liabilities. Expenditures are recorded when the liability is incurred except for principal and interest due on long-term debt, which is recognized when due or when sufficient funds are on hand to pay the current year's obligation. The accrual basis records revenues when earned and expenses when the goods or services are received.

The Comprehensive Annual Financial Report (CAFR) shows the status of the Park District's finances on the basis of "generally accepted accounting principles" (GAAP) and provides additional statistical information as well as an in-depth discussion and analysis of the past fiscal year.

Accounting oversight and control is continually provided to adequately safeguard assets and to provide reasonable assurance of proper recording of financial transactions.

Budget Timeline and Format

The budget timeline includes the planning time that goes into the budget process, including meetings with the staff and Board. In April, a proposed budget is submitted by the staff to the Board of Commissioners for approval. This budget includes proposed expenditures and the means for financing them for the fiscal year that begins May 1. A public hearing is held in June, after the budget has been available to the public for 30 days, to allow Park District residents to make comments on the proposed budget. In June, the budget is legally enacted through passage of the Budget and Appropriation Ordinance with a final legal deadline of July. The budget format includes a financial summary section that summarizes the entire Park District budget. Charts and graphs are used to show budget history and revenue and expense trends. Each major fund has a separate section including each fund's description, staff breakdown and operating budget by department. These were

Budget Timeline and Format (continued)

the basis for determining which services and operations are to be provided for the coming year.

Budget Implementation, Review and Amendment

The process continues with the implementation of policies determined during budget development. Budget policies are implemented in a timely manner. Policies such as fee increases are set at the beginning of a season or program. Registration and program fees are reviewed on a regular basis, and program reviews are done on a seasonal basis.

Budgetary control is maintained throughout the year through an internal reporting process. Management receives monthly reports detailing budget status on a monthly and year-to-date basis to monitor policy implementation. Major expenditures are verified to budgeted and appropriated amounts prior to the actual purchase. The Board of Commissioners reviews and approves all Park District expenditures on a monthly basis.

Policies and Assumptions

Budget policies are designed to establish a framework for providing quality services in an efficient and effective manner while maintaining long-term financial stability within the established limitations. These policies are reviewed, modified as appropriate, and adopted annually.

The Park District is committed to maintaining a stable tax rate, and to consciously not increase the current rate when levying funds. RY2018 EAV growth of 3.3% attributed to the tax rate remaining flat at .7149.

When preparing the budget, the Park District continued with a conservative fiscal policy. Staff were instructed to begin with the projected expenditures from FYE2019 and allow for an applicable increase based on the type of account and any increases previously approved by the Board for salaries and benefits. When in doubt staff should use a conservative approach for revenues and budget only anticipated increases/decreases based on history or known fluctuations. Expenditures should be estimated and budgeted for fluctuations that may or may not be known, possibly overstating those line items. In the past, this concept was very evident in budgeting for seasonal staff, maintenance and program supplies. Managers plan for a full staff for the full season with no missing days and extra supplies for full programs, however the actual budget for FYE2020 factors in historical closures and cancellations.

The Park District prepares a balanced budget in all of the main operating funds. A balanced budget is a budget where operating revenues meet or exceed operating expenditures, and reserve or carryover balances are not considered a revenue source unless specifically noted. This occurs when the Board has authorized spending of any surplus funds or authorization to set additional surplus funds aside for current or future capital projects. Capital fund budgets however, may not always be balanced as multi-year projects may have carryover balances when projects extend between years, and the balance is expended as the projects are completed. The Park District may also use excess fund balances to finance a significant capital project rather than to borrow funds. While this creates the appearance of an unbalanced budget, it is more a depiction of good financial planning by the Park District and Board of Commissioners.

Policies and Assumptions (continued)

The Park District maintains a detailed Investment Policy which meets the legal requirements of the State of Illinois statutes. The policy emphasizes safety of principal, authorized investments and collateralization. Cash idle during the year is invested in insured or collateralized Certificates of Deposit, State of Illinois Treasurer's Funds, the Illinois Park District Liquid Asset Fund and Illinois Metropolitan Investment Fund.

Department heads are responsible for purchases with the Executive Director having final approval. The Park District's purchasing policy details what may be purchased and at what levels. Purchases of non-budgeted or over-budgeted line items must be offset by additional revenue sources or savings in a different budget line item area before the purchase can be made. Contracts \$20,000 and over, or in excess of one year must be Board-approved prior to execution.

The Park District is committed to complying with the Americans with Disabilities Act (ADA) through funding by different funds for facility and program improvements and staff training. A significant portion of the special recreation budget is allocated to making Park District parks and facilities ADA-accessible.

The Park District is also committed to offering and maintaining safe programs, events and facilities. The Park District has implemented a risk management program and employs a full-time Risk Manager to oversee the program. The program is evaluated biannually by the Park District's insurance carrier, the Park District Risk Management Agency (PDRMA). In 2017, the Park District again attained the highest accreditation score for its ongoing risk management program.

As some residents are unable to participate in programs due to economic hardships, the Park District offers a scholarship program to reduce program fees. This is funded mainly by public donations to the Parks Foundation, as well as \$1 for every program registration.

The Park District levies and collects property taxes in the following funds: General Corporate, Recreation, Museum, IMRF, Social Security, Police, Audit, Liability Insurance, Paving and Lighting, and Special Recreation. By Park District Code statutes, these funds must be accounted for in separate funds.

In 1997, voters approved a property tax cap for the Park District. This action limits the increase in the aggregate extension of the tax levy for the Park District to the lesser of 5% or the increase in the Consumer Price Index plus any new property added to the Park District during the past year. This year's increase in the index was set at 1.9%. Also, the act limits the amount of non-referendum debt payment the Park District can make each year. The Park District's limit is currently set at \$1,168,900.00

Debt Policy

The Park District issues debt to provide financing and pay the cost associated with the acquisition and improvement of long-term assets and/or to make the annual debt payment on the Alternate Revenue Bonds. These funds are not used to finance regular operations. The Park District's primary objective in debt management is to keep the level of indebtedness within available resources and within the total debt and payment limits established by state statutes and tax cap legislation.

The legal debt limit for the Park District is 2.875% (\$52,701,935) of assessed valuation for total debt issued and .575% (\$10,540,387) for non-referendum General Obligation Bonds. Currently, the Park District has \$1,147,100 of non-referendum General Obligation Bonded debt outstanding which will mature in November

Debt Policy (continued)

2019 and \$2,920,000 of Alternate Revenue Bonds with the final payment due December 15, 2024.

The Park District is scheduled to issue approximately \$1,168,900 of one-year General Obligation Limited Bonds in November 2019. Approximately \$525,925, will be used to make principal and interest payments on the outstanding Alternate Revenue Bonds. The remaining proceeds will be used for capital projects.

Fund Balance

Fund balances are classified as follows:

- Non-spendable-amounts that cannot be spent either because they are not in a spendable form or because they are legally or contractually required to be maintained intact.
- Restricted-amounts that can be spent only for specific purposes because of the Park District charter, state or federal laws, or externally imposed conditions by grantors or creditors.
- Committed-amounts that can be used only for specific purposes determined by a formal resolution of the Park District Board of Commissioners.
- Assigned-amounts that are constrained by the Board of Commissioners' intent to be used for specific purposes but are neither restricted nor committed.
- Unassigned-all amounts not included in other spendable classifications. The general fund is the only fund that reports a positive unassigned fund balance amount.

Personnel

Salaries and wages for all staff are based on set ranges and an annual merit pool is reviewed and approved by the Board of Commissioners annually for full-time staff. Any new full-time positions or current positions hired outside of the set salary range must be approved by the Board of Commissioners, as well as any increase in full-time positions. The Board of Commissioners authorized the reassignment of two FT2 positions to FT1 at the April 24, 2019 Special Meeting.

Capital Program

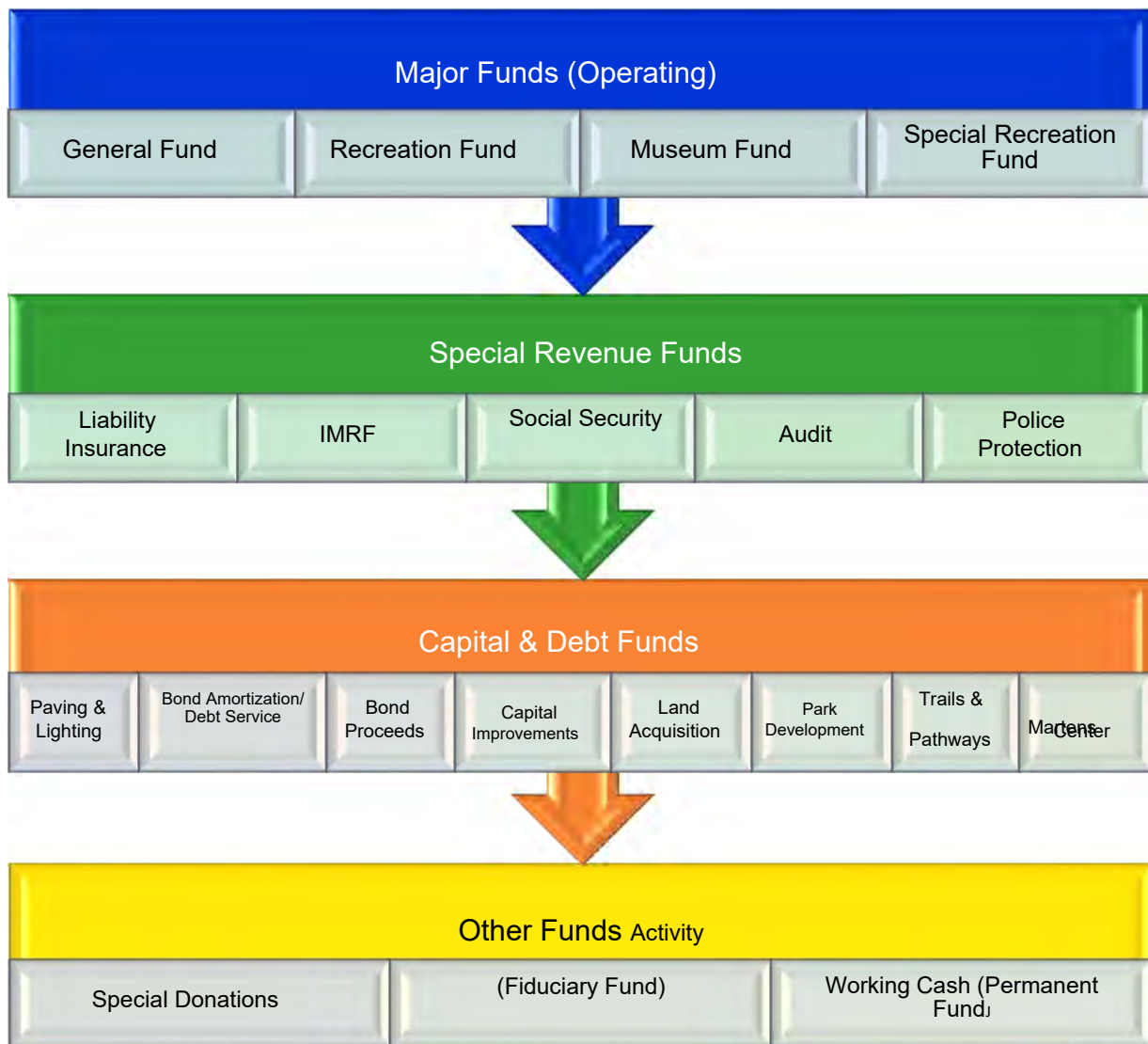
The Park District constantly reviews and re-prioritizes the capital program and budget to meet the Park District's maintenance, development and land acquisition goals and standards. The Park District maintains replacement schedules and strives to follow them. The Park District realizes the capital program budget must keep pace with Park District growth and the new services residents request; however, the operating budget may be restricted or cut back in order to make this possible. Budgets for the Capital Improvement Plan (CIP) are based on planned revenue for the fiscal year, without utilizing reserve funds for projects unless it is either approved by the Board of Commissioners, or the project was budgeted and started for in the prior fiscal year but not completed by the end of the year.

Debt Policy (continued)

FUND '6&5.37.216

The Park District appropriates expenditures annually to the funds listed below. The Park District can levy property taxes in the following funds: General, Bond Amortization, Illinois Municipal Retirement Fund (IMRF), Police, Audit, Liability Insurance, Social Security, Museum, Recreation, Paving and Lighting and Special Recreation. There is no maximum rate for the IMRF, Social Security and Liability Insurance Funds. Proceeds from the levies can only be used for specific purposes.

Park District funds and their relationships are as follows.



Major Funds (Operating)

1. **GENERAL FUND** – The General Fund is the general operating fund of the Park District. All dollars that, by law or for administrative control, are not in separate funds are deposited and accounted for in the General Fund. This fund is used to account for the general administrative costs, park and facility operation and maintenance costs. Funding is mainly provided by property taxes. This fund is broken down into four departments: Administration, Marketing, Operations, and Planning.
2. **5/8.5(\$7.21 FUN'** – The Recreation Fund is used to account for recreation programs. Property taxes are levied in this fund to pay the administrative costs of the programs provided to the public. The Park District attempts to set program and admission fees at levels that will cover the programs' direct costs. This fund includes the following nine departments: Administration, Facilities, Sports Programs, Afterschool/Day Camp Programs, Teen Programs, Aquatics, Concessions, Special Events- Douglass Community Center and Other Programs.
3. **MUSEUM FUND** – The Museum Fund accounts for the cultural arts programs, youth theater, special events and services such as the Taste of C-U, summer concerts in the park, as well as dance and special interest classes provided to the public. The Springer Cultural Center, the Virginia Theatre and Prairie Farm are accounted for in this fund. Property taxes are levied to pay administrative costs and to help offset the other costs of the programs, concerts and special events.
4. **SPECIAL RECREATION FUND** –Property taxes are levied for this fund that accounts for the operation of the C-U Special Recreation program (CUSR), a joint program of the Park District and Urbana Park District (UPD). The Park District is the administrative district for CUSR. The UPD also levies a tax for the operation of the program, which are included as revenue in the overall budget.

The Park District policies and procedures are followed for this specific fund.

Special Revenue Funds

1. **LIABILITY INSURANCE FUND** – The Liability Insurance Fund accounts for the Park District's insurance and risk management program activity. Property taxes are levied to pay for insurance coverage for general liability, property, vehicle, workers' compensation, public officials' liability, employment practices, pollution and state unemployment services and charges. Taxes are also levied to pay for and administer the Park District's risk management program.
2. **ILLINOIS MUNICIPAL 5(7.5(0(17 FUND (IMRF)** – The IMRF accounts for the activities resulting from the Park District's participation in the Illinois Municipal Retirement Fund. To be eligible to participate, an employee must work 1,000 hours during the year for the Park District. The employee must contribute 4.5% of eligible salary while the Park District must contribute an additional percentage as detailed in the Fund Summary section. Property taxes are levied to pay the Park District's portion.
3. **SOCIAL SECURITY FUND** – The FICA Fund accounts for the Park District's contribution to Social Security and Medicare. Property taxes are levied to pay the Park District's portion of the Social Security and Medicare tax on all wages paid by the Park District.
4. **AUDIT FUND** – The Audit Fund accounts for the expenditures related to the Park District's annual financial audit, which is mandated by state law, as well as grant audits required under the various capital projects through the State of Illinois. Property taxes are levied to provide resources for this expenditure.
5. **32/8(1 FUND** – Property taxes are levied in this fund to contract with the City of Champaign for use of police officers. The officers are on site at the pools, parks, facilities and special events during the

year to help staff maintain safe facilities and events.

Capital & Debt Funds

1. **PAVING AND LIGHTING)81'** –Property taxes are levied for this fund to be used for the construction, maintenance and lighting of streets, roadways, bike paths, sidewalks and parking lots within the parks and facilities maintained by the Park District.
2. **%2ND \$0257.= \$ TION)81'** – Property taxes are levied in this fund to pay the principal, interest and other professional fees associated with the bonds that have been issued for the Park District.
3. **BOND PROCEED FUNDS** - This fund account for the activity of the bond proceeds that have been issued and received. Bond proceeds are restricted to, and used by the Park District for the purchase, development and renovation of park lands, buildings, facilities and equipment and any fees connected with the issuance of the bonds. Proceeds can also be used to pay off the debt payment on Alternate Revenue Bonds.
4. **CAPITAL IMPROVEMENTS FUND** – The Capital Improvements Fund was established as a funding program for capital improvements and repair projects not funded by other funds. Money is accumulated in a variety of ways, including payment in lieu of taxes, corporate replacement taxes, state and federal grant programs and transfers of unallocated reserve balances from other Park District funds.
5. **/\$1' AC48.6.7.21 FU1'** – The Land Acquisition Fund can only be used for the costs associated with acquiring land for the Park District.
6. **PARK DEVELOPMENT FUND** – The Park Development Fund was established in May 2016 by Board action to commit funds for future developments in the parks.

7. **TRAILS AND PATHWAYS FUND** – The Trails and Pathways Fund was established in May 2016 by Board action to commit funds for trails and pathways throughout the Park District.
8. **MARTENS CENTER FUND** – This fund was established in December 2017 to contain the new construction of the Martens Center facility and exterior improvements proposed at Human Kinetics Park through donations and fundraising efforts, and the ongoing operations of the facility once constructed.

Other Funds

1. **ACTIVITY FUND** – This fund accounts for special monies from PDRMA awards, vending machines and the Adopt-A-Park program. The Park District administers the accounts, and they are audited with the other Park District funds. Each group is responsible for its own budget, but the administration of the accounts is done by Park District staff.
2. **SPECIAL DONATIONS FUND** – The Special Donations Fund is used to account for donations and gifts that are given specifically to the Park District, and to keep track of scholarship revenue and expenditures. As of the end of the FY2008, a majority of the dollars in this fund were transferred over to the Parks Foundation.
3. **WORKING CASH FUND** – The Working Cash Fund can only be used for temporary loans to other funds. The balance in this fund is maintained at \$250,000 with any excess from interest earned during the year credited to the General Fund. No budget is needed for this fund.

Champaign Park District

Financial Summaries
Budget Year Ended April 30, 2020

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FINANCIAL SUMMARIES
Combined Fund Analysis
Budget Analysis

The Park District has prepared a budget for FYE2020 that shows a surplus operating budget, and a deficit capital budget as excess funds are used from prior years to complete projects. A balanced budget is a budget where operating revenues meet or exceed operating expenses. Reserve balances are not considered an operating revenue source, but have been utilized in the Champaign-Urbana Special Recreation fund to continue to meet ADA improvements throughout the Park District as well as the Capital Improvement Fund for large capital projects. The priorities for the year involve addressing the needs of the Park District by being more effective and efficient in daily operations and in the pursuit of excellence. It reflects the priorities set by the Park Board of focusing on using current resources only for operations while planning for larger capital projects in the future such as improvements at Heritage Lake, trails and pathways throughout the Park District, shop expansion and saving for future land acquisition. Staff continue to emphasize the high standards and best practices implemented by the Park District over the years to provide and maintain our current level of services.

Carryover/Reserve Balance

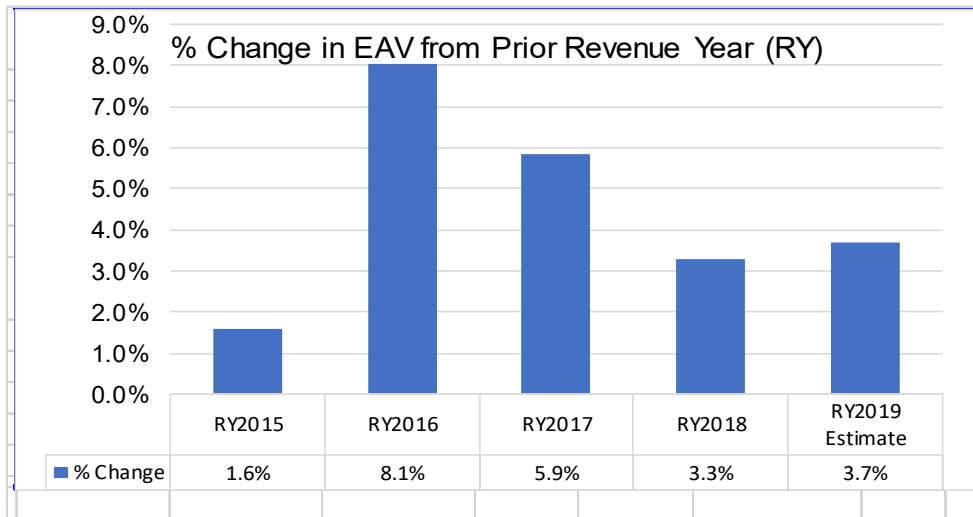
Since the 120-day reserve requirement was established in 2008, the Park District continues to maintain the minimum 120-day operating reserves in each of the main operating funds; specifically General, Recreation and Museum Funds. In FYE2016, the Board committed \$800,000 of these funds to be utilized for future park development and trails/pathways. The Board continues to set annually aside funds for land acquisition, park development and trails/pathways. has committed \$300,000 to be used for the development of a park North of Trails of Abbey Fields Subdivision, later formally named "Commissioners Park". Also, excess funds are assigned to capital development for the following projects:

- Heritage \$733,500
- Greenbelt Bikeway Connection \$357,060
- Shop Expansion \$2,650,000
- Spalding (park and playground development) \$440,000
- Martens Center \$150,000 from current year Recreation property tax revenues for start-up costs.

Revenues:

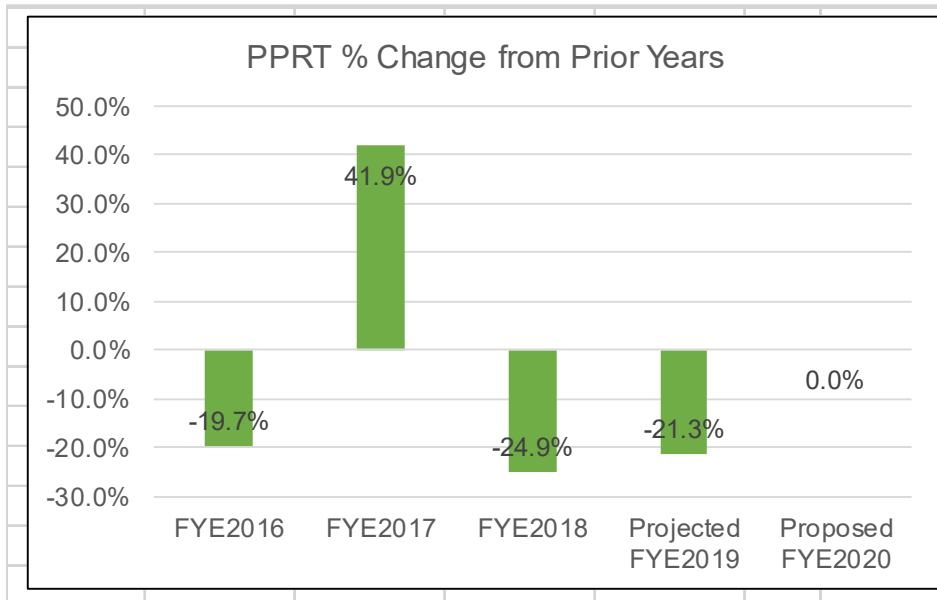
REAL ESTATE TAXES

Historically, real estate taxes average 70% of the Park District's total revenues excluding transfers. The current year portion is 66.5%, which is consistent with past years. Tax revenues are budgeted at \$12,980,193, which is 3.10% more than the prior year actual receipts. In calendar year 2018, also referred to as revenue year (RY), the assessed valuation of the Park District increased 3.3% from the previous year as a result of new construction being added to the tax roll as well as expiring enterprise zones and one TIF District. It is anticipated that the EAV will decrease approximately -% in 2019 as a majority of the construction projects completed towards the end of 2017 were not fully recognized in 2018 and will be 100% on the tax roll next year. These increases in new EAV is especially important as the Park District is subject to tax caps under PTELL.



REPLACEMENT TAXES (PPRT)

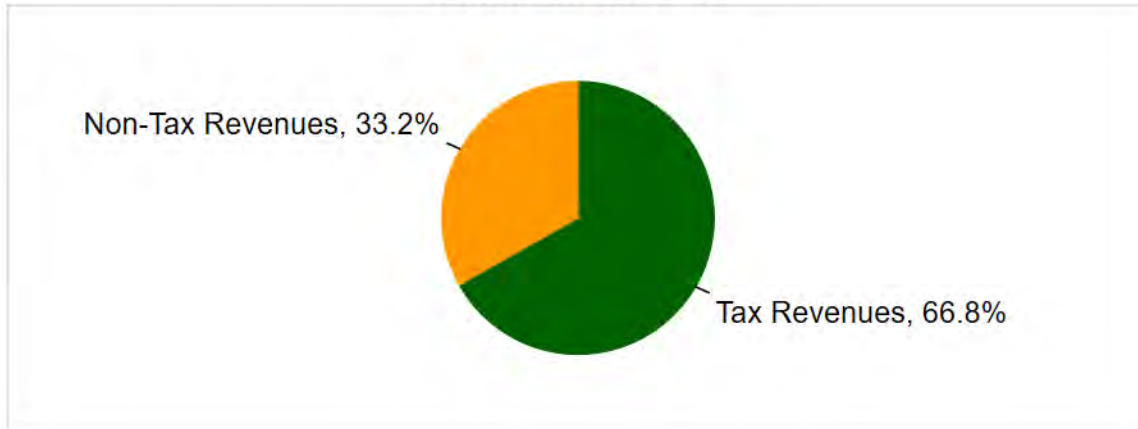
Due to the volatility of this revenue source in the last few years, the lack of a State budget in over two years, and no projections of FYE2020 tax by the Illinois Department of Revenue; funding levels were maintained from current year projections for budget purposes. All receipts for this line item are credited to the Capital Improvements Fund.



NON-TAX REVENUE SOURCES

Revenues received from the Park District that are not derived from property or replacement taxes. The Park District's goal is to strive to have the non-tax revenues be at least 25% of the total revenue source. These non-tax revenues include interest income, program income (charges for services), sponsorships, concessions, special receipts, and others and are further detailed below in the following section. Current year figures are inflated due to the addition of several new grant funding sources awarded for the FYE2020 budget year.

Source of Revenue



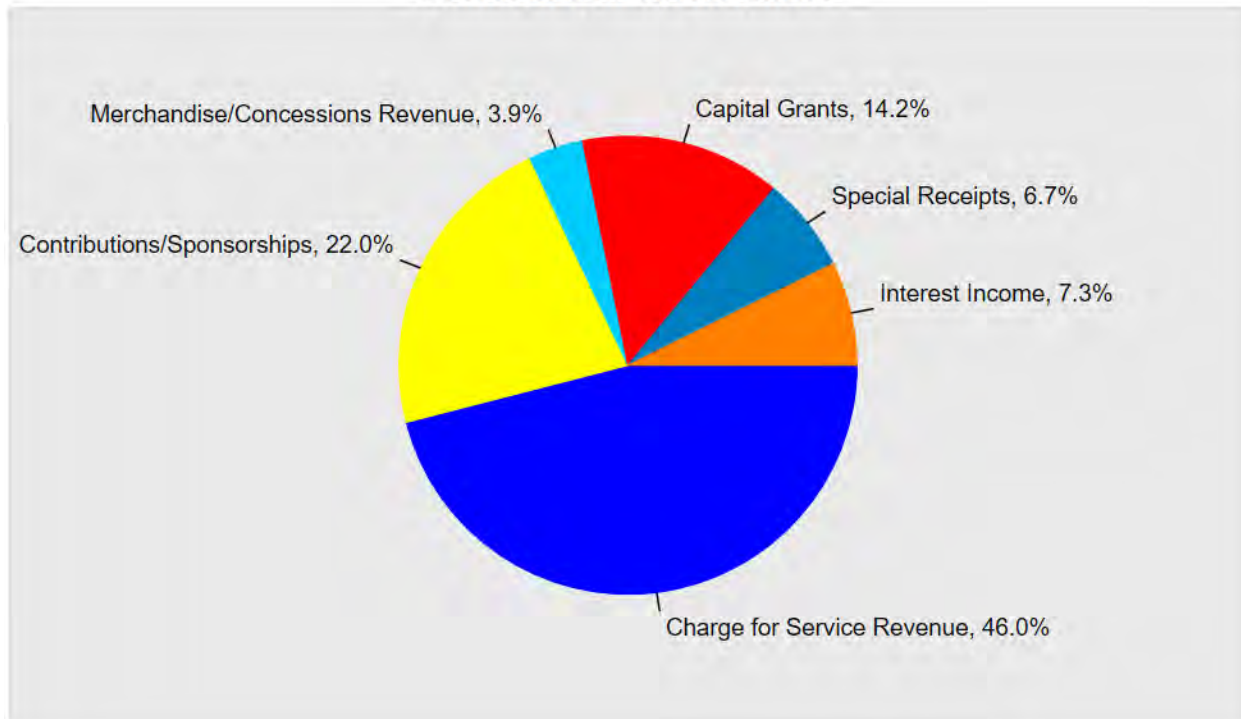
INTEREST INCOME

The fed funds rate nearly doubled from the prior year at the federal level, thus increasing the earnings on the regular money market funds held throughout the Park District. Investing in long-term certificates of deposit up to five years has also provided for additional earnings as rates increased from less than 1.0% to levels upwards of 2.2%. This shift in investing for longer periods of time rather than one- year has resulted in higher earnings while maintaining adequate cash on hand to meet cash flow needs of the Park District. Revenue for FYE2020 is budgeted less than prior year as Park District uses cash on hand in FYE2020 for capital projects.

CHARGES FOR SERVICES

Program income comes from a variety of sources – youth and sport day camps; preschool and after school programs; adult and youth sport leagues; tennis programs; facility programs such as fitness, dance and birthday programs; movies and events at the Virginia Theatre; special events such as Taste of C-U, special recreation programs and activities, pool passes and memberships. Program income is projected to increase 3.6% for FYE2020. Staff plan to add new programming and increase program fees charged within the next year. A plan to increase marketing of Park District programs was implemented in prior year resulting in increased participation and thus increased revenues. Staff continue to monitor program cancellations and all must be authorized by the Director of Recreation prior to cancelling. The Virginia Theatre revenues in FYE2020 are based on confirmations of various performers with leeway to add additional performances throughout the year that may become available.

Source of Non-Tax Revenues



CONTRIBUTIONS/SPONSORSHIPS

This line item includes sponsorship money for Taste of C-U, C-U Days, youth sports, and other special events. Scholarship funds are received from program fees along with the Can You Swing \$5 program. In addition, scholarship funds are raised by the Parks Foundation, and forwarded to the Park District to use towards various program fees. Combined contributions/sponsorship revenues are budgeted to increase 341.3% from FYE2019 as a large contributions are anticipated to offset capital expenditures for Martens Center through fundraising efforts. Jimmy John's \$25,000 annual scholarship commitment included in the current year to help fund that program, accounts for year four of a five-year pledge commitment to the Parks Foundation. Current year sponsorships secured at this time total \$34,000 specific to more than one year ago securing \$21,000, for various special events and programs; which is more secured at this time last year. Staff continue to reach out to community members for opportunities to increase future develop and improve a targeted sponsorship commitments program for FYE2020.

MERCHANDISE/CONCESSIONS

This line item includes sales of merchandise and concessions throughout the Park District at the pool, sports programs, tournaments, events, and performances at the Virginia Theatre. Combined merchandise/concessions revenue is projected to increase by 0.6% as prices for items sold fluctuate. The concessions for the Dodds Soccer and Zahnd Park locations were temporarily closed for FYE2020 as staff experiment with the use of vending machines at those two locations.

GRANTS

Capital grant revenues increased \$937,500 as new funding became available for the land purchase at Human Kinetics Park, Illinois Department of Natural Resources public museum and Illinois Department of Tourism grants for the Virginia Theatre.

The Park District was awarded operating grant for September 2018 through August 31, 2019, plus received the Illinois Arts Council grant for Museum Fund programs for September to August 2020.

SPECIAL RECEIPTS AND OTHER REIMBURSEMENTS

Special receipts include money received from the City of Champaign in lieu of property taxes on the Kraft property, easement fees collected during the year, rental income and reimbursements. The downtown TIF

District expired in 2017, however the Park District received an unexpected TIF check during FYE2019 that definitely was the final disbursement. The decrease for FYE2020 is projected at 7.6%.

INTERFUND TRANSFERS

Transfers allow the Park District to utilize accumulated savings to fund a significant amount of capital projects in the upcoming years. Those details are provided below.

Schedule of Interfund Transfers

Source Fund	Receiving Fund	Amount of Transfer	Recurring / Non-Recurring	Purpose
General	Capital Improvements	\$2,350,000	Non-Recurring	Capital - Shop Expansion
General	Land Acquisition	100,000	Recurring	Capital - Future Land Acquisition
General	Park Development	100,000	Recurring	Capital - Future Park Development
General	Trails and Pathways	100,000	Recurring	Capital - Future Trails and Pathways
Recreation	Capital Improvements	230,000	Non-Recurring	Capital
Recreation	Martens Center	150,000	Non-Recurring	Start-up Costs
Museum	Capital Improvements	300,000	Non-Recurring	Capital - Virginia Theatre Roof & Sound
Capital Improvements	Land Acquisition	74,723	Non-Recurring	Proceeds from Sale of Land parcels
Bond Amortization	Bond Proceeds	1,167,900	Recurring	Debt Service Payment 2018 GO Bond
Total Transfers		<u>\$4,572,623</u>		

Summary Schedule of Effect of Interfund Transfers Per Fund

Fund	Amount Received	Amount Provided	Net Effect	Non-Recurring Amount
General	\$0	\$2,650,000	(\$2,650,000)	\$2,650,000
Recreation	0	380,000	(380,000)	380,000
Museum	0	300,000	(300,000)	300,000
Bond Amortization	1,167,900	0	1,167,900	0
Bond Proceeds	0	1,167,900	(1,167,900)	0
Capital Improvements	2,880,000	74,723	2,805,277	74,723
Land Acquisition	174,723	0	174,723	74,723
Park Development	100,000	0	100,000	0
Trails and Pathways	100,000	0	100,000	0
Martens Center	150,000	0	150,000	150,000
Total Net Effect			<u>\$0</u>	<u>\$3,629,446</u>

CHAMPAIGN PARKS FOUNDATION

The Parks Foundation was created in 2005. The mission of the Parks Foundation is to provide philanthropic support for the Park District. Tax dollars are limited and do not provide enough funds for projects, scholarships, land acquisition and development, park and playground equipment, or facility renovation. The Parks Foundation keeps parks and recreation resources available for years to come.

Expenditures:

SALARIES AND WAGES

FYE2020 includes 74 full-time positions and 7 full-time II positions, same as prior year. Overall salaries and wages are projected to increase 2.8% over the prior year actual. Current full-time staff are projected to receive up to a 3.0% merit increase on May 1, 2019 which has been included and is based on the individual employee's performance evaluation. An additional increase over prior year for the annualized effect of other increases distributed throughout the fiscal year as a result of promotions or taking on additional responsibilities plus any part-time seasonal rate adjustments approved by the Board in January 2019. The merit pool approved by the Board, estimates of amounts due staff on leave or at termination and the cost of new hires as well as recent staffing changes. Effective for FYE2020 part-time/seasonal personnel line item is budgeted based on projected. On April 24, 2019, the Board approved the reclassification of two FTII positions to FT I positions. While increasing the number of hours worked in both positions, there will be savings as one position was restructured as part of the change, and the other anticipates utilizing less part-time hours. There will be marginal increases to fringe benefits extended as part of the the FTI benefit package. With the first of many new minimum wage increases set for January 1, 2020, little impact on the FYE2020 is anticipated as the majority of the part-time seasonals hourly rates are at or above the minimum wage set for that specific date.

FRINGE BENEFITS

This includes social security taxes, IMRF, allowances for cell phones/vehicles, health, dental, life, vision insurance, as well as taxable fringe benefits selected by staff. Examples of Park District taxable fringe benefits defined by the Internal Revenue Service (IRS) include pool passes, Leonhard recreation membership passes, fitness reimbursements, value of life insurance over \$50,000 as deemed by the IRS calculations. The number of employees enrolled in IMRF increased from 103 to 113 since April 2017 due to employees working more than anticipated scheduled hours and reaching the 1,000 hour eligibility factor for enrollment. While wages increase and number of eligible IMRF participants increase it is projected there will be a reduction in employer expenditures as the overall employer contribution rate continues to decrease annually; however this is purely based on the actuarial valuation methods used by IMRF and the overall market earnings, which can unexpectedly change. The Park District budgets health insurance as though everyone eligible will elect coverage. For employees currently opting out of health insurance that receive the \$2,000 annual stipend, the difference of the cost (\$5,500) was added to health insurance expenditures in the event an employee resigned. This allows for some flexibility if the replacement employee elects full coverage the expenditures are appropriated accurately. Other benefits, such as IMRF and social security are calculated on wages as defined by the applicable legislative body, therefore as personnel increases a similar increase is reflected in benefits.

CONTRACTUAL SERVICES

Contractual services include any type of professional service or contract that the Park District has entered into and is 9.9% higher than projected. This includes but is not limited to, professional fees, architects and engineering services, audit services, legal services, mowing contracts, credit card fees for processing program fees collected, sales tax fees paid on concessions, annual maintenance fees associated with software, licenses, dues and memberships, equipment rentals, conference travel and contractual entertainment. Other line items are to help with the deferred maintenance and to plan future projects (engineering fees, other professional fees, building repairs, and service and grounds contracts.) Professional fees includes added expenditures for Martens Center capital project to be paid through donations, as well as other capital projects for Heritage Park, Greenbelt Bikeway Trail, Prairie Farm master plan, Shop Expansion, and Spalding Park renovations, plus \$4,000 for actuarial services required under the accounting standard related to other post-

employment benefits. Increased expenditures related to additional maintenance of parks and trails through agreements entered into with Carle for Carle at the Fields Trail, City of Champaign for Bristol Park improvements, and addition of Henry Michael Park and Commissioners Park which will begin in FYE2020. The balance of \$6,350 for the shop under ground storage tank work is still pending but is included in FYE2020 expenditures. Other increases include the postage rate increases that also impact the mailing of the program guide, increase to conference and travel as staff opt for regional specialized training for special events and aquatics, and \$10,000 for approved architectural drawings and equipment replacement of CO2 filter at the pool.

COMMODITIES AND SUPPLIES

A 4.1% increase is projected for FYE2020. Basic line items such as office supplies, building maintenance and landscape supplies, cleaning and janitorial supplies and repair parts remain constant as Park District facilities, equipment and programs continue to grow and age, including the Aquatic Center Pool operation. Costs of chemicals and plant materials are to maintain the turf, tree program and pool. Included in planned expenditures is \$13,000 for the replacement of about half of the District's AED machines. The remaining devices will be included in the FYE2021 budget to complete the process. Unfortunately, no grant funding is available to purchase these machines, as has been previously.

UTILITIES

Utilities are projected to increase 3.3%. The Park District is part of an electric and gas cooperative which does help to reduce costs, the electric cooperative renewed in FYE2018 and no rate increases planned for FYE2020. The largest increase planned is the installation of wi-fi service located within several parks at a monthly rate of \$120.

INSURANCE

Insurance expenditure increased 5.4% over prior year. The Park District does benefit from participating in the insurance pool with PDRMA. The most significant benefit is sharing the risk with a larger group of employers thereby reducing the impact of large premium increases. As payroll expenditures increase so does the amount of workers compensation. Based on the 2017 workers compensation audit, the Park District can expect to see a 9% increase in workers compensation in calendar year 2019. This increase is not proportional to total increase in personnel costs due to the different workers compensation classifications and the use of independent contractors that do not have valid proof of insurance submitted to PDRMA or written into their contracts. The Park District falls into two categories, administration and maintenance, with maintenance carrying a higher cost/unit for coverage.

ROUTINE/PERIODIC MAINTENANCE

Routine and periodic maintenance and repairs are segregated from the capital budgets and a separate budget line utilized to better track the annual and periodic expenditures to maintain or replace existing infrastructure. This mostly consists of general concrete, park amenities, roadway repairs, fiber for playgrounds, sports field mix for the ball fields, along with periodic carpet replacement, HVAC repairs, etc. Some of the items, such as pool maintenance occurs every other year, or every three years creating a volatility in the budgeted expenditures. The following is a listing of the items included in the FYE2020 budget for this category.

Champaign Park District
Budget Year End: April 30, 2020
Listing of Projects for Budget Year by Category

PROJECTS

Project	Proposed 04/20 Annotation
Routine & Periodic Maintenance	
000ADA ADA Operating	18,200.00
19NC03 Lrc Replacement Of Treadmill Machines	16,000.00 C/O
20RM01 General Painting FY20	25,000.00
20RM02 General Concrete FY20	32,000.00
20RM03 Replacement Fencing For FY20	25,000.00
20RM04 General Roadway FY20	6,000.00
20RM05 Park Amenities General Replacement FY20	20,000.00
20RM06 Park Signs FY20	6,000.00
20RM07 Playground Surfacing (Fibar) FY20	34,100.00
20RM08 Sports Field Mix FY20	10,000.00
20TECH Technology Equipment Replacement 2020	53,000.00
Routine Maintenance	245,300.00
000000 ADA Portable Toilets	20,329.00
20PM01 SAC Pool Chair Restrapping	5,000.00
20PM02 Sholem Slide Reseal (Every Other Year)	24,000.00
20PM03 Wraps For Showmobile & Box Truck	12,000.00
20PM04 HVAC Systems Planning Phase For VT	25,000.00
20PM05 VT Wayfinding Signage Study/Design	18,500.00
Periodic Maintenance	104,829.00

C/O carried over from prior year

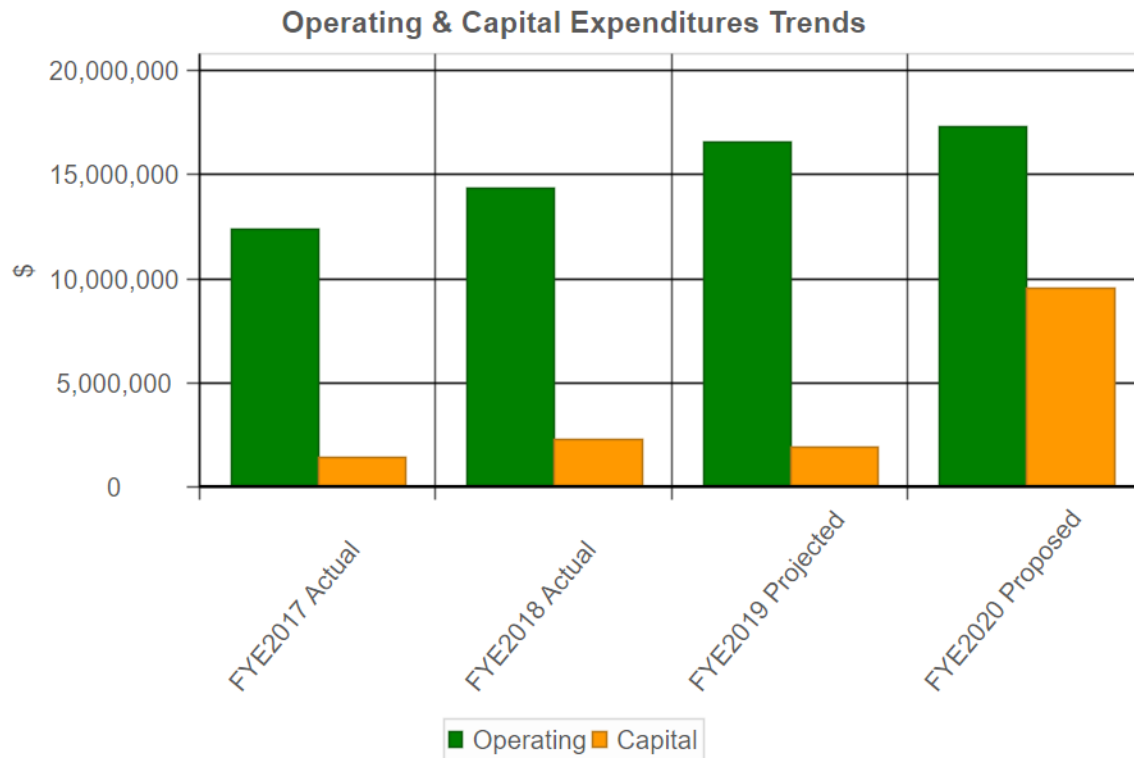
CAPITAL EXPENDITURES

The Park District has \$9,560,524 budgeted for capital expenditures. More detail on the capital programs and project schedule is available in the Capital and Debt section of this document. Capital expenditures related specifically to the Special Recreation capital/ADA projects for both the Park District and Urbana Park District total \$1,051,407. The remaining amount reflects both new capital expenditures approved in April 2016 for phase 1 Heritage Park as well as capital projects that were in process but not completed at April 30, 2019. Funds were also set aside to pay for the roof replacement at Virginia Theatre, Greenbelt Bikeway Connection, Virginia Theatre sound system first phase, shop expansion, and design development for Martens Center.

DEBT SERVICE

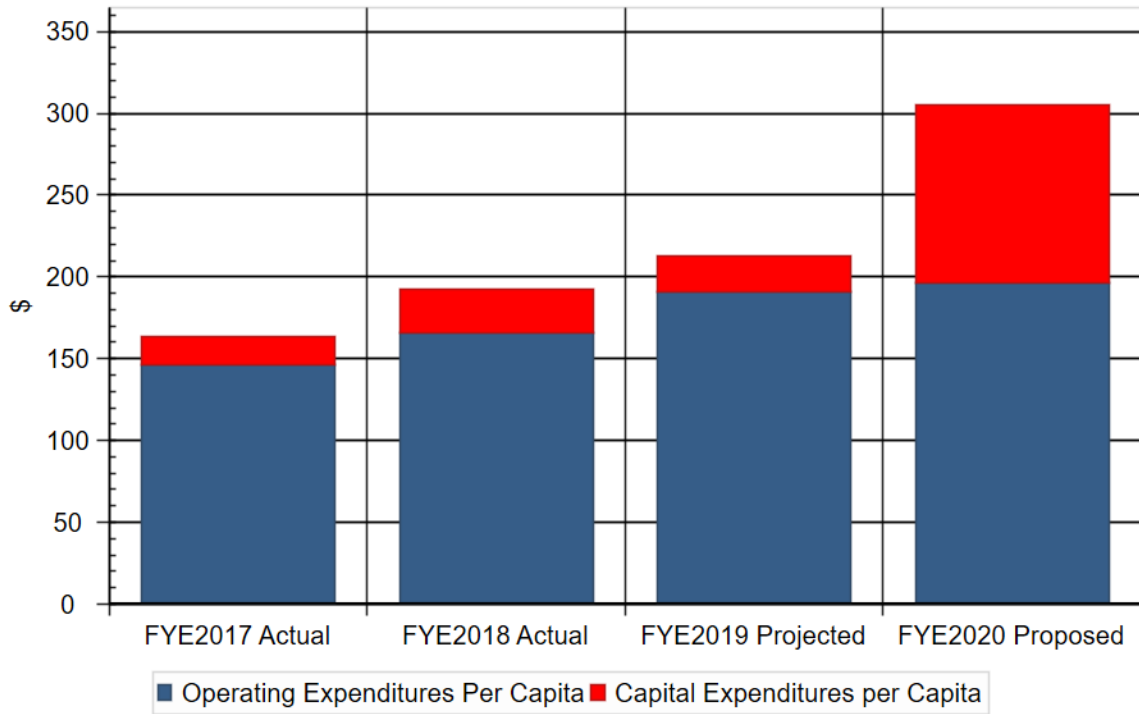
Total debt service for principal and interest in FYE2020 is 2.0% more than the prior year. As the principal payment increases annually, the interest expenditure is reduced, however not at a proportionate level. The amount paid is set by the bond amortization schedule in the loan documents, and further outlined in the “Capital and Debt” section for the bond amortization fund. The debt service interest expenditure includes the annual interest due on the limited general obligation bonds.

Overall, the financial condition of the Park District is excellent. Targeted operating reserve balances have been not only reached, but maintained for over three years and budgeted to be maintained in the future. Operating budgets are balanced. Overall fund balances are projected to end FYE2020 at \$8,604,338 on a modified accrual basis of accounting, which far exceeds the 120-day reserve requirement for the three main operating funds by \$2,185,550.



The data expressed in the “Expenditures per Capita” chart below represents how the Park District is utilizing its resources based on the total estimated population within the Park District. The census estimate used for FYE2017 calculation is . The census estimate for 2014 of 86,637 was utilized for FYE2018 calculations, the 2015 estimate of 86,637 used for FYE2019 calculation and 2016 estimate of 88,029 for FYE2020. Based on this formula, the cost to each resident within the Park District’s taxing boundaries for FYE2020 is \$304.93 annually which breaks down to 64.4% operating and 35.6% capital. Operating cost per capita remains consistent with prior years and part of the current year increase is the addition of park space to be maintained. This benchmark is a useful measurement tool to compare the Park District to other park districts throughout the State. Despite the increase in expenditures per capita, what is not reflected here, is that excess funds are being utilized in FYE2020 to pay for various expenditures, mainly capital projects in the current year.

EXPENDITURES PER CAPITA



BUDGET SUMMARY ALL FUNDS COMBINED

	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Proposed	% Change from PY
Estimated Revenues					
Property Tax Revenue	\$11,543,602	\$11,960,653	\$12,588,990	\$12,980,193	3.1 %
Personal Property Replacement Taxes	328,143	246,345	193,810	193,810	- %
Charge for Service Revenue	2,847,136	3,003,565	2,935,621	3,042,521	3.6 %
Contributions/Sponsorships	325,551	518,040	329,311	1,453,214	341.3 %
Merchandise/Concessions Revenue	247,328	245,412	254,112	255,580	0.6 %
Operating Grants	-	10,290	14,970	14,000	(6.5)%
Capital Grants	334,997	-	-	937,500	DIV/0 %
Special Receipts	407,600	341,992	478,654	442,465	(7.6)%
Interest Income	113,324	260,336	500,843	484,361	(3.3)%
Transfers from Other Funds	1,200,567	2,639,621	4,501,101	4,572,623	1.6 %
Total Estimated Revenues	17,348,248	19,226,254	21,797,412	24,376,267	11.8 %
Appropriations					
Salaries and Wages	5,375,996	5,646,065	5,760,809	5,922,758	2.8 %
Fringe Benefits	1,337,161	1,405,532	1,396,533	1,427,853	2.2 %
Contractual	1,980,099	2,089,106	2,260,544	2,483,370	9.9 %
Commodities/Supplies	925,307	866,070	970,723	1,010,506	4.1 %
Utilities	582,289	638,704	655,213	676,526	3.3 %
Insurance	225,461	246,786	247,328	260,743	5.4 %
Routine/Periodic Maintenance	220,551	304,838	211,703	360,529	70.3 %
Capital Outlay	1,452,457	2,269,552	1,903,007	9,560,524	402.4 %
Debt Service - Principal	410,000	420,000	435,000	445,000	2.3 %
Debt Service - Interest/Fees	126,584	122,012	120,536	121,600	0.9 %
Transfers to Other Funds	1,200,567	2,639,621	4,501,101	4,572,623	1.6 %
Total Appropriations	13,836,472	16,648,286	18,462,497	26,842,032	43.3 %
Net Revenues Over (Under) Appropriations	3,511,776	2,577,968	3,334,915	(2,465,765)	(173.9)%
Beginning Fund Balance-All Funds					
Unassigned Fund Balance	4,441,667	5,909,767	6,465,042	6,600,554	2.1 %
Assigned Fund Balance	8,667,922	10,788,792	12,885,765	3,259,996	(74.7)
Restricted Fund Balance - CPD ADA	872,209	867,056	738,213	1,130,897	53.2 %
Restricted Fund Balance - UPD ADA	15,007	6,819	57,730	78,656	36.2 %
Subtotal: Beginning Fund Balance-All Funds	13,996,805	17,572,434	20,146,750	11,070,103	(45.1)%
Ending Fund Balance-All Funds	\$17,508,581	\$20,150,402	\$23,481,665	\$ 8,604,338	(63.4)%

Fund Balance Summary

	Projected Balance 5/1	Budgeted Revenues / Transfers	Budgeted Expd / Transfers	Net Revenues Over (Under) Expd	Projected Balance 4/30	120-Day Reserve	Excess Funds over 120-Day Reserve
General	\$ 6,600,554	\$ 6,387,235	\$(7,088,673)	\$ (701,438)	\$ 5,899,116	\$ 309,923	\$ 5,589,193
Recreation	3,557,186	4,349,351	(3,691,200)	658,151	4,215,337	1,082,038	3,133,299
Museum	2,857,100	3,031,345	(2,693,833)	337,512	3,194,612	793,589	2,401,023
Special Recreation	1,898,366	1,152,481	(1,761,932)	(609,451)	1,288,915	-	1,288,915
Total Operating Funds	14,913,206	14,920,412	15,235,638	(315,226)	14,597,980	2,185,550	12,412,430
Liability Insurance	424,577	346,746	(392,774)	(46,028)	378,549	-	-
IMRF	270,369	317,500	(294,000)	23,500	293,869	-	-
Social Security	149,022	350,700	(417,150)	(66,450)	82,572	-	-
Audit	12,039	22,380	(24,300)	(1,920)	10,119	-	-
Police	62,225	24,600	(18,540)	6,060	68,285	-	-
Total Other Special Revenue Funds	918,232	1,061,926	(1,146,764)	(84,838)	833,394	-	-
Bond Amortization	9,623	1,167,900	(1,167,900)	-	9,623		
Bond Proceeds	305,878	1,197,600	(1,116,630)	80,970	386,848		
Paving and Lighting	163,665	90,000	(88,000)	2,000	165,665		
Capital Improvement	2,639,397	4,259,213	(6,145,992)	(1,886,779)	752,618		
Land Acquisition	785,870	189,023	-	189,023	974,893		
Park Development	907,601	118,900	(415,500)	(296,600)	611,001		
Trails and Pathways	307,485	104,800	(248,500)	(143,700)	163,785		
Martens Center	2,142,001	1,191,664	(1,191,664)	-	2,142,001		
Total Capital Funds	7,261,520	8,319,100	10,374,186	(2,055,086)	5,206,434		
Special Donations	135,684	65,400	(65,400)	-	135,684		
Activity	2,416	9,429	(20,044)	(10,615)	(8,199)		
Working Cash	250,000	-	-	-	250,000		
Total Other Funds	388,100	74,829	(85,444)	(10,615)	377,485		
Total All Funds Combined	\$23,481,058	\$24,376,267	\$26,842,032	\$(2,465,765)	\$21,015,293	\$2,185,550	\$12,412,430

Total FTE Positions by Fund

FTE Totals

Fund / Position Title	Sum			
	Sum of 2017 FTE2	Sum of 2018 FTE	Sum of 2019 FTE	Sum of 2020 FTE
01-General Fund	43.92	42.42	42.42	42.53
Accounting Clerk	1.00	1.00	1.00	1.00
Accounts Payable Coordinator	1.00	1.00	1.00	1.00
Admin Asst & Reservations Coordinator	1.00	1.00	1.00	1.00
Assistant Director Of Finance	1.00	1.00	1.00	1.00
Assistant To The Executive Director	1.00	1.00	1.00	1.00
Building Service Worker @ BMC	1.00	1.00	1.00	1.00
Development Director	1.00	1.00	1.00	1.00
Director Of Finance	1.00	1.00	1.00	1.00
Director Of HR, IT & Risk	1.00	1.00	1.00	1.00
Director Of Marketing & Communications	1.00	1.00	1.00	1.00
Director Of Operations	1.00	1.00	1.00	1.00
Director Of Planning	-	1.00	1.00	1.00
Executive Director	1.00	1.00	1.00	1.00
Grounds & Maintenance Supervisor	1.00	1.00	1.00	1.00
Grounds Specialist	4.00	3.00	3.00	3.00
Grounds Specialist-Lead Arborist	-	1.00	1.00	1.00
Grounds Worker I	2.00	2.00	2.00	2.00
Horticulture & Natural Areas Supervisor	1.00	1.00	1.00	1.00
Horticulture Specialist I	2.00	2.00	0.80	1.00
Horticulture Specialist II	1.00	1.00	2.20	2.00
Horticulture Worker I	1.00	1.00	-	-
Horticulture Worker II	-	-	1.00	1.00
Human Resources Coordinator	1.00	1.00	1.00	1.00
Lead Park Planner/Landscape Architect (In Operations)	1.00			
Maintenance Specialist	1.00	1.00	1.00	1.00
Maintenance Worker II	1.00	1.00	1.00	1.00
Maintenance Worker II - HVAC	1.00	1.00		
Marketing Coordinator	1.00	1.00	1.00	1.00
Natural Areas Coordinator	1.00	1.00	1.00	1.00
Park Planner I	1.00	1.00	-	-
Park Planner II	1.00	1.00	1.00	1.00
Planning Coordinator	-	-	1.00	1.00
Special Projects Specialist	-	1.00	1.00	1.00
Special Projects Supervisor	0.50	0.50	0.50	0.50

Total FTE Positions by Fund

FTE Totals

Fund / Position Title	Sum			
	Sum of 2017 FTE2	Sum of 2018 FTE	Sum of 2019 FTE	Sum of 2020 FTE
Special Projects Worker I	1.00	1.00	1.00	1.00
Sports Fieldworker I	1.00	-	-	-
Trade Specialist/Carpentry	1.00	1.00	1.00	1.00
Trade Specialist/Electrician	1.00	1.00	1.00	1.00
Trade Specialist/Mechanic	1.00	1.00	1.00	1.00
Trade Specialist/Plumbing & Electrical	1.00	1.00	1.00	1.00
Trash/Recycling Worker I	1.00	1.00	1.00	1.00
Graphic Designer (Allocated)	1.00	0.25	0.25	0.25
Administrative Assistant (FT2)	0.87	0.87	0.87	0.87
Trade Specialist/HVAC			1.00	1.00
Fabricator (FT2)	0.80	0.80	0.80	0.80
Accounting Clerk (FT2) (Allocated)	0.75	-	-	0.11
02-Recreation Fund	13.80	15.85	15.00	14.80
Accounting Clerk (FT2)	-	0.35	0.35	0.35
Adult Sports Coordinator		1.00	1.00	1.00
Aquatics & Tennis Mgr	-	-	-	1.00
Aquatics Coordinator	1.00	1.00	1.00	-
Aquatics/Tennis Coord	1.00	1.00	1.00	1.00
Building Service Worker @ LRC	1.00	1.00	1.00	1.00
Cultural Arts Manager	-	0.70	0.70	0.70
Director Of Recreation	0.50	0.50	0.50	0.50
Douglass Adult & Senior Coordinator	1.00	0.85	0.85	0.85
Douglass Park Program Coordinator	1.00	1.90	1.00	1.00
Leonhard Recreation Center Facility Manager	1.00	1.00	1.00	0.80
Leonhard Recreation Center Program Coordinator	1.00	0.75	1.00	1.00
Leonhard Recreation Center Receptionist FT2	1.80	1.80	1.60	1.60
Program Manager	2.00			
Special Events & Volunteer Coordinator	-	0.05	0.05	0.05
Tennis Pro Coordinator	1.00	1.00	1.00	1.00
Youth Sports Coordinator		1.00	1.00	1.00
Graphic Designer (Allocated)	-	0.45	0.45	0.45
Special Projects Supervisor (Allocated From Operations)	0.50	0.50	0.50	0.50
Sports Field Foreman (Operations)	1.00	1.00	1.00	1.00
03-Museum Fund	13.90	14.80	14.60	15.00

Total FTE Positions by Fund

FTE Totals

Fund / Position Title	Sum			
	Sum of 2017 FTE2	Sum of 2018 FTE	Sum of 2019 FTE	Sum of 2020 FTE
Accounting Clerk (FT2)	-	0.40	0.40	0.40
Building Service Worker-SRC	1.00	1.00	1.00	1.00
Cultural Arts Coordinator	-	1.00	1.00	1.00
Cultural Arts Manager	-	0.30	0.30	0.30
Cultural Arts Manager (Moved to Admin)	1.00	-	-	-
Dance Arts Director FT2	-	0.80	0.80	0.80
Director Of Recreation	0.50	0.50	0.50	0.50
Director Of The Virginia Theatre	1.00	1.00	1.00	1.00
Douglass Community Center Receptionist II	1.00	1.00	1.00	1.00
Douglass Park Program Coordinator	-	0.10	0.10	0.10
Leonhard Recreation Center Facility Manager				0.20
Preschool Supervisor FT2	0.75	0.75	0.75	0.75
Receptionist	1.00	-	-	-
Special Events & Volunteer Coordinator	1.05	1.05	0.85	0.85
Special Events Manager	1.00	1.00	1.00	1.00
Springer Cultural Center Facilities Coordinator	1.00	1.00	1.00	1.00
VT Front Of House Coordinator	1.00	1.00	1.00	1.00
VT Sales & Public Relations Manager	1.00	1.00	1.00	1.00
VT Technical Manager	1.00	1.00	1.00	1.00
Youth Theatre Program Director FT2	0.80	0.80	0.80	0.80
Graphic Designer (Allocated)		0.30	0.30	0.30
VT Box Office Manager	0.80	0.80	0.80	1.00
04-Liability Insurance Fund	1.00	1.00	1.00	1.00
Risk Manager	1.00	1.00	1.00	1.00
15-CUSR	5.00	5.00	5.00	5.00
CUSR Adult Program Coordinator	3.00	1.00	1.00	1.00
CUSR Athletics Coordinator	-	1.00	1.00	1.00
CUSR Manager	1.00	1.00	-	-
CUSR Program Director	-	-	1.00	1.00
CUSR Receptionist	1.00	1.00	1.00	1.00
CUSR Recreation Inclusion Coordinator	-	1.00	1.00	1.00
Grand Total	77.62	79.07	78.02	78.33

Champaign Park District
Year End: April 30, 2019
TB Budget Grouping with Account Totals - All Funds

SUMMARY

Budget Group/Account	Rep 04/17	Rep 04/18 Projected	04/19 Proposed	04/20
REVENUES				
R01.41010 Property Taxes	3" 1-4 4/ 5	3" 6-4 "6/ 5	(12,253,261 5	3" 6-- !-/ 5
R01.41011 Property Taxes - CPD-IMRF/FICA	(24,835 5	3! 6-# 5	(28,381 5	3!! "-4 5
R01.41015 Property Taxes - CPD ADA	(273,189 5	(288,836 5	(307,348 5	(313,800 5
PROPERTY TAXES	<u>(11,543,602 5</u>	<u>(11,960,653 5</u>	<u>(12,588,990 5</u>	<u>(12,980,193 5</u>
R100.41020 Replacement Taxes	(328,143 5	(246,345 5	(193,810 5	(193,810 5
PERSONAL PROPERTY REPLACEMENT TAXES	<u>(328,143 5</u>	<u>(246,345 5</u>	<u>(193,810 5</u>	<u>(193,810 5</u>
R02.42100 Season Ticket Sales	(110,788 5	(120,433 5	(123,553 5	(127,260 5
R02.42105 Daily Admission Sales	(254,600 5	3! 4! "-! 5	(270,267 5	(278,380 5
R02.48110 Ball Machine Usage	3/6/ 5	366/ 5	(1,209 5	3" !-4 5
R02.48111 Random Court Time	(95,683 5	(96,631 5	(107,346 5	(100,000 5
R02.48112 Private Lessons	(36,938 5	(33,925 5	(33,315 5	(34,310 5
R02.48115 Racquet Stringing	3! 64" 5	(1,880 5	3! 6-! 5	(2,270 5
R02.48120 Vending Machine Sales	(4,347 5	(3,692 5	(3,140 5	(4,150 5
R02.49115 Program Fees	3! /-" ##- 5	(3,338,493 5	(3,043,066 5	(3,149,854 5
R02.49116 Vendor Portion Of Income	609,832	979,308	793,694	814,021
R02.49175 Special Events	(2,220 5	3/ .## 5	3# 6##5	(17,463 5
R02.49260 Membership Fees	(102,042 5	3" 6 #4. 5	(133,063 5	(136,610 5
CHARGES FOR SERVICES REVENUE	<u>3! /-! !## 5</u>	<u>(2,994,312 5</u>	<u>(2,933,606 5</u>	<u>(3,037,521 5</u>
R03.47100 Sponsorships	(62,013 5	(45,098 5	(45,706 5	(53,140 5
R03.47105 Donations	3"/. 5	3" #/ 6#/ 5	(3,437 5	(1,106,964 5
R03.47106 Contributions-UPD CUSR Operating	(93,197 5	3#. "- 5	3#/ ..4 5	(109,919 5
R03.47107 Contributions_UPD CUSR Op IMRF/FICA	3!- !/! 5	3! 6 "-. 5	3! 6 ""/ 5	3!! "-4 5

Champaign Park District
Year End: April 30, 2019
TB Budget Grouping with Account Totals - All Funds

SUMMARY-1

Budget Group/Account	Rep 04/17	Rep 04/18 Projected	04/19 Proposed	04/20
R03.47108 Contributions-UPD CUSR ADA Portion	3# " /- " 5	3#6 " !- 5	(97,134 5	(102,716 5
R03.47115 Scholarship Donations	(46,806 5	(52,326 5	(54,906 5	(55,000 5
R03.47116 CUSR Scholarship Donations	(4,837 5	(9,253 5	(2,015 5	(5,000 5
R03.47258 Donations	36 6!4 5	(2,203 5	(3,235 5	(3,330 5
CONTRIBUTIONS/SPONSORSHIPS	(330,388 5	(527,293 5	(331,326 5	3" -4/ !"- 5
R04.48100 Concession Revenue	(230,141 5	(223,900 5	(234,657 5	(234,930 5
R04.48105 Merchandise For Resale	(7,388 5	(7,123 5	(6,690 5	(6,890 5
R04.48239 Merchandise For Resale	3# 4##5	(13,916 5	3"! .!4 5	(13,719 5
R04.48257 Merchandise For Resale	(200 5	3-! 5	(40 5	3-" 5
MERCHANDISE/CONCESSION REVENUE	(247,328 5	3!-4 -"! 5	3!4- ""! 5	(255,580 5
R06.47201 Grant Proceeds - Federal Capital	0	0	0	(137,500 5
R06.47200 Grant Proceeds - Operating Local	(34,997 5	0	0	0
R06.47203 Grant Proceeds - Operatng State	0	(10,290 5	(14,970 5	(14,000 5
R06.47202 Grant Proceeds - State Capital	(300,000 5	0	0	(800,000 5
GRANTS	(334,997 5	(10,290 5	(14,970 5	(951,500 5
R08.43030 Interest Income	(113,324 5	(260,336 5	(500,843 5	(484,361 5
INTEREST INCOME	(113,324 5	(260,336 5	(500,843 5	(484,361 5
R09.44100 Facility Rental	(190,390 5	3"#" !4- 5	3"#" !!6 5	(205,907 5
R09.46150 Special Receipts	(205,907 5	(138,498 5	3!.. !!. 5	(226,098 5
R09.46160 Other Reimbursements	(11,303 5	(12,240 5	(10,201 5	(10,460 5
SPECIAL RECEIPTS	(407,600 5	(341,992 5	3-./ 64- 5	3--! -64 5
RT1.46500 Transfer In from Other Funds	(1,200,567 5	(2,639,621 5	(4,501,101 5	(4,572,623 5
TRANSFERS FROM OTHER FUNDS	(1,200,567 5	(2,639,621 5	(4,501,101 5	(4,572,623 5

Champaign Park District
Year End: April 30, 2019
TB Budget Grouping with Account Totals - All Funds

SUMMARY-2

Budget Group/Account	Rep 04/17	Rep 04/18	Projected 04/19	Proposed 04/20
TOTAL REVENUES	<u>(17,348,248.5)</u>	<u>(19,226,253.5)</u>	<u>31" .# .-"! 5</u>	<u>(24,376,267.5)</u>
APPROPRIATIONS				
SALARIES AND WAGES				
S11.70001 Executive Director	127,000	130,558	134,171	138,500
S11.70101 Department Head	526,133	4.. #!#	6"" !!4	6!# 46!
S11.70301 Office Staff/Support	410,545	555,933	562,074	4#. 6#!
S11.70501 Managers/Supervisors	628,938	6". "!"	6/# .#!	752,398
S11.70601 Operations Staff	778,078	//. ##"	/#. 4/!	#!" "-/
S11.70901 Custodial	104,910	108,237	"""" "-"	114,483
S11.71001 Program/Facility Director	608,201	6.# .-6	673,604	620,468
S11.71401 Instructor	-4"	!6 .!4	!# ./#	32,682
FULL-TIME SALARIES AND WAGES	<u>3,184,256</u>	<u>3,584,241</u>	<u>3,709,378</u>	<u>3,806,939</u>
S12.80303 PT Office Staff/Support	315,042	204,560	218,173	219,732
S12.80903 PT Custodial	44,372	41,493	48,066	49,473
S12.81003 PT Program Director/Supervisor	134,500	116,634	""# .-"6	"!- 4/4
S12.81103 PT Sports Official	60,896	53,813	25,333	!4 ""4
S12.81303 PT Assistant Director/Supervisor	120,850	""# -/!"	128,007	131,864
S12.81403 PT Instructors	249,313	207,959	214,015	!!/ !!#
S12.81503 PT General Staff	231,718	198,436	211,103	!"4 #6"
S12.81703 PT Day Camp Staff/Life Guard	597,639	641,048	630,439	657,907
S12.81803 PT Site Supervisor	35,770	36,723	37,104	31,690
S12.81903 PT Building/Park Openers	2,593	3,714	5,062	5,220
PART-TIME SALARIES AND WAGES	<u>1,792,693</u>	<u>1,623,861</u>	<u>1,636,718</u>	<u>" 6/# ..6</u>

Champaign Park District
Year End: April 30, 2019
TB Budget Grouping with Account Totals - All Funds

SUMMARY-3

Budget Group/Account	Rep 04/17	Rep 04/18 Projected	04/19 Proposed	04/20
S13.82503 PT VT House Staff	32,775	! #-</td <td>45,000</td> <td>46,350</td>	45,000	46,350
S13.82504 PT VT House Staff OT	! #/	" !/#	6,073	6,260
S13.82603 PT VT Rental Staff	63,278	72,409	71,081	72,100
S13.82604 PT VT Rental Staff OT	12,363	13,366	13,500	13,910
S13.82703 PT Seasonal Staff	287,638	322,880	279,059	287,423
S13.82704 PT Seasonal	64	73	0	0
SEASONAL WAGES	<u>399,047</u>	<u>437,964</u>	<u>414,713</u>	<u>426,043</u>
TOTAL SALARIES AND WAGES	<u>5,375,996</u>	<u>5,646,065</u>	<u>5,760,809</u>	<u>4 #!! .4/</u>
E02.83003 Allowances/Reimbursements	33,022	!. -#6	23,904	!- 4--
S02.53132 Dental Insurance	!! .6!	24,368	!- 4/6	!! !#-
S02.53133 Medical Health Insurance	487,106	532,841	4-6 #!"	46. .-
S02.53134 Life Insurance	10,589	"" #-/	12,353	12,537
S02.53135 IMRF Expenditures	320,683	323,629	300,434	306,000
S02.53136 Fica Payments	409,222	430,750	436,354	449,440
S02.53137 Employee Assistance Program	2,560	2,560	! 64.	2,736
S02.83003 Allowances/Reimbursements	4" !".	4" #-"	49,324	-! 444
FRINGE BENEFITS	<u>1,337,161</u>	<u>1,405,532</u>	<u>1,396,533</u>	<u>1,427,853</u>
S03.54201 Postage And Mailing Expense	39,479	-! .6.	40,877	42,233
S03.54202 Printing And Duplication	82,510	.6 4/"	/# "66	103,655
S03.54204 Staff Meetings	2,710	" 66#	2,220	2,303
S03.54205 Legal Publications/Notices	16,633	"4 -!!	20,574	30,244
S03.54206 Advertising/Publicity	67,385	/! !""	92,023	#6 #4#
S03.54207 Staff Training	30,397	!- /4"	32,129	36,765

Champaign Park District
Year End: April 30, 2019
TB Budget Grouping with Account Totals - All Funds

SUMMARY-4

Budget Group/Account	Rep 04/17	Rep 04/18 Projected	04/19 Proposed	04/20
S03.54208 Memberships, Dues And Fees	29,410	32,342	35,226	36,425
S03.54209 Conference And Travel	29,533	! / !-	43,168	-! -!!
S03.54210 Board Expense	10,699	6,035	7,382	7,600
S03.54212 Attorney Fees	124,074	160,404	164,500	170,640
S03.54214 Architect And Engineering Fees	63,067	138,694	14,800	85,310
S03.54215 Professional Services	83,683	#! 4-#	/. #6#	"-6 /46
S03.54217 Audit Expenditures	19,500	19,500	22,500	24,300
S03.54220 Insurance Expense	#"6	934	934	960
S03.54234 Landfill Fees	29,793	34,444	38,686	39,662
S03.54236 Auto Allowance	1,390	" 4/-	" -4/	1,510
S03.54240 Office Equipment Repairs	150	0	0	0
S03.54241 Vehicle Repair	20,293	10,246	26,506	22,034
S03.54242 Equipment Repair	25,440	!. 6-#	31,991	38,521
S03.54245 Building Repair	.6 46/	-/ 4#6	57,364	59,802
S03.54250 Rental Equipment	118,383	101,023	"!" -4.	"!" #6.
S03.54251 Rental Facilities	63,199	65,399	60,366	64 646
S03.54253 Pest Control	4 64#	4 .4#	7,016	5,734
S03.54254 Service Contracts	53,785	49,084	." -.!	75,349
S03.54255 License And Fees	14,802	"- -46	!4 6"4	20,171
S03.54260 Service Contracts-Facilities	## ---	118,108	108,932	104,423
S03.54261 Service Contracts-Grounds	56,563	38,932	43,154	45,908
S03.54263 Contractual Mowing	"!- /66	"!! 66"	132,631	"." !..
S03.54264 Cell Phone Expense	8,334	/ #-	9,813	10,103

Champaign Park District
Year End: April 30, 2019
TB Budget Grouping with Account Totals - All Funds

SUMMARY-5

Budget Group/Account	Rep 04/17	Rep 04/18 Projected	04/19 Proposed	04/20
S03.54265 Subscriptions	! --#	2,032	! -.#	! 646
S03.54270 Personnel Costs	23,133	23,907	22,900	25,090
S03.54271 Petty Cash	50	/--	0	0
S03.54275 Health And Wellness	3,433	3,697	4,500	4,500
S03.54280 Other Contractual Services	.. -4#	100,681	93,349	98,438
S03.54281 Contractual Personnel	/. !6#	86,733	109,689	115,050
S03.54282 Intern Stipends	6,700	11,950	0	0
S03.54285 Contractual Entertainment	224,403	! "# 4!	369,820	342,682
S03.54291 Park And Recreation Excellence	3,811	" #"/	1,500	2,300
S03.54292 Scholarships	56,387	-# 6""	56,300	61,400
S03.54299 Field/Special Trips	#6 4/"	#" ""#	88,060	#! -6"
S03.59412 Property/Sales Tax	"# 6#4	19,193	20,150	20,194
S03.59414 Credit Card Fees	80,064	107,420	99,131	105,810
S03.59415 Transfer To Parks Foundation-Restricted	0	1,380	(2,737 5	(4,000 5
CONTRACTUA9	1,980,099	2,089,106	2,255,070	2,475,370
S04.55301 Office Supplies	20,502	". #!6	". !/-	" /!-"
S04.55302 Envelopes And Stationary	" 4##	! ."-	3,223	3,330
S04.55303 Duplicating Supplies	4,400	4,505	- /6"	5,000
S04.55304 Checks And Bank Supplies	" "/"	" -4#	1,300	1,340
S04.55305 Photographic Supplies	66.	220	! .4	!//
S04.55306 CPR Books And Supplies (Tort Fund)	0	" !6.	4 66!	5,832
S04.55307 Books And Manuscripts	3,798	1,051	" //.	" -6
S04.55308 First Aid/Medical Supplies-Pool Specific	5,014	8,310	/ -6/	/ 6.4

Champaign Park District
Year End: April 30, 2019
TB Budget Grouping with Account Totals - All Funds

SUMMARY-6

Budget Group/Account	Rep 04/17	Rep 04/18 Projected 04/19 Proposed 04/20		
S04.55309 Safety Supplies	9,353	6 6"	/ -!	21,500
S04.55315 Staff Uniforms	38,632	30,041	31,354	34,058
S04.55316 Participant Uniforms	34,675	23,897	22,431	!- 6#6
S04.55320 Building Maintenance Supplies	93,367	74,319	74,853	.6 "4"
S04.55321 Landscape Supplies	36,788	35,224	33,213	34,205
S04.55322 Janitorial Supplies	!6 "##	26,014	30,963	32,201
S04.55323 Playground Maintenance Supplies	7,359	4 64!	4 /-4	6,020
S04.55324 Prescribed Burn Supplies	1,317	" 46!	..	.66
S04.55325 Equipment And Tools	"# "/#	22,135	22,632	23,309
S04.55326 Shop Equipment And Supplies	/ "4!	7,553	7,200	. -"6
S04.55327 Vehicle/Equipment Repair Parts	27,039	34,358	35,339	34,584
S04.55328 Amenity Maintenance Supplies	6 .-6	4 !!-	6,843	7,048
S04.55329 Office/ Equipment Value <\$10000	27,093	50,359	4- /!4	42,570
S04.55330 Gas,Fuel,Grease And Oil	44 .-	4/ #"4	70,401	! 4"#
S04.55331 Chemicals	44 .-	48,208	4/ 4/.	60,342
S04.55332 Paints	10,491	/ 6.6	9,065	9,338
S04.55333 Plant Materials	132,942	121,365	126,382	129,540
S04.55348 Flowers And Gifts	6!.	1,073	//6	907
S04.55349 Plaques,Awards,Prizes	26,235	19,609	!! #6!	29,051
S04.55350 Recreation/Program Supplies	106,792	/- 64!	""4 .#"	131,367
S04.55351 Animal Supplies	2,102	" "/.	3,065	3,160
S04.55352 Fish Restocking	1,910	2,000	2,000	2,060
S04.55354 Food Supplies	51,837	44 /!!	73,935	.4 /6"

Champaign Park District
Year End: April 30, 2019
TB Budget Grouping with Account Totals - All Funds

SUMMARY-7

Budget Group/Account	Rep 04/17	Rep 04/18 Projected	04/19 Proposed	04/20
S04.55355 Animal Feed	. 4#6	6,341	6 ./4	6,990
S04.55360 Merchandise For Resale	100,196	#. /".	102,700	## .#4
COMMODITIES/SUPPLIES	925,316	866,070	970,723	1,010,506
S05.56230 Sanitary Fees And Charges	20,717	18,937	24,058	!- 6/6
S05.56231 Gas And Electricity	350,515	368,543	406,478	-. #.!
S05.56232 Water	142,341	182,344	160,636	165,205
S05.56233 Telephone Expense	6/ ."6	68,880	64,041	68,663
UTILITIES	4/! !/#	638,704	655,213	6.6 416
S06.57131 Workers Compensation	.6 -"/	/6 6."	89,450	97,480
S06.57137 Unemployment Premium	18,315	17,737	18,000	18,540
S06.57220 Liability Insurance	37,408	42,352	41,273	42,673
S06.57222 Employment Practices	17,101	"/ -/	18,120	18,870
S06.57224 Property Insurance	.6 !"#	/" 4-!	80,485	83,180
INSURANCE	!!4 -6"	!-6 ./6	247,328	260,743
S07.58001 Periodic Maintenance	85,800	157,732	70,922	131,329
S07.58002 Routine Maintenance	134,751	147,106	"!- 4/"	211,000
S07.58003 ADA Non-Capital Expenditures	0	0	16,200	18,200
ROUTINE/PERIODIC MAINTENANCE	220,551	304,838	211,703	360,529
S08.59405 Bond Redemption	410,000	420,000	435,000	445,000
DEBT SERVICE PRINCIPA9	410,000	420,000	435,000	445,000
S09.59407 Interest Expense	"!6 4/-	122,012	120,536	121,600
DEBT SERVICE INTEREST/FEES	"!6 4/-	122,012	120,536	121,600
S15.61502 Technology Equip Replacement	18,088	0	0	0

Champaign Park District
Year End: April 30, 2019
TB Budget Grouping with Account Totals - All Funds

SUMMARY-8

Budget Group/Account	Rep 04/17	Rep 04/18	Projected 04/19	Proposed 04/20
S15.61504 Vehicles / Equipment	313,783	"." 14.	352,653	190,000
S15.61508 Park Construction/Improvements	1,001,874	2,029,169	1,382,693	/ 6!/ -4#
S15.61509 UPD Capital ADA	100,029	45,213	121,207	175,820
S15.61515 Repair Projects And Equipment	18,683	23,913	-6 144	"66 !-4
S15.61520 Land Acquisition/Development	0	0	"##	400,000
CAPITAL OUTLAY	<u>" -4! -4.</u>	<u>! 16# 44!</u>	<u>1,903,007</u>	<u>9,560,524</u>
S10.59409 Transfers To Other Funds	1,200,567	2,639,621	4,501,101	4,572,623
TRANSFERS TO OTHER FUNDS	<u>1,200,567</u>	<u>2,639,621</u>	<u>4,501,101</u>	<u>4,572,623</u>
TOTAL APPROPRIATIONS	<u>13,836,481</u>	<u>"6 6- / !/6</u>	<u>18,457,023</u>	<u>26,834,032</u>
NET REVENUE OVER (UNDER) APPROPRIATIONS	<u>(4,398,983)5</u>	<u>(3,451,842)5</u>	<u>(4,278,632)5</u>	<u>1,326,868</u>

Champaign Park District

Financial Summaries Section - By Fund
Budget Year Ended April 30, 2020

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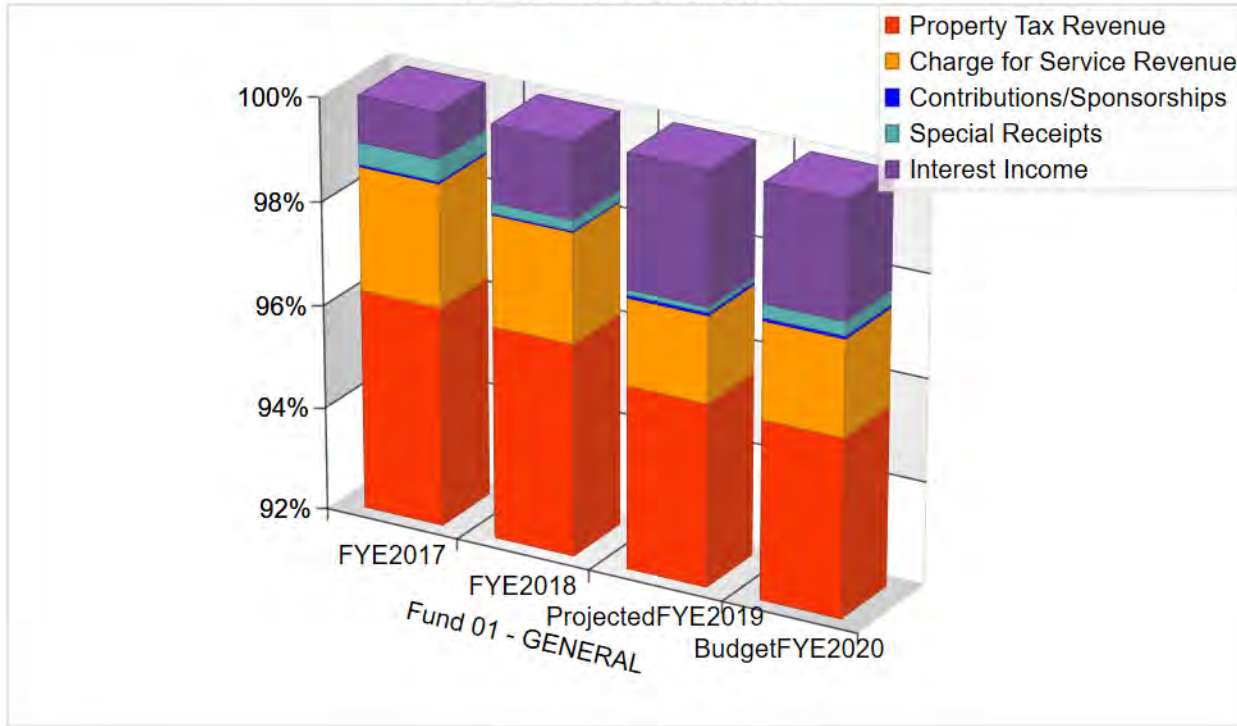
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General Fund

Principal Responsibilities

GENERAL FUND – is the Park District's major operating fund and accounts for all revenues and expenditures that by law, or for administrative control, are not accounted for in separate funds. This fund is used to account for the Park District's general administrative costs, park and facility operations, maintenance, and planning. The General Fund is divided into four departments - Administration, Marketing, Operations, and Planning. The Operations Department is further divided into three divisions - Horticulture/Natural Areas, Grounds/Maintenance, and Special Projects.

% of Total Revenue by Source



2018-2019 Accomplishments

SG1 - PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Develop customer service standards and training. *Status – Training of staff is ongoing. Staff attend conferences, webinars and four hours of HR training every year.*
- Develop a plan to hire/train multi-lingual staff and promote programs in a variety of languages. *Status – In the process of offering Spanish classes to teach current and incoming staff.*

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPATE IN THROUGHOUT THEIR LIVES.

OBJECTIVES:

- Determine the level of service for parks, facilities and amenities to meet all residents' needs.

2019-20 Goals

8.4 PARK BOARD/LEADERSHIP TEAM

OBJECTIVES:

- Develop a positive, professional, innovative, and fun work culture.

8.5 PARK BOARD/LEADERSHIP TEAM

General Fund

OBJECTIVES:

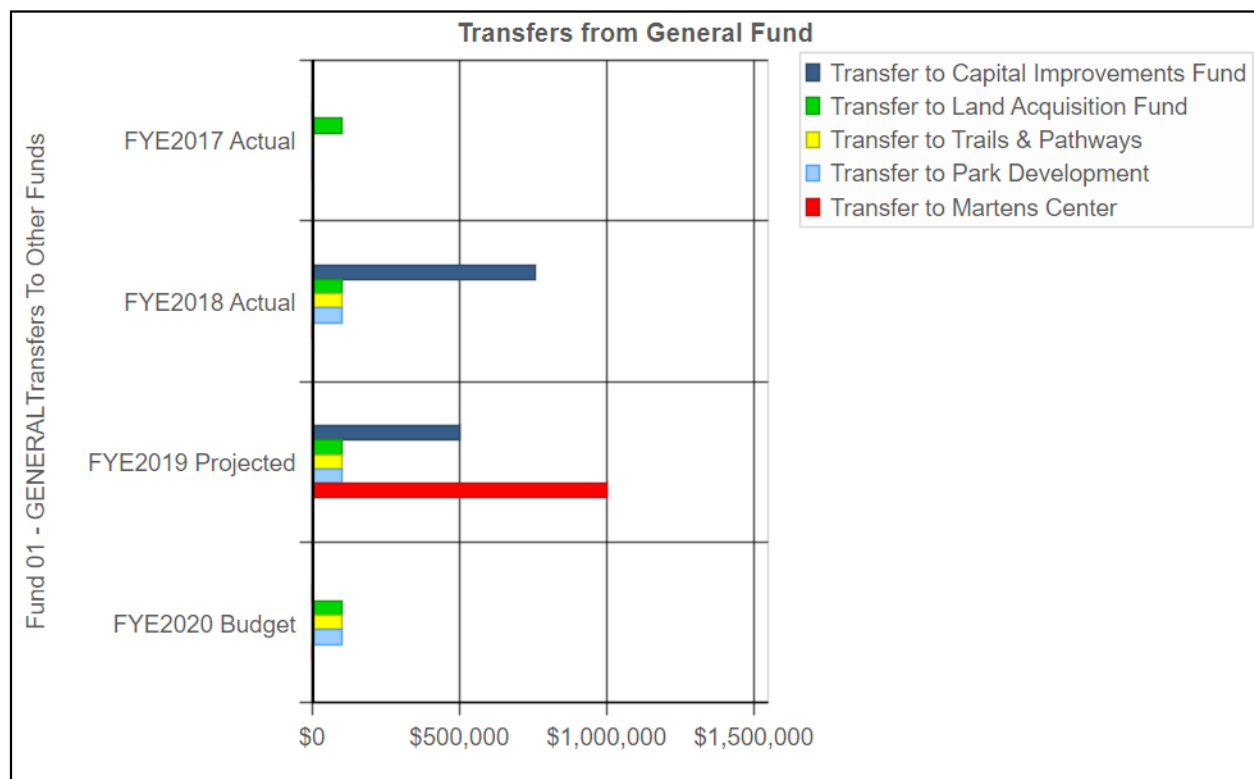
- Hire quality staff by opening all positions to everyone interested in applying.
- Develop quality leaders through training, mentoring, and coaching.
- Continue to develop processes and systems to retain staff at greater than 90% every year.

8.6 PARK BOARD/LEADERSHIP TEAM

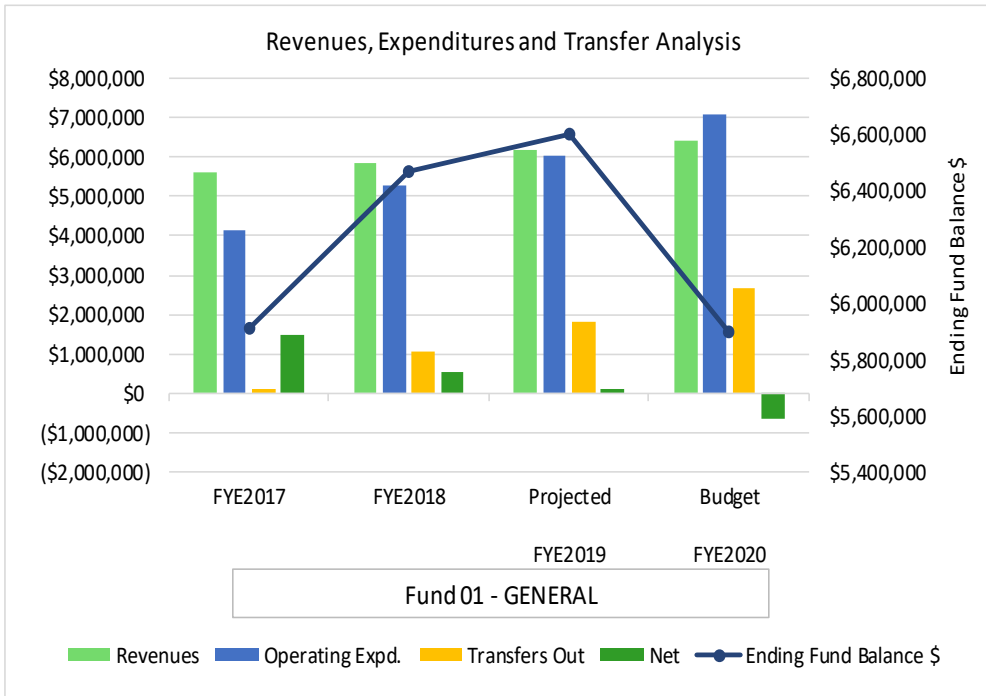
OBJECTIVES:

- Maintain the 120 day reserves while providing funds to maintain facilities, parks, programs, services, and amenities at our current quality standards.
- Increase non-tax revenues to 25% to 30% of the operating budget.

Revenues are budgeted at \$6,387,235, an increase from prior year projected of \$236,987 or 3.85% from last year. Property tax revenues increased 3.78% with remaining revenues holding steady, with exception of charges for services. An increase in revenues is planned for the flower island program, as rates were increased and revenues are based on actual commitments received. Expenditures, including transfers, are budgeted at \$7,088,673, which represents an increase of \$1,073,934 from prior year projected, or 17.86%. This increase is comprised of an additional \$850,000 in transfers. The only recurring transfer is \$100,000 for land acquisition as it has been and continues to be a Board priority. Additional transfers for FYE2020 include \$100,000 Transfer to Trails & Pathways, \$100,000 to the Park Development Fund, \$100,000 to the Martens Center Fund, and \$2,350,000 to the Capital Improvements Fund.



General Fund



Fund 01 - GENERAL

	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
Estimated Revenues				
Property Tax Revenue	\$ 5,395,487	\$ 5,597,600	\$ 5,877,751	\$ 6,100,000
Charge for Service Revenue	133,792	124,979	104,101	120,831
Contributions/Sponsorships	2,500	1,750	3,594	3,680
Special Receipts	23,581	11,918	6,502	17,374
Interest Income	49,590	86,478	158,300	145,350
Total Estimated Revenues	<u>\$ 5,604,950</u>	<u>\$ 5,822,725</u>	<u>\$ 6,150,248</u>	<u>\$ 6,387,235</u>
Appropriations				
Salaries and Wages	\$ 2,282,708	\$ 2,440,875	\$ 2,436,258	\$ 2,486,959
Fringe Benefits	344,788	367,958	369,890	371,912
Contractual	742,378	697,726	740,890	860,640
Commodities/Supplies	384,441	365,275	408,691	384,950
Utilities	131,855	139,763	145,334	155,712
Routine/Periodic Maintenance	150,675	197,155	113,676	178,500
Transfers to Other Funds	100,000	1,058,700	1,800,000	2,650,000
Total Appropriations	<u>4,136,845</u>	<u>5,267,452</u>	<u>6,014,739</u>	<u>7,088,673</u>

General Fund

Fund 01 - GENERAL

	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
Net of Revenues Over (Under) Appropriations	1,468,105	555,273	135,509	(623,294)
Beginning Fund Balance	<u>4,441,667</u>	<u>5,909,772</u>	<u>6,465,045</u>	<u>6,600,554</u>
Ending Fund Balance	<u>\$ 5,909,772</u>	<u>\$ 6,465,045</u>	<u>\$ 6,600,554</u>	<u>\$ 5,899,116</u>

The General Fund has maintained \$1,459,290, the targeted 120 day reserve balance of operating expenditures, and is projected to have a reserve balance in excess of the target for the next fiscal year ending FYE2020 of \$4,439,826.

Special receipts increase includes a one-time fee of \$6,000 per the agreement with Carle at the Fields trail, along with an annual \$3,500 to cover the cost of maintenance of said trails. The one-time fee will go towards paying for the costs of new sign(s) and amenities along the trail as noted per the agreement.

Excluding transfers total expenditures are planned to increase 5.31% to cover the \$2,150,000 for shop expansion scheduled for FYE2019 was carried over to FYE2020 and will be transferred as certificates of deposit mature in the upcoming months.

Contractual expenditures increased 16.16%. Due to the large number of capital projects that carried over into FYE2020, corresponding professional services for executed contracts plus amounts for Heritage Park, greenbelt bieway trail, spalding park as built drawings, Prairie Farm master plan and shop expansion related expenditures. Also included is the balance of \$6,300 for underground storage tank contract executed in FYE2016 for work in shop yard once given the okay to proceed with soil sampling by the Illinois EPA. Marketing extended the current contract for an additional year to hire a consultant for 200 hours of service to capture footage for future videos and promotional work surrounding programming. Contractual mowing increased 29.14% for maintenance on three additional properties maintained in the current year (Henry Michael Park, Commissioners Park, and Carle at the Fields trail). A 9.56% increase in personnel costs to purchase lanyards and ID badges as the access control at each facility is implemented for safety measures.

Routine and periodic maintenance are projected to increase 57.03% for standard recurring maintenance along with the reclassification of technology purchases previously recorded in line #55329 is now included under this category. The other one-time fee of \$15,500 for the upfront installation costs of fiber in the parks was added per the i3 contract entered into during FYE2019.

Recreation Fund

Principal Responsibilities

RECREATION FUND –The Recreation Fund is established to provide for the planning, establishing and maintaining of recreation and leisure activities for the residents of the Park District. Real estate taxes are levied in this fund to pay the administrative costs of the recreation programs provided to the public. The Park District attempts to set program and admission fees at levels that will cover the direct costs of the programs being offered.

The Recreation Fund is divided into the following divisions – see “Departmental Information” section for further information.

ADMINISTRATION – established to account for the administrative expenses of the recreation programs, facilities and departments and recreation special events.

FACILITIES/BALL FIELDS – accounts for programs and activities at the Hays Recreation Center, Douglass Community Center, Douglass Annex, Douglass Library, Leonhard Recreation Center, Kaufmann Lake, Dodds Tennis Center and recreation activities at Springer Cultural Center; and accounts for expenditures to maintain Park District ball fields.

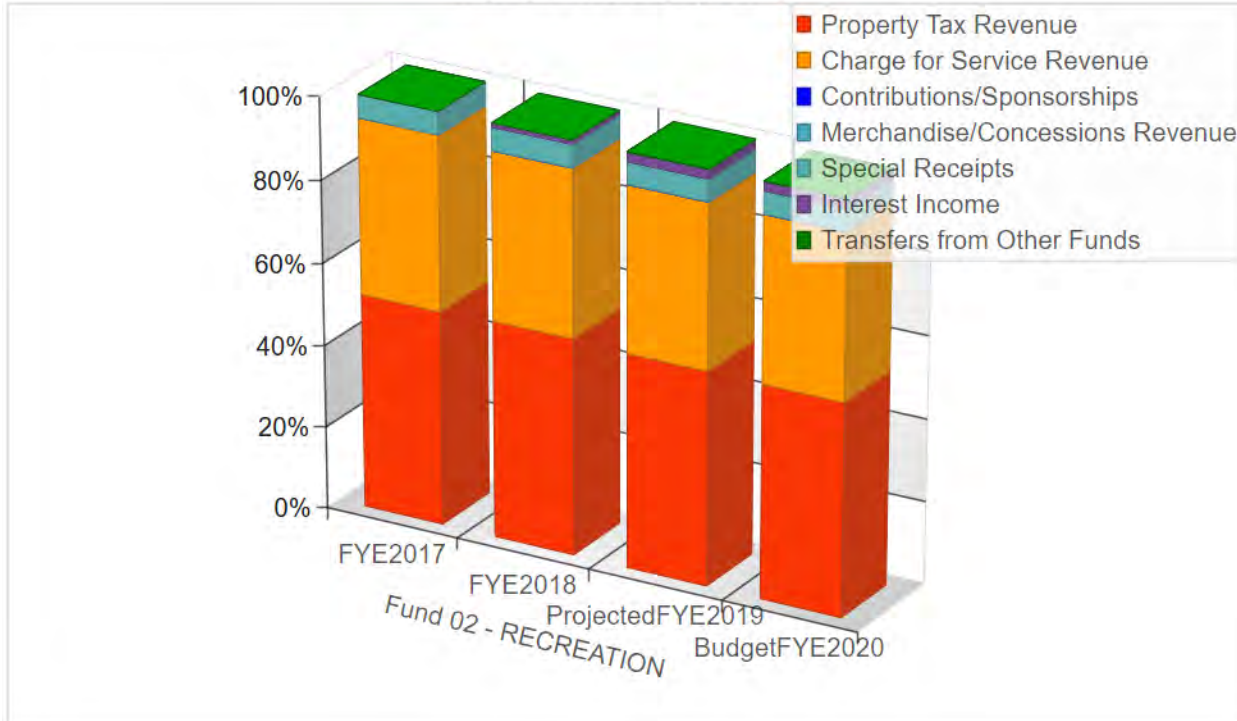
SPORTS – This covers the various adult and youth sport programs offered by the Park District, including youth and adult softball, soccer, sports camps, soccer, developmental sports, basketball, volleyball and senior fitness opportunities including chair exercises.

DAY CAMPS AND PRESCHOOL PROGRAMS – accounts for summer day camps and the year-round preschool programs run by the Park District and School Days Out.

CONCESSIONS – This covers the concession operations at Dodds Park (ballfields and soccer complex), Zahnd Park and Sholem Aquatic Center.

AQUATICS – This division accounts for the activities at Sholem Aquatic Center.

% of Total Revenue by Source



Recreation Fund

2018-2019 Accomplishments

SG1 - PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Develop customer service standards and training. *Status – Several facilities have made updates to their training manuals.*
- Develop both an internal and external culture of treating customers and co-workers/board members like family. *Status – Host several events like Touch-A-Truck, where staff come together and work with participants.*
- Design and implement enhanced physical entrance/lobby and park front entrance to reflect friendly, welcoming, and safe themes. *Status – Majority of our facilities have monitors at the entrance with running advertisements of our activities and programs.*
- Provide equal access for all patrons to all parks, facilities and programs. *Status – All of our parks are easy to access and are open to everyone. Create new fun and safe park amenities..*

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

- Train staff to make first-time participants feel important by enhancing the participant experience. *Status – Set expectations for staff to follow that allowed more user access. This allowed interacting with participants to be easier.*
- Track new programming and equipment trends. *Status – Staff attend conferences throughout the year where staff has the chance to mingle with vendors showcasing new products.*
- Develop and implement a marketing plan to encourage first-time opportunities and a spirit of discovery. *Status – Flyers are sent to all of Unit 4 elementary schools informing them on programs and events involving The Park District.*
- Improve internal customer service through staff training. *Status – Every year staff participate in HR and Risk training for four hours each session.*
- Develop strategies to give potential users a sample of programs and services. *Status – Douglass Lions cheer team allows participants to attend their first practice free of charge. This gives them the chance to get a feel for the program before joining the team.*

2019-20 Goals

6.1 RECREATION

OBJECTIVES:

- Focus on quality over quantity in program offerings to grow participants and efficiency.
- Expand and enhance teen programs with input from teens.
- Connect with teens digitally and creatively.

6.2 RECREATION

OBJECTIVES:

- Increase cross-training opportunities. Provide more internal training opportunities surrounding trends.
- Develop a comprehensive training program.

6.3 RECREATION

OBJECTIVES:

- Prioritize capital needs for facilities and programming. Implement non-capital improvement

Recreation Fund

budget.

6.4 RECREATION

OBJECTIVES:

*Add video fitness related programs at various recreation centers to provide more opportunities for fitness.

8.4 PARK BOARD/LEADERSHIP TEAM

OBJECTIVES:

- Develop a positive, professional, innovative, and fun work culture.

8.5 PARK BOARD/LEADERSHIP TEAM

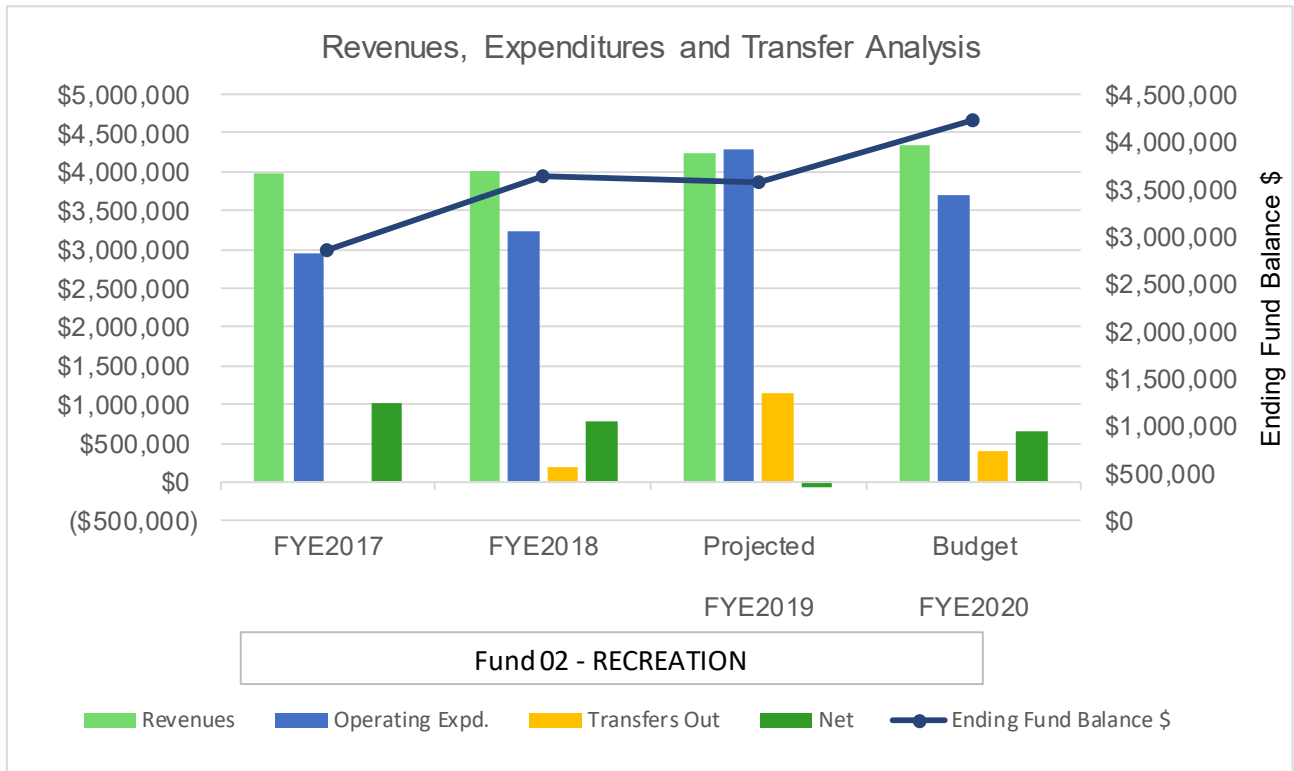
OBJECTIVES:

- Hire quality staff by opening all positions to everyone interested in applying.
- Develop quality leaders through training, mentoring, and coaching.
- Continue to develop processes and systems to retain staff at greater than 90% every year.

8.6 PARK BOARD/LEADERSHIP TEAM

OBJECTIVES:

- Maintain the 120 day reserves while providing funds to maintain facilities, parks, programs, services, and amenities at our current quality standards.
- Increase non-tax revenues to 25% to 30% of the operating budget.



Recreation Fund

Fund 02 - RECREATION

	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Fund 02 - RECREATION				
	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Estimated Revenues				
Property Tax Revenue	\$ 1,964,732	\$ 2,046,458	\$ 2,141,365	\$ 2,194,900
Charge for Service Revenue	1,600,837	1,581,291	1,649,099	1,695,201
Contributions/Sponsorships	12,976	1,800	3,000	3,100
Merchandise/Concessions Revenue	134,337	119,124	134,357	132,230
Capital Grants	34,997	-	-	-
Special Receipts	208,390	213,770	217,486	226,540
Interest Income	13,043	39,030	95,000	97,380
Total Estimated Revenues	<u>\$ 3,969,312</u>	<u>\$ 4,001,473</u>	<u>\$ 4,240,307</u>	<u>\$ 4,349,351</u>
Appropriations				
Salaries and Wages	\$ 1,759,351	\$ 1,779,398	\$ 1,874,022	\$ 1,914,771
Fringe Benefits	136,838	146,361	146,145	146,320
Contractual	363,104	356,904	404,346	429,815
Commodities/Supplies	350,964	319,751	337,628	372,011
Utilities	326,993	362,637	355,893	362,783
Routine/Periodic Maintenance	4,710	59,173	30,347	65,500
Capital Outlay	9,700	12,100	-	-
Transfers to Other Funds	-	190,600	1,150,000	400,000
Total Appropriations	<u>2,951,660</u>	<u>3,226,924</u>	<u>4,298,381</u>	<u>3,691,200</u>
Net of Revenues Over (Under) Appropriations	1,017,652	774,549	(58,074)	658,151
Beginning Fund Balance	<u>1,838,882</u>	<u>2,856,534</u>	<u>3,631,083</u>	<u>3,573,009</u>
Ending Fund Balance	<u>\$ 2,856,534</u>	<u>\$ 3,631,083</u>	<u>\$ 3,573,009</u>	<u>\$ 4,231,160</u>

Contractual expenditures increased 6.30%. Equipment Repair line item increased 64.02% for approved architectural and engineering drawings for CO2 equipment replacement at the pool is planned this year once the pool closes for the season. Regional training for the aquatics manager to gain higher benefit specific to this area of work.

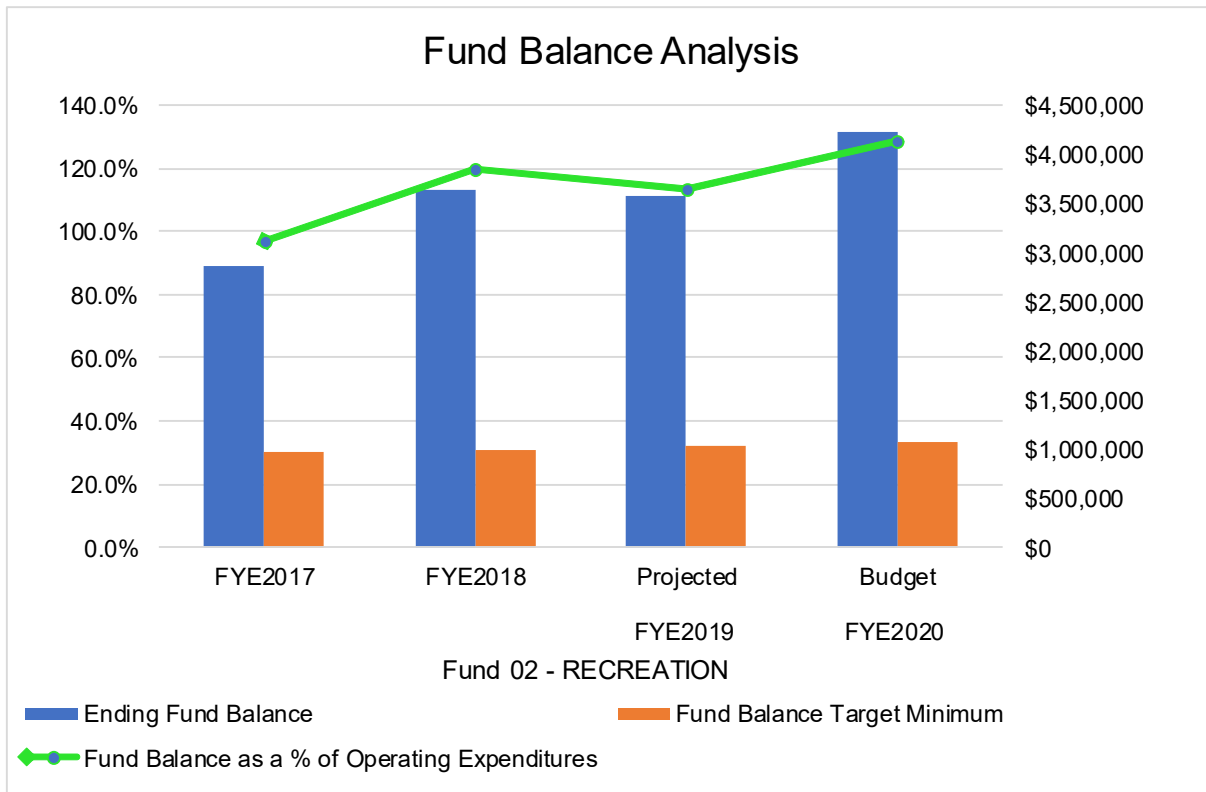
Commodities/Supplies increased 10.18%. An \$8,000 carryover from the prior year to purchase new equipment at Leonhard Recreation Center rolled forward plus added another \$8,000 to replace treadmills/equipment. The Sholem Sharks swimteam will be hosting the conference meet this year adding additional expenditures related to the event and partially offset with increased revenue.

Routine and periodic maintenance are projected to increase 115.84% covering the bi-annual sholem slide recoating/sealing.

Transfers to other funds decreased 65.22% as the only transfers scheduled in current year will be \$150,000 for

Recreation Fund

Martens Center start-up costs and \$250,000 to capital improvement fund for planned projects. The prior year included the one-time transfer for investment into Martens Center of \$1,000,000 which did not recur.



The Recreation Fund has maintained \$1,082,038, the targeted 120 day reserve balance of operating expenditures, and is projected to have a reserve balance in excess of the target for the next fiscal year ending FYE2020 of \$3,149,122.

Museum Fund

Principal Responsibilities

MUSEUM FUND –The Museum Fund accounts for the cultural arts programs and services the Park District provides the community. Real estate taxes are levied to pay the administrative costs and to help offset the operating costs at the Springer Cultural Center, the Virginia Theatre, Prairie Farm and various concerts and special events the Park District puts on throughout the year.

The Museum Fund is divided into the following divisions – see “Departmental Information” section for further information.

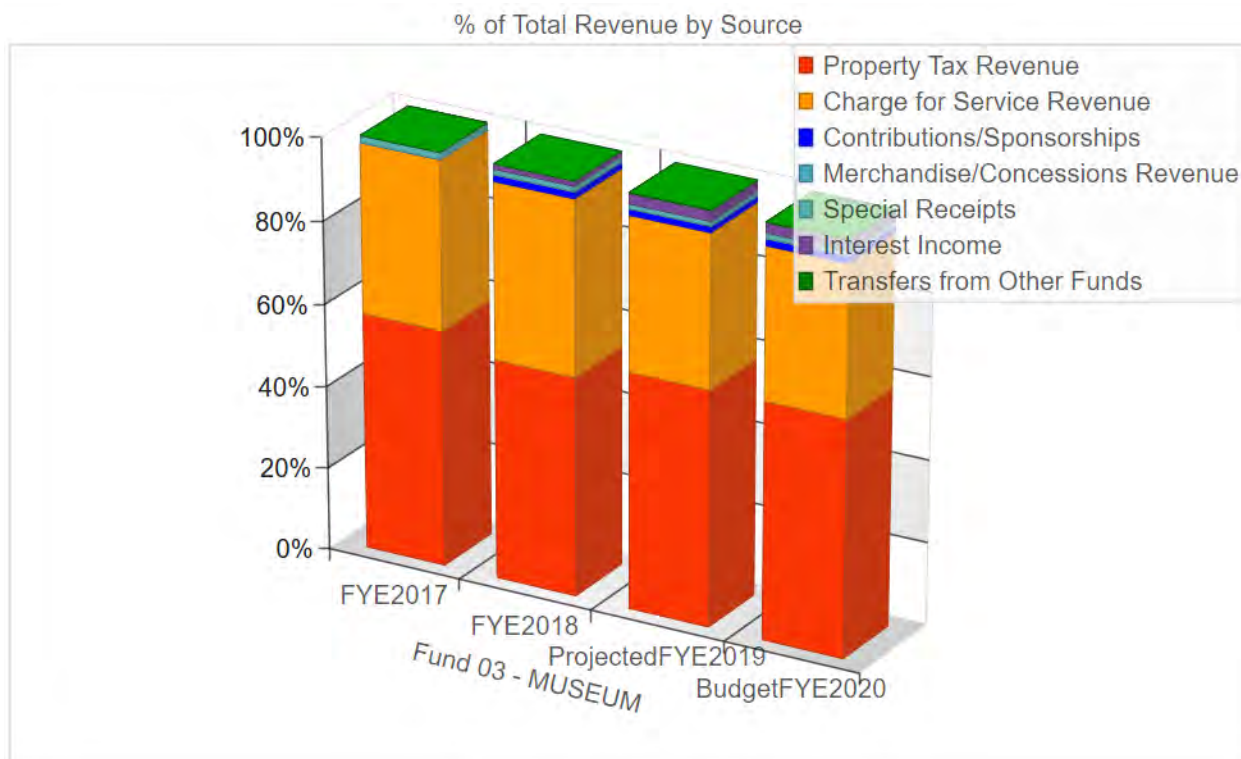
ADMINISTRATION – This was established to account for the administrative costs of the fund.

CULTURAL ARTS – Accounts for many of the cultural arts programs and activities of the Park District including the Park District’s leading role in the local cultural consortium, pottery classes, youth theatre dance and ballet programs located at Springer Cultural Center.

FACILITIES – Covers the programs and activities at the Springer Cultural Center, and Prairie Farm.

SPECIAL ACTIVITIES/EVENTS – Accounts for the special activities and events the Park District provides throughout the year. Major events in this division include Taste of C-U, Streetfest, summer concerts and artistic-themed summer day camps and preschool classes.

VIRGINIA THEATRE – covers all the activities at the historic Virginia Theatre.



2018-2019 Accomplishments

SG1 - PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- *Develop customer service standards and training. Status – Training of staff is ongoing. Webinars have been used to improve communication and service levels.*
- *Develop a plan to hire/train multi-lingual staff and promote programs in a variety of languages. Status – When hiring coordinators and managers look for individuals who are bilingual.*

Museum Fund

- *Create events & programs that highlight different cultures. Status – Programs (camps, afterschool and Preschool) have included journey through different culture components to curriculum.*
- *Promote family volunteering at various events and programs. Status – Special Events/Volunteer Coordinator reaches out to high schools to promote volunteering in community. Dance and Theatre parents log several hours in regards to productions.*

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

- *Train staff to make first-time participants feel important by enhancing the participant experience. Status – Staff is trained to be open communicators, welcoming and encouraging with all participants.*
- *Encourage staff to focus on first-time program participants. Status – All locations have staff readily available to answer any questions, comments or concerns that participants may have.*
- *Track new programming and equipment trends. Status – Staff attend IPRA conferences where vendors*
- *Improve internal customer service through staff training. Status – All full-time staff are placed on cross department committees and each committee covers different areas of improvement.*

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPATE IN THROUGHOUT THEIR LIVES.

OBJECTIVES:

- *Determine the level of service for parks, facilities and amenities to meet all residents' needs. Status – Currently use Facility Report Card to gather information which includes residents input.*
- *Provide parks, amenities and facilities that serve all ages. Status – added flag football field (2) at Douglass Park. Program had 80 kids enrolled in its first year.*
- *Research new opportunities and aging trends for programs and facilities for various age groups. Status – More emphasis placed on wellness and fitness opportunities. Chair exercise and cardio attendance has increased at the Annex and Hays.*

2019-20 Goals

8.4 PARK BOARD/LEADERSHIP TEAM

OBJECTIVES:

- *Develop a positive, professional, innovative, and fun work culture.*

8.5 PARK BOARD/LEADERSHIP TEAM

OBJECTIVES:

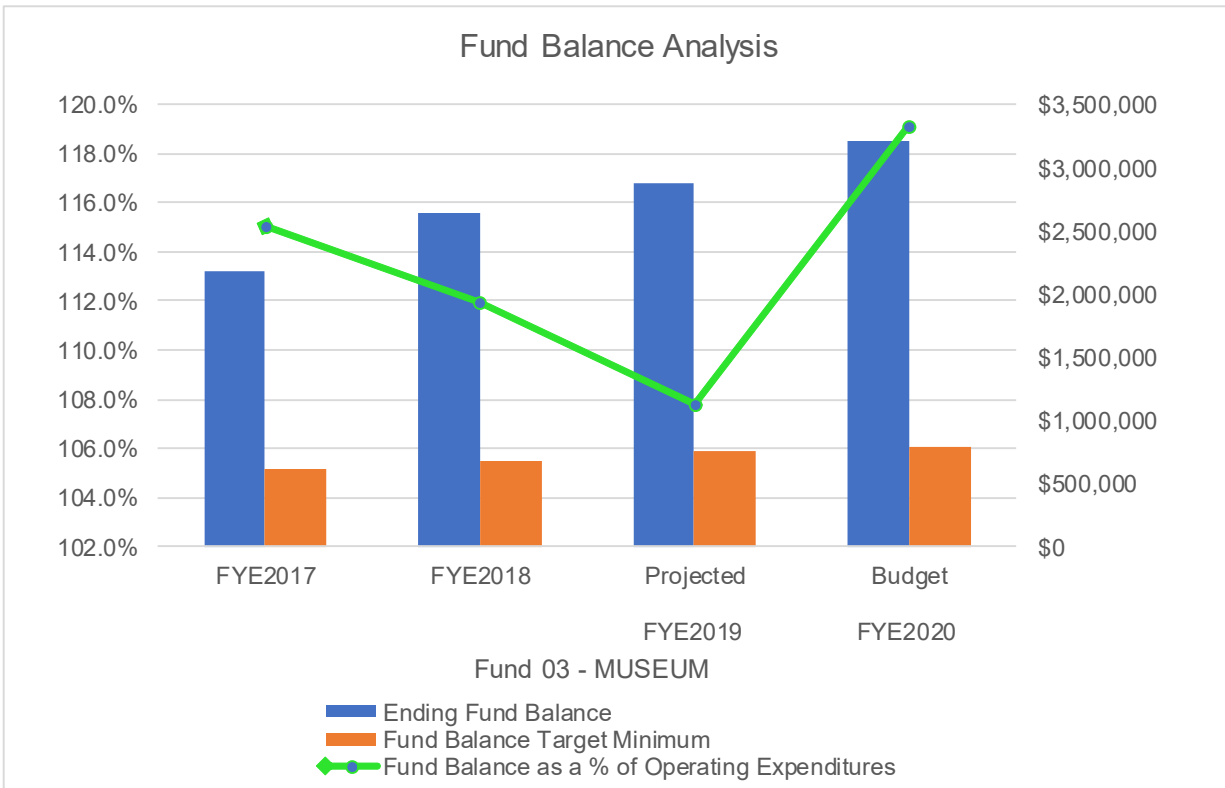
- *Hire quality staff by opening all positions to everyone interested in applying.*
- *Develop quality leaders through training, mentoring, and coaching.*
- *Continue to develop processes and systems to retain staff at greater than 90% every year.*

Museum Fund

8.6 PARK BOARD/LEADERSHIP TEAM

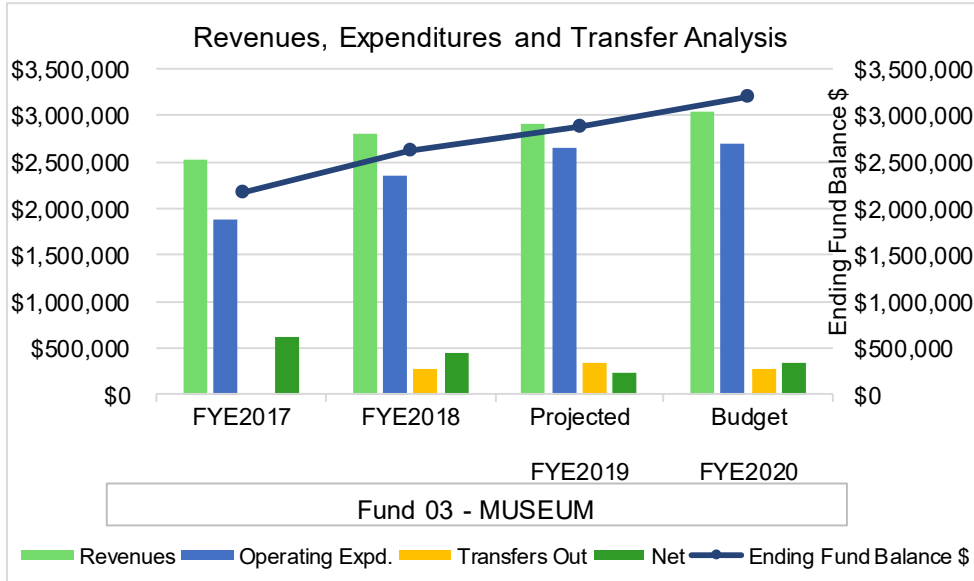
OBJECTIVES:

- Maintain the 120 day reserves while providing funds to maintain facilities, parks, programs, services, and amenities at our current quality standards.
- Increase non-tax revenues to 25% to 30% of the operating budget.



The Museum Fund has maintained \$793,589, the targeted 120 day reserve balance of operating expenditures, and is projected to have a reserve balance in excess of the target for the next fiscal year ending FYE2019 of \$2,415,189f

Museum Fund



Fund 03 - MUSEUM

	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Estimated Revenues				
Property Tax Revenue	\$ 1,343,656	\$ 1,423,331	\$ 1,592,476	\$ 1,672,703
Charge for Service Revenue	958,949	1,138,003	1,031,872	1,062,344
Contributions/Sponsorships	53,162	43,401	42,047	49,080
Merchandise/Concessions Revenue	112,991	126,288	119,755	123,350
Operating Grants	-	10,290	14,970	14,000
Special Receipts	38,826	34,827	31,140	37,578
Interest Income	10,653	31,915	71,576	72,290
Total Estimated Revenues	\$ 2,518,237	\$ 2,808,055	\$ 2,903,836	\$ 3,031,345
Appropriations				
Salaries and Wages	\$ 851,134	\$ 937,653	\$ 984,124	\$ 1,016,226
Fringe Benefits	88,181	103,581	101,202	103,570
Contractual	690,066	751,085	893,888	895,942
Commodities/Supplies	141,307	140,668	168,585	179,735
Utilities	117,469	131,276	153,430	158,031
Routine/Periodic Maintenance	-	-	12,060	60,329
Transfers to Other Funds	-	285,900	350,000	280,000
Total Appropriations	1,888,157	2,350,163	2,663,289	2,693,833
Net of Revenues Over Appropriations	630,080	457,892	240,547	337,512

Museum Fund

Fund 03 - MUSEUM

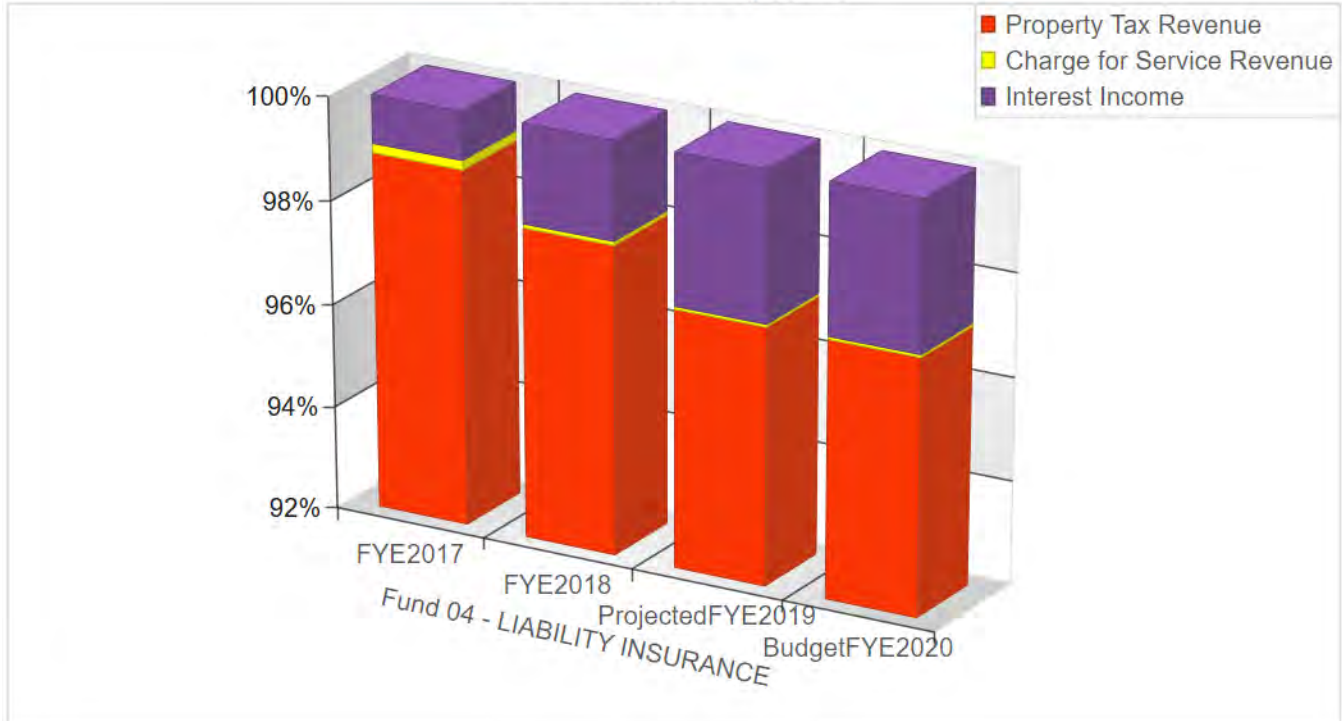
	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
Beginning Fund Balance	<u>1,542,747</u>	<u>2,172,827</u>	<u>2,630,719</u>	<u>2,871,266</u>
Ending Fund Balance	<u>\$ 2,172,827</u>	<u>\$ 2,630,719</u>	<u>\$ 2,871,266</u>	<u>\$ 3,208,778</u>

Liability Insurance Fund

Principal Responsibilities

LIABILITY INSURANCE FUND – Real estate taxes are levied in this fund to pay for and administer the Park District's required insurance coverage. The insurance coverage includes public officials' liability, general liability, property, workers' compensation, unemployment insurance, employment practices, pollution and other coverage. Taxes are also levied in this fund to pay for and administer the Park District's risk management program. The Park District employs a full-time Risk Manager to administer and train staff on the Park District's safety and risk policies and procedures. The Risk Manager's salary and the related safety expenditures are charged to this fund. The Park District is a member of the Park District Risk Management Agency (PDRMA), a self-insurance pool for park districts and municipalities in Illinois. Currently there are more than 145 districts and municipalities participating in the pool.

% of Total Revenue by Source



2018-2019 Accomplishments

SG1 - PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Enhance the safety and security in each park and facility so all patrons feel safe. Status – Installed new security cameras at Leonhard Recreation Center and Dodds Tennis Center. Will begin installing security cameras at Virginia Theatre this year.

2019-20 Goals

8.4 PARK BOARD/LEADERSHIP TEAM

OBJECTIVES:

- Develop a positive, professional, innovative, and fun work culture.

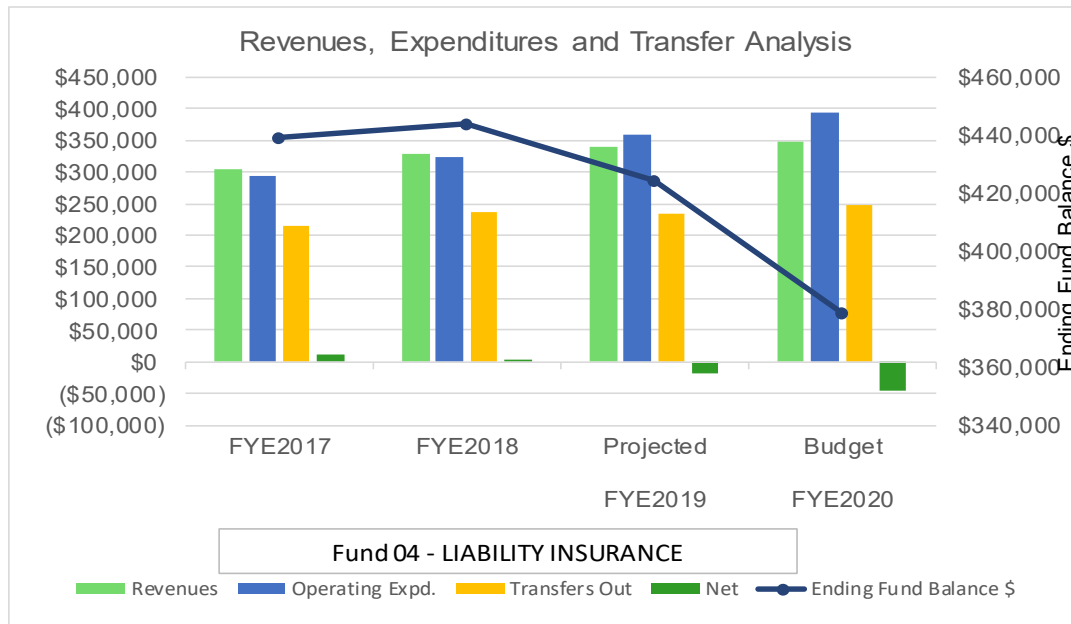
8.5 PARK BOARD/LEADERSHIP TEAM

OBJECTIVES:

- Hire quality staff by opening all positions to everyone interested in applying.

Liability Insurance Fund

- Develop quality leaders through training, mentoring, and coaching.
- Continue to develop processes and systems to retain staff at greater than 90% every year.



Performance Indicators

	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Operating Expenditures Per Capita	\$ 3.49	\$ 3.74	\$ 4.15	\$ 4.46
Incidents of Vandalism	\$ 28	\$ 29	\$ 24	\$ 23
Park District Risk Management Agency Accreditation Level A Achieved	Yes	Yes	Yes	Yes

Fund 04 - LIABILITY INSURANCE

	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Estimated Revenues				
Property Tax Revenue	\$ 302,442	\$ 321,726	\$ 329,814	\$ 336,410
Charge for Service Revenue	555	260	200	204
Interest Income	2,834	6,273	9,933	10,132
Total Estimated Revenues	\$ 305,831	\$ 328,259	\$ 339,947	\$ 346,746
Appropriations				
Salaries and Wages	\$ 44,185	\$ 47,176	\$ 48,672	\$ 50,132
Fringe Benefits	8,877	9,201	8,986	9,001

Liability Insurance Fund

Fund 04 - LIABILITY INSURANCE

	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
Contractual	1,553	3,244	6,124	7,027
Commodities/Supplies	5,413	3,377	14,005	14,426
Capital Outlay	18,683	23,913	46,255	64,745
Insurance	216,189	237,021	235,130	247,443
Total Appropriations	<u>294,900</u>	<u>323,932</u>	<u>359,172</u>	<u>392,774</u>
Net of Revenues Over (Under) Appropriations	10,931	4,327	(19,225)	(46,028)
Beginning Fund Balance	<u>428,546</u>	<u>439,477</u>	<u>443,804</u>	<u>424,579</u>
Ending Fund Balance	<u>\$ 439,477</u>	<u>\$ 443,804</u>	<u>\$ 424,579</u>	<u>\$ 378,551</u>

Revenues are budgeted at \$346,746 an increase from prior year projected of \$6,799 or 2.0%. Property tax revenues increased 2.0% with remaining revenues holding steady. Expenditures are budgeted at \$392,774 which represents a \$33,602 increase from prior year projected, or 9.4%.

Contractual expenditures increased 14.7% (\$903) to cover the overnight security for CU Days, whereas prior year the event was reduced to one day only.

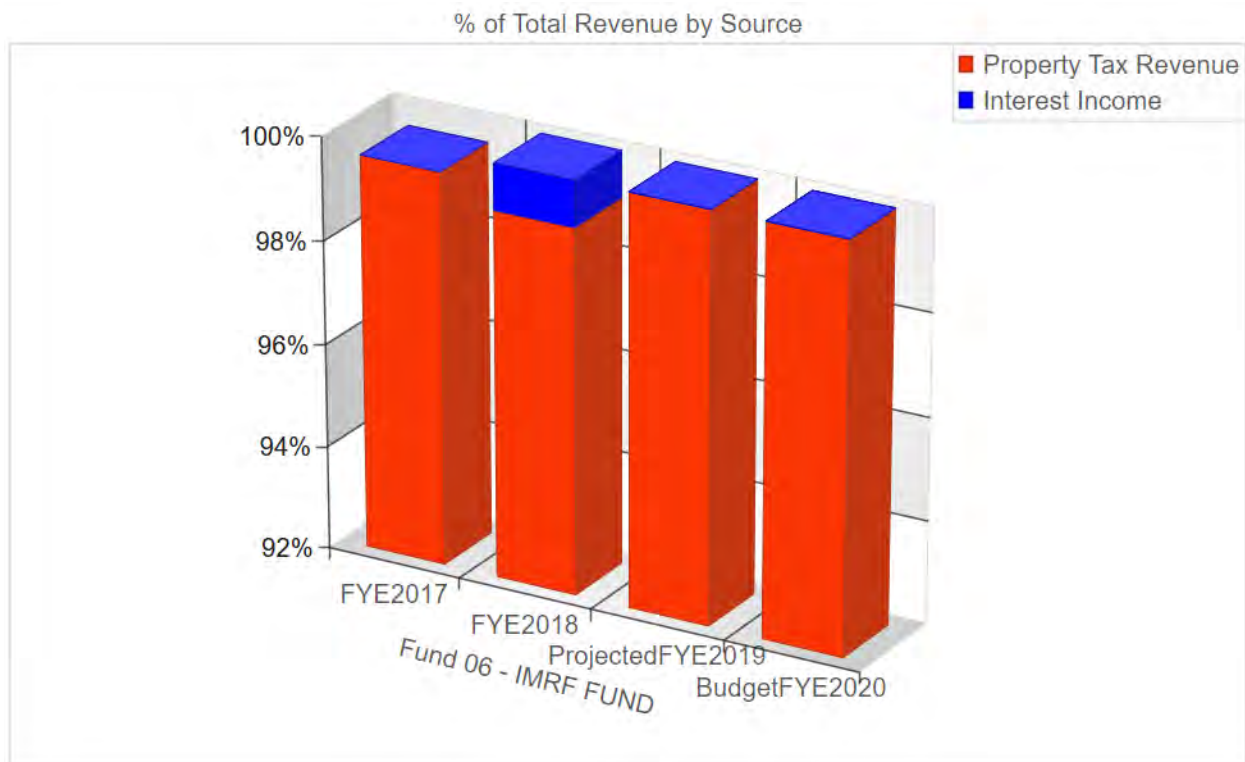
Insurance increased 5.2% based on actual salary and wage expenditures as well as experience ratings and the overall risk pool.

Capital outlay is projected to increase 40.0% for \$18,490 rollover from the prior year plus current year funds added for the continuation of security camera installation and controlled access at all facilities.

IMRF FUND

Principal Responsibilities

IMRF FUND – accounts for the expenditures related to the Park District's portion of the pension contribution paid for eligible Park District employees. To be eligible to participate in the plan, an employee must work 1,000 hours during the year in one or multiple positions. As set by statute, eligible Regular Plan members are required to contribute 4.5 percent of their IMRF reportable earnings. The employer annual required contribution rate for calendar year 2019 is 7.73% and for calendar year 2020 is 5.30%. The employer also contributes for disability benefits, death benefits, and supplemental retirement benefits, all of which are pooled at the IMRF level. Contribution rates for disability and death benefits are set by the IMRF Board of Trustees while the supplemental retirement benefits rate is set by statute.



2018-2019 Accomplishments

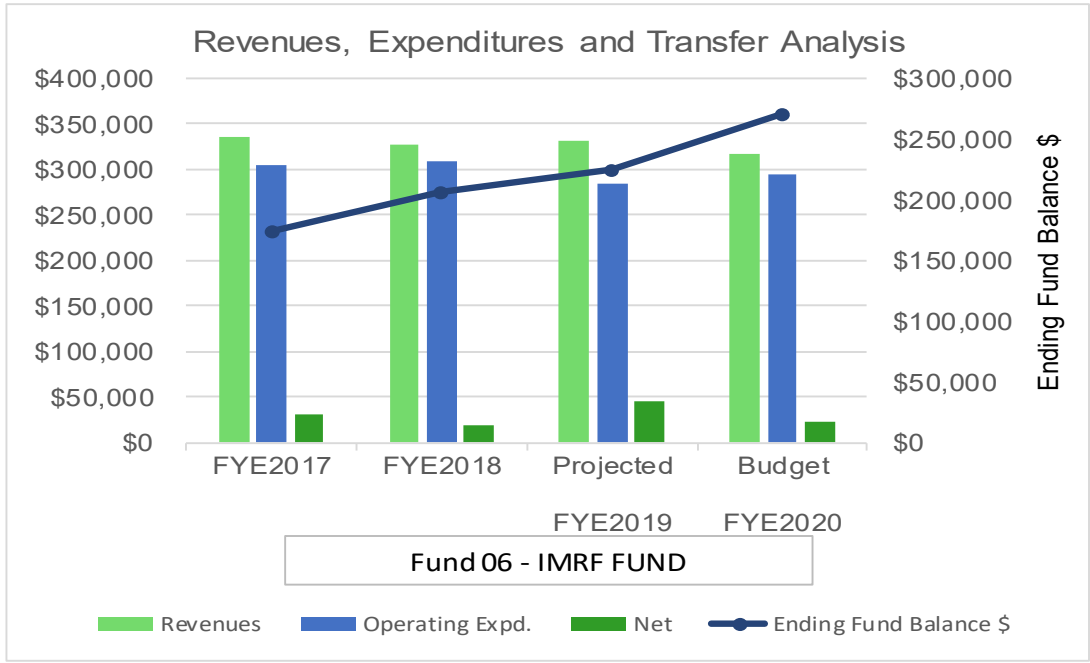
- Filed monthly wage reporting in a timely manner as required.
- IMRF contribution rate decreased from 7.86% to a rate of 5.73% effective January 1, 2019 as a result of being overfunded on a market basis. This rate is subject to change prior to effective date.

2019-20 Goals

- Continue to monitor reporting of members to verify accuracy of earnings being reported to IMRF.
- File all applicable wage reports in a timely manner as required each month.

Revenues are budgeted at \$317,500 an decrease from prior year projected of \$13,587 or 4.3% from last year. Property tax revenues decreased 4.1% to match planned decrease in employer contribution rate. Expenditures are budgeted at \$294,000 which represents a \$9,000 increase from prior year projected, or 3.2%.

IMRF FUND

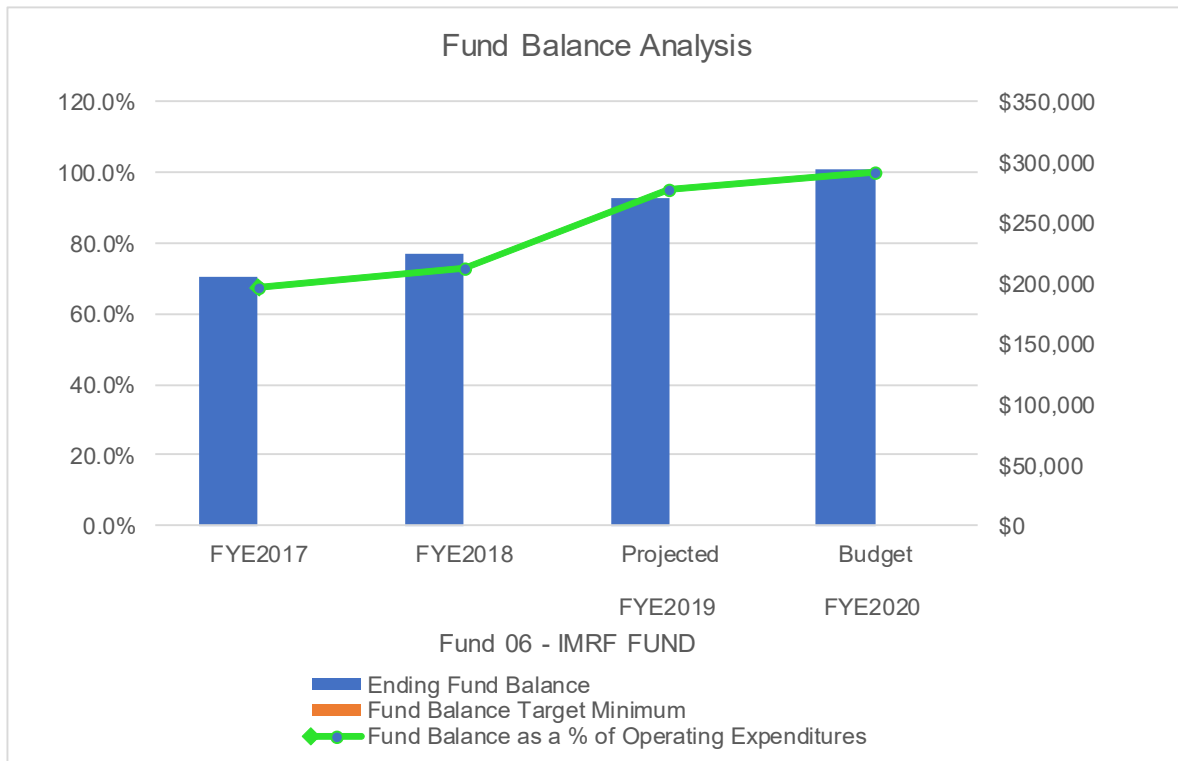


The Park District has a number of employees who are eligible to retire in 2019, however no one has notified Human Resources that they will take this option in the upcoming year. If there was such an incident, IMRF's actuarial calculation does take this into consideration when determining the IMRF contribution rate, therefore the Park District should only see minor adjustments.

Fund 06 - IMRF FUND

	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Estimated Revenues				
Property Tax Revenue	\$ 333,605	\$ 324,147	\$ 331,087	\$ 317,500
Interest Income	1,297	2,923	-	-
Total Estimated Revenues	\$ 334,902	\$ 327,070	\$ 331,087	\$ 317,500
Appropriations				
Fringe Benefits	304,085	308,510	285,000	294,000
Total Appropriations	304,085	308,510	285,000	294,000
Net of Revenues Over Appropriations	30,817	18,560	46,087	23,500
Beginning Fund Balance	174,905	205,722	224,282	270,369
Ending Fund Balance	\$ 205,722	\$ 224,282	\$ 270,369	\$ 293,869

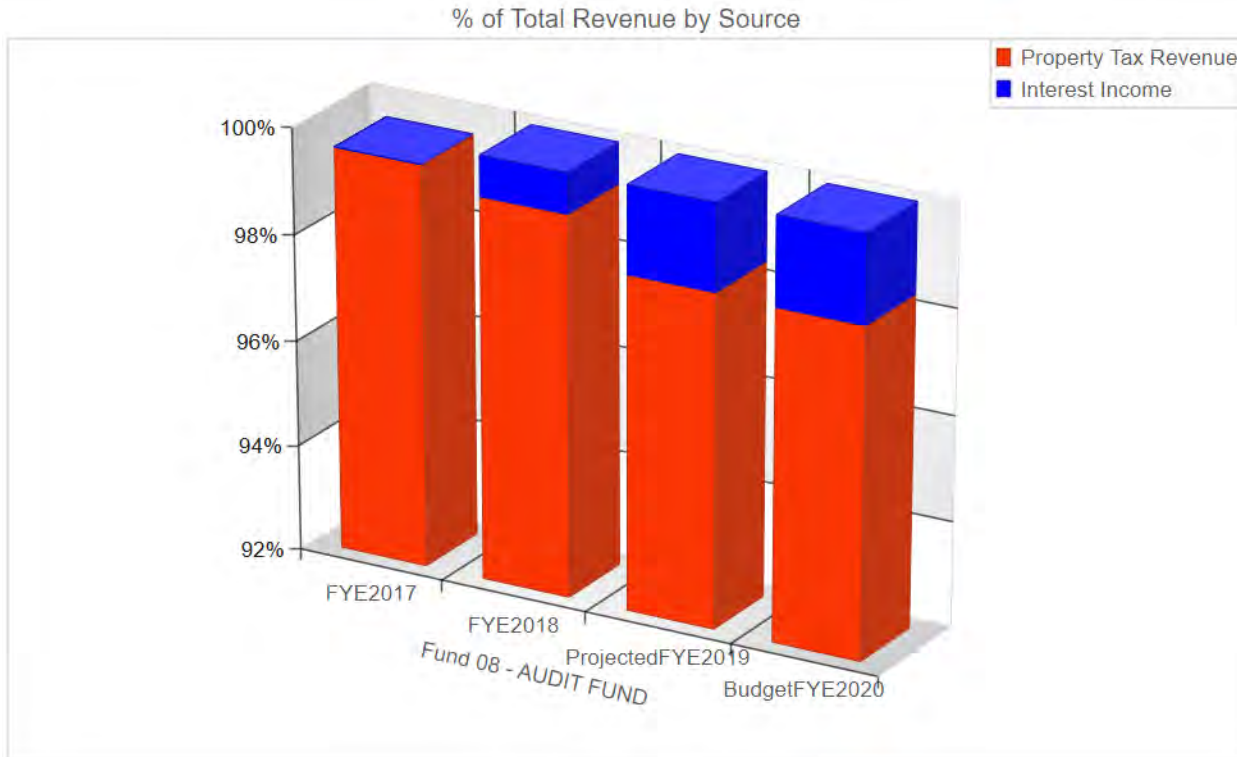
IMRF FUND



AUDIT FUND

Principal Responsibilities

AUDIT FUND – accounts for auditing expenditures related to the Park District’s annual financial audit, which is mandated by state statute (50 ILCS 310/9), as well as grant audits as required by written grant agreement. FYE2018 is the last year of a three-year auditing engagement with CliftonLarsonAllen at comparable expenditures to prior years. Property taxes are levied to provide resources for this annual expenditure, plus minimal interest income.



2018-2019 Accomplishments

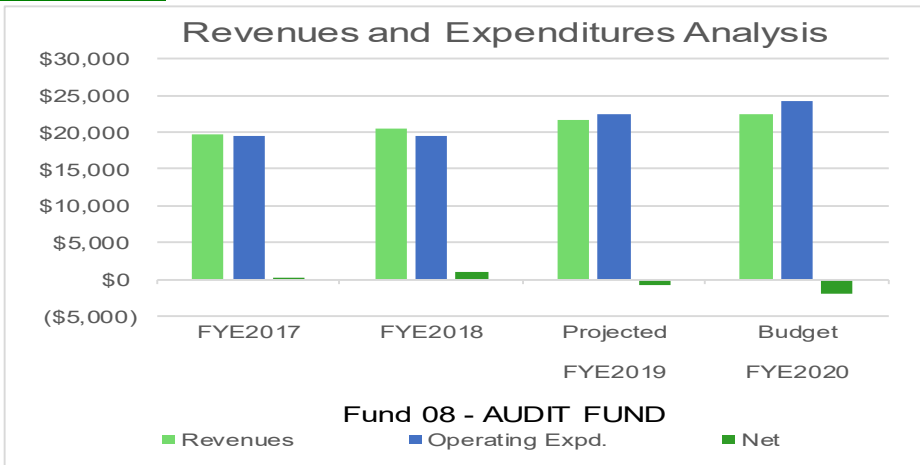
- Awarded the Government Finance Officers Association for the Comprehensive Annual Financial Report (CAFR) Award for FYE April 30, 2018.
- Received an unmodified audit opinion on the annual financial audit for FYE2019, which is the best you can receive.
- Projected fund balance at April 30, 2019 is \$10,119 or 41.6% of actual expenditures, target is 25%.
- Obtained actuarial calculation for the implementation of other post-employment benefits required under new GASB Statement No.75.

2019-20 Goals

- Receive an unmodified (clean) opinion on the annual financial audit for FYE2019.
- Obtain CAFR Award through GFOA for FYE2019.
- Complete financial audit and file all annual reports as required before deadlines.
- Obtain updated actuarial calculation for other post-employment benefits required under new GASB Statement No.75.

Revenues are budgeted at \$22,380 an increase from prior year projected of \$- or -% from last year. Property tax revenues decreased -% with remaining revenues holding steady. Expenditures are budgeted at \$24,300 which represents a \$- decrease from prior year projected, or -% to cover the additional expenditures for actuarial valuation..

AUDIT FUND



Performance Indicators

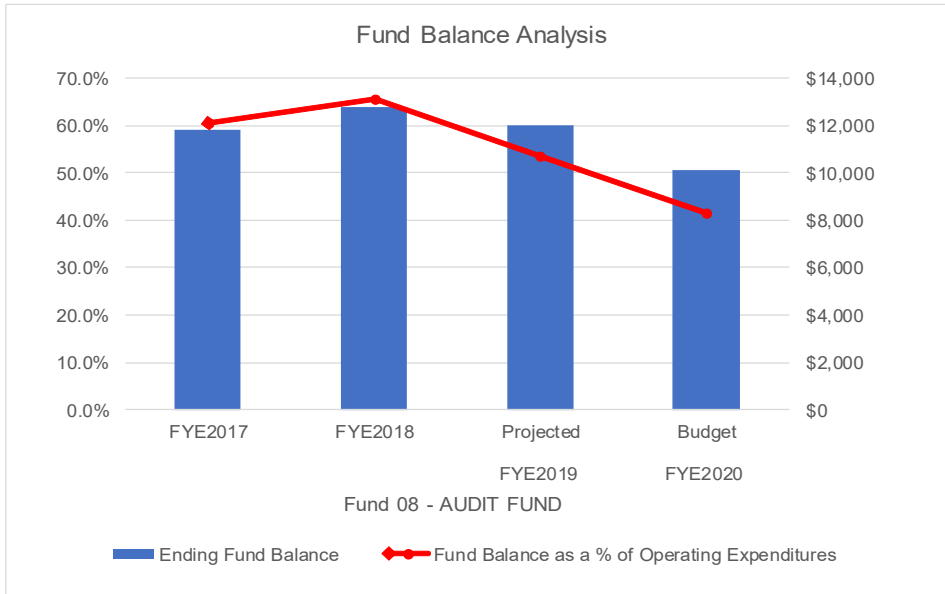
	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Operating Expenditures Per Capita	\$ 23.07	\$ 22.51	\$ 25.56	\$ 27.60
Unmodified Opinion Received	YES	YES	YES	YES

Fund 08 - AUDIT FUND

	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Estimated Revenues				
Property Tax Revenue	\$ 19,643	\$ 20,325	\$ 21,394	\$ 22,000
Interest Income	77	157	360	380
Total Estimated Revenues	\$ 19,720	\$ 20,482	\$ 21,754	\$ 22,380
Appropriations				
Contractual	19,500	19,500	22,500	24,300
Total Appropriations	19,500	19,500	22,500	24,300
Net of Revenues Over (Under)				
Appropriations	220	982	(746)	(1,920)
Beginning Fund Balance	11,583	11,803	12,785	12,039
Ending Fund Balance	\$ 11,803	\$ 12,785	\$ 12,039	\$ 10,119

The FYE2020 budgeted expenditures are \$1,800 higher than projected to plan updated actuarial valuation for other post employment benefits other than pensions under GASB Statement No. 75. This standard requires an actuarial valuation on other post-employment benefits, mainly health insurance, even though reimbursed in full by the retiree.

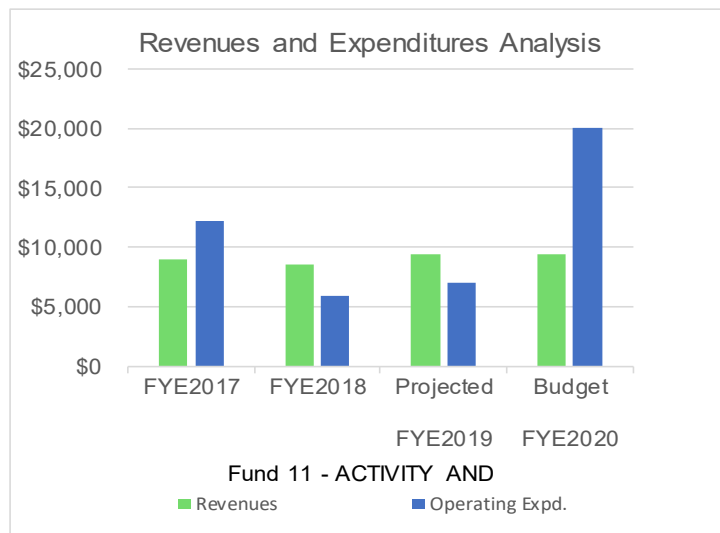
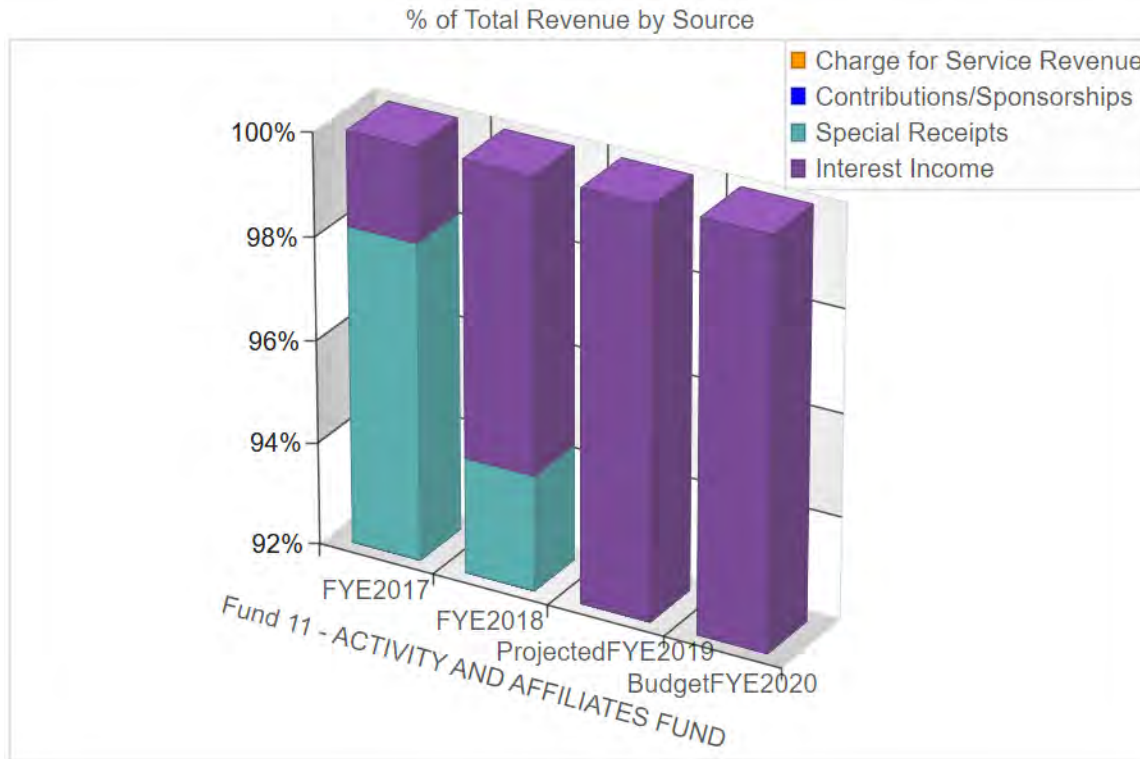
AUDIT FUND



ACTIVITY AND AFFILIATES FUND

Principal Responsibilities

Activity Fund –special monies from PDRMA safety awards, vending machine shared profits from sales and Adopt-A-Park groups are accounted for in the Activity Fund. The Park District administers these accounts, and they are audited along with the other Park District funds. Each affiliated group is responsible for its own budget, but administration and check writing are handled by Park District staff. The Park District also uses this fund to account for Champaign Park District gift cards sold and redeemed by patrons. The vending machine funds received are approximately \$3,900 annually and are used to pay for the various full-time staff annual holiday party, picnic and other functions. There are no budgeted staff for this fund.



ACTIVITY AND AFFILIATES FUND

Fund 11 - ACTIVITY AND AFFILIATES FUND

	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
Estimated Revenues				
Charge for Service Revenue	\$ 4,486	\$ 3,692	\$ 3,140	\$ 3,150
Special Receipts	4,292	4,399	5,283	5,330
Interest Income	163	493	949	949
Total Estimated Revenues	<u>\$ 8,941</u>	<u>\$ 8,584</u>	<u>\$ 9,372</u>	<u>\$ 9,429</u>
Appropriations				
Contractual	-	105	455	460
Commodities/Supplies	12,164	5,857	6,501	19,584
Total Appropriations	<u>12,164</u>	<u>5,962</u>	<u>6,956</u>	<u>20,044</u>
Net of Revenues Over (Under) Appropriations	\$ (3,223)	\$ 2,622	\$ 2,416	\$ (10,615)

Fund 11 - ACTIVITY AND AFFILIATES FUND

	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
Administration/Interest	\$ 4,439	\$ 4,475
Gift Cards	22,820	22,820
Clark Park - Adopt a Park	110	110
CUSR Afterschool	20	-
Posi Awards	1,504	1,804
PDRMA Safety Award	6,025	1,525
PDRMA Safety Award - CUSR	7,073	1,573
Adopt a Parks	634	634
Innovative Award-CUSR 2013	203	-
Innovative Award-Rec 2013	267	-
Porter Park - Adopt a Park	13	13
Robeson Park -Adopt a Park	1,054	1,054
Robeson Meadows	1,054	1,054
Douglass Seniors	636	636
Hays Seniors	1,593	1,593
	<u>\$ 47,445</u>	<u>\$ 37,290</u>

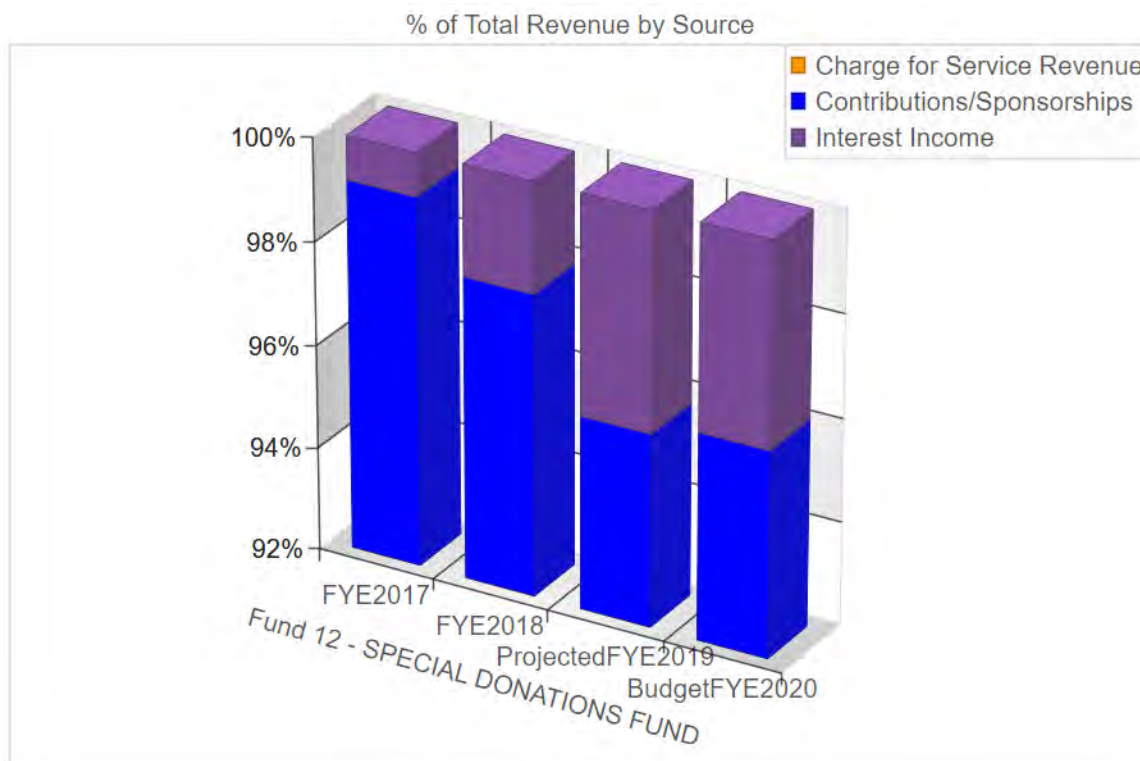
SPECIAL DONATIONS FUND

Principal Responsibilities

SPECIAL DONATIONS FUND – is used to track funds available for scholarships towards Park District programming. Those eligible for scholarships must complete an application and funds are distributed based on several criteria as well as available funding. There are no budgeted staff for this fund. Staff projected revenues to be consistent with prior years excluding the unexpected inflow of funds for FYE2016. As always, if revenues are below projected, then less scholarships would be awarded. The process for awarding scholarships was modified in FYE2016 allowing the recipient of funds to decide to use 100% of their allotment at once, or allocate the scholarship funds evenly over programs selected. In the past scholarships were awarded, however participants may not have had the funds available to pay for their portion. With this change, there was a higher utilization of funds awarded than in prior years.

The total scholarship funds available at April 30, 2019 for the next fiscal year are comprised as follows:

- Champaign-Urbana Special Recreation – 4%
- Douglass Daycamp and Swim Lessons – 5%
- General Scholarships – 90.5%
- Teens In Action – .5%



2018-2019 Accomplishments

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

- Increase the number of scholarships for first-time experiences. *Status – Remind all patrons when signing up for programs that scholarships are available.*
- Develop strategies to give potential users a sample of programs and services. *Status – By allowing participants to come in and tour the facilities they get the opportunity to see what fun and exciting programs we have to offer.*

SPECIAL DONATIONS FUND

SG4 – PROVIDE PARKS, RECREATION AND CULTURAL ARTS THAT ARE AFFORDABLE FOR ALL

OBJECTIVES:

- Develop opportunities to increase non-tax-based revenues by increasing sponsorships, grants, and donations. *Status – Secured \$11,375 in sponsorships, including three new sponsors who have not previously been involved in programs with the Park District.*

2019-20 Goals

8.6 PARK BOARD/LEADERSHIP TEAM

OBJECTIVES:

- Increase non-tax revenues to 25% to 30% of the operating budget.

Performance Indicators

	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
Households receiving scholarships	173	155	155	160
Scholarship donations received	35,469	35,630	26,100	26,883

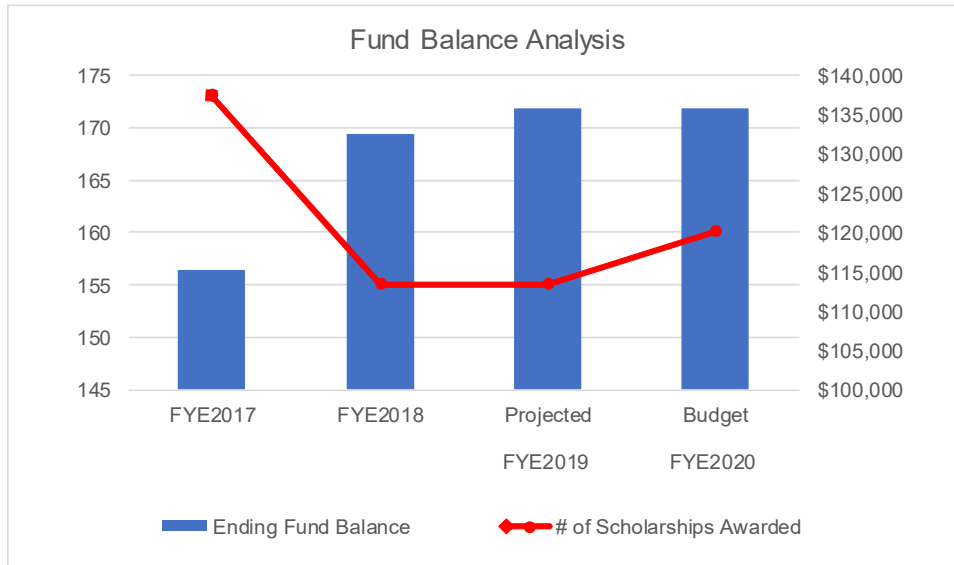
Fund 12 - SPECIAL DONATIONS FUND

	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
Estimated Revenues				
Charge for Service Revenue	\$ 4,837	\$ 9,253	\$ 2,015	\$ 5,000
Contributions/Sponsorships	46,993	53,706	57,643	57,800
Interest Income	441	1,377	2,645	2,600
Total Estimated Revenues	<u>\$ 52,271</u>	<u>\$ 64,336</u>	<u>\$ 62,303</u>	<u>\$ 65,400</u>

Appropriations

Contractual	<u>56,387</u>	<u>47,091</u>	<u>59,037</u>	<u>65,400</u>
Total Appropriations	<u>56,387</u>	<u>47,091</u>	<u>59,037</u>	<u>65,400</u>
Net of Revenues Over (Under) Appropriations	(4,116)	17,245	3,266	-
Beginning Fund Balance	119,291	115,175	132,420	135,686
Ending Fund Balance	<u>\$ 115,175</u>	<u>\$ 132,420</u>	<u>\$ 135,686</u>	<u>\$ 135,686</u>

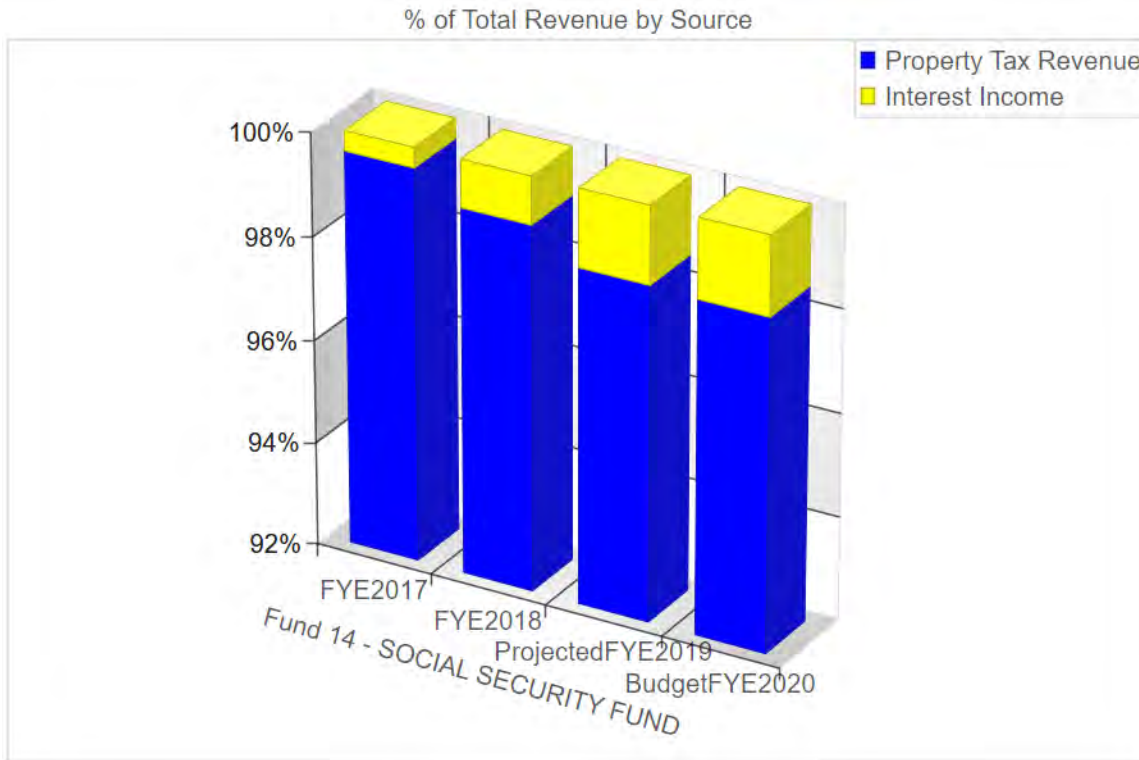
SPECIAL DONATIONS FUND



SOCIAL SECURITY FUND

Principal Responsibilities

SOCIAL SECURITY FUND –accounts for employer portion of expenditures of the Social Security and Medicare payroll taxes on eligible taxable wages paid to employees. The current rates are 6.20% for Social Security and 1.45% for Medicare. Champaign-Urbana Special Recreation's (CUSR) portion of expenditures are transferred to the CUSR fund and paid out of those separate property tax dollars. The remaining expenditures are paid with real estate taxes that are levied specifically for this fund. Revenue is derived of property taxes and interest income. Staff continue to reduce the amount of the property tax levy as a means to use excess fund balance and cash on hand to cover a portion of the annual social security and medicare expenditures. As reflected in the chart below, total revenues will slightly decrease in FYE2020 as expenditures increase in line with estimated salaries and wages to use excess accumulated funds.



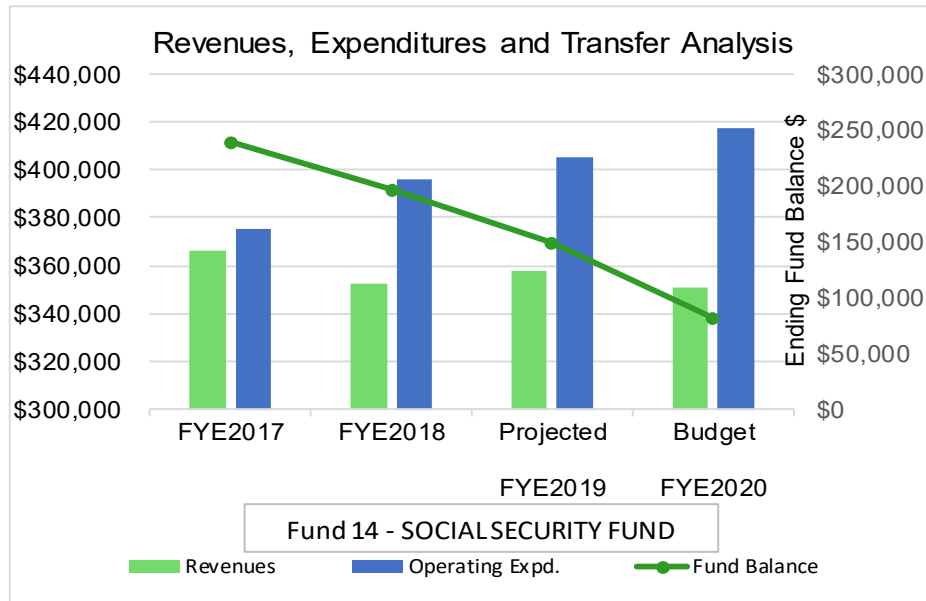
2018-2019 Accomplishments

- Filed quarterly wage reporting in a timely manner as required.
- Paid all payroll taxes in a timely manner as required.

2019-20 Goals

- Continue to levy less than required to cover expenditures in future years to utilize the surplus fund balance that exists.

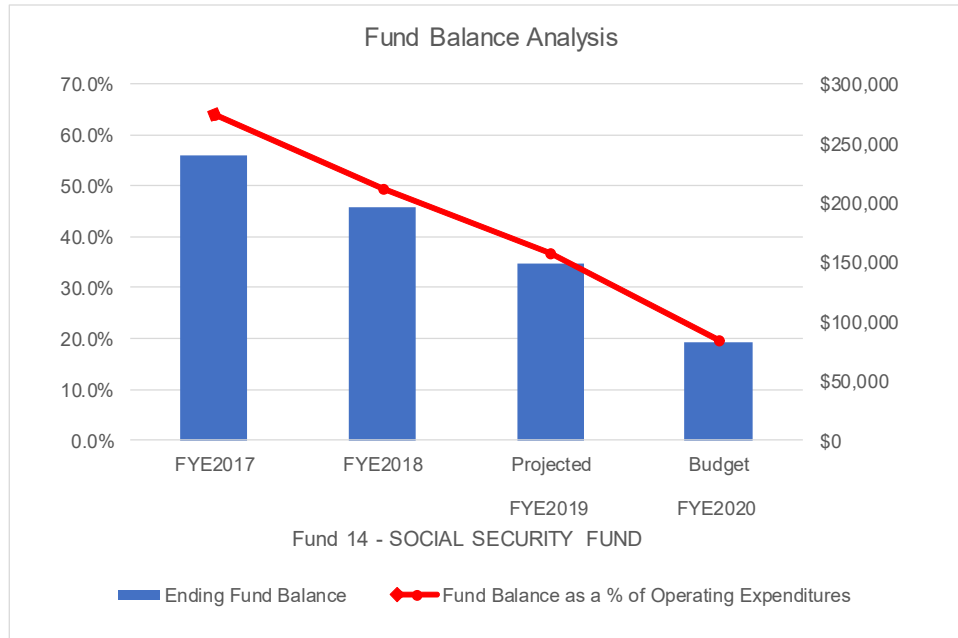
SOCIAL SECURITY FUND



Fund 14 - SOCIAL SECURITY FUND

	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
Estimated Revenues				
Property Tax Revenue	\$ 364,767	\$ 349,264	\$ 352,480	\$ 345,300
Interest Income	1,424	3,251	5,380	5,400
Total Estimated Revenues	<u>\$ 366,191</u>	<u>\$ 352,515</u>	<u>\$ 357,860</u>	<u>\$ 350,700</u>
Appropriations				
Fringe Benefits	375,024	395,872	405,000	417,150
Total Appropriations	<u>375,024</u>	<u>395,872</u>	<u>405,000</u>	<u>417,150</u>
Net of Revenues Under Appropriations	(8,833)	(43,357)	(47,140)	(66,450)
Beginning Fund Balance	248,352	239,519	196,162	149,022
Ending Fund Balance	<u>\$ 239,519</u>	<u>\$ 196,162</u>	<u>\$ 149,022</u>	<u>\$ 82,572</u>

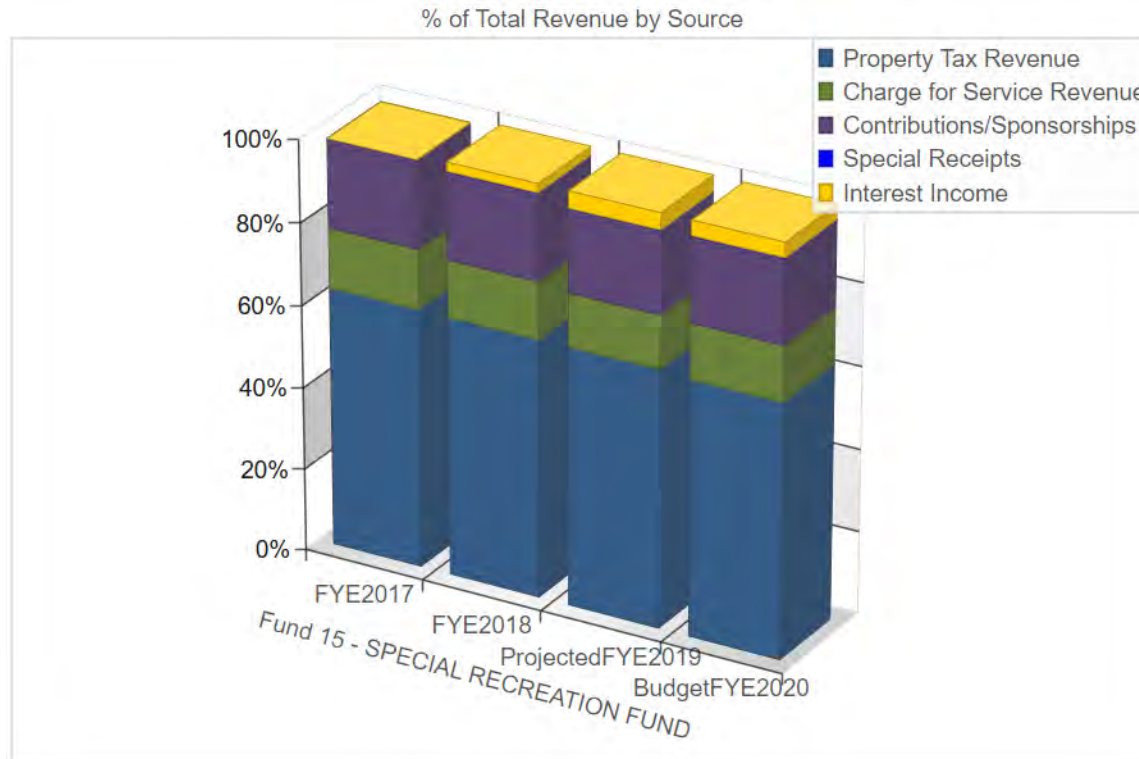
SOCIAL SECURITY FUND



SPECIAL RECREATION FUND

Principal Responsibilities

SPECIAL RECREATION FUND – Real estate taxes are levied for this fund to help provide for the operation of the C-U Special Recreation joint program. Monies from the Urbana Park District (UPD) real estate tax levy are also placed in this fund and recorded as contribution revenue. The Park District is the administrative agency for the program. Both Districts set aside .0175 of the .04 tax rate for ADA expenditures, whereas the remaining .0225 is used for operating activities. Both Districts levy at a maximum tax rate of .04.



CHAMPAIGN-URBANA SPECIAL RECREATION (CUSR) – serves people of varying ages and disabilities by providing recreational programs and inclusion services, which enhance the quality of life for both Urbana and Champaign residents. CUSR has an administrative four-member board composed of Park District and Urbana Park District (UPD) staff with input from the Special Recreation Advisory Committee, however all activities must be approved by both Park Districts Board of Commissioners.

Program areas include facilitating programs that promote the acquisition of skills, awareness of resources, and appreciation of recreational programs, time management and planning, and normalized age-appropriate development of benefits to enhance each participant's quality of life. The program advocates and assists full accessibility and inclusion of people of all ages and abilities into community opportunities.

Responsibilities include afterschool programs, basic living skills, education programs, creative classes, dances, specialized transitional, and inclusion services (UPD/CPD); special events; Special Olympics (bowling, basketball, volleyball, bocce, softball, track and field, and power lifting); sports; summer camps; and trips. Most recently staff hired a theatre instructor to teach introduction to theatre, which was very successful and the participants enjoyed it and will continue offering this program in the next fiscal year.

Employees Funded by CUSR - Positions and Numbers (FT1 and FT2)

Position	FYE2017	FYE2018	FYE2019	FYE2020
	Actual	Actual	Projected	Budget
CUSR Adult Program Coordinator	3.00	1.00	1.00	1.00
CUSR Athletics Coordinator	-	1.00	1.00	1.00
CUSR Manager	1.00	1.00	-	-
CUSR Program Director	-	-	1.00	1.00

SPECIAL RECREATION FUND

Employees Funded by CUSR - Positions and Numbers (FT1 and FT2)

Position	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
CUSR Receptionist	1.00	1.00	1.00	1.00
CUSR Recreation Inclusion Coordinator	-	1.00	1.00	1.00
	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

2018-2019 Accomplishments

SG1 - PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Develop customer service standards and training. *Status – Staff trainings held to train staff on Customer Service upon hire. Staff are held accountable for upholding outstanding customer service.*
- Provide equal access for all patrons to all parks, facilities and programs. *Status – We strive to be ADA compliant in all we do. We specialize in adaptive programming which we apply in all aspects of what we do.*
- Create events & programs that highlight different cultures. *Status – Staff are planning to meet and begin planning an event that will highlight different cultures.*
- Promote family volunteering at various events and programs. *Status – Promoted family volunteering at CUSR events this fiscal year. When recruiting volunteers for Cupcake we made sure to reach out to entire families to make people aware the event was family friendly*

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

- Train staff to make first-time participants feel important by enhancing the participant experience. *Status – Trained staff on how to enhance participant experience. This training is done internally when new staff are hired.*
- Encourage staff to focus on first-time program participants. *Status – Working to create training materials that will have a focus on first-time participants.*
- Track new programming and equipment trends. *Status – In Progress- Full-time staff receive and review program materials from external SRA's to get see trends in equipment and programming.*
- Improve internal customer service through staff training. *Status – Trained staff. Summer staff received HIPPA training as a way to ensure customer privacy was met.*
- Develop strategies to give potential users a sample of programs and services. *Status – Staff will meet to develop a plan to enact a strategy to give participants an opportunity to try new programs.*
- Develop opportunities to gather feedback for the needs and interests of various cultures/races/demographics. *Status – We send our program evaluations to a diverse base of participants and use the feedback to make adaptations to current programs.*
- Increase the number of scholarships for first-time experiences. *Status – Began informing new participants of scholarship opportunities at time of registration.*

SPECIAL RECREATION FUND

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPANT IN THROUGHOUT THEIR LIVES

OBJECTIVES:

- Determine the level of service for parks, facilities and amenities to meet all residents' needs. *Status – Working towards evaluating parks.*
- Provide parks, amenities and facilities that serve all ages. *Status – We are currently using our facility to do programming for participants that are pre-school aged as well as adults.*
- Research new opportunities and aging trends for programs and facilities for various age groups. *Status – Now offering Pre-School programs.*
- Provide intergenerational programming. *Status – In the process of developing ways to collaborate youth programs with adult programs.*
- Provide program scholarships from which all ages can benefit. *Status – Provided scholarships to all age groups.*
- Develop and promote health and wellness programs. *Status – Integrating health and wellness into programs. We plan healthy options at all events that are held. We promote healthy cooking at our cooking programs.*
- Reach out to residents for input on new programs for all ages. *Status – Used Program Evaluation input for new program ideas. We added the addition of a youth running event at our cupcake 5k at the suggestion of a community member.*

SG4 – PROVIDE PARKS, RECREATION AND CULTURAL ARTS THAT ARE AFFORDABLE FOR ALL

OBJECTIVES:

- Offer affordable programs, parks, and services. *Status – working to offer programs at a more cost efficient price*
- Develop creative and effective payment programs for participants. *Status – We will work with accounting and look to our scholarship fund to try and provide creative payment options for our participants.*
- Reward the loyalty of participants. *Status – We work with our current participants in many ways to be accommodating to our loyal participants, be it by setting up payment plans or other accommodations.*
- Develop effective strategies to make programs more affordable. *Status – Programs are evaluated and cost is looked at as a reason that attendance may be low for a program. If cost is the reason for low enrollment programs are revamped. For example Jumpin' at Jupiter's is being re-evaluated to include games rather than pool.*
- Develop additional low-cost or free programs. *Status – Currently offer several free/low-cost programs such as our egg-hunt as well as several programs that are \$30.00 or less.*

SG5 – PROVIDE OPPORTUNITIES TO CREATE COMMUNITY CONNECTIONS IN OUR PARKS, RECREATION, AND CULTURAL ARTS

OBJECTIVES:

- Evaluate current community partnerships and develop new partnerships. *Status – Partnered with several new organizations this year. Some of these organizations are PACE, Best Buddies, and Heart of Illinois Special Recreation Association.*
- Develop new family-focused special events or activities that bring residents together. *Status – Held several community events for families, like the Sensory Friendly Swimming and Sensory Egg-Hunt.*

SPECIAL RECREATION FUND

- Increase face-to-face connections with members of the community. *Status – Full-time staff were in attendance at nearly all community events and many weekly programs.*
- Involve community members and agencies in our programs and events. *Status – Sounds of Music Studio, CU Rehab and DR Dixie Band are a few of groups that come out and work with our participants.*
- Create new programs, parks, facilities, amenities and services to connect with more people in the community. *Status – Crafting, Just Dance, Chili & a Movie, Pancake Breakfast & a movie are a few of the new programs that we offer. We are also offering a trip to Chicago's Enchanted Castle.*
- Work with the school district on programs and services as part of the Community School Initiative. *Status – We hold several of our Day-Camp programs at Unit 4 schools.*
- Increase financial and in-kind support of outside groups and agencies to provide programs and events. *Status – Received several donations from agencies and groups to help support our fundraisers this year.*

2019-20 Goals

8.2 PARK BOARD/LEADERSHIP TEAM

OBJECTIVES:

- Determine appropriate space and develop a plan for Champaign-Urbana Special Recreation Program.

8.4 PARK BOARD/LEADERSHIP TEAM

OBJECTIVES:

- Develop a positive, professional, innovative, and fun work culture.

8.5 PARK BOARD/LEADERSHIP TEAM

OBJECTIVES:

- Hire quality staff by opening all positions to everyone interested in applying.
- Develop quality leaders through training, mentoring, and coaching.
- Continue to develop processes and systems to retain staff at greater than 90% every year.

8.6 PARK BOARD/LEADERSHIP TEAM

OBJECTIVES:

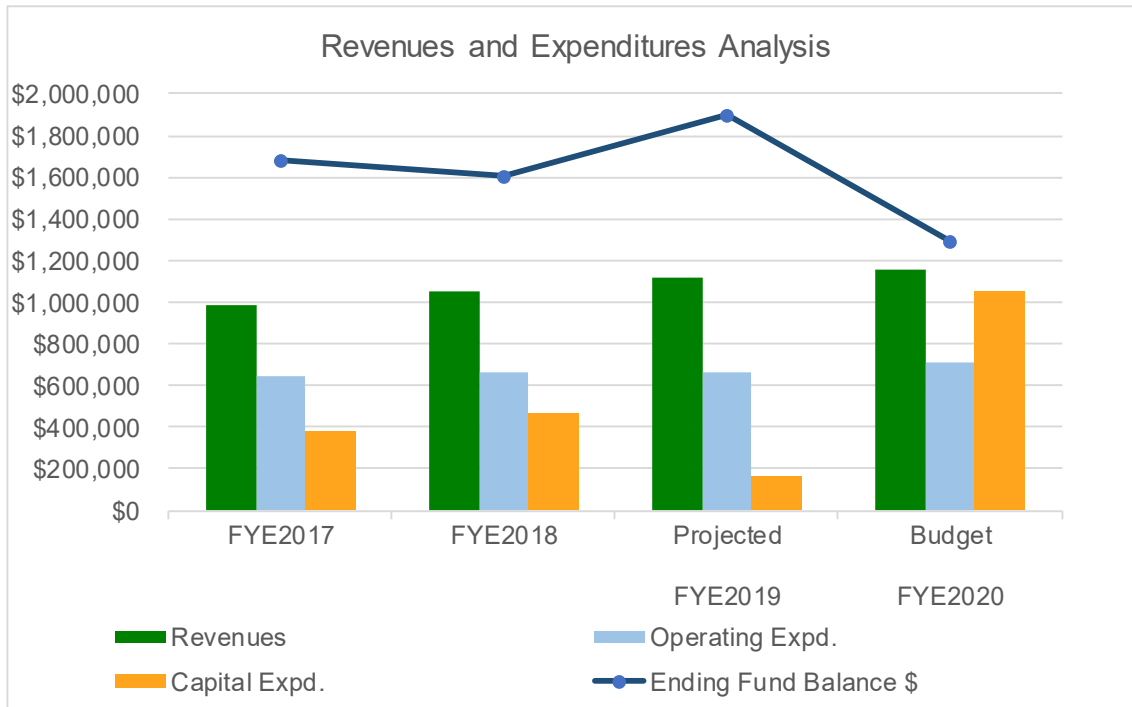
- Increase non-tax revenues to 25%-30% of the operating budget.

Capital projects budgeted in FYE2019 that carried over into FYE2020 included the following:

- Zahnd Accessible Path - \$290,500
- New location for CUSR facility - \$304,000

For more details please refer to the Capital and Debt section of this document, specifically the Capital Improvement Plan document.

SPECIAL RECREATION FUND



Given this is a joint program with UPD, the following table displays the ending fund balance by fiscal year between the two Park Districts.

Fund 15 - SPECIAL RECREATION FUND Fund Balance Components

	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	Budget FYE2020
Operating	\$ 804,100	\$ 810,181	\$ 688,810	\$ 732,930
Restricted Fund Balance - CPD ADA	867,056	738,213	1,130,897	550,430
Restricted Fund Balance - UPD ADA	6,819	57,730	78,656	5,552
Ending Fund Balance	\$ 1,677,975	\$ 1,606,124	\$ 1,898,363	\$ 1,288,912

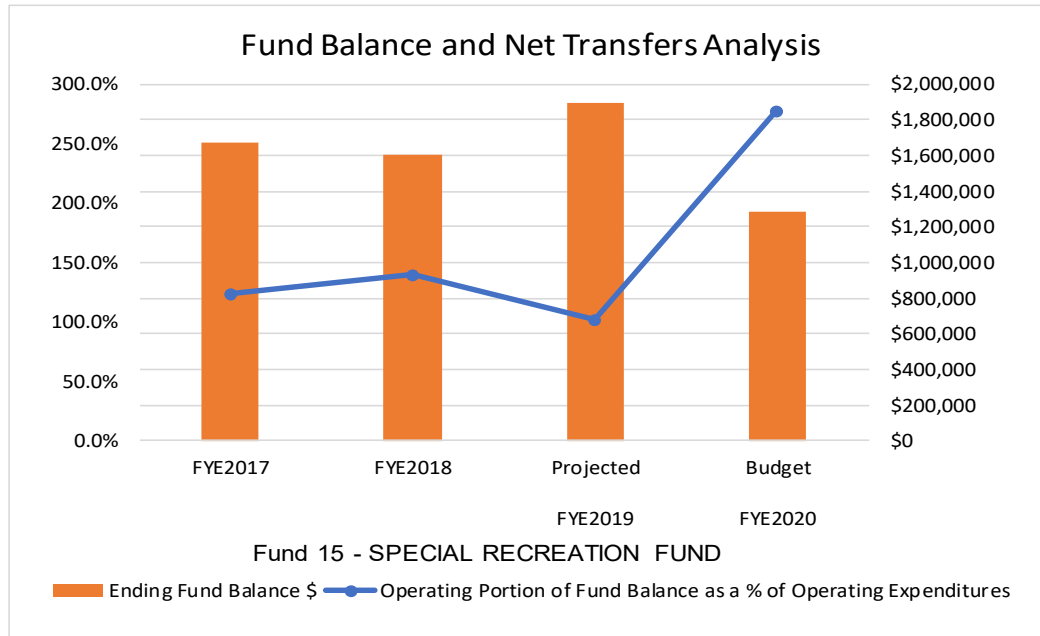
Note: During FYE2019, a special distribution of \$187,300 from operating fund balance was approved to be moved to CPD-ADA in the amount of \$142,300 and UPD-ADA in the amount of \$45,000. Both of these amounts were transferred out of the operating reserves.

SPECIAL RECREATION FUND

Fund 15 - SPECIAL RECREATION FUND

	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
Estimated Revenues				
Property Tax Revenue	\$ 621,022	\$ 660,196	\$ 702,627	\$ 717,380
Charge for Service Revenue	143,680	146,094	145,194	155,791
Contributions/Sponsorships	209,920	220,065	223,027	235,390
Special Receipts	550	1,417	1,200	1,920
Interest Income	11,133	22,740	45,315	42,000
Total Estimated Revenues	<u>\$ 986,305</u>	<u>\$ 1,050,512</u>	<u>\$ 1,117,363</u>	<u>\$ 1,152,481</u>
Appropriations				
Salaries and Wages	\$ 434,458	\$ 440,938	\$ 417,733	\$ 454,670
Fringe Benefits	79,368	74,048	80,310	85,900
Contractual	89,114	98,550	97,395	99,635
Commodities/Supplies	30,850	31,142	35,313	39,800
Utilities	5,972	5,029	556	-
Routine/Periodic Maintenance	-	-	16,200	18,200
Capital Outlay	378,372	462,892	165,419	1,050,427
Insurance	9,272	9,764	12,198	13,300
Total Appropriations	<u>1,027,406</u>	<u>1,122,363</u>	<u>825,124</u>	<u>1,761,932</u>
Net of Revenues Over (Under) Appropriations	(41,101)	(71,851)	292,239	(609,451)
Beginning Fund Balance	<u>1,719,076</u>	<u>1,677,975</u>	<u>1,606,124</u>	<u>1,898,363</u>
Ending Fund Balance	<u>\$ 1,677,975</u>	<u>\$ 1,606,124</u>	<u>\$ 1,898,363</u>	<u>\$ 1,288,912</u>

SPECIAL RECREATION FUND



Overall expenditures increased 113.5% from projected as the majority of capital projects rolled over from prior year as planned for in FYE2020 out of ADA reserves. Of this amount, \$5,552 is specific to UPD's ADA fund balance that the Park District administers as requested. Other budgetary differences include:

- Salaries and wages increased 8.84% as volunteers may no longer serve as overnight capacity for participants on trips with the majority of the increase a result of multiple vacancies in the prior year and included in the full budget year.
- Fringe benefits decreased -% resulting from turnover and employee status changes, all five individuals selected health insurance coverage for FYE2020 whereas the prior year recognized an additional opt out savings as well as savings from vacancies throughout the year.
- Commodities decreased -% (\$4,400) for purchase of three replacement computers with replacement of two additional computers in FYE2021. Some increase attributed to participant uniforms as part of doing business.
- Insurance decreased -% (\$1,100) from PDRMA as calculation based on wages and actual expenditure reports anticipate another increase in 2020 as less volunteers are utilized for programs.

Champaign Park District: SPECIAL RECREATION FUND
Year End: April 30, 2019
TB sorted by Fund-Department

15 DEPT

Account	Rep 04/17	Rep 04/18	Projected 04/19	Proposed 04/20	Annotation
Revenue					
15-25-001 CUSR - Administration	530(6(7	5)&0'&667	(971,169 7	5))6'&3&7	
15-25-001-41010 15-25-001 Property Taxes - CPD Operating	(322,998#	(344,711#	(366,898#	(381,435#	
15-25-001-41011 15-25-001 Property Taxes - CPD IMRF/FICA	(24,835#	(26,649#	(28,381#	(22,145#	
15-25-001-41015 15-25-001 Property Taxes - CPD ADA	(273,189#	(288,836#	(307,348#	(313,800#	
15-25-001-43030 15-25-001 Interest	(11,133#	(22,740#	(45,315#	(42,000#	
15-25-001-46150 15-25-001 Special Receipts	(550#	(1,400#	(1,200#	(1,900#	
15-25-001-46160 15-25-001 Other Reimbursements		(16#		(20#	
15-25-001-47106 15-25-001 Contributions-UPD CUSR Operating	(93,197#	(97,174#	(98,775#	(109,919#	
15-25-001-47107 15-25-001 Contributions_UPD CUSR Op FICA/	(24,882#	(26,417#	(26,118#	(22,145#	
15-25-001-47108 15-25-001 Contributions-UPD CUSR ADA Porti	(91,841#	(96,124#	(97,134#	(102,716#	
CUSR	530(6(7	5)&0'&667	(971,169#	(996,080#	
15-25-050 Days Out Programs	5(6 & 7	(3,169 7	5%'6&&#	5%'2&3	
15-25-050-49115 15-25-050 Program Fees	(2,650#	(3,169#	(3,600#	(3,708#	
15-25-051 Teen/Camp Spirit	5(&'3(%7	5(%)'((7	5(' && 7	5(6'(2& 7	
15-25-051-49115 15-25-051 Program Fees	(20,823#	(23,922#	(25,500#	(26,270#	
15-25-052 Transportation	5)'&%7	52'62&7	53'2&&7	53'6&7	
15-25-052-46160 15-25-052 Other Reimbursements		(0#			
15-25-052-49115 15-25-052 Program Fees	(9,032#	(7,670#	(8,700#	(8,960#	
CUSR	5)'&%7	52'62&7	(8,700#	(8,960#	
15-25-054 Youth/Teen Programs	52%'&#2	(8,431 7	5 '3&&7	5 '2& 7	
15-25-054-49115 15-25-054 Program Fees	(7,337#	(8,431#	(5,800#	(5,970#	
15-25-056 Special Events	(815 7	(12,055 7	(8,100 7	52)'(% 7	
15-25-056-47100 15-25-056 Sponsorships		(350#	(1,000#	(610#	
15-25-056-49115 15-25-056 Program Fees	(815#	(11,705#	(7,100#	(7,313#	
CUSR	(815 7	(12,055 7	(8,100#	(7,923#	
15-25-058 Dance	56)'3(7	53'&%7	(6,711 7	(6,910 7	
15-25-058-49115 15-25-058 Program Fees	(6,982#	(8,039#	(6,711#	(6,910#	
15-25-059 Adult Programs	(17,663 7	(15,877 7	(20,100 7	5(&'2&&7	
15-25-059-49115 15-25-059 Program Fees	(17,663#	(15,877#	(20,100#	(20,700#	
15-25-060 Afterschool Program	5('2&(7	5(6%'(07	5(%'&&&7	5(%'6)&7	
15-25-060-49115 15-25-060 Program Fees	(25,702#	(26,324#	(23,000#	(23,690#	
15-25-061 Overnight Trips	(12,535 7	52'6307	(11,780 7	(12,130 7	
15-25-061-49115 15-25-061 Program Fees	(12,535#	(7,684#	(11,780#	(12,130#	
15-25-062 Special Olympics	(18,548 7	(17,757 7	(13,000 7	(19,000 7	

Champaign Park District: SPECIAL RECREATION FUND
Year End: April 30, 2019
TB sorted by Fund-Department

15 DEPT-1

Account	Rep 04/17	Rep 04/18	Projected 04/19	Proposed 04/20	Annotation
15-25-062-49115 15-25-062 Program Fees	(18,548#	(17,757#	(13,000#	(19,000#	
15-25-063 Sports & Fitness	50'2227	5) & 7	5%'(&#	5%)0&	
15-25-063-49115 15-25-063 Program Fees	(4,777#	(950#	(3,200#	(3,940#	
15-25-064 For Kids Only Camp	(16,8167	(14,5677	(16,7037	(17,2007	
15-25-064-46160 15-25-064 Other Reimbursements		(1#			
15-25-064-49115 15-25-064 Program Fees	(16,816#	(14,566#	(16,703#	(17,200#	
CUSR	(16,8167	(14,5677	(16,703#	(17,200#	
Total Revenues	5)36"%& 7	(1,050,5097	(1,117,3637	(1,152,4817	
Expenditures					
15-25-001 CUSR - Administration	2 2'(3	816,152	00'230	1,459,267	
15-25-001-53132 15-25-001 Dental Insurance	1,330	1,455	2,502	2,580	
15-25-001-53133 15-25-001 Medical Health Insurance	20,988	17,117	28,740	38,160	
15-25-001-53134 15-25-001 Life Insurance	% %	%	573	!	
15-25-001-53135 15-25-001 IMRF Payments	16,598	15,118	15,434	12,000	
15-25-001-53136 15-25-001 FICA Payments	34,198	34,878	31,354	32,290	
15-25-001-53137 15-25-001 Employee Assistance Program	175	163	177	180	
15-25-001-54201 15-25-001 Postage And Mailing	1,963	1,754	2,102	2,170	
15-25-001-54202 15-25-001 Printing And Duplicating	5,311	5,423	5,276	5,430	
15-25-001-54204 15-25-001 Staff Meeting		30	154	160	
15-25-001-54205 15-25-001 Legal Publications/Notices		\$ %	1,707	1,760	
15-25-001-54206 15-25-001 Advertising/Publicity	4,255	913	851	""	
15-25-001-54207 15-25-001 Staff Training	1,535	1,846	1,955	2,010	
15-25-001-54208 15-25-001 Memberships, Dues And Fees	1,412	1,598	1,495	1,540	
15-25-001-54209 15-25-001 Conference And Travel	2,709	2,892	7,971	4,500	
15-25-001-54212 15-25-001 Attorney Fees		4,780	2,500	2,580	
15-25-001-54236 15-25-001 Auto Allowance	%"%	630	630	%	
15-25-001-54251 15-25-001 Rental Facilities	16,500	16,500	16,500	21,000	
15-25-001-54254 15-25-001 Service Contracts	3,104	4,192	4,200	4,330	
15-25-001-54264 15-25-001 Cell Phone Expense	248	282	370	380	
15-25-001-54265 15-25-001 Subscriptions	480		240	250	
15-25-001-54280 15-25-001 Other Contractual Services		250	1,726	250	
15-25-001-54282 15-25-001 Intern Stipends	4,200	4,350			
15-25-001-55301 15-25-001 Office Supplies	925	358		\$	
15-25-001-55302 15-25-001 Envelopes And Stationary	407	462	462	480	
15-25-001-55303 15-25-001 Duplicating Supplies	400	395	395	410	
15-25-001-55315 15-25-001 Staff Uniforms	53		100	100	
15-25-001-55316 15-25-001 Participant Uniforms	33	38			
15-25-001-55329 15-25-001 Office/ Equipment Value <\$10000		\$		2,400	
15-25-001-55348 15-25-001 Flowers And Cards			25	30	
15-25-001-55349 15-25-001 Plaques, Awards And Prizes	276	274	300	610	
15-25-001-55350 15-25-001 Recreation/Program Supplies	388	309	400	410	
15-25-001-55354 15-25-001 Food Supplies	619	%	100	100	
15-25-001-57131 15-25-001 Workers Compensation	2,036	2,195	2,950	3,310	
15-25-001-57220 15-25-001 Liability Insurance	2,130	2,327	2,843	3,090	
15-25-001-57222 15-25-001 Employment Practices	745	\$!	920	!\$	
15-25-001-57224 15-25-001 Property Insurance	4,361	4,483	5,485	5,930	
15-25-001-58003 15-25-001 ADA Non-Capital Expenditures			16,200	18,200	
15-25-001-59414 15-25-001 Credit Card Fees	1,847	2,122	2,200	2,270	

Champaign Park District: SPECIAL RECREATION FUND
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15 DEPT-2

Account	Rep 04/17	Rep 04/18	Projected 04/19	Proposed 04/20	Annotation
15-25-001-61509 15-25-001 UPD Capital ADA	100,029	45,213	121,207	175,820	
15-25-001-70301 15-25-001 Office Staff/Support	26,979	29,343	26,814	31,200	
15-25-001-70501 15-25-001 Managers/Supervisors	47,194	35,519	30,319	45,320	
15-25-001-71001 15-25-001 Program/Facility Director	106,778	105,093	107,866	105,110	
15-25-001-80303 15-25-001 PT Office Staff/Support	2,910	302	949	!"	
15-25-001-81503 15-25-001 PT - Inclusion Aids ADA	\$!%	48,134	52,000	53,560	
15-25-001-81903 15-25-001 PT Building/Park Opener	1,069	!%			
15-25-001-83003 15-25-001 Allowances/Reimbursements	5,515	4,717	1,530	100	
15-25-001-61508-160120 15-25-001 CPD - ADA	188,791				
15-25-001-61508-170002 15-25-001 CPD - ADA	81,312				
15-25-001-61508-170015 15-25-001 CPD - ADA	8,240	393,589	(426#		
15-25-001-61508-180002 15-25-001 Park Construction/Improven		24,090	29,893	260,607	
15-25-001-61508-190002 15-25-001 CPD - ADA			14,745		
15-25-001-61508-190003 15-25-001 CPD - ADA				304,000	
15-25-001-61508-200002 15-25-001 CPD - ADA				310,000	
15-01-001-53132 15-01-001 Dental Insurance	(58#				
15-01-001-53133 15-01-001 Medical Health Insurance					
15-01-001-53134 15-01-001 Life Insurance	11				
CUSR	2 2'(3	816,152	544,784	1,459,267	
15-25-006 Volunteers	666	&	&	&	
15-25-006-55315 15-25-006 Staff Uniforms					
15-25-006-55349 15-25-006 Plaques, Awards And Prizes	40				
15-25-006-55354 15-25-006 Food Supplies	\$%				
CUSR	666	&			
15-25-050 Days Out Programs	7,891	6'&3%	6'(&2	6'0&&	
15-25-050-54299 15-25-050 Field/Special Trips	146	%	202	210	
15-25-050-55350 15-25-050 Recreation/Program Supplies	160	144	230	240	
15-25-050-55354 15-25-050 Food Supplies	183	143	201	210	
15-25-050-81003 15-25-050 PT Program Director/Supervisor	1,059	1,266	1,645	1,690	
15-25-050-81703 15-25-050 PT Day Camp Staff/Life Guard	6,343	4,470	3,929	4,050	
CUSR	7,891	6'&3%	6,207	6,400	
15-25-051 Teen/Camp Spirit	6&'6(%	20'0(2	6%'&)%6	6 '%&&	
15-25-051-54204 15-25-051 Staff Meeting			200	210	
15-25-051-54207 15-25-051 Staff Training	236	358	358	370	
15-25-051-54251 15-25-051 Rental Facilities	3,640	5,280	3,640	3,750	
15-25-051-54299 15-25-051 Field/Special Trips	1,954	1,757	2,290	2,360	
15-25-051-55315 15-25-051 Staff Uniforms	214	496	400	410	
15-25-051-55316 15-25-051 Participant Uniforms	360	279	276	280	
15-25-051-55322 15-25-051 Cleaning/Janitorial Supplies		\$	\$	"	
15-25-051-55350 15-25-051 Recreation/Program Supplies	719	819	!"	1,010	
15-25-051-55354 15-25-051 Food Supplies	504	873	!%"	1,020	
15-25-051-81003 15-25-051 PT Program Director/Supervisor	\$!"!	8,910	9,186	9,460	
15-25-051-81703 15-25-051 PT Day Camp Staff/Life Guard	45,106	\$!	45,000	46,350	
CUSR	6&'6(%	20'0(2	63,396	65,300	
15-25-052 Transportation	12,596	14,586	13,621	14,040	
15-25-052-54241 15-25-052 Vehicle Repair		1,865	1,500	1,550	
15-25-052-55327 15-25-052 Vehicle/Equipment Repair Parts	"	106	931	!"	
15-25-052-55330 15-25-052 Gas,Fuel,Grease And Oil	6,841	6,830	7,200	7,420	

Champaign Park District: SPECIAL RECREATION FUND
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15 DEPT-3

Account	Rep 04/17	Rep 04/18	Projected 04/19	Proposed 04/20	Annotation
15-25-052-81503 15-25-052 PT General Staff	1,602	1,909	1,273	1,310	
15-25-052-81703 15-25-052 PT Day Camp Staff/Life Guard	3,353	3,877	2,717	2,800	
CUSR	12,596	14,586	13,621	14,040	
15-25-054 Youth/Teen Programs	0'23	6' &	'(32	' 0&	
15-25-054-54281 15-25-054 Contractual Personnel	2,653	3,529	3,425	3,620	
15-25-054-54299 15-25-054 Field/Special Trips	207			10	
15-25-054-55350 15-25-054 Recreation/Program Supplies	129	219	300	310	
15-25-054-55354 15-25-054 Food Supplies	155		200	210	
15-25-054-81503 15-25-054 PT General Staff	329	"!	333	340	
15-25-054-81703 15-25-054 PT Day Camp Staff/Life Guard	1,312	1,175	1,018	1,050	
CUSR	0'23	6' &	5,287	5,540	
15-25-056 Special Events	1,807	6,167	2'20%	3'%)&	
15-25-056-54206 15-25-056 Advertising/Publicity	\$	1,302	1,200	1,900	
15-25-056-54250 15-25-056 Equipment Rental	130	\$	\$	"	
15-25-056-54251 15-25-056 Rental Facilities		240	234		
15-25-056-54280 15-25-056 Other Contractual Services		1,938	1,964	2,023	
15-25-056-54285 15-25-056 Contractual Entertainment		(300#	300	300	
15-25-056-55315 15-25-056 Staff Uniforms	150		150	150	
15-25-056-55349 15-25-056 Plaques, Awards And Prizes	734	2,205	2,900	2,990	
15-25-056-55350 15-25-056 Recreation/Program Supplies	44	361	420	430	
15-25-056-55354 15-25-056 Food Supplies	174	346		520	
CUSR	1,807	6,167	7,743	8,393	
15-25-058 Dance	'((%%)	%' 36	%)%&	
15-25-058-54285 15-25-058 Contractual Entertainment	200	%	%	620	
15-25-058-54299 15-25-058 Field/Special Trips	371	281	300	310	
15-25-058-55350 15-25-058 Recreation/Program Supplies	114	325	267	280	
15-25-058-55354 15-25-058 Food Supplies	199	309	359	%	
15-25-058-81503 15-25-058 PT General Staff	116	489	489		
15-25-058-81703 15-25-058 PT Day Camp Staff/Life Guard	1,252	1,391	1,571	1,620	
CUSR	'((%%)	3,586	3,930	
15-25-059 Adult Programs	29,501	()'202	%%&'((6	31,145	
15-25-059-54281 15-25-059 Contractual Personnel		1,000	1,500	1,550	
15-25-059-54299 15-25-059 Field/Special Trips	11,330	12,237	12,300	12,670	
15-25-059-55315 15-25-059 Staff Uniforms	1,676	710	\$!"	820	
15-25-059-55350 15-25-059 Recreation/Program Supplies	662	732	641	%%	
15-25-059-55354 15-25-059 Food Supplies	4,807	\$	5,034	5,185	
15-25-059-81503 15-25-059 PT General Staff	4,202	2,194	3,277	3,380	
15-25-059-81703 15-25-059 PT Day Camp Staff/Life Guard	6,824	7,174	%%\$%	%%'"	
CUSR	29,501	()'202	30,226	31,145	
15-25-060 Afterschool Program	0%'6&0	55,821	51,898	%'06&	
15-25-060-54207 15-25-060 Staff Training	270				
15-25-060-54299 15-25-060 Field/Special Trips			36	40	
15-25-060-55315 15-25-060 Staff Uniforms	!"		165	170	
15-25-060-55322 15-25-060 Cleaning/Janitorial Supplies	""	"		10	
15-25-060-55350 15-25-060 Recreation/Program Supplies	712	761	\$	\$\$	
15-25-060-55354 15-25-060 Food Supplies	% "	\$ \$!""	1,020	

Champaign Park District: SPECIAL RECREATION FUND
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15 DEPT-4

Account	Rep 04/17	Rep 04/18	Projected 04/19	Proposed 04/20	Annotation
15-25-060-81003 15-25-060 PT Program Director/Supervisor	" \$\$%	!! "	!!	10,200	
15-25-060-81703 15-25-060 PT Day Camp Staff/Life Guard	33,054	44,338	40,000	41,200	
CUSR	0%'6&0	55,821	51,898	53,460	
15-25-061 Overnight Trips	13,331	8,041	12,000	14,270	
15-25-061-54299 15-25-061 Field/Special Trips	10,784	6,308	%	% \$	
15-25-061-55350 15-25-061 Recreation/Program Supplies	104		!"	1,010	
15-25-061-55354 15-25-061 Food Supplies	2,443	1,733	3,020	3,060	
15-25-061-81703 15-25-061 PT Day Camp Staff/Life Guard			1,500	3,500	
CUSR	13,331	8,041	12,000	14,270	
15-25-062 Special Olympics	28,211	()'02%	20,116	%&') (
15-25-062-54251 15-25-062 Rental Facilities	7,476	" %""	6,740	6,942	
15-25-062-54299 15-25-062 Field/Special Trips	2,175	2,579	2,149	2,210	
15-25-062-55315 15-25-062 Staff Uniforms	\$				
15-25-062-55316 15-25-062 Participant Uniforms		!	260	720	
15-25-062-55350 15-25-062 Recreation/Program Supplies	413	153	225	330	
15-25-062-55354 15-25-062 Food Supplies	219	574	300	310	
15-25-062-81403 15-25-062 Instructors/Overnight Staff	5,637	6,186	1,153	6,390	
15-25-062-81503 15-25-062 PT General Staff	4,342	1,574	1,989	2,050	
15-25-062-81703 15-25-062 PT Day Camp Staff/Life Guard	7,249	9,211	7,300	12,000	
CUSR	28,211	()'02%	20,116	30,952	
15-25-063 Sports & Fitness	1,182	%22	&&	2,115	
15-25-063-55315 15-25-063 Staff Uniforms	136				
15-25-063-55316 15-25-063 Participant Uniforms				400	
15-25-063-55350 15-25-063 Recreation/Program Supplies	1			"	
15-25-063-81503 15-25-063 PT General Staff	137				
15-25-063-81703 15-25-063 PT Day Camp Staff/Life Guard	" "	377		1,630	
CUSR	1,182	%22		2,115	
15-25-064 For Kids Only Camp	((' 2	61,178	65,171	67,120	
15-25-064-54204 15-25-064 Staff Meeting			200	210	
15-25-064-54207 15-25-064 Staff Training	420	359	420	430	
15-25-064-54299 15-25-064 Field/Special Trips	1,523	1,319	1,324	1,360	
15-25-064-55315 15-25-064 Staff Uniforms	479	442	400	410	
15-25-064-55316 15-25-064 Participant Uniforms	345	279	279	290	
15-25-064-55322 15-25-064 Cleaning/Janitorial Supplies		48	\$	"	
15-25-064-55350 15-25-064 Recreation/Program Supplies	747	1,183	1,177	1,210	
15-25-064-55354 15-25-064 Food Supplies		635	1,000	1,030	
15-25-064-81003 15-25-064 PT Program Director/Supervisor	7,781	10,933	11,296	11,630	
15-25-064-81703 15-25-064 PT Day Camp Staff/Life Guard	40,412	45,980	49,000	50,470	
CUSR	((' 2	61,178	65,171	67,120	
15-25-091 Spalding Recreation Center	11,442	10,863	3)	&	
15-25-091-54245 15-25-091 Building Repair	414	386			
15-25-091-54253 15-25-091 Pest Control	360	360			
15-25-091-55320 15-25-091 Building Maintenance Supplies	367	119			
15-25-091-55322 15-25-091 Cleaning/Janitorial Supplies	400	403			
15-25-091-56231 15-25-091 Gas And Electricitiy	3,655	3,361	444		
15-25-091-56232 15-25-091 Water	821	921	104		

Champaign Park District: SPECIAL RECREATION FUND
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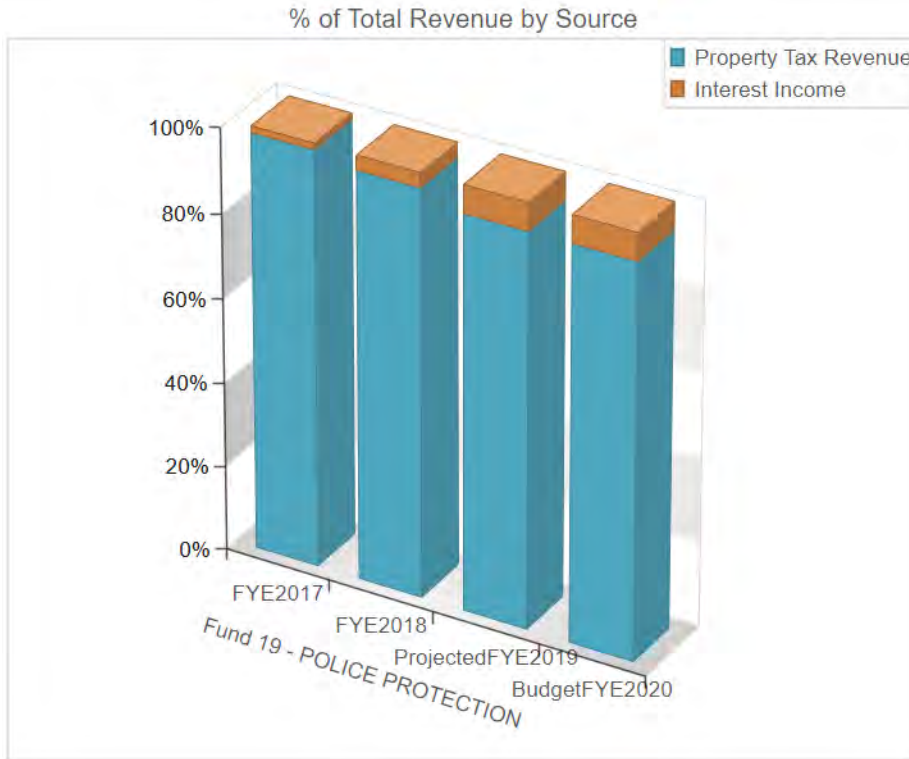
15 DEPT-5

Account	Rep 04/17	Rep 04/18	Projected 04/19	Proposed 04/20	Annotation
15-25-091-56233 15-25-091 Telecomm Expense	1,496	747	"		
15-25-091-80903 15-25-091 PT Building Service Worker	3,929	4,565	33		
CUSR	11,442	10,863	"!		
Total Expenditures	1,027,406	1,122,360	825,124	1,761,932	
Net Rev Over (Under) Expd	41,101	71,851	50('%) 7	609,451	
15-00-000 CUSR	(1,719,0767	(1,677,9787	(1,606,1277	(1,953,8137	
15-00-000-30120 15-00-000 Restricted_UPD ADA	(15,007#	(6,819#	(57,730#	(78,656#	
15-00-000-30121 15-00-000 Restricted_CPD ADA	(872,209#	(867,056#	(738,213#	(1,130,897#	
15-00-000-30300 15-00-000 Assigned Fund Balance	(831,860#	(804,104#	(810,184#	(744,260#	
CUSR	(1,719,0767	(1,677,9787	(1,606,127#	(1,953,813#	
Beginning Fund Balance	(1,719,0767	(1,677,9787	(1,606,1277	(1,953,8137	
Ending Fund Balance	(1,677,9757	(1,606,1277	(1,898,3667	(1,344,3627	

POLICE PROTECTION

Principal Responsibilities

POLICE FUND –Real estate taxes are levied for this fund to contract directly with the City of Champaign for the use of City police officers at various Park District facilities and special events. The officers are on site at the Park District’s pool, parks, facilities and special events during the year to help maintain safe facilities and events as needed. Reserves not specifically allocated can, by state statute, be transferred to the Long-Term Capital Improvement Fund; however this has not occurred.



2018-2019 Accomplishments

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

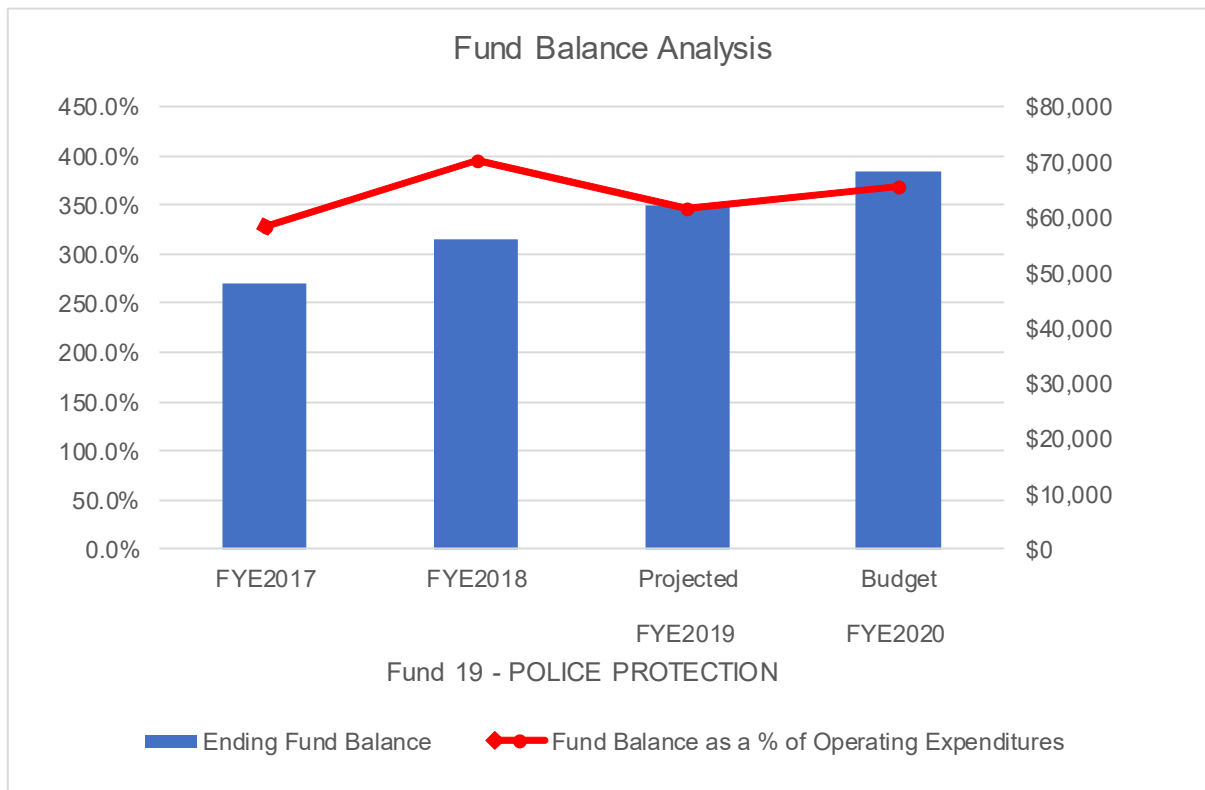
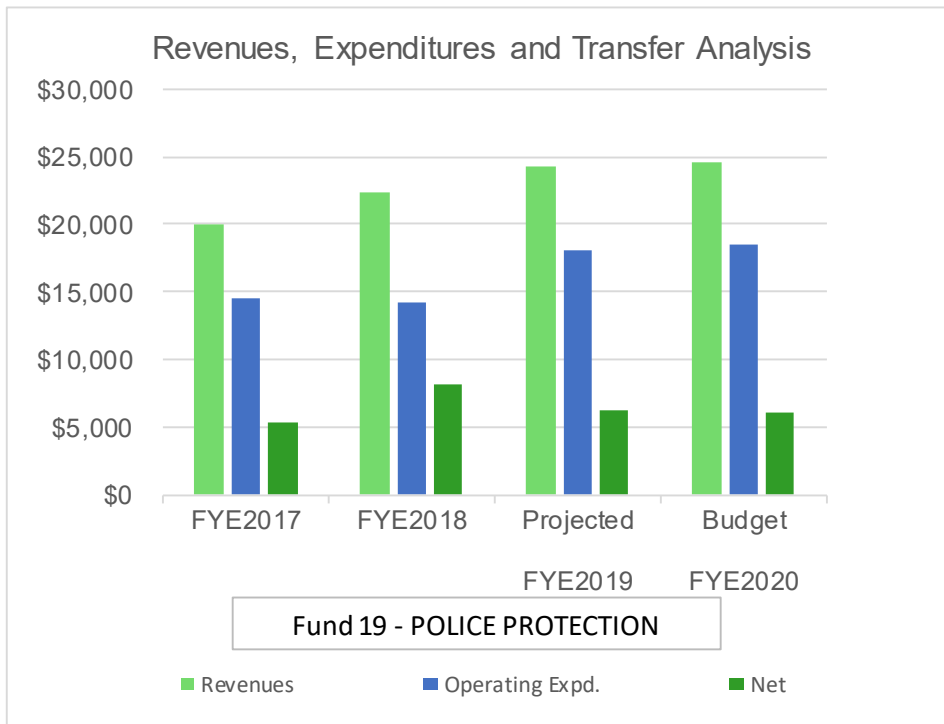
OBJECTIVES:

- Create new fun and safe park amenities. *Status – The playground at Westside Park was replaced providing a safe place for children of all ages to enjoy themselves.*
- Enhance the safety and security in each park and facility so all patrons feel safe. *Status – Installed new security cameras at Leonhard Recreation Center and Dodds Tennis Center. Will begin installing security cameras at Virginia Theatre this year.*

2019-20 Goals

- Assure safety through a comprehensive risk management program.

POLICE PROTECTION



Future revenues and expenditures for this specific fund are expected to remain constant, adjusting annually for inflation. Do not expect a significant increase in expenditures in future years.

POLICE PROTECTION

Performance Indicators

	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
Operating Expenditures Per Capita	\$ 0.17	\$ 0.16	\$ 0.20	\$ 0.21

Fund 19 - POLICE PROTECTION

	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
Estimated Revenues				
Property Tax Revenue	\$ 19,643	\$ 21,536	\$ 22,666	\$ 23,000
Interest Income	297	771	1,600	1,600
Total Estimated Revenues	<u>\$ 19,940</u>	<u>\$ 22,307</u>	<u>\$ 24,266</u>	<u>\$ 24,600</u>
Appropriations				
Contractual	<u>14,569</u>	<u>14,176</u>	<u>18,000</u>	<u>18,540</u>
Total Appropriations	<u>14,569</u>	<u>14,176</u>	<u>18,000</u>	<u>18,540</u>
Net of Revenues Over Appropriations	5,371	8,131	6,266	6,060
Beginning Fund Balance	<u>42,457</u>	<u>47,828</u>	<u>55,959</u>	<u>62,225</u>
Ending Fund Balance	<u>\$ 47,828</u>	<u>\$ 55,959</u>	<u>\$ 62,225</u>	<u>\$ 68,285</u>

Champaign Park District

Capital and Debt Section
Budget Year Ended April 30, 2020

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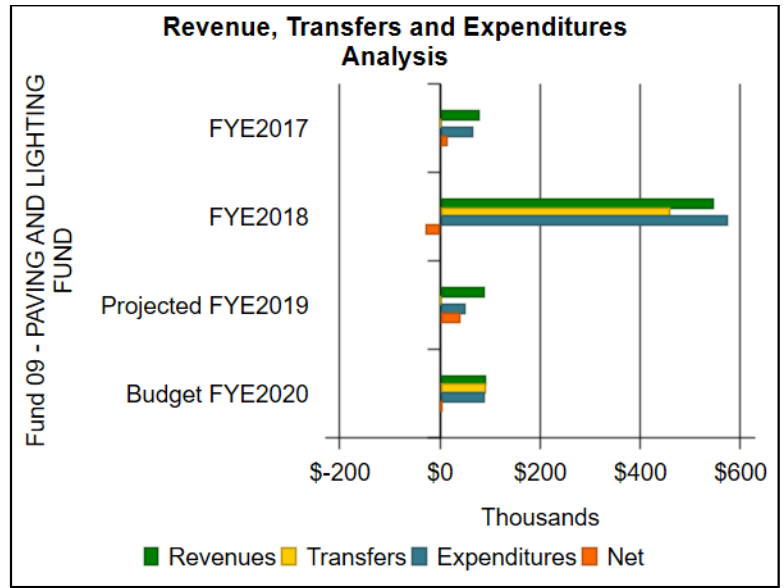
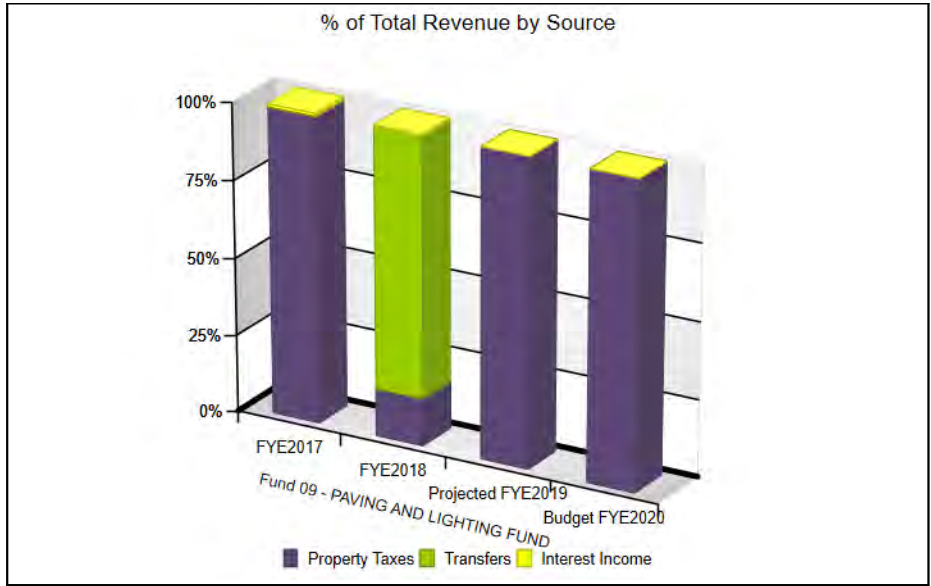
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PAVING AND LIGHTING FUND

Principal Responsibilities

PAVING AND LIGHTING FUND -

Real estate taxes are levied for this fund to be used for the construction, maintenance and lighting of streets, roadways, sidewalks and parking lots within the parks and facilities maintained by the Park District. The primary source of revenue is the property tax revenues, with some additional revenue received through interest income, and occasionally transfers from other funds.



2018-2019 Accomplishments

SG1-PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Annual repairs completed throughout the Park District for maintenance of pavement and concrete. *Status - The Concrete replacement in damaged areas throughout the District. The largest of which were along the Greenbelt Connector Trail where sidewalks heaved making unsafe conditions.*
- Added park lighting within Centennial Park along aquatics filter building access drive to enhance safety and security. *Status – We installed Overhead Street/ park lighting between Sholem, Prairie Farm, and the Little League Fields to increase safety and to see better on our early morning and late evening responsibilities there.*

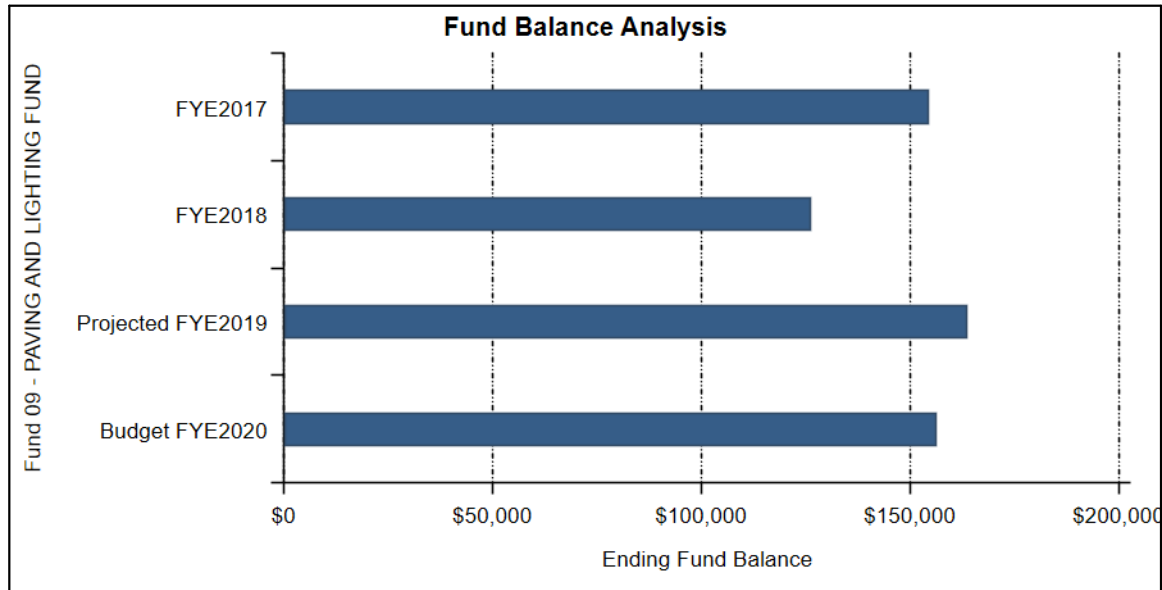
PAVING AND LIGHTING FUND CONTINUED

2019-2020 Goal

8.2 PARK BOARD/LEADERSHIP TEAM

OBJECTIVES:

- Maintain quality of existing facilities, parks and trails.
- Replace lighting at Lindsay Tennis Courts



Champaign Park District
Budget Category Totals by Fund

	Fund 09 - PAVING AND LIGHTING FUND			
	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Estimated Revenues				
Property Tax Revenue	\$ 77,349	\$ 83,722	\$ 86,848	\$ 90,000
Interest Income	881	2,841	-	-
Transfers from Other Funds	-	458,700	-	-
Total Estimated Revenues	\$ 78,230	\$ 545,263	\$ 86,848	\$ 90,000
Appropriations				
Routine/Periodic Maintenance	65,166	48,511	25,245	38,000
Capital Outlay	-	525,000	24,000	50,000
Total Appropriations	\$ 65,166	\$ 573,511	\$ 49,245	\$ 88,000
Net of Revenues Over (Under) Appropriations	13,064	(28,248)	37,603	2,000
Beginning Fund Balance	141,245	154,309	126,061	154,319
Ending Fund Balance	\$ 154,309	\$ 126,061	\$ 163,664	\$ 156,319

Champaign Park District: PAVING AND LIGHTING FUND

PROJ FD9

Budget Year End: April 30, 2020

Listing of Projects for Budget Year by Category

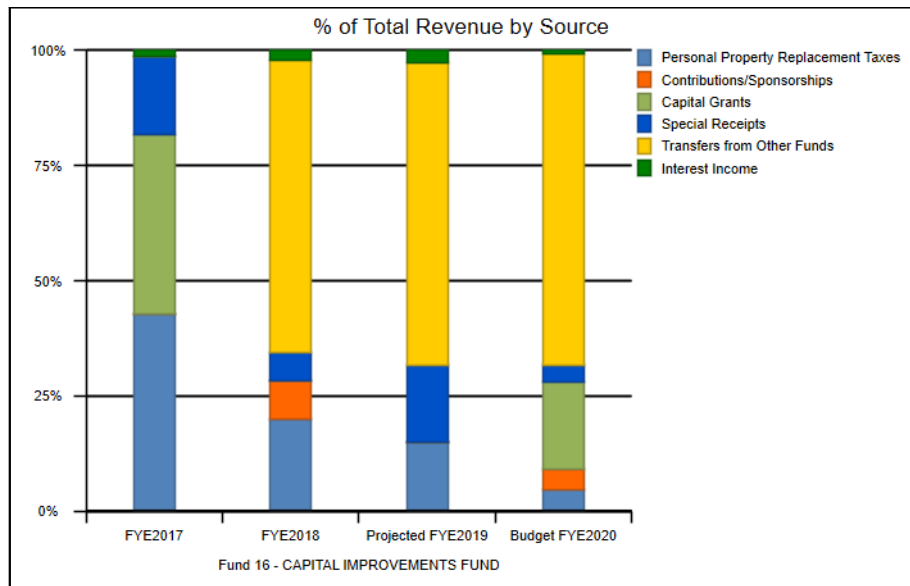
Project	Proposed 04/20	Annotation
Capital Projects		
200010 Outdoor Lighting On Courts	50,000.00	1
Capital Projects	<u>50,000.00</u>	
Routine & Periodic Maintenance		
20RM02 General Concrete FY20	32,000.00	
20RM04 General Roadway FY20	6,000.00	
Routine Maintenance	<u>38,000.00</u>	
1. Lindsay Tennis Courts		

CAPITAL IMPROVEMENTS FUND

Principal Responsibilities

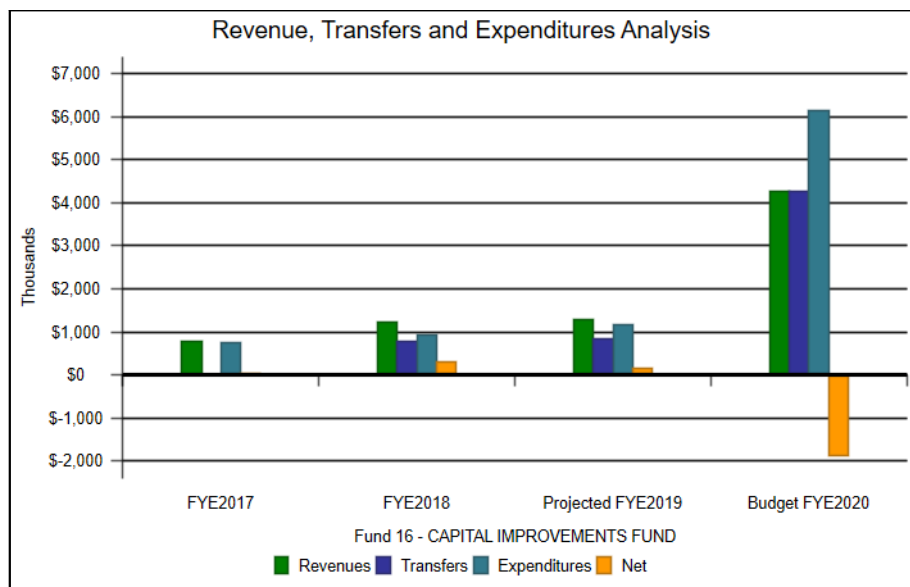
CAPITAL IMPROVEMENT & REPAIR

FUND – was established for the development of a funding program for capital improvements and repair projects not funded by the Park District's other funds. Revenue is accumulated in this fund in a variety of ways, including corporate property replacement taxes, state, city and federal grant programs when applicable, payment in lieu of city property taxes and transfers of unallocated reserve balances from other Park District funds and from the Champaign Park Foundation.



Two new TIF districts were formed in FYE2019; downtown fringe TIF and Bristol Park. Due to the lost EAV when the AC Humko Plant TIF formed in FYE2016, the City of Champaign has agreed to pay \$13,334 through FYE2037 for this area referred to as the North Mattis Avenue Surplus Payment.

Transfers in of \$2,880,000 will assist in paying for the capital improvements of a roof replacement at Virginia Theatre, Greenbelt Bikeway Connection and shop expansion.



Capital expenditures include prior year carry-over of the following projects:

- Phase I Heritage Park project that was budgeted for in FYE2017, but not started. This \$1,132,560 project with unspent funds being re-allocated to the Greenbelt project. Total amount carried forward to FYE2020 is \$699,750.
- Henry Michael Park Development - \$10,000.
- Shop expansion project - \$2,363,393.
- Springer Cultural Center Roof Replacement - \$107,010.
- Commissioners Park Development - \$16,050.
- Greenbelt Bikeway Connection - \$750,000
- Virginia Theatre Roof Replacement - \$
- Toalson Park Sidewalk and Earthwork - \$48,000

2018-2019 Accomplishments

CAPITAL IMPROVEMENTS FUND CONTINUED

SG1-PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Create new fun and safe park amenities. *Status – A new playground was installed at Westside Park that provides fun for all ages.*
- Complete and implement a trails master plan. *Status –The Park District completed the Trails Master Plan. The completed plan is a broad range of initiatives, portions of the plan are being implemented. However, complete implementation of every aspect of the Trails Master Plan has not occurred.*

2019-2020 Goal

1.2 MARKETING AND COMMUNICATIONS

OBJECTIVES:

- Develop and implement a mobile app for the Park District.

4.1 OPERATIONS

OBJECTIVES:

- Focus on the upgrades and improvements to the Operations facilities.

5.2 PLANNING

OBJECTIVES:

- Work to complete the trail connections with the Carle at the Fields Trail and other trails in the area.

6.3 RECREATION

OBJECTIVES:

- Prioritize capital needs for facilities and programming. Implement non-capital improvement budget.

7.3 VIRGINIA THEATRE

OBJECTIVES:

- Work with Planning and Operations staff to support renovation and maintenance efforts for projects to include: roof replacement, HVAC upgrade, wayfinding signage, sound, and lighting upgrades.

8.1 PARK BOARD/LEADERSHIP TEAM

OBJECTIVES:

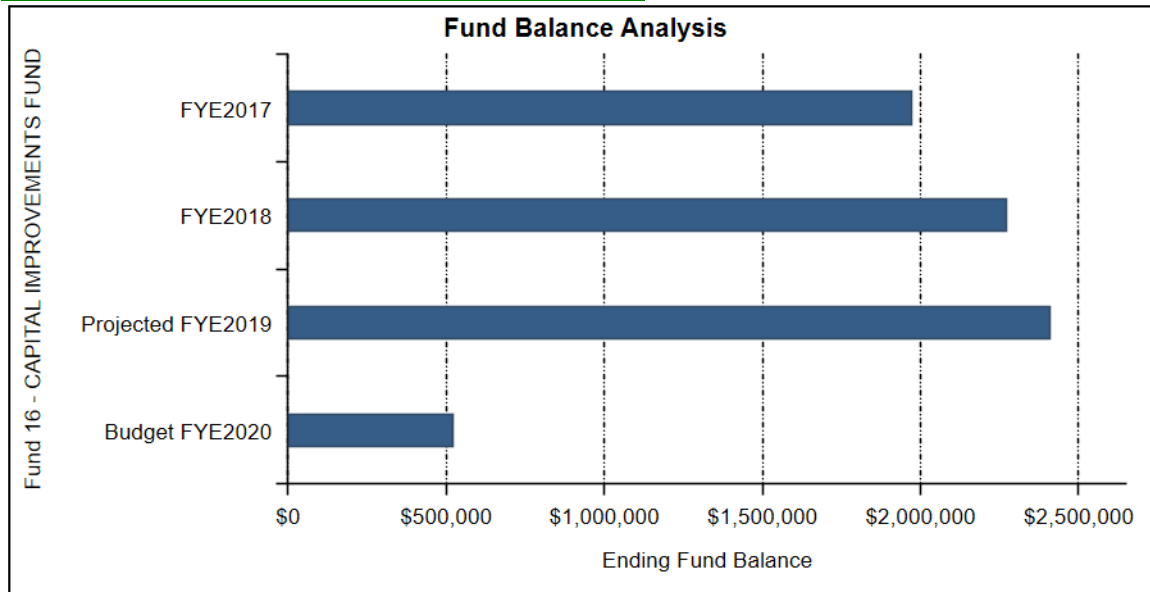
- Complete construction of Heritage Park.
- Complete Construction of the Operations Shop facility.

8.3 PARK BOARD/LEADERSHIP TEAM

OBJECTIVES:

- Complete sound project at Virginia Theatre.
- Complete Virginia Theatre roof project.

CAPITAL IMPROVEMENTS FUND CONTINUED



Champaign Park District
Budget Category Totals by Fund

	Fund 16 - CAPITAL IMPROVEMENTS FUND			
	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Estimated Revenues				
Personal Property Replacement Taxes	\$ 328,143	\$ 246,345	\$ 193,810	\$ 193,810
Contributions/Sponsorships	-	100,000	-	200,000
Capital Grants	300,000	-	-	800,000
Special Receipts	131,961	75,662	217,043	153,723
Interest Income	9,343	27,385	35,200	31,680
Transfers from Other Funds	-	776,500	850,000	2,880,000
Total Estimated Revenues	\$ 769,447	\$ 1,225,892	\$ 1,296,053	\$ 4,259,213
Appropriations				
Contractual	-	-	6,681	6,881
Capital Outlay	733,312	925,958	1,091,926	6,064,388
Transfers to Other Funds	-	-	60,000	74,723
Total Appropriations	\$ 733,312	\$ 925,958	\$ 1,158,607	\$ 6,145,992
Net of Revenues Over (Under) Appropriations	36,135	299,934	137,446	(1,886,779)
Beginning Fund Balance	1,934,588	1,970,723	2,270,657	2,408,103
Ending Fund Balance	\$ 1,970,723	\$ 2,270,657	\$ 2,408,103	\$ 521,324

Champaign Park District: CAPITAL IMPROVEMENTS FUND

PROJ FD16

Budget Year End: April 30, 2020

Listing of Projects for Budget Year by Category

Project	Proposed 04/20	Annotation
Capital Projects		
170011 Henry Michael Park	10,000.00	C/O
170021 Heritage Park Phase 1 (Bd Mtg 3-30-16)	699,750.00	C/O
180008 Development Of Commissioners Park	16,050.00	C/O
190006 Greenbelt Bikeway Connection Path	750,000.00	C/O
190007 Noel Park Playground Replacement	19,400.00	C/O
190010 Roof Replacement @ Virginia Theatre	456,000.00	C/O
190011 Shop Expansion	2,363,393.00	C/O
190014 Toalson Park Sidewalk & Earthwork	48,000.00	C/O
190015 Virginia Theatre Sound System Phase 1	750,000.00	1
200001 Contingency Funds 2020	66,000.00	
200003 Cpd Mobile App	18,000.00	
200007 Outdoor Basketball Courts Replacement	97,000.00	
200008 Outdoor/Indoor Tennis Courts Replacement	320,000.00	
200010 Outdoor Lighting On Courts	76,000.00	2
200011 Playground Replacement	100,000.00	
200013 Sholem Mechanical Replacement	69,500.00	
200014 Tennis Center Light Replacements	112,176.00	
200017 Grant-VT Intelligent Lighting	100,000.00	3
Capital Projects	6,071,269.00	

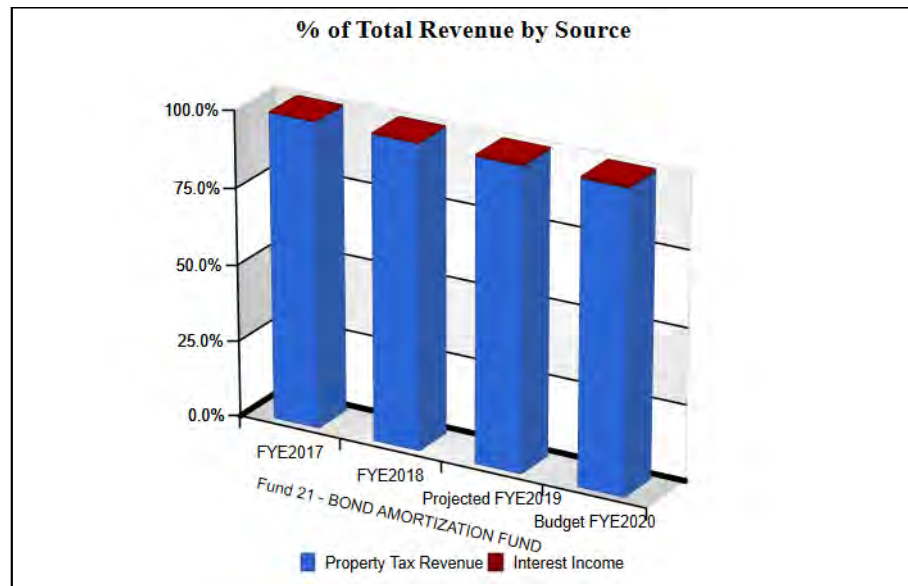
C/O - carried over from prior year

1. Grant funded through State of Illinois Department of Natural Resources public museum funds.
2. Lindsay Tennis Courts
3. Grant funded through State of Illinois Department of Tourism at \$50,000 with a 50% required match

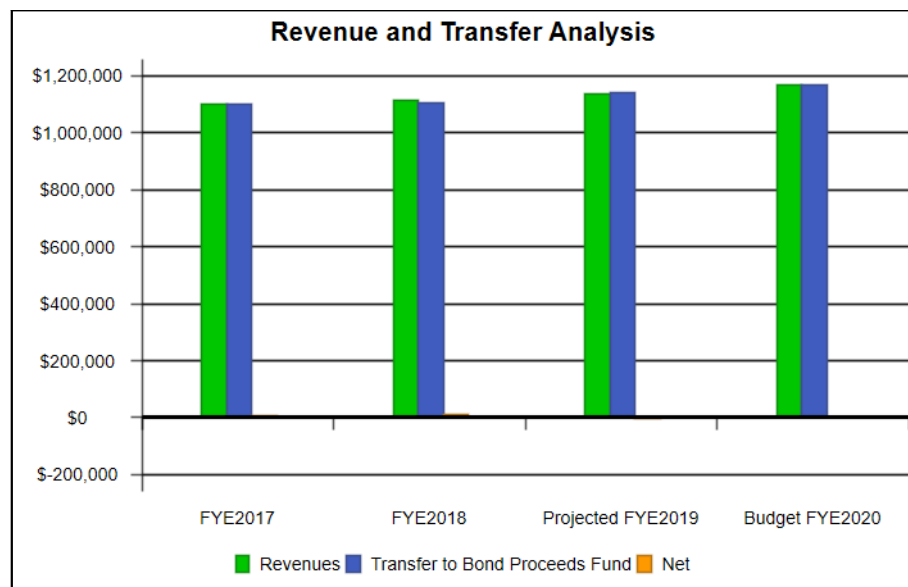
BOND AMORTIZATION FUND

Principal Responsibilities

BOND AMORTIZATION FUND - real estate taxes are levied for this fund to pay the principal and interest associated with the annual General Obligation Bond issued by the Park District. As of May 1, 2019 the Park District has \$1,147,100, plus total interest in non-referendum General Obligation Bonds outstanding that is due to be paid November 30, 2019. The revenues received are transferred to the bond proceeds fund to record the payment. The general obligation debt is considered short-term, therefore the debt is recorded as a liability and is not reflected as debt service expenditures in the budget detail.



The Park District has \$2,920,000 of Alternate Revenue General Obligation Bonds outstanding, breakdown is shown later in this section. The current year debt payment and interest on this outstanding debt is \$532,600. This debt payment will be financed by a portion of the proceeds from the General Obligation Bond issue and will be paid out of the bond proceeds fund. The remaining GO Bond will be used for roof replacement, vehicle replacement, playground replacement, elevator replacement at Springer and some smaller capital improvements.

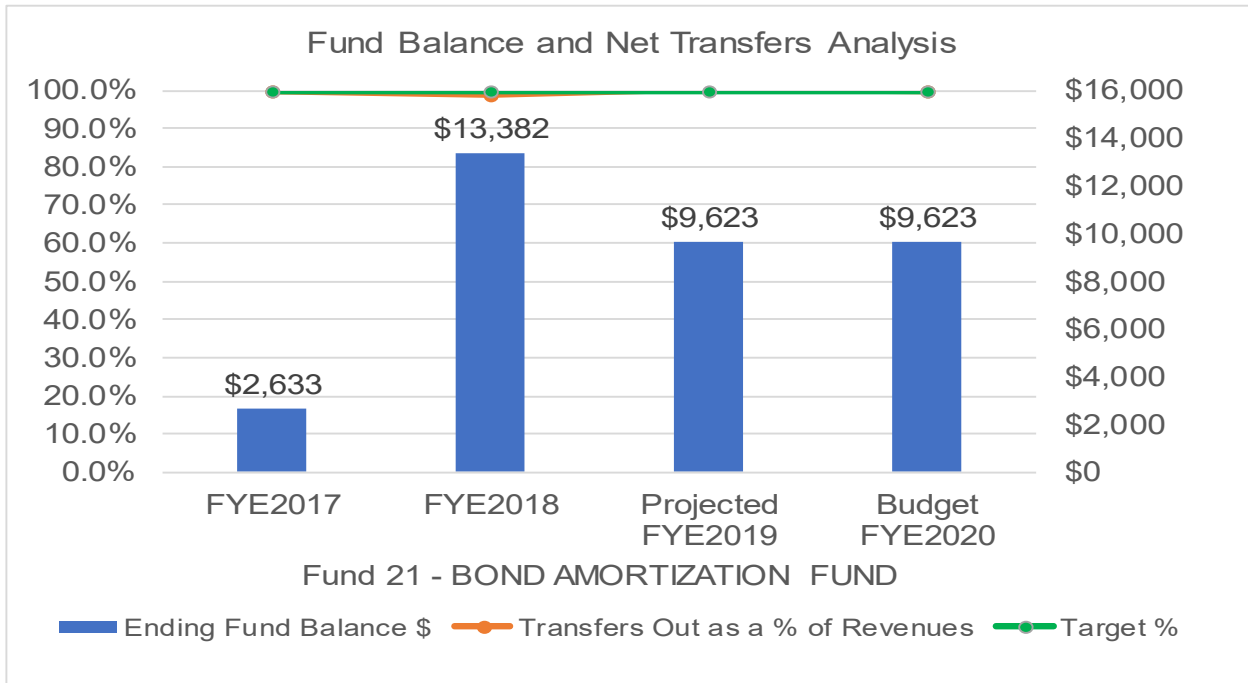


2018-2019 Accomplishments

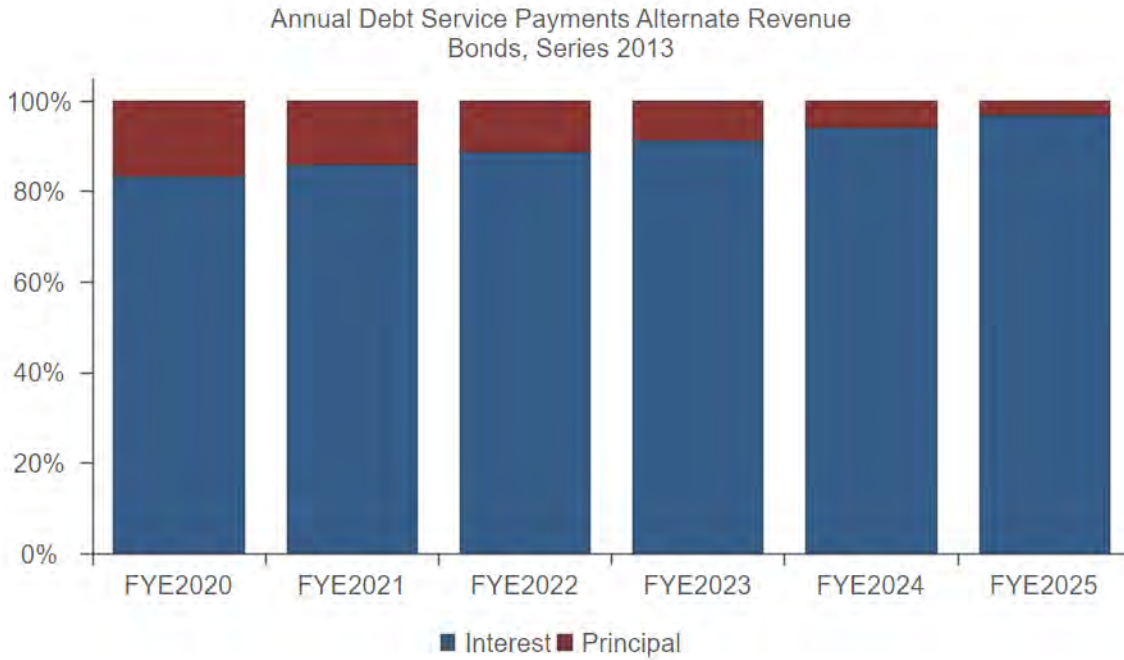
- Paid off the 2017 general obligation debt as required by the maturity date.
- Received the 2018 general obligation bond proceeds in December 2018.

2019-2020 Goals

- Continue to roll over the general obligation bond annually while maintaining a competitive interest rate.



Intention is to transfer 100% of cash receipts to the Bond Proceeds Fund to pay debt service and for new capital projects; therefore these should be close to 100%. Staff have continued to meet this goal.



Debt Service Schedule

Type	Payment Due Date	Rate	Principal (P)	Interest (I)	Total P&I
General Obligation Bonds, 12/1/17	11/30/2019	2.30 %	\$ 1,147,100	\$ 26,383	\$ 1,173,483
Alternate Revenue Bonds, Series 2013	06/15/19	2.00 %	0	43,800	43,800
	12/15/19	3.00 %	445,000	43,800	488,800
	06/15/20	3.00 %	0	37,125	37,125
	12/15/20	3.00 %	460,000	37,125	497,125
	06/15/21	3.00 %	0	30,225	30,225
	12/15/21	3.00 %	480,000	30,225	510,225
	06/15/22	3.00 %	0	23,025	23,025
	12/15/22	3.00 %	495,000	23,025	518,025
	06/15/23	3.00 %	0	15,600	15,600
	12/15/23	3.00 %	515,000	15,600	530,600
	06/15/24	3.00 %	0	7,875	7,875
	12/15/24	3.00 %	525,000	7,875	532,875
			<u>\$ 2,920,000</u>	<u>\$ 315,300</u>	<u>\$ 3,235,300</u>

Legal Debt Margin

Assessed Value (2018 Levy Year)	\$ 1,833,110,779
Legal Debt Margin	
Debt Limitation - 2.875% of Total Assessed Value	52,701,935
Total Debt Application to the Debt Limit	
General Obligation Bond Series 2018	1,147,100
Alternate Revenue Bonds	0
Total Debt Applicable to Debt Limit	1,147,100
Legal Debt Margin	51,554,835
Total Net Debt Applicable to the Debt Limit as a % of the Debt Limit	2.18 %
Historical Debt Limit %	
FYE2018	2.20 %
FYE2017	2.28 %
FYE2016	2.51 %
FYE2015	2.51 %
FYE2014	2.48 %
FYE2013	2.39 %
FYE2012	2.32 %
FYE2011	2.26 %

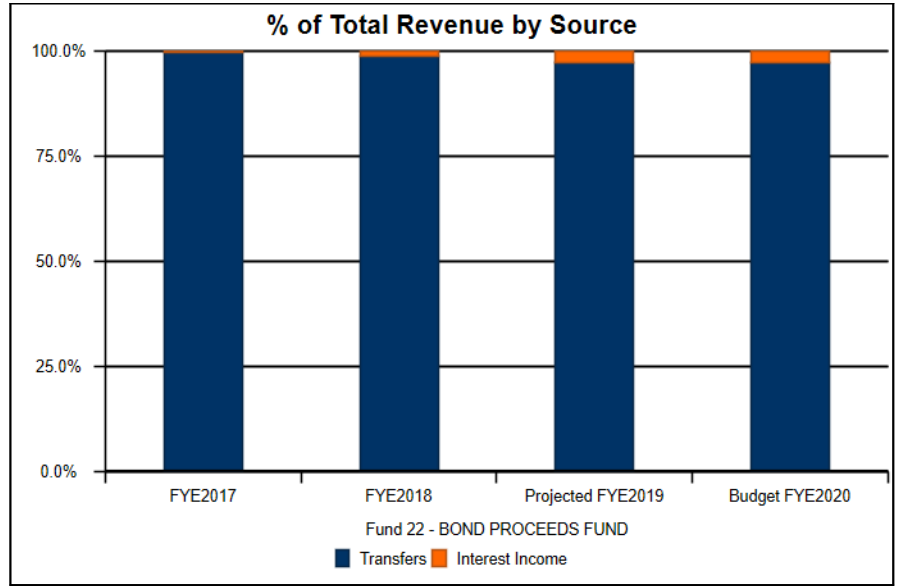
Champaign Park District
Budget Category Totals by Fund

	<u>Fund 21 - BOND AMORTIZATION FUND</u>			
	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
Estimated Revenues				
Property Tax Revenue	\$ 1,101,256	\$ 1,112,348	\$ 1,130,482	\$ 1,161,000
Interest Income	1,181	2,822	6,860	6,900
Total Estimated Revenues	<u>1,102,437</u>	<u>1,115,170</u>	<u>1,137,342</u>	<u>1,167,900</u>
Appropriations				
Transfers to Other Funds	<u>\$ 1,100,567</u>	<u>\$ 1,104,421</u>	<u>\$ 1,141,101</u>	<u>\$ 1,167,900</u>
Total Appropriations	<u>1,100,567</u>	<u>1,104,421</u>	<u>1,141,101</u>	<u>1,167,900</u>
Net of Revenues Over (Under) Appropriations	1,870	10,749	(3,759)	0
Beginning Fund Balance	763	2,633	13,382	9,623
Ending Fund Balance	<u>\$ 2,633</u>	<u>\$ 13,382</u>	<u>\$ 9,623</u>	<u>\$ 9,623</u>

BOND PROCEEDS FUND

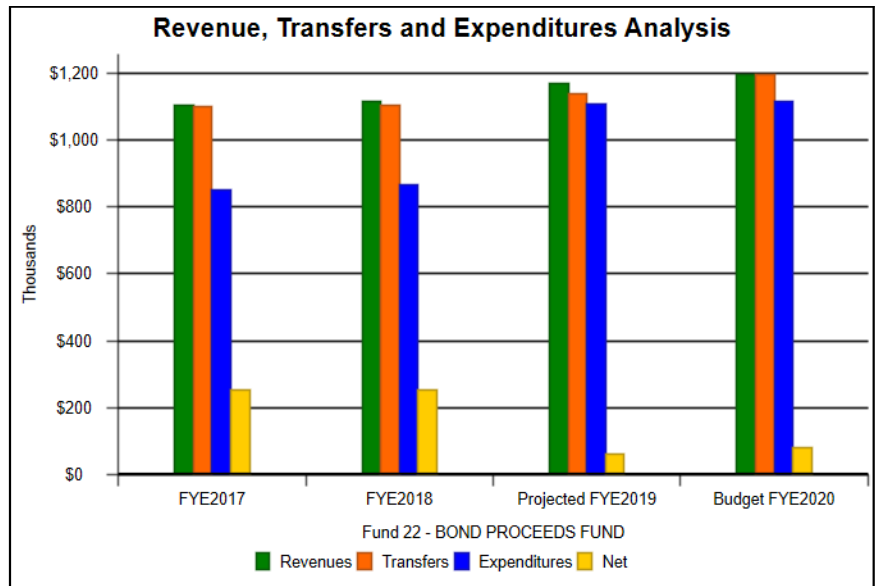
Principal Responsibilities

BOND PROCEEDS FUND - This fund is restricted to and used by the Park District for the purchase, development, renovation of land, facilities, buildings and equipment owned by the Park District. The proceeds from the General Obligation Bond are utilized to pay the debt service on the alternate revenue bonds, as well as invest in capital assets as outlined in the capital improvement plan. The funds received are transferred from the Bond Amortization/Debt Service Fund. As the general obligation debt is considered short-term, the debt is recorded as a liability and therefore not reflected as debt service expenditures in the budget detail. The deficit fund balance at the end of the year is expected to be eliminated in the subsequent fiscal year by the transfer of funds from the Bond Amortization/Debt Service Fund as part of the repayment of the short-term bond.



Capital expenditures include carry-over projects from prior year as follows:

- Bresnan Meeting Center HVAC Redesign and Replacement
- Virginia Theatre roof replacement and tuck-pointing
- Noel Park playground replacement



2018-2019 Accomplishments

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Create new fun and safe park amenities.
 - West Side Playground rebid and complete replacement. *Status – The playground was rebid and has been completed.*
 - Dodds 3-Plex scoreboard replacements. *Status – The 3-plex has been changed to a 4-plex. All*

BOND PROCEEDS FUND CONTINUED

of the scoreboards have been replaced and are up and running.

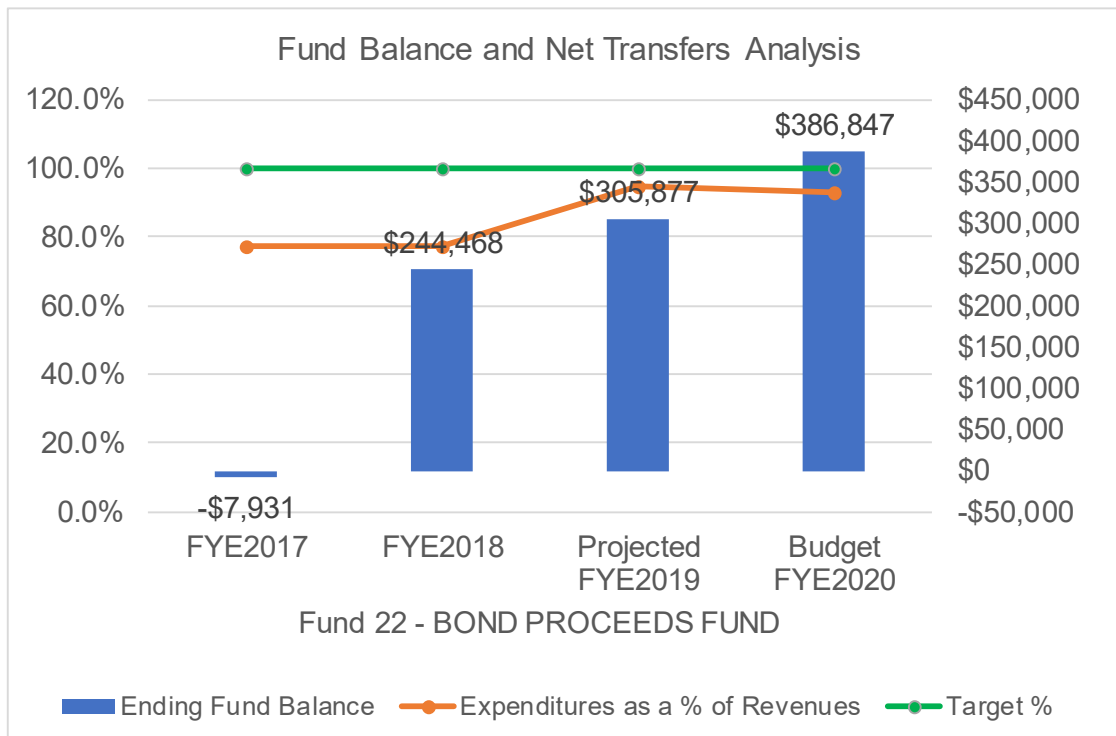
- Replace elevator at Springer Cultural Center. *Status – The elevator has been replaced.*
- Noel Park playground replacement *Status – Playground replacement will begin in April 2019.*
- Roof Replacement at Virginia Theatre *Status – Construction is set to begin in April 2019.*

2019-2020 Goals

8.2 PARK BOARD/LEADERSHIP TEAM

OBJECTIVES:

- Maintain quality of existing facilities, parks and trails.
- Create new fun and safe park amenities.
- Dodds 3-Plex scoreboard replacements.
- Noel Park playground replacement
- Roof Replacement at Virginia Theatre.



BOND PROCEEDS FUND CONTINUED

Champaign Park District
Budget Category Totals by Fund

	Fund 22 - BOND PROCEEDS FUND			
	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
Estimated Revenues				
Interest Income	\$ 3,590	\$ 13,107	\$ 29,980	\$ 29,700
Transfers from Other Funds	<u>1,100,567</u>	<u>1,104,421</u>	<u>1,141,101</u>	<u>1,167,900</u>
Total Estimated Revenues	<u>\$ 1,104,157</u>	<u>\$ 1,117,528</u>	<u>\$ 1,171,081</u>	<u>\$ 1,197,600</u>
Appropriations				
Contractual	3,428	3,428	3,428	3,530
Capital Outlay	312,390	319,689	550,708	546,500
Debt Service - Principal	410,000	420,000	435,000	445,000
Debt Service - Interest/Fees	<u>126,584</u>	<u>122,012</u>	<u>120,536</u>	<u>121,600</u>
Total Appropriations	<u>\$ 852,402</u>	<u>\$ 865,129</u>	<u>\$ 1,109,672</u>	<u>\$ 1,116,630</u>
Net of Revenues Over				
Appropriations	251,755	252,399	61,409	80,970
Beginning Fund Balance	<u>(259,686)</u>	<u>(7,931)</u>	<u>244,468</u>	<u>305,877</u>
Ending Fund Balance	<u>\$ (7,931)</u>	<u>\$ 244,468</u>	<u>\$ 305,877</u>	<u>\$ 386,847</u>

Champaign Park District: BOND PROCEEDS FUND

PROJ 22

Budget Year End: April 30, 2020

Listing of Projects for Budget Year by Category

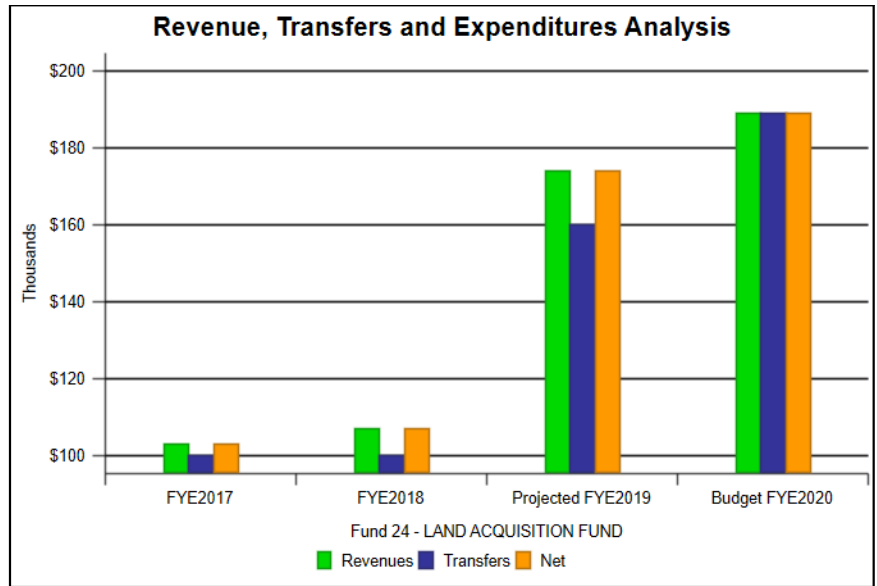
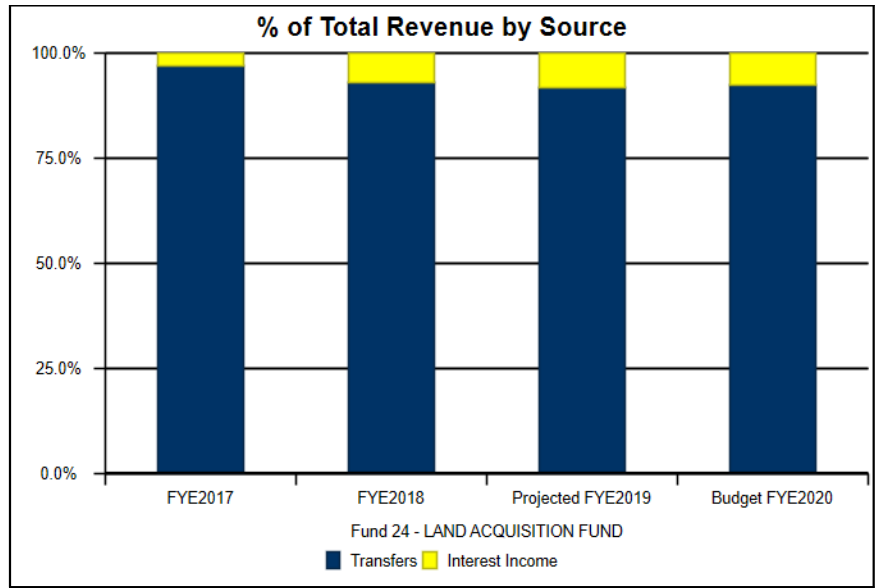
Project	Proposed 04/20	Annotation
Capital Projects		
180004 Bmc Basement Hvac Design & Construction	165,200.00	C/O
190007 Noel Park Playground Replacement	103,300.00	C/O
190010 Roof Replacement @ Virginia Theatre	120,000.00	C/O
200004 Dodds 3-Plex Upgrades	15,000.00	
200005 General Flooring - Douglass Annex	21,000.00	
200006 Equipment Replacement Rolling	15,000.00	
200012 Scoreboard Replacements	32,000.00	
200016 Vehicle Replacement	75,000.00	
Capital Projects	546,500.00	
Routine & Periodic Maintenance		

C/O - carried over from prior year

LAND ACQUISITION FUND

Principal Responsibilities

LAND ACQUISITION FUND - This fund was established in FYE2012 for the purpose of offsetting the costs of future land purchases. Each year as part of the budget process a \$100,000 transfer is budgeted from the General Fund to set aside for any potential land purchases.



2018-2019 Accomplishments

- Transferred \$100,000 from excess fund balance from the General Fund into the Land Acquisition Fund for future purchases.
- Proceeds from sale of land parcel of land within Centennial Park added to this fund.

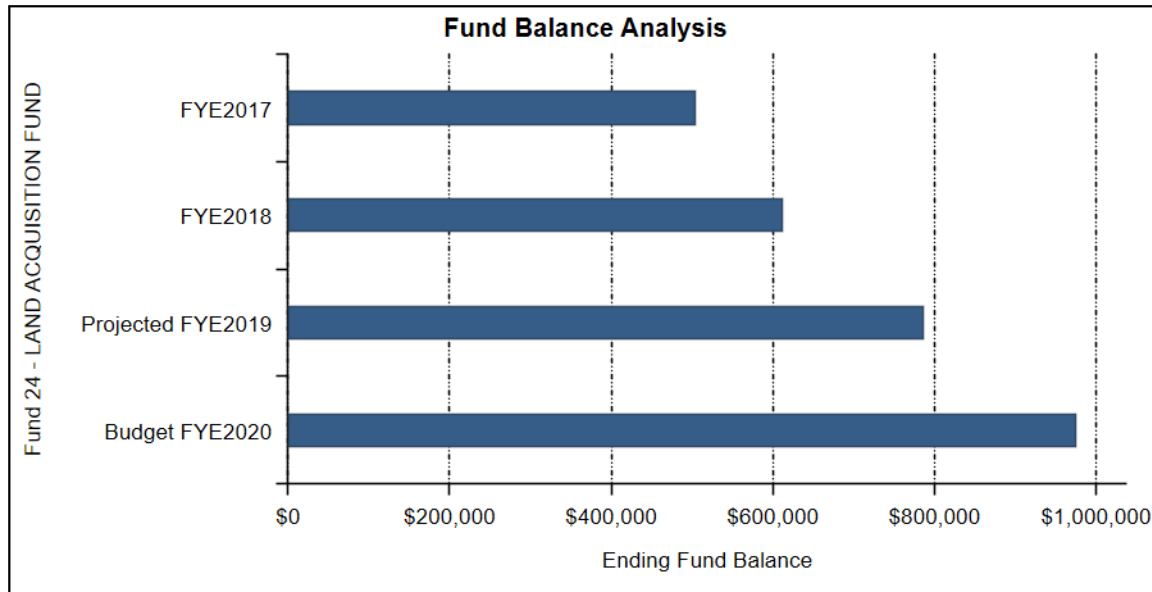
2019-2020 Goals

- Continue to set aside surplus from the General Fund into the Land Acquisition Fund so funds are available when land is identified for purchase.
- Add proceeds from sale of one land parcel at Trails of Abbey Fields Subdivision to the fund.

As the goal of the Park District is to set aside funds for future land purchases, the revenue and expenditure analysis is skewed due to timing of those transfers and projected expenditures. In addition, rather than presenting fund balance as a percentage of expenditures as with the other funds, the cumulative fund balance

LAND ACQUISITION FUND CONTINUED

by fiscal year has been shown instead.



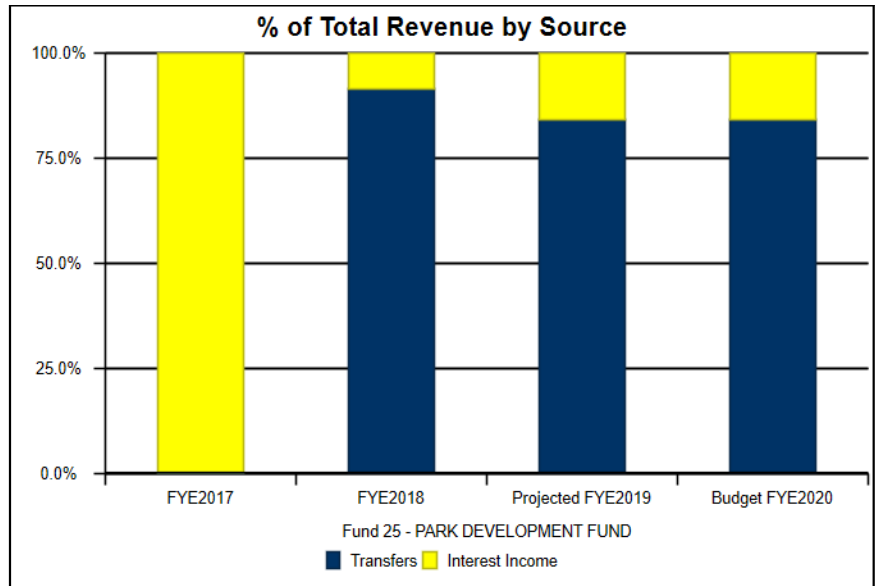
Champaign Park District
Budget Category Totals by Fund

	Fund 24 - LAND ACQUISITION FUND			
	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Estimated Revenues				
Interest Income	\$ 2,880	\$ 7,422	\$ 14,085	\$ 14,300
Transfers from Other Funds	100,000	100,000	160,000	174,723
Total Estimated Revenues	\$ 102,880	\$ 107,422	\$ 174,085	\$ 189,023
Appropriations				
Net of Revenues Over (Under) Appropriations	102,880	107,422	174,085	189,023
Beginning Fund Balance	401,483	504,363	611,785	785,870
Ending Fund Balance	\$ 504,363	\$ 611,785	\$ 785,870	\$ 974,893

PARK DEVELOPMENT FUND

Principal Responsibilities

PARK DEVELOPMENT FUND - This fund was established in May 2016 by Board action to commit funds for future developments in the parks. The only source of revenue planned aside from future Board approved transfers, is interest income.



2018-2019 Accomplishments

- Transferred \$100,000 for future projects deemed priorities by the Board of Commissioners.
- Used a portion of the funds towards the trail/path system at Spalding Park in conjunction with Unit 4's improvements to the baseball field.

2019-2020 Goals

8.1 PARK BOARD/LEADERSHIP TEAM

OBJECTIVES:

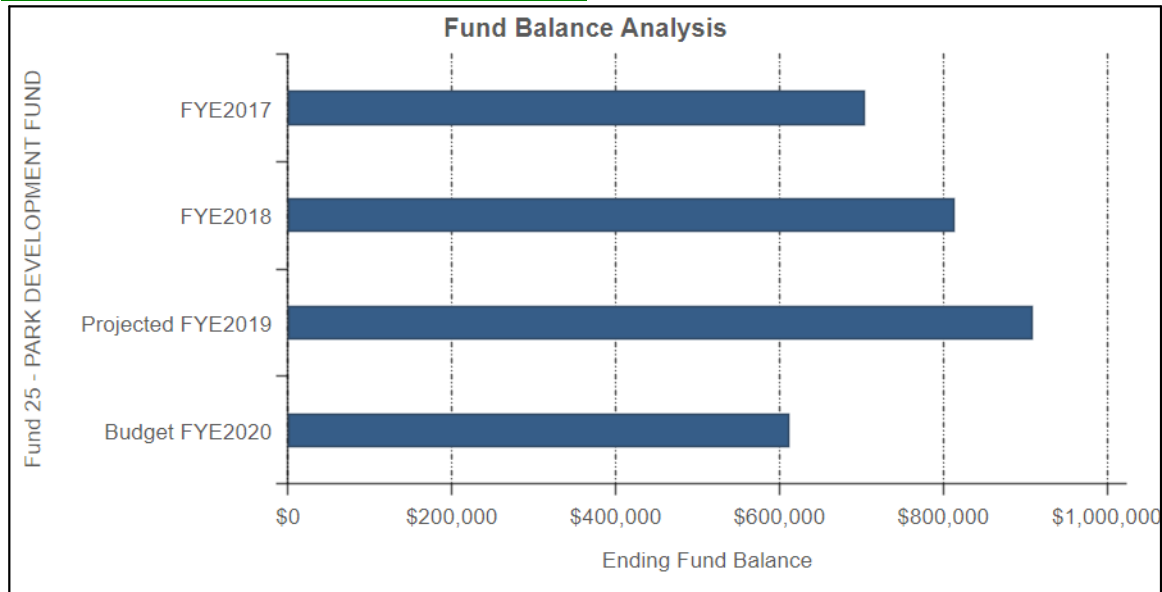
- Complete paths, lights and new playground at Spalding Park.
- Additional funds of \$100,000 to be transferred in for future projects as deemed priorities by the Board of Commissioners.
- Submit an application to the State for OSLAD grant funding for the outdoor amenities.

8.2 PARK BOARD/LEADERSHIP TEAM

OBJECTIVES:

- Maintain quality of existing facilities, parks and trails.

PARK DEVELOPMENT FUND CONTINUED



Champaign Park District
Budget Category Totals by Fund

	Fund 25 - PARK DEVELOPMENT FUND			
	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Estimated Revenues				
Interest Income	\$ 3,947	\$ 9,389	\$ 18,700	\$ 18,900
Transfers from Other Funds	-	100,000	100,000	100,000
Total Estimated Revenues	\$ 3,947	\$ 109,389	\$ 118,700	\$ 118,900
Appropriations				
Capital Outlay	-	-	24,500	415,500
Total Appropriations	\$ -	\$ -	\$ 24,500	\$ 415,500
Net of Revenues Over (Under) Appropriations	3,947	109,389	94,200	(296,600)
Beginning Fund Balance	700,066	704,013	813,402	907,602
Ending Fund Balance	\$ 704,013	\$ 813,402	\$ 907,602	\$ 611,002

Champaign Park District: PARK DEVELOPMENT FUND

PROJ 25

Budget Year End: April 30, 2020

Listing of Projects for Budget Year by Category

Project	Proposed 04/20	Annotation
Capital Projects		
190012 Spalding Park Paths/Lighting Improvement	295,500.00	C/O
190013 Spalding Park Playground Replacement	120,000.00	C/O
Capital Projects	<u>415,500.00</u>	
Routine & Periodic Maintenance		

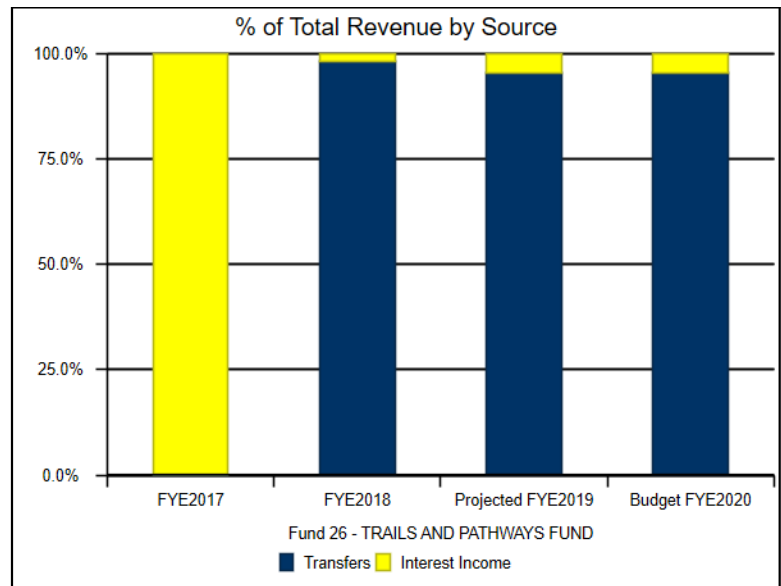
C/O - carried over from prior year

TRAILS AND PATHWAYS FUND

Principal Responsibilities

TRAILS AND PATHWAYS FUND -

The trails and pathways fund was established in May 2016 by Board action to commit funds for trails and pathways throughout the Park District.



2018-2019 Accomplishments

- Transferred \$100,000 into fund for future trails and pathways.

2019-2020 Goals

5.2 PLANNING

OBJECTIVES:

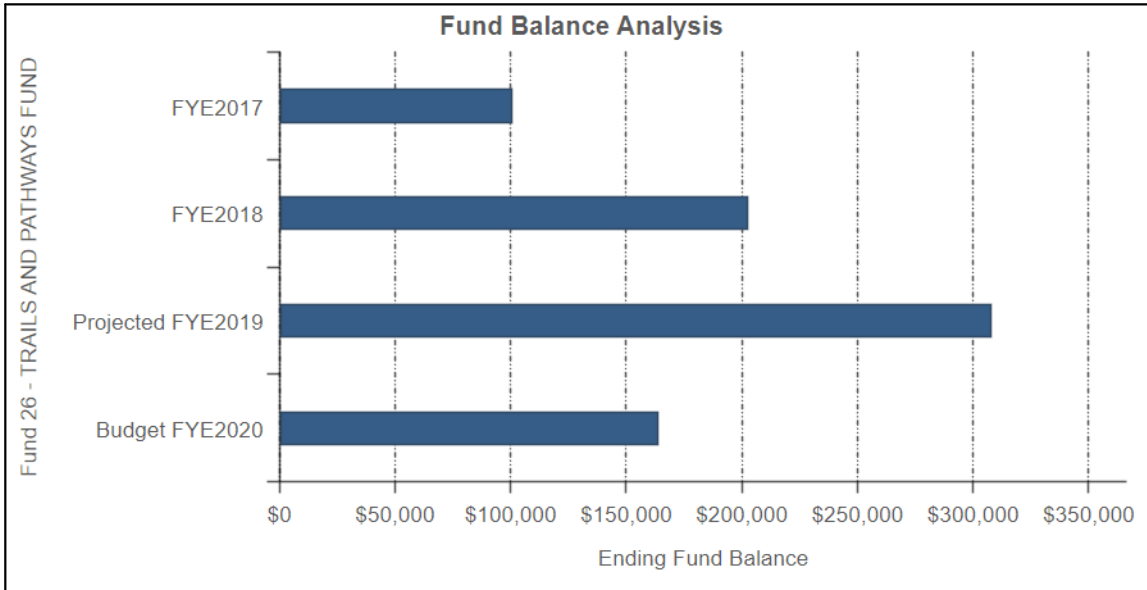
- Work to complete the trail connections with the Carle at the Fields Trail and other trails in the area.

8.2 PARK BOARD/LEADERSHIP TEAM

OBJECTIVES:

- Maintain quality of existing facilities, parks and trails.
- Additional funding of \$100,000 to be transferred into this fund to be used for future trail and pathway development within the Park District.
- Add connection path at Noel Park (carried over from prior year).
- Replace pedestrian bridge between Hertigage and Kaufman Lake Parks connecting paths.

TRAILS AND PATHWAYS FUND CONTINUED



Champaign Park District
Budget Category Totals by Fund

	Fund 26 - TRAILS AND PATHWAYS FUND			
	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Estimated Revenues				
Interest Income	\$ 550	\$ 1,964	\$ 4,960	\$ 4,800
Transfers from Other Funds	-	100,000	100,000	100,000
Total Estimated Revenues	\$ 550	\$ 101,964	\$ 104,960	\$ 104,800
Appropriations				
Capital Outlay	-	-	-	248,500
Total Appropriations	\$ -	\$ -	\$ -	\$ 248,500
Net of Revenues Over (Under) Appropriations	550	101,964	104,960	(143,700)
Beginning Fund Balance	100,011	100,561	202,525	307,485
Ending Fund Balance	\$ 100,561	\$ 202,525	\$ 307,485	\$ 163,785

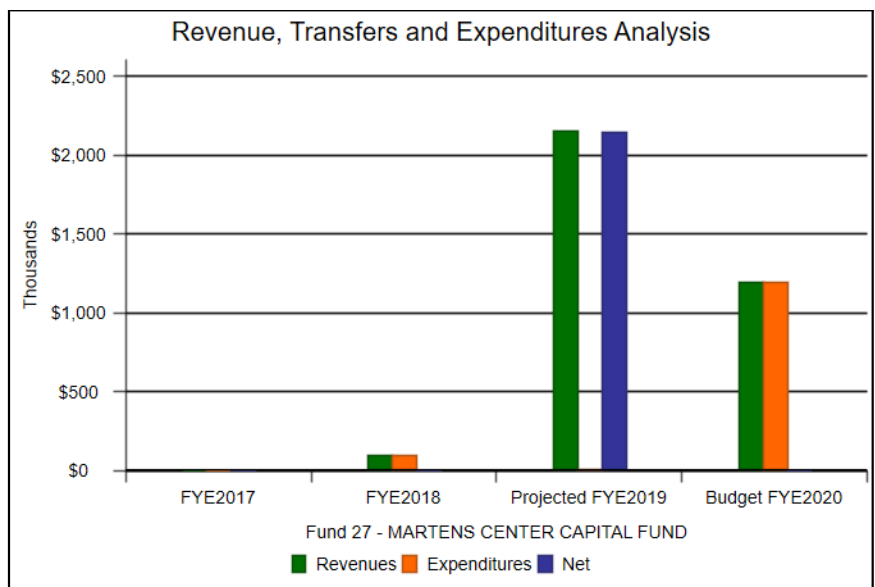
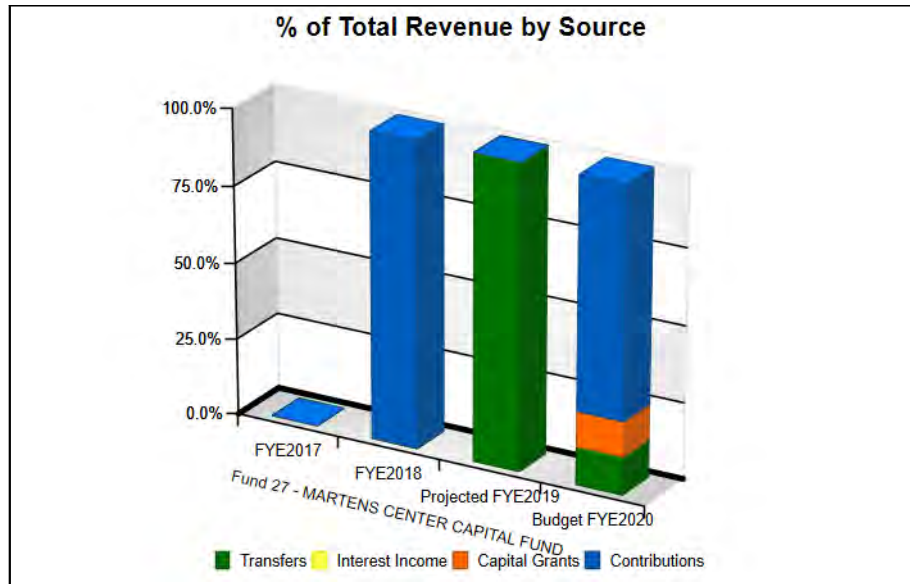
MARTENS CENTER CAPITAL FUND

Principal Responsibilities

MARTENS CENTER CAPITAL DEVELOPMENT FUND

- Fund was established in FYE2018 as a direct result of a donor contribution. This fund contains capital improvements made at this specific site through donations and fundraising efforts, as well as saving for start-up costs when facility is opened in the future.

Receipts from this fund include anticipated donations, grant funding, and transfers which will be used for contractual expenditures to develop the existing park. FYE2020 includes grant revenue awarded for the purchase of land associated with this capital project.



2018-2019 Accomplishments

- Ongoing fundraising near \$10 million committed to date.
- Awarded Federal grant to purchase land.
- Awarded State grant for outdoor amenities.

2019-2020 Goals

8.1 PARK BOARD/LEADERSHIP TEAM

OBJECTIVES:

- Continue fundraising, begin design/development and bid out construction of the Martens Center.

MARTENS CENTER CAPITAL FUND CONTINUED

Champaign Park District
Budget Category Totals by Fund

	Fund 27 - MARTENS CENTER CAPITAL FUND			
	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Estimated Revenues				
Contributions/Sponsorships	\$ -	\$ 97,317	\$ -	\$ 904,164
Capital Grants	-	-	-	137,500
Transfers from Other Funds	-	-	2,150,000	150,000
Total Estimated Revenues	<u>\$ -</u>	<u>\$ 97,317</u>	<u>\$ 2,150,000</u>	<u>\$ 1,191,664</u>
Appropriations				
Contractual	-	97,317	7,800	71,200
Capital Outlay	-	-	199	1,120,464
Total Appropriations	<u>\$ -</u>	<u>\$ 97,317</u>	<u>\$ 7,999</u>	<u>\$ 1,191,664</u>
Net of Revenues Over (Under) Appropriations	-	-	2,142,001	-
Beginning Fund Balance	-	-	-	2,142,001
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,142,001</u>	<u>\$ 2,142,001</u>



**Capital Improvement Plan
For Fiscal Years Ended April 30
2020-2025**

PRESENTED TO BOARD: February 13, 2019

Approved by Board of Commissioners: March 13, 2019

Overview

The capital improvement plan (CIP) budget encompasses capital outlay expenditures only.

Capital Outlay

The capital budget authorizes and provides the basis for control of expenditures for the acquisition of significant Park District assets and construction of all capital facilities. A 4-year CIP is developed, reviewed and updated annually. The project outlined in the CIP includes the CIP for the fiscal year ended April 30, 2020 - FYE2020 - budget year, as well as the projected plan for the next five fiscal years in accordance with Park District policy. The 2020-2028 CIP is presented to the Board of Commissioners for review and final approval prior to the presentation and adoption of the overall Park District budget.

Capital budget appropriations lapse at the end of the fiscal year, however, staff may re-budget until the project is complete, or unless re-assigned by the Board of Commissioners. As capital improvement projects are completed, the operations of these facilities are funded in the operating budget.

Capital Improvement Project Guidelines

The project must:

- Have a monetary value of at least \$10,000 for equipment or \$20,000 for infrastructure or land improvements.
- Have a useful life of at least three years.
- Result in the creation of a fixed asset, or the revitalization of a fixed asset.
- Support the Park District's strategic plan or board priorities.

Included within the above definition of a capital project are the following items:

- Construction of new facilities.
- Remodeling or expansion of existing facilities.
- Purchase, improvement and development of land.
- Operating equipment and machinery for new or expanded facilities.
- Planning and engineering costs related to specific capital improvements.

During the fall 2017, staff established a Capital Prioritization Committee to discuss and develop a methodology for ranking the capital project requests received by staff annually. The goal was to create a template for staff to utilize when requesting projects that are "scored" against a set of criteria with the utmost goal of evaluating the projects on an objective basis. The committee consists of ten staff representing divisions within the Park District. A template was created and implemented for the 2019-2024 CIP cycle and scores projects based on six areas: new construction, maintain existing infrastructure, legal requirement, risk mitigation, board approved documents and other criteria (grants, public input, etc.). The committee reviews the requests, seeks additional information as necessary and votes on the requests prior to including in the CIP document.

The final compilation of requests, sources of funding and scheduling presented to the Board of Commissioners are based capital prioritization committee action and review by Executive Director. By providing this planning and programming of capital improvements the effect of capital expenditures on the annual budget is determined. This provides an orderly growth of Park District assets and allows for proper planning of resources in future years.

For the current 2020/2025 CIP, given the amount of carryover from FYE2019 as projects were delayed in starting, Staff did not utilize the Capital Prioritization Committee, but rather focused on areas already identified in the 2019/2024 CIP as well as any urgent needs. There were a couple items added from the prior year schedule based on grants awarded. Those include lighting projects with energy rebate dollars, outdoor amenities for Martens Center as well as the Martens Center capital project that is funded through donations received from the Champaign Parks Foundation. The other major change is that two items previously classified as periodic maintenance in the operating budgets are now listed in the CIP; outdoor hard court surfacing for basketball and tennis courts. The focus for FYE2020 and beyond addresses the deferred maintenance items not previously included in the plan; specifically HVAC, general flooring, outdoor lighting.

The Park District's capital projects may include items such as the redevelopment of land, buildings, playgrounds, outdoor hard courts (tennis and basketball), athletic fields, aquatics, vehicles, and equipment. If these assets are not maintained in good condition, or if they are allowed to become obsolete, the result is often a decrease in the usefulness of the assets, an increase in the cost of maintaining and replacing them and a decrease in the quality of service. The average cost to fund these types of projects (excluding major renovations) is \$2 million per year.

Each year it is important to identify and pursue the funding sources for capital improvements. Staff also need to explore innovative means of financing facility renovations and maintaining existing parks and amenities.

CIP Funding Sources

The CIP utilizes funding from grant funds when available, revenue bonds, recreation funds, non-referendum general obligation bonds and donations through the Park Foundation.

General Fund

The General Fund is the general operating fund of the Park District and includes administrative, maintenance, parks and all other financial resources except those required to be accounted for in another fund. Funding is provided from property taxes, interest income, and other receipts such as easement fees. Available fund balance in excess of 33% of annual budgeted operating expenditures may be transferred to the Capital Improvements Fund to support future capital projects with Board approval.

Recreation Fund

This fund is a special revenue fund used to account for the operation of recreation programs and facilities. Financing is provided from fees and charges for programs and activities as well as the annual property tax levy. Program numbers are used to account for separate recreation programs such as swimming, senior programs, preschool, and day camp programs. Funds used for capital projects as deemed by the CIP, will be transferred to the Capital Improvement Fund annually as part of the annual budget. Examples of past projects funded with these dollars include, projects related to the Leonhard Recreation Center, Dodds Tennis Center, Douglass Community Center, and Sholem Aquatic Center.

Museum Fund

This fund is a special revenue fund used to account for the operation of cultural arts programs and facilities. Financing is provided from fees and charges of programs and activities as well as the annual property tax levy. Program numbers are used to account for separate cultural arts

programs such as special events, Douglass Community Center/Annex, Virginia Theatre and Springer Cultural Center programs. Funds used for capital projects as deemed by the CIP, will be transferred to the Capital Improvement Fund annually as part of the annual budget.

Champaign-Urbana Special Recreation (C(\$% +Fund

This fund is a Special Revenue Fund established to account for revenues derived from a specific annual property tax levy and expenditures of these monies for the CUSR program to provide special recreation programs for physically and mentally handicapped. This is a joint program created through an intergovernmental agreement with the Urbana Park District. Of the annual tax levy, 43.75% is set aside specifically to fund ADA improvements. It also assists in making the existing facilities accessible as required by the ADA (Americans with Disabilities ') -0

Interest and Miscellaneous Income

Interest and miscellaneous income represents interest income earned on the capital projects funds' investments and other miscellaneous revenues related to capital projects.

Grants

The Park District has had an impressive record of success obtaining grants from various agencies and organizations. Grants awarded in prior years for capital projects include the following:

- **OSLAD Grants** are grant funds from the Open Space Land Acquisition and Development Act (OSLAD). The Act provides for grants to be disbursed by the Illinois Department of Natural Resources to eligible local governments for the purpose of acquiring, developing, and/or rehabilitating land for public outdoor recreation purposes. awarded \$400,000 OSLAD grant for the outdoor park improvements at Martens Center.
- **PARC Grants** (Park and Recreational Facility Construction Act) were created by Public Act 09640820 effective November 19, 2009 to provide grants to be disbursed by IDNR to eligible local governments for park and recreation unit construction projects. Park or recreation unit construction project means the acquisition, development, construction, reconstruction, rehabilitation, improvements, architectural planning, and installation of capital facilities consisting of, but not limited to, buildings, structures, and land for park and recreation purposes and open spaces for natural areas.
- **LWCF Grants** (Land and Water Conservation Fund) awarded by IDNR to eligible local governments for the acquisition or development of land. The Park District was awarded a grant in FYE2019 to purchase the land for the Martens Center development. This grant does require a fifty percent match, which is being provided by a private donor.

Non-Referendum Limited Obligation Park Bonds

Non-Referendum Limited Obligation Park Bonds are bonds that are secured by the full faith and credit of the issuer. General obligation bonds, issued by local governments are secured by a pledge of the issuer's property taxing power. The legal debt limit for non-Referendum bonds is .575% of assessed valuation. The Park District has the capacity to issue : 10,203,349 #% general obligation bonds; however the debt service extension base (DSEB) on these bonds limits maturities to \$1,1GH900 per year. The Park District uses the funds from these bonds to fund capital improvements and to develop, maintain and improve parks and facilities, acquire land,

and replace outdated equipment. Funds are also used to pay the debt service for the Sholem Aquatic Center revenue bonds payable June 15 and December 15, annually through 20240

Our current non-referendum bonding plan will provide \$10 million over the next 5 years. Based on current economic conditions and revenue and expenditure projections, funding is not sufficient to maintain all existing system assets and build new park and recreation facilities.

Impact on the Operating Budget

The majority of the Park District's assets are invested in its physical assets or infrastructure, such as land, buildings, swimming pool, equipment, and outdoor/indoor courts. If regular maintenance on these assets to keep them in quality operating condition does not occur, or the assets are not replaced before they become obsolete, then this results in an increase in maintenance and repair expenditures, a decrease in the usefulness and safety of the asset, and ultimately a decrease in the quality of standards that the Park District strives to achieve.

The overall capital improvement plan projects will most likely result in a reduction of long-term operating expenditures, while staying on scheduled maintenance and replacement timelines with higher efficiency equipment should meet the strategic goal of reducing energy consumption. See the attached CIP schedule for specifics by project as to the operating budget impact.

Summary

This year the Park District CIP for FYE2020 total \$9,197,851. The 2020-2028 CIP was approved at the March 13, 2019 Board of Commissioners regular meeting. The major capital projects included in the upcoming fiscal year include Spalding Park improvements (lights, paths, and playground replacement), roof replacement and sound system upgrades at Virginia Theatre, continuation of security camera installation at various facilities and parks, as well as playground replacement at Morrissey Park, Heritage Park phase 1, shop expansion, and Greenbelt bikeway connection path project. Other capital funding is to be used for maintaining our existing parks and facilities, and vehicle/equipment replacements.

The following is a breakdown of the capital projects presented to the Board of Commissioners and budgeted for the following year, with a brief description of the major projects. Not included in the \$9,197,851, is a \$100,000 transfer from the General Fund to the Land Acquisition Fund that will come from operating budget in FYE2020.

FYE2020 Capital Summary

	From New Funds	Grant & Foundation Funds	From Carryover / Excess Reserves	Totals
Capital Outlay	\$1,049,212	\$1,670,464	\$5,859,175	\$8,578,851
	315,000	0	304,000	619,000
Total CIP Expenditures	\$1,364,212	\$1,670,464	\$6,163,175	\$9,197,851

Appendix A: Six-Year Capital Improvement Program with Descriptions
Appendix B: Replacement Schedules

CHAMPAIGN PARK DISTRICT
2020-2025 Capital Improvement Plan

Presented for Approval 3-13-2019

3/6/2019 14:09

FYE20 Project Number	Appendix B Reference (if applicable)	Project Name	2020	2021	2022	2023	2024	2025	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
200002	N/A	ADA General Projects	\$ 315,000	\$ 315,000	\$ 315,000	\$ 315,000	\$ 315,000	\$ 315,000	\$ -	\$ 1,890,000	Addressing accessibility issues in parks & facilities. Increased \$15,000 per year to match current year property tax revenues for ADA	Annual funds allocated each year from CUSR property tax levy specific to ADA.
N/A	N/A	Amphitheatre Replacement at Douglass Park	-	-	75,000	-	-	-	-	75,000	Replacement of existing wood retaining wall seating and grading. Reduced from \$150,000	Replace with concrete seating, retaining walls, increase grading of the South side. No impact on operating budget.
180004	N/A	BMC Basement HVAC (Project #180004)	165,200	-	-	-	-	-	-	165,200	2019 Engineering for entire building with replacement/Upgrade of HVAC system. 2019 Funds unspent will carry-over into FYE2020 with an additional \$120,000 added for the completion of the work at Bresnan.	Units showing signs of failure. New units will be more efficient. Includes balance of project funds budgeted but not expended by 4/30/2019. Project to be bid out in FY2019 with work tentatively to begin in May 2019.
170021	N/A	Carry Over Heritage Phase 1 - any "savings" will be applied to the Greenbelt Connection link - reduced from \$1,132,560 approved by Board (Project #170021)	757,500							757,500	Site preparation and earthwork around perimeter of lake, utilities, hardscape including a concrete path, stone jetties and weir wall; also to include boardwalk and woodland platform with footbridges, and partial landscaping.	Budgeted for in FY17, but <u>carried over</u> into FY18. This project will be funded from excess funds (fund 16). Projecting a savings of \$432,560 to be applied to the Greenbelt Connection Path project if authorized by Board. Carried over \$733,500 for construction plus \$24,000 in construction management fees to SmithGroup JJR out of the operating budget for FY20. Contract approved by the Board in FYE2019 but project has not yet started.

CHAMPAIGN PARK DISTRICT
2020-2025 Capital Improvement Plan

Presented for Approval 3-13-2019

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FYE20 Project Number	Appendix B Reference (if applicable)	Project Name	2020	2021	2022	2023	2024	2025	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
180002	N/A	Carry Over Project #180002 ADA General Projects - Zahnd Pathway	281,478							281,478	Zahnd Park Pathway for ADA accessibility	Carryover Project #180002 originally planned for completion in FYE2018 continues on CIP. Of the \$281,478 carried over this includes a commitment of \$20,878 for A&E costs related to the design of the project under contract entered into in FYE2019. The balance remaining for the construction work is \$260,600 to cover actual construction phase once awarded. The Operating budget includes \$9,935 in professional fees for the construction oversight work provided by Architect firm of which \$1,000 has been committed.
200003	N/A	Champaign Park District mobile App	18,000							18,000	Purchase and implementation of a mobile app to further serve our residents.	The app would provide weather/cancellations, deadline and event reminders, ability to register for programming, scanning of membership cards but does not allow access to restricted rooms. The app was originally to be constructed in-house, but it appears that staff could purchase the app and customize it as necessary. Refer to http://centralparks.net for additional detailed information. There is no annual fee to use this service from the operating budget.
200001	N/A	Contingency - 5% of 'new' revenues	66,000	45,000	86,000	78,000	60,000	57,000	-	392,000	Contingency for unexpected expenditures related to capital items - Calculated at 5% of the total capital by year.	To allow for unexpected expenditures that may arise during the year either beyond our control or that become a necessity to be addressed within the fiscal year. There is no known impact on the operating budget at this time.
190003	N/A	CARRY OVER Project #190003 CUSR New Location Space	304,000	-	-	-	-	-	-	304,000	Available ADA funds from carry over of \$450,000 specific to ADA improvements.	Operating funds of \$5,000 have been allocated to conduct a feasibility study of possible locations in FYE2019 with this project rolling forward to the next fiscal year.

CHAMPAIGN PARK DISTRICT
2020-2025 Capital Improvement Plan

Presented for Approval 3-13-2019

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FYE20 Project Number	Appendix B Reference (if applicable)	Project Name	2020	2021	2022	2023	2024	2025	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
200004	N/A	Dodds 3-Plex Upgrades	15,000	150,000	-	-	-	-	-	165,000	Dodds 3plex bathroom & concessions building and potential fencing of complex. FY20 is scheduled for the Design work, and FY21 for construction. Reduced FY20 costs from \$35,000 down to \$15,000.	The building is in disrepair and needs to be replaced. When it rains, both bathrooms are completely covered with water which makes it a hazard to enter the bathroom as the floors are concrete so it becomes very slippery. The walls of this facility have moved off its foundation. Fencing in the complex would allow better control of the facilities in terms of controlling access and would allow for taking admission at tournaments. Reduction in repairs within the operating budget as a result of this upgrade.
N/A	N/A	Flower Staging Area (Operations) - not included in the current operations expansion drawings	-	-	35,000	-	-	-	-	35,000	Replacement of wooden units which are beginning to deteriorate and need repair. These are not part of the proposed operations expansion project.	Partial replacement of wooden structures due to failures; replacement of shade cloths. These structures can be relocated if necessary pending outcome of shop expansion. No expected impact on operating budget.
200005	Appendix B page 16	General Flooring	21,000	36,100	-	-	-	20,100	-	77,200	General Flooring Replacement throughout the Park District.	Refer to the replacement schedule for General Flooring in Appendix B of the CIP document for more details. For the other years, the amount falls below the capitalization threshold and thus is included in the operating budgets. It should be noted that FYE2020 includes an additional \$26,500 in Rec Administration operating budget for asbestos mitigation work.
190006	N/A	Carry Over Project #190006 Greenbelt Bikeway Connection Path	750,000	-	-	-	-	-	-	750,000	FY19-Design A/E. Schematic design work is in progress during FY18 with additional information being gathered by all parties involved with this project.	Apply \$432,560 "savings" from Heritage Park Phase 1 revised that has been previously set aside towards this project. If approved, it would be best to formally "commit" the funds via a resolution such that when the grant application process rolls around (August/September) we are ready to begin.

CHAMPAIGN PARK DISTRICT
2020-2025 Capital Improvement Plan

Presented for Approval 3-13-2019

3/6/2019 14:09

FYE20 Project Number	Appendix B Reference (if applicable)	Project Name	2020	2021	2022	2023	2024	2025	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
200006	Appendix B page 17	Equipment Replacement - Rolling	15,000	15,000	15,000	30,000	80,000	100,000	-	255,000	Replacement of rolling equipment (excludes vehicles).	To maintain existing equipment period replacements are required. The specific details by year are denoted in the Equipment schedule as part of Appendix B in the CIP document for 2020-2025.
200007	Appendix B page 18	Hard Court Replacement (Basketball Courts) - Previously in Periodic Maintenance in Operating Budgets	97,000	50,000	50,000	110,000	-	110,000	-	417,000	Refurbishment or total replacement of hardcourt surfacing for basketball courts.	Follows replacement schedule. See Appendix B for details by year. Also, Project #19PM03 of \$47,000 is included as a carry-over from prior year pending not being completed by 4/30/2019.
200008	Appendix B page 19	Hard Court Re-surface/stripe (Tennis Courts)	320,000	85,000	-	22,000	-	45,000	-	472,000	Outdoor tennis court replacements either via refurbishment or total renovation. FY20 amount of \$320,000 includes fencing.	Recurring expenditure at different locations. Addresses court cracks/stripping or total renovation due to age and replacement schedule, and extends the time before a total replacement is warranted. See Appendix B for details by year.
N/A	N/A	LRC Utility Access Drive off of Kenwood Rd.	-	-	-	25,000	-	-	-	25,000	Provide paved access to west mechanical rooms.	Poured concrete surfaces allowing vehicular access to LRC mechanical rooms, thus reducing damage and subsequent turf and planting repairs. Staff efficiencies to have a positive impact on the operating budget.
180012	N/A	Martens Center estimate only	720,464	4,000,000	5,279,536					10,000,000	Martens Center Capital Dev.	construction of Martens Center - estimate only as fundraising is not finalized at this point
N/A	N/A	Martens Center Outdoor Park Improvements (OSLAD Grant with 50% match) awarded February 2019	-	800,000						800,000	Outdoor Park Improvements at Martens Center.	Park District awarded a \$400,000 OSLAD Grant from IDNR in FYE2019. This grant requires a 50% match. Those matching dollars will be taken out of the Park Development Fund.

CHAMPAIGN PARK DISTRICT
2020-2025 Capital Improvement Plan

Presented for Approval 3-13-2019

3/6/2019 14:09

FYE20 Project Number	Appendix B Reference (if applicable)	Project Name	2020	2021	2022	2023	2024	2025	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
200010	Appendix B page 20	Outdoor Lighting on Courts	126,000	180,000	50,000	175,000	60,000	-		591,000	Outdoor Lighting Replacements at various Parks. FYE2025 has a plan to convert lights to LED, but no cost estimate was provided by Staff.	Replace outdoor lighting as needed while converting to LED lights. See Appendix B for details by year. FYE2020 costs do not factor in the rebate of approximately \$10,291 that the Park District would receive upon completion. The installation of the LED lights are estimated to save the Park District 60% annually on electric costs; or \$2,800 per year.
200011	Appendix B page 21	Playground Replacement	100,000	110,000	100,000	220,000	160,000	200,000	-	890,000	Playground Replacements	See Appendix B for details by year.
19009 \$30000 20009 \$35000	N/A	RISK_Risk Management Improvements & Updates Partial rollover of \$30,000 from Project #190009 in FYE2019.	65,000	35,000	35,000	35,000	35,000		-	205,000	Security camera equipment & wiring installation/upgrades (Tort Fund). Total project is \$60,000 with \$30,000 of the project taken out of excess restricted tort funds. Also includes controlled access for the Park District to provide better security entering facilities to be implemented gradually.	Security cameras to be added to both inside and outside of parks and facilities as noted on each request sheet. In addition this fund is for Tort Liability projects that are currently unforeseen. To continue with upgrades to all parks and facilities. FY2021 marks the beginning of the first replacement of the cameras which will be upgraded every three years. FY20 includes using \$30,000 from excess funds rolled over from FYE2019 in the tort/liability fund, reducing the fund balance to \$411,000.
190010	Appendix B page 22	Roof Replacements at various facilities	576,000	464,000	150,000	-	150,000	85,000	-	1,425,000	FY20 Virginia Theatre (VT) Added \$230,000 to include tuckpointing work plus an additional roof section so that everything above the roofline is repaired at same time. FY21 Dodds Tennis Center Delayed to FY21 to get better estimate of scope of project	All replacements based upon replacement schedule, to address defects and deficiencies. Impact to operating budget is a decrease in the unexpected repairs, as a more planned approach is taken. An additional amount will be added to the operating budget for \$100 in legal publication notices to cover the bid notice. - propose to use \$200,000 of the Foundation restoration funds to cover the roof repair at the VT in 2020, plus \$100,000 bequest received in FY18 for the VT, requiring \$276,000 from Park District current year revenues. See Appendix B for details by year.

CHAMPAIGN PARK DISTRICT
2020-2025 Capital Improvement Plan

Presented for Approval 3-13-2019

3/6/2019 14:09

FYE20 Project Number	Appendix B Reference (if applicable)	Project Name	2020	2021	2022	2023	2024	2025	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
1900012	Appendix B page 23	Scoreboard Replacement(s) Moved from operating budget as meets capitalization threshold amount	32,000	16,000	-	11,000				59,000	Scoreboard Replacements at various facilities/Parks to include Dodds 3-Plex (FY20), 2 scoreboards at Zahnd Park (FY21) and 2 scoreboards for Douglass Gym (FY23)	Update and replace scoreboards by facility rather than by individual scoreboard. This new process for replacement will ensure all facilities have the same electronic equipment. Previously staff only replaced one scoreboard per year, and repaired the existing as needed. Refer to Appendix B for details by year.
N/A	Appendix B page 24	Seal Coating/Line Striping Parking Lots	-	42,300	46,000	55,000	30,100	32,100	-	205,500	Recurring maintenance and repairs exceed \$20,000 therefore included in capital.	Recurring maintenance - estimated. May decrease as we move to concrete surfaces. See Appendix B for details by year. Amount not used in FYE2020 to add to fund balance for future year projects.
190013	Appendix B page 25	Sholem Mechanical Replacement	69,500							69,500	Update mechanical equipment	\$58,500 to replace filter sand and laterals. \$10,500 to install Variable Flow Device. \$7,000 for pump rebuild from operating budget
N/A	N/A	Sholem Replacement Shade Cloth	-	-	20,000	-	-	-	-	20,000	Replacement of existing deteriorating shade structures as needed	This is an annual request by patrons at the end of year surveys conducted. Last shades purchased were in October 2007. No impact on operating budget.
190011	N/A	Shop Expansion Carry over from FYE2019 Project #190011 plus additional \$200,000 authorized by Board on 10/11/2018	2,771,983	-						2,771,983	Shop Expansion Construction Improvements -Board approved construction contract of \$2,650,000 plus an additional \$200,000 to cover Farnsworths contract of \$113,000 plus estimated change orders on the project.	Original \$2,650,000 included an additional \$250,000 to cover the design development & construction docs, plus any additional contingencies and A&E Construction 'management' fees once we break ground. The balance remaining as of 4/30/2019 of \$2,771,983 includes the construction contract of \$2,650,000 plus A&E contract remaining of \$37,950, with \$84,033 available to cover any change orders, permits or other fees for the project.
N/A	Appendix B page 26	Soccer Goal Replacements - Dodds Soccer	-	14,000	14,000	14,000			-	42,000	Replace various size goals at Dodds Soccer fields based on condition at time or replacement	Periodic replacement of goals due to wear and tear/aging. See Appendix B for details by year.

CHAMPAIGN PARK DISTRICT
2020-2025 Capital Improvement Plan

Presented for Approval 3-13-2019

3/6/2019 14:09

FYE20 Project Number	Appendix B Reference (if applicable)	Project Name	2020	2021	2022	2023	2024	2025	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
190012 & 190013	N/A	Spalding Park Design & Construction, Paths, Lighting and Playground Replacement	415,500	-	-	-	-	-	-	415,500	Delayed to FYE2020 lighting, paths and playground replacement, which was originally purchased in 1996 and has been in need of replacement, but put on hold. Added \$120,000 for playground/ pour-in-place surfacing as original cost of \$320,000 for all components only covered the cost estimate for lighting & paths provided by Unit 4 at the 2/28/18 special meeting. Spent \$24,500 on the partial path from parking lot to dugout; balance to occur in FYE2021.	Excess funds earmarked from the Park Development Fund balance of \$809,000. If use funds for Heritage Park, still have \$693,000 remaining for this project. Will need to install paths, lighting, and replace the playground that was originally installed in 1996. The playground has been on hold for several years now as the property development has been negotiated with Unit 4. Also propose to add pour-in-place surfacing at this park. Operating budget contains balance of \$2500 payable to Unit 4 for A&E work plus an additional \$2,500 related to playground professional fees.
N/A	N/A	Telephone System Replacement		100,000						100,000	Complete replacement of phone system and equipment for all facilities.	Current phone system is no longer supported and replacement phones/equipment is no longer manufactured. As the District adds another facility it is necessary to replace the phone system District Wide. the cost includes equipment, software and wiring.
N/A	N/A	Tennis Center Backdrop Replacement	-	-	10,000	12,000	-	-	-	22,000	Replacement of backdrops and court dividers.	Replacement of backdrops on south side and court dividers. Some of backdrops are torn, different colors, and in need of updating. No impact on operating budget.
N/A	N/A	Tennis Center Court Fans (2)	-	14,000	-	-	-	-	-	14,000	Replacement of under-sized units. Used the \$70,000 originally stated for these fans for the lighting replacement. Then modified the type of fans to replace with smaller ones once the lighting is switched out from halogen to LED.	Replacement of units to allow for increased air flow for patrons. When comparing to installing air conditioning, staff does not see an increase in revenue to justify the cost of installation of units and monthly utilities. Many of the summer programs continue to be held outdoors for various reasons and would continue despite having AC at the TC; thus the fans should be sufficient.

CHAMPAIGN PARK DISTRICT
2020-2025 Capital Improvement Plan

Presented for Approval 3-13-2019

3/6/2019 14:09

FYE20 Project Number	Appendix B Reference (if applicable)	Project Name	2020	2021	2022	2023	2024	2025	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
200014	Appendix B page 27	Tennis Center Light Replacements	112,176							112,176	Replace current metal halide lights with LED lighting	Staff indicate an energy rebate of \$29,000 to offset the costs of the purchase & installation. See Appendix B for additional information
N/A	N/A	Tennis Center Shed Replacement	-	-	-	-	-	-	10,000	10,000	Replace existing "garage".	Provide for better storage options, which are limited currently. No impact on operating budget.
190014	N/A	Toalson Park Sidewalk & Earthwork Carry Over from FYE2019 Project #190014	48,000							48,000	Completion of the sidewalk and sitework upon expiration of the lease for the dirt which ends in late spring, early summer 2018. Per 11/19 meeting project is expected to be completed; however as not yet started, rolled over 30% just in case.	No operating costs to the District once installed as the maintenance would revert to the City of Champaign.
200015	Appendix B page 31	Trail and Park Path Additions	195,000	81,500	115,000	300,000	52,000	264,000	-	1,007,500	Annual addition/updates to trails and park paths. Amounts increased for FYE2020 from \$0; FYE2021 reduced from \$125,000; FYE2022 decreased from \$125,000; FYE2023 increased from \$68500; FYE2024 decreased from \$52,000.	The trails plan developed internally by the planning department, in conjunction with discussions with Regional Planning Commission address the locations identified. No impact on operating budget.
190008	N/A	Trail/Path Connection at Noel Park Carry Over from FYE2019 Project #190008	16,050	-	-	-	-	-	-	16,050	6' wide connector path at Noel Park to connect the existing trail/path. Per 11/19 meeting project is expected to be completed; however as not yet started, rolled over 30% just in case.	Will also include an additional \$1,500 in the operating budget for one-time professional fees.
200016	Appendix B page 32	Vehicle Replacement (entire District)	75,000	120,000	152,000	193,000	165,000	157,000	-	862,000	Vehicle Replacement(s)	Replacement Scheduled. Replacement of aging vehicles per schedule. See Appendix B for details by year.

CHAMPAIGN PARK DISTRICT
2020-2025 Capital Improvement Plan

Presented for Approval 3-13-2019

3/6/2019 14:09

FYE20 Project Number	Appendix B Reference (if applicable)	Project Name	2020	2021	2022	2023	2024	2025	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
N/A	N/A	Virginia Theatre (VT) Lighting Improvements	-	100,000	-	-	-	-	-	100,000	Computer-controlled programmable moving lights for live shows moved up from "delayed" as more detailed information provided and price estimate increased from \$50,000 to \$100,000. Staff are working on a grant to help offset the costs which would require a 50% match as well..	The current theatrical lighting package at the Virginia Theatre provides a very basic "4-color wash" of the stage, augmented by two follow spotlights and a small number of special effect lighting fixtures. The field of theatrical lighting has changed substantially in the last ten years—mainly in the areas of LED and computer-controlled "intelligent" lighting—and staff recommends the following enhancements to the Virginia's lighting inventory to bring the facility up to a basic minimum standard for professional theatrical lighting.
N/A	N/A	Virginia Theatre (VT) Orchestra Pit Cover	-	-	-	-	-	-	50,000	50,000	Custom-designed solid wood cover for the orchestra pit	To cover the orchestra pit when not in use to facilitate providing additional space on the stage, as well as prevent falling into the open space. Delayed to future years as there needs to be a more precise estimate of the costs given this is a historic theatre. In addition if a safety issue, then should be presented to the safety committee. This project will be re-evaluated in the 2020 review of capital projects and possibly moved up.
190015	N/A	Virginia Theatre Sound System Waiting on award of \$750,000 grant in FYE2019	750,000	-	-	-	-	-	-	750,000	Complete phase 1 only of the proposed 4-phase project. The entire project is to purchase & install a new sound system for the Virginia Theatre, include fill speakers throughout the auditorium, add the support system for new linear speakers, new sound board and controls.	Currently rent equipment at approximately \$4,000 per event which will continue even by completing phase 1, just will improve the sound quality within the theatre. Per meeting on 11/19/18 project is scheduled to roll over into FYE2020 as we wait for the notice of grant funding by the State - in early 2019. Total grant award is estimated at \$750,000 without a match requirement. This will also require a special agreed-upon-procures engagement from CPA firm at an estimate of \$2,900 in operating budget.

CHAMPAIGN PARK DISTRICT
2020-2025 Capital Improvement Plan

Presented for Approval 3-13-2019

3/6/2019 14:09

FYE20 Project Number	Appendix B Reference (if applicable)	Project Name	2020	2021	2022	2023	2024	2025	Delayed to Future Years	Totals All Years	DESCRIPTION OF PROJECT	JUSTIFICATION and Impact on Operating Budget
N/A	N/A	Virginia Theatre Masonry Restoration the remainder of facility not completed in FYE2020		360,000						360,000	Masonry resoration work of remainder of Virginia Theatre exterior	The Virginia's aging brick exterior has not been fully restored during the Park District's restoration of the building, and, according to architects from Bailey Edward, some of the repairs the previous owners made to the exterior brick work are contributing to the deterioration and leakage we've experienced at the facility. Aside from tuckpointing completed as part of roof replacement in FYE2020, the architects and Staff further recommend a separate project to tuck-point the Virginia's entire exterior—any areas not being addressed during the roof renovation project.
SUBTOTAL CAPITAB				7,132,900		1,595,000	1,107,100	1,385,200	60,000	27,025,587		
		Less Grant Funds	(750,000)	(400,000)						(1,150,000)		
		Less Carry-over from FYE2019	(6,163,175)	(2,000,000)						(8,163,175)		
		Less Funds from Foundation	(920,464)	(4,000,000)	(5,279,536)					(10,200,000)		
			\$ 1,364,212	\$ 732,900	\$ 1,268,000	\$ 1,595,000	\$ 1,107,100	\$ 1,385,200	\$ 60,000	\$ 7,512,412		

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TO(Joe DeLuce and Andrea Wallace
)\$#!(Daniel Olson
 DATE: January 8, 2019
SUBJECT: FYE 2020 – 2025 General Flooring Replacement Plan
 CC: Bret Johnson, Jameel Jones, Steven Bentz



Operations, Administration and Recreation staff have met a various times to determine the Capital General Flooring plan below. The General Flooring budget line was newly created in FYE 2019, therefore many projects on this plan are new additions compared to the previous plan. As the totals vary by year, the line item will appear in the capital budget if it is \$20,000 or more; otherwise line item to be part of the operating budget for the specific facility(ies).

	Capital & Operating	-.-0	Operating Budget	Operating Budget	Operating Budget	-.-3
Total Requested	\$21,000	\$36,100	\$18,000	\$15,000	::	\$20,100
Change from Previous	New addition to previous plan. \$26,500 for asbestos mitigation of existing tile. \$21,000 for replacement of tile.	\$30,100 for Hays. Added \$6,000 for Virginia Theatre.	New additions to previous plan.	New addition to previous plan.	::	New budget year.
Notes	Douglass Annex tile in lobby, hall, large room, kitchen, etc.	Hays Center hallway and office carpet replacement. Virginia Theatre carpet or carpet tile replacement for conference room, box office, office under stairs.	Springer Cultural Center tile for rooms 106 & 107 replacement. 20 quotes received in 2017 for each room.	Operations office area carpet replacement.	::	Springer stair tread, lower hallway tile replacement.

Additional plan notes:

- All general flooring projects above are replacements of current flooring
- The Facilities Report Card 2018 may be referenced to establish priorities.

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TO(Joe DeLuce and Andrea Wallace
)\$#!(Daniel Olson
 DATE: Dec. 12, 2018
SUBJECT: FYE 2020 – 2025 Operations Equipment Replacement Plan
 CC: Bret Johnson, Nate Massey, Randy Hauser

We are recommending combining the individual equipment lines that currently exist in the CIP into the single line labeled “Operations Equipment”. We submit the following replacement plan for the budget.

	--	--/	--	--0	--1	--2
Total Requested	\$15,000	\$15,000	\$15,000	\$30,000	\$80,000	\$100,000
Change from Previous	New addition to previous plan.	On last year’s replacement schedule but did not make into last year’s CIP.	Reduced in price and moved up from 2024.	New addition from previous plan.	Chipper moved backwards from 2021. Ballfield mower new addition.	New budget year.
Notes	Ball Field Line Striper – new piece of equipment.	Replacement of Land Pride pull behind mower	Replacement of Kubota BX2230 utility tractor and blade	Replacement of JD 1445 tractor with mower and blade	Replacement of Vermeer Wood Chipper. Replacement of Toro Ballfield Mower	Replacement of backhoe

Additional plan notes:

- This replacement plan is for Operations capital, nonvehicular rolling equipment.
- Details on equipment can be found within the capital equipment inventory.

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TO(Joe DeLuce and Andrea Wallace
)\$#!(Daniel Olson
 DATE: November 10, 2018
SUBJECT: FYE 2020 ! 2025 Outdoor Basketball Court Replacement Plan
 CC: Bret Johnson, Nate Massey

The District has a variety of asphalt and concrete basketball courts. Courts vary in size and number of goals.

	-..	-./	-.--	-.0	-.1	-.2
Total Requested	\$50,000	\$50,000	\$50,000	\$110,000	33	\$110,000
Change from Previous	Same as previous plan.	Same as previous plan.	Same as previous plan.	Same as previous plan.	Move \$110,000 to 2025	Moved entire amount from 2024
Notes	Washington (1 court)	Detention Basin (1 court)	Powell (1 court)	Douglass Resurface	33	Muliken (1/2 court) Turnberry Ridge (1/2 court)

Additional plan notes:

- Joe has requested we get a quote for an asphalt instead of concrete court in 2019 (FYE2019). We may ask for a rollover of \$47,000 to 2020 because asphalt may not be able to be installed in this budget year due to weather.

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TO: Joe DeLuce and Andrea Wallace
)\$#!(Daniel Olson
 DATE: January 7, 2019
SUBJECT: FYE 2020 – 2025 Outdoor Tennis Court Replacement Plan
 CC: Nate Massey, Bret Johnson, Jameel Jones

The District owns 25 outdoor tennis/pickle ball courts over eight different parks. Two type of improvements are considered. REFURBISHMENTS include crack filling, rectifying ponding issues, color&coating and line striping. Barring any unforeseen circumstances, REFURBISHMENTS should last eight years. RENOVATIONS are larger projects that include removal of existing, excavation of subgrade, installation of new court, surface finish, striping and net poles. Barring unforeseen circumstances, each RENOVATION should last 25 years with proper REFURBISHMENTS. Courts should have a maximum of three REFURBISHMENTS before RENOVATION is necessary. Parentheses denote number of courts.

	--	-/	--	-0	-1	-2
Total Requested	\$320,000	\$85,000	88	\$22,000	88	\$45,000
Change from Previous	Operating Budget-Periodic Maintenance – no items budgeted	Operating Budget-Periodic Maintenance – no items budgeted	Operating Budget-Periodic Maintenance – included \$250,000 for Lindsay Tennis Courts (8)	Operating Budget-Periodic Maintenance – included \$35,000 for Clark Park Courts	Operating Budget-Periodic Maintenance – \$35,000 planned but location was unassigned	New budget year
Notes	Morrissey refurb (4) includes fencing Balance remaining to be carried forward to Lindsay Tennis Court project in 2021	Lindsay refurb. (8)		Clark refurb. (2)	None requested.	Hessel refurb. (4)

Additional plan notes:

- Replacement of lighting, fencing and other infrastructure will be considered at time of RENOVATION, but may be budgeted separately unless noted.
- Indoor courts (Dodds Tennis Center) will be included in this plan moving forward.

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TO(Joe DeLuce and Andrea Wallace

)\$#!(Bret Johnson and Dan Olson

DATE: Jan. 14, 2019

SUBJECT: FYE 2020 ! 2025 Outdoor Court Lighting Replacement Plan

This is the first year for our outdoor court lighting replacement plan. All projects are new additions to the plan, but are replacements of existing lighting. We submit the following replacement plan for the budget.

	--	--/	--	--0	--1	--2
Total Requested	\$115,000 Includes Ameren incentive/rebate	\$180,000	\$50,000	\$175,000	\$60,000	No estimate at this time
Change from Previous	New plan.	New plan.	New plan.	New plan.	New plan.	New plan.
Notes	Lindsey Tennis Courts	Dodds Soccer additional lighting for 3 middle fields (4 poles)	Hessel Tennis, VBall, & Pickleball Courts	Dexter Field Replacement of existing wooden poles and HID fixtures	Spalding Tennis	Zahnd baseball fields ! converting to LED

Additional plan notes:

- This replacement plan includes LED lighting on outdoor athletic sites only.

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TO(Joe DeLuca and Andrea Wallace
)\$#!(Daniel Olson
 DATE: January 10, 2019
SUBJECT: FYE 2020 – 2025 Playground Replacement Plan
 CC: Nate Massey, Andrew Weiss, Bridgette Moen, Bret Johnson

The District owns 33 playgrounds, many with multiple features. Our replacement rotation has been over 20 years per playground for the past several years. This plan begins a process to get us closer to replacement every 20 years. One or two playgrounds will need to be replaced each year to keep up with the need. Playground replacement priorities will be evaluated each year and timing of replacement may be changed.

	--	-./	-.--	-.0	-.1	-.2
Total Requested	\$100,000	\$110,000	\$100,000	\$220,000	\$160,000	\$200,000
Change from Previous	Decreased \$100,000 from previous as City will fund Bristol.	Increase by \$10,000 from previous amount due to the larger size of Clark PG.	Same as previous plan.	Increase from previous plan. Want to add PIP to Zahnd and adding Turnberry replacement.	Increase from previous accommodate rising costs and add Davidson.	New budget year.
Notes	Bristol ¹ Morrissey Spalding	Clark	Robeson Wesley ¹	Zahnd Turnberry	Millage Davidson	Johnston Mayfair

Additional plan notes:

1. Bristol and Wesley costs not shown as City will finance replacements with Boneyard Creek improvements.

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

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TO(Joe DeLuce and Andrea Wallace
)\$#!(Daniel Olson
 DATE: January 7, 2019
 SUBJECT(FYE 2020 – 2025 General Roofing Replacement Plan
 CC: Bret Johnson, Jameel Jones, Steven Bentz

Roofing projects have been a priority for the District for the past few years. In 2015, Garland began a review of roofing conditions throughout the District and developed a five year plan for replacement priorities. This Capital Project Plan would complete Garland's recommendations in 2021.

	--	-/	---	-0	-1	-2
Total Requested	\$572,000	\$464,000	\$150,000	99	\$150,000	\$85,000
Change from Previous	\$346,000 VT rollover from 2019 plus increase of \$230,000 for VT.	\$450,000 Dodds Tennis Center move from 2020. \$14,000 Decrease of original amount requested for 2021.	Same as previous plan.	Same as previous plan.	Same as previous plan.	New budget year
Notes	Dodds Tennis Center originally in 2020 to be moved to 2021.	Prairie Farm Trolley and craft barns. Rotary Shelter at Centennial Park. Dodds Tennis Center move from 2020.	Existing Operations Building.	99	Douglass Annex	Zahnd concession. Dodds 4-plex concession. Dodd's 3plex concession if not new building by that time.

Additional plan notes: None

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TO(Joe DeLuca and Andrea Wallace
)\$(Daniel Olson
DATE: Nov. 30, 2018
SUBJECT: FYE 2020 ! 2025 Scoreboard Replacement Plan
CC: Nate Massey, Jameel Jones, Jimmy Gleason, Katie Hicks, Bret Johnson

The following scoreboard replacement plan includes indoor and outdoor scoreboards.

Table with 7 columns: Category, --, -/, --, -0, -1, -2. Rows include Total Requested (\$32,000, \$16,000, \$11,000), Change from Previous, and Notes.

Additional plan notes:

- The replacement plan does not include ;2 he Cage". We will not be replacing boards there as long as it is leased to others.
The plan does not include Little League fields (with the exception of Zahnd). Kiwanis and Little League are responsible for replacing those field's scoreboards.
Leonhard Recreation Center scoreboards should operate well beyond the next ten years.
Zahnd football field scoreboard was replaced in 2018.

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TO(Joe DeLuce and Andrea Wallace
)\$#!(Daniel Olson
 DATE: Dec. 12, 2018
SUBJECT: FYE 2020 – 2025 Seal Coating and Line Striping Fund Plan
 CC: Bret Johnson

Nearly annually, there is a recurring capital need to maintain District parking lots and other asphalt areas with sealcoating and subsequent line striping.

	--.	-./	-.--	-.0	-.1	-.2
Total Requested	00	\$42,300	\$46,000	\$55,000	\$30,100	\$32,100
Change from Previous	Dropping the \$41,700 listed in the previous plan.	Same as previous.	Same as previous.	Same as previous.	Same as previous.	New budget year.
Notes	00	00	00	00	00	00

Additional plan notes:

- Priority areas will be determined annually.

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TO(Joe DeLuca and Andrea Wallace
)\$#!(Daniel Olson
 DATE: January 10, 2019
SUBJECT: FYE 2020 – 2025 Sholem Mechanical Equipment Improvements Plan
 CC: Bret Johnson, Jameel Jones

Funding is needed for replacement and improvement of mechanical equipment associated with the filter building at Sholem. The requested components are necessary for the health and safety of visitors.

	Capital & Operating	Operating Budget		-1	-2	-3
Total Requested	\$76,000	\$10,000	44	44	44	44
Change from Previous	New Plan.	New Plan.	44	44	44	44
Notes	\$58,500 to replace filter sand and laterals. \$10,500 to install Variable Flow Device. \$7,000 for pump rebuild from operating budget.	\$5,000 for CO2 feeders. \$5,000 for professional services CO2 feeders from operating budget.	44	44	44	44

Additional plan notes:

1. Some plan improvements above may be funded through the facility's operational budget.

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TO(Joe DeLuce and Andrea Wallace
)\$#!(Daniel Olson
DATE: Dec. 3, 2018
SUBJECT: FYE 2020 – 2025 Soccer Goal Replacement Plan
CC: Nate Massey, Jameel Jones, Jimmy Gleason, Bret Johnson

Sport complex soccer goal replacement plan.

Table with 7 columns: Total Requested, Change from Previous, Notes, and four unlabeled columns. Values include \$14,000 and //.

Additional plan notes:

- Dodds Park has various size goals that will have their condition evaluated at the time of order placement and replaced accordingly.
• Neighborhood park soccer goal replacement will be examined periodically. If repairs or replacements are needed, we will purchase those from the annual "Park Amenities" budget line. All neighborhood park goals were painted over the last two years and inspected at that time.

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**Capital_2020-2-Dodds Tennis
Center**

PROJECT REQUEST SUMMARY

Capital

DTC LED court lights

Request for Fiscal Year Ended: 2020 Dodds Tennis Center
\$112,176.00

Total Costs for both Capital & Operating Budgets

TOTAL SCORE	2
New Construction/Equipment/Etc.	0
Maintain Existing	1
Statutory/Legal Requirement	0
Safety/Risk Mitigation	0
Board Approved Documents/Plans	1
Other Criteria	0

Detailed Description of Project

Installation of LED lights in the court area. This project would reduce energy costs, allow instant on instead of the lights having to warm up and lower the temperature on the courts with the lights not emitting as much heat as the current metal halide ones. Utility rebate also available. Recommend using \$70,000 allocated for Tennis Center Court Fans in FYE2021 for this project.

**Champaign Park District
Capital Project Request Form**

Step 1: Project Description and Budget Request

Complete if total request is \$5,000 or more and useful life is greater than 2 years.

Estimated Start Date: 5/14/2019

Facility/Location of Project: Dodds Tennis Center

Fiscal Year Funding is Requested For the Year Ended April 30: FYE2020

Project Name (Short Name) DTC LED court lights

Project Name (Longer, if needed) Dodds Tennis Center LED court lights

Detailed Description of Project (should include justification to support project):

Installation of LED lights in the court area. This project would reduce energy costs, allow instant on instead of the lights having to warm up and lower the temperature on the courts with the lights not emitting as much heat as the current metal halide ones. Utility rebate also available. Recommend using \$70,000 allocated for Tennis Center Court Fans in FYE2021 for this project.

Budget

Capital Budget

Architectural & Engineering Design/Construction Docs**	\$	-	
Equipment (value is \$10,000 or more)	\$	-	
Building/Park Improvement (value is \$20,000 or more)	\$	112,176.00	\$ 112,176.00

Operating Budget

Routine Maintenance (occurs annually, does not extend life of asset beyond 2 years, below \$10,000 for equipment and \$20,000 for building/park improvements)	\$	-	
Periodic Maintenance (does not occur annually, does not extend life of asset beyond 2 years, below \$10,000 for equipment and \$20,000 for building/park improvements)	\$	-	
Architectural & Engineering costs - construction administration, schematic designs	\$	-	
Professional Fees (surveys)	\$	-	
Legal Publication & Notices (for bid notices in paper)	\$	-	
Technology will fall into Routine/Periodic Maintenance, includes all IT-related needs such as hardware/software/network/wireless, servers (if under \$10,000)	\$	-	\$ -

Impact to operating budget in current and future fiscal year(s)

How will this project impact ongoing operating costs such as maintenance, repairs, labor, etc.?

What savings or additional costs will result from the completion of this project?

Estimated to save \$29,000 per year in energy costs.

** does NOT include schematic designs, master plans, etc. as these are conceptual in nature only.

**Project - DTC LED court lights
Capital Project Request Form**

Step 2: Project Request Criteria & Sign Offs

0 New Construction, Equipment Or Vehicle

1 Replacement or Maintenance of Existing Capital

Please select which of the following items are applicable to project requested by entering items from the drop down lists.

Statutory/Legal Requirement

1-2=Yes, 0=No

Does this project satisfy a legal requirement to replace/upgrade?
If yes, please site reference

Does this satisfy completion of an item in the ADA Transition Plan?
If Yes, has the item been submitted for review to the ADA Compliance Officer?
If Yes, please obtain signature from ADA Compliance Officer below

Does this project meet ADA Compliance Standards?
If Yes, please obtain signature from ADA Compliance Officer below

Safety/Risk Mitigation

Is this a safety risk/concern?
If yes, has this been submitted to the Safety Committee for review?
If yes, please obtain signature from Risk Manager

Board Approved Documents/Plans

1=Yes, 0=No

Does the project address one of the Board/Agency Priorities (Goals)?
If yes, specify which one

Does the project meet one of the strategic goals?
If yes, please identify which Strategic Goal (specifically)

Other Criteria

Is this item included on a replacement schedule (included in the Capital Improvement Plan)?
Was this item included on the prior year Capital Improvement Plan (6-year)?
Is this a recommendation by a community member/group?
Is grant funding available for this project?
If yes, has staff applied?
If yes, is there a signed grant agreement?

If yes, what is the total grant award amount?

Total Score: 2

Authorizations

Steven A. Cornell
Staff Submitting Request

1/8/19
Date Submitted

Please provide copies of estimates and other supporting documentation when submitted to the Department Head for review.

Department Head

Date Submitted

Approved Denied

Signature Not Required
Risk Manager (as a member of Safety Committee)
if request is approved = please provide copy of approved memo submitted

Date

Approved Denied

Signature Not Required
ADA Compliance Officer
if request is denied = please provide a written narrative as to the reason(s) why

Date

Approved Denied

Capital Prioritization Committee Approval

Date

Approved Denied

2020-2025 7UDLQ3 DUN3 DK \$ GGLWLF6FKHG X0

January 1st, 2019

)< Trail/Park		Cost Estimate	3URMHFW	-XVWLILFDWLRQ
2020	Greenbelt Bikeway	\$195,000	Bridge replacement between Heritage and Kaufman Parks.	Continual maintenance/safety concerns. Maximize current improvements of Greenbelt Bikeway Connection Path project. Will require coordination with IDOT/Rail. Professional services will be needed.
2021	North Champaign Trail	\$81,500	Installation of trail connection from the North Champaign Trail west of Gordan Food Service	Connection was never completed from documentation created in 1997. Recommended in the 2011 <i>Champaign Trails Plan</i> . An additional \$2,000 will be added to the operating budget for professional fees related to the project.
2022	Greenbelt Bikeway	\$50,000	Crosswalk improvement to connect Heritage Park and Dodds Park across W Bradley Ave	Recommendation of CPD <i>Trails 5 Year Action Plan</i> to improve safety of the pedestrian crossing. Will require coordination with City of Champaign. Professional services will be needed.
2022	Greenbelt Bikeway	\$65,000	Crosswalk improvement to connect Kaufman Park and O'Malleys Alley Trail across W Springfield Ave	Recommendation of CPD <i>Trails 5 Year Action Plan</i> to improve safety of the pedestrian crossing. Will require coordination with IDOT. Professional services will be needed.
2023	Lower Copper Slough Greenway Trail	\$300,000	Installation of bridge crossing Copper Slough to connect the Pipeline Trail and Porter Family Park.	Proposed initially in 2012 to improve connectivity to Porter Family Park. Recommended in the 2011 <i>Champaign Trails Plan</i> . Preliminary design documents complete. Professional services for final construction documents and permitting will be needed.
2024	Powell Park	\$52,000	Installation of internal path connection between existing pathway system to existing residential walk.	Recommendation of CPD <i>Internal Paths Study</i> to increase access to Powell Park which is limited due to lack of frontage. Professional services will not be needed.
2025	Dodds Park	\$264,000	Internal paths to connect Greenbelt Bikeway, soccer fields, and existing parking.	Recommendation of CPD <i>Internal Paths Study</i> to increase accessibility to soccer fields and existing parking. Should be coordinated with prospective Dodds soccer fields improvements.
		7RWDO \$1,007,500		

Notes:

1. In order to maximize professional services hours and increase the chance for a competitive bid, the bridge replacement project between Heritage and Kaufman Park in the Greenbelt Bikeway could be combined with the existing scope of the Greenbelt Bikeway Connection Path project. which is also currently scheduled for FYE 2020.



!"#\$% NDUM



TO: Joe DeLuce and Andrea Wallace
)\$(Daniel Olson
 DATE: Dec. 3, 2018
SUBJECT: FYE 2020 – 2025 Vehicle Replacement Plan
 CC: Jameel Jones and Bret Johnson

The following is the suggested replacement schedule for the district’s fleet vehicles. Barring unforeseen circumstances, fleet vehicles are replaced every 10 to 12 years, based upon age, repair history, mileage and appearance. The vehicle fleet is evaluated twice a year and changes to priorities may occur.

	--	-/	--	-0	-1	-2
Total Requested	\$75,000	\$120,000	\$152,000	\$193,000	\$165,000	\$157,000
Change from Previous	Reduced from \$230,000	Reduced from \$245,000	Reduced from \$300,000	Reduced from \$300,000	Increased from \$155,000	New Request
Notes	#22 Truck (O) #64 Dump Trk. (O)	#21 Van (A) #58 Truck (O) #62 Truck (O) #39 Truck (O)	#55 Bucket Trk. (O) #47 Truck (O) #67 Truck (O) #48 Truck (O)	#25 Mini Bus (R) #38 Truck (O) #52 Truck (O) #65 Truck (O) #18 Truck (O)	#23 Box Truck (R) #12 Truck (O) #27 Truck (O) #68 Truck (O) #35 Truck (O)	#45 Stake Bed (O) #16 SUV (R) #29 Truck (O) #31 SUV (R)

Additional plan notes:

- All vehicles listed above are replacements.
- The large MTD bus replacement is not shown on this plan and will warrant a separate agreement led by Executive Director.
- Although specific vehicles are suggested for replacement, the entire fleet will be evaluated twice a year and changes will be made based on need.
- For specific vehicle make and model, please refer to Vehicle Inventory.

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

Departmental Information
Budget Year Ended April 30, 2020

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General Fund: Administration

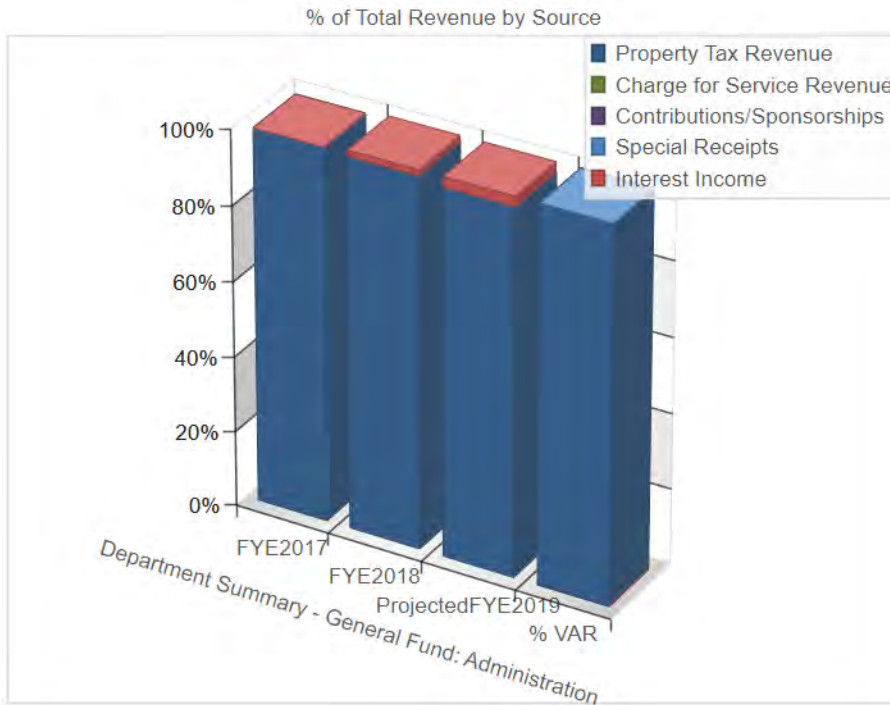
Principal Responsibilities

Department Summary - General Fund: Administration - Accounts for the Park District's general administrative costs, including but not limited to human resources, finance, information technology, board expenses, safety and other general costs. Revenue source is mostly property tax and interest income.

Employees Funded by Administration - Positions and Numbers (FT1 and FT2)

Position	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Administration				
Executive Director	1.00	1.00	1.00	1.00
Assistant To The Executive Director	1.00	1.00	1.00	1.00
	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Finance				
Director Of Finance	1.00	1.00	1.00	1.00
Assistant Director Of Finance	1.00	1.00	1.00	1.00
Development Director	1.00	1.00	1.00	1.00
Accounting Clerk	1.00	1.00	1.00	1.00
Accounting Clerk (FT2) (Allocated)	0.75	-	-	-
Accounts Payable Coordinator	1.00	1.00	1.00	1.00
Administrative Assistant (FT2)	0.87	0.87	0.87	0.87
Building Service Worker @ BMC	1.00	1.00	1.00	1.00
	<u>7.62</u>	<u>6.87</u>	<u>6.87</u>	<u>6.87</u>
HR & IT (Risk is under Fund 04)				
Director Of HR, IT & Risk	1.00	1.00	1.00	1.00
Human Resources Coordinator	1.00	1.00	1.00	1.00
Accounting Clerk (FT2) (Allocated)	-	-	-	0.11
	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.11</u>
Total FTE's	<u>11.62</u>	<u>10.87</u>	<u>10.87</u>	<u>10.98</u>

General Fund: Administration



2018-2019 Accomplishments

SG1 - PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Develop customer service standards and training. *Status – Training of staff is ongoing. Staff attend conferences, webinars and four hours of HR training every year.*
- Develop a plan to hire/train multi-lingual staff and promote programs in a variety of languages. *Status – In the process of offering Spanish classes to teach current and incoming staff. Develop customer service standards and training.*

2019-20 Goals

2.1 FINANCE

OBJECTIVES:

- Continuously evaluate and improve processes to maximize efficiencies related to purchasing.
- Assess the impact of minimum wage increases and assist with strategy to manage costs over the next five years.

3.1 HUMAN RESOURCE, TECHNOLOGY, AND RISK MANAGEMENT

OBJECTIVES:

- Attract, develop, and support a diverse community of Park District employees who are engaged in their work, and motivated to perform at their full potential. Determine the level of service for parks, facilities and amenities to meet all residents' needs.

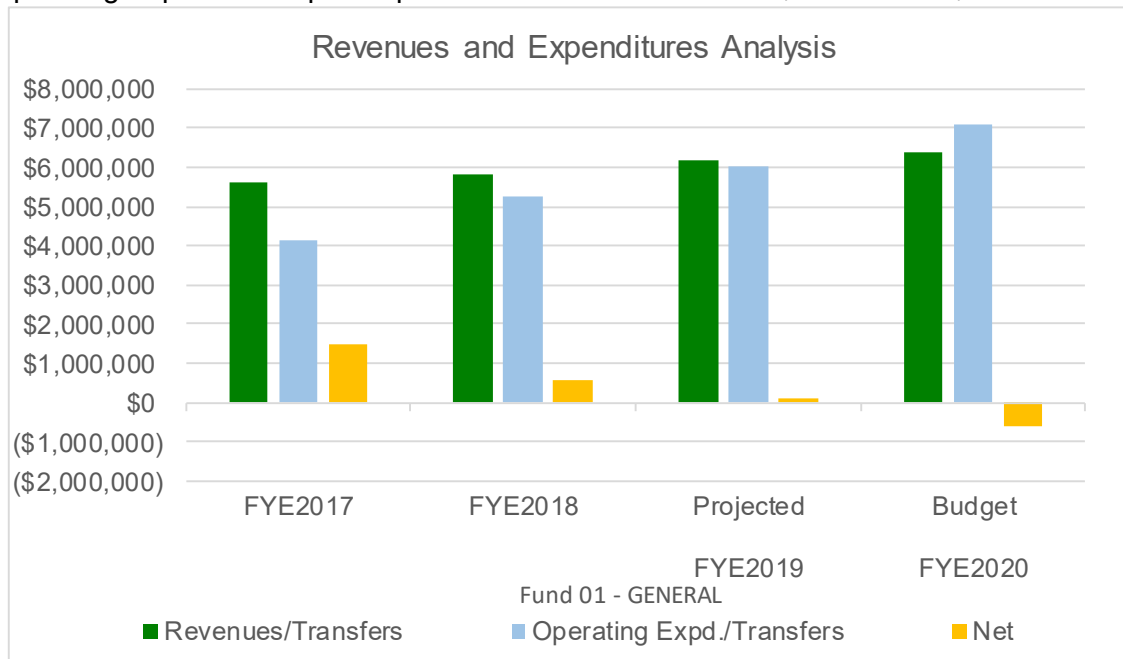
Performance Indicators

	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
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General Fund: Administration

Performance Indicators

	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Operating Expenditures per Capita	17.56	\$ 18.25	\$ 19.04	\$ 19.44



**General Fund
Department Summary - General Fund: Administration**

	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Estimated Revenues				
Property Tax Revenue	5,395,487	\$ 5,597,600	\$ 5,877,751	\$ 6,100,000
Charge for Service Revenue	3,410	4,257	3,670	3,762
Contributions/Sponsorships	2,500	1,750	3,594	3,680
Special Receipts	16,051	5,880	1,240	2,480
Interest Income	49,590	86,478	158,300	145,350
Total Estimated Revenues	\$ 5,467,038	\$ 5,695,965	\$ 6,044,555	\$ 6,255,272
Appropriations				
Salaries and Wages	\$ 736,777	\$ 760,517	\$ 779,454	\$ 803,141
Fringe Benefits	332,566	356,187	357,466	361,357
Contractual	318,429	323,432	369,120	381,931
Commodities/Supplies	50,930	58,243	78,050	45,201

General Fund: Administration

General Fund
Department Summary - General Fund: Administration

Estimated Revenues

Property Tax Revenue
Charge for Service Revenue
Contributions/Sponsorships
Special Receipts
Interest Income
Total Estimated Revenues

	\$ 210,717

Appropriations

Salaries and Wages
Fringe Benefits
Contractual
Commodities/Supplies

General Fund
Department Summary - General Fund: Administration

	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Utilities	45,248	46,442	49,864	51,077
Routine/Periodic Maintenance	-	36,229	41,830	68,500
Transfers to Other Funds	100,000	1,058,700	1,800,000	2,650,000
Total Appropriations	<u>\$ 1,583,950</u>	<u>\$ 2,639,750</u>	<u>\$ 3,475,784</u>	<u>\$ 4,361,207</u>
Net of Revenues Over (Under) Appropriations	<u>\$ 3,883,088</u>	<u>\$ 3,056,215</u>	<u>\$ 2,568,771</u>	<u>\$ 1,894,065</u>

General Fund
Department Summary - General Fund: Administration

Utilities
Routine/Periodic Maintenance
Transfers to Other Funds
Total Appropriations
Net of Revenues Over (Under) Appropriations

General Fund: Administration

General Fund: Marketing & Communications

Principal Responsibilities

A program of the General Fund which promotes the Park District's mission and goals by positioning its staff, volunteers, programs, events and sponsors within the community. The department markets to more than 80,000 residents. Primary responsibilities include designing external and internal promotional pieces and advertisements, market research, media relations, placement of all Park District advertising, producing Program Guide located at <https://champaignparks.com/programs/program-guide/> (allocated between the Recreation and Museum funds as this is the program guide for those programs), promotions, visual images, strategic planning and other marketing-related projects.

Employees Funded by Marketing - Positions and Numbers (FT1 and FT2)

Position	FYE2017	FYE2018	FYE2019	FYE2020
	Actual	Actual	Projected	Budget
Director Of Marketing & Communications	1.00	1.00	1.00	1.00
Graphic Designer (Allocated)	1.00	0.25	0.25	0.25
Marketing Coordinator	1.00	1.00	1.00	1.00
Total FTE's	3.00	2.25	2.25	2.25

2018-2019 Accomplishments

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPANT IN THROUGHOUT THEIR LIVES

OBJECTIVES:

- Evaluate recommendations of the U of I Recreation, Sports, & Tourism appraisal of programs. *Status – utilized in Marketing Department report to guide decision-making*
- Research new opportunities and aging trends for programs and facilities for various age groups. *. Status – worked with Rec staff to promote new programs like Cast Acrylic Monoprints, for people of all ages.*
- Develop and promote health and wellness programs *Status. – worked with Rec staff to promote Group Fitness like Yoga and new pool wellness programming*
- Reach out to residents for input on new programs for all ages. *Status – Utilized program surveys to assess current programming and gauge interest in new initiatives.*

2019-20 Goals

1.1 MARKETING AND COMMUNICATIONS

OBJECTIVES:

- Work with program coordinators on a seasonal basis to develop marketing plans for identified program focus areas.
- Continue to focus on videography to highlight the Park District.

1.2 MARKETING AND COMMUNICATIONS

OBJECTIVES:

- Develop and implement an app for the Park District.

1.3 MARKETING AND COMMUNICATIONS

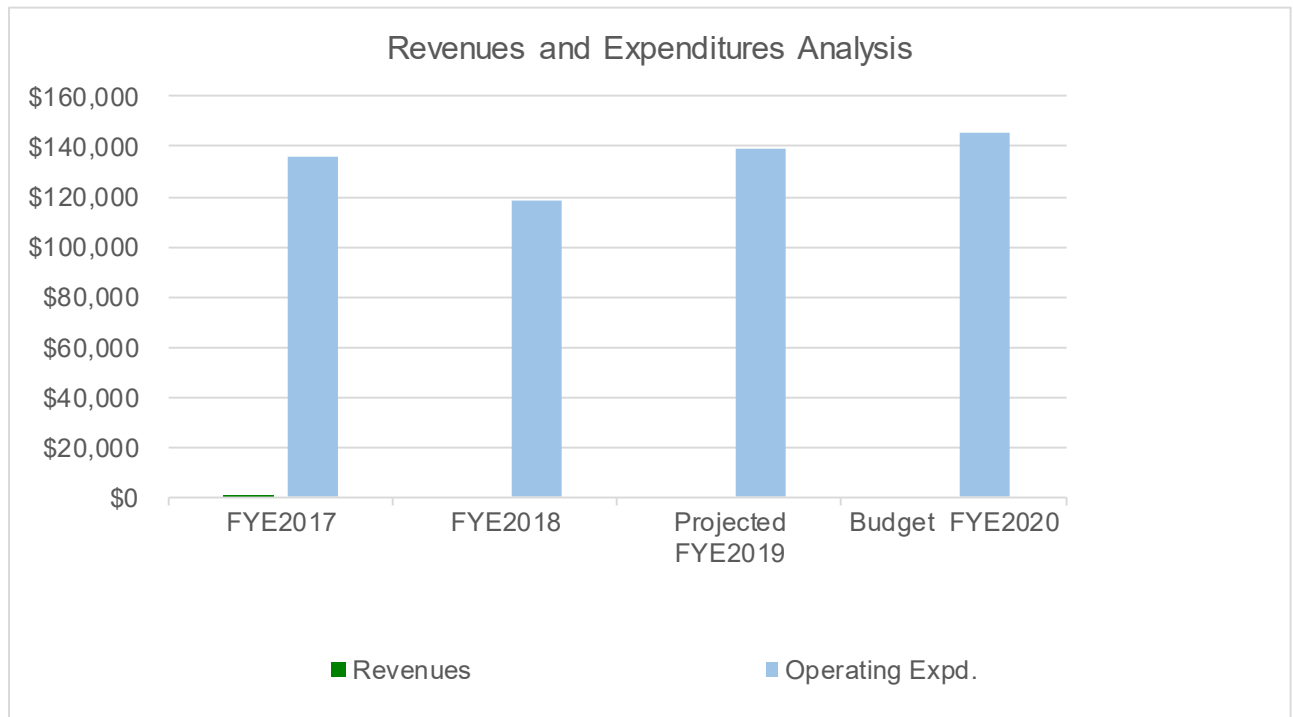
OBJECTIVES:

- Develop marketing standards and templated branding for events.

General Fund: Marketing & Communications

Performance Indicators

	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Performance Indicators	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
CPD Website Visits	600,000	521,258	529,169	545,044
CPD Facebook Followers	6,943	8,035	9,117	9,390
CPD Twitter Followers	5,450	5,806	5,949	6,127
CPD Instagram Followers	1,957	2,176	2,645	2,724
Virginia Theatre Website Visits	187,784	355,467	327,326	337,145
Virginia Theatre Facebook Followers	7,297	9,458	10,868	11,184
Virginia Theatre Twitter Followers	3,788	4,085	4,204	4,330
Sholem Aquatic Center Facebook Followers	4,577	5,318	6,445	6,638
CUSR Facebook Followers	611	823	932	959
CUSR Website Visits started 2018	-	13,563	20,515	21,130



**General Fund
Department Summary - General Fund: Marketing & Communications**

FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
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General Fund: Marketing & Communications

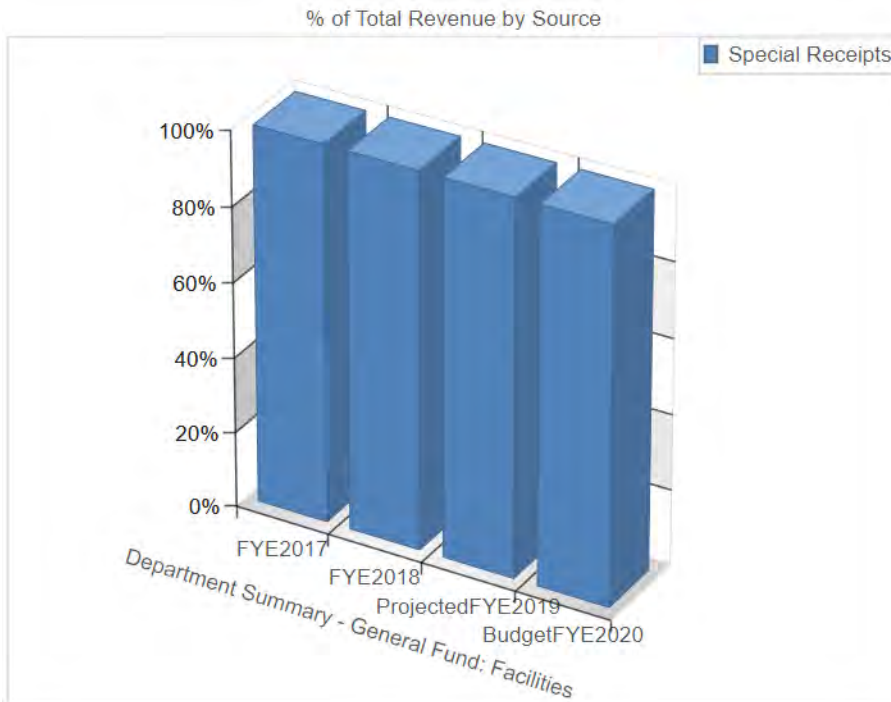
General Fund
 Department Summary - General Fund: Marketing & Communications

	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Estimated Revenues				
Charge for Service Revenue	\$ 750	\$ -	\$ -	\$ -
Appropriations				
Salaries and Wages	\$ 84,634	\$ 76,955	\$ 85,503	\$ 88,070
Fringe Benefits	18	843	840	840
Contractual	43,454	34,572	45,847	49,643
Commodities/Supplies	7,889	6,270	6,831	7,036
Total Appropriations	\$ 135,995	\$ 118,640	\$ 139,021	\$ 145,589
Net of Revenues Over (Under) Appropriations	\$ (135,245)	\$ (118,640)	\$ (139,021)	\$ (145,589)

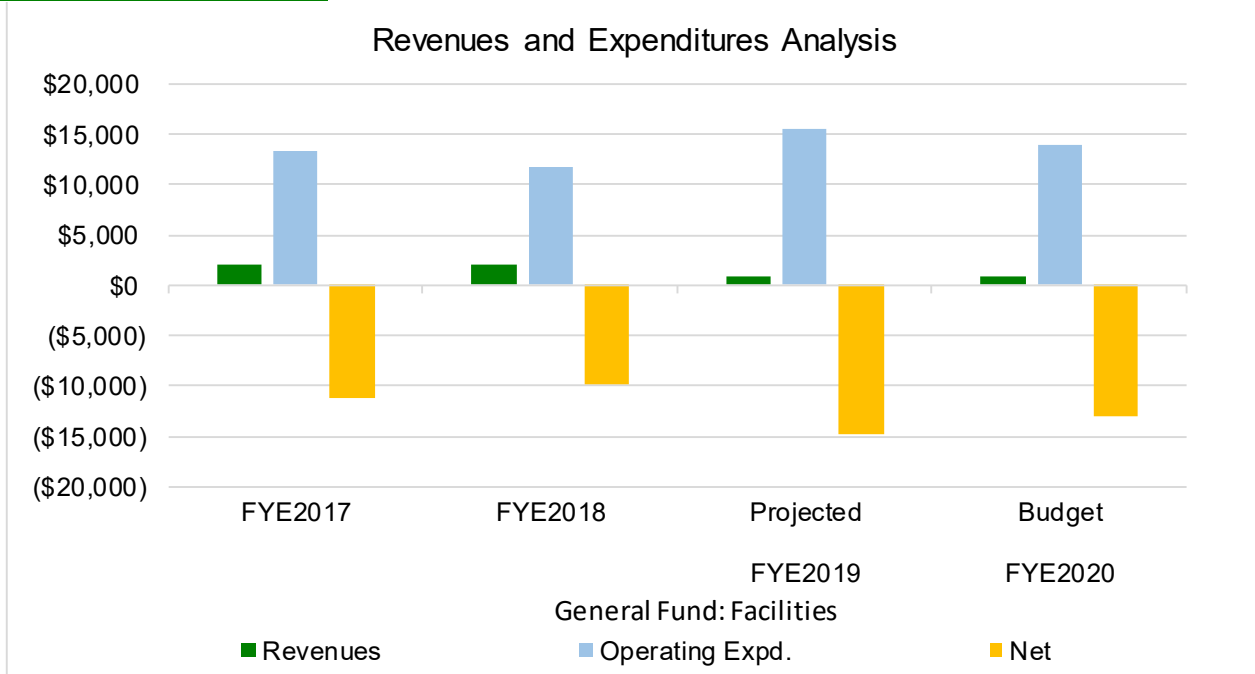
Total expenditures increased 4.7% from prior year. All expenditures increased the standard 3.0% except for contractual expenditures, which increased 8.3% from prior year. This increased to account for additional advertising and publicity of programs and events throughout the Park District as well as printing of the 2020-2022 strategic plan document once approved.

General Fund: Facilities
Principal Responsibilities

Total FYE2020 expenditures are 11% (\$1,703) lower than prior year due to commodities/supplies. The prior year included major repairs to the Douglass Branch Library air conditioning units that are not planned for in FYE2020.



General Fund: Facilities



General Fund
Department Summary - General Fund: Facilities

	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Estimated Revenues				
Special Receipts	\$ 1,995	\$ 2,013	\$ 810	\$ 830
Total Estimated Revenues	<u>\$ 1,995</u>	<u>\$ 2,013</u>	<u>\$ 810</u>	<u>\$ 830</u>
Appropriations				
Contractual	8,782	9,728	10,640	10,050
Commodities/Supplies	3,089	585	3,114	1,915
Utilities	1,431	1,508	1,768	1,854
Total Appropriations	<u>\$ 13,302</u>	<u>\$ 11,821</u>	<u>\$ 15,522</u>	<u>\$ 13,819</u>
Net of Revenues Under Appropriations	<u>\$ (11,307)</u>	<u>\$ (9,808)</u>	<u>\$ (14,712)</u>	<u>\$ (12,989)</u>

General Fund: Operations

Principal Responsibilities

Oversees the enhancement, maintenance and daily operations of all Park District facilities, parks, grounds, equipment, park features, and trails as well as facility rentals and park permits. The department includes:

- **Horticulture/Natural Areas Division** - improves the aesthetic quality of the Park District through design, installation and maintenance of flowers, plantings, installation and maintenance of natural and prairie areas and signage. Responsibilities include flower islands, all beds within the parks, ornamental plantings, natural areas and prairies, and park signs.
- **Grounds/Maintenance Division** - maintains all structures within the Park District including all buildings, swimming pools and splash pads, picnic pavilions, fountains, irrigation, lighting and park signage. Also responsible for all HVAC, electrical, plumbing, carpentry, fleet maintenance and assists with ADA upgrades. Manages the Park District's turf, trees and trash removal. Responsibilities include oversight of all contract mowers, the mowing and trimming of the Park District's "signature" parks, and all arbor duties, including removal, care and installation. This division also has responsibility for removal of all park litter/trash, as well as the Park District recycling program.
- **Special Projects** - maintains the Park District's playgrounds, hard courts, disc golf course, park amenities and sports fields. Responsibilities include oversight of playground installations, park benches and amenities, as well as the preparation, maintenance and repair of softball, baseball, football and soccer fields. This division also operates the fabrication/welding shop.

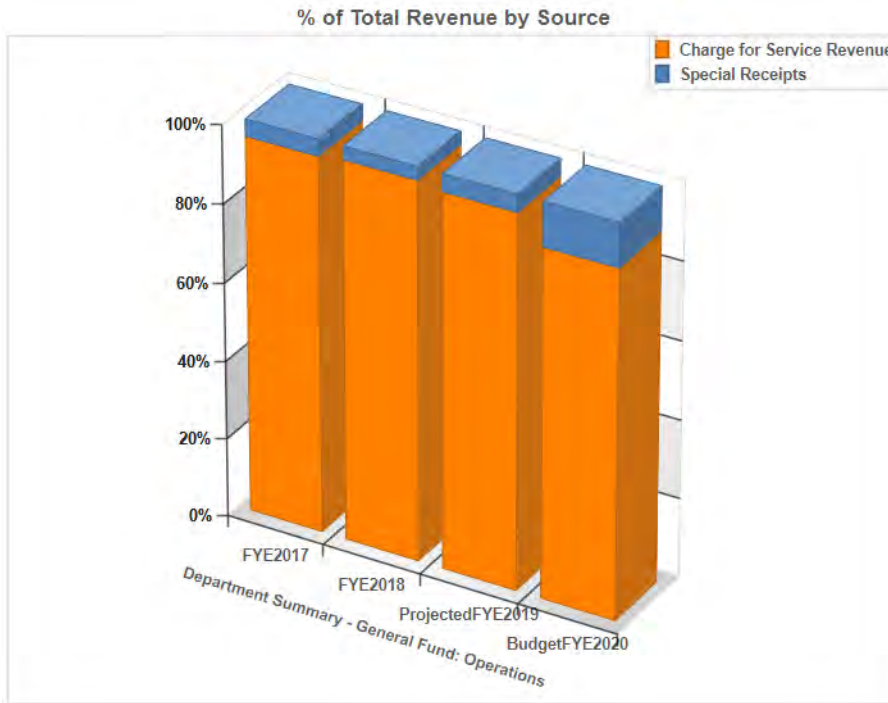
Employees Funded by Operations- Positions and Numbers (FT1 and FT2)

Position	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Operations				
Admin Asst & Reservations Coordinator	1.00	1.00	1.00	1.00
Director Of Operations	1.00	1.00	1.00	1.00
Fabricator (FT2)	0.80	0.80	0.80	0.80
Grounds & Maintenance Supervisor	1.00	1.00	1.00	1.00
Grounds Specialist	4.00	3.00	3.00	3.00
Grounds Specialist-Lead Arborist	-	1.00	1.00	1.00
Grounds Worker I	2.00	2.00	2.00	2.00
Grounds Worker II	-	-	-	-
Horticulture & Natural Areas Supervisor	1.00	1.00	1.00	1.00
Horticulture Specialist I	2.00	2.00	0.80	1.00
Horticulture Specialist II	1.00	1.00	2.20	2.00
Horticulture Worker I	1.00	1.00	-	-
Horticulture Worker II	-	-	1.00	1.00
Maintenance Specialist	1.00	1.00	1.00	1.00
Maintenance Worker II	1.00	1.00	1.00	1.00
Maintenance Worker II - HVAC	1.00	1.00	-	-
Natural Areas Coordinator	1.00	1.00	1.00	1.00
Special Projects Specialist	-	1.00	1.00	1.00
Special Projects Supervisor	0.50	0.50	0.50	0.50
Special Projects Worker I	1.00	1.00	1.00	1.00
Sports Fieldworker I	1.00	-	-	-
Trade Specialist/Carpentry	1.00	1.00	1.00	1.00
Trade Specialist/Electrician	1.00	1.00	1.00	1.00
Trade Specialist/HVAC	-	-	1.00	1.00
Trade Specialist/Mechanic	1.00	1.00	1.00	1.00

General Fund: Operations

Employees Funded by Operations- Positions and Numbers (FT1 and FT2)

Position	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Trade Specialist/Plumbing & Electrical	1.00	1.00	1.00	1.00
Trash/Recycling Worker I	1.00	1.00	1.00	1.00
Total FTE's	\$ 26.30	\$ 26.30	\$ 26.30	\$ 26.30



2018-2019 Accomplishments

SG1 - PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Develop customer service standards and training. *Status – Training for staff is ongoing. Arborists went to conference for training and pesticide and application training also took place this year. As well as training for certified pool operators.*
- Create new fun and safe park amenities. *Status – Pioneer Field of Excellence designation for Dodds. First lighted soccer field. Concrete and sidewalk improvements. Playground repair and replacement. New park and playgrounds installed. Flooring, painting and roof projects completed throughout the District.*
- Provide equal access for all patrons to all parks, facilities and programs. *Status – Evaluated and updated ADA Transition plan. Made improvements to playground surfacing. Corrected accessibility issues with sidewalks. New elevator for Springer Cultural Center underway.*
- Enhance the safety and security in each park and facility so all patrons feel safe. *Status – Repaired hazardous concrete. Replacement of used or damaged park equipment. Replaced and added new safety lighting.*

SG5 – PROVIDE OPPORTUNITIES TO CREATE COMMUNITY CONNECTIONS IN OUR PARKS,

General Fund: Operations
RECREATION, AND CULTURAL ARTS
OBJECTIVES:

- Identify new opportunities to work with community groups. *Status – Developed the Facilities Report Card with the help of U of I groups.*
- Create new programs, parks, facilities, amenities and services to connect with more people in the community. *Status – Developed a new Flower Island walk downtown. More program trees planted with the community.*
- Develop new community and program partners by evaluating the community needs assessment results. *Status – Completed a project with a U of I leadership group on Potties in the Parks. Successful school grant partnership for pollinators and flower islands at schools.*

2019-20 Goals

4.2 OPERATIONS

OBJECTIVES:

- Encourage Operations employees at all levels to stay current with best management practices.
- Evaluate the level of full-time Operations employees against the Park District size, acreage, and number of facilities.

4.3 OPERATIONS

OBJECTIVES:

- Distribute monthly project updates sheet to Operations and Planning staff.

8.1 PARK BOARD/LEADERSHIP TEAM

OBJECTIVES:

- Complete construction of the Operations Shop facility.

8.2 PARK BOARD/LEADERSHIP TEAM

OBJECTIVES:

- Maintain quality of existing facilities, parks and trails.

8.3 PARK BOARD/LEADERSHIP TEAM

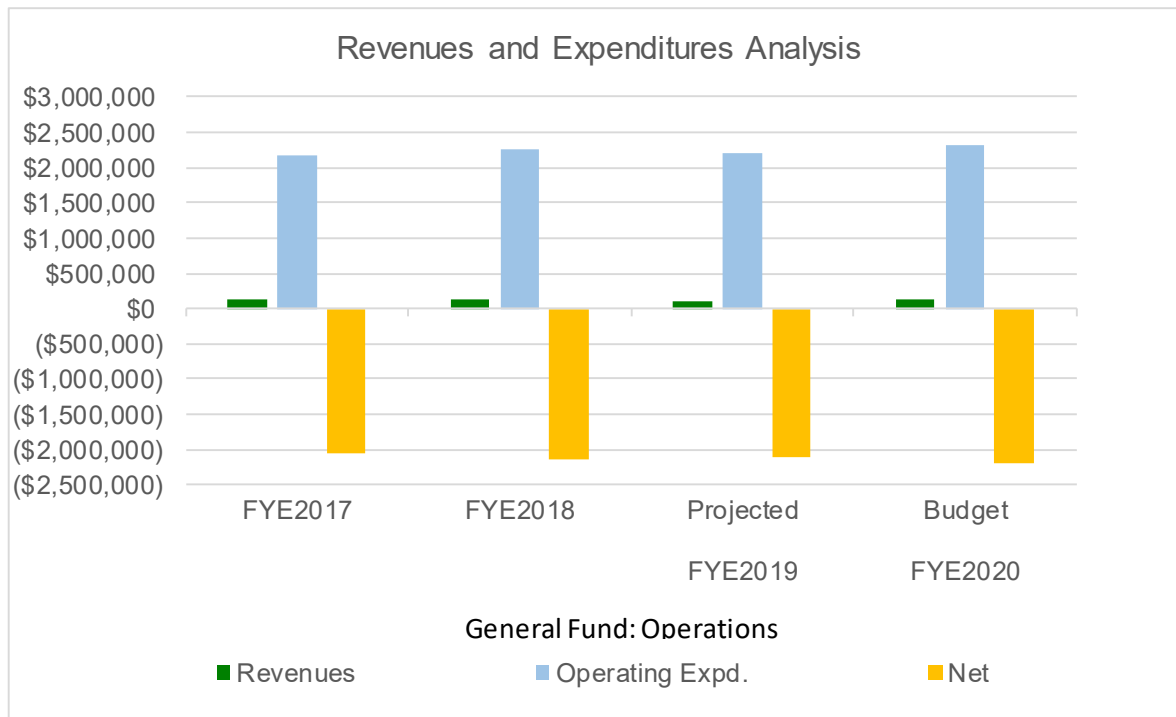
OBJECTIVES:

- Complete Virginia Theatre roof project.

Performance Indicators	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Operating Expenditure Per Capita	\$ 25.74	\$ 25.96	\$ 25.12	\$ 26.42
Operating Expenditure Per Acre	\$ 3,157	\$ 3,264	\$ 3,123	\$ 3,123
Total Acres	689	689	708	708
Miles of Trails & Paths	23.2	17.9	18.4	18.4
	-	-	-	-
Trees in the Park System	9,058	8,216	8,356	8,606
# of Trees Planted	70	108	166	>171

General Fund: Operations

Performance Indicators	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
# of Flower Beds	339	288	290	298
# of Flowers Planted	102,474	87,000	85,000	87,550



**General Fund
Department Summary - General Fund: Operations**

	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Estimated Revenues				
Charge for Service Revenue	\$ 125,032	\$ 116,122	\$ 95,486	\$ 112,000
Special Receipts	5,535	4,025	4,452	14,064
Total Estimated Revenues	\$ 130,567	\$ 120,147	\$ 99,938	\$ 126,064
Appropriations				
Salaries and Wages	\$ 1,339,310	\$ 1,453,999	\$ 1,432,889	\$ 1,440,519
Fringe Benefits	11,766	9,663	10,668	8,875
Contractual	271,040	236,652	287,332	338,786
Commodities/Supplies	319,230	298,169	316,663	326,643

General Fund: Operations

General Fund Department Summary - General Fund: Operations

	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
Utilities	83,136	89,272	91,527	100,562
Routine/Periodic Maintenance	<u>150,675</u>	<u>160,926</u>	<u>71,846</u>	<u>110,000</u>
Total Appropriations	<u>\$ 2,175,157</u>	<u>\$ 2,248,681</u>	<u>\$ 2,210,925</u>	<u>\$ 2,325,385</u>
Net of Revenues Over (Under) Appropriations	<u><u>\$(2,044,590)</u></u>	<u><u>\$(2,128,534)</u></u>	<u><u>\$(2,110,987)</u></u>	<u><u>\$(2,199,321)</u></u>

Total revenue budgeted for FYE2020 is \$26,126 more than the prior year due to new revenue for Carle at the Fields trail maintenance under a new two-year agreement, plus revenue for flower island program billed in arrears during FYE2020.

FYE2020 budgeted expenditures are 5.2% more than prior year. This increase is comprised of several areas related to the addition of three new park/trail areas that will be maintained in FYE2020 under various agreements with Carle and the City of Champaign. The opening of two new parks (Commissioners and Henry Michael) bring added costs for mowing, turf maintenance as well as equipment maintenance.

Routine and periodic maintenance is higher than prior year as it includes \$15,500 for the upfront installation costs of fiber in the parks per the i3 contract agreement executed during FYE2019 plus additional costs related to signage at Carle at the Fields trail in accordance with the agreement mentioned earlier.

General Fund: Planning

Principal Responsibilities

This department was re-established towards the end of FYE2017, and split out from the Operations Department. It is responsible for the planning, design and development of new and existing projects throughout the Park District. In addition this department seeks out and applies for grants specific to their projects, specifically OSLAD, PARC, SEDAC, and DCEO grants as they become available.

Employees Funded by Planning - Positions and Numbers (FT1 and FT2)

Position	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Director Of Planning	-	1.00	1.00	1.00
Lead Park Planner/Landscape Architect (In Operations)	1.00	-	-	-
Park Planner I	1.00	1.00	-	-
Park Planner II	1.00	1.00	1.00	1.00
Planning Coordinator	-	-	1.00	1.00
Total FTE's	3.00	3.00	3.00	3.00

2018-2019 Accomplishments

SG1 - PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Create fun and safe park amenities. *Status – Completed Henry Michael Park development, Completed Commissioners Park Development.*
- Provide equal access for all patrons to all parks, facilities and programs. *Status – Continued research for CUSR Program Space Facility, completed Zahnd Park Pathways.*
- Enhance the safety and security in each park and facility so all patrons feel safe. *Status – Completed Toalson Park Sidewalks/Earthwork, continued design development of Greenbelt Bikeway Trail Connection, Continuing Spalding Park Pathways and Lights.*

SG2 - PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

- Identify sources to provide capital development funds for new parks, facilities and amenities. *Status – Applied for Safe Routes to School Grant for Spalding Park Pathways, Applied for OSLAD Grant for Human Kinetics Park, Received LWCF funds in support of Human Kinetics Park land acquisition.*
- Better incorporate programming in parks and trails to encourage use of outdoor space. *Status – Continued Spalding Park Playground design, Began construction of Heritage Park Phase 1.*

SG3 - PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPATE IN THROUGHOUT THEIR LIFE

OBJECTIVES:

- Provide parks, amenities and facilities that serve all ages. *Status – Completed Noel Park Trail Connection, completed Noel Park Playground, completed West Side Park playground.*
- Work with the Farnsworth Group to develop a plan that is within the agreed upon budget for the Operations facility. *Status – Operations Facility Expansion is under construction.*

General Fund: Planning

2019-20 Goals

5.1 PLANNING

OBJECTIVES:

- Master plan to fix/improve infrastructure at Prairie Farm. Common consensus on direction for the Farm with logical funding scope..

5.2 PLANNING

OBJECTIVES:

- Work to complete the trail connections with the Carle at the Fields Trail and other trails in the area.

5.3 PLANNING

OBJECTIVES:

- Define roles and responsibilities for each of the planning staff.

5.4 PLANNING

OBJECTIVES:

- Develop an agreement, plan, and timeline for the Phinney Branch Park project.

8.1 PARK BOARD/LEADERSHIP TEAM

OBJECTIVES:

- Complete construction of Heritage Park.
- Complete paths, lights and new playground at Spalding Park.

8.2 PARK BOARD/LEADERSHIP TEAM

OBJECTIVES:

- Determine appropriate space and develop a plan for Champaign-Urbana Special Recreation Program.

8.3 PARK BOARD/LEADERSHIP TEAM

OBJECTIVES:

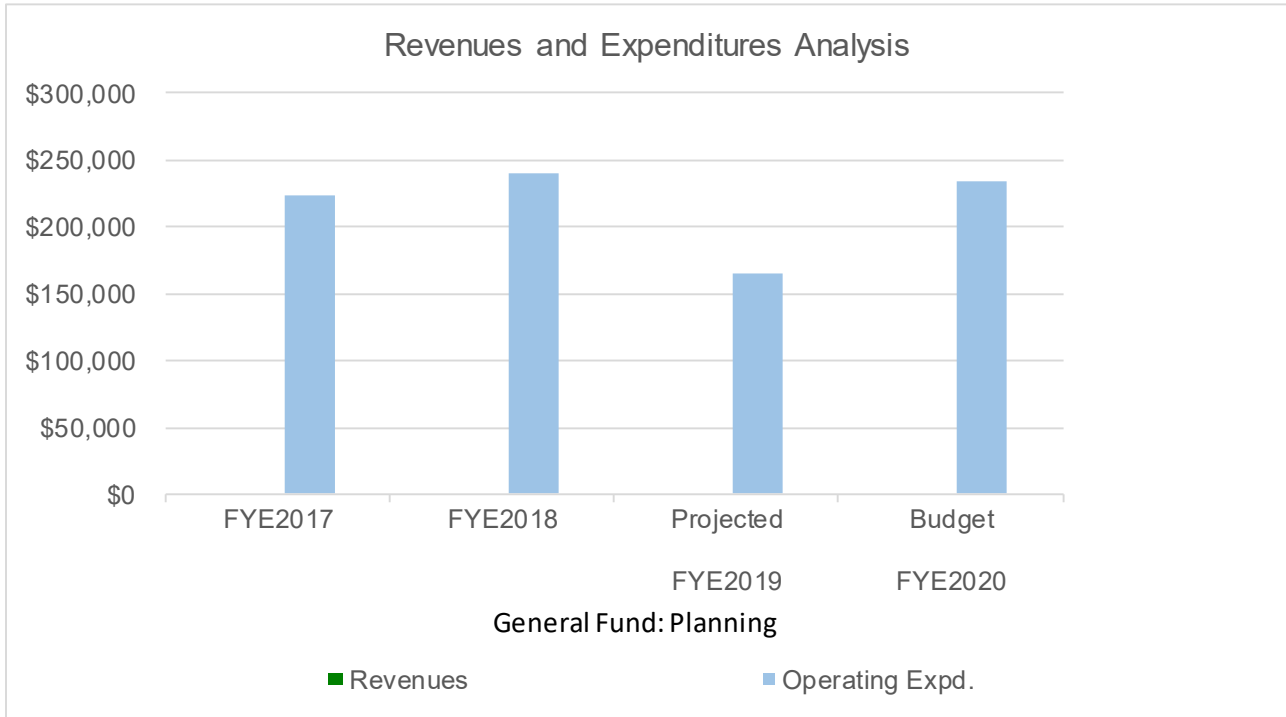
- Complete sound project at Virginia Theatre.

Total FYE2020 expenditures are 41.9% higher than prior year mostly due to contractual. The increase in contractual services is to fulfill the contracts entered into during FYE2018-2019 for ongoing capital improvement projects plus an additional amount for unplanned projects that may arise throughout the year, in the amount of \$10,000.

Performance Indicators

	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Operating Expenditures Per Capita	\$ 2.64	\$ 2.78	\$ 1.87	\$ 2.65
Capital Grants Applied For	1	1	5	3
Capital Grants Awarded	-	-	4	2

General Fund: Planning



**General Fund
Department Summary - General Fund: Planning**

Fund Balance, Ending Consists of:	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Estimated Revenues				
Appropriations				
Salaries and Wages	\$ 120,255	\$ 146,119	\$ 135,018	\$ 151,729
Fringe Benefits	438	1,265	916	840
Contractual	100,568	92,713	27,941	80,220
Commodities/Supplies	1,602	493	735	757
Total Appropriations	\$ 222,863	\$ 240,590	\$ 164,610	\$ 233,546
Net of Revenues Over (Under) Appropriations	\$ (222,863)	\$ (240,590)	\$ (164,610)	\$ (233,546)

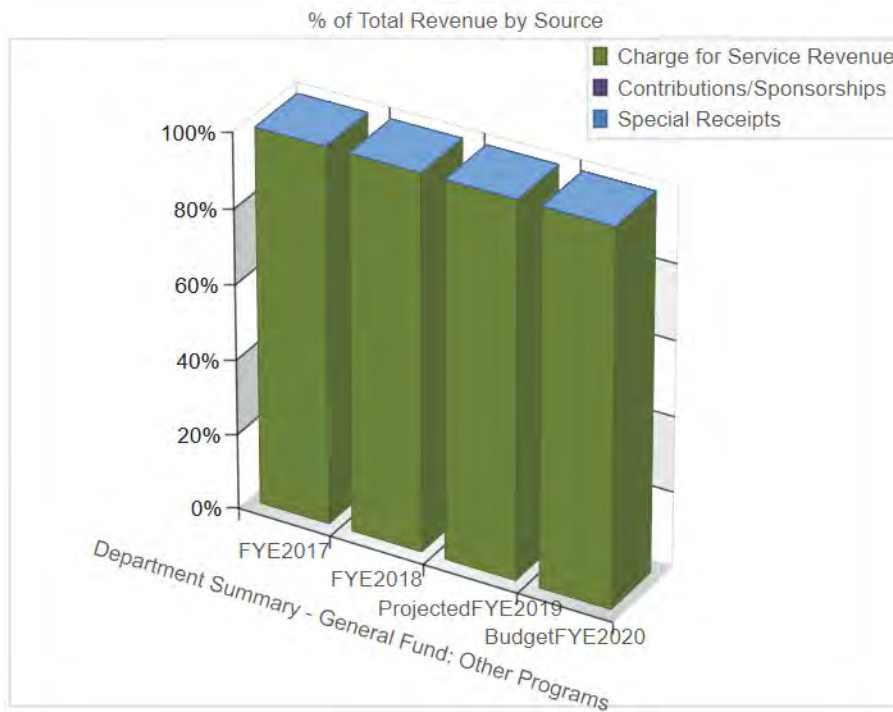
Total expenditures increased 41.9% from prior year however are more in line with prior years actuals. Of this, 24% is due to vacancy of the park planner I position during the prior year until the coordinator was hired in November 2018 resulting in a full-year wages for FYE2020.

Contractual expenditures increased 187.1% to account for the increase in capital projects carried over into FYE2020. All except \$10,000 is accounted for in executed agreements as of budget time.

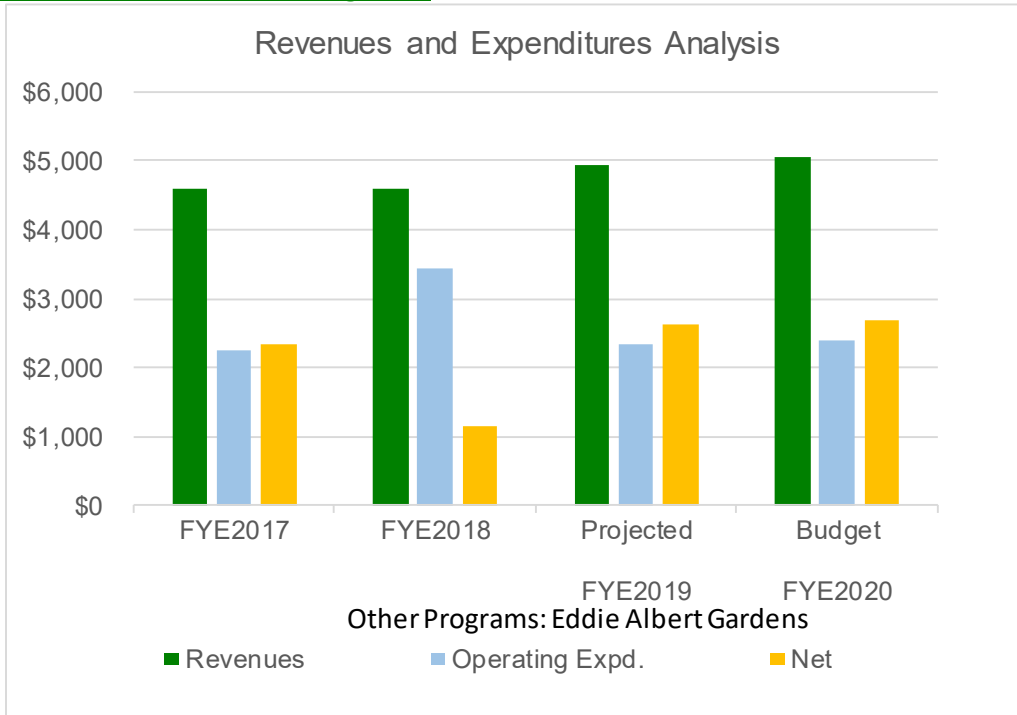
General Fund: Other Programs

Principal Responsibilities

This program offers the Eddie Albert Garden Plots for everyone from the beginning gardener to the experienced. These plots are available in two sizes with elevated plots provided for participants with disabilities. Total FYE2020 the overall budget is in line with prior years with no major changes.



General Fund: Other Programs



General Fund
Department Summary - General Fund: Other Programs

	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Estimated Revenues				
Charge for Service Revenue	\$ 4,600	\$ 4,600	\$ 4,945	\$ 5,069
Appropriations				
Contractual	105	381	-	-
Commodities/Supplies	113	518	154	159
Utilities	2,040	2,541	2,175	2,219
Total Appropriations	\$ 2,258	\$ 3,440	\$ 2,329	\$ 2,378
Net of Revenues Over Appropriations	\$ 2,342	\$ 1,160	\$ 2,616	\$ 2,691

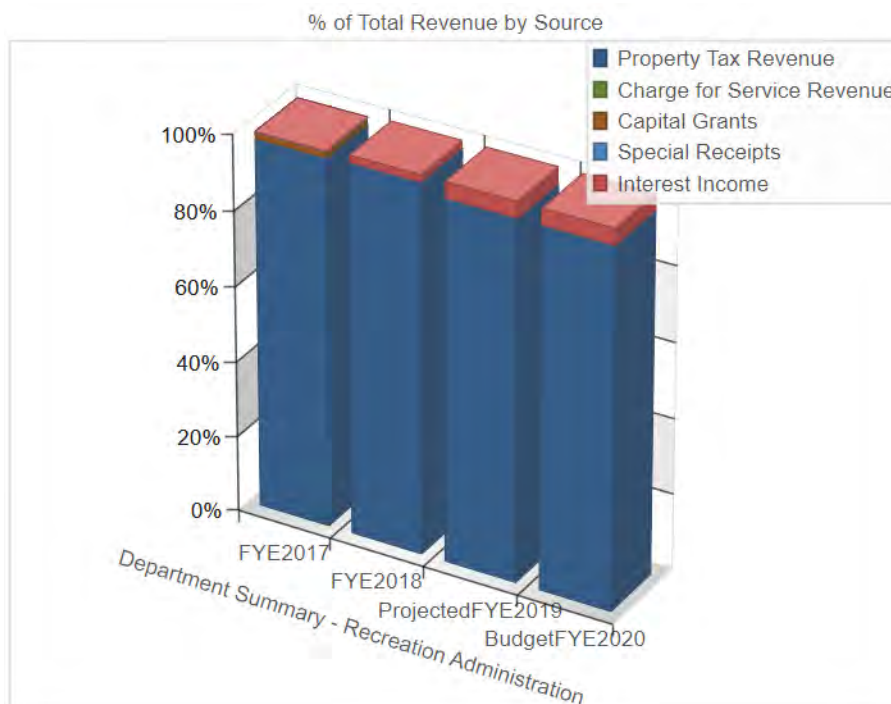
Recreation Administration

Principal Responsibilities

The Recreation Fund is established to provide for the planning, establishing and maintaining of recreational services for the residents of the Park District. Real estate taxes are levied in this fund to pay the administrative costs of the recreation programs provided to the public. The Park District attempts to set program and admission fees at levels that will cover the direct costs of the programs being offered.

Employees Funded by Recreation Administration - Positions and Numbers (FT1 and FT2)

Position	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Recreation Administration				
Cultural Arts Manager	-	0.7	0.7	0.7
Director Of Recreation	0.5	0.5	0.5	0.5
Total FTE's	0.5	1.2	1.2	1.2



Recreation Fund Department Summary - Recreation Administration

Fund Balance, Ending Consists of:	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
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Estimated Revenues

Recreation Administration

Recreation Fund Department Summary - Recreation Administration

Fund Balance, Ending Consists of:	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
Property Tax Revenue	\$ 1,964,732	\$ 2,046,458	\$ 2,141,365	\$ 2,194,900
Capital Grants	34,997	-	-	-
Special Receipts	451	1	31	30
Interest Income	13,043	39,030	95,000	97,380
Total Estimated Revenues	<u>\$ 2,013,223</u>	<u>\$ 2,085,489</u>	<u>\$ 2,236,396</u>	<u>\$ 2,292,310</u>
Appropriations				
Salaries and Wages	\$ 100,257	\$ 103,660	\$ 108,513	\$ 111,760
Fringe Benefits	134,734	144,931	145,455	145,750
Contractual	85,799	100,515	109,483	118,480
Commodities/Supplies	11,616	17,594	4,396	4,550
Routine/Periodic Maintenance	-	17,026	-	26,500
Capital Outlay	9,700	-	-	-
Transfers to Other Funds	-	190,600	1,150,000	400,000
Total Appropriations	<u>\$ 342,106</u>	<u>\$ 574,326</u>	<u>\$ 1,517,847</u>	<u>\$ 807,040</u>
Net of Revenues Over Appropriations	<u>\$ 1,671,117</u>	<u>\$ 1,511,163</u>	<u>\$ 718,549</u>	<u>\$ 1,485,270</u>

Overall expenditures are substantially less than prior year as the transfers out only included \$150,000 to Martens Center for start-up costs, compared to the initial investment of \$1,000,000 plus \$150,000 start-up in prior year. The largest increase from prior year is represented in routine/periodic maintenance for asbestos remediation work at Douglass Community Center/Annex. This work must be completed prior to the installation of new flooring.

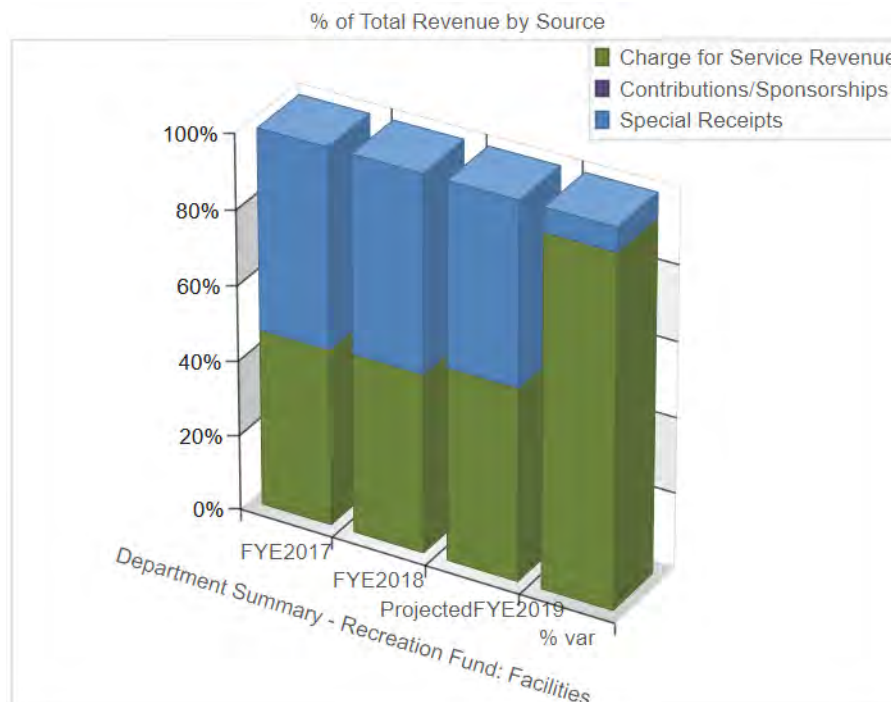
Recreation Fund: Facilities

Principal Responsibilities

The Recreation Fund facilities department accounts for all the expenditures required to maintain the building for programming, such as staffing, maintenance supplies, contracts, etc.

Employees Funded by Facilities - Positions and Numbers (FT1 and FT2)

Position	FYE2017	FYE2018	FYE2019	FYE2020
	Actual	Actual	Projected	Budget
Building Service Worker @ LRC	1.0	1.0	1.0	1.0
Leonhard Recreation Center Facility Manager	1.0	1.0	1.0	0.8
Leonhard Recreation Center Program Coordinator	-	-	0.2	0.2
Leonhard Recreation Center Receptionist FT2	1.8	1.8	1.6	1.6
Special Projects Supervisor (Allocated From Operations)	0.5	0.5	0.5	0.5
Sports Field Foreman (Operations)	1.0	1.0	1.0	1.0
Total FTE's	5.3	5.3	5.3	5.1



2018-2019 Accomplishments

SG1 - PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Enhance the safety and security in each park and facility so all patrons feel safe. *Status – No matter the program or event, participants are always accompanied by a staff. During field trips participants are always using the buddy system. All staff is CPR and First Aid certified, we have an AED on Site. Security cameras have been installed throughout Leonhard and Douglass centers, as well as external surrounding areas.*

Recreation Fund: Facilities

- Develop a plan to hire/train multi-lingual staff and promote programs in a variety of languages. *Status – Over the summer there were bilingual staff hired to make participants feel comfortable.*
- Create events & programs that highlight different cultures. *Status – Beginning in January 2019, we plan to celebrate and provide educational material to participants on difficult cultures during certain months.*

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPANT IN THROUGHOUT THEIR LIVES

OBJECTIVES:

- Provide parks, amenities and facilities that serve all ages. *Status – Our parks and facilities serves everyone from infants to seniors.*
- Reach out to residents for input on new programs for all ages. *Status – At all of our programs and events, patrons have the ability to fill out program surveys giving them the opportunity to provide their input.*

2019-20 Goals

6.3 RECREATION

OBJECTIVES:

- Prioritize capital needs for facilities and programming. Implement non-capital improvement budget.

Performance Indicators

	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Measure				
Facility Attendance				
Leonhard Rec Center	85,833	93,795	102,944	106,032
Sholem Aquatic Center	88,858	71,846	84,883	87,429
Dodds Tennis Center	23,347	23,347	27,145	27,959
Douglass Center	28,805	21,533	18,308	18,857
Douglass Annex	12,320	12,205	12,327	12,696
Hays Rec Center	11,949	13,108	14,483	14,917
Memberships				
Leonhard Rec Center	1,971	2,103	2,107	2,170

Recreation Fund: Facilities

Recreation Fund Department Summary - Recreation Fund: Facilities

Fund Balance, Ending Consists of:	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
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Recreation Fund Department Summary - Recreation Fund: Facilities

Fund Balance, Ending Consists of:	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
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Estimated Revenues

Charge for Service Revenue	\$ 100,637	\$ 114,657	\$ 131,413	\$ 137,360
Special Receipts	113,316	125,123	123,837	130,160
Total Estimated Revenues	<u>\$ 213,953</u>	<u>\$ 239,780</u>	<u>\$ 255,250</u>	<u>\$ 267,520</u>

Appropriations

Salaries and Wages	\$ 425,624	\$ 439,083	\$ 518,642	\$ 515,973
Fringe Benefits	1,050	647	210	210
Contractual	78,889	60,620	59,917	54,979
Commodities/Supplies	90,538	88,211	89,351	114,290
Utilities	198,880	216,905	206,619	210,675
Routine/Periodic Maintenance	4,710	12,738	15,000	10,000
Total Appropriations	<u>\$ 799,691</u>	<u>\$ 818,204</u>	<u>\$ 889,739</u>	<u>\$ 906,127</u>
Net of Revenues Over (Under) Appropriations	<u>\$ (585,738)</u>	<u>\$ (578,424)</u>	<u>\$ (634,489)</u>	<u>\$ (638,607)</u>

FYE2020 budgeted expenditures increased 1.8T from projected compared to the standard 3.0% increase due to cost savings in various contractual services for alarm systems, internet service and phone lines.

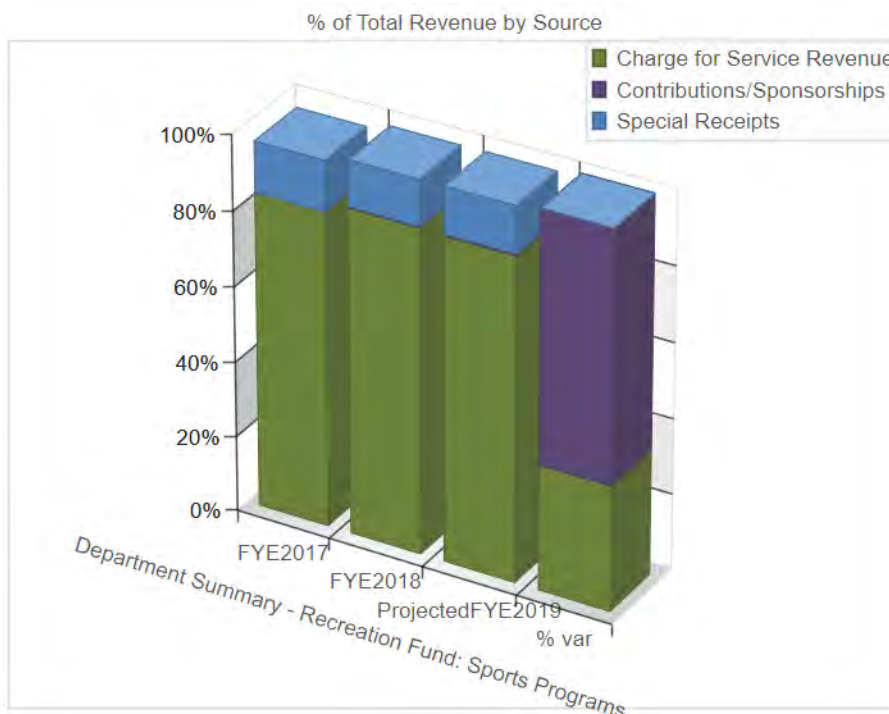
Recreation Fund: Sports Programs

Principal Responsibilities

This department covers the various adult and youth sport programs offered by the Park District, including youth and adult baseball, softball, sports camps, soccer, basketball, volleyball, tennis and senior sports programs.

Employees Funded by Sports Programs - Positions and Numbers (FT1 and FT2)

Position	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Adult Sports Coordinator	-	0.8	0.8	0.8
Aquatics/Tennis Coord	0.8	0.8	0.8	0.8
Douglass Park Program Coordinator	-	0.3	0.3	0.3
Leonhard Recreation Center Program Coordinator	-	0.2	0.1	0.1
Program Manager	2.0	-	-	-
Tennis Pro Coordinator	1.0	1.0	1.0	1.0
Youth Sports Coordinator	-	1.0	1.0	1.0
Grand Total	3.8	4.0	3.9	3.9
Total FTE's	7.5	7.9	7.8	7.8



2018-2019 Accomplishments

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

- Train staff to make first-time participants feel important by enhancing the participant experience. *Status – Trained staff to ask participants that looked out of place, confused, introverted or first time participants to reach out and ask how they could assist them. Staff are*

Recreation Fund: Sports Programs

always trained to act professionally and engage in activities. Staff are to encourage participants to try an activity at least once in an unforceful manner. Staff also attends Michael Brandwien who teaches them how to interact with NEW campers.

- Improve internal customer service through staff training. *Status – All staff receive training at least once a year on good customer service. Held trainings at all outdoor sports facilities for staff to be able to assist with any questions that ever came up. Assisted staff with logs for restroom cleanings to ensure our participants the restrooms are getting cleaned and up kept daily.*
- Create first-time opportunities for employment at the District. *Status – Created sports official trainee position to offer employment to those first time officials for both youth and adult sports..*

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPANT IN THROUGHOUT THEIR LIVES

OBJECTIVES:

- Research new opportunities and aging trends for programs and facilities for various age groups. *Status – Evaluations are given to participant and/ or community to gather input. Those surveys are recorded and used when planning for future programs. We will be adding recreational kickball leagues in the fall which will allow young adults to seniors to participate in.*
- Reach out to residents for input on new programs for all ages. *Status – During the month of December 2018 we sent a survey out to all of our youth and adult participants in gauge interest in a Disc Golf Clinic for both youth and adults. At the end of sessions, all participants are asked to complete a survey and asked for input on new programs.*

SG4 – PROVIDE PARKS, RECREATION AND CULTURAL ARTS THAT ARE AFFORDABLE FOR ALL

OBJECTIVES:

- Develop opportunities to increase non-tax-based revenues by increasing sponsorships, grants, and donations. *Status – Recently acquired three new sponsors who have made donations to the scholarship fund.*
- Reward the loyalty of participants. *Status – The last 2 years we have offered an early bird registration fee for our Youth Soccer League. We will consider this for some of our other programs moving forward. We open up our field rentals for previous renters a week before sending it out to the public.*

2019-20 Goals

6.4 RECREATION

OBJECTIVES:

- Add video fitness related programs at various recreation centers to provide more opportunities for fitness.
- Create a community-wide health wellness campaign, possibly exploring with local partnerships.

Performance Indicators

	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Revenues as a % of Direct Cost	116.0 %	109.9 %	110.7 %	107.7 %
Tennis Center Memberships Sold	501	526	534	575

Recreation Fund: Sports Programs

Performance Indicators

	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Tennis Center Facility Attendance	\$ 23,347	\$ 25,422	\$ 27,145	\$ 27,959

Recreation Fund Department Summary - Recreation Fund: Sports Programs

Fund Balance, Ending Consists of:	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Estimated Revenues				
Charge for Service Revenue	\$ 500,635	\$ 495,993	\$ 511,886	\$ 512,878
Contributions/Sponsorships	11,250	1,800	3,000	3,100
Merchandise/Concessions Revenue	7,388	7,123	6,690	6,890
Special Receipts	79,895	69,634	73,581	75,710
Total Estimated Revenues	<u>\$ 599,168</u>	<u>\$ 574,550</u>	<u>\$ 595,157</u>	<u>\$ 598,578</u>
Appropriations				
Salaries and Wages	\$ 343,738	\$ 350,088	\$ 330,271	\$ 347,503
Fringe Benefits	780	783	480	360
Contractual	52,928	59,964	87,242	91,220
Commodities/Supplies	74,554	58,539	62,479	65,034
Utilities	44,605	41,250	51,454	51,458
Routine/Periodic Maintenance	-	-	5,645	-
Capital Outlay	-	12,100	-	-
Total Appropriations	<u>\$ 516,605</u>	<u>\$ 522,724</u>	<u>\$ 537,571</u>	<u>\$ 555,575</u>
Net of Revenues Over (Under) Appropriations	<u>\$ 82,563</u>	<u>\$ 51,826</u>	<u>\$ 57,586</u>	<u>\$ 43,003</u>

Total revenue for this department increased 0.6% over the prior year and budgeted expenditures increased 3.3%.

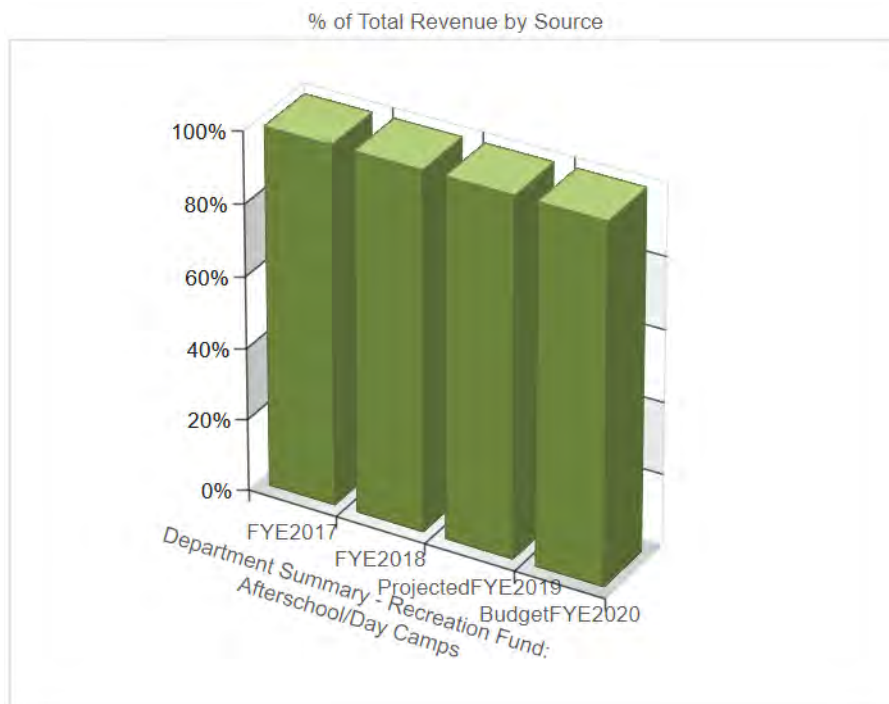
Recreation Fund: Afterschool/Day Camps

Principal Responsibilities

This department accounts for summer day camps and the year-round preschool programs run by the Park District, including the Leonhard Recreation Center Day Camp and the Douglass Day Camp

Employees Funded by Afterschool/Day Camp - Positions and Numbers (FT1 and FT2)

Position	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Douglass Park Program Coordinator	-	0.6	0.6	0.6
Leonhard Recreation Center Program Coordinator	1.0	0.4	0.5	0.5
Total FTE's	1.0	1.0	1.1	1.1



2018-2019 Accomplishments

SG1 - PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Develop customer service standards and training. *Status – Our after School Program and Day Camp focuses on customer service during training and throughout the season. Staff also attends Michael Brandwien who teaches them how to interact with NEW campers.*
- Develop both an internal and external culture of treating customers and co-workers/board members like family. *Status – The director and coordinator make an effort to stop into after school program, talk with staff and kids and build relationships as much as possible. During the summer, the directors met with each staff member a few weeks after camp started to touch base with them, see how they were doing and ask if they had any questions.*
- Develop a plan to hire/train multi-lingual staff and promote programs in a variety of languages.

Recreation Fund: Afterschool/Day Camps

Status – When staffing for our summer positions we do our best to hire some staff that are bilingual.

- Create events & programs that highlight different cultures. Status – Beginning in January we will celebrate different cultures and provide educational material to participants.

SG4 – Provide parks, recreation and cultural arts that are affordable for all

OBJECTIVES:

- Develop creative and effective payment programs for participants. Status – Douglass has a set payment schedule for all participants and work with those who may need help in paying for programs.
- Reward the loyalty of participants. Status – Recently, Douglass handed out over 50 “free open-gym passes” to open gym participants.
- Evaluate fees for rentals and services Status – The day camp fee this past year was evaluated and raise by \$4.

2019-20 Goals

6.1 RECREATION

OBJECTIVES:

- Expand and enhance teen programs with input from teens.

Performance Indicators

	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Revenues as a % of Direct Cost	111.9 %	105.9 %	102.8 %	101.0 %
Revenue as at least 100% of Direct Costs	Yes	Yes	Yes	Yes

Recreation Fund
Department Summary - Recreation Fund: Afterschool/Day Camps

Fund Balance, Ending Consists of:	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Estimated Revenues				
Charge for Service Revenue	\$ 486,395	\$ 463,902	\$ 464,512	\$ 478,173
Special Receipts	180	280	165	170
Total Estimated Revenues	<u>\$ 486,575</u>	<u>\$ 464,182</u>	<u>\$ 464,677</u>	<u>\$ 478,343</u>
Appropriations				
Salaries and Wages	\$ 384,058	\$ 393,936	\$ 399,253	\$ 416,706

Recreation Fund: Afterschool/Day Camps

Recreation Fund
Department Summary - Recreation Fund: Afterschool/Day Camps

Fund Balance, Ending Consists of:	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
Contractual	28,313	23,963	29,998	32,111
Commodities/Supplies	22,611	20,353	22,721	24,777
Total Appropriations	<u>\$ 434,982</u>	<u>\$ 438,252</u>	<u>\$ 451,972</u>	<u>\$ 473,594</u>
Net of Revenues Over Appropriations	<u>\$ 51,593</u>	<u>\$ 25,930</u>	<u>\$ 12,705</u>	<u>\$ 4,749</u>

Recreation Fund: Other Programs

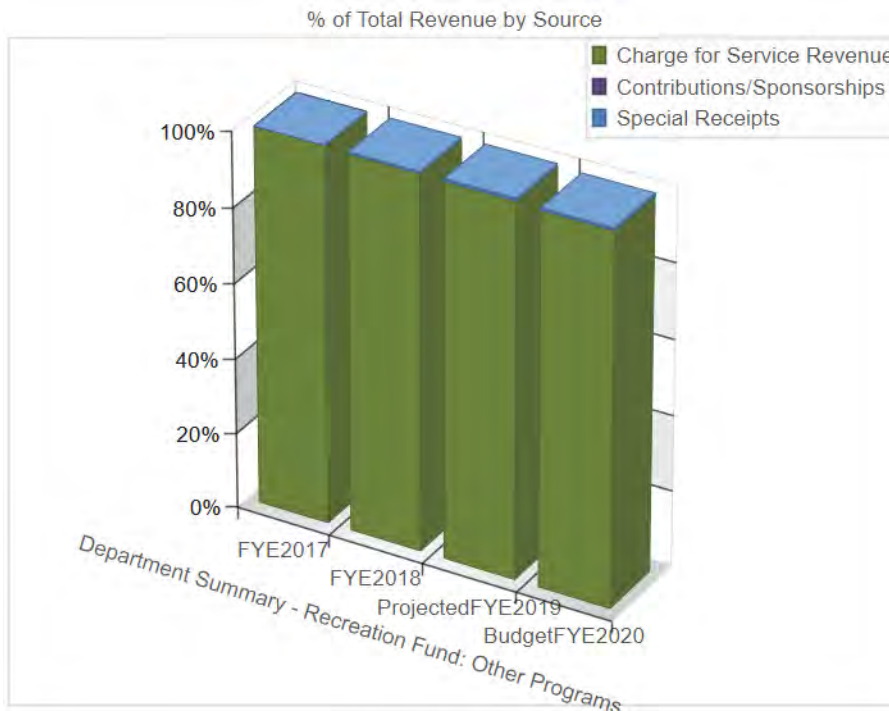
Principal Responsibilities

The Recreation Fund: Other Programs department consists of school's day out programming, senior programming at Douglass and Hays facilities, as well as the Sholem Sharks Swim Team.

Employees Funded by Other Programs - Positions and Numbers (FT1 and FT2)

Position	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Aquatics & Tennis Mgr	-	-	-	0.1
Aquatics Coordinator	-	0.1	0.1	-
Douglass Adult & Senior Coordinator	1.0	0.9	0.9	0.9
Leonhard Recreation Center Program Coordinator	-	0.2	0.2	0.2
Total FTE's	1.0	1.1	1.1	1.1

Position counts for prior years have been adjusted for FYE2020 allocation changes.



2018-2019 Accomplishments

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPANT IN THROUGHOUT THEIR LIVES

OBJECTIVES:

- Offer more mid-morning programs. *Status – Created a mid-morning walking group. Will be looking into more Tuesday and Wednesday programming.*
- Determine the level of service for parks, facilities and amenities for aging population. *Status – Douglass Annex and the Hays Center host a variety of programs for the aging population and a yearly trip. Douglass also require participants to complete surveys and plans events accordingly.*
- Reach out to residents for input on new programs for all ages. *Status – Surveyed members on several occasions regarding new programs for senior population.*

Recreation Fund: Other Programs

- Research new opportunities and aging trends for programs and facilities for various age groups. *Status – After surveying members, a new Euchre Tournament was created with free registration. Now offering an annual senior swim day in July at Sholem Pool.*

SG4 – PROVIDE PARKS, RECREATION AND CULTURAL ARTS THAT ARE AFFORDABLE FOR ALL

OBJECTIVES:

- Define core programs and services. *Status – Chair Exercise, Potluck, Cards, Bingo, and Bunco has been identified as the core programs for the 50 Plus! program.*
- Offer affordable programs, parks, and services. *Status – We offer a plethora of free-low cost programming like Bridge Club for residents 50 years and older.*
- Develop additional low-cost or free programs. *Status – Started Walk This Way: Walking Group, Happy Heart Clinic, and Euchre Tournaments which are all free programs for residents.*

SG5 – PROVIDE OPPORTUNITIES TO CREATE COMMUNITY CONNECTIONS IN OUR PARKS, RECREATION, AND CULTURAL ARTS

OBJECTIVES:

- Develop new family-focused special events or activities that bring residents together. *Status – Established a partnership with Meatheads Restaurant and started the Burger Battle fundraiser, Meatheads of the Game for athlete recognition, Voracious Meatheads a reading rewards program, and Meatheads Halftime Rewards shot. Also created a family and friends day where seniors can bring in their loved ones.*
- Increase face-to-face connections with members of the community. *Status – Created relationships with local assisted living facilities. Various facilities have sent representatives to volunteer. They have also invited us to their facilities for tours and other programming. Establish Douglass Annex as a DoughNation location for Panera Bread.*
- Identify new opportunities to work with community groups. *Status – Recently partnered with U of I student organization Design for America for senior volunteer and case study work.*
- Involve community members and agencies in our programs and events. *Status – The Happy Heart Clinic is a chance for community members and agencies to help the fight against heart disease in C-U. We have 10 local information vendors attending and it is open to the public.*

2019-20 Goals

6.1 RECREATION

OBJECTIVES:

- Focus on quality over quantity in program offerings to grow participants and efficiency.

6.2 REACREATION

OBJECTIVES:

- Increase cross-training opportunities. Provide more internal training opportunities surrounding trends.
- Develop a comprehensive training program.

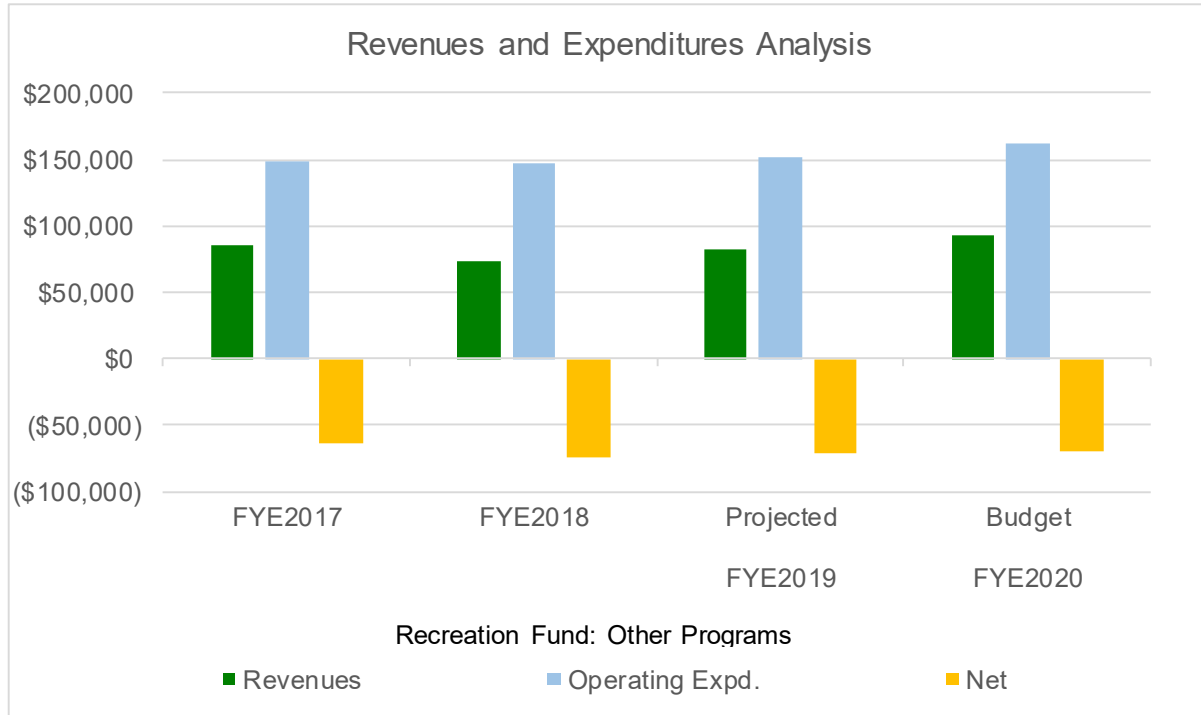
Performance Indicators

FYE2017	FYE2018	FYE2019	FYE2020
Actual	Actual	Projected	Budget

Recreation Fund: Other Programs

Performance Indicators

	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Revenues as a % of Direct Cost	56.9 %	49.5 %	53.7 %	57.0 %



**Recreation Fund
Department Summary - Recreation Fund: Other Programs**

Fund Balance, Ending Consists of:	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Estimated Revenues				
Charge for Service Revenue	\$ 84,857	\$ 72,334	\$ 81,242	\$ 91,180
Merchandise/Concessions Revenue	-	-	10	620
Special Receipts	-	302	500	520
Total Estimated Revenues	\$ 84,857	\$ 72,636	\$ 81,752	\$ 92,320
Appropriations				
Salaries and Wages	\$ 90,665	\$ 83,174	\$ 84,852	\$ 87,580
Contractual	42,861	46,507	47,214	48,650
Commodities/Supplies	15,738	17,000	20,312	25,720
Total Appropriations	\$ 149,264	\$ 146,681	\$ 152,378	\$ 161,950

Recreation Fund: Other Programs

Recreation Fund

Department Summary - Recreation Fund: Other Programs

Fund Balance, Ending Consists of:	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
Net of Revenues Under Appropriations	<u>\$ (64,407)</u>	<u>\$ (74,045)</u>	<u>\$ (70,626)</u>	<u>\$ (69,630)</u>

Recreation Fund: DCC Special Events

Principal Responsibilities

Douglass Special Events produces community-wide special events and manages the Park District's volunteer program. Responsibilities include Juneteenth Celebration, C-U Days, Nightmare on Grove, Eggs-ploration, Bunny Brunch, Breakfast with Santa, and other smaller special events throughout the year.

2018-2019 Accomplishments

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Develop a plan to hire/train multi-lingual staff and promote programs in a variety of languages. *Status – Over the summer hired staff who were bilingual who were able to communicate with our campers.*
- Create events & programs that highlight different cultures. *Status – Douglass has hosted events that celebrate and highlight various cultures. Recently, the Afterschool program planned to celebrate every holiday for all cultures.*

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPATE IN THROUGHOUT THEIR LIVES

OBJECTIVES:

- Provide parks, amenities and facilities that serve all ages. *Status – Douglass has programs and events that support people of all ages.*
- Research new opportunities and aging trends for programs and facilities for various age groups. *Status – There are staff members who currently sit on the CIRCLE board which keeps coordinators and directors in the loop with up to date programs for multiple groups.*
- Provide program scholarships from which all ages can benefit. *Status – We offer scholarships, Community Matters, and free camp for one week of Campers Explore Biology which is paid for by the Biology Department at the University of Illinois.*
- Develop and promote health and wellness programs. *Status – Currently offering First Aid, CPR, AED classes. Seniors are able to take advantage of cardio and chair exercise classes that are free with membership. Douglass Park has a free fitness trail that has outdoor equipment for the community to use.*
- Reach out to residents for input on new programs for all ages. *Status – At all of our programs and at the end of events we provide patrons with evaluations where they can provide their feedback and suggestions.*

2019-20 Goals

6.1 RECREATION

OBJECTIVES:

- Focus on quality over quantity in program offerings to grow participants and efficiency.

6.2 RECREATION

OBJECTIVES:

- Increase cross-training opportunities. Provide more internal training opportunities surrounding trends.
- Develop a comprehensive training program.

Recreation Fund: DCC Special Events

Performance Indicators

	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Revenues as a % of Direct Cost	17.68 %	- %	- %	- %

Recreation Fund Department Summary - Recreation Fund: DCC Special Events

Fund Balance, Ending Consists of:	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Estimated Revenues				
Contributions/Sponsorships	\$ 1,726	\$ -	\$ -	\$ -
Total Estimated Revenues	<u>\$ 1,726</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Appropriations				
Salaries and Wages	\$ 4,809	\$ 3,857	\$ 4,294	\$ 4,614
Contractual	665	942	775	800
Commodities/Supplies	4,290	2,993	4,950	5,100
Total Appropriations	<u>\$ 9,764</u>	<u>\$ 7,792</u>	<u>\$ 10,019</u>	<u>\$ 10,514</u>
Net of Revenues Under Appropriations	<u>\$ (8,038)</u>	<u>\$ (7,792)</u>	<u>\$ (10,019)</u>	<u>\$ (10,514)</u>

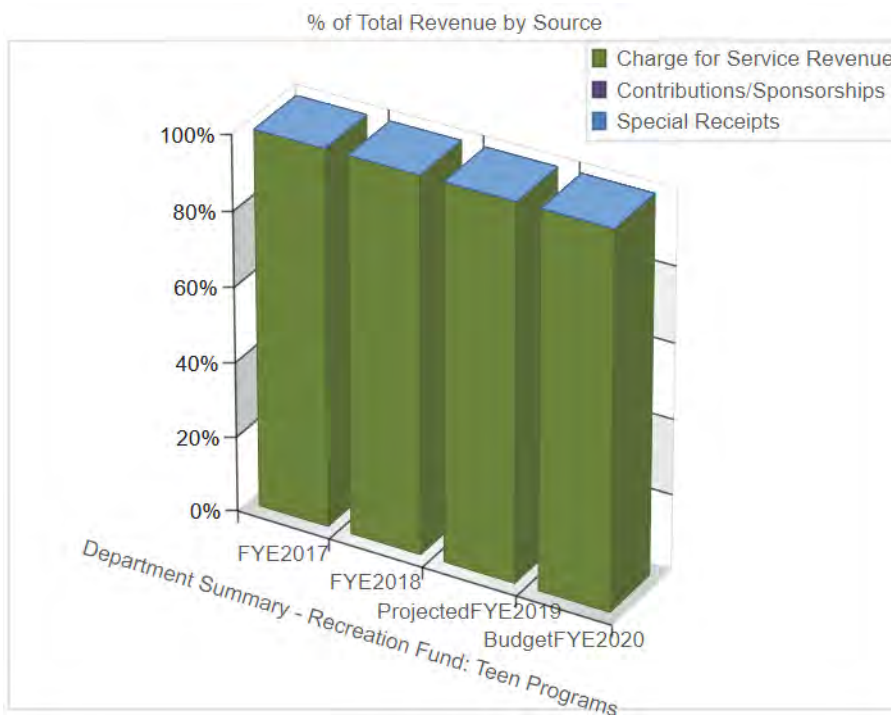
Recreation Fund: Teen Programs

Principal Responsibilities

Connect the teens in the community to the outdoors and recreation activities and programs. Teen camp is provided in the Douglass Park area along with assistance from the Community Matters Program. Staff also offer the TIA (Teens in Action) program and the LIT (Leader in Training) program at the Leonhard Recreation Center.

Employees Funded by Administration - Positions and Numbers (FT1 and FT2)

Position	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Douglass Park Program Coordinator	1.0	1.1	0.2	1.0
Total FTE's	1.0	1.1	0.2	1.0



2018-2019 Accomplishments

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Create new fun and safe park amenities. *Status – Replaced soccer goals and purchased new equipment for outdoor activities.*
- Enhance the safety and security in each park and facility so all patrons feel safe. *Status – Security cameras have been installed at Leonhard Recreation Center.*
- Develop a plan to hire/train multi-lingual staff and promote programs in a variety of languages. *Status – Identified staff who are willing to take Spanish language classes. Currently working with HR to get this scheduled.*
- Create events & programs that highlight different cultures. *Status – Themed camp weeks offer components*

Recreation Fund: Teen Programs

of different cultures and ways of life.

- Promote family volunteering at various events and programs. *Status – Secured different organizations to come volunteer at Ag Night at Leonhard and Douglass Centers.*

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

- Train staff to make first-time participants feel important by enhancing the participant experience. *Status – Teen Camp staff go through a week long training that includes enhancing experiences for first time participants and making them feel special, welcome and help them find friends.*
- Track new programming and equipment trends. *Status – All programs that are appropriate for teens at Douglass are STEAM based which is a current trend in programming for children.*
- Continue to develop and implement marketing plans to encourage first-time opportunities and a spirit of discovery. *Status – Speed Marketing meetings are held with Marketing Team to find creative ways to promote offerings.*
- Increase the number of scholarships for first-time experiences. *Status – Douglass offers scholarships and CommUnity Matters to kids who live in specific areas.*
- Create first-time opportunities for employment at the District. *Status – Many of the Day Camp leaders we hire are still in high school. Some of our Teen Campers from previous years are now our employees.*

SG4 – PROVIDE PARKS, RECREATION AND CULTURAL ARTS THAT ARE AFFORDABLE FOR ALL

OBJECTIVES:

- Offer affordable programs, parks, and services. *Status – The Teen Camp is one of the most affordable day camp programs in the Champaign Urbana area for teens. Also, many programs are closing their doors to teen camps, so we are generally at max capacity each week.*
- Develop creative and effective payment programs for participants. *Status – Currently offering free camp at Douglass Community Center through CommUnity Matters for campers who live in specific areas.*
- Reward the loyalty of participants. *Status – Douglass Community Center host open gym for teens Monday – Friday from 3p – 4pm and on Saturdays from 12-2pm. Douglass also offers Midnight basketball for teens on Friday nights from 8p – 11:45pm.*
- Develop additional low-cost or free programs. *Status – All Teen Camp participants and the public are invited each year to attend the free Family Agriculture Night sponsored by the Champaign County Bureau.*

2019-20 Goals

6.1 RECREATION

OBJECTIVES:

- Expand and enhance teen programs with input from teens.
- Connect with teens digitally and creatively.

Recreation Fund: Teen Programs

Recreation Fund
Department Summary - Recreation Fund: Teen Programs

Fund Balance, Ending Consists of:	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
Estimated Revenues				
Charge for Service Revenue	<u>\$ 1,398</u>	<u>\$ 29</u>	<u>\$ 39</u>	<u>\$ 800</u>
Appropriations				
Salaries and Wages	\$ 1,448	\$ 492	\$ 4,757	\$ 7,380
Contractual	1,372	29	200	1,410
Commodities/Supplies	<u>58</u>	<u>-</u>	<u>320</u>	<u>775</u>
Total Appropriations	<u>\$ 2,878</u>	<u>\$ 521</u>	<u>\$ 5,277</u>	<u>\$ 9,565</u>
Net of Revenues Under Appropriations	<u>\$ (1,480)</u>	<u>\$ (492)</u>	<u>\$ (5,238)</u>	<u>\$ (8,765)</u>

Recreation Fund: Concessions

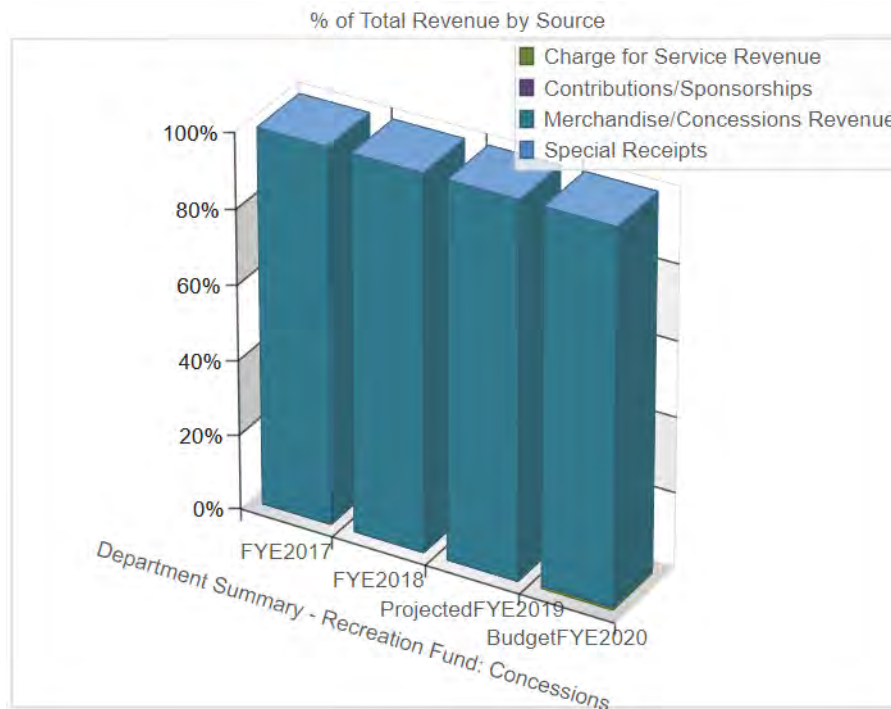
Principal Responsibilities

Covers the concession operations at Dodds Park, Zahnd Park and Sholem Aquatic Center. The sole revenue is from concessions sold.

As a way to enhance the customers experience, and to provide employees a way to electronically clock-in at the various concession facilities, phone and internet access was or is planned to be installed at the various locations. This added a monthly fee to the Dodds Park, Dodds Park Soccer, and Zahnd Park concession budgets for FYE2018 that did not occur in the past. In addition, by accepting credit cards at the concession locations, there is the potential for additional credit card fees that these budgets have not historically had. Both of these items added to the additional expenditures budgeted for FYE2018. The remaining staff costs are from part-time seasonal staff and limited to the months in which these facilities are open. The part-time hourly wages were increased 5.5% due to the rate changes approved for FYE2018. Recreation Fund: Aquatics

Adult Sports Coordinator	-	0.20	0.25	0.25
Aquatics & Tennis Mgr	-	-	-	0.05
Aquatics Coordinator	-	0.05	0.05	-
Total FTE's	-	0.25	0.30	0.30

Position Counts for prior years have been adjusted for FYE2020 allocation changes.



Performance Indicators

	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Revenues as a % of Direct Cost	117.76 %	99.17 %	97.15 %	102.58 %
Revenue as at least 100% of Direct Costs	Yes	No	No	Yes

Recreation Fund: Concessions

Recreation Fund
Department Summary - Recreation Fund: Concessions

Fund Balance, Ending Consists of:	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
Estimated Revenues				
Charge for Service Revenue	\$ -	\$ -	\$ -	\$ 1,000
Merchandise/Concessions Revenue	126,949	112,001	127,657	124,720
Special Receipts	-	1	-	-
Total Estimated Revenues	<u>\$ 126,949</u>	<u>\$ 112,002</u>	<u>\$ 127,657</u>	<u>\$ 125,720</u>
Appropriations				
Salaries and Wages	\$ 36,937	\$ 42,389	\$ 49,723	\$ 44,990
Contractual	10,992	12,729	14,370	14,113
Commodities/Supplies	58,540	54,493	63,784	59,805
Utilities	1,335	3,329	3,530	3,650
Total Appropriations	<u>\$ 107,804</u>	<u>\$ 112,940</u>	<u>\$ 131,407</u>	<u>\$ 122,558</u>
Net of Revenues Over (Under) Appropriations	<u>\$ 19,145</u>	<u>\$ (938)</u>	<u>\$ (3,750)</u>	<u>\$ 3,162</u>

Recreation Fund: Aquatics

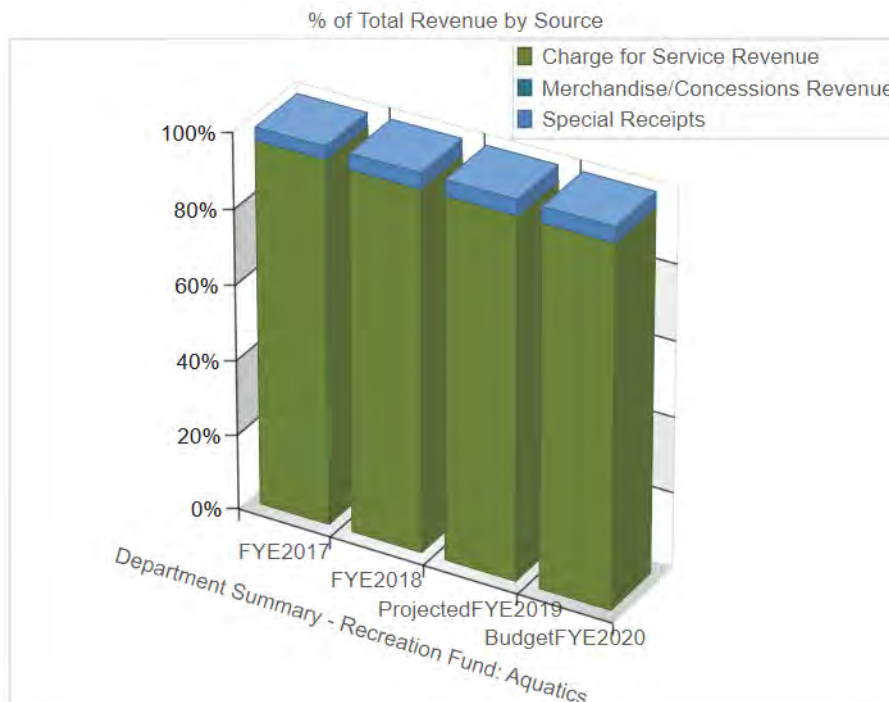
Principal Responsibilities

Accounts for the activities at Sholem Aquatic Center. The Sholem Aquatic Center is a family waterpark run by the Park District. Opened in 2006, Sholem is home to two twisting body slides, a winding tube slide that exits into a lazy river, a lap lane area, zero depth entry, children's pool, plenty of play features, a full service concessions area, and grassy lawns with plenty of shaded seating. Sholem is proudly lifeguarded by our internationally award winning Ellis & Associates certified staff.

Employees Funded by Aquatics - Positions and Numbers (FT1 and FT2)

Position	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Aquatics & Tennis Mgr	-	-	-	0.90
Aquatics Coordinator	1.00	0.90	0.90	-
Aquatics/Tennis Coord	0.25	0.25	0.25	0.25
Total FTE's	1.25	1.15	1.15	1.15

Position Counts for prior years have been adjusted for FYE2020 allocation changes



2018-2019 Accomplishments

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

- Develop customer service standards and training. *Status – Developed a new swim lesson and customer service training program as well as revamped the Head Guard program. Maintained all necessary certifications.*
- Create new fun and safe park amenities. *Status – We offered new events like a sensory Friendly Pool Day, a Senior Swim Day, and two Movie nights at the pool (featuring Jaws and Moana) which had great attendance In the process of adding a dog day to Sholem's list of events. This*

Recreation Fund: Aquatics

would hopefully be partnered with the Humane Society.

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

- Train staff to make first-time participants feel important by enhancing the participant experience. *Status – We extended our preseason training for swim lesson instructors to include more customer service training and child or parent interactions. We found that this helped new participant families feel more comfortable because the staff knew how to interact with them from day one.*

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPATE IN THROUGHOUT THEIR LIVES

OBJECTIVES:

- Develop and promote health and wellness programs. *Status – Last year we saw an increase in attendance during Walk the River.*

SG4 – PROVIDE PARKS, RECREATION AND CULTURAL ARTS THAT ARE AFFORDABLE FOR ALL

OBJECTIVES:

- Evaluate fees for rentals and services. *Status – Partnered with GotSpot to offer discounted pool entry. Reduced CPD camp visit cost to Sholem to \$1 per participant to encourage use of our own facilities.*

2019-20 Goals

6.4 RECREATION

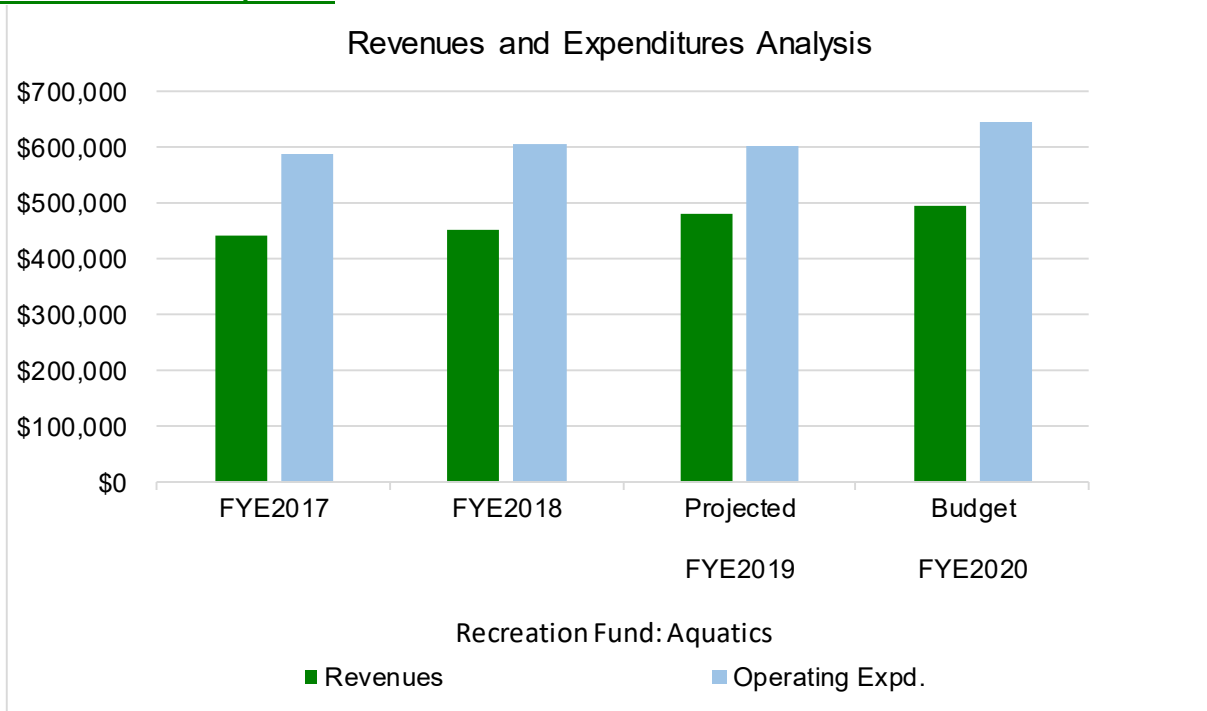
OBJECTIVES:

- Add video fitness related programs at various recreation centers to provide more opportunities for fitness.
- Create a community-wide health wellness campaign, possibly exploring with local partnerships..

Performance Indicators

	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Revenues as a % of Direct Cost	75.01 %	74.78 %	79.61 %	76.64 %
Sholem Memberships Sold	2,150	2,279	1,555	1,602
Archieve Ellis & Associates International Aquatic Award	Yes	Yes	Yes	Yes
Facility Attendance	88,858	71,846	84,883	87,429
Facebook Followers	\$ 4,577	\$ 5,318	\$ 6,445	\$ 6,638

Recreation Fund: Aquatics



Recreation Fund Department Summary - Recreation Fund: Aquatics

Fund Balance, Ending Consists of:	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Estimated Revenues				
Charge for Service Revenue	\$ 426,915	\$ 434,376	\$ 460,007	\$ 473,810
Special Receipts	14,548	18,429	19,372	19,950
Total Estimated Revenues	\$ 441,463	\$ 452,805	\$ 479,379	\$ 493,760
Appropriations				
Salaries and Wages	\$ 371,815	\$ 362,719	\$ 373,717	\$ 378,265
Fringe Benefits	274	-	-	-
Contractual	61,285	51,635	55,147	68,052
Commodities/Supplies	73,019	60,568	69,315	71,960
Utilities	82,173	101,153	94,290	97,000
Routine/Periodic Maintenance	-	29,409	9,702	29,000
Total Appropriations	\$ 588,566	\$ 605,484	\$ 602,171	\$ 644,277
Net of Revenues Under Appropriations	\$ (147,103)	\$ (152,679)	\$ (122,792)	\$ (150,517)

Total revenues increased the standard 3.0% over prior year, while expenditures increased 7.0%. Periodic and routine maintenance includes the resealing/coating of the water slide in the current year of \$24,000; which is

Recreation Fund: Aquatics

done bi-annually. Contractual expenditures cover additional contract with Fehr Graham for the CO2 filter replacement project budgeted for in this cycle, plus new event for world's largest swim day, and added costs for manager to attend specialized national aquatics training in upcoming fiscal year.

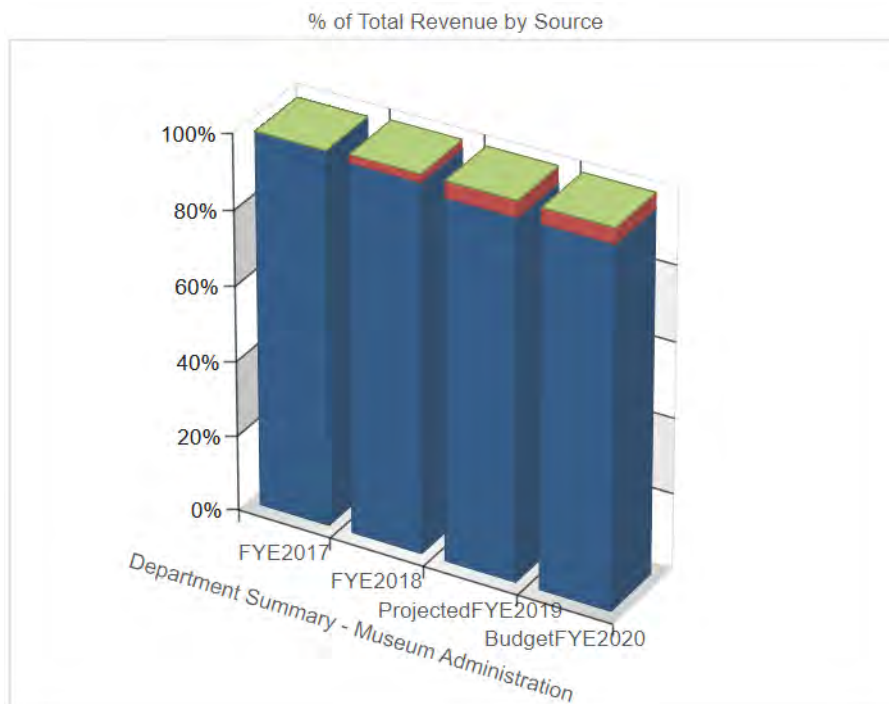
Museum Administration

Principal Responsibilities

The Museum Fund administration department accounts for all the administrative costs associated with the fund, including personnel, benefits, contractual services, supplies, etc.

Employees Funded by Administration - Positions and Numbers (FT1 and FT2)

Position	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Cultural Arts Manager	-	0.30	0.30	0.30
Director Of Recreation	0.50	0.50	0.50	0.50
Total FTE's	0.50	0.80	0.80	0.80



2018-2019 Accomplishments

SG1 - PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

Develop customer service standards and training. *Status – While discussing customer service a recreation power point was used to train staff and are currently working to improve customer service training.*

Create new fun and safe park amenities. *Status – New playground at Westside was installed. New features installed at splash pads at Hessel.*

Enhance the safety and security in each park and facility so all patrons feel safe. *Status – Playground inspections done by Risk Manager.*

Create events & programs that highlight different cultures. *Status – Afterschool and Preschool programs implementing this effort in curriculum.*

Promote family volunteering at various events and programs. *Status – Family members volunteer to*

Museum Administration

build sets, make costumes, and help serve for our performing arts shows.

SG3 – PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPANT IN THROUGHOUT THEIR LIVES

OBJECTIVES:

Determine the level of service for parks, facilities and amenities to meet all residents' needs. *Status – Facility report card and Parks reviews assist in defining these needs*

Provide parks, amenities and facilities that serve all ages. *Status. – upgrades to Hessel Splash Pad and RR pavilion have been implemented; block parties take place in identified areas; other special events take place in town to serve all residents.*

Research new opportunities and aging trends for programs and facilities for various age groups.

Status – all programs are reviewed at the end of each season/FY to determine its viability.

Programs and events offered are evaluated upon and reported to the Board for a few major categories: Aquatics, Day Camps, Taste of CU.

Reach out to residents for input on new programs for all ages. *Status – Participant evaluations are utilized to review program suggestions; patrons contact the District via social media and individual staff for consideration.*

SG5 – PROVIDE OPPORTUNITIES TO CREATE COMMUNITY CONNECTIONS IN OUR PARKS, RECREATION, AND CULTURAL ARTS

OBJECTIVES:

Evaluate current community partnerships and develop new partnerships. *Status – New partnership with Champaign County Table Tennis.*

Develop new family-focused special events or activities that bring residents together. *Status – Offered this past FY, Grandparents Day Celebration; Brunch with the Grinch; Pizza and Pajamas with Santa.*

Increase face-to-face connections with members of the community. *Status – Staff attended several open houses and fairs to share program/service information.*

Identify new opportunities to work with community groups. *Status – In the process of discovering new opportunities to work with a variety of groups in the community for District and Martens Center.*

Involve community members and agencies in our programs and events. *Status – Block Parties included sponsors and agency partners that provide a benefit to the community; i.e. La Familia Dental; Playground KOOP; Dicks Sporting Goods; U of I Extension; Common Ground; Optimist Club; Champaign Gymnastics Academy.*

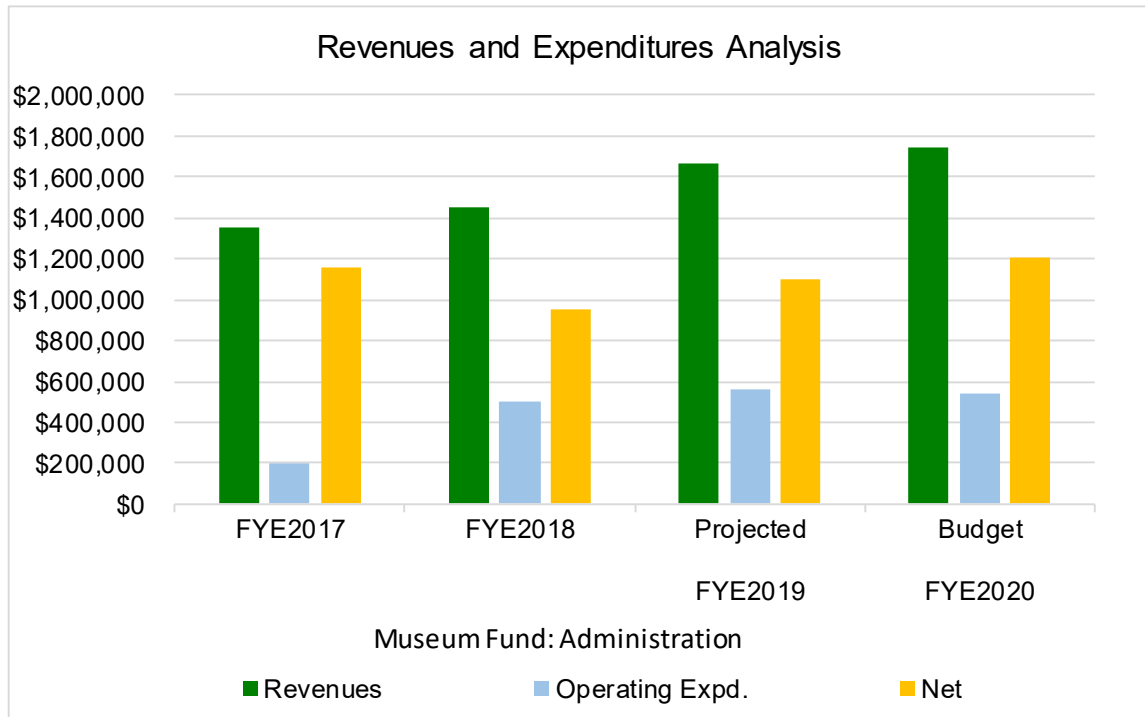
2019-20 Goals

6.1 RECREATION

OBJECTIVES:

Focus on quality over quantity in program offerings to grow participants and efficiency.

Museum Administration



Museum Fund Department Summary - Museum Administration

Fund Balance, Ending Consists of:	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Estimated Revenues				
Property Tax Revenue	\$ 1,343,656	\$ 1,423,331	\$ 1,592,476	\$ 1,672,703
Special Receipts	300	-	-	-
Interest Income	10,479	31,740	71,416	72,130
Total Estimated Revenues	\$ 1,354,435	\$ 1,455,071	\$ 1,663,892	\$ 1,744,833
Appropriations				
Salaries and Wages	\$ 70,803	\$ 69,831	\$ 71,820	\$ 73,975
Fringe Benefits	86,732	98,682	96,262	98,530
Contractual	40,936	42,665	44,609	46,691
Commodities/Supplies	1,417	1,070	1,921	1,970
Routine/Periodic Maintenance	-	-	-	37,000
Transfers to Other Funds	-	285,900	350,000	280,000
Total Appropriations	\$ 199,888	\$ 498,148	\$ 564,612	\$ 538,166

Museum Administration

Museum Fund
Department Summary - Museum Administration

Fund Balance, Ending Consists of:	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
Net of Revenues Over Appropriations	<u>\$ 1,154,547</u>	<u>\$ 956,923</u>	<u>\$ 1,099,280</u>	<u>\$ 1,206,667</u>

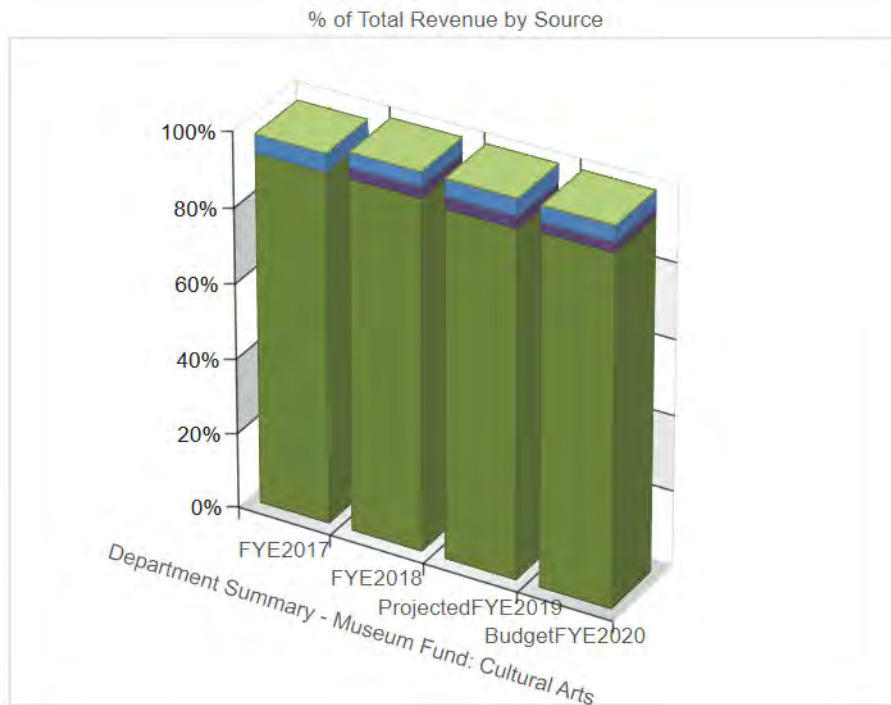
Museum Fund: Cultural Arts

Principal Responsibilities

The Museum Fund cultural arts department accounts for Springer Cultural Center which provides a 26-room multipurpose facility featuring informal performance space, exhibit space, dance studio, fitness room, ceramic studio, studio space, rehearsal and meeting space. Responsibilities include Art Exhibits, ceramics, dance arts program, Youth Theatre, music programs, rentals, special interest, visual arts programs and workshops.

Employees Funded by Museum - Positions and Numbers (FT1 and FT2)

Position	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Cultural Arts Coordinator	-	0.8	0.8	0.8
Cultural Arts Manager (Moved to Admin)	1.0	-	-	-
Dance Arts Director FT2	-	0.8	0.8	0.8
Douglass Park Program Coordinator	-	0.1	0.1	0.1
Receptionist	1.0	-	-	-
Youth Theatre Program Director FT2	0.8	0.8	0.8	0.8
	-	-	-	-
Total FTE's	2.8	2.5	2.5	2.5



2018-2019 Accomplishments

SG1 - PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

Create new fun and safe park amenities. *Status – The playground in Westside Park was reconstructed in which allowed our Cultural Arts Programs (Preschool/Day Camp) to take advantage of new fun things at the park.*

Museum Fund: Cultural Arts

Enhance the safety and security in each park and facility so all patrons feel safe. *Status – Currently on the list to get security cameras in the future. Conducts monthly fire drills, and other drills twice a year.*

Create events & programs that highlight different cultures. *Status – Held different art exhibits, “Once in a Blue Moon”, “My Soul Doesn’t Cast a Shadow”, and “The World Through My Lense”. Youth Theatre held its first theatre class for home schooled children.*

Promote family volunteering at various events and programs. *Status – Youth Theater had parent volunteer hours totaling 3,900 hours for 5 shows this year. Dance parents are also volunteering for our next show coming in February.*

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

Train staff to make first-time participants feel important by enhancing the participant experience. *Status – Currently working on updating trainings to give employees more insight on how to make our customers happy and satisfied.*

Encourage staff to focus on first-time program participants. *Status – We offer tours of programs and the facility to first time participants*

Track new programming and equipment trends. *Status – Hired a new fitness instructor at Springer who is Zumba certified and very up on new trends.*

2019-20 Goals

6.1 RECREATION

OBJECTIVES:

Focus on quality over quantity in program offerings to grow participants and efficiency.

Performance Indicators

	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Youth Theatre Tickets Sold	8,255	5,686	7,329	7,549
# of Youth Theatre Performances	5	5	6	5

Museum Fund
Department Summary - Museum Fund: Cultural Arts

Fund Balance, Ending Consists of:	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
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Estimated Revenues

Charge for Service Revenue	\$ 227,117	\$ 197,653	\$ 207,877	\$ 213,847
Contributions/Sponsorships	5,031	6,148	7,112	6,100
Special Receipts	11,663	8,282	10,305	9,752

Museum Fund: Cultural Arts

Museum Fund
Department Summary - Museum Fund: Cultural Arts

Fund Balance, Ending Consists of:	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
Total Estimated Revenues	<u>\$ 243,811</u>	<u>\$ 212,083</u>	<u>\$ 225,294</u>	<u>\$ 229,699</u>
Appropriations				
Salaries and Wages	\$ 127,813	\$ 133,161	\$ 147,852	\$ 156,803
Contractual	54,674	59,414	53,803	58,077
Commodities/Supplies	16,300	14,656	16,786	23,685
Utilities	<u>1,422</u>	<u>1,508</u>	<u>1,712</u>	<u>1,763</u>
Total Appropriations	<u>\$ 200,209</u>	<u>\$ 208,739</u>	<u>\$ 220,153</u>	<u>\$ 240,328</u>
Net of Revenues Over (Under) Appropriations	<u>\$ 43,602</u>	<u>\$ 3,344</u>	<u>\$ 5,141</u>	<u>\$ (10,629)</u>

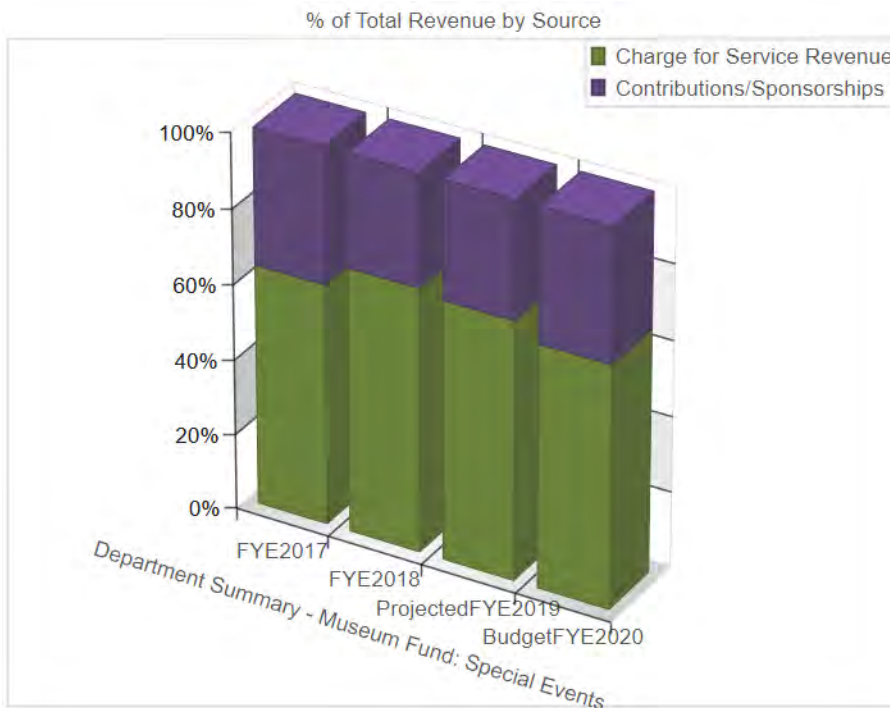
Museum Fund: Special Events

Principal Responsibilities

Special Events produces community-wide special events and manages the Park District's volunteer program. Responsibilities include concerts in the parks, Taste of C-U, Halloween Funfest, Eggstravaganza, Nite Lite Egg Pursuit, Streetfest, Flannelfest Block Parties, Touch a Truck and other smaller special events throughout the year.

Employees Funded by Special Recreation - Positions and Numbers (FT1 and FT2)

Position	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Special Events & Volunteer Coordinator	1.00	1.00	0.80	0.80
Special Events Manager	1.00	1.00	1.00	1.00
Total FTE's	2.00	2.00	1.80	1.80



2018-2019 Accomplishments

SG1 - PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

Develop customer service standards and training. *Status - Continued to provide TIPS training for safe and proper alcohol services at events. Met and reviewed rules and expectations with all volunteers.*

Enhance the safety and security in each park and facility so all patrons feel safe. *Status - Attended regular safety meetings along with various conferences pertaining to safety at events, facilities and also performed safety drills.*

Develop a plan to hire/train multi-lingual staff and promote programs in a variety of languages. *Status – hired event staff who are multi-lingual in addition to creating school fliers in both English and Spanish.*

Create events & programs that highlight different cultures. *Status – Working on a new event for 2019 that will*

Museum Fund: Special Events

focus on various winter holiday traditions.

SG4 – PROVIDE PARKS, RECREATION AND CULTURAL ARTS THAT ARE AFFORDABLE FOR ALL

OBJECTIVES:

Offer affordable programs, parks, and services. Status – Majority of all special events are free and open to the public.

Evaluate fees for rentals and services. Status – We've reduced fees for certain services during events by operating them in-house instead of hiring outside companies. Fees for certain items regarding rentals such as the Showmobile generator use has increased to cover expenses.

Develop effective strategies to make programs more affordable. Status – By utilizing our staff and allowing them to create many of our items in-house we've been able to cut down on our costs which allows us to offer more affordable events and programs.

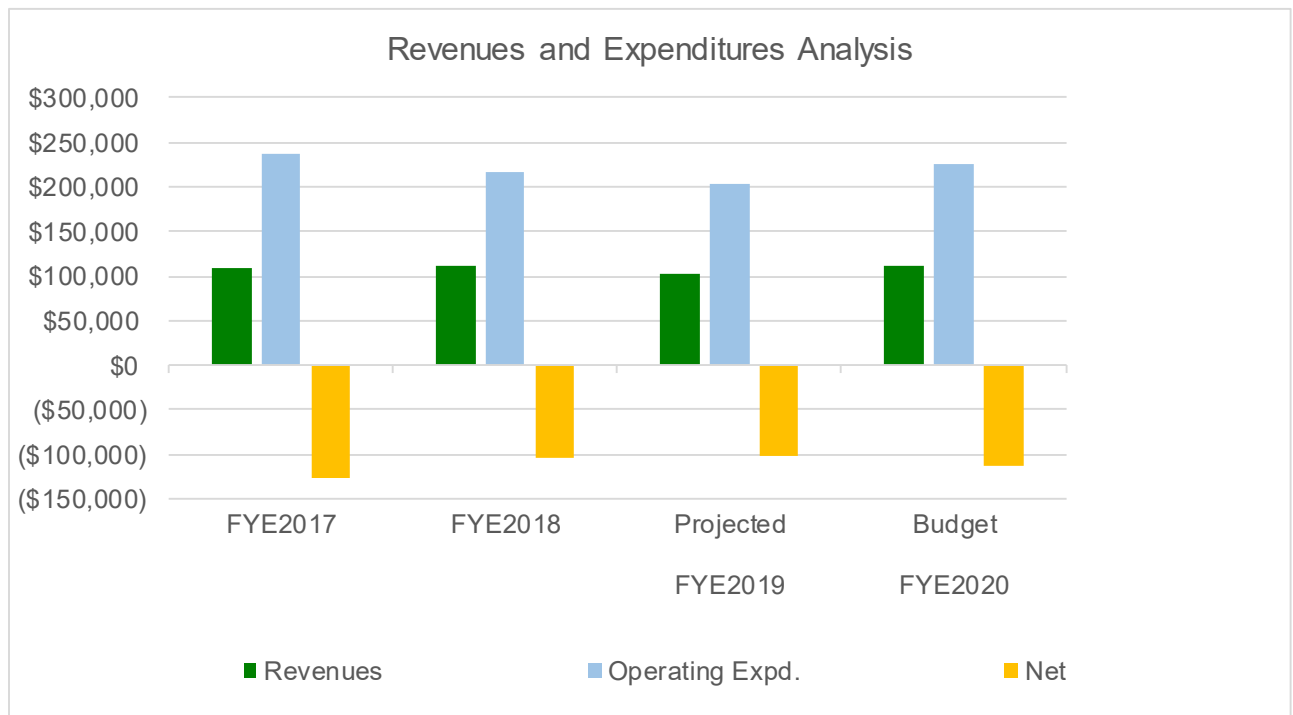
Develop additional low-cost or free programs. Status – In the process of adding two new free events for the 2019 Holiday Season that will take place at Prairie Farm.

2019-20 Goals

6.2 RECREATION

OBJECTIVES:

Develop a comprehensive training program.



Museum Fund: Special Events

Museum Fund
Department Summary - Museum Fund: Special Events

Fund Balance, Ending Consists of:	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
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Museum Fund
Department Summary - Museum Fund: Special Events

Fund Balance, Ending Consists of:	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
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Estimated Revenues

Charge for Service Revenue	\$ 69,678	\$ 77,862	\$ 69,735	\$ 72,098
Contributions/Sponsorships	<u>39,306</u>	<u>33,150</u>	<u>31,700</u>	<u>39,650</u>
Total Estimated Revenues	<u>\$ 108,984</u>	<u>\$ 111,012</u>	<u>\$ 101,435</u>	<u>\$ 111,748</u>

Appropriations

Salaries and Wages	\$ 71,244	\$ 84,777	\$ 82,793	\$ 85,278
Fringe Benefits	18	843	840	840
Contractual	138,612	107,753	97,740	113,412
Commodities/Supplies	<u>26,007</u>	<u>22,315</u>	<u>22,926</u>	<u>25,659</u>
Total Appropriations	<u>\$ 235,881</u>	<u>\$ 215,688</u>	<u>\$ 204,299</u>	<u>\$ 225,189</u>
Net of Revenues Under Appropriations	<u>\$ (126,897)</u>	<u>\$ (104,676)</u>	<u>\$ (102,864)</u>	<u>\$ (113,441)</u>

Museum Fund: Facilities

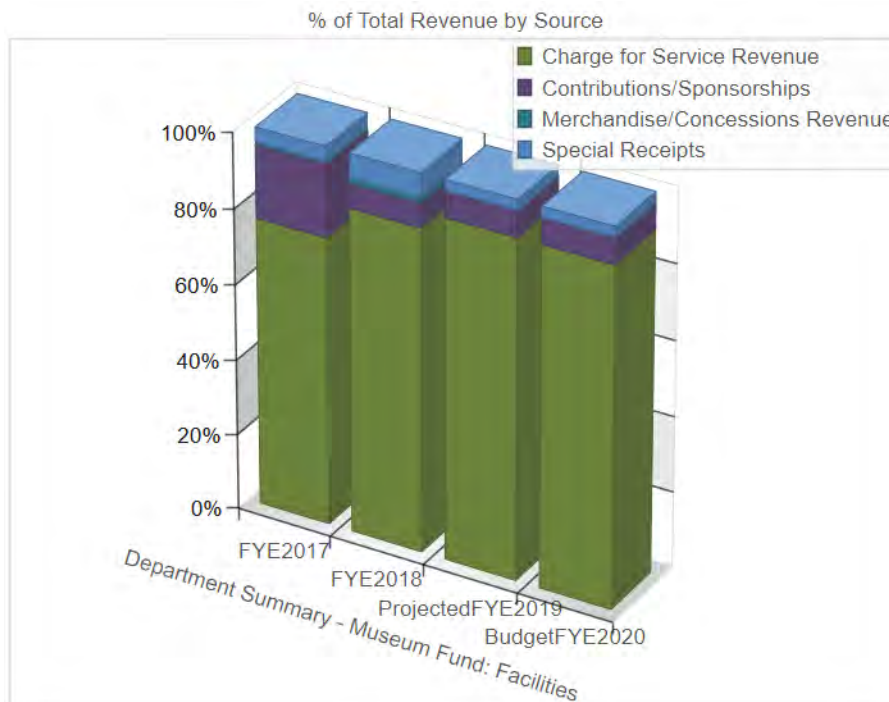
Principal Responsibilities

The Museum Fund facilities department accounts for all the expenditures required to maintain the building for programming, such as staffing, maintenance supplies, contracts, etc. Also includes the pottery studio – included additional \$3,520 for purchase of either a kiln or another piece of equipment to process and recycle the clay for use in studio.

Prairie Farm is a replica of a turn-of-the-century farm complete with barns, farmhouse, pond, pasture and flower garden. It is open to the general public during the summer months. The farm features traditional farm animals and a petting zoo. No admission is charged.

Employees Funded - Positions and Numbers (FT1 and FT2)

Position	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Building Service Worker-SRC	1.00	1.00	1.00	1.00
Cultural Arts Coordinator	-	0.18	0.18	0.18
Douglass Community Center Receptionist II	1.00	1.00	1.00	1.00
Leonhard Recreation Center Facility Manager	-	-	-	0.20
Springer Cultural Center Facilities Coordinator	1.00	1.00	1.00	1.00
Total FTE's	3.00	3.18	3.18	3.38



2018-2019 Accomplishments

SG1 - PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

Develop customer service standards and training. *Status* – The facility coordinator developed a book to help the desk staff with customer service standards and it gives them the ability to see directions when they need to refresh their memories. The coordinator updates the book as needed. The coordinator also holds quarterly

Museum Fund: Facilities

meetings to discuss any problems and or updates.

Develop both an internal and external culture of treating customers and co-workers/board members like family. *Status – Staff cares about people in general whether it be our work family or patrons. Preschool collected donations from parents and participants for a child in our program that became ill and was hospitalized for over a month. Working with operations and preschool participants and staff we also held a very successful food drive for Champaign County. Meals have also been provided to ill employees by staff.*

Provide equal access for all patrons to all parks, facilities and programs. *Status – We offer a wide variety of programming for all age groups and abilities.*

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

Train staff to make first-time participants feel important by enhancing the participant experience. *Status – Offered over 800 program sessions through November 2018 at Springer alone, with an 80 percent success rate. Through evaluations we make improvements to our programming and speak personally with our patrons to discover how we can improve.*

Encourage staff to focus on first-time program participants. *Status – First-time patrons come back because they're satisfied with the program and feel welcomed. Staff is trained that it begins with the front desk and there's always someone who is willing to help and smile.*

2019-20 Goals

6.3 RECREATION

OBJECTIVES:

- Prioritize capital needs for facilities and programming. Implement non-capital improvement budget.

Performance Indicators

	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Facility Attendance at Prairie Farm	13,500	11,500	12,000	12,360
Facility Attendance at Springer Cultural Center \$	37,685 \$	36,965 \$	37,586 \$	38,714

Museum Fund
Department Summary - Museum Fund: Facilities

Fund Balance, Ending Consists of:	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
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Estimated Revenues

Charge for Service Revenue	\$ 26,225	\$ 28,904	\$ 42,200	\$ 43,422
Contributions/Sponsorships	6,625	2,203	3,235	3,330
Merchandise/Concessions Revenue	200	472	40	41

Museum Fund: Facilities

Museum Fund
Department Summary - Museum Fund: Facilities

Fund Balance, Ending Consists of:	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
Special Receipts	<u>1,330</u>	<u>2,123</u>	<u>1,299</u>	<u>1,331</u>
Total Estimated Revenues	<u>\$ 34,380</u>	<u>\$ 33,702</u>	<u>\$ 46,774</u>	<u>\$ 48,124</u>
Appropriations				
Salaries and Wages	\$ 180,812	\$ 190,798	\$ 195,781	\$ 203,282
Fringe Benefits	840	843	840	840
Contractual	30,073	30,460	31,400	42,233
Commodities/Supplies	38,043	42,756	39,674	44,092
Utilities	52,097	59,318	69,867	71,962
Routine/Periodic Maintenance	<u>-</u>	<u>-</u>	<u>12,060</u>	<u>4,829</u>
Total Appropriations	<u>\$ 301,865</u>	<u>\$ 324,175</u>	<u>\$ 349,622</u>	<u>\$ 367,238</u>
Net of Revenues Under Appropriations	<u>\$ (267,485)</u>	<u>\$ (290,473)</u>	<u>\$ (302,848)</u>	<u>\$ (319,114)</u>

Museum Fund: Virginia Theatre

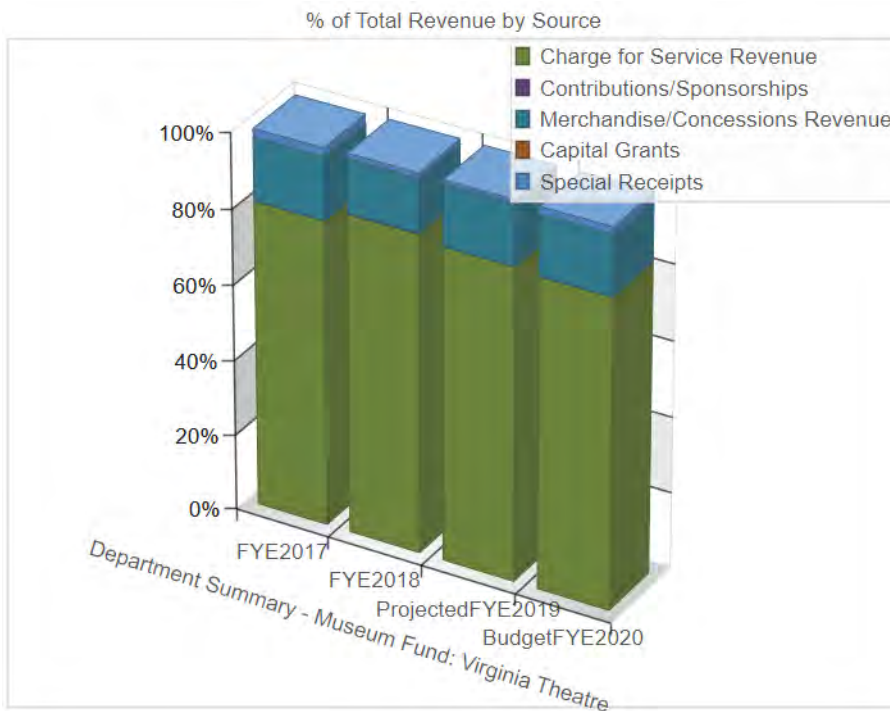
Principal Responsibilities

Virginia Theatre offers a 1,470-seat historic venue for performing arts programs accessible to Champaign, Urbana and surrounding communities. Responsibilities include community partnerships, concerts, event coordination, event production, membership campaign, movies, plays, recitals, rentals and The News-Gazette Film Series.

Employees Funded by Virginia Theatre - Positions and Numbers (FT1 and FT2)

Position	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Director Of The Virginia Theatre	1.00	1.00	1.00	1.00
Virginia Theatre Coordinator FT2	-	-	-	-
VT Box Office Manager	0.80	0.80	0.80	1.00
VT Front Of House Coordinator	1.00	1.00	1.00	1.00
VT Sales & Public Relations Manager	1.00	1.00	1.00	1.00
VT Technical Manager	1.00	1.00	1.00	1.00
Total FTE's	4.80	4.80	4.80	5.00

Board of Commissioners approved the reclassification of the Box Office Manager FT2 position to a FT1 status as of 5/1/2019, adding 0.20FTE's to the Virginia Theatre.



2018-2019 Accomplishments

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

Train staff to make first-time participants feel important by enhancing the participant experience. *Status – Theatre management have been trained to ensure that new participants feel welcome at the theatre with, extra attention being paid to new volunteers for their first VT event experience. These first time participants are given a special welcome by all VT staff and the other volunteers*

Museum Fund: Virginia Theatre

present at the new volunteer's first show, with the new volunteer also being matched with an experienced volunteer for extended training that evening, to help make sure they develop a solid understanding of the venue's expectations and leave feeling like they are 'part of the family'. First time patrons are also acknowledged and warmly welcomed, with box office staff trained to reach out to them at the POS with offers for further engagement, offering a copy of the season brochure, for example, or helping them sign up for the theatre's eNewsletter.

Encourage staff to focus on first-time program participants. Status – All staff are trained and encouraged with patrons and clients alike to be especially welcoming for first-time participants. A good example of this is the extra attention being given to first-time facility renters and producers – especially local community groups - whom staff help with additional meetings and communication to assist the client in understanding the many ins and outs of event planning.

Develop opportunities to gather feedback for the needs and interests of various cultures/races/demographics. Status – Intake sessions held with variety of stakeholder groups to discuss future programming of Virginia Theatre. Online surveys about theatre programming distributed to subscribers, CPD staff, and eNewsletter members.

2019-20 Goals

7.1 VIRGINIA THEATRE

OBJECTIVES:

Upgrade the ticket software program for the Virginia Theatre, with an eye toward growth in sales and service.

7.2 VIRGINIA THEATRE

OBJECTIVES:

Pursue relationships/partnerships with new regional and national event promoters, to increase diversity and strength in rental programs.

Revise theatre staffing to flatten out structure, minimizing redundancy and adding focus on box office and administrative work, to support growing rental and house-presented activity while increasing efforts to recruit advertisers and sponsors.

7.3 VIRGINIA THEATRE

OBJECTIVES:

Work with Planning and Operations staff to support renovation and maintenance efforts for projects to possibly include: roof replacement, HVAC upgrade, wayfinding signage, sound, and lighting upgrades.

Create a business plan for the operation of the Virginia Theatre.

Develop plans for a revision and enhancement of theatre website, social media engagement, and e-newsletter services.

8.3 PARK BOARD/LEADERSHIP TEAM

OBJECTIVES:

Reduce the tax support at the Virginia Theatre but maintain current entertainment levels.

Performance Indicators

	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Revenues as a % of Direct Expenditures, goal is > 75%	77.05 %	86.08 %	59.64 %	62.08 %
Restoration Fees Collected	\$ 53,587	\$ 65,312	\$ 55,577	\$ 57,244

Museum Fund: Virginia Theatre

Performance Indicators

	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
# of Tickets Sold	47,681	55,846	51,863	53,419
# of Subscriptions Sold	161	347	250	257
Website Visits	187,784	355,467	327,326	337,146
Facebook Followers	7,297	9,458	10,868	11,194
Facility Attendance	\$ 62,958	\$ 76,036	\$ 65,163	\$ 67,118

Museum Fund Department Summary - Museum Fund: Virginia Theatre

Fund Balance, Ending Consists of:	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Estimated Revenues				
Charge for Service Revenue	\$ 548,192	\$ 745,419	\$ 613,904	\$ 632,315
Contributions/Sponsorships	2,200	1,900	-	-
Merchandise/Concessions Revenue	112,791	125,816	119,715	123,309
Special Receipts	14,708	11,087	7,141	13,790
Interest Income	174	175	160	160
Total Estimated Revenues	<u>\$ 678,065</u>	<u>\$ 884,397</u>	<u>\$ 740,920</u>	<u>\$ 769,574</u>
Appropriations				
Salaries and Wages	\$ 340,742	\$ 390,621	\$ 412,244	\$ 421,045
Fringe Benefits	591	3,213	3,260	3,360
Contractual	419,845	505,837	663,236	632,339
Commodities/Supplies	54,865	57,328	81,627	80,189
Utilities	63,950	70,450	81,851	84,306
Routine/Periodic Maintenance	-	-	-	18,500
Total Appropriations	<u>\$ 879,993</u>	<u>\$ 1,027,449</u>	<u>\$ 1,242,218</u>	<u>\$ 1,239,739</u>
Net of Revenues Under Appropriations	<u>\$ (201,928)</u>	<u>\$ (143,052)</u>	<u>\$ (501,298)</u>	<u>\$ (470,165)</u>

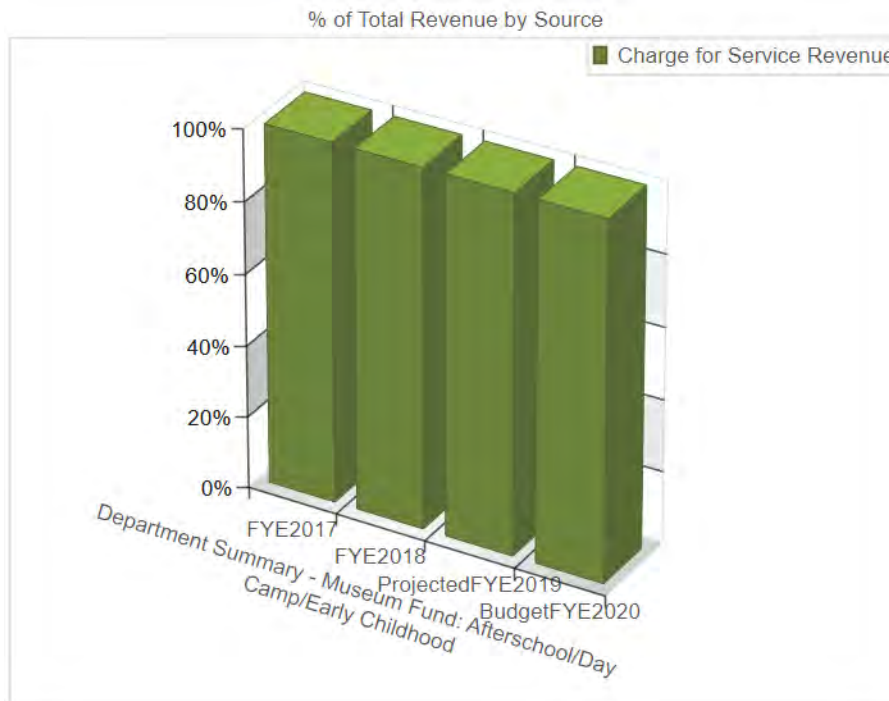
Museum Fund: Afterschool/Day Camp/Early Childhood

Principal Responsibilities

The Museum Fund includes preschool activities such as Art Smart Kids and Creative Kids day camps.

Employees Funded - Positions and Numbers (FT1 and FT2)

Position	FYE2017	FYE2018	FYE2019	FYE2020
	Actual	Actual	Projected	Budget
Preschool Supervisor FT2	0.75	0.75	0.75	0.75
	-	-	-	-
Total FTE's	0.75	0.75	0.75	0.75



2018-2019 Accomplishments

SG1 – PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE ALL PARTICIPANTS FEEL WELCOME AND SAFE

OBJECTIVES:

Provide equal access for all patrons to all parks, facilities and programs. *Status – We welcome all children to our specific programming that is determined by age groups such as preschool 3-5 years old and Creative Kids Day Camp completed kindergarten through 11 years old. Staff are trained to communicate with parents, listen, and assist, following policies with their needs. This applies to all other programming in our facility.*

Create events and programs that highlight different cultures. *Status – Our programs offered at Springer are various cultures of art, pottery, music, drama, etc. We consistently look for various types of music for Bach’s Lunch, and artists for the Art Exhibit. The day campers have opportunities throughout the summer to view and through workshops experience different types of art, music, and dance. We also educate through weekly themes. Our patrons are normally a very diverse group each year which allows the opportunity for our children to learn from each other. We have children*

Museum Fund: Afterschool/Day Camp/Early Childhood

from many different countries that attend our programs.

SG2 – PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES

OBJECTIVES:

Train staff to make first-time participants feel important by enhancing the participant experience. *Status – Staff are trained to be open communicators, smile, be friendly, welcoming, helpful etc. Day Camp Staff are trained very heavily over a 2 week period on various customer service topics. Preschool staff are also trained prior and take multiple online courses to better their understanding or review their skills in child development.*

Track new programming and equipment trends. *Status – We research other districts and day cares/preschools in the community. We also serve various teachers in the community and keep up with the changes in the schools to better prepare their children for school. We also review day camp magazines to get new ideas.*

Encourage staff to focus on first-time participants. *Status – The preschool program offers an open house to all preschool parents the week before school begins. We offer a small snack for the children and an opportunity for the parents to meet the staff and ask questions. We follow up with newsletters with information and calendars to keep parents in touch.*

Develop opportunities to gather feedback for the needs and interests of various cultures/races/demographics. *Status – Weekly program evaluations are collected from patrons in our day camp programs which allows us to capture specific areas of interest from all of our patrons. Yearly evaluations are collected from our preschool parents and open communication throughout the year help us determine the interests of our preschoolers and parents of preschoolers.*

2019-20 Goals

6.2 RECREATION

OBJECTIVES:

Develop a comprehensive training program.

Performance Indicators

	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Revenues as a % of Direct Cost	137.7 %	129.0 %	135.0 %	134.2 %
Revenue is at least 100% of Direct Costs	Yes	Yes	Yes	Yes

Museum Fund

Department Summary - Museum Fund: Afterschool/Day Camp/Early Childhood

Fund Balance,

Ending

Consists of:

	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
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Estimated Revenues

Charge for Service Revenue	\$ 87,737	\$ 88,165	\$ 98,156	\$ 100,662
Total Estimated Revenues	<u>\$ 87,737</u>	<u>\$ 88,165</u>	<u>\$ 98,156</u>	<u>\$ 100,662</u>

Museum Fund: Afterschool/Day Camp/Early Childhood

Museum Fund

Department Summary - Museum Fund: Afterschool/Day Camp/Early Childhood

Fund Balance,
Ending

Consists of:

<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
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Appropriations

Salaries and Wages

\$ 54,968	\$ 61,079	\$ 66,961	\$ 68,970
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Contractual

5,926	4,956	3,100	3,190
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Commodities/Supplies

<u>2,831</u>	<u>2,303</u>	<u>2,631</u>	<u>2,850</u>
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Total Appropriations

<u>\$ 63,725</u>	<u>\$ 68,338</u>	<u>\$ 72,692</u>	<u>\$ 75,010</u>
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Net of Revenues Over

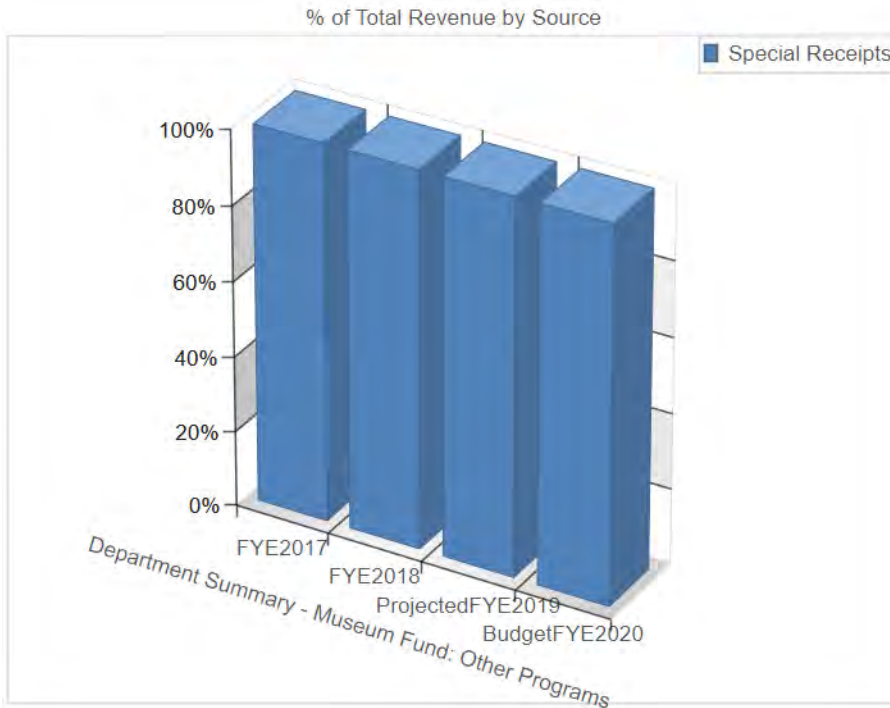
Appropriations

<u>\$ 24,012</u>	<u>\$ 19,827</u>	<u>\$ 25,464</u>	<u>\$ 25,652</u>
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Museum Fund: Other Programs

Principal Responsibilities

The Museum Fund: Other Programs department is the Showmobile. Additional expenditures includes \$1,500 to purchase gel lights and to replace broken equipment, including new sound board, speaker stands, and speakers.



Performance Indicators

	FYE2017 Actual	FYE2018 Actual	FYE2019 Projected	FYE2020 Budget
Revenue as a % of Direct Expenditures	164.1 %	174.9 %	127.9 %	155.6 %

Museum Fund
Department Summary - Museum Fund: Other Programs

Fund Balance, Ending Consists of:	FYE2017	FYE2018	Projected FYE2019	Budget FYE2020
Estimated Revenues				
Special Receipts	\$ 10,825	\$ 13,335	\$ 12,395	\$ 12,705

Appropriations

Museum Fund: Other Programs

Museum Fund
Department Summary - Museum Fund: Other Programs

Fund Balance, Ending Consists of:	<u>FYE2017</u>	<u>FYE2018</u>	<u>Projected FYE2019</u>	<u>Budget FYE2020</u>
Salaries and Wages	\$ 4,752	\$ 7,386	\$ 6,673	\$ 6,873
Commodities/Supplies	1,844	240	3,020	1,290
Total Appropriations	<u>\$ 6,596</u>	<u>\$ 7,626</u>	<u>\$ 9,693</u>	<u>\$ 8,163</u>
Net of Revenues Over Appropriations	<u>\$ 4,229</u>	<u>\$ 5,709</u>	<u>\$ 2,702</u>	<u>\$ 4,542</u>

Champaign Park District

Statistical Section
Budget Year Ended April 30, 2020

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SUPPLEMENTAL INFORMATION

Park District Profile

Organization Date	Organized in 1911, the Park District was established as a separate unit of local government in 1955 by referendum.
Government Type	Five elected Commissioners serve as the Board of Commissioners for the Park District. Commissioners are elected to serve six-year terms and receive no compensation.
Officers	The Commissioners elect a President and Vice President, appoint a Treasurer, Board Secretary and Assistant Secretary.
Location	Park District is located in East Central Illinois.
Boundaries	The boundaries of the Park District are nearly coterminous with the City of Champaign and encompass approximately 25 square miles.
Population	The Park District's population per the 2010 census is 81,055, and currently estimated as of July, 2018 at 88,029. The Park District also serves the University of Illinois population and the City of Urbana.
Assessed Value	The equalized asessed valuation (EAV) for real estate located within Park District boundaries estimated for RY2018 is 1,833,110,779.
Tax Rate	The property tax rate for 2019 payable in 2020 is estimated to be 0.7149 per \$100 of EAV, unchanged from prior year.
Current Budget	The Park District's total budget for FYE2020 is \$26,842,032 (including transfers). The fiscal year begins May 1 and ends April 30.
Park Resources	The Park District maintains 63 parks comprised of community parks, neighborhood parks, mini parks and 14 walking/bike trails totaling more than 691 acres. There are 28 miles of path and trails. Recreational facilities include one aquatic center with three waterslides, two recreation centers with gymnasiums, two senior centers, the Springer Cultural Arts Center, the Virginia Theatre (a 1470 seat auditorium), a six-court indoor tennis facility, 24 outdoor tennis courts, 25 softball and baseball fields, 22 soccer fields, six volleyball courts, 31 outdoor playgrounds, two skate parks, a children's petting zoo, a dog park, 12 picnic shelters, four small lakes for fishing, and shared gymnasium space at two elementary schools.
Program Services	The Park District offers over 1,400 programs and activities per year including but not limited to: athletics, group fitness, fitness events, music, dance, drama, day camps, cultural and performing arts, preschool and youth programs, swimming, tennis, senior programs, special events and trips.
Staff	The Park District has an appointed executive director responsible for the administration of the Park District. The Park District Board of Commissioners has authorized 74 full-time I staff (more than 37 hours/week) and 7 full-time II staff (between 30-37 hours/week). In addition, the Park District employees an average of 690 additional part-time seasonal and temporary workers in any given year.

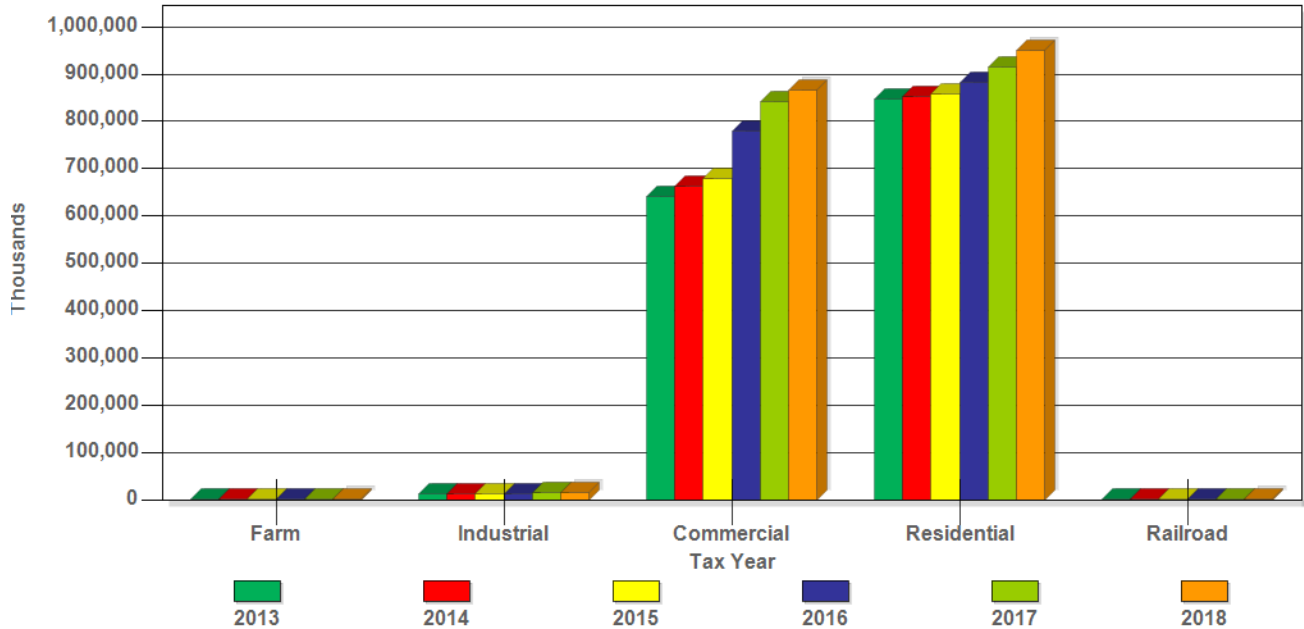
SUPPLEMENTAL INFORMATION

Affiliations	<p>The Park District is affiliated with the National Recreation and Park Association (NRPA), the Illinois Association of Park Districts (IAPD) and the Illinois Park and Recreation Association (IPRA).</p>
Awards	<p>The National Gold Medal Award for Excellence in Parks and Recreation was received in 1979, 1990 and 1998. The Champaign-Urbana Special Recreation Association, which is administered by the Park District, won the Gold Medal for its classification in 2000.</p> <p>The Park District earned the Distinguished Agency Award and designation in 1999 and was re-certified in 2006, 2011 and 2018.</p> <p>The Park District has received the Certificate of Achievement for Excellence in Financial Reporting for twenty-three consecutive years (1995-2018). The Park District also received the Distinguished Budget Presentation Award for FYE2018, which marks the eleventh consecutive year.</p> <p>For the past several years, the Park District's aquatics staff has earned Ellis & Associates Platinum and Gold International Aquatic Safety Awards – these awards recognize the top performing lifeguard staffs in the world.</p>
Contact Information	<p>Champaign Park District 706 Kenwood Road Champaign, IL 61821 Phone: 217-398-2550 Fax: 217-355-8421 Website: www.champaignparks.com</p>

Assessed Valuation Comparisons

	RY 2013	RY 2014	RY 2015	RY 2016	RY 2017	RY 2018
Farm	592,580	695,500	740,150	763,690	837,790	841,840
Industrial	12,557,450	12,646,840	12,791,620	13,103,690	13,952,270	14,018,940
Commercial	641,997,792	661,533,102	680,053,846	778,470,399	842,786,406	865,720,994
Residential	847,650,152	851,408,122	856,759,228	882,988,622	915,894,920	951,343,567
Railroad	920,989	905,966	992,773	942,423	1,024,136	1,185,438
TOTAL	1,503,718,963	1,527,189,530	1,551,337,617	1,676,268,824	1,774,495,522	1,833,110,779

EAV BY TYPE AND YEAR



Tax Rates, Levies, and Collections

Historical Tax EAV, Rates, and Collections			
Year	Assessed Valuation	Tax Rate	Taxes Collected
1996	675,224,045	0.6419	4,316,625
1997	704,527,520	0.6349	4,458,594
1998	738,490,572	0.6263	4,672,833
1999	804,839,227	0.6395	5,203,752
2000	863,909,695	0.6627	5,766,874
2001	918,220,166	0.6754	6,244,301
2002	974,471,183	0.6843	6,707,950
2003	1,031,948,826	0.6782	6,981,975
2004	1,191,143,418	0.6597	8,039,809
2005	1,325,034,312	0.6414	8,662,150
2006	1,453,398,642	0.6190	8,996,538
2007	1,547,895,455	0.6157	9,530,392
2008	1,545,794,493	0.6300	9,738,505
2009	1,550,079,751	0.6529	10,120,470
2011	1,533,547,237	0.6789	10,411,252
2012	1,529,262,864	0.7088	10,839,415
2013	1,503,718,963	0.7645	11,495,931
2014	1,527,189,530	0.7264	11,063,851
2015	1,551,337,617	0.7443	11,531,605
2016	1,676,268,824	0.7149	11,960,653
2017	1,774,495,522	0.7149	12,581,418
2018	1,833,110,779	0.7149	-

Current Year Tax Rate Detail				
Fund	Rate	Assessed Valuation	Tax Extension	Rate Limit
General	0.3359	1,833,110,779	\$ 6,157,419	0.3500
Bond Amortization	0.0641	1,833,110,779	1,175,024	-
IMRF	0.0175	1,833,110,779	320,794	-
Police	0.0013	1,833,110,779	23,830	0.0250
Audit	0.0013	1,833,110,779	23,830	0.0050
Liability Insurance	0.0190	1,833,110,779	348,291	-
Social Security	0.0193	1,833,110,779	353,790	-
Museum	0.1206	1,833,110,779	2,210,732	0.3700
Recreation	0.0909	1,833,110,779	1,666,298	0.1500
Paving and Lighting	0.0050	1,833,110,779	91,656	0.0050
Special and Recreation	0.0400	1,833,110,779	733,244	0.0400
Total	0.7149		\$ 13,104,908	

Champaign Park District
2019 Approved Seasonal and Part-Time

SEASONAL POSITIONS

Department/ Division	Job Title	Approximate Dates of Employment	2019 Hourly Pay Rate	2019 Pay Rate Cap
Aquatics				
	Lifeguard Assistant Supervisor	Mar – Sept*	\$11.00	\$13.00
	Lifeguard I	May – Sept	\$9.50	\$11.50
	Lifeguard II	May – Sept	\$9.50	\$11.50
	Swim Lesson Supervisor	May – Sept	\$11.00	\$13.00
	Assistant Swim Lesson Supervisor	May – Sept	\$10.00	\$12.00
	Swim Lesson Instructor	June – Aug	\$9.00	\$11.00
	Swim Team Coach	Apr – July	\$11.00	\$13.00
	Swim Team Assistant Coach	May – July	\$10.00	\$12.00
	Customer Service and Concessions Supervisor	Mar – Sept*	\$11.00	\$13.00
	Customer Service and Concessions Assistant Supervisor	April – Sept	\$10.00	\$12.00
	Customer Service and Concessions Worker	May – Sept	\$8.50	\$10.50
	Aquatics Building Service Worker	May – Sept	\$9.50	\$11.50
Sports				
	Youth Sports Instructor	Ongoing	\$8.50	\$10.50
	Sports Site Supervisor	Ongoing	\$9.75	\$11.75
	Sports Site Director	Ongoing	\$11.00	\$13.00
	Sports Concessions Supervisor	April-Sept*	\$11.00	\$13.00
	Sports Concessions Worker	May – Sept	\$8.50	\$10.50
Day Camps				
	Director	May – Aug	\$11.50	\$13.50
	Assistant Director	May – Aug	\$10.25	\$12.25
	Day Camp Leader	May – Aug	\$9.75	\$11.75
	Day Camp Leader II	May – Aug	\$10.00	\$12.00
	Bus Driver	May – Aug	\$20.00	\$22.00

Champaign Park District
2019 Approved Seasonal and Part-Time

SEASONAL POSITIONS

Department/ Division	Job Title	Approximate Dates of Employment	2019 Hourly Pay Rate	2019 Pay Rate Cap
Youth Theatre				
	Assistant Director	Ongoing	\$10.00	\$12.00
	Choreographer	Ongoing	\$10.00	\$12.00
	Music Director	Ongoing	\$10.00	\$12.00
Operations				
	Flower Worker I	April – Nov*	\$9.25	\$11.25
	Flower Worker II	April – Nov	\$10.25	\$12.25
	Natural Areas I	April – Nov	\$9.25	\$11.25
	Natural Areas II	April – Nov	\$10.25	\$12.25
	Operations Laborer I	April – Nov	\$9.25	\$11.25
	Operations Laborer II	April – Nov	\$10.25	\$12.25
	Sports Field Worker I	April – Nov	\$9.25	\$11.25
	Sports Field Worker II	April – Nov	\$10.25	\$12.25
Prairie Farm				
	Director	April – Sept	\$11.00	\$13.00
	Assistant Director – animal care	April – Sept	\$9.75	\$11.75
	Assistant Director – children’s programming	April – Sept	\$9.50	\$11.50
	Leader	May – Sept	\$9.25	\$11.25
Special Events				
	Special Events Assistant	Mar – Aug	\$10.00	\$12.00
	Driver (Showmobile/Bus)	Mar – Nov	\$20.00	\$22.00
	Inflatables Worker	Mar – Nov	\$8.50	\$10.50
CUSR				
	Program Director	May – Aug	\$12.00	\$14.00
	Inclusion Supervisor	May – Aug	\$14.00	\$16.00
	Camp Leader	May – Aug	\$10.00 or \$11.00 w/Teaching Certificate	\$13.00
	Inclusion Assistant	May – Aug	\$10.00 or \$10.50 w/Teaching Certificate	\$12.50
	Sports and Community Support Staff	May – Aug	\$10.00 or \$10.50 w/Teaching Certificate	\$12.50
	Program Leader	May – Aug	\$12.00	\$14.00

Champaign Park District
2019-2020 Approved Seasonal and PartTime Wages

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

SEASONAL POSITIONS

Title	Season	2019-20 Hourly Pay Rate	2019-20 Pay Rate Cap
Sports			
Youth Soccer Official	April – May and Sept – Oct	\$20/game	\$30/game
Youth Softball Official	May - July	\$40/game	\$50/game
Youth Hoops Official	Jan – Mar	Cross Court: \$30/game	Cross Court: \$35/game
		Full Court: \$20/game	Full Court: \$30/game
Adult Softball Official	Apr – Oct	\$20 1 umpire per game	\$25 1 umpire per game
		\$15 2 umpires per game	\$20 2 umpires per
Adult Basketball Official	Nov – Mar	\$22/game	\$32/game
Adult Volleyball Official	Sept – April	\$17/game	\$17/game
Adult Soccer –Head Official	Sept – April	\$45/game	\$55/game
Adult Soccer – Assistant Official	Sept – April	\$30/game	\$40/game

Champaign Park District
2019 Approved Seasonal and PartTime Wages`

PART-TIME POSITIONS

Department/ Division	Job Title	2019-20 Hourly Pay Rate	2019-20 Pay Rate Cap	Pay Range Depending on Qualifications	
Afterschool					
	Afterschool Program Director	\$11.25	\$13.25		
	Afterschool Assistant Director	\$10.25	\$12.25		
	Afterschool Leader/Schools Out Leader/Supervised Play Time Leader	\$9.75	\$11.75		
Cultural Arts					
	Dance Instructor			\$12.00 to \$25.00 (DOQ)	
	Special Interest Instructor	Paid on a per class basis, a percentage of class fees			
	Pottery Instructor			\$12.00 to \$20.00 (DOQ)	
	Pottery Supervisor	\$15.00	\$18.00		
Facilities					
	Building Openers	\$10.00	\$13.00		
	Receptionist	\$10.00	\$13.00		
	Building Service Workers	\$10.00	\$13.00		
	Recreation Leaders/Site Supervisors	\$9.50	\$12.50		
Marketing					
	Graphic Artist (formerly Marketing Assistant)			\$12.00 to \$20.00 (DOQ)	
Operations					
	Horticulture Worker I	\$11.00	\$13.00		
	Horticulture Worker II	\$12.00	\$14.00		
	Natural Areas Worker I	\$11.00	\$13.00		
	Natural Areas Worker II	\$12.00	\$14.00		
	Operations Worker I	\$11.00	\$13.00		
	Operations Worker II	\$12.00	\$14.00		
	Sports Field Worker I	\$11.00	\$13.00		
	Sports Field Worker II	\$12.00	\$14.00		
Preschool					
	Preschool Instructor	\$10.00	\$13.00		
Virginia Theatre					
	Concessions Worker	\$8.25	\$10.25	\$8.50	\$10.50
	Box Office Receptionist	\$10.25	\$13.25	\$10.25	\$13.25

Champaign Park District
2019-20 Approved Seasonal and Part-Time

PART TIME POSITIONS

Department/ Division	Job Title	2019-20 Hourly Pay Rate	2019-20 Pay Rate Cap	Pay Range Depending on Qualifications
50 Plus! Seniors Programs				
	Senior Recreation Leader	\$9.75	\$11.75	
Sports				
	Sports Assignor	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			\$15.00 to \$25.00 (DOQ)
	Birthday Party Leader	\$9.25	\$11.25	
	Tennis Instructor			\$10.00 to \$25.00 (DOQ)
Technology				
	Technology Specialist			\$15.00 to \$25.00 (DOQ)

Seasonal positions do not exceed six months (1000 hours) duration for any single employee.
The minimum wage changes for 2019-20 are being discussed in Illinois legislature, it may increase during the year. Current minimum wage is \$8.25/hour

CHAMPAIGN PARK DISTRICT

Salary Classification FY 19-20

POSITION CLASSIFICATION	FY18-19 STARTING WAGE RANGE	FY18-19 WAGE \$0\$,,080	FY19-20 STARTING WAGE RANGE	FY19-20 WAGE \$0\$,,080		
CLASSIFICATION I						
Building Service WRUNHU	\$12.24/hour (\$25,459)	\$20.28/hour (\$42,182.)	\$12.50/hour (\$26,000)	\$20.71/hour (\$43,077)		
Dance Arts Director *FT2	72		72			
Grounds Worker I	\$14.69/hour (\$30,555)		\$15.00/hour (\$31,200)			
Horticulture Worker I						
ODintenance Worker I						
Receptionist I *FT1 and FT2						
Special Projects Worker I						
Sports Field Worker I						
Trash/Recycling Worker - *FT2						
Youth Theatre Program Director						
CLASSIFICATION II						
Accounting Clerk *FT1 and FT2	\$13.04/hour (\$27,123)	\$21.08/hour (\$43,846)	\$13.31/hour (\$27,693)	\$21.52/hour (\$44,767)		
Administrative Assistant	72		72			
Box Office Manager - *FT2	\$15.39/hour (\$32,011)		\$15.71/hour (\$32,683)			
CUSR Receptionist						
Douglass Adult & Senior Coordinator						
Grounds Worker II						
Horticulture Worker II						
ODintenance Worker II						
Receptionist II						
Special Projects Worker II						
Sports Field Worker II						
VT Front Of House Coordinator						
CLASSIFICATION III						
Accounts Payable Coordinator	\$15.80/hour (\$32,864)		\$25.55/hour (\$53,144)		\$16.13/hour (\$33,554)	\$26.09/hour (\$54,267)
Adult Sports Coordinator	72	72				
Aquatics Coordinator	\$18.96/hour (\$39,436)	\$19.36/hour (\$40,269)				
Aquatics/Tennis Coordinator						
Building Service Worker Supervisor						
Cultural Arts Coordinator						
CUSR Adult Program Coordinator						
CUSR Athletics & Volunteer Coordinator						
CUSR Recreation Inclusion Coordinator						
Douglass Park Program Coordinator						
Fabricator *FT2						
Facility Coordinator						
Graphic Designer						

CHAMPAIGN PARK DISTRICT

Salary Classification FY 19-20

Grounds Specialist				
Horticulture Specialist				
Human Resources Coordinator				
Maintenance Specialist				
Marketing Administrative Coordinator				
Natural Areas Specialist				
Park Planner I				
Preschool Programs Supervisor				
Special Events/Volunteer Coordinator				
Special Project Specialist				
Sports Field Foreman				
Trade Specialist- ALL (Carpentry, Electrical, HVAC, Mechanic, Pools/Plumbing)				
VT Front-of-House Coordinator				
Youth Sports Coordinator				
CLASSIFICATION IV				
Cultural Arts Manager	\$17.77/hour (\$36,961)	\$28.74/hour (\$59,779)	\$18.14/hour (\$37,738)	\$29.34/hour (\$61,035)
CUSR Program Manager	72		72	
Douglass Park Manager	\$21.32/hour (\$44,346)		\$21.76/hour (\$45,261)	
Horticulture Specialist II				
Trade Specialists II ALL (Carpentry, Electrical, HVAC, Mechanic, Pools/Plumbing)				
LRC Facility Manager				
Park Planner II				
Risk Manager				
Special Events/Volunteer Manager				
VT Sales and Public Relations Manager				
VT Technical Manager				
CLASSIFICATION V				
Development Director	\$20.30/hour (\$42,224)	\$32.83/hour (\$68,286)	\$20.73/hour (\$43,118)	\$33.52/hour (\$69,722)
Head Tennis Professional	72		72	
Horticulture & Natural Areas Supervisor	\$24.36/hour (\$50,669)		\$24.87/hour (\$51,733)	
Maintenance/Grounds Supervisor				
Special Projects Supervisor				
DEPARTMENT DIRECTORS AND ASSISTANT DIRECTORS				
	Market	Market	Market	Market

Statistical Information¹

Total Population 88,029

Population Breakdown

Race and Hispanic Origin

White, not Hispanic	65.7 %
Black or African American	17.7 %
Asian	12.4 %
American Indian & Alaska Native	0.1 %
Native Hawaiian & Other Pacific Islander	- %
Two or more races	2.9 %
Hispanic or Latino	6.4 %

Age and Sex

Male	49.8 %
Female	48.8 %
Persons under 18	16.9 %
Persons 65 and over	8.9 %
Persons under 5	5.5 %

Income and Poverty (2012 - 2016)

Persons below Poverty Level	26.9
Median Household Income	44,638

Education

High School graduate or higher, % of persons age 25+	95.4
Bachelor's degree or higher, % of persons age 25+	51 %

Housing (2012 - 2016)

Owner-Occupied Housing Unit Rate	44.8 %
Median Value of owner occupied housing units	\$156,700
Median Gross Rent	\$904

Principal Taxpayers¹

Taxpayer	Type of Business	% of EAV
Champaign Market Place, LLC	Retail (Shopping Center)	1.43 %
Campus Property Management	Housing	0.99 %
Bankier Family	Developer	0.88 %
Illini North Development	Developer	0.65 %
Kraft Heinz Foods Co.	Manufacturer	0.62 %
Shapland Realty, LLC	Developer	0.60 %
JSM Management	Housing	0.59 %
Regency Consolidated	Developer	0.56 %
Edward Rose Development Co.	Developer	0.55 %

¹Source: U.S. Census Bureau Quick Facts report for City of Champaign, Illinois located www.census.gov

²Source: Champaign County Treasurer, Champaign, Illinois

Statistical Information¹

<u>Taxpayer</u>	<u>Type of Business</u>	<u>% of EAV</u>
C150II 310 E Springfield	Developer	0.48 %

¹Source: U.S. Census Bureau Quick Facts report for City of Champaign, Illinois located www.census.gov

²Source: Champaign County Treasurer, Champaign, Illinois

Employer and Employment Information³

Major Area Employers	Business or Product	# of Employees
University of Illinois	Post-Secondary Education	14,121
Carle Clinic Association & Carle Foundation Hospital	Healthcare	6,921
Community Unit School District No. 4	Education	1,933
Parkland Community College District No. 505	Post-Secondary Education	1,553
Kraft Foods	Food Product Manufacturing	942
Christie Clinic Association	Health Care	920
Presence Health / OSF Healthcare	Healthcare	774
Plastipak	Manufacturing	650
City of Champaign	Government	636
Busey Bank	Banking	477

Percent

Employment by Industry

Education, Health and Social Services	41.0 %
Entertainment, Recreation, Accommodation and Food Services	11.70 %
Retail and Wholesale Trade	10.20 %
Professional, Management and Administrative	9.20 %
Manufacturing	6.1 %
Finance, Insurance, Real Estate, Public Administration	5.70 %
Communications and Information	2.70 %
Construction	1.70 %
Other	11.70 %

Employment by Occupation

Management and Professional	46.40 %
Sales and Office Occupations	21.60 %
Service Occupations	19.60 %
Product, Transportation and Material Moving	8.90 %
Natural Resources Construction Maintenance	3.50 %

¹Source: Economic Development Corporation and Bureau of Labor Statistics



CHAMPAIGN PARK DISTRICT

CHAMPAIGN, ILLINOIS Parks, Trails & Recreation Facilities

2307 Sangamon Drive, Champaign, Illinois 61821
217-398-2550 • Fax: 217-398-2563 • Relay: 711
champaignparks.com

Facilities

- A Dodds Tennis Center** • 2802 Farber Drive • 217-352-6044
Six indoor courts, lessons, drill and plays, workouts
- B Hays Recreation Center** • 1311 W Church Street • 217-239-1152
Multi-purpose recreation center for preschool, CUSR, mature adults
- C Spalding Park Skatepark** • 805 N Elm Street • Open 7 days per week
18,000 square feet of concrete for skateboarders and inline skaters
- D Springer Cultural Center** • 301 N Randolph Street • 217-398-2376
A community resource for the visual and performing arts
- E Virginia Theatre** • 203 W Park Avenue • 217-356-9063
Historic performing arts and entertainment center accessible to all
- F Douglass Annex** • 804 N Fifth Street • 217-398-2572
Large activity room, computer lab, kitchen, lounge, pool table
- G Douglass Community Center** • 512 E Grove Street • 217-398-2573
Multi-purpose facility equipped with a full-size gymnasium and a stage
- H Kaufman Lake Boathouse** • 2612 W Springfield Avenue • 217-352-6044
Cozy lakeside room with fireplace
- I Bresnan Meeting Center** • 706 Kenwood Road
Park District administrative offices
- J Leonhard Recreation Center** • 2307 Sangamon Drive • 217-398-2550
Recreation center with gym, fitness, cardio/weight room, and indoor playground
- K Sholem Aquatic Center** • 2205 W Sangamon Drive • 217-398-2581
Family waterpark which has 2 pools with play features, a lazy river, and 3 slides
- L Prairie Farm** • 2202 W Kirby Avenue • 217-398-2583
Farm features traditional farm animals like sheep, cows, goats, horses, etc.
- M The Bicentennial Center** • 2212 W. Sangamon Drive • Home of The Cage

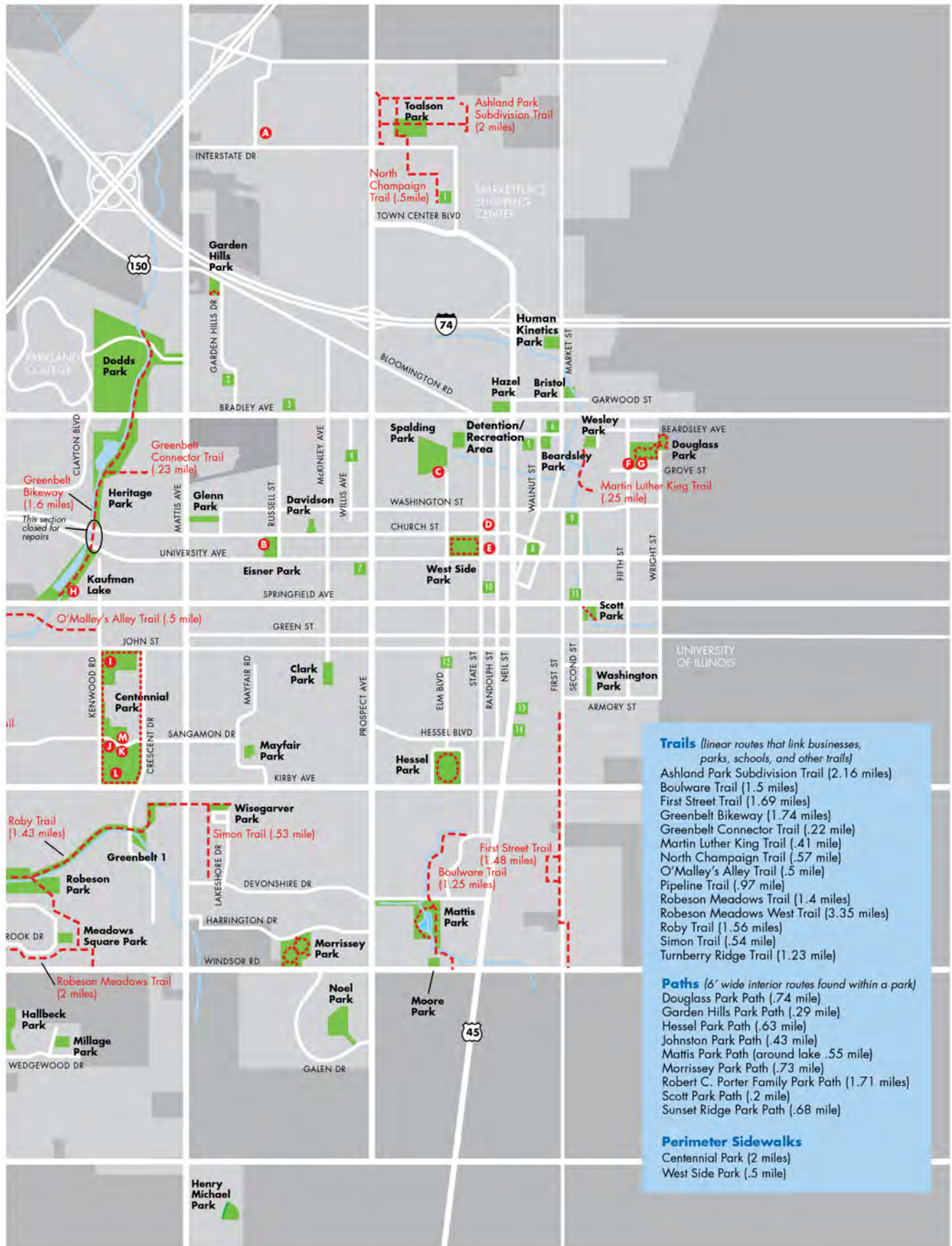
*Please direct all rental inquiries to 217-398-2591 or info@champaignparks.com.

Pocket Parks

- | | |
|-----------------------------|------------------------------|
| 1 Town Center Park | 8 Stampofski Park |
| 2 Citizen's Park | 9 Skelton Park |
| 3 Thompson Park | 10 Firefighter's Park |
| 4 Willis Park | 11 Helms Park |
| 5 Bannon Park | 12 Harris Park |
| 6 Bridgewater Park | 13 McCollum Park |
| 7 Trevett-Finch Park | 14 Hosier Park |

Champaign Park District Boundaries





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Ordinance #636

**BUDGET AND APPROPRIATION ORDINANCE
For the Year Ended 2020**

**AN ORDINANCE ADOPTING THE COMBINED
ANNUAL BUDGET AND APPROPRIATION OF
FUNDS FOR THE CHAMPAIGN PARK DISTRICT
CHAMPAIGN COUNTY, ILLINOIS**

**FOR THE FISCAL YEAR BEGINNING ON THE
FIRST (1) DAY OF MAY 2019, AND ENDING ON THE THIRTIETH DAY (30th) OF APRIL 2020**

**BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE CHAMPAIGN PARK
DISTRICT, CHAMPAIGN COUNTY, ILLINOIS:**

SECTION 1. It is hereby found and determined:

- (a) This Board has heretofore caused to be prepared a combined Annual Budget and Appropriation in tentative form, which Ordinance will be conveniently available for public inspection for at least 30 days prior to final action thereon; and
- (b) A public hearing will be held at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, on the 24th day of July 2019 on said Ordinance, notice of said hearing having been given by publication in the Champaign News Gazette, being a newspaper published within the District, at least one week prior to such hearing; and
- (c) That all other legal requirements for the adoption of the Annual Budget and Appropriation of this Park District for the fiscal year beginning May 1, 2019 and ending April 30, 2020 have heretofore been performed.

Section 2. The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first (1st) day of May 2019 and ending the thirtieth (30th) day of April 2020.

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning May 1, 2019 and ending April 30, 2020 for the respective purposes set forth.

All unexpended balances of the appropriations for the fiscal year ended April 30, 2019 and prior years are hereby specifically re-appropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriated, shall constitute the general corporate fund and shall first be placed to credit of such fund.

Section 3. The following determinations have been made and are hereby made a part of the aforesaid budget:

An estimate of the cash on hand at the beginning of the fiscal year is expected to be \$23,481,058.

An estimate of the cash expected to be received during the fiscal year from all sources is \$24,376,267.

An estimate of the expenditures and transfers contemplated for the fiscal year is \$26,842,032.

An estimate of the cash expected to be on hand at the end of the first year is \$21,015,293.

An estimate of the amount of taxes to be received during the fiscal year is \$12,980,193.

Section 4. The receipts and revenues of the Champaign Park District derived from sources other than taxation and not specifically appropriated, and all unexpended balances from the preceding

Ordinance #636

**BUDGET AND APPROPRIATION ORDINANCE
For the Year Ended 2020**

**AN ORDINANCE ADOPTING THE COMBINED
ANNUAL BUDGET AND APPROPRIATION OF
FUNDS FOR THE CHAMPAIGN PARK DISTRICT
CHAMPAIGN COUNTY, ILLINOIS
FOR THE FISCAL YEAR BEGINNING ON THE**

FIRST (1) DAY OF MAY 2019, AND ENDING ON THE THIRTIETH DAY (30th) OF APRIL 2020

fiscal year not required for the purposes for which they were appropriated and levied, shall constitute the General Corporate Fund and shall first be placed to credit of such fund.

Section 5. All ordinances or parts of ordinances conflicting with any of the provisions of this ordinance be, and the same, are hereby repealed to the extent of such conflict. If any item or portion thereof of this budget and appropriation ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portion of this ordinance.

Section 6. This ordinance shall be full force and effective immediately upon its passage.

Passed this 24th day of July 2019.

AYES:

NAYS:

ABSENT:

ABSTAIN:

[SEAL]

CHAMPAIGN PARK DISTRICT

By

Craig W. Hays, Board President

ATTEST:

Cindy Harvey, Board Secretary

Ordinance No. 636
Budget & Appropriations Totals by Fund
May 1,2019 through April 30, 2020

Fund	Description	2019-20	
		Final Budget	
01	General	\$ 7,088,673	\$ 7,477,790
02	Recreation	3,691,200	3,941,230
03	Museum	2,693,833	2,871,010
04	Liability Insurance	392,774	419,730
06	IMRF FUND	294,000	320,460
08	Audit Fund	24,300	24,543
09	Paving And Lighting Fund	88,000	90,900
11	Activity And Affiliates Fund	20,044	21,430
12	Special Donations Fund	65,400	70,510
14	Social Security Fund	417,150	458,870
15	Special Recreation Fund	1,761,932	1,832,312
16	Capital Improvements Fund	6,145,992	6,451,780
19	Police Protection	18,540	20,000
21	Bond Amortization Fund	1,167,900	1,191,260
22	Bond Proceeds Fund	1,116,630	1,143,460
24	Land Acquisition Fund	-	650,000
25	Park Development Fund	415,500	423,810
26	Trails And Pathways Fund	248,500	252,230
27	Martens Center Capital Fund	1,191,664	1,270,830
	Appropriations - All Funds	<u>\$ 26,842,032</u>	<u>\$ 28,932,155</u>

Ordinance No. 636
Budget & Appropriations Details by Fund
May 1, 2019 through April 30, 2020

Account	Description	2019-20 Budget	Appropriations
Fund 01 - GENERAL			
Salaries and Wages			
70001	Executive Director	138,500	141,300
70101	Department Head	474,608	484,100
70301	Office Staff/Support	343,060	349,900
70501	Managers/Supervisors	316,108	322,400
70601	Operations Staff	852,055	869,100
70901	Building Service Worker	31,635	32,300
71001	Program/Facility Dir	48,626	49,600
80303	PT Office Staff/Support	33,482	36,830
80903	PT Building Service Worker	782	860
82703	PT Seasonal Staff	248,103	272,910
	Salaries and Wages	2,486,959	2,559,300
Fringe Benefits			
53132	Dental Insurance	10,621	11,470
53133	Medical Health Insurance	309,550	334,310
53134	Life Insurance	7,600	8,210
53137	Employee Assistance Program	1,586	1,710
83003	Allowances/Reimbursements	42,555	45,960
	Fringe Benefits	371,912	401,660
Contractual			
54201	Postage And Mailing	4,127	4,500
54202	Printing And Duplicating	9,436	10,200
54204	Staff Meetings	1,183	1,300
54205	Legal Publications/Notices	7,089	7,700
54206	Advertising/Publicity	27,920	30,200
54207	Staff Training	13,998	15,100
54208	Memberships, Dues And Fees	19,420	21,000
54209	Conference And Travel	22,232	24,000
54210	Board Expense	7,600	8,200
54212	Attorney Fees	166,860	183,500
54214	Architect And Engineering Fees	25,310	27,800
54215	Professional Fees	124,582	134,500
54234	Landfill Fees	32,332	35,600
54236	Auto Allowance	310	330
54241	Vehicle Repair	11,554	12,500
54242	Equipment Repair	5,361	5,800
54245	Building Repair	8,472	9,100
54250	Equipment Rental	8,602	9,300
54253	Pest Control	864	900
54254	Service Contracts	56,299	60,800
54255	License And Fees	19,931	21,500
54260	Service Contracts-Facilities	11,542	12,500
54261	Service Contracts-Grounds	40,758	44,000
54263	Contractual Mowing	171,277	185,000
54264	Cell Phone Expense	7,313	7,900
54265	Subscriptions	864	900
54270	Personnel Costs	25,090	27,100

Ordinance No. 636
Budget & Appropriations Details by Fund
May 1, 2019 through April 30, 2020

Account	Description	2019-20 Budget	Appropriations
54275	Health And Wellness	4,500	4,900
54280	Other Contractual Services	22,600	24,400
54291	Park And Recreation Excellence	2,300	2,500
59412	Property/Sales Tax	294	300
59414	Credit Card Fees	620	700
Contractual		860,640	934,030
Commodities/Supplies			
55301	Office Supplies	11,021	11,900
55302	Envelopes And Stationary	2,270	2,500
55303	Duplicating Supplies	1,850	2,000
55304	Checks And Bank Supplies	1,340	1,400
55305	Photographic Supplies	278	300
55307	Books And Manuscripts	456	500
55308	First Aid/Medical Supplies	4,635	5,000
55309	Safety Supplies	7,416	8,000
55315	Staff Uniforms	18,063	19,500
55316	Participant Uniforms	2,572	2,800
55320	Building Maintenance Supplies	19,121	20,700
55321	Landscape Supplies	23,085	24,900
55322	Cleaning /Janitorial Supplies	8,011	8,700
55323	Playground Maintenance Supplies	6,020	6,500
55324	Prescribed Burn Supplies	766	800
55325	Equipment And Tools	20,119	21,700
55326	Shop Equipment And Supplies	7,416	8,000
55327	Vehicle/Equipment Repair Parts	27,334	29,500
55328	Amenity Maintenance Supplies	7,048	7,600
55329	Office/ Equipment Value <\$10000	10,100	10,900
55330	Gas,Fuel,Grease And Oil	52,449	56,600
55331	Chemicals	15,812	17,100
55332	Paints	788	900
55333	Plant Materials	124,040	134,000
55348	Flowers And Cards	309	300
55349	Plaques, Awards And Prizes	3,692	4,000
55350	Recreation/Program Supplies	4,195	4,500
55352	Fish Restocking	2,060	2,200
55354	Food Supplies	2,684	2,900
Commodities/Supplies		384,950	415,700
Utilities			
56230	Sanitary Fees And Charges	12,919	14,500
56231	Gas And Electricity	46,871	53,900
56232	Water	57,576	66,200
56233	Telecomm Expense	38,346	41,400
Utilities		155,712	176,000
Routine/Periodic Maintenance			
58001	Periodic Maintenance	15,500	15,800
58002	Routine Maintenance	163,000	166,300
Routine/Periodic Maintenance		178,500	182,100

Ordinance No. 636
Budget & Appropriations Details by Fund
May 1, 2019 through April 30, 2020

Account	Description	2019-20 Budget	Appropriations
Transfers to Other Funds			
59409	Transfers To Other Funds	2,650,000	2,809,000
Appropriations - Fund 01		7,088,673	7,477,790
Fund 02 - RECREATION			
Salaries and Wages			
70101	Department Head	44,580	45,500
70301	Office Staff	130,270	132,900
70501	Managers/Supervisors	194,410	198,300
70601	Operations Staff	69,093	70,500
70901	Custodial	43,890	44,800
71001	Program/Facility Dir.	318,773	325,100
80303	Pt Office Staff/Support	116,720	119,100
80903	Pt Custodial	40,780	44,900
81003	Pt Program Director/supervisor	79,780	87,800
81103	Pt Sports Official	25,115	27,600
81303	Pt Assistant Director/supervisor	103,860	114,200
81403	Pt Instructor	157,600	173,400
81503	Pt General Staff	100,880	111,000
81703	Pt Day Camp Staff/life Guard	412,790	454,100
81803	Pt Site Supervisor	31,690	34,900
81903	PT Building/Park Openers	5,220	5,700
82703	PT Seasonal Staff	39,320	43,300
Salaries and Wages		1,914,771	2,033,100
Fringe Benefits			
53132	Dental Insurance	5,460	5,900
53133	Medical Health Insurance	124,220	134,160
53134	Life Insurance	2,450	2,650
53137	Employee Assistance Program	640	690
83003	Allowances/Reimbursements	13,550	14,630
Fringe Benefits		146,320	158,030
Contractual			
54201	Postage And Mailing Expense	19,310	20,900
54202	Printing And Duplicating	39,810	43,000
54204	Staff Meetings	380	400
54205	Legal Publications/notices	360	400
54206	Advertising/Publicity	7,490	8,100
54207	Staff Training	17,870	19,300
54208	Memberships, Dues And Fees	13,480	14,600
54209	Conference And Travel	9,030	9,800
54215	Professional Fees	2,580	2,800
54234	Landfill Fees	1,590	1,700
54236	Auto Allowance	550	600
54241	Vehicle Repair	8,930	9,600
54242	Equipment Repair	25,570	27,600
54245	Building Repair	32,750	35,400

Ordinance No. 636
Budget & Appropriations Details by Fund
May 1, 2019 through April 30, 2020

Account	Description	2019-20 Budget	Appropriations
54250	Equipment Rental	3,400	3,700
54251	Rental Facilities	3,810	4,100
54253	Pest Control	3,380	3,700
54254	Service Contracts	9,830	10,600
54255	License And Fees	870	900
54260	Service Contracts-Facilities	40,424	43,700
54261	Service Contracts-Grounds	5,150	5,600
54264	Cell Phone Expense	2,410	2,600
54265	Subscriptions	1,420	1,500
54280	Other Contractual Services	7,430	8,000
54281	Contractual Personnel	50,740	54,800
54285	Contractual Entertainment	620	700
54299	Field/Special Trips	63,831	68,900
59412	Property/Sales Tax	10,630	11,500
59414	Credit Card Fees	46,170	49,900
Contractual		429,815	464,400
Commodities/Supplies			
55301	Office Supplies	4,720	5,100
55303	Duplicating Supplies	1,700	1,800
55307	Books And Manuscripts	790	900
55308	First Aid Supplies	2,880	3,100
55315	Staff Uniforms	13,005	14,000
55316	Participant Uniforms	17,424	18,800
55320	Building Maintenance Supplies	39,340	42,500
55321	Landscape Supplies	11,120	12,000
55322	Cleaning /janitorial Supplies	15,460	16,700
55325	Equipment And Tools	3,190	3,400
55327	Vehicle/equip Repair Parts	5,260	5,700
55329	Office Equipment Value <\$10000	16,000	17,300
55330	Fuel Purchases	11,050	11,900
55331	Chemicals	44,530	48,100
55332	Paints	8,550	9,200
55333	Plant Materials	5,500	5,900
55348	Flowers And Cards	80	90
55349	Plaques, Awards And Prizes	18,010	19,500
55350	Recreation/program Supplies	69,367	74,900
55354	Food Supplies	21,350	23,100
55360	Merchandise For Resale	62,685	67,700
Commodities/Supplies		372,011	401,690
Utilities			
56230	Sanitary Fees And Charges	8,650	9,900
56231	Gas And Electricity	252,667	290,600
56232	Water	84,376	97,000
56233	Telecomm Expense	17,090	19,700
Utilities		362,783	417,200
Routine/Periodic Maintenance			
58001	Periodic Maintenance	55,500	56,610
58002	Routine Maintenance	10,000	10,200

Ordinance No. 636
Budget & Appropriations Details by Fund
May 1, 2019 through April 30, 2020

Account	Description	2019-20 Budget	Appropriations
Routine/Periodic Maintenance		65,500	66,810
Transfers to Other Funds			
59409	Transfers To Other Funds	400,000	400,000
Appropriations - Fund 02		3,691,200	3,941,230
Fund 03 - MUSEUM			
Salaries and Wages			
70101	Department Head	110,374	112,600
70301	Office Staff/Support	93,168	95,000
70501	Managers/Supervisors	156,188	159,300
70901	Custodial	38,958	39,700
71001	Program/Facility Dir.	147,959	150,900
71401	Instructor	32,682	33,300
80303	Pt Office Staff/Support	68,550	75,410
80903	PT Building Service Worker	7,911	8,700
81003	PT Program Director/Supervisor	11,825	13,010
81303	PT Assistant Director/Supervisor	28,004	30,800
81403	PT Instructor	64,239	70,660
81503	PT General Staff	53,941	59,340
81703	Pt Day Camp Staff/life Guard	73,567	80,920
82503	Pt Vt House Staff	46,350	50,990
82504	Pt Vt House Staff Ot	6,260	6,890
82603	PT VT Rental Staff	72,100	79,310
82604	PT VT Rental Staff Ot	13,910	15,300
Salaries and Wages		1,025,986	1,082,130
Fringe Benefits			
53132	Dental Insurance	3,280	3,610
53133	Medical Health Insurance	88,190	97,010
53134	Life Insurance	1,720	1,890
53137	Employee Assistance Program	330	360
83003	Allowances/Reimbursements	10,050	11,060
Fringe Benefits		103,570	113,930
Contractual			
54201	Postage And Mailing	16,626	17,960
54202	Printing And Duplicating	45,942	49,620
54204	Staff Meetings	160	170
54205	Legal Publications/Notices	100	110
54206	Advertising/Publicity	58,769	63,470
54207	Staff Training	440	480
54208	Memberships, Dues And Fees	1,985	2,140
54209	Conference And Travel	4,760	5,140
54215	Professional Fees	2,320	2,510
54220	Insurance Expense	960	1,040
54234	Landfill Fees	5,740	6,200

Ordinance No. 636
Budget & Appropriations Details by Fund
May 1, 2019 through April 30, 2020

Account	Description	2019-20 Budget	Appropriations
54242	Equipment Repair	7,590	8,200
54245	Building Repair	18,580	20,070
54250	Equipment Rental	109,425	118,180
54251	Rental Facilities	30,154	32,570
54253	Pest Control	1,490	1,610
54254	Service Contracts	4,890	5,280
54255	License And Fees	8,455	9,130
54260	Service Contracts-facilities	52,457	56,650
54265	Subscriptions	122	130
54280	Other Contractual Services	66,135	71,430
54281	Contractual Personnel	39,160	42,290
54285	Contractual Entertainment	341,142	368,430
54299	Field/special Trips	2,760	2,980
59412	Property/sales Tax	9,270	10,010
59414	Credit Card Fees	56,750	61,290
Contractual		886,182	957,090
Commodities/Supplies			
55301	Office Supplies	2,530	2,730
55302	Envelopes And Stationary	580	630
55303	Duplicating Supplies	1,040	1,120
55305	Photographic Supplies	10	10
55307	Books And Manuscripts	220	240
55308	First Aid/Medical Supplies	1,160	1,250
55315	Staff Uniforms	930	1,000
55316	Participant Uniforms	3,010	3,250
55320	Building Maintenance Supplies	17,690	19,460
55322	Cleaning /Janitorial Supplies	8,560	9,240
55327	Vehicle/Equipment Repair Parts	1,030	1,110
55329	Office/ Equipment Value <\$10000	6,840	7,520
55330	Gas,Fuel,Grease And Oil	1,600	1,730
55348	Flowers And Cards	13	10
55349	Plaques, Awards And Prizes	3,260	3,520
55350	Recreation/Program Supplies	49,940	53,940
55351	Animal Supplies	3,160	3,410
55354	Food Supplies	34,062	36,790
55355	Animal Feed	6,990	7,550
55360	Merchandise For Resale	37,110	40,080
Commodities/Supplies		179,735	194,590
Utilities			
56230	Sanitary Fees And Charges	3,117	3,580
56231	Gas And Electricity	118,434	136,200
56232	Water	23,253	26,740
56233	Telephone Expense	13,227	15,210
Utilities		158,031	181,730
Routine/Periodic Maintenance			
58001	Periodic Maintenance	60,329	61,540
Transfers to Other Funds			
59409	Transfers To Other Funds	280,000	280,000

Ordinance No. 636
Budget & Appropriations Details by Fund
May 1, 2019 through April 30, 2020

Account	Description	2019-20 Budget	Appropriations
Appropriations - Fund 03		2,693,833	2,871,010
Fund 04 - LIABILITY INSURANCE			
Salaries and Wages			
70501	Managers/Supervisors	50,132	51,100
Fringe Benefits			
53132	Dental Insurance	353	380
53133	Medical Health Insurance	7,627	8,240
53134	Life Insurance	177	190
83003	Allowances/Reimbursements	844	910
Fringe Benefits		9,001	9,720
Contractual			
54207	Staff Training	1,597	1,720
54209	Conference And Travel	1,900	2,050
54255	License And Fees	2,090	2,260
54281	Contractual Personnel	1,440	1,560
Contractual		7,027	7,590
Commodities/Supplies			
55306	Cpr Books And Supplies (Tort Fund)	5,832	6,300
55307	Books And Manuscripts	280	300
55309	Safety Supplies	1,084	1,190
55329	Office/ Equipment Value <\$10000	7,230	7,810
Commodities/Supplies		14,426	15,600
Insurance			
57131	Workers Compensation	94,170	102,650
57137	Unemployment Premium	18,540	20,210
57220	Liability Insurance	39,583	43,150
57222	Employment Practices	17,900	19,510
57224	Property Insurance	77,250	84,200
Insurance		247,443	269,720
Capital Outlay			
61515	Repair Projects And Equipment	64,745	66,000
Appropriations - Fund 04		392,774	419,730
Fund 06 - IMRF FUND			
Fringe Benefits			
53135	IMRF Payments	294,000	320,460
Appropriations - Fund 06		294,000	320,460

Ordinance No. 636
Budget & Appropriations Details by Fund
May 1, 2019 through April 30, 2020

Account	Description	2019-20 Budget	Appropriations
Fund 08 - AUDIT FUND			
Fringe Benefits			
54217	Audit Expenses	24,300	24,543
Appropriations - Fund 08		24,300	24,543
Fund 09 - PAVING AND LIGHTING FUND			
Routine/Periodic Maintenance			
58002	Routine Maintenance	38,000	39,900
Capital Outlay			
61508	Park Construction/Improvements	50,000	51,000
Appropriations - Fund 09		88,000	90,900
Fund 11 - ACTIVITY AND AFFILIATES FUND			
Contractual			
54250	Equipment Rental	460	470
		460	470
Commodities/Supplies			
55309	Safety Supplies	13,000	14,040
55348	Flowers And Cards	475	500
55349	Plaques, Awards And Prizes	489	510
55350	Recreation/Program Supplies	1,120	1,180
55354	Food Supplies	4,500	4,730
		19,584	20,960
Appropriations - Fund 11		20,044	21,430
Fund 12 - SPECIAL DONATIONS FUND			
Contractual			
54292	Scholarships	61,400	66,310
59415	Transfer To Parks Foundation-Restricted	4,000	4,200
		65,400	70,510
Appropriations - Fund 12		65,400	70,510
Fund 14 - SOCIAL SECURITY FUND			
Fringe Benefits			
53136	FICA Payments	417,150	458,870

Ordinance No. 636
Budget & Appropriations Details by Fund
May 1, 2019 through April 30, 2020

Account	Description	2019-20 Budget	Appropriations
Appropriations - Fund 14		417,150	458,870
Fund 15 - SPECIAL RECREATION FUND			
Salaries and Wages			
70301	Office Staff/Support	31,200	31,820
70501	Managers/Supervisors	45,320	46,230
71001	Program/Facility Director	105,110	107,210
80303	PT Office Staff/Support	980	1,040
81003	Pt Program Director/Supervisor	32,980	34,960
81403	Instructors/overnight Staff	6,390	6,770
81503	PT - Inclusion Aids ADA	61,140	64,810
81703	Pt Day Camp Staff/life Guard	171,550	181,840
		454,670	474,680
Fringe Benefits			
53132	Dental Insurance	2,580	2,730
53133	Medical Health Insurance	38,160	40,450
53134	Life Insurance	590	630
53135	IMRF Payments	12,000	12,720
53136	FICA Payments	32,290	34,230
53137	Employee Assistance Program	180	190
83003	Allowances/Reimbursements	100	110
		85,900	91,060
Contractual			
54201	Postage And Mailing	2,170	2,300
54202	Printing And Duplicating	5,430	5,760
54204	Staff Meeting	580	610
54205	Legal Publications/notices	1,760	1,870
54206	Advertising/publicity	2,780	2,950
54207	Staff Training	2,860	3,030
54208	Memberships, Dues And Fees	1,540	1,630
54209	Conference And Travel	4,500	4,770
54212	Attorney Fees	2,580	2,730
54236	Auto Allowance	650	690
54241	Vehicle Repair	1,550	1,640
54250	Equipment Rental	80	80
54251	Rental Facilities	31,692	33,590
54254	Service Contracts	4,330	4,590
54264	Cell Phone Expense	380	400
54265	Subscriptions	250	270
54280	Other Contractual Services	2,273	2,410
54281	Contractual Personnel	5,170	5,480
54285	Contractual Entertainment	920	980
54299	Field/special Trips	25,870	27,420
59414	Credit Card Fees	2,270	2,410
		99,635	105,610

Ordinance No. 636
Budget & Appropriations Details by Fund
May 1, 2019 through April 30, 2020

Account	Description	2019-20 Budget	Appropriations
Commodities/Supplies			
55301	Office Supplies	570	600
55302	Envelopes And Stationary	480	510
55303	Duplicating Supplies	410	430
55315	Staff Uniforms	2,060	2,180
55316	Participant Uniforms	1,690	1,790
55322	Cleaning/janitorial Supplies	170	180
55327	Vehicle/equipment Repair Parts	960	1,020
55329	Office/ Equipment Value <\$10000	2,400	2,540
55330	Gas,fuel,grease And Oil	7,420	7,870
55348	Flowers And Cards	30	30
55349	Plaques, Awards And Prizes	3,600	3,820
55350	Recreation/program Supplies	6,745	7,150
55354	Food Supplies	13,265	14,060
		<u>39,800</u>	<u>42,180</u>
Utilities			
Insurance			
57131	Workers Compensation	3,310	3,710
57220	Liability Insurance	3,090	3,460
57222	Employment Practices	970	1,090
57224	Property Insurance	5,930	6,640
		<u>13,300</u>	<u>14,900</u>
Routine/Periodic Maintenance			
58003	ADA Non-Capital Expenditures	18,200	18,382
Capital Outlay			
61508	CPD - ADA	874,607	892,100
61509	UPD Capital ADA	175,820	193,400
		<u>1,050,427</u>	<u>1,085,500</u>
Appropriations - Fund 15		<u>1,761,932</u>	<u>1,832,312</u>
Fund 16 - CAPITAL IMPROVEMENTS FUND			
Contractual			
54202	Printing And Duplicating	2,037	2,080
54215	Professional Services	4,844	5,090
Capital Outlay			
61504	Vehicles / Equipment	100,000	102,000
61508	Park Construction/Improvements	5,894,888	6,189,630
61515	Repair Projects And Equipment	69,500	72,980
		<u>6,064,388</u>	<u>6,364,610</u>
Transfers to Other Funds			
59409	ansfers To Other Funds	<u>74,723</u>	<u>80,000</u>

Ordinance No. 636
Budget & Appropriations Details by Fund
May 1, 2019 through April 30, 2020

Account	Description	2019-20 Budget	Appropriations
Appropriations - Fund 16		6,145,992	6,451,780
Fund 19 - POLICE PROTECTION			
Contractual			
54281	Contractual Personnel	18,540	20,000
Appropriations - Fund 19		18,540	20,000
Fund 21 - BOND AMORTIZATION FUND			
Transfer To Other Funds			
59409	Transfers To Other Funds	1,167,900	1,191,260
Appropriations - Fund 21		1,167,900	1,191,260
Fund 22 - BOND PROCEEDS FUND			
Contractual			
54215	Professional Fees	3,530	3,600
Capital Outlay			
61504	Vehicles / Equipment	90,000	90,900
61508	Park Construction/Improvements	424,500	437,240
61515	Repair Projects And Equipment	32,000	32,960
		546,500	561,100
Debt Service Principal			
59405	Bond Redemption	445,000	445,000
Debt Service Interest/Fees			
59407	Interest Expense	121,600	133,760
Appropriations - Fund 22		1,116,630	1,143,460
Fund 24 - LAND ACQUISITION FUND			
Capital Outlay			
61504	Land Acquisition	-	650,000
Appropriations - Fund 24		-	650,000
Fund 25 - PARK DEVELOPMENT FUND			
Capital Outlay			
61508	Park Construction/Improvements	415,500	423,810
Appropriations - Fund 25		415,500	423,810

Ordinance No. 636
Budget & Appropriations Details by Fund
May 1, 2019 through April 30, 2020

<u>Account</u>	<u>Description</u>	<u>2019-20 Budget</u>	<u>Appropriations</u>
Fund 26 - TRAILS AND PATHWAYS FUND			
Capital Outlay			
61508-???????	Park Construction/Improvements	248,500	252,230
Appropriations - Fund 26		248,500	252,230
Fund 27 - MARTENS CENTER CAPITAL FUND			
Contractual			
54202	Printing And Duplicating	1,000	1,100
54212	Attorney Fees	1,200	1,320
54214	Architect And Engineering Fees	60,000	66,000
54215	Professional Fees	9,000	9,900
		71,200	78,320
Capital Outlay			
61508	Park Construction/Improvements	720,464	792,510
61520	Land Acquisition/Development	400,000	400,000
		1,120,464	1,192,510
Appropriations - Fund 27		1,191,664	1,270,830

FILED

JUL 31 2019

Devin Ammons
CHAMPAIGN COUNTY CLERK

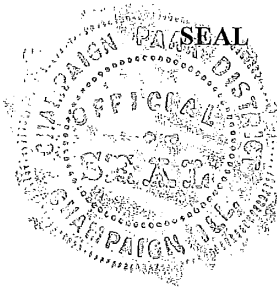
CERTIFICATION OF ESTIMATE
OF REVENUE
FISCAL YEAR 2020

I, Donna Lawson, do hereby certify that I am the duly qualified Treasurer of the Champaign Park District and the Chief Fiscal Officer of said Park District. As such officer I do further certify that the revenues, by source, anticipated to be received by the Park District in the fiscal year beginning May 1, 2019 and ending on April 30, 2020 are estimated to be as follows:

ESTIMATE OF REVENUE

<u>SOURCE</u>	<u>AMOUNT</u>
Real Estate Taxes	\$12,980,193
Personal Property Replacement Tax	193,810
Interest Earned	484,361
Contributions/Sponsorships	1,453,214
Concessions/Merchandise	255,580
Grants – Capital	937,500
Program & Rental Fees	3,042,521
Bond Receipts (Reflected as Transfer)	1,167,900
Special Receipts/Other	456,465
Transfers To Other Funds	<u>3,404,723</u>
Total	<u>\$24,376,267</u>

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Champaign Park District this 24th day of July, 2019.



Donna Lawson
Donna Lawson, Treasurer, Chief Financial Officer

CHAMPAIGN PARK DISTRICT

2019 TO 2022
STRATEGIC
PLAN

*Maintaining Standards while
Striving for Excellence*



**CHAMPAIGN
PARK DISTRICT**

Adopted by Board of Commissioners
May 2019



Mission, Vision & Values

Mission Statement: 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.

Vision Statement: The Vision of the Champaign Park District is to provide the community with parks, trails, facilities, and programs to promote their pursuit of wellness and healthy living.

Values

Important, shared principles that guide our organization's daily actions

1. *Stewardship*

- We conduct our business fairly, transparently and with integrity.
- We are fiscally responsible to our residents.
- We strive to offer affordable programs and services for all residents.
- We enhance natural resources and promote good conservation and stewardship practices.
- We provide opportunities for health and wellness for our residents.
- We strive to provide equal access for all users to all of our parks, facilities and programs.
- We value and reward honest and forthright employees who provide excellent customer service and stewardship of public resources.
- We care for the valuable resources we have in our people and places.

2. *Organizational Excellence*

- We know and respect our roles and responsibilities and work together to accomplish our goals.
- We encourage all residents to participate in planning, designing, and advocating for parks and recreation.
- We recognize that being good is simply not good enough.
- We promote staff development.
- We follow best practices in providing quality parks, recreation, and cultural arts.
- We assure safety through a comprehensive risk management program.

3. Innovation

- We value employees who present creative and proactive solutions to challenges.
- We encourage doing things differently, progressively, creatively and with an entrepreneurial spirit.
- We are adaptable and value our ability to anticipate, influence and embrace change.
- We encourage new ideas that lead to responsible solutions.

4. Customer Service

- We offer consistent, customer-focused service across the organization.
- We strive to say YES to our customers when the request falls within our mission and vision.
- We actively seek and value customer feedback.
- We care about our customers and team members.
- We provide exceptional support to our employees and patrons.

5. Diversity

- We provide quality parks, programs, and services that meet the diverse needs of all ages and abilities in our community.
- We embrace the diversity of our team.
- We value diversity in all its forms and actively seek people with different perspectives and experiences.
- We encourage inclusion.
- We strive to offer a variety of opportunities for everyone.

6. Collaboration

- We collaborate with other agencies and groups throughout the community to accomplish our goals.
- We focus on building a better community every day.

Our Workplace Culture

FUN: Staff look forward to coming to work and enjoy what they do.

SUPPORTIVE: Staff support and care about each other like family and help make each other's job easier.

CREATIVE: Unafraid of failure, staff are willing to try new ideas and programs without risk and find ways to say "yes" to the requests that fall within our mission and vision.

PROFESSIONAL: As leaders in the parks and recreation field, staff demonstrate professionalism in the workplace every day.

PERSONABLE: Staff are likeable, courteous, easy to work with and deliver excellent customer service.

PROACTIVE: Staff do not have to be told what to do; they take initiative to get things done.

Strategic Initiatives

1. **Marketing** - Provide transparent, accurate, and timely information to the community through delivery of integrated marketing activities.
2. **Finance** - Build a responsive, financially sustainable District by aligning resources to community needs.
3. **Human Resources, Risk Management and Technology** - Provide exceptional service and resources to keep employees safe, empowered, and engaged. Provide park and facility users with a safe environment. Enhance the employee and park user experience through innovative technology.
4. **Operations** - Provide safe, distinctive and well-maintained parks, facilities, programs, and trails.
5. **Planning** - Develop facility, park, and trail plans that align resources with community needs.
6. **Recreation** - Deliver innovative and customer-focused programming that promotes active healthy living and wellness.
7. **Virginia Theatre** - Become the theatre that brings the community together for outstanding experiences.
8. **Board/Leadership Team** - Maintain our current standards while striving for excellence by providing outstanding leadership and visions for future improvement.

Marketing and Communications

Strategic Initiative: Provide transparent, accurate, and timely information to the community through delivery of integrated marketing activities.

Goals		Objectives	Assignment	Time Frame	Outcome
1.1	Enhance marketing and communication efforts for all programs, services, and facilities offered.	Work with program coordinators on a seasonal basis to develop marketing plans for identified program focus areas.	Marketing Team	FY20	
		Improve the Program Guide descriptions, layout, and proofing system.	Marketing Team	FY21	
		Implement a marketing plan for Champaign=Urbana Special Recreation.	Marketing Team	FY22	
		Develop a community-wide engagement strategy.	Marketing Team	FY22	
		Continue to focus on videography to highlight the Park District.	Marketing Team	FY20-22	
1.2	Utilize technology to enhance communications, registration numbers, and ticket purchasing throughout the Park District.	Develop and implement an app for the Park District.	Marketing Team	FY20	
		Perform a SWOT analysis of online and mobile registration to look for opportunities to make registration easier for consumers.	Marketing Team	FY21	
		Continue to improve and update the Park District's websites.	Marketing Team	FY22	
1.3	Improve timeline management for Virginia Theatre promotion to increase ticket sales by an average of 20% per event.	Develop marketing standards and templated branding for events.	Marketing Team	FY20	
		Develop social media plan and standards to increase ticket sales to events.	Marketing Team	FY21	
		Work with Virginia Theatre staff to promote the year-long celebration of the 100 th anniversary of the Virginia Theatre FY21/22.	Marketing Team	FY21-22	

Finance

Strategic Initiative: Build a responsive, financially sustainable Park District by aligning resources to community needs.

Goals		Objectives	Assignment	Time Frame	Outcome
2.1	Maximize funding opportunities.	Continuously evaluate and improve processes to maximize efficiencies related to purchasing.	Finance Team	FY20	
		Seek opportunities to grow revenues from non-property tax sources such as grants, foundations, corporate contributions and sponsorships.	Finance Team	FY21	
		Assess the impact of minimum wage increases and assist with strategy to manage costs over the next five years.	Finance Team	FY20	
2.2	Develop a budget process and system that is easy to implement and provides for efficiency and the effective overall operation of the District.	Continue with the budget philosophy where fund budgets need to be balanced with appropriate reserves in place for future commitments.	Finance Team	FY20	
		Continue to meet GFOA standards for the budget process and reporting.	Finance Team	FY20-22	
		Continue to educate the Board and staff on the best practices for budgeting and financial management.	Finance Team	FY22	
2.3	Develop sustainable financial plans.	Maintain non-tax revenues of 25% to 30% and look to increase this percentage in future years.	Finance Team	FY20-22	
		When creating or updating plans, the Park District should evaluate the short- and long-term impacts to ensure the agency's financial sustainability.	Finance Team	FY21	

		Research and develop a five to ten year forecast for revenues and expenditures.	Finance Team	FY22	
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Human Resources, Technology, and Risk Management

Strategic Initiative: Provide exceptional service and resources to keep employees safe, empowered, and engaged. Provide park and facility users with a safe environment. Enhance the employee and park user experience through innovative technology.

Goals		Objectives	Assignment	Time Frame	Outcome
3.1	Continue to align staff positions, recruitment, and selection within organizational goals.	Attract, develop, and support a diverse community of Park District employees who are engaged in their work, and motivated to perform at their full potential.	HR Team	FY20	
		Increase the efficiency, effectiveness, and value of our human resources systems, processes, and practices.	HR Team	FY21	
		Provide greater transparency, communication, and accountability for human resources processes and services.	HR Team	FY22	
3.2	Provide a safe and secure environment in parks, recreational facilities, services, and programs.	Create benchmarks for risk management measures and interventions such as incidents, patterns, and response times.	HR Team	FY20	
		Implement technology and creative solutions to mitigate risk in facilities and parks.	HR Team	FY21	
		Maintain current standards, reporting and respond to new procedures provided by PDRMA.	HR Team	FY22	
3.3	Proactively equip the Park District and staff through innovative and effective technologies, resources, and services.	Maintain and enhance connectivity and technological solutions to employees and customers.	HR Team	FY20	
		Provide a secure computing environment that ensures data privacy and integrity and mitigates cyber-security threat.	HR Team	FY21	
		Evaluate and implement new technologies to improve operational efficiency.	HR Team	FY22	

Operations

Provide safe, distinctive and well-maintained parks, facilities, programs, and trails.

Goals		Objectives	Assignment	Time Frame	Outcome
4.1	Progress towards resolving issues with our top three infrastructure priorities.	Focus on the upgrades and improvements to the Operations facilities.	Operations Team	FY22	
		Assist with the design and upgrade/rebuild the Kaufman Lake Boathouse.	Operations Team	FY22	
		Master plan to fix/improve infrastructure at Prairie Farm.	Operations Team	FY22	
4.2	Develop and retain talented employees at levels that exceed national standards.	Encourage Operations employees at all levels to stay current with best management practices.	Operations Team	FY20	
		Evaluate the level of full-time Operations employees against the District size, acreage, and number of facilities.	Operations Team	FY20	
		Develop methods for Operations employees to achieve and maintain professional certifications and memberships.	Operations Team	FY21	
4.3	Improve communications about projects between Operations and Planning staff.	Develop and implement procedures to ensure both departments are involved in initial project planning strategies.	Operations Team	FY21	
		Develop and communicate timelines for each major project and compare them to one another.	Operation Team	FY21	
		Distribute monthly project updates sheet to all Operations and Planning staff.	Operations Team	FY20	

Planning

Strategic Initiative: Develop park, trail, and facility plans by aligning resources with community’s needs.

Goals		Objectives	Assignment	Time Frame	Outcome
5.1	Create or update facilities, parks, and trail plans.	Master plan to fix/improve infrastructure at Prairie Farm. Common consensus on direction for the Farm with logical funding scope.	Planning Team	FY20	
		Develop a master plan for various neighborhood and community parks.	Planning Team	FY21	
		Develop a plan to make improvements to Kaufman Park, Lake and Boathouse.	Planning Team	FY22	
5.2	Continue to develop a consistent trail system by connecting parks with trails and following the Park District Trail Plan.	Work to complete the trail connections with the Carle at the Fields Trail and other trails in the area.	Planning Team	FY20	
		Continue to add loop trails and plans for new loop trails in new parks on a case by case basis.	Planning Team	FY21	
		Continue to develop the Greenbelt Bikeway trail project with new options and grants.	Planning Team	FY22	
5.3	Improve planning systems, methods, and organization function at a very high level.	Define roles and responsibilities for each of the planning staff.	Planning Team	FY20	
		Develop procedures and systems for various project responsibilities, i.e. playgrounds, in house projects, etc.	Planning Team	FY21	
		Improve proactive communications and coordination with all departments. Also continue to improve Board presentations.	Planning Team	FY22	
5.4	Focus on the following projects over the next three years.	Phinney Branch Park project, develop an agreement, plan, and timeline.	Planning Team	FY20	

		Develop a five year priority plan for OSLAD Grants and possible PARC Grants. Also develop a plan for possible trail and bike path grants.	Planning Team	FY21	
		Assist with the planning for the Martens Center.	Planning Team	FY21	

Recreation

Strategic Initiative: Deliver innovative and customer-focused programming that promotes active healthy living and wellness.

Goals		Objectives	Assignment	Time Frame	Outcome
6.1	Develop and implement an innovative and customer-focused approach to delivering excellent recreation programs and services.	Focus on quality over quantity in program offerings to grow participants and efficiency.	Recreation Team	FY20	
		Develop robust health and wellness programs especially for the youth.	Recreation Team	FY21	
		Connect more kids to nature.	Recreation Team	FY21	
		Expand and enhance teen programs with input from teens.	Recreation Team	FY20-22	
		Connect with teens digitally and creatively.	Recreation Team	FY20-22	
6.2	Develop an employee on-boarding process for all recreation staff (full-time, part-time and seasonal).	Increase cross-training opportunities. Provide more internal training opportunities surrounding trends.	Recreation Team	FY20-22	
		Develop an interim plan and flow chart for staff to follow when necessary to fill-in for other staff.	Recreation Team	FY21	
		Develop a comprehensive training program.	Recreation Team	FY20	
6.3	Evaluate and upgrade facilities to meet customer and staff standards in order to provide outstanding programs and services.	Prioritize capital needs for facilities and programming. Implement non-capital improvement budget.	Recreation Team	FY20	
		Update necessary equipment for all programs and associated facilities.	Recreation Team	FY21	
		Evaluate space usage to determine and identify opportunities for under-utilized spaces.	Recreation Team	FY22	
6.4	Provide opportunities for residents to live an active lifestyle and	Add video fitness related programs at various recreation centers to provide more	Recreation Team	FY20	

	improve health and wellness levels.	opportunities for fitness.			
		Develop additional fitness events and programs.	Recreation Team	FY21	
		Create a community-wide health wellness campaign, possibly exploring with local partnerships.	Recreation Team	FY20	

Virginia Theatre

Strategic Initiative: Become the theatre that brings the community together for outstanding experiences.

Goals		Objectives	Assignment	Time Frame	Outcome
7.1	Develop and implement customer focused programs and services at the Virginia Theatre.	Renovate the East Lobby Kitchen to provide a second concessions and liquor service area within the current kitchen space.	Virginia Theatre Team	FY21	
		Upgrade the ticket software program for the Virginia Theatre, with an eye toward growth in sales and service.	Virginia Theatre Team	FY20	
		Theatre Director takes a more active role in curating facility calendar so that rentals and House-presented events are succeeding to their greatest extent and are not overwhelming the interest and budget of area patrons.	Virginia Theatre Team	FY22	
		Plan and implement a celebration of the 100 th anniversary of the Virginia Theatre.	Virginia Theatre Team	FY21-22	
7.2	Establish a plan to strive toward operational self-sufficiency at the Virginia Theatre, where annual taxpayer subsidy is minimized.	Pursue business relationships and partnerships with Live Nation, JAM, and other major national production companies to incorporate their offerings into future Park District programming, to maximize ROI in House-presented events.	Virginia Theatre Team	FY21	
		Pursue relationships/partnerships with new regional and national event promoters, to increase diversity and strength in rental programs.	Virginia Theatre Team	FY20	
		Revise theatre staffing to flatten out structure, minimizing redundancy and adding focus on box office and administrative work, to support growing rental and House-presented activity while increasing efforts to recruit advertisers and sponsors.	Virginia Theatre Team	FY20	

7.3	Support and pursue improvements to the physical plan of the Virginia Theatre as well as its marketing tools.	Work with Planning and Operations staff to support renovation and maintenance efforts for projects to possibly include: roof replacement, HVAC upgrade, wayfinding signage, sound, and lighting upgrades.	Virginia Theatre Team	FY20	
		Create a business plan for the operation of the Virginia Theatre.	Virginia Theatre Team	FY20	
		Develop plans for a revision and enhancement of theatre website, social media engagement, and e-newsletter services.	Virginia Theatre Team	FY20	

Park Board/Leadership Team

Strategic Initiative: Maintain our current standards while striving for excellence by providing outstanding leadership and vision for future improvement.

Goals		Objectives	Team Assignment	Time Frame	Outcome
8.1	Complete capital projects in a timely manner and within budget.	Complete fundraising, design/development and construction of the Martens Center.	Martens Team	FY21-22	
		Complete construction of Heritage Park.	Planning Team	FY20	
		Complete Construction of the Operations Shop facility.	Operations Team	FY20	
		Complete paths, lights and new playground at Spalding Park.	Planning Team	FY20	
		Greenbelt Bikeway: Apply for grants and finalize plans for construction.	Planning Team	FY22	
8.2	Plan and develop capital projects.	CUSR Space Project, determine appropriate space and develop a plan.	Planning Team	FY20	
		Phinney Branch Drainage District Project, work towards an overall agreement, a master plan and funding opportunities.	Planning Team	FY22	
		Develop a plan to design, engineer and upgrade or rebuild Parkland Way.	Planning Team	FY22	
		Maintain quality of existing facilities, parks and trails.	Leadership Team	FY20-22	
8.3	Maintain the Virginia Theatre facility while producing quality programs and events.	Complete Sound Project at Virginia Theatre.	Planning Team	FY20	
		Complete Virginia Theatre roof project.	Operations Team	FY20	
		Reduce the tax support at the Virginia Theatre but maintain current entertainment levels.	Virginia Theatre Team	FY20-22	

8.4	Develop organizational excellence.	Continue to develop and produce Park and Facility Reports.	Leadership Team	FY21	
		Develop a positive, professional, innovative, and fun work culture.	Leadership Team	FY20-22	
		Continue to produce annual Performance Measurement reports.	Leadership Team	FY20-22	
		Acquire CAPRA or Illinois Accreditation.	Leadership Team	FY22	
8.5	Develop staff excellence.	Hire quality staff by opening all positions to everyone interested in applying.	Leadership Team	FY20-22	
		Develop quality leaders through training, mentoring, and coaching.	Leadership Team	FY20-22	
		Continue to develop processes and systems to retain staff at greater than 90% every year.	Leadership Team	FY20-22	
8.6	Maintain a financially sustainable District.	Develop a plan to implement the new minimum wages while maintaining our mission, vision, values, and financial operation goals.	Leadership Team	FY20-22	
		Maintain the 120 day reserves while providing funds to maintain facilities, parks, programs, services, and amenities at our current quality standards.	Leadership Team	FY20-22	
		Increase non-tax revenues to 25% to 30% of the operating budget.	Leadership Team	FY20-22	

GLOSSARY

ABATEMENT ± A partial or complete cancellation of a tax levy imposed by the Park District.

ACCOUNTING PROCEDURES ± All processes that discover, record, classify and summarize financial information to produce financial reports and to provide internal controls.

ACCRUAL BASIS ± The basis of accounting under which transactions are recognized when they occur, regardless of the timing of the related cash flow.

ACTUAL ± The actual figures in the budget document are year-end totals for fiscal years preceding the current year.

ADA ± §P erican's with Disabilities Act

ADOPTED BUDGET ± This is the budget, which consolidates all beginning of the year appropriations, building upon prior budgets, Park District goals, staff objectives, citizen feedback and experience over the past year. The Board of Commissioners approves the budget no later than 90 days after the beginning of the fiscal year.

AMENITIES ± Items in the parks such as picnic tables, bollards, trash cans, park grills, bike racks, etc.

APPROPRIATION ± An authorization made by the Board of Commissioners, which legally permits the Park District to incur obligations and to make expenditures for purposes specified in the Budget and Appropriation Ordinance.

APPROPRIATION ORDINANCE ± The ordinance adopted by the Board of Commissioners establishing the legal authority to obligate and expend resources.

ASSESSED VALUATION ± Basis for determining property tax. Assessed valuation determines the value of real (land & buildings) property. Real property is appraised at 100% of the fair market value, and the assessed value may not exceed 1/3 of the appraised value.

BALANCED BUDGET ± A balanced budget is a budget where revenues meet or exceed expenditures, and reserve balances are not considered a revenue source.

BOARD OF COMMISSIONERS ± An independent board of five individuals elected at-large for six-year terms by the citizens of the Park District.

BOND ± A written promise to pay a specified sum of money, called principal, at a specified maturity date along with periodic interest paid at a specified percentage of the outstanding principal. They are usually used for long-term debt.

BOND REFINANCING ± The payoff and reissuance of bonds in order to obtain a better interest rate or bond conditions.

BUDGET ± The financial plan for a specified period of time for the operation of a program or organization, or for the completion of a given project.

BUDGET ACTIVITY ± A group of expenditures that provides for the accomplishment of a specific program or purpose.

BUDGET AMENDMENT ± After adoption, the annual budget may be revised through a budget amendment. Any change in the budget that would decrease contingencies or increase total expenditures

for any fund must be made through a budget amendment, which requires the affirmative vote of three of the five members of the Board of Commissioners.

BUDGET MESSAGE ± Included in the opening section of the budget, the Director of Finance's Letter of Transmittal provides the Executive Director and the Board of Commissioners with a general summary of important budget issues.

BUDGETARY CONTROL ± The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenue.

CAFR ± Comprehensive Annual Financial Report awarded by the Government Finance Officers' Association

CAPITAL BUDGET ± A plan of proposed capital expenditures and the means of financing them. The capital budget is usually enacted as part of the complete annual budget, which includes both periodic and routine maintenance/repairs and capital outlays.

CAPITAL IMPROVEMENTS ± A nonrecurring project including, but not limited to, construction of, and major alterations, remodeling of repair of physical facilities, buildings, structures, landscaping and fixed equipment.

CAPITAL IMPROVEMENT FUNDS ± Funds established in order to account for the financial resources and costs associated with the construction of major capital facilities and improvements.

CAPITAL IMPROVEMENT PLAN ± The plan for the development of capital improvements with the Park District's jurisdiction. The plan includes a capital improvement budget for the current fiscal year and proposal for a capital improvement budget for four fiscal years subsequent to the current fiscal year.

CENSUS ± An official population count of all or part of a geographic area conducted by the federal government. This data is published online at www.census.gov

COMMODITIES ± Items which, after use, are consumed or show a material change in, or an appreciable impairment, of their physical condition, and which are generally of limited value and characterized by rapid depreciation.

CONTRACTUAL SERVICES ± Services provided by another individual, (not on Park District payroll) agency, or private firm.

COTERMINOUS ± Having the same boundary or covering the same area.

CPI ± Consumer Price Index

DEBT ± A financial obligation from the borrowing of money.

DEBT SERVICE ± Includes principal and interest payments and handling charges on general obligation bonds.

DEBT SERVICE FUND ± A fund established to account for the accumulation of resources for, the payment of, general long-term debt principal and interest.

DEPARTMENT ± a major organizational unit of the Park District which has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

DEPRECIATION ± The decrease in value of physical assets due to use and passage of time.

ENCUMBRANCES ± These are obligations in the form of purchase orders or contracts which are chargeable to an appropriation and for which a part of the appropriation is reserved. The use of encumbrances is designed to prevent overspending and permit officials to be certain of how much money is available for new commitments.

ENTERPRISE FUND ± A fund to account for operation that financed and operated in a manner similar to private business enterprises ± where the costs of providing services are financed or recovered primarily through user charges.

ESTIMATE ± Revenue and expenditure estimates for the current fiscal year, which are developed as part of the budget preparation process.

EXPENDITURE ± Payment by the Park District for goods or services that the Park District has received or will receive in the future. All payments to vendors, personnel and any other government agencies are considered expenditures.

EXPENSE CODE ± Set of numbers which, in accordance with an overall system for classifying accounts, indicates the fund, department, program and category to which a good or service is expended

FINANCIAL POLICIES ± General and specific guidelines adopted by the Park District on an annual basis that govern budget preparation and administration

FISCAL YEAR ± The time period designated by the Park District identifying the beginning and ending period for recording financial transactions. The Park District's fiscal year is from May 1 to April 30.

FISCAL YEAR END ± The year that the fiscal year ends for recording financial transactions. The Park District's fiscal year crosses over calendar years ending in April.

FUND ± A fund is the basic accounting unit: it is a self-balancing accounting entity with revenues and expenditures which are segregated for the purpose of carrying out specific programs in accordance with Park District policies, and certain applicable State and Federal laws. For fund types, see the Budgetary Basis and Accounting information section of this document.

FUND BALANCE ± The excess of current assets over current liabilities, it represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses.

GASB ± The Governmental Accounting Standards Board is an independent organization which has ultimate authority over the establishment of Generally Accepted Accounting Principles (GAAP) for state and local governments.

GENERAL OBLIGATION BONDS ± When a government pledges its full faith and credit to the repayment of the bond it issues, then those bonds are general obligation (GO) bonds. Sometimes the term is also used to bonds, which are repaid from taxes.

GFOA ± Government Finance Officers Association is an organization representing public finance officers.

GOAL ± A long-term or short-term desirable development.

GOVERNMENT FUND TYPES ± Funds that account for a government's government type activities.

GRANTS ± Funds received by the Park District that are designated for specific purposes. Many grants come from the State of Illinois to reimburse the Park District for construction costs.

IAPD ± The Illinois Association of Park Districts is a statewide organization of park districts that strive to ensure the quality of life through parks and recreation activities

IMRF ± Illinois Municipal Retirement Fund is the retirement system established for municipal and park district employees in Illinois.

IPRA ± The Illinois Park and Recreation Association is a statewide organization of parks and recreation professionals that advocates the lifetime benefits of parks, recreation and conservation.

INITIATIVES ± Any new programs or services to be undertaken by a department or fund for the fiscal year and any project or activity which may be unusual or otherwise significant.

INTER-FUND TRANSFER ± Transfers made from one fund to another to reimburse or pay for specific services rendered or to more generally support the activities of another fund.

LEVY ± (Verb) To impose taxes for the support of government services. (Noun) The total amount of taxes imposed by a unit of government.

LINE ITEM BUDGET ± A budget that lists detailed expenditure categories separately along with the budgeted amounts for each expenditure category. The Park District maintains line-item detail for financial reporting and control purposes.

LONG-TERM DEBT ± Debt with a maturity of more than one year from the date of issuance.

MISSION STATEMENT ± A broad statement of the overall goal or purpose assigned to a particular department or fund.

MODIFIED ACCRUAL BASIS OF ACCOUNTING ± The accrual basis of accounting adopted to the governmental fund type. Under it, revenues are recognized when they become both measurable and available to finance expenditures of the current period. Expenditures are generally recognized when an event or transaction is expected to draw on current expendable resources.

NRPA ± The National Recreation and Park Association is an organization of citizen boards and professionals interested in the parks and recreation throughout the United States.

OBJECTIVES ± A desired accomplishment that can be measured within a specific time frame.

OPERATING BUDGET ± The budget for funds that include recurring revenues sources used to finance on-going operating expenditures which permit basic government services, e.g. the General, Recreation, Museum and Special Recreation funds.

OPERATING EXPENDITURES ± Day to day costs and expenses of running the Park District, i.e. personnel, benefits, contractual and supplies, maintenance, etc.

ORDINANCE ± A formal legislative enactment by the governing board of the Park District.

OSLAD GRANT ± Open Space Land Acquisition and Development grant awarded by the Illinois Department of Natural Resources.

PARC GRANT ± Park and Recreation Facility Construction Act Grant Program managed by the Illinois Department of Natural Resources

PARK FEATURES ± Amenities found within a park (flower beds, sport fields, restrooms, pavilions, etc.)

PERFORMANCE INDICATORS ± Statistical measures that are collected to show the impact of dollars spent on Park District services.

PERSONNEL SERVICES ± Salaries and wages paid for services performed by employees of the Park District, and fringe benefits costs associated with these services.

PROGRAM FEES AND CHARGES ± The payment of fees for direct receipt of a service by the party benefiting from the service.

PROPERTY TAX LEVY ± A tax based on the assessed value of a property. Tax liability falls on the owner of record as of the beginning of the levy year.

REVENUE ± Funds that the Park District receives as income. It includes such items as tax payments, fees from services, grants, donations, sponsorships and interest income.

SERVICE PLANS ± Documents drafted by each department that describe the services provided by that department as well as changes in service levels planned.

SPECIAL EVENT ± A large program held in one location over a short period of time that typically does not require advance registration (Taste of C-U).

SPECIAL REVENUE FUNDS ± Funds used to account for the proceeds from specific revenue sources that are legally restricted to expenditure for specific purposes, e.g., IMRF, Social Security and Liability Insurance Fund.

STRATEGY ± Statement that identifies the specific actions or steps needed to accomplish an objective.

TAX LEVY ± The total amount of money to be raised by property taxes for corporate operating, special service areas or debt service purposes. The Park District Board of Commissioners passes a property tax ordinance annually in November.

TAX RATE ± The rate of tax levied for each \$100 of assessed valuation.

TRAIL ± Linear route that links businesses, parks, schools and other trails.

VISION ± Statement that communicates the desired image for the future.

ACRONYMS

ADA ± Americans with Disabilities Act

CAFR ± Comprehensive Annual Financial Report

CAPRA ± Commission for Accreditation of Park and Recreation Agencies

CIP ± Capital Improvement Plan

CPI ± Consumer Price Index

CY ± Calendar Year

DCC ± Douglass Community Center

EAV ± Equalized Assessed Value

FICA ± Federal Insurance Contributions Act

FT ± Full-time employee

FTE ± Full Time Equivalent

FY ± Fiscal Year

FYE ± Fiscal Year Ended

GAAP ± Generally Accepted Accounting Principles

GASB ± Governmental Accounting Standards Board

GFOA ± Government Finance Officers Association

IAPD ± Illinois Association of Park Districts

IDNR ± Illinois Department of Natural Resources

IMRF ± Illinois Municipal Retirement Fund

IPRA ± Illinois Parks and Recreation Association

LRC ± Leonhard Recreation Center

NRPA ± National Recreation and Park Association

OSLAD ± Open Space Land Acquisition and Development

PARC ± Parks and Recreation Commission

PDRMA ± Park District Risk Management Agency

RPT ± Regular Part-Time Employee

PT ± Part-time employee

PTELL ± Property Tax Extension Limitation Law

RY ± Revenue Year

SCC ± Springer Cultural Center

SEDAC ± Smart Energy Design Assistance Center

TIF ± Tax Increment Financing District

TY ± Tax Year



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: November 7, 2019

SUBJECT: Adoption of Ordinance No. 641: An Ordinance Authorizing the Issuance of General Obligation Park Limited Bonds, Series 2019, 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

Background

Each year the Champaign Park District issues General Obligation Bonds in order to fund necessary improvements and repairs to Park District property and to make the payment of debt service on outstanding alternate revenue bonds issued to build Sholem Aquatic Center. Last year the Board authorized the issuance of \$1,147,100 of General Obligation Bonds. CPI increased 1.9% allowing the District the authority to add that percent to the prior year issuance thereby increasing the new bond issue to \$1,168,900. As a reminder, the interest rate for the current bond issue was 2.30%.

Prior Board Action

On September 11, 2019, the Board approved a resolution stating the Park District's need and intent to issue \$1,168,900 of General Obligation Bonds for FYE20 and approved a resolution setting the public hearing for October 9, 2019.

Budget Impact

The GO Bond issuance has been included in the FYE20 budget for payment on the alternate revenue bonds as well as capital improvement purchases.

Recommended Action

Staff recommends adoption of Ordinance No. 641: An Ordinance authorizing the issuance of General Obligation Park Limited Bonds, Series 2019, 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.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce, CPRP
Executive Director

ORDINANCE NO. 641

AN ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION PARK LIMITED BONDS, SERIES 2019, 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

WHEREAS, the Board of Park Commissioners (sometimes herein, the “**Corporate Authorities**”) of the Champaign Park District, in Champaign County, Illinois (the “**Issuer**”), has determined that it is advisable, necessary and in the Issuer’s best interests to provide for the maintenance, improvements, and protection of lands, buildings and parks, including land acquisition and related design, facilities, improvements and costs (the “**Project**”) (also including related costs and expenses and the payment of debt service (i.e., the “**Refunding**”) on certain outstanding obligations); and

WHEREAS, the Issuer is a park district and special district under the provisions of Section 8 of Article VII (Local Government) of the Constitution of the State of Illinois and has the applicable authority under The Park District Code (Section 1205/1-1 *et seq.* of Chapter 70 of the Illinois Compiled Statutes, as supplemented and amended, including by the Registered Bond Act, the Bond Replacement Act, the Bond Authorization Act, and the Local Government Debt Reform Act (including particularly, but without limitation, Section 15.01 concerning “**Limited Bonds**”), collectively, the “**Act**”); and

WHEREAS, pursuant to and in accordance with the Act and this ordinance, the Issuer is authorized to issue its General Obligation Park Limited Bonds, Series 2019, up to the aggregate principal amount of \$1,168,900 (the “**Bonds**”) for the purpose of providing funds to pay the costs of the Project and related costs and expenses; and

WHEREAS, the Bonds so authorized shall be issued as “**limited bonds**” under the provisions of Section 15.01 of the Local Government Debt Reform Act of the State of Illinois, 30 ILCS 350/15.01, as amended (the “**Debt Reform Act**”), and as such it is not necessary to submit the proposition of the issuance of the Bonds to the voters of the Issuer for approval; and

WHEREAS, pursuant to and in accordance with the Bond Issue Notification Act, with the required notice having been duly published on October 1, 2019 in *The News-Gazette*, the Issuer on October 9, 2019 held, conducted and concluded the required public hearing; and

WHEREAS, pursuant to arrangements made on behalf of the Issuer, Hickory Point Bank& Trust, Champaign, Illinois (including its assigns, the “**Purchaser**”) in response to the Issuer’s request for proposals has agreed by a letter term sheet (the “**Purchase Agreement**”) to purchase the Bonds; and

WHEREAS, for convenience of reference only this ordinance is divided into numbered sections with headings, which shall not define or limit the provisions hereof, as follows:

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NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE CHAMPAIGN PARK DISTRICT, CHAMPAIGN COUNTY, ILLINOIS, as follows:

Section 1. Authority and Purpose. This ordinance is adopted pursuant to the Act for the purpose of financing the Project.

Section 2. Authorization and Terms of Bonds. For the purposes described above in Section 1, there is hereby allocated the sum of \$1,168,900, to be derived from the proceeds of the Bonds. For such purposes, Bonds of the Issuer shall be issued and sold in an aggregate principal amount of not to exceed \$1,168,900, shall each be designated “**General Obligation Park Limited Bonds, Series 2019**”, and shall be issuable in the denominations of \$100.00 each or any authorized integral multiple thereof. The Bonds shall be numbered consecutively from 1 upwards in order of their issuance and may bear such identifying numbers or letters as shall be useful to facilitate the registration, transfer and exchange of the Bonds.

Unless otherwise determined in an order to authenticate the Bonds, not inconsistent herewith, each Bond shall be dated as of the date of issuance thereof. The Bonds shall mature in the principal amount on November 30 in the year and bear interest at the rate percent per annum, as follows:

<u>Year</u>	<u>Principal Amount(\$)</u>	<u>Interest Rate (%)</u>
2020	1,168,900	1.50

Each Bond shall bear interest from its date, or from the most recent interest payment date to which interest has been paid, computed on the basis of a 360-day year consisting of twelve 30-day months, and payable in lawful money of the United States of America at maturity on November 30, 2020, at the rate percent per annum above set forth. The principal of and premium, if any, on the Bonds shall be payable in lawful money of the United States of America upon presentation and surrender thereof at the office of Hickory Point Bank& Trust, Champaign, Illinois, the Paying Agent for the Bonds (including its successors, the **“Paying Agent”**). Interest on the Bonds shall be payable on each interest payment date to the registered owners of record appearing on the registration books maintained by Hickory Point Bank& Trust, through its designated office in Champaign, Illinois, the Bond Registrar on behalf of the Issuer for such purpose (including its successors, the **“Bond Registrar”**), as of the close of business on the fifteenth (15th) day (whether or not a business day) of the calendar month of the interest payment date. Interest on the Bonds shall be paid by check or draft mailed to such registered owners at their addresses appearing on the registration books therefor. The Bond Registrar shall not be required to transfer or exchange any Bond during a period commencing the fifteenth (15th) day next preceding each interest payment date and ending on such interest payment date.

The Bonds shall not be subject to optional call for redemption prior to their stated maturities.

The Bonds shall have such terms and provisions supplemental to, in addition to or modified and revised with respect to, those as provided herein, as long as the aggregate principal amount of the Bonds does not exceed \$1,168,900 and the tax levies in Section 9 are not exceeded, as may be set forth in a Bond Order. For purposes of the foregoing and otherwise in this ordinance, the term **“Bond Order”** shall mean a certificate signed by the President and attested by the Secretary and under the seal of the Issuer, setting forth and specifying details of the Bonds, including but not limited to, as the case may be, identification of the Bond Registrar and Paying Agent and Bond purchaser or purchasers (each a **“Purchaser”**), final rates, optional and mandatory call provisions, insurance provisions and the final maturity schedule. The Bonds shall be conformed to any Bond Order.

Section 3. Sale and Delivery. All acts and things done by officers of the Issuer in connection with the sale of the Bonds shall be and they are hereby in all respects ratified, confirmed and approved. The sale of the Bonds to Hickory Point Bank& Trust, Champaign, Illinois, as the Purchaser shall be and is hereby authorized and approved.

The President, Secretary, Treasurer and other officials of the Issuer are hereby authorized and directed to do and perform, or cause to be done or performed, for or on behalf of the Issuer each and every thing necessary for the issuance of the Bonds, including the due and proper execution, delivery and performance of this ordinance, the Purchase Agreement and all related and incidental agreements, certificates, receipts and opinions, upon payment of the full purchase price of the Bonds, an amount equal to 100% of par.

Section 4. Execution and Authentication. Each Bond shall be executed in the name of the Issuer by the manual or authorized facsimile signature of its President and the corporate seal of the Issuer, or a facsimile thereof, shall be thereunto affixed or otherwise reproduced thereon and attested by the manual or authorized facsimile signature of its Secretary and countersigned by the manual or authorized facsimile signature of its Treasurer.

In case any officer whose signature, or a facsimile of whose signature, shall appear on any Bond shall cease to hold such office before the issuance of such Bond, such Bond shall nevertheless be valid and sufficient for all purposes, the same as if the person whose signature, or a facsimile thereof, appears on such Bond had not ceased to hold such office. Any Bond may be signed, sealed or attested on behalf of the Issuer by any person who, on the date of such act, shall hold the proper office, notwithstanding that at the date of such Bond such person may not hold such office. No recourse shall be had for the payment of any Bonds against the President or any member of the Corporate Authorities or any officer or employee of the Issuer (past, present or future) who executes the Bonds, or on any other basis.

Each Bond shall bear thereon a certificate of authentication executed manually by the Bond Registrar. No Bond shall be entitled to any right or benefit under this ordinance or shall be valid or obligatory of any purpose until such certificate of authentication shall have been duly executed by the Bond Registrar. Such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this ordinance. The certificate of authentication on any Bond shall be deemed to have been executed by the Bond Registrar if signed by an authorized officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

Section 5. Transfer, Exchange and Registration. The Bonds shall be negotiable, subject to the provisions for registration of transfer contained herein. Each Bond shall be transferable only upon the registration books maintained by the Bond Registrar on behalf of the Issuer for that purpose at the principal corporate trust office of the Bond Registrar, by the registered owner thereof in person or by such registered owner's attorney duly authorized in writing, upon surrender thereof together with a written instrument of transfer satisfactory to the Bond Registrar and duly executed by the registered owner or such registered owner's duly authorized attorney. Upon the surrender for transfer of any such Bond, the Issuer shall execute and the Bond Registrar shall authenticate and deliver a new Bond or Bonds registered in the name of the transferee, of the same aggregate principal amount, maturity and interest rate as the surrendered Bond. Bonds, upon surrender thereof at the office of the Bond Registrar, with a written instrument satisfactory to the Bond Registrar, duly executed by the registered owner or

such registered owner's attorney duly authorized in writing, may be exchanged for an equal aggregate principal amount of Bonds of the same maturity and interest rate and of the denominations of \$100.00 each or any authorized integral multiple thereof, less previous retirements.

For every such exchange or registration of transfer of Bonds, the Issuer or the Bond Registrar may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to such exchange or transfer, which sum or sums shall be paid by the person requesting such exchange or transfer as a condition precedent to the exercise of the privilege of making such exchange or transfer. No other charge shall be made for the privilege of making such transfer or exchange. The provisions of the Bond Replacement Act shall govern the replacement of lost, destroyed or defaced Bonds.

The Issuer, the Bond Registrar and the Paying Agent may deem and treat the person in whose name any Bond shall be registered upon the registration books as the absolute owner of such Bond, whether such Bond shall be overdue or not, for the purpose of receiving payment of, or on account of, the principal of, premium, if any, or interest thereon and for all other purposes whatsoever, and all such payments so made to any such registered owner or upon such registered owner's order shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid, and neither the Issuer nor the Bond Registrar or the Paying Agent shall be affected by any notice to the contrary.

Section 6. Bond Registrar and Paying Agent. The Issuer covenants that it shall at all times retain a Bond Registrar and Paying Agent with respect to the Bonds and shall cause to be maintained at the corporate trust office of the Bond Registrar a place where Bonds may be presented for registration of transfer or exchange, that it will maintain at the designated corporate trust office of the Paying Agent a place where Bonds may be presented for payment, that it shall require that the Bond Registrar maintain proper registration books and that it shall require the Bond Registrar and Paying Agent to perform the other duties and obligations imposed upon them by this ordinance in a manner consistent with the standards, customs and practices concerning municipal securities. The Issuer may enter into appropriate agreements with the Registrar and Paying Agent in connection with the foregoing, including as follows (in any event (a) - (e) below shall apply to the Bond Registrar and Paying Agent):

(a) to act as Bond Registrar, authenticating agent, Paying Agent and transfer agent as provided herein;

(b) to maintain a list of registered owners of Bonds as set forth herein and to furnish such list to the Issuer upon request, but otherwise to keep such list confidential;

(c) to cancel and/or destroy Bonds which have been paid at maturity or submitted for exchange or transfer;

(d) to furnish the Issuer at least annually upon request a certificate with respect to Bonds cancelled and/or destroyed; and

(e) to furnish the Issuer at least annually an audit confirmation of Bonds paid, Bonds outstanding and payments made with respect to interest on the Bonds.

The Bond Registrar and Paying Agent shall signify their acceptances of the duties and obligations imposed upon them by this ordinance. The Bond Registrar by executing the certificate of authentication on any Bond shall be deemed to have certified to the Issuer that it has all requisite power to accept, and has accepted, such duties and obligations not only with respect to the Bond so authenticated but with respect to all of the Bonds. The Bond Registrar and Paying Agent are the agents of the Issuer for such purposes and shall not be liable in connection with the performance of their respective duties, except for their own negligence or default. The Bond Registrar shall, however, be responsible for any representation in its certificate of authentication on the Bonds.

The Issuer may remove the Bond Registrar or Paying Agent at any time. In case at any time the Bond Registrar or Paying Agent shall resign or shall be removed or shall become incapable of acting, or shall be adjudged a bankrupt or insolvent, or if a receiver, liquidator or conservator of the Bond Registrar, or of its property, shall be appointed, or if any public officer shall take charge or control of the Bond Registrar or Paying Agent or of their respective properties or affairs, the Issuer covenants and agrees that it will thereupon appoint a successor Bond Registrar or Paying Agent, as the case may be. The Issuer shall mail or cause to be mailed notice of any such appointment made by it to each registered owner of Bonds within twenty (20) days after such appointment. Any Bond Registrar or Paying Agent appointed under the provisions of this Section 6 shall be a bank, trust company, national banking association or other qualified professional with respect to such matters, maintaining its office in the State of Illinois.

Section 7. General Obligations/Limited Tax Bonds. The Bonds shall be issued as “**limited bonds**” under the Act. The full faith and credit of the Issuer are hereby irrevocably pledged to the punctual payment of the principal of and interest on the Bonds. The Bonds shall be direct and general obligations of the Issuer, and the Issuer shall be obligated to levy ad valorem taxes upon all the taxable property in the Champaign Park District for the payment of the Bonds and the interest thereon, without limitation as to rate but limited as to amount. Although this Bond constitutes a general obligation of the Issuer and no limit exists on the rate of such direct annual tax, the amount of such tax is limited by the provisions of the Property Tax Extension Limitation Law of the State of Illinois, as amended (the “**Law**”). The Law provides that the annual amount of the taxes to be extended to pay the issue of Bonds of which this Bond is one and all other limited bonds (as defined in the Local Government Debt Reform Act of the State of Illinois, as amended) hereafter issued by the Issuer shall not exceed the debt service extension base (as defined in the Law) of the Issuer (the “**Base**”) less the amount extended to pay certain other referendum bonds heretofore and hereafter issued by the Issuer, as more fully described in the proceedings of the Issuer providing for the issue of this Bond. The Issuer is authorized to issue from time to time additional limited bonds payable from the Base and additional referendum bonds payable from property taxes unlimited as to rate or amount, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the Issuer’s limited bonds.

Notwithstanding any other provision of this ordinance, the annual amount of the taxes to be extended by the County Clerk to pay the Bonds and all other limited bonds (as defined in the Debt Reform Act) hereafter issued by the Issuer shall not exceed the Base of the Issuer, based upon the Issuer's 1996 levies for its General Obligation Park Bonds, Series 1993 (\$536,985), 1995 (\$97,600) and 1996 (\$364,000), with "cpi" adjustments. No limit, however, exists on the rate of the direct annual tax levied herein, and the Bonds shall constitute a general obligation of the Issuer.

Section 8. Form of Bonds. Subject to the Purchaser accepting typewritten Bonds, as hereby provided, the Bonds shall be issued as fully registered Bonds conforming to the industry customs and practices of printing, including part on the front and part on the reverse of the certificates, as appropriate, the blanks to be appropriately completed when the Bonds are delivered; and the Bonds shall be prepared in compliance with the National Standard Specifications for Fully Registered Municipal Securities prepared by the American National Standards Institute and, with appropriate insertions and modifications, including in respect of the Policy and the Insurer, shall be in substantially the form, as follows (CUSIPs optional):

[The remainder of this page is intentionally left blank.]

**UNITED STATES OF AMERICA
STATE OF ILLINOIS
COUNTY OF CHAMPAIGN
CHAMPAIGN PARK DISTRICT
GENERAL OBLIGATION PARK LIMITED BOND
SERIES 2019**

REGISTERED NO. _____ **REGISTERED \$** _____

INTEREST RATE: _____ **MATURITY DATE:** _____ **DATED DATE:** _____ **CUSIP:** _____

Registered Owner:

Principal Amount:

KNOW ALL BY THESE PRESENTS that the Champaign Park District, a general park district situated in The County of Champaign, in the State of Illinois (the “**Issuer**”), acknowledges itself indebted and for value received hereby promises to pay to the Registered Owner identified above, or registered assigns, the Principal Amount set forth above on the Maturity Date specified above, and to pay interest on such Principal Amount from the later of the Dated Date hereof or the most recent interest payment date to which interest has been paid, as the case may be, at the Interest Rate per annum set forth above, computed on the basis of a 360-day year consisting of twelve 30-day months and payable in lawful money of the United States of America on November 30, 2020, by check or draft mailed to the Registered Owner of record hereof as of the fifteenth (15th) day (whether or not a business day) of the calendar month of such interest payment date, at the address of such Registered Owner appearing on the registration books maintained for such purpose at the designated office of Hickory Point Bank& Trust, in Champaign, Illinois, as Bond Registrar (including its successors, the “**Bond Registrar**”). This Bond, as to principal and premium, if any, when due, will be payable in lawful money of the United States of America upon presentation and surrender of this Bond at the payment office of Hickory Point Bank& Trust, through its designated office in Champaign, Illinois, as Paying Agent (including its successors, the “**Paying Agent**”). The full faith and credit of the Issuer, including the power to levy taxes without limit as to rate but limited as to amount as “**limited bonds**” under Section 15.01 of the Local Government Debt Reform Act, are irrevocably pledged for the punctual payment of the principal of and interest on this Bond according to its terms.

This Bond is issued in the aggregate principal amount of \$1,168,900, which is authorized and issued under and pursuant to the Constitution and laws of the State of Illinois and pursuant to and in accordance with an authorizing ordinance adopted by the Board of Park Commissioners of the Issuer on November 13, 2019, and entitled: “An Ordinance Authorizing the Issuance of General Obligation Park Limited Bonds, Series 2019, 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 Bonds are issued to finance the building, maintaining, improving and protecting the Issuer’s parks and boulevards and to pay debt service on certain outstanding obligations, and related costs and expenses.

The Bonds are not subject to optional redemption prior to their stated maturities.

This Bond is transferable only upon the registration books therefor by the Registered Owner hereof in person, or by such Registered Owner's attorney duly authorized in writing, upon surrender hereof at the office of the Bond Registrar in Champaign, Illinois, together with a written instrument of transfer satisfactory to the Registrar duly executed by the Registered Owner or by such Registered Owner's duly authorized attorney, and thereupon a new registered Bond or Bonds, in the authorized denominations of \$100.00 or any authorized integral multiple thereof and of the same aggregate principal amount as this Bond, shall be issued to the transferee in exchange therefor. In like manner, this Bond may be exchanged for an equal aggregate principal amount of Bonds of any authorized denomination.

The Bond Registrar shall not be required to exchange or transfer any Bond during the period from the fifteenth (15th) day preceding the interest payment date and ending on such interest payment date. The Issuer or the Bond Registrar may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to the transfer or exchange of this Bond. No other charge shall be made for the privilege of making such transfer or exchange.

The Issuer, the Bond Registrar and the Paying Agent may treat and consider the person in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal, premium, if any, and interest due hereon and for all other purposes whatsoever, and all such payments so made to such Registered Owner or upon such Registered Owner's order shall be valid and effectual to satisfy and discharge the liability upon this Bond to the extent of the sum or sums so paid, and neither the Issuer nor the Bond Registrar or the Paying Agent shall be affected by any notice to the contrary.

No recourse shall be had for the payment of any Bonds against the President, any member of the Board of Park Commissioners or any other officer or employee of the Issuer (past, present or future) who executes any Bonds, or on any other basis. The Issuer may remove the Bond Registrar or Paying Agent at any time and for any reason and appoint a successor.

This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been duly executed by the Bond Registrar.

The Issuer has designated the Bonds as **“qualified tax-exempt obligations”** under Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

It is hereby certified, recited and declared that all acts, conditions and things required to be done, exist and be performed precedent to and in the issuance of this Bond in order to make it a legal, valid and binding general obligation of the Issuer have been done, exist and have been performed in regular and due time, form and manner as required by law, and that the series of Bonds of which this Bond is one, together with all other indebtedness of the Issuer, is within every debt or other limit prescribed by law.

IN WITNESS WHEREOF, the Champaign Park District, in Champaign County, Illinois, by its Board of Park Commissioners has caused this Bond to be executed in its name and on its behalf by the manual or facsimile signature of its President, and its corporate seal, or a facsimile thereof, to be hereunto affixed or otherwise reproduced hereon and attested by the manual or facsimile signature of its Secretary and countersigned by the manual or facsimile signature of its Treasurer, all as of the Dated Date set forth above.

CHAMPAIGN PARK DISTRICT

(SEAL)

Attest:

President

Secretary

Countersigned:

Treasurer

CERTIFICATE OF AUTHENTICATION

Dated: _____

This Bond is one of the General Obligation Park Limited Bonds, Series 2019, described in the within mentioned ordinance.

HICKORY POINT BANK & TRUST,
Champaign, Illinois, as Bond Registrar

By _____
Authorized Signer

Bond Registrar Hickory Point Bank & Trust
and Paying Agent: Champaign, Illinois

ASSIGNMENT

For value received the undersigned sells, assigns and transfers unto _____

[Name, Address and Tax Identification Number of Assignee]
the within Bond and hereby irrevocably constitutes and appoints _____
_____ attorney to transfer the within Bond on the books kept for
registration thereof, with full power of substitution in the premises.

Dated _____

Signature

Signature Guarantee:

Notice: The signature on this assignment must correspond with the name of the Registered Owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

Section 9. Levy and Extension of Taxes. For the purpose of providing the money required to pay the interest on the Bonds when and as the same falls due and to pay and discharge the principal thereof as the same shall mature, there shall be levied upon all the taxable property within the Champaign Park District, Champaign County, Illinois, in each year while any of the Bonds shall be outstanding, a direct annual tax for the year 2019 sufficient for that purpose, in addition to all other taxes, and in the amount for such year, as follows:

For the Year

A Tax Sufficient to Produce the Sum of (\$):

2019

1,186,434 for interest and principal

Interest or principal coming due at any time when there shall be insufficient funds on hand to pay the same shall be paid promptly when due from current funds on hand in advance of the collection of the taxes herein levied; and when such taxes shall have been collected, reimbursement shall be made to such fund or funds from which such advance was made in the amounts thus advanced.

After this ordinance becomes effective and before the issuance under this ordinance of any Bonds, a copy hereof certified by the Secretary, which certificate shall recite that this ordinance has been duly adopted, shall be filed with the County Clerk of Champaign County, Illinois, who is hereby directed to ascertain the rate per cent required to produce the aggregate tax hereinabove provided to be levied for the year 2019 and to extend the same for collection on the tax books in connection with other taxes levied in such year in and by the Issuer for general corporate purposes of the Issuer, and in such year such annual tax shall be levied and collected in like manner as taxes for general corporate purposes for such year are levied and collected and, when collected, such taxes shall be used solely for the purpose of paying the principal of and interest on the Bonds herein authorized as the same become due and payable or reimbursing the Issuer for any funds advanced therefor.

The Issuer covenants and agrees with the registered owners of the Bonds that so long as any of the Bonds remain outstanding, unless and to the extent funds are irrevocably on deposit in the Debt Service Fund established in Section 10 below, the Issuer will take no action or fail to take any action which in any way would adversely affect the ability of the Issuer to levy and collect the foregoing taxes, and the Issuer and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended and collected as provided herein and deposited in the Debt Service Fund established in Section 10 below to pay the principal of and interest on the Bonds.

Section 10. Debt Service Fund. Moneys derived from taxes herein levied are hereby directed to be set aside for the sole purpose of paying principal of and interest on the Bonds when and as the same come due. All of such moneys, and all other moneys to be used for the payment of the principal of and interest on the Bonds, including sufficient cash on hand in an existing bond and interest fund, which cash is hereby pledged, shall be deposited in the “**Debt Service Fund**”, and further identified to the series of related Bonds, which is hereby established as a special fund of the Issuer and shall be administered as a bona fide debt service fund under the Internal Revenue Code of 1986, as amended. At the time of issuance of the Bonds accrued interest, if any, received upon the issuance of the Bonds shall be deposited in the Debt Service Fund, and applied to pay interest on the Bonds.

Section 11. Bond Proceeds Fund. All of the proceeds of the sale of the Bonds (exclusive of accrued interest as provided above in Section 10) shall be deposited in the “**Bond Proceeds Fund**”, and further identified to the series of related Bonds, which is hereby established as a special fund of the Issuer. Within such fund there shall be a “**Refunding Account**” related to holding Bond proceeds to currently pay debt-service on outstanding alternate bonds issued to finance park facilities, and a “**Project Account**” for any excess proceeds for the Project. Moneys in the Bond Proceeds Fund, upon appropriation by proceedings supplemental to this ordinance, shall be used for the purposes specified in Section 1 of this ordinance, including for the payment of costs of issuance of the Bonds, but may thereafter be reappropriated pursuant to applicable law and used for other lawful purposes of the Issuer. Before any such reappropriation shall be made, upon request there shall be filed with the Secretary an opinion of Evans, Froehlich, Beth & Chamley, Champaign, Illinois, or other nationally recognized bond counsel (“**Bond Counsel**”) to the effect that such reappropriation will not adversely affect the tax-exempt status of the Bonds under Section 103 of the Internal Revenue Code of 1986, as amended.

Section 12. Arbitrage Rebate. The Issuer does not reasonably expect to issue more than \$5,000,000 of tax-exempt obligations in the calendar year of the issuance of the Bonds within the meaning of the small issuer exception under Section 148(f)(4)(D) of the Internal Revenue Code of 1986, as amended. The Issuer shall comply with the provisions of Section 148(f) of the Internal Revenue Code of 1986, as amended, relating to the rebate of certain investment earnings at periodic intervals to the United States of America to the extent that there shall have been filed with the Secretary an opinion of Bond Counsel to the effect that such compliance is necessary to preserve the exclusion from gross income for federal income tax

purposes of interest on the Bonds under Section 103 of the Internal Revenue Code of 1986, as amended.

Section 13. Investment Regulations. No investment shall be made of any moneys in the Debt Service Fund of 2019 or the Bond Proceeds Fund of 2019 except in accordance with the tax covenants and other covenants set forth in Section 14 of this ordinance. All income derived from such investments in respect of moneys or securities in any fund or account shall be credited in each case to the fund or account in which such moneys or securities are held.

Any moneys in any fund or account that are subject to investment yield restrictions, including in respect of the Escrow Agreement, may be invested in United States Treasury Securities, State and Local Government Series, pursuant to the regulations of the United States Treasury Department, Bureau of Public Debt. The Issuer's President or Treasurer and agents designated by such officers are hereby authorized to submit, on behalf of the Issuer, subscriptions for such United States Treasury Securities and to request redemption of such United States Treasury Securities.

Section 14. Non-Arbitrage and Tax-Exemption. One purpose of this Section 14 is to set forth various facts regarding the Bonds and to establish the expectations of the Corporate Authorities and the Issuer as to future events regarding the Bonds and the use of Bond proceeds. The certifications and representations made herein and at the time of the issuance of the Bonds are intended, and may be relied upon, as certifications and expectations described in the Income Tax Regulations dealing with arbitrage and rebate (the "**Regulations**"). The covenants and agreements contained herein, and at the time of the issuance of the Bonds, are made for the benefit of the registered owners from time to time of the Bonds. The Board of Park Commissioners and the Issuer agree, certify, covenant and represent as follows:

(1) The Bonds are being issued to pay the costs described in Section 1 above, and all of the amounts received upon the sale of the Bonds, plus all investment earnings thereon (the "**Proceeds**") are needed for the purpose for which the Bonds are being issued.

(2) The Issuer will apply proceeds of the Bonds to the costs in (1) above concurrently with the issuance of the Bonds, with respect to which not less than 5% will be incurred and paid within 6 months of issuance of the Bonds.

(3) The Issuer has on hand no funds which could legally and practically be used for the purposes hereof which are not pledged, budgeted, earmarked or otherwise necessary to be used for other purposes. Accordingly, no portion of the Proceeds will be used (i) directly or indirectly to replace funds of the Issuer or any agency, department or division thereof that could be used for such purposes, or (ii) to replace any proceeds of any prior issuance of obligations by the Issuer. No portion of the Bonds is being issued solely for the purpose of investing the Proceeds at a Yield higher than the Yield on the Bonds. For purposes of this Section 14, "**Yield**" means that yield (that is, the discount rate) which when used in computing the present worth of all payments of principal and

interest to be paid on an obligation (using semi-annual compounding on the basis of a 360-day year) produces an amount equal to its issue price, including accrued interest, and the purchase price of the Bonds is equal to the first offering price at which more than 10% of the principal amount of each maturity of the Bonds is sold to the public (excluding bond houses, brokers or similar persons or organizations acting in the capacity of underwriters or wholesalers).

(4) All principal proceeds of the Bonds, upon due appropriation, will be deposited in the Bond Proceeds Fund for the purposes described in Section 1 above, and accrued interest, if any, and premium, if any, received on the delivery of the Bonds will be deposited in the Debt Service Fund and used to pay the first interest due on the Bonds. Earnings on investment of moneys in any fund or account will be credited to that fund or account. Costs for the purposes described in Section 1 above, including issuance costs of the Bonds, are to be paid from the Bond Proceeds Fund, and no other moneys are expected to be deposited therein. Interest on and principal of the Bonds are to be paid from the Debt Service Fund. No Proceeds will be used more than 30 days after the date of issue of the Bonds for the purpose of paying any principal or interest on any issue of bonds, notes, certificates or warrants or on any installment contract or other obligation of the Issuer or for the purpose of replacing any funds of the Issuer used for such purpose.

(5) The Debt Service Fund is established to achieve a proper matching of revenues and earnings with debt service in each Bond year. Other than any amounts held to pay principal of matured Bonds that have not been presented for payment, it is expected that any moneys deposited in the Debt Service Fund will be spent within the 12-month period beginning on the date of deposit therein. Any earnings from the investment of amounts in the Debt Service Fund will be spent within a one-year period beginning on the date of receipt of such investment earnings. Other than any amounts held to pay principal of matured Bonds that have not been presented for payment, it is expected that the Debt Service Fund will be depleted at least once a year, except for a reasonable carryover amount not to exceed the greater of (i) one-year's earnings on the investment of moneys in the Debt Service Fund, or (ii) in the aggregate, one-twelfth (1/12th) of the annual debt service on the Bonds.

(6) Other than the Debt Service Fund, no funds or accounts have been or are expected to be established, and no moneys or property have been or are expected to be pledged (no matter where held or the source thereof) which will be available to pay, directly or indirectly, the Bonds or restricted so as to give reasonable assurance of their availability for such purposes. No property of any kind is pledged to secure, or is available to pay, obligations of the Issuer to any credit enhancer or liquidity provider.

(7) (a) All amounts on deposit in the Bond Proceeds Fund or the Debt Service Fund and all Proceeds, no matter in what funds or accounts deposited (“**Gross Proceeds**”), to the extent not exempted in (b) below, and all amounts in any fund or account pledged directly or indirectly to the payment of the Bonds which will be available to pay, directly or indirectly, the Bonds or restricted so as to give reasonable assurance of their availability for such purpose contrary to the expectations set forth in

(6) above, shall be invested at market prices and at a Yield not in excess of the Yield on the Bonds.

(b) The following may be invested without Yield restriction:

(i) amounts invested in obligations described in Section 103(a) of the Internal Revenue Code of 1986, as amended (but not specified private activity bonds as defined in Section 57(a)(5)(C) of the Code), the interest on which is not includable in the gross income of any registered owner thereof for federal income tax purposes (“**Tax-Exempt Obligations**”);

(ii) amounts deposited in the Debt Service Fund of 2019 that are reasonably expected to be expended within 13 months from the deposit date and have not been on deposit therein for more than 13 months; and

(iii) all amounts for the first 30 days after they become Gross Proceeds (in general the date of deposit in any fund or account securing the Bonds);

(iv) all amounts in the Project Account of the Bond Proceeds Fund for the applicable 3-year temporary period from the date of issue of the Bonds, subject to applicable expenditure requirements; and

(8) Subject to (17) below, once moneys are subject to the Yield limits of (7)(a) above, such moneys remain Yield restricted until they cease to be Gross Proceeds.

(9) As set forth in Section 148(f)(4)(D) of the Internal Revenue Code of 1986, as amended, the Issuer is excepted from the required rebate of arbitrage profits on the Bonds because the Issuer is a governmental unit with general taxing powers, none of the Bonds is a “**private activity bond**” as defined in Section 141(a) of the Internal Revenue Code of 1986, as amended, all the net proceeds of the Bonds are to be used for the local government activities of the Issuer, and the aggregate face amount of all Tax-Exempt Obligations (other than “**private activity bonds**” as defined in Internal Revenue Code of 1986, as amended) issued by the Issuer and all subordinate entities thereof during the calendar year of issuance of the Bonds, is not reasonably expected to exceed \$5,000,000.

(10) None of the Proceeds will be used, directly or indirectly, to replace funds which were used in any business carried on by any person other than a state or local governmental unit.

(11) The payment of the principal of or the interest on the Bonds will not be, directly or indirectly (A) secured by any interest in (i) property used or to be used for a private business activity by any person other than a state or local governmental unit, or (ii) payments in respect of such property, or (B) derived from payments (whether or not

by or to the Issuer), in respect of property, or borrowed money, used or to be used for a private business activity by any person other than a state or local governmental unit.

(12) None of the Proceeds will be used, directly or indirectly, to make or finance loans to persons other than a state or local governmental unit.

(13) No user of facilities in respect of the Bonds other than a state or local government unit will use the Project on any basis other than the same basis as the general public, and no person other than a state or local governmental unit will be a user of the Project as a result of (i) ownership, or (ii) actual or beneficial use pursuant to a lease or a management or incentive payment contract, or (iii) any other similar arrangement.

(14) Beginning on the 15th day prior to the Bond sale date, the Issuer will not have sold or delivered, and will not sell or deliver, (nor will it deliver within 15 days after the date of issue of the Bonds) any other obligations pursuant to a common plan of financing, which will be paid out of substantially the same source of funds (or which will have substantially the same claim to be paid out of substantially the same source of funds) as the Bonds or will be paid directly or indirectly from Proceeds.

(15) No portion of facilities in respect of the Bonds is expected to be sold or otherwise disposed of prior to the last maturity of the Bonds.

(16) The Issuer has not been notified of any disqualification or proposed disqualification of it by the Internal Revenue Service as a bond issuer which may certify bond issues under the Regulations.

(17) The Yield restrictions contained in (7) above or any other restriction or covenant contained herein may be violated or changed if the Issuer receives an opinion of Bond Counsel to the effect that such violation or change will not adversely affect the tax-exempt status of interest on the Bonds to which it is otherwise entitled.

(18) The Issuer acknowledges that any changes in facts or expectations from those set forth herein may result in different Yield restrictions or rebate requirements from those set forth herein and that Bond Counsel should be contacted if such changes do occur.

(19) The Corporate Authorities have no reason to believe the facts, estimates, circumstances and expectations set forth herein are untrue or incomplete in any material respect. On the basis of such facts, estimates, circumstances and expectations, it is not expected that the Proceeds or any other moneys or property will be used in a manner that will cause the Bonds to be arbitrage bonds within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended, and of the Regulations. To the best of the knowledge and belief of the Corporate Authorities, such expectations are reasonable, and there are no other facts, estimates and circumstances that would materially change such expectations.

The Issuer also agrees and covenants with the registered owners of the Bonds from time to time outstanding that, to the extent possible under Illinois law, it will comply with whatever federal tax law is adopted in the future which applies to the Bonds and affects the tax-exempt status of the Bonds.

The Corporate Authorities hereby authorize the officials of the Issuer responsible for issuing the Bonds, the same being the President, Secretary and Treasurer of the Issuer, to make such further covenants and certifications as may be necessary to assure that the use thereof will not cause the Bonds to be arbitrage bonds and to assure that the interest in the Bonds will be excluded from gross income for federal income tax purposes. In connection therewith, the Issuer and the Corporate Authorities further agree: (a) through the officers of the Issuer, to make such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with Bond Counsel approving the Bonds and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Bonds; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the Issuer in such compliance.

Section 15. Bank Qualified Bonds. Pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986, as amended, the Issuer hereby designates the Bonds as “**qualified tax-exempt obligations**” as defined in such Section 265(b)(3). The Issuer represents that the reasonably anticipated amount of tax-exempt obligations that will be issued by the Issuer and all subordinate entities of the Issuer during the calendar year in which the Bonds are issued will not exceed \$10,000,000 within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended. The Issuer covenants that it will not so designate and issue more than \$10,000,000 aggregate principal amount of such tax-exempt obligations in such calendar year. For purposes of this **Section 15**, the term “**tax-exempt obligations**” includes “**qualified 501(c)(3) Bonds**” (as defined in the Section 145 of the Internal Revenue Code of 1986, as amended) but does not include other “**private activity bonds**” (as defined in Section 141 of the Internal Revenue Code of 1986, as amended).

Section 16. Ordinance to Constitute a Contract and Severability. The provisions of this ordinance shall constitute a contract between the Issuer and the registered owners of the Bonds. Any pledge made in this ordinance and the provisions, covenants and agreements herein set forth to be performed by or on behalf of the Issuer shall be for the equal benefit, protection and security of the registered owners of any and all of the Bonds. All of the Bonds, regardless of the time or times of their issuance, shall be of equal rank without preference, priority or distinction of any of the Bonds over any other thereof except as expressly provided in or pursuant to this ordinance. This ordinance and the Act shall constitute full authority for the issuance of the Bonds, and to the extent that the provisions of this ordinance conflict with the provisions of any other ordinance or resolution of the Issuer, the provisions of this ordinance shall control. If any section, paragraph or provision of this ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this ordinance.

Section 17. Conflict and Repeal. All ordinances, resolutions or parts thereof in conflict herewith be and the same are hereby repealed to the extent of such conflict, and this ordinance shall be in full force and effect forthwith upon its adoption.

Section 18. Effective Date. This ordinance shall become effective immediately upon its passage, approval and publication in pamphlet form, and prior to the issuance of the Bonds this ordinance shall be filed with the County Clerk of Champaign County, Illinois.

Upon motion by Commissioner _____, seconded by Commissioner _____, adopted this 13th day of November, 2019, by roll call vote as follows:

Ayes (names): _____

Nays (names): _____

Absent (names): _____

(SEAL)

Attest:

Secretary

President



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: November 7, 2019

SUBJECT: Adoption of Ordinance No. 642: An Ordinance to Levy Property Taxes in the amount of \$13,732,633 for Fiscal Year Beginning May 1, 2020 and Ending April 30, 2021

Background

Each year, the Board is required to pass a Resolution setting the tax levy for the following fiscal year (FY) 2021. Following the approval of the Resolution, staff published the Truth in Taxation notice which ran in *The News-Gazette* on November 5, 2019. Additionally, the District needs to hold a public hearing on its intent to adopt such an increased tax levy at the November Board meeting and then adopt an Ordinance on the tax levy to file with the Champaign County Clerk. The Ordinance must be filed no later than the third Tuesday in December.

Prior Board Action

On October 23, 2019, the Board adopted a Resolution setting the estimated tax levy for FY2020-21 at \$13,732,633.00 and set the public hearing for November 13, 2019.

Budget Impact

The estimated levy approved will be incorporated into the fiscal year ended April 30, 2021 budget.

Recommended Action

Staff recommends adoption of Ordinance No. 642: An Ordinance to Levy Property Taxes in the amount of \$13,732,633.00 for fiscal year beginning May 1, 2020 and ending April 30, 2021.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce, CPRP
Executive Director

TAX LEVY ORDINANCE

No. 642

**AN ORDINANCE TO LEVY THE ANNUAL TAX FOR THE FISCAL
YEAR BEGINNING MAY 1, 2020 AND ENDING APRIL 30, 2021**

**BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE CHAMPAIGN PARK DISTRICT,
CHAMPAIGN COUNTY, ILLINOIS AS FOLLOWS:**

Pursuant to authority vested in them by the Park District Code, Article Five, the Commissioners of the Champaign Park District in meeting assembled do hereby find and declare that there will be required to be raised by general taxation in the amounts hereinafter set forth to be levied upon all of the taxable property in said Champaign Park District, in order to meet and defray all the necessary expenses and liabilities of the Champaign Park District as required by statute or voted by the people for uses and purposes as follows, to wit:

FUND	CLASSIFICATION	2020-21 LEVY
Fund 01 - GENERAL CORPORATE		
	SALARIES AND WAGES	\$ 2,698,600
	FRINGE BENEFITS	442,900
	CONTRACTUAL	1,030,000
	COMMODITIES/SUPPLIES	440,000
	UTILITIES	200,000
	ROUTINE/PERIODIC MAINTENANCE	300,000
	TRANSFERS TO OTHER FUNDS FOR CAPITAL OUTLAY	1,362,706
	TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 01 GENERAL CORPORATE	6,474,206
Fund 02 - RECREATION		
	SALARIES AND WAGES	1,529,000
	FRINGE BENEFITS	81,000
	CONTRACTUAL	206,000
	COMMODITIES/SUPPLIES	249,816
	UTILITIES	198,000
	ROUTINE/PERIODIC MAINTENANCE	60,000
	TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 02 RECREATION	2,323,816
Fund 03 - MUSEUM		
	SALARIES AND WAGES	765,025
	FRINGE BENEFITS	89,000
	CONTRACTUAL	450,000
	COMMODITIES/SUPPLIES	145,000
	UTILITIES	68,000
	ROUTINE/PERIODIC MAINTENANCE	35,000
	TRANSFERS TO OTHER FUNDS FOR CAPITAL	200,000
	TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 03 MUSEUM	1,752,025

Fund 04 - LIABILITY INSURANCE	
SALARIES AND WAGES	53,560
FRINGE BENEFITS	11,880
CONTRACTUAL	16,000
COMMODITIES/SUPPLIES	18,000
INSURANCE	250,000
CAPITAL OUTLAY	16,770
TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 04 LIABILITY INSURANCE	366,210
Fund 06 - IMRF FUND	
FRINGE BENEFITS	300,000
TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 06 IMRF	300,000
Fund 08 - AUDIT FUND	
CONTRACTUAL	25,056
TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 08 AUDIT	25,056
Fund 09 - PAVING AND LIGHTING FUND	
ROUTINE/PERIODIC MAINTENANCE	96,371
TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 09 PAVING AND LIGHTING	96,371
Fund 14 - SOCIAL SECURITY FUND	
FRINGE BENEFITS	415,000
TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 14 SOCIAL SECURITY	415,000
Fund 15 - SPECIAL RECREATION FUND	
SALARIES AND WAGES	306,463
FRINGE BENEFITS	27,589
CONTRACTUAL	64,660
COMMODITIES/SUPPLIES	23,314
UTILITIES	9,430
INSURANCE	12,180
CAPITAL OUTLAY	316,613
TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 15 SPECIAL RECREATION	760,249
Fund 19 - POLICE PROTECTION	
CONTRACTUAL	20,000
TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 19 POLICE PROTECTION	20,000
Fund 21 - BOND AMORTIZATION FUND	
TRANSFERS TO OTHER FUNDS	1,199,700
TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 21 BOND AMORTIZATION	1,199,700

TAX LEVY SUMMARY

The following are the total taxes to be levied for:

Fund 01 - GENERAL	\$ 6,474,206
Fund 02 - RECREATION	2,323,816
Fund 03 - MUSEUM	1,752,025
Fund 04 - LIABILITY INSURANCE	366,210
Fund 06 - IMRF FUND	300,000
Fund 08 - AUDIT FUND	25,056
Fund 09 - PAVING AND LIGHTING FUND	96,371
Fund 14 - SOCIAL SECURITY FUND	415,000
Fund 15 - SPECIAL RECREATION FUND	760,249
Fund 19 - POLICE PROTECTION	20,000
Fund 21 - BOND AMORTIZATION FUND	1,199,700
TOTAL AMOUNT IS HEREBY LEVIED AS - ALL FUNDS	\$ 13,732,633

Making the aggregate sum of Thirteen Million, Seven Hundred Thirty-Two Thousand, Six Hundred Thirty Three Dollars (\$13,732,633) to be raised by taxation and levied on all of the taxable property in said Park District for the fiscal year beginning May 1, 2020 and ending April 30, 2021, in order to meet and defray all necessary expenses and liabilities of the Park District as required by statute of voted by the people in accordance with law, provided that the levy of such amounts does not cause the property tax rate to exceed 0.7225. If the levy amount of \$13,732,633 produces a tax rate higher than 0.7225, then the amount to be levied and collected for all funds shall be reduced to an amount which produces the 0.7225 tax rate for all funds.

The Secretary of the Champaign Park District shall file with the County Clerk of the County of Champaign, State of Illinois, a certified copy of this Ordinance, no later than the third Tuesday of December 2019.

This Ordinance shall be in full force and effect immediately on and after its passage and approval.

Adopted this 13th day of November 2019, pursuant to a roll call vote as follows:

Ayes:

Absent:

Nays:

Abstain:

Craig W. Hays, President
Board of Commissioners

Cindy Harvey, Secretary
Board of Commissioners

STATE OF ILLINOIS }
 }
COUNTY OF CHAMPAIGN }

S.S.

CERTIFICATE

I, Cindy Harvey, do hereby certify that I am the Secretary in and for the Champaign Park District; that the foregoing is a true and correct copy of the Levy Ordinance duly passed by the President and Board of Champaign Park District Commissioners being entitled " An Ordinance to Levy the Annual Tax for Fiscal Year Beginning May 1, 2020 and Ending April 30, 2021", at a regular meeting on November 13, 2019, the Ordinance being a part of the official records of said Champaign Park District.

WITNESS my hand this 13th day of November 2019.

[SEAL]

Cindy Harvey
Secretary to the Board of Park Commissioners
Champaign Park District



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: November 8, 2013

SUBJECT: Human Kinetics Park OSLAD Development Design Contract

Background

Staff brought the Hitchcock Design Group design contract to the October 23 Special Session agenda, but requested further information from staff. The aim of this report is to answer questions raised at the Special Session so the Hitchcock Design Group design contract may be approved:

Regarding the OSLAD Grant itself, can park amenities from the development plan application be changed, once the grant agreement is signed—this was a specific question about substituting or adding a splash pad to the park?

CPD has done this with previous grants, including Scott Park, Sunset Ridge Park, and a similar situation at Douglass Park. IDNR gives some latitude to its grant administrators, but design changes resulting in change orders over \$10,000 need to be approved by IDNR. We would expect that for substituting/adding a splash pad, and a reasonable case would need to be made to IDNR. It's worth noting that Hitchcock Design Group is very experienced with the OSLAD grant process and has a good rapport with IDNR.

Why can't we do the design and construction documents in-house?

Hiring a landscape architecture firm for Human Kinetics Park development and bid/construction documents is necessary for the complexity of drawings required. Capital projects are frequently designed, permitted, and bid with in-house staff. However, when there are very complex site conditions and critical drainage considerations requiring the expertise of a civil engineer for design and permitting requirements. Runoff must be transmitted from the Martens Center and its associated parking into the City detention area. There is also an existing swale across the property which must be redesigned to account for existing drainage patterns. Not having a proper team of engineering consultants to study these complex conditions could result in improper drainage for not only the park, but also the Martens Center and its parking. Also, the calculations required for this type of design and permitting is beyond the licensure capabilities of staff. When electrical permitting is required to power site amenities (e.g., futsal, pavilion, lighting were necessary) this would also be beyond the licensing capacity of staff. Hiring a coherent team of licensed professionals will help ensure this work is thoroughly studied and properly permitted with the City. It is also worth noting the timeliness of authoring bid/construction drawings; we expect to have the project out to bid in March 2020 at the latest.

Why can't Ratio Architects do it?

While Ratio Architects and their consultants Berns, Clancy and Associates may have the technical ability to design Human Kinetics Park, having the same two firms working on adjacent, but discrete, projects at varying stages of design, bidding, and construction—and billing—invites a blurring of design and construction tasks where one or the other project may suffer. The Martens Center building and Human Kinetics Park Development are distinct projects. Ratio/BCA are on board for architectural site design (e.g., parking, walkways around building) and possible benefits of design continuity, coordination—or potential fee, for that matter—are outweighed by a lack of definition of what scope belongs to what project. In a nutshell: the unique Human Kinetics Park OSLAD Development project will benefit from its own, unique, champion answerable only to the project budget determined by CPDs agreement with IDNR.

Why Hitchcock Design Group?

The Park District has benefitted from a strong relationship with Hitchcock Design Group over the years. They designed Sunset Ridge Park as well as Porter Family Park. Porter is was not without complex sanitary and drainage infrastructure. But their work at Scott Park, Second Street detention basin, as well as Glenn Park is exemplary given the tight and complex requirements of urban sites. With the current project responsibilities in the Planning office, including forthcoming Martens Center PARC grant application, Hitchcock Design Group bring good value and a full-time workforce to designing, engineering, drawing, permitting, and bidding the future park.

Prior Board Action

September 12, 2018 Regular Board Meeting—Board approved \$400,000 OSLAD grant application for Human Kinetics Park.

October 23, 2019 Special Session—Board tabled the agenda item.

Budget Impact

The total project cost for Human Kinetics Park Development is \$800,000 per our OSLAD grant agreement with IDNR. The \$70,000 design contract with Hitchcock Design Group is attached. It's worth noting that IDNR has already paid the Park District 50% of the grant award.

Timeline

Fall 2019—construction documents, Winter/Spring 2020—bidding and bid award, Summer/Fall 2020—construction.

Recommended Action

Staff recommends authorizing the Executive Director to enter into the contract with Hitchcock Design Group for Human Kinetics Park—Park District Attorney has reviewed the contract.

Prepared by:

Reviewed by:

Andrew Weiss
Director of Planning

Joe DeLuce
Executive Director

AIA[®] Document B104[™] – 2017

Standard Abbreviated Form of Agreement Between Owner and Architect

AGREEMENT made as of the 1st day of November in the year 2019
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

Champaign Park District, an Illinois municipal corporation
706 Kenwood Road
Champaign, IL 61821

and the Architect:
(Name, legal status, address and other information)

Hitchcock Design, Inc. d/b/a Hitchcock Design Group,
22 E. Chicago Avenue, Suite 200 A
Naperville, IL 60540

for the following Project:
(Name, location and detailed description)

Human Kinetics Park
1501 N. Market St.
Champaign, IL 61821

The Project is for the development of a variety of active recreation improvements in conjunction with an Open Space Land Acquisition and Development (OSLAD) Grant from the Illinois Department of Natural Resources (IDNR), which will include sports fields, sport courts, playground, pavilion, community gardens and extensive walking path system.

The Owner and Architect agree as follows.

The Architect shall provide professional architectural services to Owner for the development of Human Kinetics Park pursuant to the terms of this Agreement and the Scope of Services identified herein.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth below:

(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget for the Cost of the Work, and other information relevant to the Project.)

Development of the Project shall consist of a program, research and analysis phase, design, development phase, construction, documentation phase, permitting phase, bidding and negotiation phase, and construction phase, services and additional services as may be applicable. On behalf the Owner, the Architect may engage the services of certain consultants, Nova Engineering for electrical engineering services and Piggush Engineering for grading and stormwater utility services. Architect will coordinate work with the Owner's recreation center team, Ratio Architects, Berns Clancy and Associates, and the Boneyard Creek consultant, Farnsworth Group. Compensation and payment for the Scope of Services identified in Exhibit A, except the construction phase services and additional services, shall be a fixed fee of \$70,000.00. Compensation for construction phase services shall be on an hourly basis to the extent requested by the Owner, with the applicable billing rates and expenses as stated in the attached Scope of Services, effective April 22, 2019.

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect may appropriately adjust the schedule, the Architect's services and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form.

§ 1.3.1 [Reserved.]

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ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide the professional services set forth in this Agreement consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.2 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.8:

(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)

.1 Commercial General Liability

Commercial General Liability with policy limits of not less than One Million Dollars (\$ 1,000,000) for each occurrence and Two Million Dollars (\$ 2,000,000) in the aggregate for bodily injury and property damage.

.2 Automobile Liability

Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than One Million Dollars (\$ 1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage

.3 Workers' Compensation

Workers' Compensation at statutory limits.

.4 Professional Liability

Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than One Million Dollars (\$ 1,000,000) per claim and Two Million Dollars (\$2,000,000) in the aggregate,

.5 Additional Insured Obligations

To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations

.6 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5, together with suitable endorsements, extensions or riders providing such evidence.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary mechanical, and engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services. The Scope of Services provided are as described in Exhibit "A" attached hereto, made a part hereof and incorporated by reference herein and dated as of July 13, 2019.

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§ 3.1.1 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on (1) the accuracy and completeness of the services and information furnished by the Owner and (2) the Owner's approvals. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.2 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.3 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall discuss with the Owner the Owner's program, schedule, budget for the Cost of the Work, Project site, and alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the Project requirements.

§ 3.2.3 The Architect shall consider the relative value of alternative materials, building systems and equipment, together with other considerations based on program, aesthetics, and any sustainable objectives, in developing a design for the Project that is consistent with the Owner's schedule and budget for the Cost of the Work.

§ 3.2.4 Based on the Project requirements, the Architect shall prepare Design Documents for the Owner's approval consisting of drawings and other documents appropriate for the Project and the Architect shall prepare and submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.5 The Architect shall submit the Design Documents to the Owner, and request the Owner's approval.

§ 3.3 Construction Documents Phase Services

§ 3.3.1 Based on the Owner's approval of the Design Documents, the Architect shall prepare for the Owner's approval Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.4.4.

§ 3.3.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.3.3 The Architect shall submit the Construction Documents to the Owner, update the estimate for the Cost of the Work and advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.3.4 The Architect, following the Owner's approval of the Construction Documents and of the latest estimate of the Cost of the Work, shall assist the Owner in obtaining bids or proposals and awarding and preparing contracts for construction.

§ 3.4 Construction Phase Services

§ 3.4.1 General

§ 3.4.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A104™-2017, Standard Abbreviated Form of Agreement Between Owner and Contractor. If the Owner and Contractor modify AIA Document A104-2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

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§ 3.4.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.4.1.3 Subject to Section 4.2, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.4.2 Evaluations of the Work

§ 3.4.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.2, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.4.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents and has the authority to require inspection or testing of the Work.

§ 3.4.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.4.2.4 When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith.

§ 3.4.2.5 The Architect shall render initial recommendations or opinions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.4.3 Certificates for Payment to Contractor

§ 3.4.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.4.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified.

§ 3.4.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.4.4 Submittals

§ 3.4.4.1 The Architect shall review and approve, or take other appropriate action, upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with

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information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or any construction means, methods, techniques, sequences or procedures.

§ 3.4.4.2 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.4.4.3 The Architect shall review and respond to written requests for information about the Contract Documents. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness.

§ 3.4.5 Changes in the Work

The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2.3, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.4.6 Project Completion

The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

ARTICLE 4 ADDITIONAL SERVICES

§ 4.1 The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Upon recognizing the need to perform Additional Services, the Architect shall notify the Owner. The Architect shall not provide the Additional Services until the Architect receives the Owner's written authorization. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.1 shall entitle the Architect to compensation pursuant to Section 11.3.

- .1 Revisions to previously-completed and approved phases of the Basic Services;
- .2 The services of additional consultants not specified in the proposal documents;
- .3 Meetings with Owner or presentations to other parties not specified in the Basic Services;
- .4 Detailed quantity estimates and construction cost opinions using data or formats other than Architect's;
- .5 Detailed written summaries of Architect's work or their recommendations;
- .6 Services rendered after the time limitations set forth in this Agreement;

(Paragraph deleted)

- .7 Services required due to the discovery of concealed conditions, actions of others, or other circumstances beyond Architect's control;
- .8 Services required to restart the project if Owner suspends Architect's work at Owner's convenience for more than ninety (90) days during the performance of Architect's services;
- .9 Preparation of segregated or multiple contract bid sets or more than one Owner / Contractor agreement; and

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- .10 Services rendered after Final Acceptance of the Contractor's work or services rendered more than sixty (60) days after Substantial Completion of the Contractor's work.

(Paragraphs deleted)

§ 4.1.1 The Architect shall provide services necessitated by a change in the Initial Information, changes in previous instructions or approvals given by the Owner, or a material change in the Project including size; quality; complexity; the Owner's schedule or budget for Cost of the Work; or procurement or delivery method as an Additional Service

§ 4.1.2 The Architect has included in Basic Services three (3) visits to the site by the Architect during construction. The Architect shall conduct site visits in excess of that amount as an Additional Service.

§ 4.1.3 The Architect shall, as an Additional Service, provide services made necessary by a Contractor's proposed change in the Work. The Architect shall prepare revisions to the Architect's Instruments of Service necessitated by Change Orders and Construction Change Directives as an Additional Service.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project; a written legal description of the site; and services of geotechnical engineers or other consultants, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project.

§ 5.4 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.5 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests; tests for air and water pollution; and tests for hazardous materials.

§ 5.6 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.7 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.8 The Owner shall endeavor to communicate with the Contractor through the Architect about matters arising out of or relating to the Contract Documents.

§ 5.9 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

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§ 5.10 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; rights-of-way, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate.

§ 6.4 If, through no fault of the Architect, construction procurement activities have not commenced within 90 days after the Architect submits the Construction Documents to the Owner the Owner's budget for the Cost of the Work may be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner may cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's current budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the Owner is the copyright owner of such information or has given permission to transmit such information for its use on the Project.

§ 7.2 The Owner shall be deemed the owners of all respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Owner and the Owner's consultants.

§ 7.3 The Owner shall own the Instruments of Service. The Architect shall have a nonexclusive license to use the Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The Owner may authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the Architect and Architect's consultant(s), the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner may assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Except for this project, any use of the Instruments of Service by a third party shall be its sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Completion of the Work together with any period of repose. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other, for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A104-2017, Standard Abbreviated Form of Agreement Between Owner and Contractor. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

(Paragraph deleted)

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien

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arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 Mediation, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.3 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:
(Check the appropriate box.)

Litigation in a court of competent jurisdiction
(Paragraphs deleted)

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

§ 8.3 [Reserved]

(Paragraphs deleted)

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted only upon written agreement of the parties.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted only upon written agreement of the parties.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination and Reimbursable Expenses incurred.

§ 9.7

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User Notes:

(2034723654)

(Paragraphs deleted)

Except as otherwise expressly provided herein, the portion of this Agreement for the provision of architectural services shall terminate one year from the date of Substantial Completion.

(Paragraph deleted)

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located excluding that jurisdiction's choice of law rules.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A104-2017, Standard Abbreviated Form of Agreement Between Owner and Contractor.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates or consents, the proposed language of such certificates or consents shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site, but shall inform the Owner if any such material or substances are discovered.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. However, the Architect's materials shall not include information the Owner has identified in writing as confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum
(Insert amount)

(Paragraphs deleted)
\$70,000

§ 11.2

(Paragraphs deleted)
[Reserved.]

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§ 11.3 The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices. *(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

Employee or Category	Rate
Senior Principal	\$265
Principal	\$195
Senior Associate	\$150
Associate	\$125
Junior Associate	\$105

§ 11.4 Compensation for
(Paragraphs deleted)

Reimbursable Expenses

§ 114.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 Site office expenses as specifically detailed by Architect.

§ 11.4.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants.

§ 11.5

(Paragraphs deleted)

Payments to the Architect

(Paragraphs deleted)

§

§ 11.5.1 Progress Payments

§ 11.5.1.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable thirty (30) days after presentation of the Architect's invoice. Amounts unpaid forty-five (45) days after the invoice date shall bear interest pursuant to the provisions of the Illinois Local Government Prompt Payment Act.

§ 11.5.1.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.5.1.3 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

(Paragraphs deleted)

(Table deleted)

Init.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows: N/A
(Include other terms and conditions applicable to this Agreement.)

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

.1
(Paragraphs deleted)
Exhibits: Exhibit A - Scope of Services

(Paragraphs deleted)
(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits identified in Section 4.1.)

.4 Other documents: N/A
(List other documents, if any, including additional scopes of service forming part of the Agreement.)

This Agreement entered into as of the day and year first written above.

OWNER *(Signature)*

(Printed name and title)



ARCHITECT *(Signature)*

BILL INMAN, PRESIDENT & CEO
(Printed name, title, and license number, if required)



July 13, 2019

Scope of Services

Human Kinetics Park

A. Program and Analysis Phase

Objective: The objective is to confirm the project program, characteristics of the existing resources, probable permit requirements, owner/users and stakeholder interests and produce new maps and a program summary that will be the basis for further design.

Process: Specifically, the Hitchcock Design Group team will:

1. **[Meeting #1: Staff] Conduct a Kick-off Meeting** with client representatives and the other project team members confirming:
 - a. Project area and adjacent influences
 - b. OSLAD grant requirements and expectations
 - c. Project team and stakeholders
 - d. Stormwater utilities
 - e. Electrical utilities and challenges
 - f. Budget and schedule
 - g. Communications and decision-making
2. **Identify Jurisdictional Interests** by discussing the project:
 - a. With City representatives about the proposed improvements
 - b. With the IDNR grant administrator to understand expectations of electrical utility treatments.
 - c. With the electrical utility company to help you understand the process of burying the utility
3. **Collect Data** for the project area and the immediate surroundings including:
 - a. Topographic survey
 - b. Aerial photography
 - c. Boundaries, property ownership and easements
 - d. Applicable OSLAD application documents, plan and budget
4. Following the Kick-Off meeting, walk the site with Park District representatives and **Photograph the Project Area** to identify readily apparent physical conditions and patterns of use.
5. **Secure Pricing to Provide a Geotechnical Investigation Report** from qualified geotechnical firms to conduct up to two soil borings at the locations of the proposed improvements for your review and to define:
 - a. Strength, consolidation and bearing capacities of the existing sub-surface
 - b. Presence of any unsuitable sub-grade materials
6. Prepare **Base Maps** at Appropriate Scales using the inventoried data and the boundary and topographic survey.
7. Prepare a written **Project Program** that includes:
 - a. Project design program
 - b. Jurisdictional factors
 - c. Budget information
 - d. Project Schedule
8. **Review the Program and Analysis** by forwarding the written Project Program and discussing with Park District representatives and other project team members by phone.

Deliverables: Base Maps, Written Project Program



July 13, 2019

B. Design Development Phase

Objective: The objective is to reach consensus with the client and jurisdictional authorities on the final design, probable cost and construction strategy for the proposed improvements.

Process: Following your approval of the Program and Analysis Phase, the Hitchcock Design Group team will:

1. **Finalize the Design** including size, horizontal and vertical geometry, structure, materials and finish, as appropriate, for the proposed improvements including:
 - a. Soccer fields (3)
 - b. Multi-purpose sports field
 - c. Basketball court
 - d. Futsal court (In coordination with your selected product manufacturer)
 - e. Sand volleyball court
 - f. Playground
 - g. Pavilion
 - h. Community gardens
 - i. Walking path
 - j. Landscape improvements
 - k. Grading and drainage
2. **Refine the Preliminary Engineering** recommendations including:
 - a. Storm water grading and drainage ****Storm water detention not included**
 - b. Electrical
3. **Prepare the Design Development Documents** including:
 - a. Existing conditions information
 - b. Plan view drawings
 - c. Descriptive supplemental drawings
 - d. Product data
4. Prepare a summary of estimated quantities and the **Construction Cost Opinion**.
5. **[Meetings #2 & #3: Staff]** Review the Design Development Documents with you at the 50% and 100% completion milestones. Prepare written summaries of discussions and update the Project Program following each meeting.
6. Review the Design Development Documents with the **City engineering** as appropriate to this phase of work.

Deliverables: Design Development Document, Construction Cost Opinion, Meeting Summaries, updated Project Program

C. Construction Documentation Phase

Objective: The objective is to produce the final drawings, specifications, quantity schedules, project manual and other bid documents that will be used to competitively bid and construct the improvements.

Process: Following approval of the Design Development Phase, the Hitchcock Design Group team will:

1. **Finalize the Graphic Documentation** that will be used to bid and construct the improvements including:
 - a. Digital construction drawings
 - i. Cover sheet, notes and legend
 - ii. Existing conditions plans
 - iii. Site preparation plans
 - iv. Grading and drainage plans and Storm Water Pollution Prevention plans (SWPPP)
 - v. Electrical plans
 - vi. Layout and materials plans
 - vii. Landscape plans
 - viii. Site construction details



July 13, 2019

2. **Finalize the Written Documentation** that will be used to bid and construct the Improvements including:
 - I. General and Supplementary Conditions
 - II. Technical specifications
3. Prepare a summary of estimated quantities and Update the **Construction Cost Opinion**.
4. **[Meetings #4 & #5: Staff – ONLINE MEETINGS]** Review the Construction Documents with you at 50% and 100% completion milestones. Prepare written summaries of discussions and update the Project Program following each meeting.

Deliverables: Construction Drawings, Construction Specifications, Construction Cost Opinion, Meeting Summaries

D. Permitting Phase

Objective: The objective is to obtain the required permits.

Process: Following approval of the Construction Documentation Phase, the Hitchcock Design Group team will:

1. Prepare and assemble **Permit Documents** including:
 - a. Site Development Permit with the City of Champaign
 - b. NPDES for the IEPA
2. **Submit Permit Documents** as listed to the respective regulatory agencies.
3. Communicate with you as necessary to **Discuss Review Letter(s)** received from regulatory agencies.
4. **Make One (1) Set of Authorized Revisions** to the appropriate Permit Documents and resubmit to the respective regulatory agencies.

Deliverables: Permit Documents, Revisions

E. Bidding and Negotiation Phase

Objective: The objective is to help the client select a qualified contractor to construct the improvements.

Process: Following your approval, the Hitchcock Design Group team will:

1. **Place Bidding Documents in Online Digital Plan Room** for bidding distribution and Management. **Recommend Reputable Contractors** for your consideration.
2. Help you advertise the bid letting by preparing **Legal Notice** for your use in publicizing the bid.
3. **Answer Questions and Issue Written Addenda**, when appropriate, to all bidders regarding changes to or clarifications of the Contract Documents.
4. Using the copy of open bids provided by the Park District, **Prepare a Bid Tabulation spreadsheet**.
5. **Perform Reference Checks** for the apparent low bidder's references. **Issue a Bid Results Summary Letter**.

OPTIONAL SERVICES: We can attend and/or conduct a Pre-Bid Meeting and the Bid Opening upon your request on a time and materials basis.

Deliverables: Bidding Documents, Legal Notice, Addenda, Bid Tabulation, Results Summary Letter



July 13, 2019

CONSTRUCTION PHASE SERVICES

We can provide the following services on an hourly basis at the client's request.

A. Construction Administration

Objective: The objective is to help you finalize and administer your construction contract with the Contractor.

Process: Following your award of the work to a Contractor, the Hitchcock Design Group team will provide these Construction Services until Final Acceptance of the work, or until 30 days after Substantial Completion of the work, whichever occurs first:

1. Help you prepare an **Owner / Contractor Agreement**.
2. **[Construction Meeting #1: Staff / Contractor]** Conduct a **Pre-Construction Meeting** with you and the Contractor to review:
 - a. Contractor mobilization and staging
 - b. Contractor schedules
 - c. Contractor submittals
 - d. Responsibilities
 - e. Communications
 - f. Payment procedures
3. **Issue Interpretations or Clarifications** of the Contract Documents when requested by: you or the Contractor.
4. Prepare recommendations for construction **Change Orders**, as requested by:
 - a. You, because of a change that you wish to make to the scope of the Contractor's work
 - b. The Contractor because of the discovery of job site conditions that were concealed or unknown when the Owner / Contractor Agreement was executed, as approved by you
5. **Review Submittals and Shop Drawings**, product data and material samples which the Contractor is required to submit for the limited purpose of determining their general conformance with the design concept and information contained in the Contract Documents.
6. **Review Testing Procedures** and data provided by independent testing services.
7. Prepare written **Payment Recommendations** upon review of Contractor's monthly payout applications.

Deliverables: **Owner / Contractor Agreement, Clarifications, Change Orders, Submittal Review, Testing Review, Payment Recommendations**

B. Construction Observation

Objective: The objective is to become familiarized with the progress and quality of the Contractor's work and to determine if the work is proceeding in general conformance with the Contract Documents.

Process: During construction, we will:

1. **[Construction Meetings #2 - #4: Staff / Contractor]** **Participate in Site Meetings** at key intervals (three (3) total progress meetings anticipated with you and the contractor to become familiarized with the progress and quality of the Contractor's work and to determine if the work is proceeding in general conformance with the Contract Documents.
2. **Prepare Field Reports** of the progress meetings at the site with you and the Contractor.

Deliverables: **Field Reports**



July 13, 2019

C. Contract Close-out

Objective: The objective is to help the client close out its construction contract with the Contractor.

Process: After the Contractor notifies the client that the work is Substantially Complete, Hitchcock Design Group will:

1. **[Construction Meeting #5: Staff / Contractor]** Participate in one (1) site visit to conduct a walk through and prepare a **Punch List** upon substantial completion of the construction of the work documented by us.
2. **Review Contract Close-out Submittals** required as provided by the Contractor, such as but not limited to:
 - a. Operating and maintenance manuals
 - b. As-built record drawings
 - c. Labor and material lien waivers
 - d. Payment applications
3. **[Construction Meeting #6: Staff / Contractor]** Participate in one (1) site visit to conduct a walk through to verify completion of a punch list items and **Establish Final Acceptance**.
4. **Prepare Final Payment Recommendations** regarding the Contractor's request for acceptance of substantially and finally completed work.
5. Participate in a final walk through with you and the IDNR for OSLAD grant close out.

Deliverables: **Punch List, Closeout Submittal Review, Final Payment Recommendation**

ADDITIONAL SERVICES

We may provide additional services, at your approval that are not included in the Basic Services, such as:

1. Revisions to previously-completed and approved phases of the Basic Services
2. The services of additional consultants not specified in the proposal documents
3. Meetings with you or presentations to other parties not specified in the Basic Services
4. Detailed quantity estimates and construction cost opinions using data or formats other than our own
5. Detailed written summaries of our work or our recommendations
6. Services rendered after the time limitations set forth in this contract
7. Services required due to the discovery of concealed conditions, actions of others, or other circumstances beyond our control
8. Services required to restart the project if you suspend our work at your convenience for more than 90 days during the performance of our services
9. Preparation of segregated or multiple contract bid sets or more than one Owner / Contractor agreement
10. Services rendered after Final Acceptance of the Contractor's work or services rendered more than 60 days after Substantial Completion of the Contractor's work

AUTHORIZATION

Services or meetings not specified in this scope of services will be considered additional services. If circumstances arise during our performance of the outlined services that we believe require additional services, we will promptly notify you about the nature, extent and probable additional cost of the additional services, and perform only such additional services following your written authorization.



Standard Billing Rates and Expenses

Effective April 22, 2019

Billing Rates

Senior Principal	\$265
Principal	\$195
Senior Associate	\$150
Associate	\$125
Junior Associate	\$105

AIA[®] Document B104[™] – 2017

Standard Abbreviated Form of Agreement Between Owner and Architect

AGREEMENT made as of the 1st day of November in the year 2019
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

Champaign Park District, an Illinois municipal corporation
706 Kenwood Road
Champaign, IL 61821

and the Architect:
(Name, legal status, address and other information)

Hitchcock Design, Inc. d/b/a Hitchcock Design Group,
22 E. Chicago Avenue, Suite 200 A
Naperville, IL 60540

for the following Project:
(Name, location and detailed description)

Human Kinetics Park
1501 N. Market St.
Champaign, IL 61821

The Project is for the development of a variety of active recreation improvements in conjunction with an Open Space Land Acquisition and Development (OSLAD) Grant from the Illinois Department of Natural Resources (IDNR), which will include sports fields, sport courts, playground, pavilion, community gardens and extensive walking path system.

The Owner and Architect agree as follows.

The Architect shall provide professional architectural services to Owner for the development of Human Kinetics Park pursuant to the terms of this Agreement and the Scope of Services identified herein.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth below:

(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget for the Cost of the Work, and other information relevant to the Project.)

Development of the Project shall consist of a program, research and analysis phase, design, development phase, construction, documentation phase, permitting phase, bidding and negotiation phase, and construction phase, services and additional services as may be applicable. On behalf the Owner, the Architect may engage the services of certain consultants, Nova Engineering for electrical engineering services and Piggush Engineering for grading and stormwater utility services. Architect will coordinate work with the Owner's recreation center team, Ratio Architects, Berns Clancy and Associates, and the Boneyard Creek consultant, Farnsworth Group. Compensation and payment for the Scope of Services identified in Exhibit A, except the construction phase services and additional services, shall be a fixed fee of \$70,000.00. Compensation for construction phase services shall be on an hourly basis to the extent requested by the Owner, with the applicable billing rates and expenses as stated in the attached Scope of Services, effective April 22, 2019.

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect may appropriately adjust the schedule, the Architect's services and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form.

§ 1.3.1 [Reserved.]

Init.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide the professional services set forth in this Agreement consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.2 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.8:

(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)

.1 Commercial General Liability

Commercial General Liability with policy limits of not less than One Million Dollars (\$ 1,000,000) for each occurrence and Two Million Dollars (\$ 2,000,000) in the aggregate for bodily injury and property damage.

.2 Automobile Liability

Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than One Million Dollars (\$ 1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage

.3 Workers' Compensation

Workers' Compensation at statutory limits.

.4 Professional Liability

Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than One Million Dollars (\$ 1,000,000) per claim and Two Million Dollars (\$2,000,000) in the aggregate,

.5 Additional Insured Obligations

To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations

.6 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5, together with suitable endorsements, extensions or riders providing such evidence.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary mechanical, and engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services. The Scope of Services provided are as described in Exhibit "A" attached hereto, made a part hereof and incorporated by reference herein and dated as of July 13, 2019.

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§ 3.1.1 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on (1) the accuracy and completeness of the services and information furnished by the Owner and (2) the Owner's approvals. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.2 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.3 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall discuss with the Owner the Owner's program, schedule, budget for the Cost of the Work, Project site, and alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the Project requirements.

§ 3.2.3 The Architect shall consider the relative value of alternative materials, building systems and equipment, together with other considerations based on program, aesthetics, and any sustainable objectives, in developing a design for the Project that is consistent with the Owner's schedule and budget for the Cost of the Work.

§ 3.2.4 Based on the Project requirements, the Architect shall prepare Design Documents for the Owner's approval consisting of drawings and other documents appropriate for the Project and the Architect shall prepare and submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.5 The Architect shall submit the Design Documents to the Owner, and request the Owner's approval.

§ 3.3 Construction Documents Phase Services

§ 3.3.1 Based on the Owner's approval of the Design Documents, the Architect shall prepare for the Owner's approval Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.4.4.

§ 3.3.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.3.3 The Architect shall submit the Construction Documents to the Owner, update the estimate for the Cost of the Work and advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.3.4 The Architect, following the Owner's approval of the Construction Documents and of the latest estimate of the Cost of the Work, shall assist the Owner in obtaining bids or proposals and awarding and preparing contracts for construction.

§ 3.4 Construction Phase Services

§ 3.4.1 General

§ 3.4.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A104™-2017, Standard Abbreviated Form of Agreement Between Owner and Contractor. If the Owner and Contractor modify AIA Document A104-2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

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§ 3.4.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.4.1.3 Subject to Section 4.2, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.4.2 Evaluations of the Work

§ 3.4.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.2, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.4.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents and has the authority to require inspection or testing of the Work.

§ 3.4.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.4.2.4 When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith.

§ 3.4.2.5 The Architect shall render initial recommendations or opinions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.4.3 Certificates for Payment to Contractor

§ 3.4.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.4.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified.

§ 3.4.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.4.4 Submittals

§ 3.4.4.1 The Architect shall review and approve, or take other appropriate action, upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with

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information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or any construction means, methods, techniques, sequences or procedures.

§ 3.4.4.2 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.4.4.3 The Architect shall review and respond to written requests for information about the Contract Documents. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness.

§ 3.4.5 Changes in the Work

The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2.3, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.4.6 Project Completion

The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

ARTICLE 4 ADDITIONAL SERVICES

§ 4.1 The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Upon recognizing the need to perform Additional Services, the Architect shall notify the Owner. The Architect shall not provide the Additional Services until the Architect receives the Owner's written authorization. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.1 shall entitle the Architect to compensation pursuant to Section 11.3.

- .1 Revisions to previously-completed and approved phases of the Basic Services;
- .2 The services of additional consultants not specified in the proposal documents;
- .3 Meetings with Owner or presentations to other parties not specified in the Basic Services;
- .4 Detailed quantity estimates and construction cost opinions using data or formats other than Architect's;
- .5 Detailed written summaries of Architect's work or their recommendations;
- .6 Services rendered after the time limitations set forth in this Agreement;

(Paragraph deleted)

- .7 Services required due to the discovery of concealed conditions, actions of others, or other circumstances beyond Architect's control;
- .8 Services required to restart the project if Owner suspends Architect's work at Owner's convenience for more than ninety (90) days during the performance of Architect's services;
- .9 Preparation of segregated or multiple contract bid sets or more than one Owner / Contractor agreement; and

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- .10 Services rendered after Final Acceptance of the Contractor's work or services rendered more than sixty (60) days after Substantial Completion of the Contractor's work.

(Paragraphs deleted)

§ 4.1.1 The Architect shall provide services necessitated by a change in the Initial Information, changes in previous instructions or approvals given by the Owner, or a material change in the Project including size; quality; complexity; the Owner's schedule or budget for Cost of the Work; or procurement or delivery method as an Additional Service

§ 4.1.2 The Architect has included in Basic Services three (3) visits to the site by the Architect during construction. The Architect shall conduct site visits in excess of that amount as an Additional Service.

§ 4.1.3 The Architect shall, as an Additional Service, provide services made necessary by a Contractor's proposed change in the Work. The Architect shall prepare revisions to the Architect's Instruments of Service necessitated by Change Orders and Construction Change Directives as an Additional Service.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project; a written legal description of the site; and services of geotechnical engineers or other consultants, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project.

§ 5.4 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.5 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests; tests for air and water pollution; and tests for hazardous materials.

§ 5.6 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.7 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.8 The Owner shall endeavor to communicate with the Contractor through the Architect about matters arising out of or relating to the Contract Documents.

§ 5.9 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

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§ 5.10 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; rights-of-way, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate.

§ 6.4 If, through no fault of the Architect, construction procurement activities have not commenced within 90 days after the Architect submits the Construction Documents to the Owner the Owner's budget for the Cost of the Work may be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner may cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's current budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the Owner is the copyright owner of such information or has given permission to transmit such information for its use on the Project.

§ 7.2 The Owner shall be deemed the owners of all respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Owner and the Owner's consultants.

§ 7.3 The Owner shall own the Instruments of Service. The Architect shall have a nonexclusive license to use the Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The Owner may authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the Architect and Architect's consultant(s), the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner may assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Except for this project, any use of the Instruments of Service by a third party shall be its sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Completion of the Work together with any period of repose. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other, for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A104-2017, Standard Abbreviated Form of Agreement Between Owner and Contractor. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

(Paragraph deleted)

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien

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arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 Mediation, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.3 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:
(Check the appropriate box.)

Litigation in a court of competent jurisdiction
(Paragraphs deleted)

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

§ 8.3 [Reserved]

(Paragraphs deleted)

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted only upon written agreement of the parties.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted only upon written agreement of the parties.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination and Reimbursable Expenses incurred.

§ 9.7

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User Notes:

(Paragraphs deleted)

Except as otherwise expressly provided herein, the portion of this Agreement for the provision of architectural services shall terminate one year from the date of Substantial Completion.

(Paragraph deleted)

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located excluding that jurisdiction's choice of law rules.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A104-2017, Standard Abbreviated Form of Agreement Between Owner and Contractor.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates or consents, the proposed language of such certificates or consents shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site, but shall inform the Owner if any such material or substances are discovered.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. However, the Architect's materials shall not include information the Owner has identified in writing as confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum
(Insert amount)

(Paragraphs deleted)
\$70,000

§ 11.2

(Paragraphs deleted)
[Reserved.]

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User Notes:

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§ 11.3 The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices. *(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

Employee or Category	Rate
Senior Principal	\$265
Principal	\$195
Senior Associate	\$150
Associate	\$125
Junior Associate	\$105

§ 11.4 Compensation for
(Paragraphs deleted)

Reimbursable Expenses

§ 114.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 Site office expenses as specifically detailed by Architect.

§ 11.4.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants.

§ 11.5

(Paragraphs deleted)

Payments to the Architect

(Paragraphs deleted)

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§ 11.5.1 Progress Payments

§ 11.5.1.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable thirty (30) days after presentation of the Architect's invoice. Amounts unpaid forty-five (45) days after the invoice date shall bear interest pursuant to the provisions of the Illinois Local Government Prompt Payment Act.

§ 11.5.1.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.5.1.3 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

(Paragraphs deleted)

(Table deleted)

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ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows: N/A
(Include other terms and conditions applicable to this Agreement.)

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

.1
(Paragraphs deleted)
Exhibits: Exhibit A - Scope of Services

(Paragraphs deleted)
(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits identified in Section 4.1.)

.4 Other documents: N/A
(List other documents, if any, including additional scopes of service forming part of the Agreement.)

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

(Printed name and title)



ARCHITECT (Signature)
BILL INMAN, PRESIDENT & CEO

(Printed name, title, and license number, if required)



July 13, 2019

Scope of Services

Human Kinetics Park

A. Program and Analysis Phase

Objective: The objective is to confirm the project program, characteristics of the existing resources, probable permit requirements, owner/users and stakeholder interests and produce new maps and a program summary that will be the basis for further design.

Process: Specifically, the Hitchcock Design Group team will:

1. **[Meeting #1: Staff] Conduct a Kick-off Meeting** with client representatives and the other project team members confirming:
 - a. Project area and adjacent influences
 - b. OS/AD grant requirements and expectations
 - c. Project team and stakeholders
 - d. Stormwater utilities
 - e. Electrical utilities and challenges
 - f. Budget and schedule
 - g. Communications and decision-making
2. **Identify Jurisdictional Interests** by discussing the project:
 - a. With City representatives about the proposed improvements
 - b. With the IDNR grant administrator to understand expectations of electrical utility treatments.
 - c. With the electrical utility company to help you understand the process of burying the utility
3. **Collect Data** for the project area and the immediate surroundings including:
 - a. Topographic survey
 - b. Aerial photography
 - c. Boundaries, property ownership and easements
 - d. Applicable OS/AD application documents, plan and budget
4. Following the Kick-Off meeting, walk the site with Park District representatives and **Photograph the Project Area** to identify readily apparent physical conditions and patterns of use.
5. **Secure Pricing to Provide a Geotechnical Investigation Report** from qualified geotechnical firms to conduct up to two soil borings at the locations of the proposed improvements for your review and to define:
 - a. Strength, consolidation and bearing capacities of the existing sub-surface
 - b. Presence of any unsuitable sub-grade materials
6. Prepare **Base Maps** at Appropriate Scales using the inventoried data and the boundary and topographic survey.
7. Prepare a written **Project Program** that includes:
 - a. Project design program
 - b. Jurisdictional factors
 - c. Budget information
 - d. Project Schedule
8. **Review the Program and Analysis** by forwarding the written Project Program and discussing with Park District representatives and other project team members by phone.

Deliverables: Base Maps, Written Project Program



July 13, 2019

B. Design Development Phase

Objective: The objective is to reach consensus with the client and jurisdictional authorities on the final design, probable cost and construction strategy for the proposed improvements.

Process: Following your approval of the Program and Analysis Phase, the Hitchcock Design Group team will:

1. **Finalize the Design** including size, horizontal and vertical geometry, structure, materials and finish, as appropriate, for the proposed improvements including:
 - a. Soccer fields (3)
 - b. Multi-purpose sports field
 - c. Basketball court
 - d. Futsal court (In coordination with your selected product manufacturer)
 - e. Sand volleyball court
 - f. Playground
 - g. Pavilion
 - h. Community gardens
 - i. Walking path
 - j. Landscape improvements
 - k. Grading and drainage
2. **Refine the Preliminary Engineering** recommendations including:
 - a. Storm water grading and drainage ****Storm water detention not included**
 - b. Electrical
3. **Prepare the Design Development Documents** including:
 - a. Existing conditions information
 - b. Plan view drawings
 - c. Descriptive supplemental drawings
 - d. Product data
4. Prepare a summary of estimated quantities and the **Construction Cost Opinion**.
5. **[Meetings #2 & #3: Staff]** Review the Design Development Documents with you at the 50% and 100% completion milestones. Prepare written summaries of discussions and update the Project Program following each meeting.
6. Review the Design Development Documents with the **City engineering** as appropriate to this phase of work.

Deliverables: Design Development Document, Construction Cost Opinion, Meeting Summaries, updated Project Program

C. Construction Documentation Phase

Objective: The objective is to produce the final drawings, specifications, quantity schedules, project manual and other bid documents that will be used to competitively bid and construct the improvements.

Process: Following approval of the Design Development Phase, the Hitchcock Design Group team will:

1. **Finalize the Graphic Documentation** that will be used to bid and construct the improvements including:
 - a. Digital construction drawings
 - i. Cover sheet, notes and legend
 - ii. Existing conditions plans
 - iii. Site preparation plans
 - iv. Grading and drainage plans and Storm Water Pollution Prevention plans (SWPPP)
 - v. Electrical plans
 - vi. Layout and materials plans
 - vii. Landscape plans
 - viii. Site construction details



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2. **Finalize the Written Documentation** that will be used to bid and construct the Improvements including:
 - I. General and Supplementary Conditions
 - II. Technical specifications
3. Prepare a summary of estimated quantities and Update the **Construction Cost Opinion**.
4. **[Meetings #4 & #5: Staff – ONLINE MEETINGS]** Review the Construction Documents with you at 50% and 100% completion milestones. Prepare written summaries of discussions and update the Project Program following each meeting.

Deliverables: Construction Drawings, Construction Specifications, Construction Cost Opinion, Meeting Summaries

D. Permitting Phase

Objective: The objective is to obtain the required permits.

Process: Following approval of the Construction Documentation Phase, the Hitchcock Design Group team will:

1. Prepare and assemble **Permit Documents** including:
 - a. Site Development Permit with the City of Champaign
 - b. NPDES for the IEPA
2. **Submit Permit Documents** as listed to the respective regulatory agencies.
3. Communicate with you as necessary to **Discuss Review Letter(s)** received from regulatory agencies.
4. **Make One (1) Set of Authorized Revisions** to the appropriate Permit Documents and resubmit to the respective regulatory agencies.

Deliverables: Permit Documents, Revisions

E. Bidding and Negotiation Phase

Objective: The objective is to help the client select a qualified contractor to construct the improvements.

Process: Following your approval, the Hitchcock Design Group team will:

1. **Place Bidding Documents in Online Digital Plan Room** for bidding distribution and Management. **Recommend Reputable Contractors** for your consideration.
2. Help you advertise the bid letting by preparing **Legal Notice** for your use in publicizing the bid.
3. **Answer Questions and Issue Written Addenda**, when appropriate, to all bidders regarding changes to or clarifications of the Contract Documents.
4. Using the copy of open bids provided by the Park District, **Prepare a Bid Tabulation** spreadsheet.
5. **Perform Reference Checks** for the apparent low bidder's references. **Issue a Bid Results Summary Letter**.

OPTIONAL SERVICES: We can attend and/or conduct a Pre-Bid Meeting and the Bid Opening upon your request on a time and materials basis.

Deliverables: Bidding Documents, Legal Notice, Addenda, Bid Tabulation, Results Summary Letter



July 13, 2019

CONSTRUCTION PHASE SERVICES

We can provide the following services on an hourly basis at the client's request.

A. Construction Administration

Objective: The objective is to help you finalize and administer your construction contract with the Contractor.

Process: Following your award of the work to a Contractor, the Hitchcock Design Group team will provide these Construction Services until Final Acceptance of the work, or until 30 days after Substantial Completion of the work, whichever occurs first:

1. Help you prepare an **Owner / Contractor Agreement**.
2. **[Construction Meeting #1: Staff / Contractor]** Conduct a **Pre-Construction Meeting** with you and the Contractor to review:
 - a. Contractor mobilization and staging
 - b. Contractor schedules
 - c. Contractor submittals
 - d. Responsibilities
 - e. Communications
 - f. Payment procedures
3. **Issue Interpretations or Clarifications** of the Contract Documents when requested by: you or the Contractor.
4. Prepare recommendations for construction **Change Orders**, as requested by:
 - a. You, because of a change that you wish to make to the scope of the Contractor's work
 - b. The Contractor because of the discovery of job site conditions that were concealed or unknown when the Owner / Contractor Agreement was executed, as approved by you
5. **Review Submittals and Shop Drawings**, product data and material samples which the Contractor is required to submit for the limited purpose of determining their general conformance with the design concept and information contained in the Contract Documents.
6. **Review Testing Procedures** and data provided by independent testing services.
7. Prepare written **Payment Recommendations** upon review of Contractor's monthly payout applications.

Deliverables: **Owner / Contractor Agreement, Clarifications, Change Orders, Submittal Review, Testing Review, Payment Recommendations**

B. Construction Observation

Objective: The objective is to become familiarized with the progress and quality of the Contractor's work and to determine if the work is proceeding in general conformance with the Contract Documents.

Process: During construction, we will:

1. **[Construction Meetings #2 - #4: Staff / Contractor]** **Participate in Site Meetings** at key intervals (three (3) total progress meetings anticipated with you and the contractor to become familiarized with the progress and quality of the Contractor's work and to determine if the work is proceeding in general conformance with the Contract Documents.
2. **Prepare Field Reports** of the progress meetings at the site with you and the Contractor.

Deliverables: **Field Reports**



July 13, 2019

C. Contract Close-out

Objective: The objective is to help the client close out its construction contract with the Contractor.

Process: After the Contractor notifies the client that the work is Substantially Complete, Hitchcock Design Group will:

1. **[Construction Meeting #5: Staff / Contractor]** Participate in one (1) site visit to conduct a walk through and prepare a **Punch List** upon substantial completion of the construction of the work documented by us.
2. **Review Contract Close-out Submittals** required as provided by the Contractor, such as but not limited to:
 - a. Operating and maintenance manuals
 - b. As-built record drawings
 - c. Labor and material lien waivers
 - d. Payment applications
3. **[Construction Meeting #6: Staff / Contractor]** Participate in one (1) site visit to conduct a walk through to verify completion of a punch list items and **Establish Final Acceptance**.
4. **Prepare Final Payment Recommendations** regarding the Contractor's request for acceptance of substantially and finally completed work.
5. Participate in a final walk through with you and the IDNR for OSLAD grant close out.

Deliverables: **Punch List, Closeout Submittal Review, Final Payment Recommendation**

ADDITIONAL SERVICES

We may provide additional services, at your approval that are not included in the Basic Services, such as:

1. Revisions to previously-completed and approved phases of the Basic Services
2. The services of additional consultants not specified in the proposal documents
3. Meetings with you or presentations to other parties not specified in the Basic Services
4. Detailed quantity estimates and construction cost opinions using data or formats other than our own
5. Detailed written summaries of our work or our recommendations
6. Services rendered after the time limitations set forth in this contract
7. Services required due to the discovery of concealed conditions, actions of others, or other circumstances beyond our control
8. Services required to restart the project if you suspend our work at your convenience for more than 90 days during the performance of our services
9. Preparation of segregated or multiple contract bid sets or more than one Owner / Contractor agreement
10. Services rendered after Final Acceptance of the Contractor's work or services rendered more than 60 days after Substantial Completion of the Contractor's work

AUTHORIZATION

Services or meetings not specified in this scope of services will be considered additional services. If circumstances arise during our performance of the outlined services that we believe require additional services, we will promptly notify you about the nature, extent and probable additional cost of the additional services, and perform only such additional services following your written authorization.



Standard Billing Rates and Expenses

Effective April 22, 2019

Billing Rates

Senior Principal	\$265
Principal	\$195
Senior Associate	\$150
Associate	\$125
Junior Associate	\$105