



AGENDA SPECIAL MEETING

Location: REMOTE MEETING HELD VIA TELECONFERENCE

(As permitted by Governor Pritzker's Executive Order 2020-07 and 2020-33)

Citizens may participate in the zoom meeting by going to the following web address:

<https://us02web.zoom.us/j/89438812005?pwd=b1VFTkVyKzVOcHk4bkhOS3hFK3N3dz09>

Meeting ID: 894 3881 2005

Password: 185083

One tap mobile

+13126266799,,89438812005#,1#,185083# US (Chicago)

Citizens will be offered an opportunity to speak to the Board during the public comment portion. To facilitate this and not have individuals speaking over one another, the Park District kindly requests that individuals wishing to address the Board via the conference line during public comment notify the Park District via email, as noted below, of their intent to address the Board. Alternatively, citizens may submit public comments by email prior to the Board meeting, to be announced by the Park Board President during the public comment portion of the meeting. Email submissions (notice of intent to speak or comment via email) should be submitted by Noon on Wednesday, May 13, 2020, and sent to joe.deluce@champaignparks.org.

**Wednesday, May 27, 2020
5:30 p.m.**

A. CALL TO ORDER

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

C. NEW BUSINESS

1. Approval of Budget Line Transfers
Staff recommends approval of line item transfers of the FY20 budget be made within funds where lines will exceed their original budget. The transfers do not affect the overall budget as other line items would be decreased within the same funds. This is being done to comply with the Park Code and for audit purposes.
2. Approval of Naming the Lobby at the Bresnan Meeting Center
Staff recommends approval of naming the lobby at the Bresnan Meeting Center in honor Cindy Harvey's seventeen years of exceptional service for the Park District including six years as the Secretary to the Board.
3. Approval of Benefit Protection Leave Resolution authorizing the continuance of IMRF and insurance benefits for eligible employees who may be furloughed due to the COVID-19 crisis.
Staff recommends approval of the Benefit Protection Leave Resolution to address periods of missed Illinois Municipal Retirement Fund (IMRF) credit for furloughed staff and also to protect their IMRF death and disability benefits. (**Roll Call Vote**)

Special Board Meeting

May 27, 2020

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4. Approval of Resolutions to Commit Local Funds for the Rebuild Illinois Fast Track Public Infrastructure (FTPI) Grant Application
Staff recommends approval the attached resolutions (2) to commit local funds for the Rebuild Illinois Fast Track Public Infrastructure grant application for the Bicentennial Center CUSR remodel project totaling \$800,000.
5. Approval to Apply for the Rebuild Illinois Fast Track Public Infrastructure Grant
Staff recommends authorizing staff to apply for Rebuild Illinois Fast Track Public Infrastructure Grant and obtain the Board President's signature on the respective letters, forms, and Financial Certification Statements.
6. Approval to apply for an Illinois Emergency Management Agency (IEMA) Public Assistance Grant
Staff recommends Board authorize staff to complete the grant application through FEMA for COVID-19 Public Assistance funding and authorize the Executive Director to sign any documents necessary prior to submission.

D. OLD BUSINESS

E. DISCUSSION ITEMS

F. COMMENTS FROM COMMISSIONERS

G. ADJOURN



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 22, 2020

SUBJECT: Approval of 2019-20 Budget Line Transfers

Background

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

Individual line items and programs were the basis for the budget line transfers. Total budget line transfers equal \$448,623.00. The total transfers made by fund were less than the 10% limit.

General Fund - \$59,084.00 (represents 0.8% of original budget)
Recreation Fund - \$192,360.00 (represents 5.2% of original budget)
Museum Fund - \$39,494.00 (represents 1.5% of original budget)
Liability Fund - \$1,899.00 (represents 0.4% of original budget)
Special Recreation Fund - \$43,272.00 (represents 2.5% of original budget)
Capital Improvement Fund - \$29,839.00 (represents 0.5% of original budget)
Martens Center Fund - \$82,675.00 (represents 6.9% of original budget)

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

Prior Board Action

The Board of Commissioners adopted Ordinance No. 636 July 24, 2019 in the amount of \$26,842,032.

Recommended Action

Staff recommends Board approval of line item transfers of the FYE20 budget be made within funds where lines will exceed their adopted budget per the attached document.

Prepared by:

Andrea N. Wallace
Director of Finance

Reviewed by:

Joe DeLuce, CPRP
Executive Director

EXPENDITURE REPORT FOR CHAMPAIGN PARK DISTRICT
 PERIOD ENDING 04/30/2020

ATTACHMENT A

ACCOUNT PROJECT DESCRIPTION	2019-20 ORIGINAL BUDGET	Q4 AMENDMENT	2019-20 AMENDED BUDGET	YEAR END PROJECTION
Fund 01 - GENERAL				
SALARIES AND WAGES	2,486,959.00	594.00	2,487,553.00	2,400,516.93
FRINGE BENEFITS	371,912.00	9,737.00	381,649.00	380,043.39
CONTRACTUAL	860,640.00	(8,873.00)	851,767.00	579,571.60
COMMODITIES/SUPPLIES	384,950.00	(1,458.00)	383,492.00	312,459.11
UTILITIES	155,712.00	0.00	155,712.00	126,664.74
ROUTINE/PERIODIC MAINTENANCE	178,500.00	0.00	178,500.00	113,530.28
TRANSFERS TO OTHER FUNDS	2,650,000.00	0.00	2,650,000.00	2,650,000.00
TOTAL EXPENDITURES	7,088,673.00	0.00	7,088,673.00	6,562,786.05
TOTAL EXPENDITURES	7,088,673.00	0.00	7,088,673.00	6,562,786.05
Fund 02 - RECREATION				
SALARIES AND WAGES	1,914,771.00	(5,791.00)	1,908,980.00	1,789,818.24
FRINGE BENEFITS	146,320.00	6,087.00	152,407.00	150,205.44
CONTRACTUAL	429,815.00	809.00	430,624.00	291,873.28
COMMODITIES/SUPPLIES	372,011.00	2,195.00	374,206.00	288,838.42
UTILITIES	362,783.00	0.00	362,783.00	297,717.17
ROUTINE/PERIODIC MAINTENANCE	65,500.00	(3,300.00)	62,200.00	39,752.93
TRANSFERS TO OTHER FUNDS	400,000.00	0.00	400,000.00	400,000.00
TOTAL EXPENDITURES	3,691,200.00	0.00	3,691,200.00	3,258,205.48
TOTAL EXPENDITURES	3,691,200.00	0.00	3,691,200.00	3,258,205.48
Fund 03 - MUSEUM				
SALARIES AND WAGES	1,025,986.00	29,216.00	1,055,202.00	981,707.66
FRINGE BENEFITS	103,570.00	2,071.00	105,641.00	104,756.19
CONTRACTUAL	886,182.00	(25,701.00)	860,481.00	575,785.36
COMMODITIES/SUPPLIES	179,735.00	(757.00)	178,978.00	131,722.43
UTILITIES	158,031.00	0.00	158,031.00	113,397.13
ROUTINE/PERIODIC MAINTENANCE	60,329.00	(4,829.00)	55,500.00	9,500.00
TRANSFERS TO OTHER FUNDS	280,000.00	0.00	280,000.00	280,000.00
TOTAL EXPENDITURES	2,693,833.00	0.00	2,693,833.00	2,196,868.77
TOTAL EXPENDITURES	2,693,833.00	0.00	2,693,833.00	2,196,868.77
Fund 04 - LIABILITY INSURANCE				
SALARIES AND WAGES	50,132.00	0.00	50,132.00	45,248.16
FRINGE BENEFITS	9,001.00	1,899.00	10,900.00	10,707.03
CONTRACTUAL	7,027.00	(1,440.00)	5,587.00	4,752.11
COMMODITIES/SUPPLIES	14,426.00	(459.00)	13,967.00	3,900.60
INSURANCE	247,443.00	0.00	247,443.00	209,477.63
CAPITAL OUTLAY	64,745.00	0.00	64,745.00	16,357.09
TOTAL EXPENDITURES	392,774.00	0.00	392,774.00	290,442.62
TOTAL EXPENDITURES	392,774.00	0.00	392,774.00	290,442.62
Fund 15 - SPECIAL RECREATION FUND				
SALARIES AND WAGES	454,670.00	(7,171.00)	447,499.00	422,814.30
FRINGE BENEFITS	85,900.00	527.00	86,427.00	86,087.04
CONTRACTUAL	99,635.00	9,347.00	108,982.00	107,076.06
COMMODITIES/SUPPLIES	39,800.00	(2,703.00)	37,097.00	29,494.90
INSURANCE	13,300.00	0.00	13,300.00	11,754.05
ROUTINE/PERIODIC MAINTENANCE	18,200.00	4,170.00	22,370.00	22,370.00
CAPITAL OUTLAY	1,050,427.00	(4,170.00)	1,046,257.00	367,223.64
TOTAL EXPENDITURES	1,761,932.00	0.00	1,761,932.00	1,046,819.99
TOTAL EXPENDITURES	1,761,932.00	0.00	1,761,932.00	1,046,819.99
Fund 16 - CAPITAL IMPROVEMENTS FUND				
CONTRACTUAL	6,881.00	3,457.00	10,338.00	10,337.50
CAPITAL OUTLAY	6,064,388.00	(3,457.00)	6,060,931.00	3,704,480.75
TRANSFERS TO OTHER FUNDS	74,723.00	0.00	74,723.00	74,723.39
TOTAL EXPENDITURES	6,145,992.00	0.00	6,145,992.00	3,789,541.64
TOTAL EXPENDITURES	6,145,992.00	0.00	6,145,992.00	3,789,541.64
Fund 27 - HUMAN KINETICS PARK IMPROVEMENT FUND				
CONTRACTUAL	71,200.00	80,475.00	151,675.00	142,357.67
CAPITAL OUTLAY	1,120,464.00	(80,475.00)	1,039,989.00	395,015.38
TOTAL EXPENDITURES	1,191,664.00	0.00	1,191,664.00	537,373.05
TOTAL EXPENDITURES	1,191,664.00	0.00	1,191,664.00	537,373.05

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User: andrea.wallace
DB: Cpd Bsa

EXPENDITURE REPORT FOR CHAMPAIGN PARK DISTRICT
PERIOD ENDING 04/30/2020

ACCOUNT	PROJECT	DESCRIPTION	2019-20 ORIGINAL BUDGET	Q4 AMENDMENT	2019-20 AMENDED BUDGET	YEAR END PROJECTION
TOTAL EXPENDITURES - ALL FUNDS			22,966,068.00	0.00	22,966,068.00	17,682,037.60

01 - GENERAL FUND

CHAMPAIGN PARK DISTRICT

JOURNAL ENTRY

JE: 5928

Post Date: 04/30/2020

Entered By: andrea.wallace

Entry Date: 05/21/2020

Journal: BA

Description: BUDGET LINE TRANSFERS - FUND 1 GENERAL
REALLOCATION OF SURPLUS LINE ITEMS TO COVER THOSE
OVER BUDGET. EXPLANATIONS FOR SIGNIFICANT AMOUNTS
ARE NOTED BELOW.

*TWO-WEEK OVERLAP IN THE ASSISTANT TO THE EXECUTIVE
DIRECTOR POSITION THAT WAS NOT BUDGETED FOR.

*TWO STAFF SWITCHED FROM BEING ON THE MEDICAL OPT-
OUT OF \$2,000/YEAR IN ADDITIONAL INCOME TO BEING
ADDED TO SINGLE COVERAGE ON THE HEALTH INSURANCE
PLAN.

*PART-TIME OFFICE SUPPORT WAS OVERBUDGET \$22,588 DUE
TO EXTRA HOURS TO TECH TEAM STAFF ACCOMPLISHING IN-
HOUSE PROJECTS RATHER THAN CONTRACTING THEM OUT.
THOSE PROJECTS INCLUDED WIRING AND WI-FI ARE DODDS,
ZAHND, AND HAYS CENTER AND CAMERAS AT THE TENNIS
CENTER. IN ADDITION TECH TEAM STAFF ASSISTED IN ALL
THE NETWORKING FOR THE SHOP EXPANSION. THEN LATE IN
THE FISCAL YEAR THERE WERE EXTRA HOURS NEEDED TO GET
STAFF WORKING FROM HOME DUE TO COVID-19.

GL #	Description	DR	CR
01-01-001-53132	DENTAL INSURANCE		1,409.00
01-01-001-53133	MEDICAL HEALTH INSURANCE		13,528.00
01-01-001-53134	LIFE INSURANCE	3,000.00	
01-01-001-54255	LICENSE AND FEES		3,646.00
01-01-001-54270	PERSONNEL COSTS	2,090.00	
01-01-001-54280	OTHER CONTRACTUAL SERVICES	10,450.00	
01-01-001-58001	PERIODIC MAINTENANCE	5,142.00	
01-01-001-58002-20TECH	ROUTINE MAINTENANCE		5,142.00
01-01-001-70001	EXECUTIVE DIRECTOR		594.00
01-01-001-70101	DEPARTMENT HEAD		4,249.00
01-01-001-70301	OFFICE STAFF/SUPPORT		3,148.00
01-01-001-70901	BUILDING SERVICE WORKER		863.00
01-01-001-80303	PT OFFICE STAFF/SUPPORT		22,588.00
01-10-069-54202	PRINTING AND DUPLICATING	2,124.00	
01-10-069-55349	PLAQUES, AWARDS AND PRIZES	1,458.00	
01-10-069-70301	OFFICE STAFF/SUPPORT		47.00
01-10-069-80303	PT OFFICE STAFF/SUPPORT	2,755.00	
01-20-001-70301	OFFICE STAFF/SUPPORT		483.00
01-20-001-83003	ALLOWANCES/REIMBURSEMENTS	2,200.00	
01-20-071-54242	EQUIPMENT REPAIR		2,880.00
01-20-071-54253	PEST CONTROL		65.00
01-20-071-54280	OTHER CONTRACTUAL SERVICES	800.00	
01-20-071-82703	PT SEASONAL STAFF	8,837.00	
01-20-079-82703	PT SEASONAL STAFF	2,424.00	
01-20-080-71001	PROGRAM/FACILITY DIR.		442.00
01-20-080-82703	PT SEASONAL STAFF	15,774.00	
01-20-300-70301	OFFICE STAFF/SUPPORT	2,030.00	
Journal Total:		59,084.00	59,084.00

APPROVED BY: _____

02 - RECREATION FUND

CHAMPAIGN PARK DISTRICT
 JOURNAL ENTRY
 JE: 5929

Post Date: 04/30/2020
 Entry Date: 05/22/2020

Entered By: andrea.wallace
 Journal: BA

Description: BUDGET LINE TRANSFERS - FUND 2 REC
 REALLOCATION OF SURPLUS LINE ITEMS TO COVER THOSE
 OVER BUDGET. EXPLANATIONS FOR SIGNIFICANT AMOUNTS
 ARE NOTED BELOW.

*SEVERAL STAFF WERE PROMOTED DURING THE FISCAL YEAR
 RESULTING IN THE DEPARTMENT HEAD AND MANAGER LINE
 ITEMS TO BE OVERBUDGET. THE MAJORITY OF THESE
 INCREASES WERE OFFSET BY THE PROGRAM DIRECTOR AND
 OFFICE STAFF LINE ITEMS. THE OTHER MAJOR DIFFERENCE
 WAS IN THE PT INSTRUCTOR LINE FOR THE TENNIS CENTER
 WHICH WAS \$10,000 OVER BUDGET AND \$9,000 OVER BUDGET
 FOR BUSYBEES PRESCHOOL PROGRAM.

*MEDICAL HEALTH INSURANCE EXCEEDED BUDGET DUE TO
 STAFF ELECTING A CHANGE IN COVERAGE DURING THE
 FISCAL YEAR.

*ALLOWANCES WAS OVER BUDGET AS WITH THE PROMOTIONS
 ONE NEW STAFF PERSON WAS PROVIDED WITH A CAR
 ALLOWANCE WHICH WAS NOT BUDGETED FOR.

*PROFESSIONAL FEES EXCEEDED BUDGET SPECIFICALLY FOR
 THE RESTROOM FEASIBILITY STUDY AT THE 3-PLEX THAT
 WAS NOT PLANNED FOR. THE OFFSET OF THIS LINE ITEM
 WAS TAKEN FROM THE PERIODIC MAINTENANCE LINE.

GL #	Description	DR	CR
02-01-001-53133	MEDICAL HEALTH INSURANCE		3,455.00
02-01-001-54215	PROFESSIONAL FEES		3,220.00
02-01-001-58001-200005	PERIODIC MAINTENANCE	3,300.00	
02-01-001-70101	DEPARTMENT HEAD		36,875.00
02-01-001-70301	OFFICE STAFF		2,219.00
02-01-001-70501	MANAGERS/SUPERVISORS		257.00
02-01-001-83003	ALLOWANCES/REIMBURSEMENTS		2,632.00
02-30-021-54234	LANDFILL FEES	108.00	
02-30-076-55331	CHEMICALS		171.00
02-30-076-55332	PAINTS		1,950.00
02-30-076-56232	WATER		7,644.00
02-30-076-70501	BALL FIELD MGR./SUPV.		216.00
02-30-092-70501	MANAGERS/SUPERVISORS		2,400.00
02-30-092-80903	PT BUILDING SERVICE WORKER		7,099.00
02-30-093-56231	GAS AND ELECTRICITY		2,170.00
02-30-093-56232	WATER		268.00
02-30-155-56231	GAS AND ELECTRICITY		200.00
02-30-155-56233	TELECOMM EXPENSE		360.00
02-30-155-70501	MANAGERS/SUPERVISORS		1,030.00
02-30-155-71001	PROGRAM/FACILITY DIR	987.00	
02-30-160-54254	SERVICE CONTRACTS		2,087.00
02-30-160-70501	MANAGERS/SUPERVISORS	23,937.00	
02-30-160-70901	CUSTODIAL		454.00
02-30-160-71001	PROGRAM/FACILITY DIR		29,785.00
02-30-160-80903	PT CUSTODIAL	2,966.00	
02-40-025-54254	SERVICE CONTRACTS		32.00
02-40-025-54260	SERVICE CONTRACTS-FACILITIES	2,136.00	
02-40-025-70501	MANAGERS/SUPERVISORS		11,203.00
02-40-025-71001	PROGRAM/FACILITY DIRECTOR	15,340.00	
02-40-025-81403	PT INSTRUCTOR		10,230.00
02-40-065-70501	MANAGERS/SUPERVISORS	218.00	
02-40-082-70501	MANAGERS/SUPERVISORS		3,816.00
02-40-082-71001	PROGRAM/FACILITY DIR.	6,641.00	
02-40-083-54281	CONTRACTUAL PERSONNEL	369.00	
02-40-083-70501	MANAGERS/SUPERVISORS		1,832.00

ATTACHMENT B

02-40-083-71001	PROGRAM/FACILITY DIR	2,217.00	
02-40-085-70501	MANAGERS/SUPERVISORS		2,883.00
02-40-085-71001	PROGRAM/FACILITY DIR	3,323.00	
02-40-086-70501	MANAGERS/SUPERVISORS		1,221.00
02-40-086-71001	PROGRAM/FACILITY DIR	2,000.00	
02-40-088-70501	MANAGERS/SUPERVISORS		3,053.00
02-40-088-71001	PROGRAM/FACILITY DIR	6,656.00	
02-40-150-70501	MANAGERS/SUPERVISORS		4,119.00
02-40-150-71001	PROGRAM/FACILITY DIR	2,563.00	
02-40-150-81403	PT INSTRUCTOR		853.00
02-40-154-81403	PT INSTRUCTOR		1,812.00
02-40-195-70501	MANAGERS/SUPERVISORS		1,069.00
02-40-195-71001	PROGRAM/FACILITY DIR	2,500.00	
02-40-196-70501	MANAGERS/SUPERVISORS		916.00
02-40-196-71001	PROGRAM/FACILITY DIR	1,333.00	
02-40-197-70501	MANAGERS/SUPERVISORS		916.00
02-40-197-71001	PROGRAM/FACILITY DIR	1,909.00	
02-40-198-70501	MANAGERS/SUPERVISORS		1,221.00
02-40-198-71001	PROGRAM/FACILITY DIR.	2,088.00	
02-40-200-70501	MANAGERS/SUPERVISORS		916.00
02-40-200-71001	PROGRAM/FACILITY DIR.	833.00	
02-40-202-54281	CONTRACTUAL PERSONNEL	2,337.00	
02-40-202-70501	MANAGERS/SUPERVISORS		305.00
02-40-202-71001	PROGRAM/FACILITY DIR.	4,392.00	
02-40-203-81403	PT INSTRUCTOR	963.00	
02-40-204-81403	PT INSTRUCTOR	1,030.00	
02-50-004-71001	PROGRAM/FACILITY DIR		133.00
02-50-005-71001	PROGRAM/FACILITY DIR		1,826.00
02-50-006-71001	PROGRAM/FACILITY DIR		53.00
02-50-009-71001	PROGRAM/FACILITY DIR.		1,067.00
02-50-011-71001	PROGRAM/FACILITY DIR.		2,083.00
02-50-011-81403	PT INSTRUCTOR		9,046.00
02-50-012-54265	SUBSCRIPTIONS		150.00
02-50-012-70501	MANAGERS/SUPERVISORS		6,179.00
02-50-012-71001	PROGRAM/FACILITY DIR.	5,603.00	
02-50-013-71001	PROGRAM/FACILITY DIR.		133.00
02-50-017-70501	MANAGERS/SUPERVISORS		8,238.00
02-50-017-71001	PROGRAM/FACILITY DIR.	3,939.00	
02-50-017-81703	PT DAY CAMP STAFF/LIFE GUARD	1,460.00	
02-50-144-71001	PROGRAM/FACILITY DIR	2,621.00	
02-60-026-70501	MANAGERS/SUPERVISORS	548.00	
02-60-130-71001	PROGRAM/FACILITY DIRECTOR	1,430.00	
02-60-241-70501	MANAGERS/SUPERVISORS		2,060.00
02-60-241-71001	PROGRAM/FACILITY DIR.	3,938.00	
02-65-123-71001	PROGRAM/FACILITY DIR.	1,345.00	
02-68-092-71001	PROGRAM/FACILITY DIR.		53.00
02-69-024-70501	MANAGERS/SUPERVISORS		1,512.00
02-69-041-70501	MANAGERS/SUPERVISORS		961.00
02-69-080-54255	LICENSE AND FEES		219.00
02-69-080-70501	MANAGERS/SUPERVISORS		2,883.00
02-69-080-71001	PROGRAM/FACILITY DIR.	3,320.00	
02-69-088-70501	MANAGERS/SUPERVISORS		961.00
02-70-022-54234	LANDFILL FEES		125.00
02-70-022-55308	FIRST AID/MEDICAL SUPPLIES-POOL SPECIFIC		74.00
02-70-022-56231	GAS AND ELECTRICITY	6,402.00	
02-70-022-56232	WATER	4,240.00	
02-70-022-59414	CREDIT CARD FEES	74.00	
02-70-022-70501	MANAGERS/SUPERVISORS	11,648.00	
02-70-022-71001	PROGRAM/FACILITY DIR.	1,762.00	
02-70-022-81403	PT INSTRUCTOR	4,644.00	
02-70-022-81503	PT GENERAL STAFF		3,715.00
02-70-022-81703	PT DAY CAMP STAFF/LIFE GUARD	49,240.00	
	Journal Total:	192,360.00	192,360.00

APPROVED BY: _____

03 - MUSEUM FUND

CHAMPAIGN PARK DISTRICT

JOURNAL ENTRY

JE: 5926

Post Date: 04/30/2020

Entered By: andrea.wallace

Entry Date: 05/20/2020

Journal: BA

Description: BUDGET LINE TRANSFERS - FUND 3 MUSEUM
REALLOCATE SAVINGS IN OTHER LINE ITEMS TO THOSE
OVERBUDGET.

*IN ADDITION TRANSFERS FOR PRG FACILITY DIRECTOR
LINES NOT BUDGETED IN PRAIRIE FARM OR IN C-U DAYS
ORIGINAL BUDGETS BUT DUE TO PERSONNEL REALLOCATION
CHANGES ACTUAL WAGES WERE INCLUDED.

GL #	Description	DR	CR
03-01-001-53132	DENTAL INSURANCE	170.00	
03-01-001-53133	MEDICAL HEALTH INSURANCE		2,577.00
03-01-001-53134	LIFE INSURANCE	348.00	
03-01-001-53137	EMPLOYEE ASSISTANCE PROGRAM		12.00
03-01-001-54202	PRINTING AND DUPLICATING	2,660.00	
03-01-001-54204	STAFF MEETINGS	160.00	
03-01-001-54207	STAFF TRAINING		102.00
03-01-001-54208	MEMBERSHIPS, DUES AND FEES		565.00
03-01-001-54209	CONFERENCE AND TRAVEL	1,800.00	
03-01-001-54215	PROFESSIONAL FEES		300.00
03-01-001-54241	VEHICLE REPAIR		235.00
03-01-001-54264	CELL PHONE EXPENSE		64.00
03-01-001-55354	FOOD SUPPLIES	130.00	
03-01-001-59414	CREDIT CARD FEES	2,810.00	
03-01-001-70301	OFFICE STAFF/SUPPORT		58.00
03-15-015-55307	BOOKS AND MANUSCRIPTS		1,020.00
03-15-015-55350	RECREATION/PROGRAM SUPPLIES	1,690.00	
03-15-015-55354	FOOD SUPPLIES	100.00	
03-15-015-71001	PROGRAM/FACILITY DIR		820.00
03-15-031-54281	CONTRACTUAL PERSONNEL		2,428.00
03-15-038-81403	PT INSTRUCTOR		4,314.00
03-15-068-54280	OTHER CONTRACTUAL SERVICES	1,040.00	
03-15-078-59414	CREDIT CARD FEES	2,278.00	
03-15-078-71001	PROGRAM/FACILITY DIR.		566.00
03-15-140-71401	INSTRUCTOR	896.00	
03-15-141-54202	PRINTING AND DUPLICATING	932.00	
03-15-141-55316	PARTICIPANT UNIFORMS	371.00	
03-15-170-71001	PROGRAM/FACILITY DIR.		3,600.00
03-15-170-81503	PT GENERAL STAFF		2,284.00
03-15-173-55349	PLAQUES, AWARDS, PRIZES	500.00	
03-30-019-55329	OFFICE/ EQUIPMENT VALUE <\$10000		498.00
03-30-019-81403	PT INSTRUCTOR		10,152.00
03-30-030-54234	LANDFILL FEES		7.00
03-30-030-54245	BUILDING REPAIR	1,600.00	
03-30-030-58001	PERIODIC MAINTENANCE	4,829.00	
03-30-030-70301	OFFICE STAFF/SUPPORT		144.00
03-30-078-54254	SERVICE CONTRACTS		1,058.00
03-30-078-54280	OTHER CONTRACTUAL SERVICES	9,270.00	
03-30-078-70101	DEPARTMENT HEAD		2,488.00
03-30-078-70301	OFFICE STAFF/SUPPORT		145.00
03-30-078-71001	PROGRAM/FACILITY DIR.		275.00
03-30-095-54280	OTHER CONTRACTUAL SERVICES	170.00	
03-30-095-55308	FIRST AID/MEDICAL SUPPLIES		516.00
03-30-095-71001	PROGRAM/FACILITY DIR		4,600.00
03-60-078-71001	PROGRAM/FACILITY DIR.		277.00
03-68-078-54280	OTHER CONTRACTUAL SERVICES	7,740.00	
03-68-078-71001	PROGRAM/FACILITY DIR.		225.00
03-69-078-71001	PROGRAM/FACILITY DIR.		164.00
Journal Total:		39,494.00	39,494.00

03-30-019-81403 Approval for Pottery Studio Supervisor from a Part-time 2 to a Part-time 1 position in August 2019, thereby increasing hours worked. This individual averages 30 hours per week & each instructor who was to teach the second session of spring classes. We do average 6-8 instructors, the second session of spring, 6 of them were scheduled to teach.

Fund 04 - Liability

CHAMPAIGN PARK DISTRICT

ATTACHMENT B

JOURNAL ENTRY

JE: 5920

Post Date: 04/30/2020

Entered By: andrea.wallace

Entry Date: 05/19/2020

Journal: BA

Description: BUDGET LINE TRANSFERS - FUND 4

STAFFING CHANGE DURING THE FISCAL YEAR RESULTED IN A CHANGE IN THE TYPE OF BENEFITS SELECTED BY EMPLOYEE AND THEREBY INCREASED EMPLOYER COST. FUNDS REALLOCATED FROM SURPLUS LINE ITEMS WITHIN SAME FUND.

GL #	Description	DR	CR
04-01-001-53133	MEDICAL HEALTH INSURANCE		1,501.00
04-01-001-54281	CONTRACTUAL PERSONNEL	1,440.00	
04-01-001-55307	BOOKS AND MANUSCRIPTS	280.00	
04-01-001-55329	OFFICE/ EQUIPMENT VALUE <\$10000	179.00	
04-01-001-83003	ALLOWANCES/REIMBURSEMENTS		398.00
	Journal Total:	1,899.00	1,899.00

APPROVED BY: _____

Fund 15 - CUSR

CHAMPAIGN PARK DISTRICT

ATTACHMENT B

JOURNAL ENTRY

JE: 5925

Post Date: 04/30/2020

Entered By: andrea.wallace

Entry Date: 05/20/2020

Journal: BA

Description: BUDGET LINE TRANSFERS - FUND 15 CUSR

*BUDGET LINE TRANSFERS FUND 15 - CUSR TO REALLOCATE SAVINGS IN OTHER LINE ITEMS TO COVER OVERBUDGET ITEMS AS A RESULT OF STAFFING CHANGES THROUGHOUT THE FISCAL YEAR AS WELL AS A DECREASE IN OTHER PROGRAMS.

*REALLOCATE FUNDS FROM GENERAL ADA CAPITAL TO ADA EXPENDITURES INCLUDED IN THE OPERATING BUDGET FOR PORT-A-POTTY RENTALS AS WELL AS A&E EXPENDITURES RELATED TO THE CAPITAL IMPROVEMENT PROJECT TO RENOVATE BI-CENTENNIAL CENTER FOR THE NEW CUSR LOCATION.

GL #	Description	DR	CR
15-25-001-53132	DENTAL INSURANCE	1,430.00	
15-25-001-53133	MEDICAL HEALTH INSURANCE		1,920.00
15-25-001-53134	LIFE INSURANCE	189.00	
15-25-001-53135	IMRF PAYMENTS	490.00	
15-25-001-53136	FICA PAYMENTS		816.00
15-25-001-54204	STAFF MEETING	160.00	
15-25-001-54205	LEGAL PUBLICATIONS/NOTICES	1,632.00	
15-25-001-54206	ADVERTISING/PUBLICITY	237.00	
15-25-001-54207	STAFF TRAINING	907.00	
15-25-001-54208	MEMBERSHIPS, DUES AND FEES	407.00	
15-25-001-54209	CONFERENCE AND TRAVEL	3,991.00	
15-25-001-54212	ATTORNEY FEES	2,580.00	
15-25-001-54214-190003	ARCHITECT AND ENGINEERING FEES		36,193.00
15-25-001-54236	AUTO ALLOWANCE	650.00	
15-25-001-54254	SERVICE CONTRACTS	1,662.00	
15-25-001-54255	LICENSE AND FEES		18.00
15-25-001-54264	CELL PHONE EXPENSE		32.00
15-25-001-54265	SUBSCRIPTIONS	250.00	
15-25-001-54280	OTHER CONTRACTUAL SERVICES	250.00	
15-25-001-55329	OFFICE/ EQUIPMENT VALUE <\$10000		18.00
15-25-001-55348	FLOWERS AND CARDS	30.00	
15-25-001-58003	ADA NON-CAPITAL EXPENDITURES		4,170.00
15-25-001-61508-200002	CPD - ADA	4,170.00	
15-25-001-70301	OFFICE STAFF/SUPPORT		105.00
15-25-001-80303	PT OFFICE STAFF/SUPPORT	980.00	
15-25-001-83003	ALLOWANCES/REIMBURSEMENTS	100.00	
15-25-051-54204	STAFF MEETING	210.00	
15-25-051-54251	RENTAL FACILITIES	3,750.00	
15-25-051-81703	PT DAY CAMP STAFF/LIFE GUARD	3,596.00	
15-25-052-54241	VEHICLE REPAIR	1,550.00	
15-25-056-54285	CONTRACTUAL ENTERTAINMENT	300.00	
15-25-059-54299	FIELD/SPECIAL TRIPS	8,270.00	
15-25-059-55354	FOOD SUPPLIES	1,129.00	
15-25-060-54207	STAFF TRAINING	50.00	
15-25-060-54299	FIELD/SPECIAL TRIPS	40.00	
15-25-060-55354	FOOD SUPPLIES	402.00	
15-25-061-55354	FOOD SUPPLIES	1,160.00	
15-25-061-81703	PT DAY CAMP STAFF/LIFE GUARD	2,700.00	
Journal Total:		43,272.00	43,272.00

APPROVED BY: _____

Fund 16 - Capital Improvement

CHAMPAIGN PARK DISTRICT

JOURNAL ENTRY

JE: 5922

Post Date: 04/30/2020

Entered By: andrea.wallace

Entry Date: 05/20/2020

Journal: BA

Description: BUDGET LINE TRANSFERS - FUND 16

TRANSFER BOARD APPROVED ADDITIONAL FUNDING FOR SHOP EXPANSION OF \$20,816 OUT OF CONTINGENCY FUNDS. IN ADDITION REALLOCATED SAVINGS ON OTHER FUNDS TO COVER BUDGET OVERAGES ON VARIOUS CAPITAL PROJECTS.

GL #	Description	DR	CR
16-01-001-54202-190011	PRINTING AND DUPLICATING	2,037.00	
16-01-001-54215-190011	PROFESSIONAL FEES		5,494.00
16-01-001-61504-200017	VEHICLES / EQUIPMENT	1,422.00	
16-01-001-61508	PARK CONSTRUCTION/IMPROVEMENTS		270.00
16-01-001-61508-170011	PARK CONSTRUCTION/IMPROVEMENTS	5,564.00	
16-01-001-61508-180008	PARK CONSTRUCTION/IMPROVEMENTS		3,061.00
16-01-001-61508-190007	PARK CONSTRUCTION/IMPROVEMENTS		3,655.00
16-01-001-61508-190011	PARK CONSTRUCTION/IMPROVEMENTS		17,359.00
16-01-001-61508-200001	PARK CONSTRUCTION/IMPROVEMENTS	20,816.00	
Journal Total:		29,839.00	29,839.00

APPROVED BY: _____

Fund 27 - Martens Center

CHAMPAIGN PARK DISTRICT

JOURNAL ENTRY

JE: 5930

Post Date: 04/30/2020

Entered By: andrea.wallace

Entry Date: 05/22/2020

Journal: BA

Description: BUDGET LINE TRANSFERS - FUND 27 MARTENS
 REALLOCATION OF SURPLUS LINE ITEMS TO COVER THOSE
 EXPENDITURES THAT ARE OVER BUDGET.SHIFT EXPENDITURES
 FROM CAPITAL OUTLAY TO COVER THE A&E SCHEMATIC
 DESIGN COSTS AND TO COVER ATTORNEY FEES ASSOCIATED
 WITH VARIOUS CONTRACTS AND AGREEMENTS FOR THIS
 PROJECT.

GL #	Description	DR	CR
27-01-001-54202-180012	PRINTING AND DUPLICATING	1,000.00	
27-01-001-54212	ATTORNEY FEES		22,000.00
27-01-001-54212-180012	ATTORNEY FEES	1,200.00	
27-01-001-54214-180012	ARCHITECT AND ENGINEERING FEES		24,600.00
27-01-001-54214-200018	ARCHITECT AND ENGINEERING FEES		30,260.00
27-01-001-54215-200018	PROFESSIONAL FEES		215.00
27-01-001-59412-180012	PROPERTY/SALES TAX		5,600.00
27-01-001-61508-180012	PARK CONSTRUCTION/IMPROVEMENTS	75,490.00	
27-01-001-61520-180012	LAND ACQUISITION/DEVELOPMENT	4,985.00	
Journal Total:		82,675.00	82,675.00

APPROVED BY: _____



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 20, 2020

SUBJECT: Naming Bresnan Center Lobby “Cindy Harvey Lobby”

Background

Cindy Harvey retired on May 8, 2020 after 17 years at the Champaign Park District. She served as the Assistant to the Executive Director and the Secretary of the Board for the last 6 years. The preceding 11 years she served the Park District as an assistant under the then Executive Director, Bobbie Harkovich and the Assistant Secretary of the Board. Her contribution to the Park District had an impact on the staff and the community. Ms. Harvey volunteered her time at many Park District events. In addition, she successfully led a committee of staff to apply for and obtain the Distinguished Agency Accreditation with the Illinois Park and Recreation Agency.

Champaign Park District’s Board Policy Manual “Naming of Parks and Facilities Policy, Section II/5/a” states that for an individual to be considered, that person must have contributed significantly to the Park District overall. Ms. Harvey’s contributions are within the spirit of the naming criteria.

Prior Board Action

No prior board action has been taken on this matter.

Budget Impact

A plaque will be purchased to note the name of the lobby and Ms. Harvey’s contributions to the Park District and the cost is approximately \$127.

Recommended Action

Staff recommend officially naming the Bresnan Center lobby “Cindy Harvey Lobby”.

Prepared by:

Reviewed by:

Tammy Hoggatt, SPHR SHRM-SCP
Director of Human Resources

Joe DeLuce, CPRP
Executive Director

Cindy Harvey Lobby

In Recognition of Her
 Contributions to the
 Champaign Park District
 as a Member of the Staff
 and Serving as the
 Secretary of the Board.

Trophy Time
 223 South Locust
 Champaign, IL 61820
 (217) 351-7958
 1-800-747-7958
 Fax (217)-351-3109
 E-Mail office@trophytime.com
 Web Site: www.trophytime.com
 PROMOTIONAL PRODUCTS
 TROPHIES, PLAQUES, MEDALS, RIBBONS, RUBBER STAMPS
 PLASTIC AND METAL NAME TAGS AND SIGNAGE
 LASER ENGRAVING, PHOTO LATHE, BRONZE CASTINGS
 SUBLIMATION, COMPUTER ENGRAVING, GLASS ENGRAVING
 ACRYLIC AWARDS, VINYL LETTERS AND GRAPHICS
 "WE ARE MORE THAN JUST TROPHIES"

DATE 5/19/20 SHIP DATE _____
 ORDER TAKEN BY CS PICK UP X
 TIME _____
 FAX UPS
 E-MAIL
 WEB SITE FED EX
 TERMS _____ MAIL
 CASH
 CREDIT CARD
 CHARGE DEL BY G & C
 PURCHASE ORDER # _____ OTHER
 NAME _____

BILL TO CHAMPAIGN PARK DIST
 CONTACT PERSON TAMMY HOSGATT
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 WORK 819-3823 OTHER _____

ORDER REREAD & AUTHORIZED BY: _____
 PLEASE SIGN _____

QTY.	CATALOG NO.	DESCRIPTION	QTY.	PRICE	TOTAL
1	11"417"	Gold PLASTIC SIGN Round CORNERS	1	112.20	112.20
4	STAND 8 Pcs	SILVER SATIN STPO 1115T	4	3.90	15.60

SEND PROOF

In coming SHIPPING	
Out going SHIPPING	
SUBTOTAL	127.80
<input checked="" type="checkbox"/> NON TAX/TAX	
TOTAL	127.80

CUSTOMER CALLED BY _____
 DATE _____
 LOCATION _____
 LAYOUTS _____

PICKED UP BY: _____

CHAMPAIGN PARK DISTRICT

Naming of Parks and Facilities Policy

The Park District Board of Commissioners (Board) shall select names for new parks, buildings, facilities, ball fields, athletic fields, roads, pathways, trails, and other amenities, or when appropriate, change the name(s) of existing parks, buildings, facilities, ball fields, athletic fields, roads, pathways, trails, and other amenities of the Park District in accordance with these guidelines or as otherwise determined by the Board. The Board is the final authority for any naming and/or renaming decision.

I. Qualifying Names Criteria

1. Geographic location of a facility
2. Outstanding feature
3. Adjoining subdivision
4. Individual, group or historical event
5. Contribution for acquisition/development
6. Exceptional service in the Park District's interest

II. Naming Park and Recreation Facilities

The following guidelines will be used when naming a park or recreation facility:

1. A permanent name shall be assigned as soon as possible;
2. Duplication of other places or facility names in the District shall not be considered;
3. Recommendations for a name may come from neighborhood organizations in the same locality as the park or facility. Recommendations from other concerned citizens and special interest groups will also be considered. If no citizen recommendations are made or no consensus obtained, the Champaign Park District staff will initiate naming recommendations which may include a park naming contest;
4. Prominent geographic features or local reference points (i.e., hill, stream, lake, notable tree, street, community or neighborhood) shall be considered for a potential name;
5. Consideration for naming a park or facility in honor of an individual shall only be given if one of the following criteria has been met:
 - a. For an individual (excluding state and nationally significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the park, facility or to the Park District overall. The suggested name may be accompanied by a biographical sketch, which shall provide evidence of contributions to the park, facility, or to the Park District overall.
 - b. Major contribution must have been made to the District or Park District Foundation.
 - c. Substantial donation to the District for park and recreational purposes wherein the donor stipulates a name as being consideration for the donation.
 - d. Outstanding community leader who has made significant civic contributions to the community and has given highly productive support to the Park District; and
6. An existing name of a park and/or facility, particularly one of local or national importance or outstanding feature, shall not be changed unless there are extraordinary circumstances of local or national interest.

III. Renaming

1. The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors;
2. Only those parks and facilities named for location or subdivision shall be considered for

renaming. Parks named by deed restrictions shall not be considered for renaming;

3. Parks and facilities named after individuals shall never be changed unless it is found that the individual's personal character is or was such that the continued use of the name for a park or facility would not be in the best interest of the community; and
4. In order for a park or a facility to be considered for renaming one of the following must occur:
 - a. The recommended name must qualify according to Section II. Naming Park and Recreation Facilities,
 - b. Be accompanied by a petition from the particular park or facility users, and
 - c. Be a directive of the Board.

IV. Other Naming Alternatives

1. Parks and facilities that are donated to the Park District can be named by deed restrictions or contractual agreement with the donor. The naming and acceptance of land is subject to the guidelines set forth in this policy and by the Board.
2. Naming opportunities may include specific park features such as playground, picnic shelter, ball field or athletic field, et cetera to encourage private donations and shall be done with approval from the Board.
3. The purchasing of naming rights is possible. The duration of the naming rights opportunity shall be negotiated on a case-by-case basis, based upon the life span of the park, facility or amenity, and the financial commitment of the sponsor. Location and design of signage will be approved by both parties and made a part of any contract. Staff shall prepare a naming contract for approval by the Board. The expiration term shall be included in the contract, if applicable. If the contract is not renewed at the end of the term, the name will revert back to previous name.

Approved by Board of Commissioners, September 10, 1997

Revised by Board of Commissioners, August 2001

Revised by Board of Commissioners, November 9, 2005

Revised by Board of Commissioners, July 12, 2006

Revised by Board of Commissioners, August 24, 2011

Revised by Board of Commissioners, September 9, 2015

Revised by Board of Commissioners, November 9, 2016

Timothy P. McMahon, President

Joe DeLuce, Executive Director



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 18, 2019

SUBJECT: RESOLUTION #----- Authorizing IMRF Benefit Protection Leave

Background

The Champaign Park District staff who have been or may be placed on furlough leave due to COVID-19 face possible missed months of service credit due to the ongoing closure of the Park District facilities, programs and events. In order to address periods of missed credit, the Illinois Municipal Retirement Fund (IMRF) has a provision for what is called Benefit Protection Leave. In addition to continued service time, this Benefit Protection Leave also protects and employee's IMRF death and disability benefits.

Furloughed staff who take an authorized IMRF Benefit Protection Leave may receive service credit for up to a maximum of 12 months over their entire career, provided they pay the IMRF member contributions plus applicable interest. IMRF requires the Board of Commissioners to adopt an authorizing resolution and place it on file with IMRF for that to be permitted.

If an eligible employee elects to purchase missed service credit, the employee will be required to pay their monthly member contribution to IMRF. In the event an employee elects to purchase missed service credit, the Park District's future employer contribution would be impacted. IMRF Field Representative Mandy Beedie-Powers stated, "If a member were to purchase their furloughed time, the employer cost would be figured in your payroll rate two years down the road. There is no lump sum bill to the employer."

Prior Board Action

There is no prior board action.

Budget Impact

Any potential employer costs for Benefit Protection Leave are factored into future employer contribution rates. Staff feel that any effect on the Park District employer rate would be minimal.

Recommended Action

Staff recommends the Board of Commissioners adopt the resolution to allow benefit protection leave service credit in the Illinois Municipal Retirement Fund for all eligible employees who are placed on authorized leave of absence without pay due to COVID-19 closures.

Prepared by:

Tammy Hoggatt, SPHR SHRM-SCP
Director of Human Resources

Reviewed by:

Joe DeLuce, CPRP
Executive Director

RESOLUTION

RESOLUTION AUTHORIZING BENEFIT PROTECTION LEAVE SERVICE FOR COVID-19 RELATED FURLOUGH TIME

WHEREAS, on March 9, 2020, J.B. Pritzker, Governor of the State of Illinois, issued a disaster proclamation declaring a state of emergency as a result of the COVID-19 pandemic; and

WHEREAS, Governor Pritzker has subsequently issued additional Executive Orders encouraging social distancing to fight the spread of COVID-19 and ordering the closure of certain facilities, businesses and operations as part of the effort to fight the spread of COVID-19; and

WHEREAS, the above-referenced COVID-19 pandemic and necessary precautions implemented to reduce exposure to the disease have caused the Champaign Park District (“the Park District”) to suspend many of its programs and temporarily close worksites, resulting in the furlough of some of its employees; and

WHEREAS, employees on furlough are not being compensated by the Park District, but their employment has not terminated; and

WHEREAS, the Champaign Park District (Park District) is an Illinois Municipal Retirement Fund (“IMRF”) participating employer and the Park District’s furloughed employees are participating members of IMRF; and

WHEREAS, in order to help address the potential loss of service credit resulting from an unpaid leave, including a furlough, an IMRF participating employer can offer employees a “Benefit Protection Leave;” and

WHEREAS, Section 6.40(7) of the Rules and Regulations for IMRF state as follows:

Members who take an authorized IMRF Benefit Protection Leave may receive service credit for up to a maximum of 12 months over their entire career, provided they pay the IMRF member contributions plus applicable interest, and the governing body adopts an authorizing resolution. Benefit Protection Leave service is only for periods the member was on unpaid leave.

and

WHEREAS, no immediate payment is required of the Park District when an employee elects an IMRF Benefit Protection Leave as the cost thereof will be reflected in future contribution rates; and

WHEREAS, in order to establish the above referenced service credits, IMRF Form 6.32, attached hereto as Exhibit 1, or any applicable alternative or successor Form required by IMRF, may be filed before, during or any time after the leave period; provided that, the employee is still actively participating in IMRF or a reciprocal system, the Secretary of the Park District Board of Commissioners certifies that a Resolution authorizing said leave was adopted, and the employee is otherwise eligible for IMRF Benefit Protection Leave as determined by IMRF.

WHEREAS, the Park District desires to adopt an authorizing resolution designating COVID-19 related unpaid furlough time as IMRF Benefit Protection Leave, which will allow eligible furloughed employees to obtain up to 12 months of service credit over their career; provided that, they pay the IMRF member contribution plus applicable interest consistent with the terms and conditions set by IMRF.

NOW, THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of the Champaign Park District as follows:

Section 1: Incorporation of Recitals and Preambles. The facts and statements contained in the recitals and preambles to this resolution are found to be true and correct and are hereby adopted and incorporated by this reference as part of this resolution.

Section 2: Adoption of Authorizing Resolution. The Board of Park Commissioners hereby adopts and designates this Resolution as authorizing the COVID-19 related unpaid furlough time for IMRF participating employees of the Park District as IMRF Benefit Protection Leave, allowing those employees the ability to obtain service credit for unpaid furlough time consistent with the terms, conditions and eligibility requirements of IMRF.

Section 3. Delegation of Authority to IMRF Authorized Agent of the Park District. The Park District Board of Commissioners hereby delegates to its IMRF Authorized Agent the authority to certify on any employee's application for IMRF Benefit Protection Leave that this Resolution has been adopted.

Section 4. Effective Date. This Resolution shall be in full force and effect upon its passage and approval in accordance with law.

Passed and Approved this ____ day of May, 2020, pursuant to a roll call vote as follows:

VOTES

YES:

NAYS:

ABSENT:

Approved:

Craig W. Hays, President

ATTEST:

Guy C. Hall, Secretary



IMRF BENEFIT PROTECTION LEAVE

IMRF Form 6.32 (Rev. 04/2020)

Avoid delays—read all instructions before completing this form.

Requirements for IMRF Benefit Protection Leave

1. In order to apply for leave service, you must still be employed in an IMRF-covered position.
2. You are allowed to establish a maximum of 12 months of Benefit Protection Leave over your entire IMRF career.
3. To qualify, the unit of government with which you were employed during the leave period must certify the Benefit Protection Leave.

Maintaining Eligibility for IMRF Benefits

If this completed form is on file with IMRF, you will maintain eligibility for disability or death benefits if you meet the following requirements:

A. Disability benefits are payable if the disability occurs during the leave period and if:

- (1) You have at least one year of contributing service other than the leave, have continuous service (including the Benefit Protection Leave) of one year prior to the date of disability, and this form has been filed prior to the date of disability;

or

- (2) You have at least five years of service credit (which may include noncontributing prior service credit), the last year of which immediately precedes the leave, and this form has been filed prior to the date of disability;

or

- (3) You qualify under clauses (1) or (2) above but you:
 - a. had an interruption in service of less than three months with the same employer in the 12 months preceding the date of disability and were not paid a separation benefit;

or

- b. had any interruption in service after 20 or more years of creditable service but were not paid a separation benefit and returned to service prior to the date of disability.

Note: In order to receive disability benefit payments, you will have to pay for the Benefit Protection Leave Service.

B. Death benefits are payable if death occurs during the Benefit Protection Leave period only if you have at least one year of creditable service in addition to the service granted for the leave. Your cost of the leave up to the date of death will be deducted from the IMRF death benefit.

C. Retirement service credit for the period of absence (not to exceed 12 months) is granted only after you pay the IMRF contributions plus interest. Remember, you must still meet the IMRF vesting requirement to qualify for a pension.

Instructions for Completing this Form

1. Member Information

Enter the requested information, including a daytime telephone number.

2. Certification by Member

Enter the dates of the leave and number of months of leave. Sign and date where indicated. If the end date is uncertain, enter an estimated end date and refer to the "Leave of Absence with Future End Date" section on page 2. Do **NOT** leave the end date blank.

3. Enter the name and ID number of the employer at the time of the leave.

4. Certification by Authorized Agent

Your employer's IMRF Authorized Agent enters the requested information.

5. Certification by Clerk or Secretary of Governing Body

Clerk or secretary of your employer's governing body must certify the Benefit Protection Leave.

Note: This application will **NOT** be processed if you submit it without the Authorized Agent and governing body certification.

IMRF

2211 York Road Suite 500 Oak Brook, IL 60523-2337

Member Services Representatives 1-800-ASK IMRF (1-800-275-4673) Fax: (630) 706-4289

www.imrf.org

How do you pay for the Leave?

1. Your costs (member contributions) for the leave period are calculated by multiplying your average monthly earnings by the number of months of the leave of absence. *Determine the monthly average by adding the IMRF reported earnings for the 12 months prior to the leave and dividing by twelve.* The member cost is based upon IMRF member contributions applicable to your Plan, plus interest.

2. IMRF will mail you a Past Service Payment Schedule which offers two payment plan options for establishing the past service:

Option 1 - Lump Sum Payment Plan

The Lump Sum Payment Plan allows you to pay the total cost with a single payment and purchase all past service at once.

Option 2 - Unit Payment Plan

The Unit Payment Plan allows you to purchase one or more months at a time. You may pay as often as you like, buying credit from your earliest to your most recent month of service. However, you may not buy more months than indicated on the Past Service Payment Schedule.

3. Do you want to use funds from an IRA or another pension plan to pay for the leave?

You may pay for service with a qualified pension plan as defined by Section 401a, 457, 403b, etc. of the Internal Revenue Code, or with a traditional individual retirement account ("IRA"). Please complete and submit IMRF Form 6.01, "Request for Rollover Approval," for determination of eligibility.

NOTE: If your Leave of Absence has a **future end date**, you will **NOT** receive a Past Service Payment Schedule. However, you **WILL** receive an estimate of the cost of the Leave. **Do not send in payment based on the estimate.** IMRF will send you a formal Past Service Payment Schedule with the final amount due once we are notified of the actual end date of the leave. *See section below for more information about Leave of Absence with Future End Date.*

Employer's Cost

The employer's contribution for leave service is made through future contribution rates. Therefore, a separate employer payment is not required. The actuary will take

the service into account when annually determining the employer contribution rate.

Leave of Absence with Future End Date

Members and employers should pay special attention to Benefit Protection Leaves that end at a future date. Please provide an estimated future end date so that the governing body can certify and approve the estimated cost. **Do NOT** leave the end date blank.

In this situation, IMRF will process the application and calculate an estimated cost based upon the member returning to work on the future date provided. **Members should not send IMRF a payment based on this estimate.** Once the employer notifies IMRF of the actual end date, IMRF will send the member a formal Payment Schedule with the final amount due. The member can then send your payment to IMRF.

Important: If the member **returns earlier or later** than the estimated future date, the cost indicated on the **estimate letter will be incorrect.** Please advise IMRF's Past Service Unit as soon as possible once you have the final confirmed end date so we can send the payment schedule.

Please note: **IMRF will not send a reminder to request the end date.**

Estimating the cost of a leave with a future end date
In order to calculate the estimated cost of a Benefit Protection Leave that has an estimated future end date, it is important for the employer to indicate the amount of pay, if any, the member will be paid in the month the member returns from the leave. Enter this amount in "Estimated/Exact Earnings to be Reported in the Month the Employee Returns to Work" (Question 6 under "Certification by Authorized Agent") on the form.

IMRF

2211 York Road Suite 500 Oak Brook, IL 60523-2337
Member Services Representatives 1-800-ASK IMRF (1-800-275-4673) Fax: (630) 706-4289
www.imrf.org



IMRF BENEFIT PROTECTION LEAVE

IMRF Form 6.32 (Rev. 04/2020)

Avoid delays—read all instructions before completing this form.

PLEASE PRINT - You may also enter information into the PDF Form 6.32 at www.imrf.org.
Print, sign, and mail or fax the form to IMRF (contact information below).

MEMBER'S LAST NAME	FIRST NAME	MIDDLE INITIAL (JR SR II, ETC)	IMRF MEMBER ID
STREET (MAILING) ADDRESS		CITY, STATE AND ZIP	DAYTIME TELEPHONE NUMBER (with area code) ()
CURRENT EMPLOYER		EMPLOYER IMRF I.D. NUMBER	

CERTIFICATION BY MEMBER

I certify that I will be (or have been) on leave of absence beginning _____ and ending _____
DATE (MM/DD/YYYY) DATE (MM/DD/YYYY)

for a total of _____ months. (Indicate on Line 2 below)

I understand that service credit (not more than 12 months) for this leave cannot be established until I have paid my IMRF member contributions in an amount equal to the approximate contributions I would have made if actively employed during the leave of absence, plus interest (if applicable).

MEMBER SIGNATURE X	DATE (MM/DD/YYYY)
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EMPLOYER AT TIME OF LEAVE	EMPLOYER IMRF I.D. NUMBER
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CERTIFICATION BY AUTHORIZED AGENT

I certify that (1) I have calculated the estimated employer cost of the above member's leave, (2) I have advised the governing body of the amount of such cost and (3) that it will be paid through future monthly contributions.

1. Average Monthly Earnings <i>(Determine the monthly average by dividing by 12 the IMRF reported earnings for the 12 months prior to the leave)</i>	\$	
2. Number of Months Leave <i>(limited to 12 months)</i>		
3. Total estimated earnings that would have been paid during the leave of absence <i>(line 1 times line 2)</i>	\$	
4. Average Employer Cost Rate	X 11.00%	
5. Estimated cost of this leave to employer <i>(line 3 times 11%)</i>	\$	
6. Estimated/exact earnings to be reported when the employee returns to work <i>(see bottom of previous page)</i>	Month in which earnings amount will be reported	Amount \$
AUTHORIZED AGENT SIGNATURE X	DATE (MM/DD/YYYY)	

CERTIFICATION BY CLERK OR SECRETARY OF GOVERNING BODY

I certify that at a regular or special meeting held on _____, the _____'s
DATE (MM/DD/YYYY) EMPLOYER

Governing Body approved the leave of absence stated herein and the estimated employer cost as herein determined. I further certify that this Governing Body passed a resolution to allow this Benefit Protection Leave and the resolution will be kept on file and made available for inspection at IMRF's request.

SIGNATURE X	CLERK OR SECRETARY	DATE (MM/DD/YYYY)
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APPLICATION WILL NOT BE PROCESSED WITHOUT AUTHORIZED AGENT AND BOARD CERTIFICATION
A sample resolution is available at www.imrf.org. You do not need to send IMRF a copy of the resolution.

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www.imrf.org



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 22, 2020

SUBJECT: Commitment of Funds for Rebuild Illinois Public Infrastructure Grant

Background

The State of Illinois has allocated \$25,000,000 in Rebuild Illinois funds to the Fast-Track Public Infrastructure (FTPI) component. Agencies may apply for multiple projects, but a grant ceiling of \$5,000,000 per applicant has been established. Grants for less than \$500,000 will not be awarded. The objective of the program is to stimulate the economy in the wake of the COVID-19 health crisis by quickly getting Illinois residents back to work on public infrastructure projects that are valuable to their communities. The applications are accepted on a rolling basis and funded on a first come, first qualified, first serve basis. The applications are accepted until June 15, 2020 or until funds have been exhausted. The new CUSR facility at the Bicentennial Center in Centennial Park was selected as a good candidate for this application.

Prior Board Action

No prior Board action to date; authorization to apply for the grant is separate agenda item.

Budget Impact

Special Recreation Fund equaling 100% of the estimated total project cost of \$800,000.

Recommendation

Staff recommends approval and signature of the Resolution (attached) to commit funds for use in conjunction with a Rebuild Illinois Public Infrastructure Grant.

Prepared by:

Reviewed by:

Andrew Weiss
Director of Planning

Joe DeLuce
Executive Director

RESOLUTION

**CHAMPAIGN PARK DISTRICT
BOARD OF COMMISSIONERS**

RESOLUTION COMMITTING LOCAL FUNDS

WHEREAS, the Board of Commissioners of the Champaign Park District (Champaign, Illinois) has taken action to submit a Rebuild Illinois competitive public infrastructure application,

WHEREAS, receipt of Rebuild Illinois grant assistance is essential to allow the Park District (Champaign, Illinois) to remodel the Bicentennial Center located at 2112 Sangamon Drive, Champaign, IL for Champaign-Urbana Special Recreation to meet the recreation needs of individuals with disabilities in Champaign County,

WHEREAS, criteria are such that financial participation by the grantee is required in conjunction with Rebuild Illinois funds, and

WHEREAS, the Champaign Park District (Champaign, IL) has certain monies allocated for the above-referenced project with cash on hand, as needed.

NOW, THEREFORE, BE IT RESOLVED THAT Champaign Park District does hereby commit funds from **the special recreation fund** for use in conjunction with a Rebuild Illinois Public Infrastructure Grant, such funds to equal 100% of the estimated total project cost of \$800,000.

PASSED and APPROVED at its special Park District Board Meeting, held on the 27th day of May, 2020.

APPROVED:

Craig W. Hays, President

ATTEST:

Guy C. Hall, Secretary

**CHAMPAIGN PARK DISTRICT
BOARD OF COMMISSIONERS**

**RESOLUTION COMMITTING LOCAL FUNDS FOR REBUILD ILLINOIS FAST
TRACK PUBLIC INFRASTRUCTURE GRANT 2020**

WHEREAS, the Champaign Park District is an Illinois municipal corporation located in Champaign County, Illinois, and is a Park District organized and operating pursuant to the provisions of the Illinois Park District Code (70 ILCS 1205/1-1 *et seq.*); and

WHEREAS, the Champaign and Urbana Park Districts entered into a cooperative agreement in 1985, which has been amended from time to time, to provide for a joint recreation program for individuals with disabilities, entitled Champaign-Urbana Special Recreation (CUSR); and

WHEREAS, one of the pending priorities of the Champaign Park District is the renovation of the Bicentennial Center located at 2112 Sangamon Drive, Champaign, IL, for the purpose of the CUSR program in order to meet the recreational needs of individuals with disabilities in Champaign County; and

WHEREAS, the Champaign Park District wishes to take action to submit a Rebuild Illinois Fast Track Public Infrastructure Grant; and

WHEREAS, receipt of a Rebuild Illinois Fast Track Public Infrastructure Grant is necessary and essential in order for the Champaign Park District to renovate the Bicentennial Center; and

WHEREAS, the Champaign Park District recognizes that meeting certain criteria for participation by it as a Grantee is required in order to qualify for the Rebuild Illinois Fast Tract Public Infrastructure Grant; and

WHEREAS, the Champaign Park District has available certain monies allocated for the above-referenced renovation project with cash on hand therefor.

NOW, THEREFORE, BE IT RESOLVED that, the Champaign Park District does hereby commit funds from its special recreation fund for utilization in conjunction with a Rebuild Illinois Fast Tract Public Infrastructure Grant, such funds being equal to one hundred percent (100%) of the estimated total project cost of \$800,000.

BE IT FURTHRE RESOLVED, that the Champaign Park District shall apply for the aforementioned grant and certifies that the information set forth herein is true and correct.

Passed and Approved by the President and Board of Commissioners of the Champaign Park District at its Special Meeting held this 27th day of May, 2020.

APPROVED:

Craig W. Hays, President

ATTEST:

Guy C. Hall, Secretary



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 22, 2020

SUBJECT: Authorization to Apply for Rebuild Illinois Public Infrastructure Grant

Background

The State of Illinois has allocated \$25,000,000 in Rebuild Illinois funds to the Fast-Track Public Infrastructure (FTPI) component. Agencies may apply for multiple projects, but a grant ceiling of \$5,000,000 per applicant has been established. Grants for less than \$500,000 will not be awarded. The objective of the program is to stimulate the economy in the wake of the COVID-19 health crisis by quickly getting Illinois residents back to work on public infrastructure projects that are valuable to their communities. The applications are accepted on a rolling basis and funded on a first come, first qualified, first serve basis. The applications are accepted until June 15, 2020 or until funds have been exhausted. The new CUSR facility at the Bicentennial Center in Centennial Park was selected as a good candidate for this application.

Prior Board Action

No prior Board action to date; Commitment of Funds Resolution is separate agenda item.

Budget Impact

Special Recreation Fund equaling 100% of the estimated total project cost of \$800,000.

Recommendation

Staff recommends authorization to apply for a Rebuild Illinois Public Infrastructure Grant.

Prepared by:

Reviewed by:

Andrew Weiss
Director of Planning

Joe DeLuce
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 22, 2020

SUBJECT: Authorization to proceed with Public Assistance grant application to IEMA/FEMA

Background

Due to the COVID-19 pandemic multiple funding sources have become available. One of the said funding sources is for public assistance under the federal and state disaster declarations. While this is federal funding, it will be passed down through the state to the grant recipient. In March when the funding notice was sent out from Illinois Emergency Management Agency (IEMA) Staff submitted the necessary paperwork to start the process. IEMA determined that the Park District is eligible for this assistance. The next step in the process is to complete the Federal Emergency Management Agency (FEMA) streamlined grant application. This funding will require the Park District to pay 25% of any expenditures submitted for this program. As a formality, staff is requesting for authorization to proceed with the grant process.

The Park District has already incurred expenditures specific to COVID-19. Additional costs will be incurred prior to reopening to cover safety measures for staff and customers. The total amount of costs to be submitted under this proposal is not yet known as staff are still compiling that information. The grant amount minimum is \$3,300 with no maximum. Total costs incurred to date is \$7,900.

Prior Board Action

None.

Recommended Action

Staff recommends Board authorize staff to complete the grant application through FEMA for COVID-19 Public Assistance funding and authorize the Executive Director to sign any documents necessary prior to submission.

Prepared by:

Andrea N. Wallace
Director of Finance

Reviewed by:

Joe DeLuce, CPRP
Executive Director