



**AGENDA  
REGULAR BOARD MEETING  
REMOTE MEETING HELD VIA TELECONFERENCE**

*(As permitted by Governor Pritzker's Executive Order 2020-07, 2020-33, 2020-39, 2020-44, and Public Act 101-0640)*

The President of the Board of Commissioners has determined that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act is not practical or prudent because of the COVID-19 disaster.

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

<https://us02web.zoom.us/j/84904946682?pwd=b0dtNHNmelpIYit1cTg1cXdISXRUZz09>

For online video access, please use the following Meeting ID and Password when prompted:

Meeting ID: 849 0494 6682

Password: 938149

Alternatively, the meeting may be accessed by telephone at:

1-312-626-6799, If prompted for the following items, please enter:

Meeting ID: 849 0494 6682, followed by the # symbol

Password: 938149, followed by the # symbol

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, December 9, 2020, and sent to [joe.deluce@champaignparks.org](mailto:joe.deluce@champaignparks.org).

**Wednesday, December 9, 2020  
7:00 p.m.**

**A. CALL TO ORDER**

**B. COMMENTS FROM THE PUBLIC**

**C. COMMUNICATIONS**

**D. TREASURER'S REPORT**

1. Consideration of Acceptance of Treasurer's Report for the Month of November 2020

**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

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

**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. (Roll Call Vote)*

1. Approval of the Minutes of the Regular Board Meeting, November 10, 2020.

**I. NEW BUSINESS**

1. Approval of Disbursements as of November 11, 2020  
Staff recommends approval of disbursements for the period beginning November 11, 2020 and ending December 09, 2020. **(Roll Call Vote)**
2. Approval of Updates to Minimum Wage Rates Effective January 1, 2020  
Staff recommends the Board approve the updated seasonal pay rates for FY20 and FY21, as well as a 0.15 cent increase to returning staff. **(Roll Call Vote)**
3. Approval of Bid for Fencing at Dodds Park 3-Plex  
Staff recommends accepting the bid and authorizing the Executive Director to enter into a contract with the lowest responsible bidder, Main Street Construction, in the amount of \$35,900 for the purchase and installation of ballfield fencing at the Dodds Park 3-Plex. **(Roll Call Vote)**
4. Approval of Bid for the Purchase of Two (2) Vehicles  
Staff recommends accepting the lowest, responsible bid that meets all specifications and authorizing the purchase of one (1) new 2020 Chevy Express Cutaway Van from Vermilion Chevy, in the amount of \$43,860 and one (1) new 2021 Chevy Traverse LS from Vermilion Chevy, in the amount of \$28,815 for a total cost of \$72,675. **(Roll Call Vote)**
5. Approval of Agreement with Paycom for Payroll and Applicant Software  
Staff recommends the board approve the purchase of a monthly agreement with Paycom for Payroll and Applicant Software. **(Roll Call Vote)**
6. Approval of Renewal of PDRMA Property/Casualty Program  
Staff recommends the Park District continue its PDRMA membership for three years beginning May 1, 2021. The agreement automatically renews and does not require approval of the board. **(Roll Call Vote)**
7. Approval of Ratification of the Contract Amendment with Broeren Russo  
Staff recommends the Board ratify the contract amendment with Broeren Russo Builders in the amount of \$876,551.00 executed on October 14, 2020 for its work related to the CUSR renovation project at the Bicentennial Center. **(Roll Call Vote)**
8. Approval of Contingency Use Requests and Change Order Requests for the Bicentennial Center Renovation Project  
Staff recommends the Board authorize the Executive Director to execute CON #1 and CON #2 dated November 18, 2020 in the amounts of \$2,215.00 and \$3,539.00, respectively, and COR #1 and COR #2 dated November 24, 2020 in amounts of \$1,392.00 and \$3,447.00, respectively, with Broeren Russo Builders, Inc. **(Roll Call Vote)**
9. Approval of Quote for Two (2) New Sets of Soccer Goals at Dodds Park  
Staff recommends accepting the responsible quote that meets all specifications, and authorizing the Executive Director to purchase two (2) new sets of 8"H x 24"W Kwik Goal Fusion soccer goals from Pioneer Athletics at the total quoted price of \$9,900.00. **(Roll Call Vote)**

**I. NEW BUSINESS (CONTINUED)**

10. Approval of Paying Part-Time and Full-Time Staff through January 24, 2021

Staff recommends that we continue to pay our full-time and part time staff that are currently on payroll and scheduled to work through January 24, 2021 (end of the payroll period) and would allow the board an opportunity to discuss the current situation at the board meeting on January 13, 2021.

***(Roll Call Vote)***

**J. DISCUSSION ITEMS**

1. Tennis & Pickleball Courts
2. Future Contingency Use Requests and Change Order Requests for Bicentennial Center Project
3. Champaign Parks Foundation – 2<sup>nd</sup> Quarter Financial Update
4. Champaign Park District - 2<sup>nd</sup> Quarter Financial Update
5. Strategic Plan – 2<sup>nd</sup> Quarter Update
6. CPD Summer Events Report – no formal presentation, but staff will answer any questions

**K. COMMENTS FROM COMMISSIONERS**

**L. ADJOURN**

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

**November 10, 2020**

**PUBLIC HEARING**

The Champaign Park District Board of Commissioners held a Public Hearing on Tuesday, November 10, 2020 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and also online due to President Hays' determination that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act was not practical or prudent due to the COVID-19 disaster. The Regular Board Meeting occurred pursuant to published notice duly given. President Hays presided over the meeting. The six individuals identified below were physically present at the meeting with appropriate social distancing. Citizens were given the opportunity to participate in the teleconference at the following web address:

<https://us02web.zoom.us/j/89438812005?pwd=bIVFTkVyKzVOcHk4bkhOS3hFK3N3dz09> or by calling 312-626-6799. Citizens were also offered the opportunity to submit comments or questions by email prior to the meeting. Those comments were to be announced by President Hays during the public comment portion of the meeting. Email submissions were solicited from the public through a notice of intent to speak or comment to be submitted by noon on Tuesday, November 10, 2020 to be sent to the Executive Director of the Park District at: [joe.deluce@champaignparks.org](mailto:joe.deluce@champaignparks.org). There were no email comments or questions submitted by citizens for consideration by the Board.

Present in person: President Craig W. Hays, Joseph DeLuce, Executive Director, Jarrod Scheunemann, Secretary and Assistant to the Executive Director, and Attorney Guy C. Hall.  
Present electronically: Vice President Kevin J. Miller, Commissioners Jane L. Solon, and Timothy P. McMahon.

Staff present in person: Tammy Hoggatt, Director of HR, Risk and IT  
Staff present electronically: Andrea Wallace, Director of Finance, Andrew Weiss, Director of Planning, Dan Olson, Director of Operations, Jimmy Gleason, Director of Revenue Facilities, Steven Bentz, Director of the Virginia Theatre, and Bret Johnson, Grounds and Maintenance Supervisor.

Brenda Timmons was present in person to be appointed as Treasurer during the Regular Board Meeting to follow the Public Hearing.

Greg Douglass, Audit Senior Manager from Martin Hood, LLC. was also in attendance electronically.

**Open the Public Hearing**

President Hays opened the Public Hearing at 7:00 p.m. He stated that the purpose of the Public Hearing was to discuss and receive comments on the proposed Property Tax Levy for the year commencing May 1, 2021 and ending April 30, 2022. A notice of the proposed 2021-2022 Tax Levy was published in *The News-Gazette* on October 30, 2020 in compliance with State Law including the Truth in Taxation Act.

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

Commissioner Solon made a motion to adjourn the Public Hearing. The motion was seconded by Commissioner Miller. Upon roll call vote, the vote was as follows: Commissioner McMahon – yes; Vice President Miller – yes; Commissioner Solon – yes; and President Hays – yes. The motion passed 4-0. The Public Hearing was adjourned at 7:02 p.m.



## REGULAR BOARD MEETING

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Tuesday, November 10, 2020 immediately following the Public Hearing at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and online due to President Hays' determination that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act was not practical or prudent because of the COVID-19 disaster. The Regular Board Meeting occurred pursuant to published notice duly given. President Hays presided over the meeting. The six individuals identified below were physically present at the meeting with appropriate social distancing. Citizens were given the opportunity to participate in the teleconference at the web address: <https://us02web.zoom.us/j/89438812005?pwd=bIVFTkVyKzVOcHk4bkhOS3hFK3N3dz09> or by calling 312-626-6799. Citizens were also offered the opportunity to submit comments or questions by email prior to the meeting. Those comments were to be announced by President Hays during the public comment portion of the meeting. Email submissions were solicited from the public through a notice of intent to speak or comment to be submitted by noon on Tuesday, November 10, 2020 to be sent to the Executive Director of the Park District at: [joe.deluce@champaignparks.org](mailto:joe.deluce@champaignparks.org). There were no email comments or questions submitted by citizens for consideration by the Board.

Present in person: President Craig W. Hays, Joseph DeLuce, Executive Director, Jarrod Scheunemann, Secretary and Assistant to the Executive Director, and Attorney Guy C. Hall.  
Present electronically: Vice President Kevin J. Miller, Commissioners Jane L. Solon, Timothy P. McMahon, and Barbara J. Kuhl.

Staff present in person: Tammy Hoggatt, Director of HR, Risk and IT.

Staff present electronically: Andrea Wallace, Director of Finance, Andrew Weiss, Director of Planning, Dan Olson, Director of Operations, Jameel Jones, Director of Recreation, Jimmy Gleason, Director of Revenue Facilities, Steven Bentz, Director of the Virginia Theatre, and Bret Johnson, Grounds and Maintenance Supervisor.

Brenda Timmons was present in person.

Greg Douglass, Audit Senior Manager from Martin Hood, LLC. was also in attendance electronically.

### **Call to Order**

President Hays called the meeting to order at 7:02 p.m.

### **New Business**

President Hays requested that the appointment of the Treasurer be moved forward in the agenda for Brenda Timmons to have the option to depart the meeting early if necessary.

### Approval of Appointment of Treasurer

President Hays recommended the Board appoint Brenda Timmons as its Treasurer, filling Donna Lawson's vacated appointment until May 12, 2021.

Commissioner Solon made a motion to appoint Brenda Timmons as the Treasurer to the Board. The motion was seconded by Commissioner McMahon. Upon roll call vote, the vote was as follows: Commissioner McMahon – yes; Commissioner Solon – yes; Vice President Miller – yes; and President Hays – yes. The motion passed 4-0.

### **Presentation - Audit**

Greg Douglass, CPA, Audit Senior Manager with Martin Hood LLC, presented the audit. He thanked Ms. Wallace and her team for preparing for the audit. He reviewed the audit process and highlighted areas of the Governance Letter, Financial Statements, and graphs. Mr. Douglass reported that the Park District received an unmodified (clean) opinion. He also reviewed other areas of the financial

statement.

President Hays requested clarification on when the 990 would be available for the Parks Foundation. Vice President Miller commented that the Parks Foundation would need to approve the 990 at the December 14, 2020 Foundation Board Meeting.

The Board then thanked Mr. Douglass for the presentation.

Mr. Douglass departed the meeting at 7:15 p.m.

### **Comments from the Public**

None.

### **Communications**

None.

Commissioner Kuhl virtually joined the meeting at 7:16 p.m.

### **Treasurer's Report**

Ms. Wallace presented the report. She stated that cash was up \$5,500,000 in October, with \$1,100,000 in outstanding tax disbursements that are due by the end of December 2020. Ms. Wallace noted that operating expenses had averaged \$700,000 per month, but might decrease due to job vacancies and open positions.

Commissioner Solon made a motion to accept the Treasurer's Report for the month of October 2020. The motion was seconded by Commissioner McMahon. Upon roll call vote, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; Commissioner McMahon – yes; President Hays – yes; and Vice President Miller – yes. The motion passed 5-0.

### **Executive Director's Report**

#### General Announcements

Mr. DeLuce reported that some staff members had contracted COVID-19 and that the Leonhard Center would be temporarily closed as a precaution for patrons and other staff. He congratulated Jameel Jones for receiving a Community Impact Award from the Junior League. Mr. DeLuce also shared about recent improvements to the trail at Garden Hills Park. He noted that the Park District had partnered with the United Way and Champaign Rotary to install dual language signage for a "Born Learning" Trail at that park site. Mr. DeLuce stated that he had met with pickleball advocates at Hessel Park to discuss their interest in stand-alone pickleball courts. He noted that the FY22 capital plan would include pickleball courts for the Board to consider. Mr. DeLuce also encouraged everyone to attend the joint Board meeting with the Urbana Park District on December 3, 2020 for Champaign Urbana Special Recreation.

### **Committee and Liaison Reports**

#### Champaign Parks Foundation

Vice President Miller reported that the Parks Foundation will approve its Form 990 at the December 14, 2020 Foundation Board meeting. He also highlighted the Foundation's popcorn fundraiser to raise scholarship funds for Champaign Urbana Special Recreation. He noted the virtual event would be held in December and popcorn would be available for purchase for four days.

### **Report of Officers**

#### Attorney's Report

Attorney Hall reported that he is working on multiple routine ongoing matters. He highlighted a

number of priorities, including his review of the bid documents for the Martens Center and the new ticketing agreement for the Virginia Theatre.

### President's Report

President Hays thanked veterans for their service and sacrifice for our country and encouraged others to express their gratitude as well. He also mentioned that the Martens Center bid opening would be held on December 16, 2020.

### **Consent Agenda**

President Hays stated that 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 addressed separately.

1. Acceptance of the FY20 Audit Report as presented.
2. Approval of Minutes of the Public Hearing and Regular Board Meeting, October 14, 2020
3. Approval of Minutes of the Special Board Meeting, October 28, 2020
4. Approval of Meeting Dates for 2021
5. Approval inserting Craig Hays Delegate, Kevin Miller as 1<sup>st</sup> Alternate, Timothy McMahon as 2<sup>nd</sup> Alternate and Joe DeLuce as 3<sup>rd</sup> Alternate to serve as delegates to the Annual Business Meeting of the Illinois Association of Park Districts to be held on January 30, 2021 at 3:30 p.m.
6. Approval of payment of the 2019 bond issue in the amount of \$1,168,900 due by November 30, 2020
7. Approval of the low bid from CIBM Bank of 0.3% for the \$1,195,800 bond issue and to act as the bond registrar at no additional fee.
8. Approval of updates to the Board Policy Manual
  - a. Administrative Succession Policy
  - b. Compensation Policy
  - c. Executive Director and Park Board of Commissioners Relationship Policy
  - d. Media Policy
  - e. No-Trespass Policy
  - f. Social Media Policy

Commissioner McMahon made a motion to approve the Consent Agenda. The motion was seconded by Commissioner Solon. Upon roll call vote, the vote was as follows: Vice President Miller – yes; Commissioner Kuhl – yes; President Hays – yes; Commissioner McMahon – yes; and Commissioner Solon – yes. The motion passed 5-0.

### **New Business (Continued)**

#### Approval of Disbursements as of October 14, 2020

Vice President Miller made a motion to approve the list of disbursements for the period beginning October 14, 2020 and ending November 10, 2020. The motion was seconded by Commissioner Solon. Upon roll call vote, the vote was as follows: Commissioner McMahon – yes; President Hays – yes; Commissioner Kuhl – yes; Commissioner Solon – yes; and Vice President Miller – yes. The motion passed 5-0.

#### Approval of a Resolution to Authorize Updating Approved Signators on Bank and Investment Accounts

Ms. Wallace presented the report. She stated that it was routine for the Board to approve a resolution to remove an authorized signator from Park District bank and investment accounts when vacating a position such as Donna Lawson resigning from the Treasurer appointment.

Vice President Miller requested clarification on whether or not the new Treasurer, Brenda Timmons, could be approved as signator in the same motion. Ms. Wallace and Attorney Hall confirmed that the

Board could modify the motion to include the approval of Treasurer Timmons as signator.

Commissioner Solon made a motion to approve a Resolution to remove Donna Lawson and add Brenda Timmons as authorized signators on bank and investment accounts held by the Park District. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: President Hays – yes; Vice President Miller – yes; Commissioner Solon – yes; Commissioner McMahan – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

#### Approval of Adoption of Ordinance No. 649: Tax Levy Ordinance

Ms. Wallace reported that the Board passed a resolution at its Regular Board meeting on October 14, 2020 to give public notice and conduct a public hearing on November 10, 2020 on its intent to adopt a tax levy, as required by the Truth in Taxation Act. Public notice was posted in the News-Gazette on October 30<sup>th</sup>. Ms. Wallace also stated that the tax rate will not increase and will remain the same as FY21 at 0.7193.

Vice President Miller made a motion to adopt Ordinance No. 649: An Ordinance to Levy Property Taxes in the amount of \$14,342,836 for fiscal year beginning May 1, 2021 and ending April 30, 2022. The motion was seconded by Commissioner McMahan. Upon roll call vote, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; Vice President Miller – yes; President Hays – yes; and Commissioner McMahan – yes. The motion passed 5-0.

#### Approval of Adoption of Ordinance No. 650: Bond Ordinance

Staff recommended the adoption of Ordinance No. 650: an Ordinance Authorizing the Issuance of General Obligation Park Limited Bonds, SERIES 2020, of the Champaign Park District, Champaign County, Illinois, and providing the details of such bonds and for the levy of the direct annual taxes to pay such bonds, and related matters.

Commissioner Kuhl made a motion to adopt Ordinance No. 650: an Ordinance Authorizing the Issuance of General Obligation Park Limited Bonds, SERIES 2020, of the Champaign Park District, Champaign County, Illinois, and providing the details of such bonds, for the levy of direct annual taxes to pay such bonds, and related matters. The motion was seconded by Commissioner Solon. Upon roll call vote, the vote was as follows: Commissioner McMahan – yes; Vice President Miller – yes; President Hays – yes; Commissioner Solon – yes; and Commissioner Kuhl - yes. The motion passed 5-0.

#### Approval of a New Ticketing System for the Virginia Theatre

Mr. Bentz provided the report. He stated that Seat Advisor, the Virginia Theatre's previous ticketing company, would be discontinuing business in January 2021. Mr. Bentz reported that an RFP for new ticketing providers had been posted and seven proposals had been received. After review, the staff recommended Vision One Inc. d/b/a Accesso company's ShoWare software for the Virginia Theatre's ticketing needs. Mr. Bentz stated that staff had negotiated a reduction in ShoWare's fees for facilitating donations received through their ticketing system. He reported that ShoWare's agreement requested a 0.50 cent charge per donation for any donation amount. Mr. Bentz stated that staff had negotiated a new agreement in which ShoWare would only charge a 0.50 cent fee for donations exceeding \$5.00. Discussion ensued.

Commissioner Solon requested clarification on the donation fee. Mr. Bentz confirmed that he had spoken with Mr. Gilbert to determine what the total fee for donations would have been for the previous year if processed through the ShoWare ticketing system and the previous year's fees would have equaled \$20.

President Hays requested clarification on the urgency of moving forward with a new ticketing system for the Virginia Theatre due to its closure until April 2021. Discussion ensued.

Mr. Bentz responded that staff will need to import patron data and be trained on the new system. He

also noted that Ebertfest had been rescheduled for fall of 2021 and that the organizers requested opening ticket sales in January.

Commissioner Solon responded that the Board could hold a Special Meeting to approve the agreement upon review by staff, Legal Counsel, and the Commissioners.

Attorney Hall stated that the Park District had not received an agreement from ShoWare in time to review prior to presenting to the Board. He noted that the Board could authorize the Executive Director to enter into the agreement upon review of legal counsel and the Commissioners. Mr. DeLuce concurred.

Commissioner Kuhl recommending authorizing the Executive Director to enter into a three-year agreement with the Vision One Inc. d/b/a Accesso company's ShoWare Division for exclusive ticketing software services at the Virginia Theatre upon review of legal counsel and the Park Board Commissioners. Vice President Miller seconded the motion. Upon roll call vote, the vote was as follows: Commissioner McMahon – yes; Commissioner Solon – yes; President Hays – yes; Commissioner Kuhl – yes; and Vice President Miller – yes. The motion passed 5-0.

#### Approval of Professional Services Agreement for Masonry and Fire Escape Repairs at the Virginia Theatre

Mr. Bentz presented the report. He reported that staff had received a proposal from Farnsworth Group for architectural and engineering work relating to tuckpointing and emergency exit repairs at the Virginia Theatre.

Commissioner Kuhl requested more information on previous tuckpointing projects at the Virginia Theatre. She also asked if this project would complete the necessary tuckpointing at the Virginia Theatre, and if not, was there a plan for the remaining issues. Mr. Bentz responded this would conclude the major tuckpointing work with possible minor improvements on the western side due to concrete patchwork.

Commissioner Solon made a motion to authorize the Executive Director to enter into an agreement with Farnsworth Group in the amount of \$16,350.00 to provide architectural and engineering services for the Virginia Theatre masonry and fire escape repairs project. The motion was seconded by Commissioner Kuhl. Upon roll call vote, the vote was as follows: President Hays – yes; Commissioner McMahon – yes; Vice President Miller – yes; Commissioner Solon – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

#### Approval of Bids for 2021 Bedding Plants

Mr. Olson provided the report. He stated that the bids exceeded last year's total cost. He explained that costs had risen due to increased minimum wages, higher expenses for supplies, and the Illinois secure choice mandated retirement plan beginning in 2019. He also confirmed the need for two bids in order to secure high-quality stock of plants and due to the capacity of local vendors. In addition, the pandemic has also impacted sponsorships for the flower island program. Forty-five (45) sponsors had been confirmed compared to fifty-four (54) in the previous year. He reported six (6) cancellations compared to the previous average of three (3) to four (4) cancellations per year.

Commissioner Solon clarified that the RFP stated that no one vendor would be awarded both bids. Mr. Olson confirmed that the RFP stated that the bids would be split to ensure high-quality plant stock with fewer possibilities for disease.

Vice President Miller asked if the number of flats of flowers could be reduced to break the orders up into smaller, more competitive bids. Mr. Olson confirmed that it would be possible to break the order down into at least three total bids.

Commissioner Kuhl requested more information regarding the flower program's sponsorship income versus the expenses to purchase, install, and maintain the product. Discussion ensued.

Mr. Olson confirmed that the sponsors had received an 8% increase in cost per square foot from the 2019-2020 season. He noted that sponsorships had been confirmed for 2021 and that any future increases would impact the 2022 season. Discussion ensued.

Commissioner Kuhl recommended revisiting the process in order for the Park District to have the ability to raise fees if expenses continue to increase. Mr. DeLuce confirmed that staff could review the timing of the RFP and approval of the program fees.

Commissioners Hays, Solon, and McMahon concurred about closing the expense to income gap through fee increases and creative partnerships. Commissioner Kuhl requested an income and expense report that included staff labor expenses.

Commissioner Kuhl made a motion to accept the bids and authorize the Executive Director to execute contracts to purchase 2021 bedding plants for each order to the respective lowest responsible bidders as follows: Park Flower Program Order with 2,124 flats to Ropp's Flower Factory for a total of \$49,502 and Flower Island Order with 1,804 flats to Connie's Country Greenhouse for a total of \$52,058. The total cost of the two recommended orders for 2021 will be \$101,560 with funds allocated in the FY21-22 operating budget. The motion was seconded by Vice President Miller. Upon roll call vote, the vote was as follows: Commissioner McMahon – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; President Hays – yes; and Vice President Miller – yes. The motion passed 5-0.

#### Approval of Bid for the Purchase of Scoreboards for Zahnd Park

Mr. Olson reported that staff recommended Nevco Sports, LLC due to the Park District owning a number of its scoreboards, which would allow staff to take advantage of interchangeable parts when necessary.

Vice President Miller made a motion to accept the responsible bid that meets all specifications and authorize the Executive Director to purchase two (2) new baseball/softball scoreboards from Nevco Sports, LLC for Zahnd Park at the total quoted price of \$7,000.58. Commissioner McMahon seconded the motion. Upon roll call vote, the vote was as follows: Commissioner Kuhl – yes; Vice President Miller – yes; Commissioner Solon – yes; Commissioner McMahon – yes; and President Hays – yes. The motion passed 5-0.

#### Approval of Communications Radios

Ms. Hoggatt presented the report. She stated that the Board had approved the purchase of the communications radio system in August of 2020 as part of the capital plan. Ms. Hoggatt noted that \$15,100 had been allocated for the purchase, however, recent upgrades in set-up, programming, and interchangeable ports could be realized with \$6,370 in additional expenditures.

President Hays requested clarification about the locations where the communication radios would be used. Ms. Hoggatt confirmed that the system will be housed at the Virginia Theatre, but could be utilized in others departments, such as IT, the Sholem Aquatic Center, Special Events, and fitness programs in the future.

Commissioner Solon made a motion to approve the purchase of a communications radio system from Beck Tech, which includes setup, programming, FCC license, and charging ports for a total of \$21,470. Commissioner Kuhl seconded the motion. Upon roll call vote, the vote was as follows: President Hays – yes; Commissioner Kuhl – yes; Commissioner McMahon – yes; Vice President Miller – yes, and Commissioner Solon – yes. The motion passed 5-0.

## **Discussion Items**

### Spalding Park Tennis Courts

Mr. DeLuce reported that staff had met with Linda Matkowski, the Chief Financial Officer of Champaign's Unit 4 School District to discuss partnering to renovate the Spalding Park Tennis Courts. He presented a plan to refurbish the four (4) existing tennis courts, add two additional tennis courts, lighting, a shelter, and a pathway for an estimated total project cost of \$600,000.

Commissioner Solon addressed pickleball for this space. Mr. DeLuce responded that the school district would need six (6) tennis courts to host competitions. He noted that stand-alone pickleball courts would need to be installed at another location if the Board decided to move forward with this project. However, if the school district decides not to participate, pickleball courts could be considered at the Spalding Park tennis courts site.

Commissioner Kuhl requested clarification on the Park District's financial commitment for this proposal. Mr. DeLuce responded that the Park District and Unit 4 would each pay \$300,000 to move forward. Discussion ensued about costs associated with installing pickleball courts, resurfacing tennis courts, the lifespan of different types of court surfaces, and the number and location of outdoor tennis courts within the Park District.

President Hays addressed the feasibility of the project if Unit 4 does not agree to the terms of this proposal. Mr. DeLuce responded that the Park District could then pursue different options.

### Department of Revenue Facilities Report

Mr. Gleason prepared the report that was included in the Board Packet. President Hays asked if any Board members had questions or comments related to the report.

Commissioner Solon responded that she was glad the Park District was able to offer several programs listed in the report during the pandemic. She noted that the youth softball had been modified appropriately and was a valued program. Discussion ensued.

Commissioner Kuhl requested clarification on the profitability of the one-on-one pitching and hitting clinics for softball. Mr. Gleason responded that the calculation did not include Justice Miller's paid time due her status as an exempt employee. He also mentioned that staff were preparing to host indoor pitching and hitting clinics in the Leonard Recreation Center beginning in February 2021.

### Cultural Arts Report

Mr. Jones prepared the report that was included in the Board Packet. President Hays asked if any Board members had questions or comments related to the report. Commissioner Solon requested more information on the outcome of the virtual dance program. Mr. Jones responded that there had been a waitlist to join the program and no virtual dance program issues were experienced.

## **Comments from Commissioners**

Commissioner McMahan thanked Mr. Olson and Mr. Johnson for their professionalism in installing a memorial tree at Spalding Park.

Commissioner Solon thanked staff for offering programs as circumstances allowed during the pandemic, such as softball and outdoor fitness bootcamp classes.

Vice President Miller offered his thanks to Board members and staff who are veterans.

## **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 Kuhl. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner McMahon – yes; Vice President Miller – yes; Commissioner Kuhl – yes; and President Hays – yes. The motion passed 5-0 and the meeting was adjourned at 8:26 p.m.

Approved:

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

\_\_\_\_\_  
Jarrod Scheunemann, Secretary





# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** December 9, 2020

**SUBJECT:** 2021 Seasonal and Part-Time Wages

### Background

Each year the Board of Commissioners reviews the seasonal and part-time staff wages and approves any needed increases or changes. In February of 2019, the state of Illinois approved an increase in the minimum wage for all employees in the State. The increases took effect on January 1, 2020 with a \$1.00 increase and then a \$0.75 cent increase on July 1, 2020. There will be another \$1.00 per hour increase on January 1, 2021.

Staff reviewed and evaluated all of the seasonal positions for 2021 and made changes to make sure the Park District is staffed with the right positions to meet the needs of the residents. The attached document outlines the recommended positions and pay rates for the increases due in January and July 2021. Staff recommendation includes increasing pay rates to reflect the new minimum wage, as well as the differential between non-supervisory and supervisory positions or those positions with increased responsibility.

To assist in encouraging staff to return to the Park District the staff propose to give a .15 cent increase to any staff that have worked at the Park District previously. Staff also proposed that those receiving the increase will be required to have a satisfactory or better evaluation on file.

The attached document reflects the proposed rates for 2021.

### Prior Board Action

The Board annually reviews and approves seasonal and part-time staff wages.

### Budget Impact

Staff implemented the increases to estimate the overall increase to the District's budgets for FY21 and FY22 and the following outlines those increased costs due to the increase in the minimum wage. The average increase per position for January 1, 2021 is \$1.00. In addition, a 0.15 cent increase to part-time and seasonal staff who previously worked in a position at the District.

### Recommended Action

Staff recommends the Board approve the updated seasonal pay rates for FY20 and FY21, as well as a 0.15 cent increase to returning staff.

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

Reviewed by:  
Joe DeLuce, CPRP  
Executive Director

Illinois Minimum Wage Schedule	
Wednesday, January 1, 2020	\$9.25
Wednesday, July 1, 2020	\$10.00
Friday, January 1, 2021	\$11.00
Saturday, January 1, 2022	\$12.00
Sunday, January 1, 2023	\$13.00
Monday, January 1, 2024	\$14.00
Wednesday, January 1, 2025	\$15.00

Department	Position	Dates of Employment	CPD Wages as of 7/1/2020	DRAFT As of 01/01/2021
<b>Aquatics</b>				
	Pool Manager	April - Sept*	\$ 12.00	\$ 13.50
	Assistant Pool Manager	April - Sept*	\$ 11.50	\$ 12.50
	Lifeguard	May - Sept	\$ 10.50	\$ 11.50
	Swim Lesson Manager	May - Sept	\$ 11.50	\$ 12.50
	Assistant Swim Lesson Manager	May - Sept	\$ 10.50	\$ 11.50
	Swim Lesson Instructor	June - Aug	\$ 10.00	\$ 11.00
	Swim Team Coach	May - July	\$ 12.00	\$ 13-20 (DOQ)
	Swim Team Assistant Coach	May - July	\$ 10.50	\$ 11.50
	Concession Manager	Mar - Sept*	\$ 11.50	\$ 12.50
	Assistant Concession Manager	May-Sept	\$ 10.50	\$ 11.50
	Concession Worker	May - Sept	\$ 10.00	\$ 11.00
	Front Desk Manager	May-Sept	\$ 11.50	\$ 12.50
	Front Desk Assistant Manager	May-Sept	\$ 10.50	\$ 11.50
	Front Desk Worker	May - Sept	\$ 10.00	\$ 11.00
<b>Summer Programs</b>				
	*Director	May - Aug	\$ 12.00	\$ 13.00
	*Assistant Director	May - Aug	\$ 11.00	\$ 12.00
	Day Camp Leader	May - Aug	\$ 10.00	\$ 11.00
	Bus Driver	May - Aug	\$ 20.00 - 25.00	\$ 20.00 - 25.00
	* Plus \$1 for teaching certificate			
<b>Youth Theatre</b>				
	Assistant Director	Ongoing	\$ 11.00	\$ 12.00
	Choreographer	Ongoing	\$ 11.00	\$ 12.00
	Music Director	Ongoing	\$ 11.00	\$ 12.00
<b>Operations</b>				
	Flower Worker I	April - Nov*	\$ 10.00	\$ 11.00
	Flower Worker II	April - Nov	\$ 11.00	\$ 12.00
	Natural Areas I	April - Nov	\$ 10.00	\$ 11.00
	Natural Areas II	April - Nov	\$ 11.00	\$ 12.00
	Operations Laborer I	April - Nov	\$ 10.00	\$ 11.00
	Operations Laborer II	April - Nov	\$ 11.00	\$ 12.00
	Sports Field Worker I	April - Nov	\$ 10.00	\$ 11.00
	Sports Field Worker II	April - Nov	\$ 11.00	\$ 12.00
<b>Prairie Farm</b>				
	Director	April - Sept	\$ 12.00	\$ 13.00
	Assistant Director - animal care	April - Sept	\$ 11.00	\$ 12.00
	Assistant Director - children's programming	April - Sept	\$ 11.00	\$ 12.00
	Leader	May - Sept	\$ 10.00	\$ 11.00
<b>Special Events</b>				
	Special Events Assistant Director	Mar - Aug	\$ 12.00	\$ 13.00
	Driver (Showmobile/Bus)	Mar - Nov	\$ 20.00-30.00	\$ 21.00-31.00
	Inflatables Worker	Mar - Nov	\$ 10.00	\$ 11.00
<b>CUSR</b>				
	Program Director	May - Aug	\$ 13.00	\$ 14.00
	Day Camp Assistant Director	May - Aug	\$ 11.25	\$ 12.25
	*Day Camp Leader	May - Aug	\$ 10.25	\$ 11.25
	Inclusion/Program Specialist	Year Round	\$ 14.00	\$ 15.00
	*Inclusion Assistant	May - Aug	\$ 10.25	\$ 11.25
	*Sports and Community Support Staff	May - Aug	\$ 10.25	\$ 11.25
	Program Leader	May - Aug	\$ 13.00	\$ 14.00
	Bus/Van Driver	Year Round	\$ 15.00-20.00	\$ 15.00-20.00
	* Plus \$1 for teaching certificate			
<b>Sports</b>				
	Youth Sports Instructor	Ongoing	\$ 10.00	\$ 12.00
	Sports Site Supervisor	Ongoing	\$ 10.00	\$ 12.00

	<del>Sports Concessions Manager</del>	<del>April - Oct</del>	<del>\$ 11.50</del>	<del>\$ 12.50</del>
	<del>Sports Concessions Asst Manager</del>	<del>April - Oct</del>	<del>\$ 10.50</del>	<del>\$ 11.50</del>
	Sports Site Worker	Ongoing	New Position	\$11.50
	Sports Concessions Worker	April - Oct	\$ 10.00	\$ 11.00
	Youth Soccer Official	April - May and Sept - Oct	Youth Trainee (under 18): \$14/game Adult Trainee (18+): \$18/game U8/10 - Unlicensed: \$20/game U8/10 - Licensed: \$30/game U12/14 - Unlicensed: \$25/game U12/14 - Licensed: \$35/game	Youth Trainee (under 18): \$14/game Adult Trainee (18+): \$18/game U8/10 - Unlicensed: \$20/game U8/10 - Licensed: \$30/game U12/14 - Unlicensed: \$25/game U12/14 - Licensed: \$35/game
	Youth Softball Official	May - July	Unlicensed: \$45/game Licensed: \$55/game	Youth Trainee (under 18): \$30/game Adult Trainee (18+): \$40/game Unlicensed: \$45/game Licensed: \$55/game
	Youth Hoops Official	Jan - Mar	Youth Trainee: \$15/game Adult Trainee: \$18/game Unlicensed: Cross Court -\$30/game, Full Court - \$20 Licensed: Cross Court -\$35/game, Full Court - \$30	Youth Trainee: \$15/game Adult Trainee: \$18/game Unlicensed: Cross Court -\$30/game, Full Court - \$20 Licensed: Cross Court -\$35/game, Full Court - \$30
	Adult Softball Official	Apr - Oct	Licensed: \$27/game	Licensed: \$27/game
	Adult Basketball Official	Nov - Mar	Trainee: \$20/game Unlicensed: \$25/game Licensed: \$35/game	Unlicensed: \$25/game Licensed: \$35/game
	Adult Volleyball Official	Sept - April	Trainee: \$17/game Unlicensed: \$20 /game Licensed: \$25/game	Trainee: \$17/game Unlicensed: \$20 /game Licensed: \$25/game
<b>Afterschool</b>				
	Afterschool Program Director	Part-time	\$ 12.00	\$ 13.00
	Afterschool Assistant Director	Part-time	\$ 11.00	\$ 12.00
	Afterschool Leader/Leader	Part-time	\$ 10.00	\$ 11.00
	School Out Leader	Part-Time	\$10.00	\$ 11.00
<b>Cultural Arts</b>				
	Dance Instructor	Part-time	\$14.00 to \$26.00 (DOQ)	\$15.00 to \$27.00 (DOQ)
	Special Interest Instructor	Part-time	Paid on per class basis, a percentage of class fees	Paid on per class basis, a percentage of class fees
	Pottery Instructor	Part-time	\$14.00 to \$22.00 (DOQ)	\$15.00 to \$23.00 (DOQ)
	Pottery Supervisor	Part-time	\$17.00 to \$25.00 (DOQ)	\$18.00 to \$26.00 (DOQ)
<b>Facilities</b>				
	Building Openers	Part-time	\$ 10.75	\$ 11.75
	Receptionist	Part-time	\$ 10.75	\$ 12.00
	Building Service Worker	Part-time	\$ 11.00	\$ 12.00
	Recreation Leaders/Site Supervisors	Part-time	\$ 10.00	\$ 11.00
	Teen Recreation Leader	Part-time	\$ 10.00	\$ 12.00
	Facility Supervisor	Part-time	\$ 11.00	\$ 12.50
<b>Marketing</b>				
	Graphic Artists (formerly Marketing Assistant)	Part-time	\$15.00 to \$23.00 (DOQ)	\$16.00 to \$24.00 (DOQ)
<b>Operations</b>				
	Horticulture I	Part-time	\$ 13.00	\$ 14.00
	Horticulture II	Part-time	\$ 14.00	\$ 15.00
	Natural Areas Worker I	Part-time	\$ 13.00	\$ 14.00
	Natural Areas Worker II	Part-time	\$ 14.00	\$ 15.00
	Operations Worker I	Part-time	\$ 14.00	\$ 14.00
	Operations Worker II	Part-time	\$ 14.00	\$ 15.00
	Sports Field Worker I	Part-time	\$ 13.00	\$ 14.00

	Sports Field Worker II	Part-time	\$ 14.00	\$ 15.00
<b>Preschool</b>				
	Preschool Instructor	Part-time	\$ 11.00	\$ 12.00
<b>Virginia Theatre</b>				
	Concessions Worker	Part-time	\$ 10.00	\$ 11.00
	Box Office Receptionist	Part-time	\$ 11.25	\$ 12.25
<b>Senior Program</b>				
	Senior Recreation Leader	Part-time	\$ 12.00	\$ 13.00
<b>Sports</b>				
	Sports Assignor	Part-time	Paid on a per game rate:	Paid on a per game rate:
			\$8/game for youth and adult soccer	\$8/game for youth and adult soccer
			\$7/game for youth and adult basketball	\$7/game for youth and adult basketball
			\$3/game for youth and adult softball	\$3.50/game for youth and adult softball
			\$6/game for youth and adult volleyball	\$7/game for youth and adult volleyball
	Group Fitness Instructor	Part-time	\$15.00 to 30.00	\$16.00 to 31.00
	Birthday Party Leader	Part-time	10.00	11.00
	<b>Tennis Private Lesson Instructor</b>	<b>Part-time</b>	<b>New Position</b>	<b>\$15.00 - \$31.00 (DOQ)</b>
	Tennis Instructor	Part-time	\$11.00-26.00	\$12.00-27.00 (DOQ)
<b>Technology</b>				
	Technology Specialist	Part-time	\$16.00-26.00 (DOQ)	\$17.00-27.00 (DOQ)
	Human Resources Clerk	Part-time	\$ 10.25	\$ 11.25



# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** December 09, 2020

**SUBJECT:** Replacement of Ballfield Fencing at Dodds Park

### Background

The ballfield fencing at the Dodds 3-Plex in Dodds Park needs replacement. This project will replace the current four foot tall fencing down the third base line on field 1, the first and third base lines on field 2, and the first base line on field 3, with new 8 foot tall fencing to offer added spectator and foul ball protection.

An invitation to bid was published in *The News-Gazette* and bids were opened and read aloud on Monday, November 16, 2020. Two (2) bids were received and the results are as follows:

BIDDER	BASE BID
Main Street Construction, Mahomet, IL	\$35,900.00
S.K. Service Corporation, Champaign, IL	\$52,650.64
Houlihan Fence, Goodfield, IL	No Bid

### Prior Board Action

The Board approved the FY 2020/2021 Capital Improvement Plan, with red line priorities, at the April 22, 2020 Special Board Meeting. At the time of approval, fencing was below the red line. Board consented to bringing fencing above red line at the September 23, 2020 Special Board Meeting.

### Budget Impact

\$48,100 was allocated in the FY 20/21 Capital Improvement Plan for Dodds Softball Fencing.

### Recommended Action

Staff recommends accepting the lowest responsible bid that meets all specifications and authorizing the Executive Director to enter into a contract with Main Street Construction at the bid price of \$35,900.00.

Prepared by:

Nathan Massey  
Special Projects Supervisor

Reviewed by:

Dan Olson  
Director of Operations

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## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** December 01, 2020

**SUBJECT:** Vehicle Purchasing Bid

### Introduction

Staff is requesting Board approval to purchase one (1) new service vehicle, used for HVAC work, and one (1) new administrative vehicle. The service vehicle will replace a 2002 truck and the administrative vehicle will replace a 2008 minivan. These two vehicles will be declared surplus and sold on a local auction site.

### Replacement Vehicle Background

2002 Chevy Silverado 2500 Truck. Current mileage 74,652. Projected mileage at replacement time 75,500. Color green. Received regularly scheduled maintenance and parts replacement. Interior not good shape. Exterior paint and dent issues.

2008 Dodge Grand Caravan Minivan. Current mileage 84,484. Projected mileage at replacement time 85,500. Engine replacement in Oct. 2017. Rear end replacement. Recommendation by mechanic not to take on trips out of town. Received regularly scheduled maintenance and parts replacement. Some rust.

### Prior Board Action

The Board approved the FY 20/21 capital budget, with red line priorities, at the April 22, 2020 special meeting.

The Board also approved staff to move forward with the vehicle purchases, which were below red line, at the July 22, 2020 meeting.

### Bid Results

An invitation to bid was published in *The News-Gazette*. The bids were opened and read aloud on Friday, November 20, 2020. Two (2) bids were received and the results are as follows:

<b>Vendor</b>	<b>Bid Amount – Service Vehicle</b>	<b>Bid Amount- Admin Vehicle</b>
Vermillion Chevy	2020 Chevy Express Cutaway Van \$43,860	2021 Chevy Traverse LS \$28,815
Champaign Ford City	2021 Ford E350 Cutaway Van \$44,046	2021 Ford Explorer Base \$29,601

### Budget Impact

The total amount budgeted in the FY 20-21 capital budget for two (2) replacement vehicles is \$80,000. The total for both vehicles would be \$72,675.

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Recommended Action

Staff recommends accepting the lowest, responsible bid that meets all specifications and authorizing the purchase of one (1) new 2020 Chevy Express Cutaway Van from Vermilion Chevy, in the amount of \$43,860 and one (1) new 2021 Chevy Traverse LS from Vermilion Chevy, in the amount of \$28,815.

Vehicle Inspection by:

Anthony Howell  
Mechanic

Prepared by:

Bret Johnson, Fleet Manager  
Grounds & Maintenance Supervisor

Reviewed by:

Daniel Olson  
Director of Operations





## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** December 9, 2020

**SUBJECT:** Payroll and Applicant Software

### Background

**Staff has been notified that our current time clock system will no longer be supported as of May 1, 2021 AND the current company has not offered or has an alternative software to replace the existing program.**

After further research, Paycom emerged as the software that most closely met the District needs. It is a web-based HR and payroll technology in a single-database solution that would integrate, update and access multiple databases.

Staff strongly believe the return on the investment would offset labor hours employee devote to payroll-related activities, as well as supervisors making changes to employee time records, and HR staff entering information on new hires. Staff would also have the ability to look up and print their records instead of asking HR or Accounting staff to pull up their information. **As a result, the Finance department would be able to restructure. The changes would take two FT2 positions and one FT1 position and change them into 2 FT1 positions, thereby eliminating a FT2 position for a savings of \$33,000. In addition, the District would not renew licenses with the Current Applicant Tracking System, FinTrac, When to Work Scheduling, and BS&A for Payroll and HR. These programs currently cost \$12,800.**

There are limitations on the Park District's current systems and processes that led to the research of other products on the market that could comprehensively solve the issues.

Applicant Tracking: (The current system: Recruiting and Hiring by Frontline Education)

- This software is intended for School Districts.
- The process to apply is lengthy and many applicants do not complete the application for this reason.
- This system is not linked to our other software causing duplication of work.
- Applicants find the system difficult to understand and use.
- The reference piece is difficult to use and many times does not work as the applicant has filled in the information incorrectly.
- The process for hiring staff is labor intensive.

Other HRIS Needs (No current HRIS system. BS&A that has some HR function)

- Currently information entered by the new employee must be entered manually by staff in HR and then again manually by Accounting staff.
- There is no electronic performance system; it is all completed on paper which slows down the process and many times is avoided by seasonal staff.

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- Wage increases must be handled by paper and passed from HR, to manager, to Department Head, to Executive Director, to the employee then to Accounting. An electronic process would speed this process.
- Leave time requests are handled on paper and passed for signature and many times arrives late to enter, therefore we must manually adjust on a subsequent payroll.
- Limited online process for benefits administration that staff does not use, all benefits are handled manually.
- Scheduling that is linked to time off that could be used District wide.

Time Clock: (Current system is FinTrac by Vermont Systems)

- The current time clock only allows manual clock-in from a computer within a facility. Many of our staff work in the parks and have to travel to their work location after clock-in or have to fill out a paper time sheet that requires manual entry. In addition, the ability during COVID-19 restrictions to keep staff from congregating around a timeclock is imperative.
- Many staff are working from home during this time and clocking in from their phone or approving time from their home would allow fewer staff to log in remotely and improve the security of our servers.
- The time clock does not allow for more than one level of approval.
- The time clock does not alert supervisors when an employee is working more hours than approved or in danger of overtime.
- The current time clock does leave the District open to fraudulent activity.
- The time clock will only transfer hours in total to BS&A accounting software.
- Employees must be manually entered into the system.
- When supervisors were surveyed regarding the system many noted they disliked the system and stated there are many times when all the licenses are being used and staff cannot clock-in or out, which can cause payroll errors.

Payroll System: (Current system: BS&A)

- The current system does not allow for reporting of HR and Payroll data simultaneously.
- Currently, staff cannot record hours worked by project in the system.
- The current payroll system does not work with the applicant tracking system and currently staff enter new employee information manually.
- All payroll processing is handled in-house requiring a significant amount of staff time.
- Payroll changes are handled on paper and passed around for signature which can cause the paperwork to arrive too late for the employee's first paycheck.
- The system does not allow for reporting on payroll information integrated with time-clock or Applicant information, they are all separate systems and reports must be run separately and be manually combined.
- Payroll shows total hours including exempt staff where time clock only shows non-exempt hourly staff and paid leave for exempt staff.

After evaluation of the current systems, staff desired to accomplish three goals based on the Park District Strategic Plan.

Goal 1: Improve delivery of the programs and services for residents and staff while enhancing quality of life through positive experiences for Park District staff.

Goal 2: Controlling labor cost deliberately for a foundation of future growth.

Goal 3: Leverage technology to consolidate & automate process with continual assessment of labor & operations.

With these goals in mind and a strong need for a system to address all of the needs, staff have reviewed the following products:

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Software	HRIS	Timeclock	Payroll Service	Single database	Data import into BS&A	Activation Cost	Annual Cost Estimate
BS&A/Timeclock Plus	No	Yes	No	No	Yes	\$8,100.00	\$10,500.00 (requires 3-year contract)
Paychex	Yes	Yes	Yes	No	Yes	\$2,575.00	\$43,266.48
Paylocity	Yes	Yes	Yes	No	Yes	\$3,540.13	\$27,105.00
Paycom	Yes	Yes	Yes	Yes	Yes	\$3,388.11	\$35,216.12

\*Based on 150 employees

The billing for these products are quite different as Paycom is billed by each paycheck, Paylocity and Paychex bill monthly, even if the employee is active in the system for one day.

Paycom was the only system to address all of the needs with excellent reporting features. Staff researched Paycom and found they have over 23,500 clients in the US and is based out of Oklahoma. They have a strong desire to gain more clients in the Champaign Area and they currently have a few private companies in the community. Additionally, staff obtained references from an Illinois Park District with a maximum of 200 employees and a County Government with over 900 employees. Both agencies favorably supported Payco and noted they have no plans to leave the Paycom system. They also noted there have been no “hidden costs” and have been pleased with the tighter controls they have with the system. References were called from the Park District of Oak Park and a business that switched from Paylocity to Paycom in the past two years. Both references were excellent and encouraged the Champaign Park District to switch to Paycom noting the savings of staff time and the reporting features being significantly better than other systems.

Staff have negotiated with Paycom several times and have significantly reduced the cost without losing any pieces of the system that would address the identified needs.

	Implementation Fee	Estimated annual cost*
Initial Meeting	\$27,804.58	\$94,050.88
Staff requested a lower cost to be considered	\$27,804.58	\$88,450.40
After January Board meeting staff requested a lower cost	\$24,912.82	\$80,042.00
In February staff asked for a lowered cost and agreed to two changes	\$17,845.25	\$69,381.00
This past month in negotiations Paycom staff provided a final cost with the approval of their CFO.	\$3,972.11	\$35,216.12

\*Annual cost structure includes base fee plus a per employee fee and includes W-2's and 1095's.

Most importantly there would be increased internal controls over all aspects of HR and payroll including up to 5 approval levels if desired.

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Prior Board Action

The board has approved the license purchase of both FinTrac and BS&A in the past. The board also viewed a presentation on Paycom at the January board meeting.

Budget Impact

Paycom's structure would bill the Park District per pay period with a base fee and a per employee fee. The quote currently includes a one-time set up fee of \$3,972.11 and a per paycheck fee.

The 2021 estimated cost would be \$35,216.12 annually, based on 150 employees per each paycheck for an entire year.

**Staff project first year cost savings to include \$12,800 from reduced associated software fees and \$33,000 from eliminating an FT2 position. Total first year estimated savings would equal \$45,800.**

Paycom does not require a contract for any specific time. They will process paychecks per our request. Many of the Software/payroll processing companies required the Park District to pay for estimated payroll which is costly when the Park District has many more checks only in the summer months.

Recommended Action

Staff recommend the board approve the purchase of a monthly agreement with Paycom.

Prepared by:

Reviewed by:

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

Joe DeLuce, CPRP  
Executive Director



**REPORT TO PARK BOARD**

**FROM: Joe DeLuce, Executive Director**

**DATE: December 2, 2020**

**SUBJECT: Renewal of PDRMA Property/Casualty Program**

Introduction

The Park District passed a resolution authorizing membership with the Park District Risk Management Agency (PDRMA) on May 1, 1988 and this membership currently renews every three years. The next renewal date is May 2, 2021, however if the Park District were to decide to leave the membership it requires notice by resolution of the board before January 1, 2021.

Staff exercised their due diligence and investigated an alternative self-insured plan for Illinois Park Districts. Risk Management and Finance have met with iParks staff and provided a large amount of information about Champaign Park District to obtain a proposal.

In the process, staff learned that iParks and PDRMA have very different approaches to Risk Management. PDRMA is focused on prevention, conducts detailed audits, and provides legal services to advise staff and assist in many legal matters including employment issues. iParks is focused on allowing the member to make decisions and are more “hands off” for property, casualty and employment matters. iParks does not retain attorneys to advise and counsel staff and board. Both organizations offer nearly the same amount of small grants and incentives.

The following chart outlines some of the coverages by each agency:

	iParks	PDRMA
Legal Liability for General Liability Claims	\$15,000,000	\$21,500,000
Deductible	\$1,000	\$1,000
Legal Liability for Automobile Coverage	\$15,000,000	\$21,500,000
Deductible	\$0	\$0
Public Officials Wrongful Acts	\$15,000,000	\$21,500,000
Deductible	\$1,000	\$0
Cyber Breach Coverage	\$250,000	\$2,000,000
Deductible	\$0	\$1,000
Total Coverage Property	\$65,931,369	1 Billion annually, shared with membership

This year the cost of PDRMA’s membership was \$240,000 including CUSR and all lines of coverage. Typically, PDRMA will set the rates for the following year in October based on the experience and staff wages from the prior year. However, since the Park District has not

employed as many staff this year due to COVID-19 restrictions, PDRMA is resetting their rates based on wages from the last quarter of 2019 and the first three quarters of 2020. Those rates are expected to be provided to Park District staff on Wednesday, December 9. iParks proposal for all lines of coverage and including CUSR is \$214,252.

Staff are recommending that the Park District remain a member of PDRMA as the coverage is more robust and the cost of legal fees would increase significantly with an iParks membership, since those services are not included. In addition, the PDRMA membership provides many tools and trainings at no or low cost that are vital to a good risk management program.

#### Prior Board Action

The Champaign Park District Board of Commissioners accepted an agreement for membership on May 1, 1988. If the Park District were to leave the membership of PDRMA it would take a resolution by the board before January 1, 2021.

#### Potential Budget Impact

The recommendation to stay with PDRMA would continue to be a line item in the budget. FYE2021 budget is \$247,140 and FYE2020 budget was \$242,203. The amount for calendar year 2021 is expected the day of the Board of Commissioners meeting on December 9<sup>th</sup>. Staff will provide that quote at the meeting.

#### Recommended Action

Staff recommends the Park District continue the PDRMA membership for three years beginning May 1, 2021. The agreement automatically renews and does not require approval of the board.

Prepared by:

Reviewed by:

Tammy Hoggatt  
Director of HR, IT and Risk

Joe DeLuce  
Executive Director



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** December 1, 2020

**SUBJECT:** Ratification of contract amendment with Broeren Russo Builders in the amount of \$876,551 executed on October 14, 2020

### Background

The project for the new CUSR facility location at Bi-Centennial Center has begun. This contract was entered into as a guaranteed maximum price contract, which is different than the typical contracts entered into by the Park District. Under this type of agreement, when the construction management contract was signed, it was entered into on the premise that the overall project would not exceed \$800,000, and therefore the construction management fee was \$80,000. In addition, unlike typical projects, the board has approved the project components separately as outlined below under prior board action. The other key difference is that there are contingencies factored in, that if not used will be returned to the Park District through a deduct change order at final completion. These contingencies are based on the original scope of work that was bid out.

The Board has authorized a total of \$786,046 for construction and construction management services. As the subcontracts came in below expectations and with this being a not to exceed contract, the actual contract amount with Broeren Russo Builders is \$876,551 as noted on the attached amendment. A detailed breakdown of these costs are also attached.

### Prior Board Action

01/08/2020 – Board approved the construction management agreement with Broeren Russo Builders in the amount of \$80,000 plus \$7,000 pre-construction costs.

01/08/2020 – Board approved Architectural Expressions contract in the amount of \$48,386.

08/24/2020 – Board approved subcontractors' bids in the total amount of \$699,046.

### Recommended Action

Staff recommends the Board ratify the contract amendment with Broeren Russo Builders in the amount of \$876,551.00 executed on October 14, 2020.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA  
Director of Finance

Joe DeLuce, CPRP  
Executive Director

# **AIA** Document A133™ – 2009 Exhibit A

## **Guaranteed Maximum Price Amendment**

for the following PROJECT:

*(Name and address or location)*

CPD Bicentennial  
2112 Sangamon Drive  
Champaign, IL 61821

### **THE OWNER:**

*(Name, legal status and address)*

Champaign Park District  
706 Kenwood Road  
Champaign, IL 61821

### **THE CONSTRUCTION MANAGER:**

*(Name, legal status and address)*

Broeren Russo Builders, Inc.  
602 N. Country Fair Drive  
Champaign, IL 61821

### **ARTICLE A.1**

#### **§ A.1.1 Guaranteed Maximum Price**

Pursuant to Section 2.2.6 of the Agreement, the Owner and Construction Manager hereby amend the Agreement to establish a Guaranteed Maximum Price. As agreed by the Owner and Construction Manager, the Guaranteed Maximum Price is an amount that the Contract Sum shall not exceed. The Contract Sum consists of the Construction Manager's Fee plus the Cost of the Work, as that term is defined in Article 6 of this Agreement.

**§ A.1.1.1** The Contract Sum is guaranteed by the Construction Manager not to exceed Eight Hundred Seventy Six Thousand Five Hundred Fifty One Dollars (\$ 876,551.00 ), subject to additions and deductions by Change Order as provided in the Contract Documents.

**§ A.1.1.2 Itemized Statement of the Guaranteed Maximum Price.** Provided below is an itemized statement of the Guaranteed Maximum Price organized by trade categories, allowances, contingencies, alternates, the Construction Manager's Fee, and other items that comprise the Guaranteed Maximum Price.  
*(Provide below or reference an attachment.)*

**§ A.1.1.3** The Guaranteed Maximum Price is based on the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:  
*(State the numbers or other identification of accepted alternates. If the Contract Documents permit the Owner to accept other alternates subsequent to the execution of this Amendment, attach a schedule of such other alternates showing the amount for each and the date when the amount expires.)*

- a. Bid Package #1, Voluntary Alternate #1
- b. Bid Package #2, Alternate #1

### **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.

AIA Document A201™–2007, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.



- c. Bid Package #2, Alternate #3
- d. Bid Package #2, Alternate #4
- e. Bid Package #2, Alternate #5
- f. Bid Package #2, Alternate #6
- g. Bid Package #2, Alternate #7
- h. Bid Package #2, Alternate #8
- i. Bid Package #5, Alternate #1
- j. Bid Package #5, Alternate #2
- k. Bid Package #5, Alternate #3

§ A.1.1.4 Allowances included in the Guaranteed Maximum Price, if any:  
*(Identify allowance and state exclusions, if any, from the allowance price.)*

Item	Price (\$0.00)
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§ A.1.1.5 Assumptions, if any, on which the Guaranteed Maximum Price is based:

- a. Builder's Risk insurance is by Owner.
- b. Property insurance is by Owner.
- c. Testing and utility fees are by Owner.
- d. All utility usage fees is by Owner.
- e. Architect, Legal, Consultation fees is by Owner.
- f. Sales tax has not been included.
- g. F.F.& E is by Owner.
- h. No premium time is included. Only regular shift hours have been figured at this time.
- i. Based on testing completed for Asbestos, we have assumed that no Asbestos abatement will be required. If at any point abatement is required, this will be by Owner.
- j. Based on the Engineer's design, it is assumed that no additional natural gas and water service is required in addition to what is existing. If additional utility service is required at any point, this will be by Owner.
- k. No work is included for the storm sewer running East to West underneath the building.
- l. No allowances have been figured or allocated for unforeseen conditions.

§ A.1.1.6 The Guaranteed Maximum Price is based upon the following Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
Front End Documents	CPD Bicentennial CUSR Renovation Front End Documents	May 8, 2020	194
Addendum #1 to Front End Documents	CPD Bicentennial CUSR Renovation Front End Documents Addendum #1	May 20, 2020	41
Addendum #2 to Front End Documents	CPD Bicentennial CUSR Renovation Front End Documents Addendum #2	May 22, 2020	4

§ A.1.1.7 The Guaranteed Maximum Price is based upon the following Specifications:  
*(Either list the Specifications here, or refer to an exhibit attached to this Agreement.)*

Section	Title	Date	Pages
---------	-------	------	-------

§ A.1.1.8 The Guaranteed Maximum Price is based upon the following Drawings:  
*(Either list the Drawings here, or refer to an exhibit attached to this Agreement.)*  
 Permit Drawings dated May 4, 2020 by Architectural Expressions LLP  
 Addendum 1 Drawings dated May 18, 2020 by Architectural Expressions LLP

Number	Title	Date
--------	-------	------

§ A.1.1.9 The Guaranteed Maximum Price is based upon the following other documents and information:  
*(List any other documents or information here, or refer to an exhibit attached to this Agreement.)*

Exhibit A – GMP Budget  
 Exhibit B - Schedule

**ARTICLE A.2**

§ A.2.1 The anticipated date of Substantial Completion established by this Amendment:

Substantial Completion – March 22, 2021

\_\_\_\_\_  
 OWNER *(Signature)*

Joe DeLuce, Executive Director  
*(Printed name and title)*

\_\_\_\_\_  
 CONSTRUCTION MANAGER *(Signature)*

Jim Lopez, President  
*(Printed name and title)*

Init.

# **Additions and Deletions Report for** **AIA® Document A133™ – 2009 Exhibit A**

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 09:59:48 ET on 10/07/2020.

## **PAGE 1**

CPD Bicentennial  
2112 Sangamon Drive  
Champaign, IL 61821

...

Champaign Park District  
706 Kenwood Road  
Champaign, IL 61821

...

Broeren Russo Builders, Inc.  
602 N. Country Fair Drive  
Champaign, IL 61821

...

§ A.1.1.1 The Contract Sum is guaranteed by the Construction Manager not to exceed Eight Hundred Seventy Six Thousand Five Hundred Fifty One Dollars (\$ 876,551.00), subject to additions and deductions by Change Order as provided in the Contract Documents.

...

- a. Bid Package #1, Voluntary Alternate #1
- b. Bid Package #2, Alternate #1
- c. Bid Package #2, Alternate #3
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- e. Bid Package #2, Alternate #5
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- g. Bid Package #2, Alternate #7
- h. Bid Package #2, Alternate #8
- i. Bid Package #5, Alternate #1
- j. Bid Package #5, Alternate #2
- k. Bid Package #5, Alternate #3

## **PAGE 2**

- a. Builder's Risk insurance is by Owner.
- b. Property insurance is by Owner.
- c. Testing and utility fees are by Owner.

- d. All utility usage fees is by Owner.
- e. Architect, Legal, Consultation fees is by Owner.
- f. Sales tax has not been included.
- g. F.F.& E is by Owner.
- h. No premium time is included. Only regular shift hours have been figured at this time.
- i. Based on testing completed for Asbestos, we have assumed that no Asbestos abatement will be required. If at any point abatement is required, this will be by Owner.
- j. Based on the Engineer's design, it is assumed that no additional natural gas and water service is required in addition to what is existing. If additional utility service is required at any point, this will be by Owner.
- k. No work is included for the storm sewer running East to West underneath the building.
- l. No allowances have been figured or allocated for unforeseen conditions.

...

<u>Front End Documents</u>	<u>CPD Bicentennial CUSR Renovation Front End Documents</u>	<u>May 8, 2020</u>	<u>194</u>
<u>Addendum #1 to Front End Documents</u>	<u>CPD Bicentennial CUSR Renovation Front End Documents Addendum #1</u>	<u>May 20, 2020</u>	<u>41</u>
<u>Addendum #2 to Front End Documents</u>	<u>CPD Bicentennial CUSR Renovation Front End Documents Addendum #2</u>	<u>May 22, 2020</u>	<u>4</u>

PAGE 3

Permit Drawings dated May 4, 2020 by Architectural Expressions LLP  
Addendum 1 Drawings dated May 18, 2020 by Architectural Expressions LLP

...

Exhibit A – GMP Budget  
Exhibit B - Schedule

...

Substantial Completion – March 22, 2021

...

Joe DeLuce, Executive Director

Jim Lopez, President

## **Certification of Document's Authenticity**

AIA® Document D401™ – 2003

I, \_\_\_\_\_, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 09:59:48 ET on 10/07/2020 under Order No. 3355963625 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A133™ – 2009 Exhibit A, Guaranteed Maximum Price Amendment, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

\_\_\_\_\_  
*(Signed)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Dated)*



## CPD Bicentennial Center CUSR Renovation - GMP Budget

9/21/2020

CONSTRUCTION COSTS				
Bid Package	Description	Apparent Low Bidder	Bids	Notes
01	Exterior General Trades	English Brothers	\$ 121,049	
02	Interior General Trades	Broeren Russo	\$ 187,460	
03	Plumbing	Reliable Mech	\$ 39,880	
04	HVAC	Davis Houk	\$ 123,750	
05	Electrical & Fire Alarm	Aladdin Electric	\$ 79,885	
Construction Cost Totals			\$ 552,024	

REIMBURSEABLE COSTS			
	Dumpsters, General Cleaning and General Requirements		\$ 14,800
	Testing		\$ 6,250
Reimburseable Costs Total			\$ 21,050

SUB TOTALS		
Sub Totals - Construction Costs + Allowance + Reimburseable Costs		\$ 573,074

ALTERNATES			
BP#1, VA#1	Leave counter flashing in place on lower East roof, it is in good shape		\$ (3,900)
BP#2, Alt#1	Furnish and install Action Synchro Floor 4+2 System		\$ 69,000
BP#2, Alt#3	Infill w/metal stud wall & insulation per detail 10/A203		\$ 2,600
BP#2, Alt#4	Paint all existing interior and exterior windows, doors & frames		\$ 3,900
BP#2, Alt#5	Paint in 101, 102, 114, 115, 118 & 119		\$ 7,700
BP#2, Alt#6	Paint CMU walls in 103		\$ 7,400
BP#2, Alt#7	Furnish and install ceiling tile in walkway next to room 103		\$ 7,500
BP#2, Alt#8	Furnish and install gym divider curtain		\$ 19,740
BP#5, Alt#1	Furnish and install lights - 101, 102, 113, 114, 115, 116, 117, 118, 119, 201, 202 & Exterior		\$ 20,265
BP#5, Alt#2	Provide deduct for installing non-vandal proof lights in 105, 108 and 111		\$ (1,660)
BP#5, Alt#3	Furnish and install all data work per drawings. Equipment, devices furnished & installed by owner		\$ 14,477
Sum of accepted alternates			\$ 147,022

SUB TOTALS including ALTERNATES		
Sub Totals including accepted Alternates		\$ 720,096

FEES, GENERAL CONDITIONS AND CONTINGENCY			
	Permit Fee		\$ 3,696
	General Conditions (5.3% @ minimum \$800,000 budget per contract)		\$ 42,400
	CM Fee (4% @ minimum \$800,000 budget per contract)		\$ 32,000
	MEP Contingency (10% of MEP bids)		\$ 24,352
	Contingency (7.5%)		\$ 54,007
Sub Total			\$ 156,455

TOTAL PROJECT COSTS		\$ 876,551
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## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** December 1, 2020

**SUBJECT:** Authorize Executive Director to Execute Contingency Use Requests #1 and #2 totaling \$5,754.00 and Change Order Requests #1 and #2 totaling \$4,839.00 with Broeren Russo Builders, Inc.

### Background

A contract for the new CUSR facility location at Bi-Centennial Center with Broeren Russo Builders, Inc. is now in progress. Based on prior board action, the total contract amount is \$876,551. Of this amount, contingencies of \$78,359 are included to cover any changes that may be needed as part of the original scope of work bid out in May. There are two such contingency use requests (CON) for consideration totaling \$5,754. If approved, the contingency amount remaining would be \$72,605.

There are also two change order requests (COR) outside of the original scope of work totaling \$4,839.00. If approved, this will increase the guaranteed maximum price contract from \$876,551.00 to \$881,390.00. A copy of all four requests are attached.

Staff is also requesting Board consensus on how to move forward with these types of requests moving forward for this specific project.

### Prior Board Action

01/08/2020 – Board approved the construction management agreement with Broeren Russo Builders, Inc. in the amount of \$80,000 plus \$7,000 pre-construction costs.

08/24/2020 – Board approved subcontractors' bids in the total amount of \$699,046.

*Proposed 12/9/2020 – Request to ratify contract with Broeren Russo Builders Inc. in the amount of \$776,551, which includes the items approved 1/8/20 and 8/24/20.*

### Recommended Action

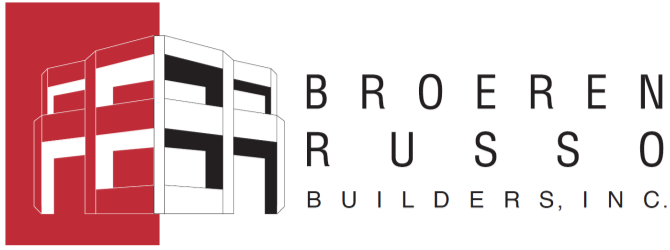
Staff recommends the Board authorize the Executive Director to execute CON #1 and CON #2 dated November 18, 2020 in the amounts of \$2,215.00 and \$3,539.00, respectively and COR #1 and COR #2 dated November 24, 2020 in amounts of \$1,392.00 and \$3,447.00, respectively, with Broeren Russo Builders, Inc.

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA  
Director of Finance

Joe DeLuce, CPRP  
Executive Director



**CONTINGENCY USE REQUEST**

**CON #:** 001  
**TITLE:** Permit Comment Changes

Date: 11/18/2020  
 Project Name: CPD Bicentennial  
 Project #: 201938

**Contingency Use Scope Description**

Drawings were sent out to bid prior to having an approved permit due to scheduling efforts. Permit review comments identified some clearance issues within the bathrooms for the changing tables so the masonry wall location had to be adjusted and moved to address changing table encroachment issue. Permit review comments also called for an apron to be provided for the water cooler and vacuum relief valve for the water heater.

**Subcontractor/Vendor Change Items**

<u>Subcontractor/Vendor</u>	<u>Scope Description</u>	<u>Value</u>
Reliable Mechanical	Provide cane apron and vacuum relief valve	\$ 360.00
Broeren Russo	Adjust wall location and added CMU work to address adult changing table encroachment issue in Women's 105 and Unisex 108	\$ 1,855.00

**BRBI Staffing**

<u>Role</u>	<u>Change Description</u>	<u>Hours</u>	<u>x Rate (\$/hr.)</u>	<u>Value</u>
Project Manager				\$ -
Project Engineer				\$ -
Superintendent				\$ -

**Total CUR**

Subtotal \$ 2,215

<b>TOTAL CON VALUE:</b>	<b>\$ 2,215</b>
Current Total Contingency budget	\$ 78,359.00
Remaining Contingency budget	\$ 76,144.00
<b>CON SCHEDULE DELAY (cal days):</b>	<b>0</b>

**Approval**

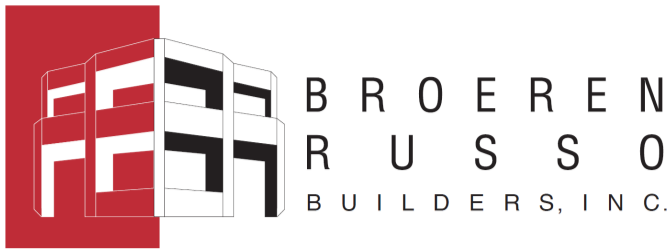
Owner Approval

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This CUR may be withdrawn or amended if not accepted within 30 days of the above date and is subject to all terms and conditions outlined. Owner approval of this CUR certifies that the work is to proceed and that contingency allowance funds are to be utilized.





**CONTINGENCY USE REQUEST**

**CON #:** 002  
**TITLE:** Existing Masonry Wall

Date: 11/18/2020  
 Project Name: CPD Bicentennial  
 Project #: 201938

**Contingency Use Scope Description**

Upon demolition of the existing restroom and plumbing chase walls, it appears that the chase narrows beyond the restrooms and into the shower area. The existing building drawings did not show this offset. In order for the fixture carriers to be installed inside the plumbing chase for new Unisex Restroom 108, the existing masonry wall will need to be demolished and new wall built back to match the adjacent restroom wall line due to there not being enough space in the narrower section of this chase to install the plumbing carriers and rough-ins.

**Subcontractor/Vendor Change Items**

<u>Subcontractor/Vendor</u>	<u>Scope Description</u>	<u>Value</u>
Broeren Russo	Demo and rebuild masonry wall at shower chase to accommodate for fixture carriers	\$ 3,539.00

**BRBI Staffing**

<u>Role</u>	<u>Change Description</u>	<u>Hours</u>	<u>x Rate (\$/hr.)</u>	<u>Value</u>
Project Manager				\$ -
Project Engineer				\$ -
Superintendent				\$ -

**Total CUR**

Subtotal \$ 3,539

<b>TOTAL CON VALUE:</b>	<b>\$ 3,539</b>
Current Total Contingency budget	\$ 76,144.00
Remaining Contingency budget	\$ 72,605.00
<b>CON SCHEDULE DELAY (cal days):</b>	<b>0</b>

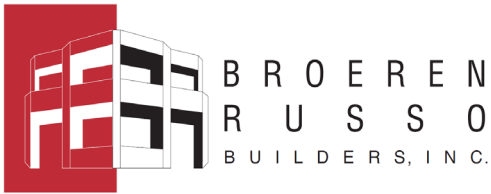
**Approval**

Owner Approval

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This CUR may be withdrawn or amended if not accepted within 30 days of the above date and is subject to all terms and conditions outlined. Owner approval of this CUR certifies that the work is to proceed and that contingency allowance funds are to be utilized.



# CHANGE ORDER REQUEST

**COR #:** 001  
**TITLE:** Volleyball Lines

Date: 11/13/2020  
 Project Name: CPD Bicentennial  
 Project #: 201938

## Scope Description

Furnish and install added volleyball lines for the multipurpose room floor as requested by CPD.

## Subcontractor/Vendor Change Items

<u>Subcontractor/Vendor</u>	<u>Change Description</u>	<u>Value</u>
Broeren Russo	Furnish and install added volleyball lines for the multipurpose room	\$ 1,392.00
		\$ -

## BRBI Staffing

<u>Role</u>	<u>Change Description</u>	<u>Hours</u>	<u>x Rate (\$/hr.)</u>	<u>Value</u>
Project Manager				\$ -
Project Engineer				\$ -
Superintendent				\$ -

## Total COR

Subtotal	\$ 1,392.00
General Requirements 6%	\$ -
CM Fee 4.00%	\$ -
Subtotal	\$ 1,392

**TOTAL COR VALUE: \$ 1,392**

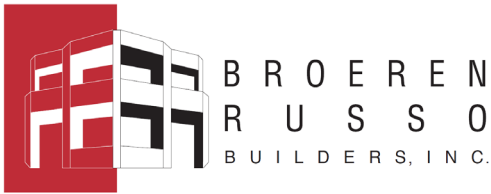
**COR SCHEDULE DELAY (cal days): 0**

## Approval

Owner Approval

\_\_\_\_\_  
 Signature Date

This COR may be withdrawn or amended if not accepted within 30 days of the above date and is subject to all terms and conditions outlined. Owner approval of this COR certifies that the work is to proceed and that a change order is to be issued adjusting the contract agreement per this COR.



# CHANGE ORDER REQUEST

**COR #:** 002  
**TITLE:** Added rough in @ room 119

Date: 11/13/2020  
 Project Name: CPD Bicentennial  
 Project #: 201938

## Scope Description

Furnish and install additional rough-in for plumbing and electrical as requested by CPD inside room 119

## Subcontractor/Vendor Change Items

<u>Subcontractor/Vendor</u>	<u>Change Description</u>	<u>Value</u>
Aladdin	Furnish and install additional electrical rough in inside laundry room 119	\$ 3,447.00
Reliable	Furnish and install additional plumbing rough in for laundry room 119	\$ -

## BRBI Staffing

<u>Role</u>	<u>Change Description</u>	<u>Hours</u>	<u>x Rate (\$/hr.)</u>	<u>Value</u>
Project Manager				\$ -
Project Engineer				\$ -
Superintendent				\$ -

## Total COR

Subtotal	\$ 3,447.00
General Requirements	6% \$ -
CM Fee	4.00% \$ -
Subtotal	\$ 3,447

**TOTAL COR VALUE: \$ 3,447**

**COR SCHEDULE DELAY (cal days): 0**

## Approval

Owner Approval

\_\_\_\_\_  
 Signature Date

This COR may be withdrawn or amended if not accepted within 30 days of the above date and is subject to all terms and conditions outlined. Owner approval of this COR certifies that the work is to proceed and that a change order is to be issued adjusting the contract agreement per this COR.



# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** December 09, 2020

**SUBJECT:** Soccer Goal Replacement(s)

### Background

The district requested quotations, from potential vendors, for the purchase of (2) new sets of 8'H x 24'W Kwik Goal Fusion soccer goals, to be used at the Dodds Park soccer fields.

### Quote Results

Quotes were solicited, and the results are tabulated below.

Vendor	Quote
<b>Pioneer Athletics Cleveland, OH</b>	<b>\$9,900.00</b>
BSN Sports Dallas, TX	\$9,981.61
Beacon Athletics Middleton, WI	\$11,597.68

### Prior Board Action

The Board approved the FY 2020/2021 Capital Improvement Plan, with red line priorities, at the April 22, 2020 Special Board Meeting. At the time of approval, soccer goal replacement was below the red line. Board consented to bringing soccer goal replacement above red line at the September 23, 2020 Special Board Meeting.

### Budget Impact

\$14,000 has been budgeted in the 2020/2021 Capital Improvement Plan for Soccer Goals Replacement(s).

### Recommended Action

Staff recommends accepting the responsible quote that meets all specifications, and authorizing the Executive Director to purchase two (2) new sets of 8'H x 24'W Kwik Goal Fusion soccer goals from Pioneer Athletics at the total quoted price of \$9,900.00.

Prepared by:

Nathan Massey  
Special Projects Supervisor

Reviewed by:

Dan Olson  
Director of Operations



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** December 9, 2020

**SUBJECT:** Full and Part-Time Staff

### **Background**

On Tuesday, May 5, 2020, Gov. J.B. Pritzker announced a five-phase plan to get Illinois reopened as the COVID-19 pandemic slowed its toll on health care providers. The plan, from “Rapid Spread” to “Illinois Restored,” split the state up into regions and allowed each region to open into a different phase should the impact of the pandemic be different throughout the state. The plan also emphasized that a region can move backward if the health metrics indicated enough risk. In order to reach the fifth phase which would open the State back up to where we were before the epidemic, there needs to be a vaccine, no cases, or herd immunity, which it could be well into late 2020 or early 2021.

Over the summer months and into the fall we advanced through the different phases up to Phase Four, but since then we have moved backwards to Level One Mitigation and rapidly to Level Three Mitigation. We currently remain in Level Three Mitigation, which does allow us to have some facilities open for recreation use and all outdoor amenities remain open. We may remain in Level Three Mitigation until the positivity rate is dramatically reduced.

We currently have full and part time staff working the following facilities, programs and services: The Leonhard Recreation Center is open for fitness programs and activities, the Dodds Tennis Center is open for lessons and practice workouts for two players, the Springer Cultural Center is open for the pre-school program, and individual lessons are going on for youth sports programs. Recreation staff are also offering a variety of virtual programs and outdoor special events like the lights at Porter Park! The operations department is continuing to work their normal schedules and work hours. We currently have a total of 158 (full and part time employees on payroll) but we would normally have over 220 employees on payroll at this time.

We have numerous projects being worked on throughout the District and several projects out to bid. Staff continues to purchase and complete capital projects as they can with the weather conditions.

### **Prior Board Action**

The Park Board on April 22, 2020 gave direction to layoff over 150 part-time and seasonal employees which left only 6 part-time staff working. The Park Board gave the authority to layoff

or reinstate to the Executive Director and the Board President as long as updates were provided to all Park Board Members.

**Budget Impact**

The current operation budget can continue to pay both full time and part time staff through January 24, 2021 even through our revenues have decreased significantly at the same time our expenses have been reduced. We currently have six open full-time positions and two additional staff plan to retire before the end of the year which should remain open into 2021.

**Recommended Action**

Staff recommends that we continue to pay our full-time and part time staff that are currently on payroll and scheduled to work through January 24, 2021 (end of the payroll period) and would allow the board an opportunity to discuss the current situation at the board meeting on January 13, 2021. Many of the part-time staff continue provide valuable services to the District and our community and we are working on adjusting staff to different areas throughout the District to available projects and task. Full-time staff continue to work on various programs, services and tasks throughout the District. In the event that our region improves and we move to less restrictive mitigation, all necessary staff will be brought back to conduct programming as planned.

Prepared by:

Joe DeLuce  
Executive Director



## **REPORT TO PARK BOARD**

**FROM:** Joe DeLuce, Executive Director  
**DATE:** December 9, 2020  
**SUBJECT:** Pickleball and Tennis Court Discussion

### **Background**

The District currently has twenty-four (24) outdoor tennis courts with pickleball court lines added to eleven (11) tennis courts and one stand-alone pickleball court at Hessel Park. The demand for stand-alone pickleball courts is growing with more players using our outdoor courts. The District has also added three (3) indoor pickleball courts to the Leonhard Recreation Center, in addition to the six (6) indoor tennis courts at the Dodds Tennis Center. The District also has lines painted for three (3) courts at the Douglass Center that can be utilized at any time with portable nets.

Staff toured local area pickleball courts in Normal, Bloomington and Morton. Each of these cities have in the last few years added outdoor stand-alone pickleball courts. These Departments or Park Districts converted tennis courts to pickleball courts, allowing two (2) tennis courts that can be converted into six (6) individual pickleball courts. Bloomington converted its roller hockey rink into eight (8) stand-alone pickleball courts and was the only (toured) agency that included a shelter in its design. Staff from Normal and Morton have received requests to add a shelter at their court locations. Each of the staff from these communities confirmed the increase in pickleball players when these courts were added to their parks.

### **Proposed Options**

#### **Hessel Park**

The park currently has four (4) tennis courts and one pickleball court. Public restrooms and a shelter are located next to the current courts.

Options: The current stand-alone pickleball court can be expanded into two (2) stand-alone pickleball courts. The tennis practice wall would be moved to the last west court to make room for the pickleball court expansion. One (1) of the existing tennis courts could be converted into two (2) to four (4) pickleball courts which would potentially establish four (4) to six (6) pickleball courts at Hessel Park.

- Another option would be to expand the current pickleball court into two (2) courts and add additional stand-alone pickleball courts south of the tennis courts. Six (6) to

nine (9) additional courts could be added for a total of eight (8) to eleven (11) courts at Hessel Park.

- The park includes a shelter next to the courts, restrooms nearby, and is the current preferred location to play outdoor pickleball.

Concerns:

- Hessel Park is a signature park and is near its limit on amenities and is near the maximum use of the park. Adding additional amenities could cause overuse of the park and parking issues.

### **Spalding Park**

The park currently has four (4) tennis courts which are in very poor condition. Staff been working with Unit 4 to partner on adding two additional tennis courts with new fencing and lights, but Unit 4 also has funding issues that could prevent its ability to partner on the renovation and addition of two (2) tennis courts.

Options:

- Renovate the four (4) existing courts and then see if Unit 4 steps up in the future to add two (2) additional courts.
- Renovate two (2) of the four (4) tennis courts and add six (6) new pickleball courts on two (2) of the existing tennis courts.
- Convert the four (4) tennis courts into twelve (12) stand-alone pickleball courts.
- Twelve (12) pickleball courts at this location would provide a location for numerous pickleball players and allow for numerous tournaments.

Concerns:

- At all of the site visits, other professionals advised Park District staff to choose a location for the pickleball courts that the target market shows interest in locating the courts. Staff are unsure if Spalding Park would draw older residents to play tennis or pickleball at this site.
- The park does not have public restrooms, but does have a small shelter nearby.

### **Centennial Park**

The park currently has eight (8) tennis courts, which are scheduled for renovation in 2021. Parking, indoor restrooms and a shelter are readily available amenities.

Options:

- Seaman Field is currently used for soccer, lacrosse and softball practices, but it could be converted to nine (9) to twelve (12) pickleball courts.
- The bocce court and horseshoe pits on the southwest corner of the park could be removed and replaced with six (6) to nine (9) pickleball courts.
- The SW location has a parking lot which would provide parking without having to add additional parking spaces.

Concerns:

- Centennial Park has numerous amenities and users, so adding additional amenities could cause and overuse of the park and cause parking issues



- Seaman Field would end the use of softball or other activities and may need additional parking if the street parking or Unit 4 parking could not provide enough spaces.
- The location behind the Old Leonhard Recreation Center is not visible and would need additional land from Unit 4.

### **Dodds Park**

The park does not currently have any tennis courts or pickleball courts onsite but does provide parking spaces, restrooms, and a shelter along with a concession stand.

Options:

- Place nine (9) to twelve (12) courts to the west of the south soccer parking lot running north and south.
- This location provides parking spaces, restrooms, shelter and a concession stand.

Concerns:

- The site is very windy on most days and is often colder than other parks in the District.
- Windscreens and lights would need to be added to the site for pickleball.

### **Zahnd Park**

This park offers parking spaces, restrooms, and a small shelter nearby.

Options

- The possible court location would be located south of the parking lot between the parking lot and the football field.
- This space would allow for nine (9) to twelve (12) pickleball courts or possibly one (1) tennis court due to the lack of tennis courts in southwest Champaign.

Concerns:

- One of the issues would be the wind in this area but windscreens could be added.
- The space is used several times each year for overflow parking for football games and baseball games.

The overarching question is: Should the District build or add additional pickleball courts so its residents have access to more stand-alone pickleball courts at one location or should the District strive to have multiple pickleball locations throughout the community? Also, do we believe the multi-court amenity would allow the District to host local, regional or state pickleball tournaments?

Staff believes the growth of pickleball will continue and the demographics of the players will continue to expand to all ages versus just older players. The current combination of tennis and pickleball courts helped provide opportunities for pickleball players, but as players develop their skills they will need stand-alone courts to meet the needs and skills of advanced players and the tennis courts will be filled with pickleball players making for less courts for the tennis players.

Staff believes the District's goal should be to provide stand-alone tennis courts and pickleball courts throughout the community so all residents have nearby access to both tennis and pickleball on quality/maintained courts.

Staff also believes the best scenario would be to have:

- Four (4) stand-alone pickleball courts at Hessel Park by using the existing pickleball court and one (1) tennis court.
- Four (4) to six (6) stand-alone pickleball courts at Spalding Park (with two (2) tennis courts) or renovate the existing tennis courts and then see if Unit 4 will add two (2) additional tennis courts.
- Four (4) to six (6) stand-alone pickleball courts in the southwest corner of Centennial Park by replacing the horseshoe pits and bocce courts.
- In the future, add four (4) pickleball and two (2) tennis courts to Zahnd Park and convert the turf tennis court at Eisner Park into two (2) stand-alone asphalt pickleball courts

### **Park Board Direction**

The staff is seeking direction from the Park Board on the best possible location(s) for additional pickleball courts for the community and direction on Spalding tennis courts.

Prepared by:

Joe DeLuce, CPRP  
Executive Director



# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** December 1, 2020

**SUBJECT:** Champaign Parks Foundation (Foundation) 2<sup>nd</sup> Quarter Financial Analysis for Fiscal Year 2021

### Background

Attached is the Foundation financial update for the six months ended October 31, 2020 for discussion purposes. To provide better communication and transparency on the sources and uses of funds, also attached is last fiscal report as of and for the six months ended October 31, 2020 detailed by restriction.

The detailed report shows by purpose of restriction, 5/1 beginning balance (audited), current month and year-to-date revenues and expenses, and the ending balance.

Total revenues are down \$30,997 from prior year-to-date through October 31. Of this decrease, \$19,700 is specific to the Virginia Theatre restoration funds that are not being collected with the closure of the theatre. Investment and interest income is down as expected with the market changes during the last six months.

Total expenditures are \$172,130 less than the prior year-to-date through October 31. Total expenditures for the quarter were \$170,392. The amount expensed is broken down for Martens Center \$145,765, Dance Art programs \$6,040, Memorial Tree Program and fall tree purchases \$10,336, administrative expenses for audit and software license \$8,333. The current year transfers out to the District are to reimburse the Park District for Martens Center A&E fees associated with the building and outdoor improvement projects.

### Recommended Action

For discussion purposes only.

Prepared by:

Andrea N. Wallace  
Director of Finance

Reviewed by:

Joe DeLuce  
Executive Director

REVENUE AND EXPENDITURE REPORT FOR CHAMPAIGN PARK DISTRICT

PERIOD ENDING 10/31/2020

CHAMPAIGN PARKS FOUNDATION

YTD REVENUES AND EXPENSES

ACCOUNT DESCRIPTION	ACTIVITY FOR QUARTER 10/31/2020	YTD BALANCE 10/31/2020	YTD BALANCE 10/31/2019	YTD BALANCE DIFF 10/31/2020 10/31/2019
CONTRIBUTIONS/SPONSORSHIPS	6,362.26	88,566.12	125,263.46	(36,697.34)
INTEREST INCOME	4,567.88	7,490.96	18,133.60	(10,642.64)
INVESTMENT DIVIDENDS	4,782.28	11,145.19	13,357.65	(2,212.46)
INVESTMENT REALIZED GAINS (LOSSES)	0.00	0.00	14.74	(14.74)
INVESTMENT UNREALIZED GAINS (LOSSES)	(120.62)	18,241.40	(329.23)	18,570.63
TOTAL REVENUES	15,591.80	125,443.67	156,440.22	(30,996.55)
CONTRACTUAL	8,032.64	8,375.68	42,047.69	(33,672.01)
COMMODITIES/SUPPLIES	16,594.27	29,242.61	17,163.16	12,079.45
INVESTMENT FEES	2,632.83	2,642.83	2,460.76	182.07
CAPITAL OUTLAY	0.00	1,722.23	18,230.00	(16,507.77)
TRANSFERS TO OTHER FUNDS	143,132.63	265,788.03	400,000.00	(134,211.97)
TOTAL EXPENDITURES	170,392.37	307,771.38	479,901.61	(172,130.23)
TOTAL REVENUES - FUND 98	15,591.80	125,443.67	156,440.22	(30,996.55)
TOTAL EXPENDITURES - FUND 98	170,392.37	307,771.38	479,901.61	(172,130.23)
NET OF REVENUES & EXPENDITURES	(154,800.57)	(182,327.71)	(323,461.39)	141,133.68
BEG. FUND BALANCE		5,802,739.83	6,334,593.44	
END FUND BALANCE		5,620,412.12	6,011,132.05	

**Champaign Parks Foundation**  
**Foundation Funds as of October 31, 2020**

Revised

Central Illinois Bank Operating Account	\$ 2,253.03	
Central Illinois Bank Money Market Account .20%	167,825.89	
Commerce Bank Money Market, .03%	43,196.07	
Marine Bank Money Market, .20%	43,570.15	
Midland States Bank - MMA, 0.03%	152,264.08	
12 month CD with BankChampaign at 0.50% (7/10/21)	103,662.93	
18 month CD with First Mid Bank & Trust at 0.25% (8/19/2021)	213,975.33	
First Financial Bank CD, 1.49%, 5 year (8/23/24)	54,184.85	
Cozad Asset Management Investment Account	2,396,766.99	
Cozad Asset Management Investment Account #2345 Martens Pre-payment	1,644,532.05	
Pledge Receivable Current (JJohn & Martens Center)	523,967.95	
Pledge Receivable Long-Term, net of discount of \$9,574.18	282,921.82	
Total Cash Balance		5,629,121.14
*Less: Accounts Payable as of End of Month		(8,709.02)
Total Funds Available:		<u>\$ 5,620,412.12</u>

	Audited Balance 4/30/2020	Current Month		Fiscal Year-to-Date		Unaudited Balance 10/31/2020
		Revenues	Expenses	Revenues	Expenses	
Art in the Park	371.10	-	-	-	-	371.10
Art Smart	280.00	-	-	-	-	280.00
Bach's Lunch	200.00	-	-	-	-	200.00
Champaign West Rotary Meditation Garden - Mattis PK	10,555.77	-	-	-	-	10,555.77
Clark Park - General (Adopt-a-Park \$526.94, Fraker Memorial \$100)	726.94	-	-	-	-	726.94
Clark Park Bench	820.00	-	-	-	-	820.00
CUSR Programs	18,876.37	50.00	-	325.00	-	19,201.37
Dodds Park	1,644.00	-	-	-	1,722.23	(78.23)
Dog Park Development	4,725.00	-	-	-	-	4,725.00
Dog Park Amenities	3,209.28	-	-	-	-	3,209.28
Donor Appreciation Lunch/Meals	924.37	-	-	-	-	924.37
Douglas Seniors	1,000.00	-	-	-	-	1,000.00
Douglass Center	1,600.00	-	-	-	-	1,600.00
Douglass Community Gardens	100.00	-	-	-	-	100.00
Environmental Ed Programs	335.00	-	-	-	-	335.00
Flower Program	605.00	-	-	-	-	605.00
Fraker Memorial	1,160.00	-	-	-	-	1,160.00
H.E. Moore Trust	68,119.00	-	-	-	-	68,119.00
Hays Seniors	2,812.68	-	-	-	-	2,812.68
Hazel Park	180.00	-	-	-	-	180.00
Helm Park - Adopt of Park	40.00	-	-	-	-	40.00
Hessel Park	4,074.12	-	-	-	3,156.00	918.12
Kaufman Lake	2,633.67	-	-	-	-	2,633.67
Laborer's Memorial	2,000.00	-	-	-	-	2,000.00
Land Acquisition	1,375.00	-	-	-	-	1,375.00
Land Dedication	555.00	-	-	-	-	555.00
Land/Natural Areas	3,166.00	171.00	-	171.00	-	3,337.00
Leonhard Rec Center - Brick Campaign	7,119.26	-	118.26	500.00	118.26	7,501.00

	Audited Balance 4/30/2020	Current Month		Fiscal Year-to-Date		Unaudited Balance 10/31/2020
		Revenues	Expenses	Revenues	Expenses	
		Lindsay Memorial Garden	3,478.65	-	-	
Martens Center (Includes full pledge not received)	5,077,472.73	4,874.91	1,293.62	111,246.94	268,430.86	4,920,288.81
Mattis Park - Boots	404.00	-	-	-	-	404.00
Memorials	60,464.68	1,400.00	8,475.77	6,590.00	18,814.19	48,240.49
Memorials - Hays	1,040.00	-	-	-	-	1,040.00
Memorial-Robert Toalson	2,395.00	-	-	-	-	2,395.00
Playgrounds	5,160.00	-	-	116.00	-	5,276.00
Porter Park	-	100.00	-	100.00	-	100.00
Powell Park	2,246.00	-	-	-	-	2,246.00
Prairie Farm	15,239.08	-	-	20.00	-	15,259.08
Special Events_Fundraiser Ties & Tennies (Scholarship fund)	-	-	-	-	-	-
Scholarships (\$25K is pledge receivable @ 4/30/20)	27,190.00	-	-	100.00	-	27,290.00
Seniors-Carle Grant	131.33	-	-	-	-	131.33
Sholem Pool Capital Improvements	5,025.00	-	-	-	-	5,025.00
Sims Memorial	7,589.24	-	-	-	-	7,589.24
Skelton Park	688.91	-	-	-	-	688.91
Sports/Athletics - General Programs	150.00	-	-	-	-	150.00
Trees - General (Not Memorial) Morrissey Park	310.00	-	-	-	-	310.00
Trees - Porter Park Memorial	175.00	-	-	-	-	175.00
Trevett Finch Park (Adopt-a-Park)	1,393.00	-	-	-	-	1,393.00
Virginia Theatre Restoration	219,116.54	-	-	1,290.24	-	220,406.78
Virginia Theatre Non-Specific	13,408.29	200.00	-	2,040.43	1,013.92	14,434.80
Visual and Performing Art	24,671.58	-	-	-	6,040.25	18,631.33
Westside Park Bench	100.00	30.00	-	30.00	-	130.00
Westside Park Tootsie	15,353.00	-	-	-	-	15,353.00
Westside-Sculptures	57,266.67	-	-	-	-	57,266.67
Wheelchair Basketball	5,099.00	-	-	-	-	5,099.00
William Wagner Trust (Capital improvements-parks)	18,356.04	-	-	-	-	18,356.04
Youth Programs - restricted	500.00	-	-	-	-	500.00
Youth Theatre	13,710.81	-	-	1,000.00	-	14,710.81
Subtotal - Restricted/Endowment	5,717,342.11	6,825.91	9,887.65	123,529.61	299,295.71	5,541,576.01
Unrestricted	85,397.72	484.87	172.60	1,914.06	8,475.67	78,836.11
Total Funds	5,802,739.83	7,310.78	10,060.25	125,443.67	307,771.38	5,620,412.12



## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** December 2, 2020

**SUBJECT:** Champaign Park District (District) 2<sup>nd</sup> Quarter Financial Analysis for FYE2021

### Background

This is a financial update for the six months ended October 31, 2020 with a comparison to budget versus actual for discussion purposes.

### Attachments:

- A – Total revenues and expenditures at the fund level compared to budget
- B – Detailed revenues and expenditures by fund in budget category format
- C – Total revenues and expenditures by fund and department
- D – Excess funds excluding current year projected surplus
- E – Martens Center Project financial update

Attachments A and B show beginning fund balance with the ending fund balance reflected on a budget and actual basis.

### Column Definitions:

- Original Budget – Adopted budget per Ordinance
- Activity for Quarter – Actual expenditures invoiced as of period end date, current year
- Activity for Quarter – Actual expenditures invoiced as of period end date, prior year
- Encumbered Year-to-Date – Expenditures committed for the fiscal year but not yet invoiced
- Unencumbered – Original budget less Activity for Quarter less Encumbered year-to-date

For purposes of analysis, the year-to-date budget is based on taking the annual budget distributed on the last 5-year history of actual activities by month with the exception of full-time staff, which is based on the number of pay periods in a given month. These adjustments should prove more useful in analysis of budget to actual. See attachment A for variance discussions between budget to actual and prior year. Any further variance or other questions may be directed to the Executive Director.

### Budget Impact

None, other than as detailed within Attachment A.

### Recommended Action

For discussion purposes only.

Prepared by:

Andrea N. Wallace  
Director of Finance

Reviewed by:

Joe DeLuce  
Executive Director

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

**CHAMPAIGN PARK DISTRICT  
2ND QUARTER FINANCIAL ANALYSIS BY FUND  
FOR THE SIX MONTHS ENDED 10/31/2020**

**ATTACHMENT A**

FUND	2021	BUDGET	ACTIVITY FOR	PRIOR		YTD \$ Variance	YTD % Variance	ENCUMBERED 10/31/2020	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
	ORIGINAL BUDGET	YEAR-TO-DATE 10/31/2020	QUARTER 10/31/2020	YTD 10/31/2020	YTD 10/31/2019						
<b>Fund 01 - GENERAL</b>											
Total Revenue:	6,581,828	6,275,201	3,944,404	5,930,861	5,898,403	32,458	0.6%	-	650,967	90.1%	102.6%
Total Expenditure:	4,069,790	2,169,259	1,022,688	2,031,104	2,077,393	(46,290)	-2.2%	54,542	1,984,144	51.2%	52.0%
Total Transfers-Out:	300,000	300,000	300,000	300,000	2,650,000	(2,350,000)	-88.7%	-	-	100.0%	111.1%
NET OF REVENUES & EXPENDITURES	2,212,038	3,805,942	2,621,716	3,599,757	1,171,010	2,428,748		(54,542)	(1,333,177)		

Total revenue is slightly below budget projections through end of 2nd quarter in part due to timing differences in property tax collections as well as flower island sales. Through November, property taxes received around 95% of budget with expectation to receive the remaining funds during the fiscal year. Flower island revenue is ahead of budget as the budget was based off of estimated flower commitments at time of budget of \$80,000 compared to actual of \$127,000. Expenditures are in line with budget with anticipated new revenue added from COVID-19 grants to offset expenditures incurred of ~\$26,000 not including payroll expenditures related to emergency sick leave for COVID.

FUND	2021	BUDGET	ACTIVITY FOR	PRIOR		YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
	ORIGINAL BUDGET	YEAR-TO-DATE 10/31/2020	QUARTER 10/31/2020	YTD 10/31/2020	YTD 10/31/2019						
<b>Fund 02 - RECREATION</b>											
Total Revenue:	3,116,520	2,642,555	1,533,262	2,285,238	3,461,610	(1,176,372)	-34.0%	-	831,282	73.3%	79.6%
Total Expenditure:	1,925,439	1,012,563	383,661	734,789	1,810,271	(1,075,481)	-59.4%	17,952	1,172,698	39.1%	55.0%
Total Transfers-Out:	334,200	334,200	334,200	334,200	400,000	(65,800)	-16.5%	-	-	100.0%	100.0%
NET OF REVENUES & EXPENDITURES	856,881	1,295,791	815,401	1,216,249	1,251,339	(35,090)		(17,952)	(341,416)		

Total revenues are in line with budget for first six months of the fiscal year. Charges for services revenue for the dog park has exceeded budget as it is one of the facilities that has remained open during the pandemic. With access control, membership sales have increased exponentially. Total charges for service revenue is currently at 26% of budget through end of October. Part of this lower figure is planned activities not scheduled to occur through September 1. Refer to separate report provided by the Director of Recreation and Director of Revenue facilities specific to program impacts presented at the last two board meetings. Interest income is down ~50% of original budget as rates are near 0% with some accounts earning higher rates on long-term certificates of deposit. Expenditures are under budget through end of 2nd quarter. Of the expenditures related to COVID-19 potential grant-eligible reimbursements account for \$6,000 not including any COVID-related emergency sick leave through payroll that may also be reimbursed.

FUND	2021	BUDGET	ACTIVITY FOR	PRIOR		YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
	ORIGINAL BUDGET	YEAR-TO-DATE 10/31/2020	QUARTER 10/31/2020	YTD 10/31/2020	YTD 10/31/2019						
<b>Fund 03 - MUSEUM</b>											
Total Revenue:	2,305,817	2,002,834	1,102,572	1,626,517	2,379,069	(752,553)	-31.6%	-	679,300	70.5%	78.5%
Total Expenditure:	1,370,867	697,025	202,023	410,890	1,102,448	(691,558)	-62.7%	8,719	951,257	30.6%	45.7%
Total Transfers-Out:	358,800	358,800	358,800	358,800	280,000	78,800	28.1%	-	-	100.0%	100.0%
NET OF REVENUES & EXPENDITURES	576,151	947,010	541,749	856,826	996,622	(139,795)		(8,719)	(271,957)		

Revenues and expenditures are under projected expectations through October 31 as reduced charge for service revenue also comes with reduced programming expenditures. Total charge for service revenue is budgeted at \$505,666 for the year; modified to exclude the Virginia Theatre budgeted revenue is set at \$234,500 of which collected \$38,000. Unless there is a change in offering of events to the public, project further reductions in revenue for youth theatre programming of \$50,000 from lack of sponsorships and ticket sales for the live theatre performances. Expenditures are below expectations but follow the decrease in charge for service revenues. Staff continually monitor programs to make necessary changes with the ongoing pandemic.



**CHAMPAIGN PARK DISTRICT  
2ND QUARTER FINANCIAL ANALYSIS BY FUND  
FOR THE SIX MONTHS ENDED 10/31/2020**

**ATTACHMENT A**

FUND	2021	BUDGET	ACTIVITY FOR	PRIOR		YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR
	ORIGINAL BUDGET	YEAR-TO-DATE 10/31/2020	QUARTER 10/31/2020	YTD 10/31/2020	YTD 10/31/2019						% BDGT USED
<b>Fund 04 - LIABILITY INSURANCE</b>											
Total Revenue:	365,700	348,291	219,349	327,545	328,632	(1,087)	-0.3%	-	38,155	89.6%	94.8%
Total Expenditure:	333,058	144,177	74,473	128,987	122,702	6,285	5.1%	57,612	146,459	56.0%	37.4%
Total Capital Outlay:	70,000	35,000	25,844	40,867	8,380	32,487	387.7%	-	29,133	58.4%	12.9%
NET OF REVENUES & EXPENDITURES	(37,358)	169,114	119,032	157,691	197,551	(39,859)		(57,612)	(137,437)		

Total revenues are on track to meet budget with exception of interest income, which is ~50% of target due to near zero interest rates with some accounts earning higher rates. Expenditures are in line with budget through end of 2nd quarter. Encumbered to date is for the last quarter insurance premiums due end of December 2020.

FUND	2021	BUDGET	ACTIVITY FOR	PRIOR		YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR
	ORIGINAL BUDGET	YEAR-TO-DATE 10/31/2020	QUARTER 10/31/2020	YTD 10/31/2020	YTD 10/31/2019						% BDGT USED
<b>Fund 06 - IMRF FUND</b>											
Total Revenue:	282,400	268,336	169,144	252,576	302,009	(49,432)	-16.4%	-	29,824	89.4%	95.1%
Total Expenditure:	210,000	113,077	46,244	94,746	113,437	(18,691)	-16.5%	-	115,254	45.1%	38.6%
NET OF REVENUES & EXPENDITURES	72,400	155,259	122,900	157,831	188,572	(30,741)		-	(85,431)		

Revenues consist of property taxes and interest, both in line with expectations. Expenditures are lower than planned given the number of employees currently IMRF eligible and enrolled. For October 2020, there are 96 active participants compared to 102 participants in October 2019.

FUND	2021	BUDGET	ACTIVITY FOR	PRIOR		YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR
	ORIGINAL BUDGET	YEAR-TO-DATE 10/31/2020	QUARTER 10/31/2020	YTD 10/31/2020	YTD 10/31/2019						% BDGT USED
<b>Fund 08 - AUDIT FUND</b>											
Total Revenue:	24,610	23,619	14,847	22,149	22,282	(132)	-0.6%	-	2,461	90.0%	99.6%
Total Expenditure:	22,800	22,800	13,180	18,480	22,300	(3,820)	-17.1%	4,320	-	100.0%	91.8%
NET OF REVENUES & EXPENDITURES	1,810	819	1,667	3,669	(18)	3,688		(4,320)	2,461		

Revenue and expenditures are in line with budget expectations.

FUND	2021	BUDGET	ACTIVITY FOR	PRIOR		YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR
	ORIGINAL BUDGET	YEAR-TO-DATE 10/31/2020	QUARTER 10/31/2020	YTD 10/31/2020	YTD 10/31/2019						% BDGT USED
<b>Fund 09 - PAVING AND LIGHTING FUND</b>											
Total Revenue:	95,950	91,540	57,160	85,420	87,325	(1,905)	-2.2%	-	10,530	89.0%	97.0%
Total Expenditure:	58,300	29,150	302	619	3,519	(2,900)	-82.4%	-	57,681	1.1%	9.3%
Total Capital Outlay:	-	-	-	-	50,000	(50,000)	-100.0%	-	-	0.0%	100.0%
NET OF REVENUES & EXPENDITURES	37,650	62,390	56,858	84,801	33,806	50,995		-	(47,151)		

Revenue consists of property taxes and minimal interest income. Minimal activity for current year to date through end of 2nd quarter for expenditures.

**CHAMPAIGN PARK DISTRICT  
2ND QUARTER FINANCIAL ANALYSIS BY FUND  
FOR THE SIX MONTHS ENDED 10/31/2020**

**ATTACHMENT A**

FUND	2021	BUDGET	ACTIVITY FOR	PRIOR		YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR
	ORIGINAL BUDGET	YEAR-TO-DATE 10/31/2020	QUARTER 10/31/2020	YTD 10/31/2020	YTD 10/31/2019						% BDGT USED
<b>Fund 11 - ACTIVITY AND AFFILIATES FUND</b>											
Total Revenue:	7,300	1,768	1,435	1,544	6,550	(5,007)	-76.4%	-	5,756	21.1%	69.5%
Total Expenditure:	8,410	3,922	256	669	15,814	(15,145)	-95.8%	-	7,741	8.0%	78.9%
NET OF REVENUES & EXPENDITURES	(1,110)	(2,154)	1,179	875	(9,263)	10,138		-	(1,985)		

Minimal activity other than interest income, revenue share payments from p-cards, and recycling.

FUND	2021	BUDGET	ACTIVITY FOR	PRIOR		YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR
	ORIGINAL BUDGET	YEAR-TO-DATE 10/31/2020	QUARTER 10/31/2020	YTD 10/31/2020	YTD 10/31/2019						% BDGT USED
<b>Fund 12 - SPECIAL DONATIONS FUND</b>											
Total Revenue:	59,600	22,502	2,569	5,096	20,165	(15,069)	-74.7%	-	54,504	8.6%	30.8%
Total Expenditure:	65,100	45,337	3,217	4,036	39,658	(35,622)	-89.8%	-	61,064	6.2%	60.6%
NET OF REVENUES & EXPENDITURES	(5,500)	(22,835)	(648)	1,061	(19,492)	20,553		-	(6,561)		

Revenues are lagging but expected as \$1 for every program fee is collected to fund this line item. With the decrease in programming, it is expected the total revenue in this fund will be significantly less than budgeted, depending on what programming can be offered in the next quarter. Expenditures are also behind, as this coincides with programming so minimal scholarships awarded in the 2nd quarter.

FUND	2021	BUDGET	ACTIVITY FOR	PRIOR		YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR
	ORIGINAL BUDGET	YEAR-TO-DATE 10/31/2020	QUARTER 10/31/2020	YTD 10/31/2020	YTD 10/31/2019						% BDGT USED
<b>Fund 14 - SOCIAL SECURITY FUND</b>											
Total Revenue:	397,200	382,052	239,833	357,641	330,224	27,416	8.3%	-	39,559	90.0%	94.2%
Total Expenditure:	348,000	179,231	71,861	144,286	234,950	(90,664)	-38.6%	-	203,714	41.5%	56.3%
NET OF REVENUES & EXPENDITURES	49,200	202,822	167,972	213,355	95,274	118,081		-	(164,155)		

Revenues in lagging behind with expectations, however the property taxes are a timing issue and staff anticipate receiving those dollars as planned. Expenditures are in line with expectations given personnel changes and expect to come in under budget for FYE2021.

FUND	2021	BUDGET	ACTIVITY FOR	PRIOR		YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR
	ORIGINAL BUDGET	YEAR-TO-DATE 10/31/2020	QUARTER 10/31/2020	YTD 10/31/2020	YTD 10/31/2019						% BDGT USED
<b>Fund 15 - SPECIAL RECREATION FUND</b>											
Total Revenue:	1,069,958	886,151	622,436	920,865	962,107	(41,242)	-4.3%	-	149,093	86.1%	83.5%
Total Expenditure:	535,420	254,297	78,087	126,741	382,854	(256,113)	-66.9%	82,620	326,059	39.1%	53.8%
Total Capital Outlay:	1,329,474	610,050	205,987	217,688	218,321	(633)	-0.3%	763,899	347,887	73.8%	20.8%
NET OF REVENUES & EXPENDITURES	(794,936)	21,805	338,361	576,437	360,932	215,505		(846,519)	(524,854)		

Total revenues to date are in line with expectations. Revenue includes a one-time revenue of \$6,312 for insurance refund of premium plus bid bond on the CUSR facility project. Capital outlay is on track with budget for Bi-Centennial renovation project and to be completed before fiscal year end. Total expenditures are under budget, but in line with expectations based on current programming. Unless there is a major uptick in programming and hiring, anticipate further savings in salaries and benefits as six months year-to-date expended is \$89,500 and there is \$250,000 remaining for the last six months of the year.

**CHAMPAIGN PARK DISTRICT  
2ND QUARTER FINANCIAL ANALYSIS BY FUND  
FOR THE SIX MONTHS ENDED 10/31/2020**

**ATTACHMENT A**

FUND	2021 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE 10/31/2020	ACTIVITY FOR QUARTER 10/31/2020	YTD 10/31/2020	PRIOR YTD 10/31/2019	YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
<b>Fund 16 - CAPITAL IMPROVEMENTS FUND</b>											
Total Revenue:	1,484,000	992,472	128,828	219,682	281,673	(61,991)	-22.0%	-	1,264,318	14.8%	20.4%
Total Expenditure:	16,000	16,000	4,000	16,000	10,338	5,663	54.8%	-	-	100.0%	150.2%
Total Transfers-In:	693,000	693,000	693,000	693,000	2,880,000	(2,187,000)	-75.9%	-	-	100.0%	100.0%
Total Transfers-Out:	-	-	55,107	55,107	74,723	(19,617)	-26.3%	-	(55,107)	-	100.0%
Total Capital Outlay:	2,397,975	1,279,798	309,158	822,705	3,042,950	(2,220,244)	-73.0%	76,339	1,498,931	37.5%	50.2%
NET OF REVENUES & EXPENDITURES	(236,975)	389,674	453,563	18,870	33,663	(14,793)		(76,339)	(179,506)		

Revenue received is for the personal property replacement taxes and minimal interest income. Expenditures to date include payouts for the Virginia Theatre sound project for \$318,000, Morrissey tennis court completion of \$118,000, wind screens at Sunset Ridge park of \$2,500, and Heritage Park improvements of \$87,000. Revenues and transfers-out are for the lot sold at Trails at Abbey Fields, which proceeds were transferred into the land acquisition fund as directed by the Board.

FUND	2021 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE 10/31/2020	ACTIVITY FOR QUARTER 10/31/2020	YTD 10/31/2020	PRIOR YTD 10/31/2019	YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
<b>Fund 19 - POLICE PROTECTION</b>											
Total Revenue:	15,600	14,694	9,164	13,735	22,959	(9,224)	-40.2%	-	1,865	88.0%	93.3%
Total Expenditure:	5,000	3,756	14,445	15,508	15,862	(355)	-2.2%	-	(10,508)	310.2%	85.6%
NET OF REVENUES & EXPENDITURES	10,600	10,938	(5,282)	(1,773)	7,097	(8,870)		-	12,373		

Property tax and interest revenues only. Expenditures are for the park ambassadors that were contracted with starting in July 2020. Total amount is being submitted to both COVID grants for consideration of reimbursement as it was specific to the pandemic. If approved, grant revenue will be added to this budget once received to offset these expenditures.

FUND	2021 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE 10/31/2020	ACTIVITY FOR QUARTER 10/31/2020	YTD 10/31/2020	PRIOR YTD 10/31/2019	YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
<b>Fund 21 - BOND AMORTIZATION FUND</b>											
Total Revenue:	1,194,800	1,114,289	720,619	1,074,274	1,096,246	(21,972)	-2.0%	-	120,526	89.9%	93.9%
Total Transfers-Out:	1,201,900	1,201,900	1,085,000	1,085,000	1,104,122	(19,122)	-1.7%	-	116,900	90.3%	94.5%
NET OF REVENUES & EXPENDITURES	(7,100)	(87,611)	(364,381)	(10,726)	(7,876)	(2,850)		-	3,626		

Property tax revenue and minimal interest revenues only. Transfers below budget due to timing differences of property tax receipts.

FUND	2021 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE 10/31/2020	ACTIVITY FOR QUARTER 10/31/2020	YTD 10/31/2020	PRIOR YTD 10/31/2019	YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
<b>Fund 22 - BOND PROCEEDS FUND</b>											
Total Revenue:	12,000	4,919	535	2,496	15,006	(12,510)	-83.4%	-	9,504	20.8%	50.5%
Total Transfers-In:	1,201,900	-	1,085,000	1,085,000	1,104,122	(19,122)	-1.7%	-	116,900	90.3%	94.5%
Total Expenditure:	3,518	428	-	428	428	-	0.0%	-	3,090	12.2%	12.1%
Total Capital Outlay:	875,620	292,888	59,026	112,529	310,247	(197,719)	-63.7%	111,350	651,741	25.6%	56.8%
Total Debt Service:	558,250	37,125	-	37,125	43,800	(6,675)	-15.2%	-	521,125	6.7%	7.7%
NET OF REVENUES & EXPENDITURES	(223,488)	(325,522)	1,026,509	937,414	764,653	172,761		(111,350)	(1,049,552)		

Revenue is interest income only which is projected to be 50% of original budget. Transfers in include funds received to date from bond amortization fund to cover the annual GO Bond obligation debt service payment due in November. As additional property tax revenue is received, those funds will also be transferred. Expenditures to date are in line with budget expectations. Anticipate to carryover a portion of the capital outlay into the FYE2022 as we work on the next year's capital improvement plan in the coming months.

**CHAMPAIGN PARK DISTRICT  
2ND QUARTER FINANCIAL ANALYSIS BY FUND  
FOR THE SIX MONTHS ENDED 10/31/2020**

**ATTACHMENT A**

FUND	2021	BUDGET	ACTIVITY FOR	PRIOR		YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR
	ORIGINAL BUDGET	YEAR-TO-DATE 10/31/2020	QUARTER 10/31/2020	YTD 10/31/2020	YTD 10/31/2019						% BDGT USED
<b>Fund 24 - LAND ACQUISITION FUND</b>											
Total Revenue:	6,900	2,938	398	1,571	10,973	(9,402)	-85.7%	-	5,329	22.8%	76.7%
Total Transfers-In:	100,000	100,000	155,107	155,107	174,723	(19,617)	-11.2%	-	(55,107)	155.1%	100.0%
NET OF REVENUES & EXPENDITURES	106,900	102,938	155,504	156,678	185,696	(29,018)		-	(49,778)		

Additional transfer of \$55,107 made from sale of land parcel at Trail of Abbey Fields.

FUND	2021	BUDGET	ACTIVITY FOR	PRIOR		YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR
	ORIGINAL BUDGET	YEAR-TO-DATE 10/31/2020	QUARTER 10/31/2020	YTD 10/31/2020	YTD 10/31/2019						% BDGT USED
<b>Fund 25 - PARK DEVELOPMENT FUND</b>											
Total Revenue:	354,100	3,550	426	1,655	12,084	(10,429)	-86.3%	-	352,445	0.5%	63.9%
Total Transfers-In:	100,000	100,000	100,000	100,000	100,000	-	0.0%	-	-	100.0%	100.0%
Total Capital Outlay:	668,000	25,000	-	-	-	-	0.0%	-	668,000	0.0%	0.0%
NET OF REVENUES & EXPENDITURES	(213,900)	78,550	100,426	101,655	112,084	(10,429)		-	(315,555)		

Interest income only received. Revenue includes grant funds related to Spalding Park development, which most likely will not be received in FYE2021. Expenditures will also be carried forward for this project into FYE2022.

FUND	2021	BUDGET	ACTIVITY FOR	PRIOR		YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR
	ORIGINAL BUDGET	YEAR-TO-DATE 10/31/2020	QUARTER 10/31/2020	YTD 10/31/2020	YTD 10/31/2019						% BDGT USED
<b>Fund 26 - TRAILS AND PATHWAYS FUND</b>											
Total Revenue:	2,500	825	148	579	4,035	(3,457)	-85.7%	-	1,921	23.2%	84.1%
Total Transfers-In:	100,000	100,000	100,000	100,000	100,000	-		-	-	100.0%	0.0%
Total Capital Outlay:	195,000	30,000	29,650	29,650	53,500	(23,850)		-	165,350	15.2%	0.0%
NET OF REVENUES & EXPENDITURES	(92,500)	70,825	70,498	70,929	50,535	20,393		-	(163,429)		

All activity in line with expectations and interest income is targeted to be 50% of original budget.

FUND	2021	BUDGET	ACTIVITY FOR	PRIOR		YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR
	ORIGINAL BUDGET	YEAR-TO-DATE 10/31/2020	QUARTER 10/31/2020	YTD 10/31/2020	YTD 10/31/2019						% BDGT USED
<b>Fund 27 - MARTENS CENTER PARK DEVELOPMENT FUND</b>											
Total Revenue:	4,403,870	678,831	588,261	713,980	723,913	(9,933)	-1.4%	-	3,689,890	16.2%	69.5%
Total Transfers-In:	-	-	-	-	150,000	(150,000)	-100.0%	-	-	0.0%	100.0%
Total Expenditure:	265,645	14,160	18,262	41,838	11,008	30,830	280.1%	206,523	17,284	93.5%	15.5%
Total Capital Outlay:	5,148,150	647,565	270,641	478,616	395,015	83,601		48,656	4,620,878	10.2%	35.3%
NET OF REVENUES & EXPENDITURES	(1,009,925)	17,106	299,358	193,526	467,890	(274,363)		(255,179)	(948,272)		

Total revenue is comprised of \$350,000 from pledge payments received in September, along with reimbursement from the Foundation to cover A&E expenditures for Martens Center capital project, and a small portion for the matching funds on Human Kinetics Park OSLAD grant. Grant revenue recorded to date for the OSLAD grant for Human Kinetics Park improvements is \$11,096 to date. Anticipate a large portion of the capital outlay will be carried over into FYE2022 depending on start date of construction work.

**TOTALS OF ALL FUNDS COMBINED**

ALL FUNDS COMBINED	2021	BUDGET	ACTIVITY FOR	PRIOR		YTD \$ Variance	YTD % Variance	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR
	ORIGINAL BUDGET	YEAR-TO-DATE 10/31/2020	QUARTER 10/31/2020	YTD 10/31/2020	YTD 10/31/2019						% BDGT USED
<b>TOTAL REVENUES - ALL FUNDS</b>	\$ 23,975,553	\$ 16,750,367	\$ 11,488,496	\$ 15,976,531	\$ 20,474,112	\$ (4,497,581)	-22.0%	\$ -	\$ 7,999,022	66.6%	84.0%
<b>TOTAL EXPENDITURES - ALL FUNDS</b>	\$ 22,674,715	\$ 9,857,507	\$ 4,966,113	\$ 7,641,406	\$ 14,594,040	\$ (6,952,635)	-47.6%	\$ 1,432,532	\$ 13,600,777	40.0%	54.4%
<b>OF REVENUES &amp; EXPENDITURES ALL FUNDS</b>	\$ 1,300,838	\$ 6,892,860	\$ 6,522,383	\$ 8,335,125	\$ 5,880,071	\$ 2,455,053		\$ (1,432,532)	\$ (5,601,755)		

REVENUE AND EXPENDITURE REPORT FOR CHAMPAIGN PARK DISTRICT  
 PERIOD ENDING 10/31/2020  
 % Fiscal Year Completed: 50.41  
 2ND QUARTER FINANCIAL ANALYSIS  
 FOR THE SIX MONTHS ENDED 10/31/2020

ATTACHMENT B -  
 TOTALS BY FUND

ACCOUNT DESCRIPTION	2020-21 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE THRU 10/31/20	YTD BALANCE 10/31/2020	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
Fund 01 - GENERAL							
PROPERTY TAX REVENUE	6,421,000.00	6,182,023.96	5,790,396.94	0.00	630,603.06	90.18	93.72
CHARGE FOR SERVICE REVENUE	86,624.00	64,674.23	110,847.90	0.00	(24,223.90)	127.96	99.13
CONTRIBUTIONS/SPONSORSHIPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INTEREST INCOME	65,000.00	25,650.42	22,447.72	0.00	42,552.28	34.53	42.10
SPECIAL RECEIPTS	9,204.00	2,852.07	7,168.31	0.00	2,035.69	77.88	2.36
TOTAL REVENUES	6,581,828.00	6,275,200.68	5,930,860.87	0.00	650,967.13	90.11	92.35
SALARIES AND WAGES	2,310,881.00	1,174,974.79	1,101,987.22	0.00	1,208,893.78	47.69	47.82
FRINGE BENEFITS	404,176.00	194,877.39	198,478.76	110.29	205,586.95	49.13	46.83
CONTRACTUAL	701,897.00	411,309.90	376,140.33	31,157.04	294,599.63	58.03	43.63
COMMODITIES/SUPPLIES	299,117.00	206,696.56	212,413.60	2,030.45	84,672.95	71.69	53.64
UTILITIES	138,419.00	73,750.40	69,135.99	0.00	69,283.01	49.95	45.81
ROUTINE/PERIODIC MAINTENANCE	215,300.00	107,650.04	72,947.60	21,244.45	121,107.95	43.75	34.06
TRANSFERS TO OTHER FUNDS	300,000.00	300,000.00	300,000.00	0.00	0.00	100.00	100.00
TOTAL EXPENDITURES	4,369,790.00	2,469,259.08	2,331,103.50	54,542.23	1,984,144.27	54.59	66.69
Fund 01 - GENERAL:							
TOTAL REVENUES	6,581,828.00	6,275,200.68	5,930,860.87	0.00	650,967.13	90.11	92.35
TOTAL EXPENDITURES	4,369,790.00	2,469,259.08	2,331,103.50	54,542.23	1,984,144.27	54.59	66.69
NET OF REVENUES & EXPENDITURES	2,212,038.00	3,805,941.60	3,599,757.37	(54,542.23)	(1,333,177.14)	160.27	166.94
BEG. FUND BALANCE	6,603,169.46	6,603,169.46	6,603,169.46				
END FUND BALANCE	8,815,207.46	10,409,111.06	10,202,926.83				

REVENUE AND EXPENDITURE REPORT FOR CHAMPAIGN PARK DISTRICT  
 PERIOD ENDING 10/31/2020  
 % Fiscal Year Completed: 50.41  
 2ND QUARTER FINANCIAL ANALYSIS  
 FOR THE SIX MONTHS ENDED 10/31/2020

ACCOUNT DESCRIPTION	2020-21 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE THRU 10/31/20	YTD BALANCE 10/31/2020	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
Fund 02 - RECREATION							
PROPERTY TAX REVENUE	2,298,900.00	2,210,336.44	2,073,100.70	0.00	225,799.30	90.18	93.52
CHARGE FOR SERVICE REVENUE	665,923.00	364,468.30	173,814.70	0.00	492,108.30	26.10	66.74
CONTRIBUTIONS/SPONSORSHIPS	1,800.00	462.18	(500.00)	0.00	2,300.00	(27.78)	40.32
MERCHANDISE/CONCESSION REV	5,168.00	2,271.54	307.52	0.00	4,860.48	5.95	77.04
OPERATING GRANTS	0.00	0.00	5,196.56	0.00	(5,196.56)	100.00	0.00
INTEREST INCOME	35,000.00	15,059.65	7,492.46	0.00	27,507.54	21.41	51.88
SPECIAL RECEIPTS	109,729.00	49,956.69	25,826.08	0.00	83,902.92	23.54	54.70
TOTAL REVENUES	<u>3,116,520.00</u>	<u>2,642,554.80</u>	<u>2,285,238.02</u>	<u>0.00</u>	<u>831,281.98</u>	<u>73.33</u>	<u>79.59</u>
SALARIES AND WAGES	1,115,669.00	549,404.14	445,261.52	0.00	670,407.48	39.91	57.41
FRINGE BENEFITS	168,757.00	80,016.30	73,435.92	89.40	95,231.68	43.57	43.72
CONTRACTUAL	211,327.00	118,286.61	48,773.56	17,832.50	144,720.94	31.52	45.40
COMMODITIES/SUPPLIES	151,142.00	90,097.03	48,022.63	30.00	103,089.37	31.79	59.54
UTILITIES	253,544.00	154,759.33	112,994.21	0.00	140,549.79	44.57	54.46
ROUTINE/PERIODIC MAINTENANCE	25,000.00	19,999.98	6,301.55	0.00	18,698.45	25.21	49.99
TRANSFERS TO OTHER FUNDS	334,200.00	334,200.00	334,200.00	0.00	0.00	100.00	100.00
TOTAL EXPENDITURES	<u>2,259,639.00</u>	<u>1,346,763.39</u>	<u>1,068,989.39</u>	<u>17,951.90</u>	<u>1,172,697.71</u>	<u>48.10</u>	<u>59.88</u>
Fund 02 - RECREATION:							
TOTAL REVENUES	3,116,520.00	2,642,554.80	2,285,238.02	0.00	831,281.98	73.33	79.59
TOTAL EXPENDITURES	2,259,639.00	1,346,763.39	1,068,989.39	17,951.90	1,172,697.71	48.10	59.88
NET OF REVENUES & EXPENDITURES	<u>856,881.00</u>	<u>1,295,791.41</u>	<u>1,216,248.63</u>	<u>(17,951.90)</u>	<u>(341,415.73)</u>	<u>139.84</u>	<u>190.13</u>
BEG. FUND BALANCE	4,610,006.47	4,610,006.47	4,610,006.47				
END FUND BALANCE	5,466,887.47	5,905,797.88	5,826,255.10				

REVENUE AND EXPENDITURE REPORT FOR CHAMPAIGN PARK DISTRICT  
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ACCOUNT DESCRIPTION	2020-21 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE THRU 10/31/20	YTD BALANCE 10/31/2020	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
Fund 03 - MUSEUM							
PROPERTY TAX REVENUE	1,738,300.00	1,671,146.93	1,567,591.77	0.00	170,708.23	90.18	92.49
CHARGE FOR SERVICE REVENUE	505,666.00	303,215.01	37,991.50	0.00	467,674.50	7.51	62.24
CONTRIBUTIONS/SPONSORSHIPS	4,000.00	2,026.61	1,644.76	0.00	2,355.24	41.12	102.60
MERCHANDISE/CONCESSION REV	8,000.00	3,959.88	2,255.00	0.00	5,745.00	28.19	41.14
INTEREST INCOME	26,000.00	11,210.47	8,106.44	0.00	17,893.56	31.18	51.33
SPECIAL RECEIPTS	23,851.00	11,275.46	8,927.20	0.00	14,923.80	37.43	63.06
TOTAL REVENUES	2,305,817.00	2,002,834.36	1,626,516.67	0.00	679,300.33	70.54	78.48
SALARIES AND WAGES	704,030.13	366,996.41	262,308.87	0.00	441,721.26	37.26	51.78
FRINGE BENEFITS	115,144.00	56,096.19	43,429.82	0.00	71,714.18	37.72	47.77
CONTRACTUAL	330,415.56	170,610.36	52,570.49	8,718.75	269,126.32	18.55	42.83
COMMODITIES/SUPPLIES	71,769.81	29,444.89	9,752.58	0.00	62,017.23	13.59	47.90
UTILITIES	117,007.00	57,624.68	42,828.51	0.00	74,178.49	36.60	35.44
ROUTINE/PERIODIC MAINTENANCE	32,500.00	16,252.02	0.00	0.00	32,500.00	0.00	0.00
TRANSFERS TO OTHER FUNDS	358,800.00	358,800.00	358,800.00	0.00	0.00	100.00	100.00
TOTAL EXPENDITURES	1,729,666.50	1,055,824.55	769,690.27	8,718.75	951,257.48	45.00	51.32
Fund 03 - MUSEUM:							
TOTAL REVENUES	2,305,817.00	2,002,834.36	1,626,516.67	0.00	679,300.33	70.54	78.48
TOTAL EXPENDITURES	1,729,666.50	1,055,824.55	769,690.27	8,718.75	951,257.48	45.00	51.32
NET OF REVENUES & EXPENDITURES	576,150.50	947,009.81	856,826.40	(8,718.75)	(271,957.15)	147.20	295.28
BEG. FUND BALANCE	3,562,562.14	3,562,562.14	3,562,562.14				
END FUND BALANCE	4,138,712.64	4,509,571.95	4,419,388.54				

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ACCOUNT DESCRIPTION	2020-21 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE THRU 10/31/20	YTD BALANCE 10/31/2020	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
Fund 04 - LIABILITY INSURANCE							
PROPERTY TAX REVENUE	362,400.00	346,868.13	326,799.43	0.00	35,600.57	90.18	96.13
CHARGE FOR SERVICE REVENUE	100.00	25.00	0.00	0.00	100.00	0.00	29.41
INTEREST INCOME	3,200.00	1,398.27	745.36	0.00	2,454.64	23.29	51.26
TOTAL REVENUES	<u>365,700.00</u>	<u>348,291.40</u>	<u>327,544.79</u>	<u>0.00</u>	<u>38,155.21</u>	<u>89.57</u>	<u>94.78</u>
SALARIES AND WAGES	52,500.00	28,268.45	25,356.26	0.00	27,143.74	48.30	34.80
FRINGE BENEFITS	13,954.00	6,289.00	6,438.61	0.00	7,515.39	46.14	37.45
CONTRACTUAL	1,198.00	534.70	0.00	0.00	1,198.00	0.00	47.52
COMMODITIES/SUPPLIES	6,700.00	3,313.17	357.00	0.00	6,343.00	5.33	23.01
INSURANCE	258,705.78	105,771.84	96,834.85	57,611.61	104,259.32	59.70	38.48
CAPITAL OUTLAY	70,000.00	35,000.00	40,866.97	0.00	29,133.03	58.38	12.94
TOTAL EXPENDITURES	<u>403,057.78</u>	<u>179,177.16</u>	<u>169,853.69</u>	<u>57,611.61</u>	<u>175,592.48</u>	<u>56.43</u>	<u>33.37</u>
Fund 04 - LIABILITY INSURANCE:							
TOTAL REVENUES	365,700.00	348,291.40	327,544.79	0.00	38,155.21	89.57	94.78
TOTAL EXPENDITURES	<u>403,057.78</u>	<u>179,177.16</u>	<u>169,853.69</u>	<u>57,611.61</u>	<u>175,592.48</u>	<u>56.43</u>	<u>33.37</u>
NET OF REVENUES & EXPENDITURES	(37,357.78)	169,114.24	157,691.10	(57,611.61)	(137,437.27)	267.89	429.20
BEG. FUND BALANCE	514,848.39	514,848.39	514,848.39				
END FUND BALANCE	477,490.61	683,962.63	672,539.49				



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REVENUE AND EXPENDITURE REPORT FOR CHAMPAIGN PARK DISTRICT  
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ACCOUNT DESCRIPTION	2020-21 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE THRU 10/31/20	YTD BALANCE 10/31/2020	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
Fund 06 - IMRF FUND							
PROPERTY TAX REVENUE	279,300.00	266,948.45	251,909.70	0.00	27,390.30	90.19	93.81
INTEREST INCOME	3,100.00	1,387.89	666.72	0.00	2,433.28	21.51	100.00
TOTAL REVENUES	<u>282,400.00</u>	<u>268,336.34</u>	<u>252,576.42</u>	<u>0.00</u>	<u>29,823.58</u>	<u>89.44</u>	<u>95.12</u>
FRINGE BENEFITS	210,000.00	113,076.88	94,745.88	0.00	115,254.12	45.12	38.58
TOTAL EXPENDITURES	<u>210,000.00</u>	<u>113,076.88</u>	<u>94,745.88</u>	<u>0.00</u>	<u>115,254.12</u>	<u>45.12</u>	<u>38.58</u>
Fund 06 - IMRF FUND:							
TOTAL REVENUES	282,400.00	268,336.34	252,576.42	0.00	29,823.58	89.44	95.12
TOTAL EXPENDITURES	<u>210,000.00</u>	<u>113,076.88</u>	<u>94,745.88</u>	<u>0.00</u>	<u>115,254.12</u>	<u>45.12</u>	<u>38.58</u>
NET OF REVENUES & EXPENDITURES	72,400.00	155,259.46	157,830.54	0.00	(85,430.54)	218.00	802.43
BEG. FUND BALANCE	402,246.89	402,246.89	402,246.89				
END FUND BALANCE	474,646.89	557,506.35	560,077.43				

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ACCOUNT DESCRIPTION	2020-21	BUDGET	YTD BALANCE	ENCUMBERED	UNENCUMBERED	% BDGT	PREV YEAR
	ORIGINAL	YEAR-TO-DATE					YTD BALANCE
	BUDGET	THRU 10/31/20	10/31/2020	YEAR-TO-DATE	BALANCE	USED	% BDGT
Fund 08 - AUDIT FUND							
PROPERTY TAX REVENUE	24,500.00	23,566.83	22,122.91	0.00	2,377.09	90.30	100.55
INTEREST INCOME	110.00	52.04	26.38	0.00	83.62	23.98	42.39
TOTAL REVENUES	<u>24,610.00</u>	<u>23,618.87</u>	<u>22,149.29</u>	<u>0.00</u>	<u>2,460.71</u>	<u>90.00</u>	<u>99.56</u>
CONTRACTUAL	22,800.00	22,800.00	18,480.00	4,320.00	0.00	100.00	91.77
TOTAL EXPENDITURES	<u>22,800.00</u>	<u>22,800.00</u>	<u>18,480.00</u>	<u>4,320.00</u>	<u>0.00</u>	<u>100.00</u>	<u>91.77</u>
Fund 08 - AUDIT FUND:							
TOTAL REVENUES	24,610.00	23,618.87	22,149.29	0.00	2,460.71	90.00	99.56
TOTAL EXPENDITURES	<u>22,800.00</u>	<u>22,800.00</u>	<u>18,480.00</u>	<u>4,320.00</u>	<u>0.00</u>	<u>100.00</u>	<u>91.77</u>
NET OF REVENUES & EXPENDITURES	1,810.00	818.87	3,669.29	(4,320.00)	2,460.71	35.95	0.95
BEG. FUND BALANCE	14,735.29	14,735.29	14,735.29				
END FUND BALANCE	16,545.29	15,554.16	18,404.58				

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ACCOUNT DESCRIPTION	2020-21 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE THRU 10/31/20	YTD BALANCE 10/31/2020	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
Fund 09 - PAVING AND LIGHTING FUND							
PROPERTY TAX REVENUE	94,400.00	90,875.63	85,100.31	0.00	9,299.69	90.15	94.56
INTEREST INCOME	1,550.00	664.01	319.78	0.00	1,230.22	20.63	100.00
TOTAL REVENUES	<u>95,950.00</u>	<u>91,539.64</u>	<u>85,420.09</u>	<u>0.00</u>	<u>10,529.91</u>	<u>89.03</u>	<u>97.03</u>
ROUTINE/PERIODIC MAINTENANCE	58,300.00	29,150.00	618.95	0.00	57,681.05	1.06	9.26
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	100.00
TOTAL EXPENDITURES	<u>58,300.00</u>	<u>29,150.00</u>	<u>618.95</u>	<u>0.00</u>	<u>57,681.05</u>	<u>1.06</u>	<u>60.82</u>
Fund 09 - PAVING AND LIGHTING FUND:							
TOTAL REVENUES	95,950.00	91,539.64	85,420.09	0.00	10,529.91	89.03	97.03
TOTAL EXPENDITURES	<u>58,300.00</u>	<u>29,150.00</u>	<u>618.95</u>	<u>0.00</u>	<u>57,681.05</u>	<u>1.06</u>	<u>60.82</u>
NET OF REVENUES & EXPENDITURES	37,650.00	62,389.64	84,801.14	0.00	(47,151.14)	225.24	1,690.30
BEG. FUND BALANCE	192,422.68	192,422.68	192,422.68				
END FUND BALANCE	230,072.68	254,812.32	277,223.82				

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ACCOUNT DESCRIPTION	2020-21	BUDGET	YTD BALANCE	ENCUMBERED	UNENCUMBERED	% BDGT	PREV YEAR
	ORIGINAL	YEAR-TO-DATE					YTD BALANCE
	BUDGET	THRU 10/31/20	10/31/2020	YEAR-TO-DATE	BALANCE	USED	% BDGT
							USED
Fund 11 - ACTIVITY AND AFFILIATES FUND							
CHARGE FOR SERVICE REVENUE	2,500.00	805.78	966.51	0.00	1,533.49	38.66	49.34
INTEREST INCOME	300.00	138.67	62.41	0.00	237.59	20.80	52.99
SPECIAL RECEIPTS	4,500.00	823.17	514.97	0.00	3,985.03	11.44	84.30
TOTAL REVENUES	<u>7,300.00</u>	<u>1,767.62</u>	<u>1,543.89</u>	<u>0.00</u>	<u>5,756.11</u>	<u>21.15</u>	<u>69.47</u>
CONTRACTUAL	210.00	210.00	0.00	0.00	210.00	0.00	45.65
COMMODITIES/SUPPLIES	8,200.00	3,711.78	668.85	0.00	7,531.15	8.16	79.68
TOTAL EXPENDITURES	<u>8,410.00</u>	<u>3,921.78</u>	<u>668.85</u>	<u>0.00</u>	<u>7,741.15</u>	<u>7.95</u>	<u>78.89</u>
Fund 11 - ACTIVITY AND AFFILIATES FUND							
TOTAL REVENUES	7,300.00	1,767.62	1,543.89	0.00	5,756.11	21.15	69.47
TOTAL EXPENDITURES	<u>8,410.00</u>	<u>3,921.78</u>	<u>668.85</u>	<u>0.00</u>	<u>7,741.15</u>	<u>7.95</u>	<u>78.89</u>
NET OF REVENUES & EXPENDITURES	(1,110.00)	(2,154.16)	875.04	0.00	(1,985.04)	78.83	87.26
BEG. FUND BALANCE	(6,256.99)	(6,256.99)	(6,256.99)				
END FUND BALANCE	(7,366.99)	(8,411.15)	(5,381.95)				

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ACCOUNT DESCRIPTION	2020-21	BUDGET	YTD BALANCE	ENCUMBERED	UNENCUMBERED	% BDGT	PREV YEAR
	ORIGINAL	YEAR-TO-DATE					YTD BALANCE
	BUDGET	THRU 10/31/20	10/31/2020	YEAR-TO-DATE	BALANCE	USED	% BDGT
							USED
Fund 12 - SPECIAL DONATIONS FUND							
CHARGE FOR SERVICE REVENUE	2,000.00	1,235.01	75.50	0.00	1,924.50	3.78	31.23
CONTRIBUTIONS/SPONSORSHIPS	56,500.00	20,811.43	4,775.98	0.00	51,724.02	8.45	29.77
INTEREST INCOME	1,100.00	455.30	244.97	0.00	855.03	22.27	53.70
TOTAL REVENUES	<u>59,600.00</u>	<u>22,501.74</u>	<u>5,096.45</u>	<u>0.00</u>	<u>54,503.55</u>	<u>8.55</u>	<u>30.83</u>
CONTRACTUAL	65,100.00	45,336.52	4,035.73	0.00	61,064.27	6.20	60.64
TOTAL EXPENDITURES	<u>65,100.00</u>	<u>45,336.52</u>	<u>4,035.73</u>	<u>0.00</u>	<u>61,064.27</u>	<u>6.20</u>	<u>60.64</u>
Fund 12 - SPECIAL DONATIONS FUND:							
TOTAL REVENUES	59,600.00	22,501.74	5,096.45	0.00	54,503.55	8.55	30.83
TOTAL EXPENDITURES	<u>65,100.00</u>	<u>45,336.52</u>	<u>4,035.73</u>	<u>0.00</u>	<u>61,064.27</u>	<u>6.20</u>	<u>60.64</u>
NET OF REVENUES & EXPENDITURES	(5,500.00)	(22,834.78)	1,060.72	0.00	(6,560.72)	19.29	100.00
BEG. FUND BALANCE	161,247.38	161,247.38	161,247.38				
END FUND BALANCE	155,747.38	138,412.60	162,308.10				

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ACCOUNT DESCRIPTION	2020-21	BUDGET	YTD BALANCE	ENCUMBERED	UNENCUMBERED	% BDGT	PREV YEAR
	ORIGINAL	YEAR-TO-DATE					YTD BALANCE
	BUDGET	THRU 10/31/20	10/31/2020	YEAR-TO-DATE	BALANCE	USED	USED
Fund 14 - SOCIAL SECURITY FUND							
PROPERTY TAX REVENUE	396,400.00	381,683.47	357,431.17	0.00	38,968.83	90.17	95.13
INTEREST INCOME	800.00	368.90	209.37	0.00	590.63	26.17	32.14
TOTAL REVENUES	<u>397,200.00</u>	<u>382,052.37</u>	<u>357,640.54</u>	<u>0.00</u>	<u>39,559.46</u>	<u>90.04</u>	<u>94.16</u>
FRINGE BENEFITS	348,000.00	179,230.72	144,285.99	0.00	203,714.01	41.46	56.32
TOTAL EXPENDITURES	<u>348,000.00</u>	<u>179,230.72</u>	<u>144,285.99</u>	<u>0.00</u>	<u>203,714.01</u>	<u>41.46</u>	<u>56.32</u>
Fund 14 - SOCIAL SECURITY FUND:							
TOTAL REVENUES	397,200.00	382,052.37	357,640.54	0.00	39,559.46	90.04	94.16
TOTAL EXPENDITURES	<u>348,000.00</u>	<u>179,230.72</u>	<u>144,285.99</u>	<u>0.00</u>	<u>203,714.01</u>	<u>41.46</u>	<u>56.32</u>
NET OF REVENUES & EXPENDITURES	49,200.00	202,821.65	213,354.55	0.00	(164,154.55)	433.65	143.38
BEG. FUND BALANCE	113,736.92	113,736.92	113,736.92				
END FUND BALANCE	162,936.92	316,558.57	327,091.47				

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ACCOUNT DESCRIPTION	2020-21 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE THRU 10/31/20	YTD BALANCE 10/31/2020	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
Fund 15 - SPECIAL RECREATION FUND							
PROPERTY TAX REVENUE	755,000.00	726,347.38	680,827.07	0.00	74,172.93	90.18	94.90
CHARGE FOR SERVICE REVENUE	67,968.00	36,283.15	8,668.00	0.00	59,300.00	12.75	62.18
CONTRIBUTIONS/SPONSORSHIPS	230,590.00	115,295.04	220,962.35	0.00	9,627.65	95.82	68.47
INTEREST INCOME	16,000.00	7,999.98	4,095.08	0.00	11,904.92	25.59	53.70
SPECIAL RECEIPTS	400.00	225.55	6,312.49	0.00	(5,912.49)	1,578.12	36.46
TOTAL REVENUES	1,069,958.00	886,151.10	920,864.99	0.00	149,093.01	86.07	83.48
SALARIES AND WAGES	269,456.00	131,810.38	75,322.70	0.00	194,133.30	27.95	54.09
FRINGE BENEFITS	72,198.00	26,622.19	16,109.55	(79.76)	56,168.21	22.20	52.06
CONTRACTUAL	126,258.00	63,463.25	10,780.81	80,000.00	35,477.19	71.90	50.51
COMMODITIES/SUPPLIES	22,124.00	10,968.55	2,568.65	0.00	19,555.35	11.61	46.21
UTILITIES	9,950.00	4,975.02	0.00	0.00	9,950.00	0.00	0.00
INSURANCE	13,434.00	5,457.22	5,271.15	0.00	8,162.85	39.24	40.37
ROUTINE/PERIODIC MAINTENANCE	22,000.00	10,999.98	16,687.71	2,700.00	2,612.29	88.13	99.59
CAPITAL OUTLAY	1,329,474.00	610,049.75	217,687.85	763,898.78	347,887.37	73.83	20.78
TOTAL EXPENDITURES	1,864,894.00	864,346.34	344,428.42	846,519.02	673,946.56	63.86	34.12
Fund 15 - SPECIAL RECREATION FUND:							
TOTAL REVENUES	1,069,958.00	886,151.10	920,864.99	0.00	149,093.01	86.07	83.48
TOTAL EXPENDITURES	1,864,894.00	864,346.34	344,428.42	846,519.02	673,946.56	63.86	34.12
NET OF REVENUES & EXPENDITURES	(794,936.00)	21,804.76	576,436.57	(846,519.02)	(524,853.55)	33.98	59.22
BEG. FUND BALANCE	2,025,592.20	2,025,592.20	2,025,592.20				
END FUND BALANCE	1,230,656.20	2,047,396.96	2,602,028.77				

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REVENUE AND EXPENDITURE REPORT FOR CHAMPAIGN PARK DISTRICT  
 PERIOD ENDING 10/31/2020  
 % Fiscal Year Completed: 50.41  
 2ND QUARTER FINANCIAL ANALYSIS  
 FOR THE SIX MONTHS ENDED 10/31/2020

ACCOUNT DESCRIPTION	2020-21 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE THRU 10/31/20	YTD BALANCE 10/31/2020	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
Fund 16 - CAPITAL IMPROVEMENTS FUND							
PERSONAL PROPERTY REPLACEMENT TAXES	250,000.00	91,282.23	110,705.63	0.00	139,294.37	44.28	63.37
CONTRIBUTIONS/SPONSORSHIPS	185,000.00	92,500.00	0.00	0.00	185,000.00	0.00	0.00
CAPITAL GRANTS	950,000.00	750,000.00	0.00	0.00	950,000.00	0.00	5.33
INTEREST INCOME	20,000.00	8,258.00	3,952.55	0.00	16,047.45	19.76	88.98
SPECIAL RECEIPTS	79,000.00	50,431.81	105,023.82	0.00	(26,023.82)	132.94	57.28
TRANSFERS FROM OTHER FUNDS	693,000.00	693,000.00	693,000.00	0.00	0.00	100.00	100.00
TOTAL REVENUES	2,177,000.00	1,685,472.04	912,682.00	0.00	1,264,318.00	41.92	74.23
CONTRACTUAL	16,000.00	16,000.00	16,000.00	0.00	0.00	100.00	150.23
CAPITAL OUTLAY	2,397,975.00	1,279,798.42	822,705.22	76,339.10	1,498,930.68	37.49	50.18
TRANSFERS TO OTHER FUNDS	0.00	0.00	55,106.82	0.00	(55,106.82)	100.00	100.00
TOTAL EXPENDITURES	2,413,975.00	1,295,798.42	893,812.04	76,339.10	1,443,823.86	40.19	50.90
Fund 16 - CAPITAL IMPROVEMENTS FUND:							
TOTAL REVENUES	2,177,000.00	1,685,472.04	912,682.00	0.00	1,264,318.00	41.92	74.23
TOTAL EXPENDITURES	2,413,975.00	1,295,798.42	893,812.04	76,339.10	1,443,823.86	40.19	50.90
NET OF REVENUES & EXPENDITURES	(236,975.00)	389,673.62	18,869.96	(76,339.10)	(179,505.86)	24.25	1.78
BEG. FUND BALANCE	2,348,046.47	2,348,046.47	2,348,046.47				
END FUND BALANCE	2,111,071.47	2,737,720.09	2,366,916.43				



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 2ND QUARTER FINANCIAL ANALYSIS  
 FOR THE SIX MONTHS ENDED 10/31/2020

ACCOUNT DESCRIPTION	2020-21	BUDGET	YTD BALANCE	ENCUMBERED	UNENCUMBERED	% BDGT	PREV YEAR
	ORIGINAL	YEAR-TO-DATE					YTD BALANCE
	BUDGET	THRU 10/31/20	10/31/2020	YEAR-TO-DATE	BALANCE	USED	% BDGT
							USED
Fund 19 - POLICE PROTECTION							
PROPERTY TAX REVENUE	15,100.00	14,468.04	13,614.10	0.00	1,485.90	90.16	96.18
INTEREST INCOME	500.00	226.21	120.61	0.00	379.39	24.12	52.40
TOTAL REVENUES	<u>15,600.00</u>	<u>14,694.25</u>	<u>13,734.71</u>	<u>0.00</u>	<u>1,865.29</u>	<u>88.04</u>	<u>93.33</u>
CONTRACTUAL	5,000.00	3,756.49	15,507.53	0.00	(10,507.53)	310.15	85.56
TOTAL EXPENDITURES	<u>5,000.00</u>	<u>3,756.49</u>	<u>15,507.53</u>	<u>0.00</u>	<u>(10,507.53)</u>	<u>310.15</u>	<u>85.56</u>
Fund 19 - POLICE PROTECTION:							
TOTAL REVENUES	15,600.00	14,694.25	13,734.71	0.00	1,865.29	88.04	93.33
TOTAL EXPENDITURES	<u>5,000.00</u>	<u>3,756.49</u>	<u>15,507.53</u>	<u>0.00</u>	<u>(10,507.53)</u>	<u>310.15</u>	<u>85.56</u>
NET OF REVENUES & EXPENDITURES	10,600.00	10,937.76	(1,772.82)	0.00	12,372.82	16.72	117.11
BEG. FUND BALANCE	73,740.71	73,740.71	73,740.71				
END FUND BALANCE	84,340.71	84,678.47	71,967.89				

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 FOR THE SIX MONTHS ENDED 10/31/2020

ACCOUNT DESCRIPTION	2020-21	BUDGET	YTD BALANCE	ENCUMBERED	UNENCUMBERED	% BDGT	PREV YEAR
	ORIGINAL	YEAR-TO-DATE					YTD BALANCE
	BUDGET	THRU 10/31/20	10/31/2020	YEAR-TO-DATE	BALANCE	USED	% BDGT
							USED
Fund 21 - BOND AMORTIZATION FUND							
PROPERTY TAX REVENUE	1,191,000.00	1,110,945.60	1,073,995.23	0.00	117,004.77	90.18	93.97
INTEREST INCOME	3,800.00	3,343.25	278.45	0.00	3,521.55	7.33	76.27
TOTAL REVENUES	<u>1,194,800.00</u>	<u>1,114,288.85</u>	<u>1,074,273.68</u>	<u>0.00</u>	<u>120,526.32</u>	<u>89.91</u>	<u>93.86</u>
TRANSFERS TO OTHER FUNDS	1,201,900.00	1,201,900.00	1,085,000.00	0.00	116,900.00	90.27	94.54
TOTAL EXPENDITURES	<u>1,201,900.00</u>	<u>1,201,900.00</u>	<u>1,085,000.00</u>	<u>0.00</u>	<u>116,900.00</u>	<u>90.27</u>	<u>94.54</u>
Fund 21 - BOND AMORTIZATION FUND:							
TOTAL REVENUES	1,194,800.00	1,114,288.85	1,074,273.68	0.00	120,526.32	89.91	93.86
TOTAL EXPENDITURES	<u>1,201,900.00</u>	<u>1,201,900.00</u>	<u>1,085,000.00</u>	<u>0.00</u>	<u>116,900.00</u>	<u>90.27</u>	<u>94.54</u>
NET OF REVENUES & EXPENDITURES	(7,100.00)	(87,611.15)	(10,726.32)	0.00	3,626.32	151.07	100.00
BEG. FUND BALANCE	16,752.59	16,752.59	16,752.59				
END FUND BALANCE	9,652.59	(70,858.56)	6,026.27				

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REVENUE AND EXPENDITURE REPORT FOR CHAMPAIGN PARK DISTRICT  
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 2ND QUARTER FINANCIAL ANALYSIS  
 FOR THE SIX MONTHS ENDED 10/31/2020

ACCOUNT DESCRIPTION	2020-21 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE THRU 10/31/20	YTD BALANCE 10/31/2020	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
Fund 22 - BOND PROCEEDS FUND							
INTEREST INCOME	12,000.00	4,919.42	2,495.73	0.00	9,504.27	20.80	50.52
TRANSFERS FROM OTHER FUNDS	1,201,900.00	0.00	1,085,000.00	0.00	116,900.00	90.27	94.54
TOTAL REVENUES	<u>1,213,900.00</u>	<u>4,919.42</u>	<u>1,087,495.73</u>	<u>0.00</u>	<u>126,404.27</u>	<u>89.59</u>	<u>93.45</u>
CONTRACTUAL	3,518.00	428.00	428.00	0.00	3,090.00	12.17	12.12
CAPITAL OUTLAY	875,620.00	292,888.00	112,528.78	111,350.35	651,740.87	25.57	56.77
DEBT SERVICE PRINCIPAL	460,000.00	0.00	0.00	0.00	460,000.00	0.00	0.00
DEBT SERVICE INTEREST/FEES	98,250.00	37,125.00	37,125.00	0.00	61,125.00	37.79	36.02
TOTAL EXPENDITURES	<u>1,437,388.00</u>	<u>330,441.00</u>	<u>150,081.78</u>	<u>111,350.35</u>	<u>1,175,955.87</u>	<u>18.19</u>	<u>31.75</u>
Fund 22 - BOND PROCEEDS FUND:							
TOTAL REVENUES	1,213,900.00	4,919.42	1,087,495.73	0.00	126,404.27	89.59	93.45
TOTAL EXPENDITURES	<u>1,437,388.00</u>	<u>330,441.00</u>	<u>150,081.78</u>	<u>111,350.35</u>	<u>1,175,955.87</u>	<u>18.19</u>	<u>31.75</u>
NET OF REVENUES & EXPENDITURES	(223,488.00)	(325,521.58)	937,413.95	(111,350.35)	(1,049,551.60)	369.62	944.37
BEG. FUND BALANCE	481,251.20	481,251.20	481,251.20				
END FUND BALANCE	257,763.20	155,729.62	1,418,665.15				

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ACCOUNT DESCRIPTION	2020-21	BUDGET	YTD BALANCE	ENCUMBERED	UNENCUMBERED	% BDGT	PREV YEAR
	ORIGINAL	YEAR-TO-DATE					YTD BALANCE
	BUDGET	THRU 10/31/20	10/31/2020	YEAR-TO-DATE	BALANCE	USED	USED
Fund 24 - LAND ACQUISITION FUND							
INTEREST INCOME	6,900.00	2,937.66	1,571.20	0.00	5,328.80	22.77	76.73
TRANSFERS FROM OTHER FUNDS	100,000.00	100,000.00	155,106.82	0.00	(55,106.82)	155.11	100.00
TOTAL REVENUES	106,900.00	102,937.66	156,678.02	0.00	(49,778.02)	146.57	98.24
Fund 24 - LAND ACQUISITION FUND:							
TOTAL REVENUES	106,900.00	102,937.66	156,678.02	0.00	(49,778.02)	146.57	98.24
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	106,900.00	102,937.66	156,678.02	0.00	(49,778.02)	146.57	98.24
BEG. FUND BALANCE	979,942.75	979,942.75	979,942.75				
END FUND BALANCE	1,086,842.75	1,082,880.41	1,136,620.77				

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ACCOUNT DESCRIPTION	2020-21	BUDGET	YTD BALANCE	ENCUMBERED	UNENCUMBERED	% BDGT	PREV YEAR
	ORIGINAL	YEAR-TO-DATE					YTD BALANCE
	BUDGET	THRU 10/31/20	10/31/2020	YEAR-TO-DATE	BALANCE	USED	% BDGT
							USED
Fund 25 - PARK DEVELOPMENT FUND							
CAPITAL GRANTS	347,000.00	0.00	0.00	0.00	347,000.00	0.00	0.00
INTEREST INCOME	7,100.00	3,550.02	1,655.42	0.00	5,444.58	23.32	63.94
TRANSFERS FROM OTHER FUNDS	100,000.00	100,000.00	100,000.00	0.00	0.00	100.00	100.00
TOTAL REVENUES	454,100.00	103,550.02	101,655.42	0.00	352,444.58	22.39	94.27
CAPITAL OUTLAY	668,000.00	25,000.00	0.00	0.00	668,000.00	0.00	0.00
TOTAL EXPENDITURES	668,000.00	25,000.00	0.00	0.00	668,000.00	0.00	0.00
Fund 25 - PARK DEVELOPMENT FUND:							
TOTAL REVENUES	454,100.00	103,550.02	101,655.42	0.00	352,444.58	22.39	94.27
TOTAL EXPENDITURES	668,000.00	25,000.00	0.00	0.00	668,000.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	(213,900.00)	78,550.02	101,655.42	0.00	(315,555.42)	47.52	37.79
BEG. FUND BALANCE	1,028,250.75	1,028,250.75	1,028,250.75				
END FUND BALANCE	814,350.75	1,106,800.77	1,129,906.17				

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ACCOUNT DESCRIPTION	2020-21 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE THRU 10/31/20	YTD BALANCE 10/31/2020	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
Fund 26 - TRAILS AND PATHWAYS FUND							
INTEREST INCOME	2,500.00	824.89	578.78	0.00	1,921.22	23.15	84.07
TRANSFERS FROM OTHER FUNDS	100,000.00	100,000.00	100,000.00	0.00	0.00	100.00	100.00
TOTAL REVENUES	102,500.00	100,824.89	100,578.78	0.00	1,921.22	98.13	99.27
CAPITAL OUTLAY	195,000.00	30,000.00	29,650.00	0.00	165,350.00	15.21	21.53
TOTAL EXPENDITURES	195,000.00	30,000.00	29,650.00	0.00	165,350.00	15.21	21.53
Fund 26 - TRAILS AND PATHWAYS FUND:							
TOTAL REVENUES	102,500.00	100,824.89	100,578.78	0.00	1,921.22	98.13	99.27
TOTAL EXPENDITURES	195,000.00	30,000.00	29,650.00	0.00	165,350.00	15.21	21.53
NET OF REVENUES & EXPENDITURES	(92,500.00)	70,824.89	70,928.78	0.00	(163,428.78)	76.68	35.17
BEG. FUND BALANCE	360,916.45	360,916.45	360,916.45				
END FUND BALANCE	268,416.45	431,741.34	431,845.23				

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ACCOUNT DESCRIPTION	2020-21 ORIGINAL BUDGET	BUDGET YEAR-TO-DATE THRU 10/31/20	YTD BALANCE 10/31/2020	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	PREV YEAR % BDGT USED
Fund 27 - HUMAN KINETICS PARK IMPROVEMENT FUND							
CONTRIBUTIONS/SPONSORSHIPS	4,000,000.00	634,565.44	615,788.03	0.00	3,384,211.97	15.39	55.30
CAPITAL GRANTS	384,870.00	33,500.00	11,096.25	0.00	373,773.75	2.88	145.45
INTEREST INCOME	19,000.00	10,765.56	3,973.94	0.00	15,026.06	20.92	100.00
SPECIAL RECEIPTS	0.00	0.00	83,122.00	0.00	(83,122.00)	100.00	0.00
TRANSFERS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	100.00
TOTAL REVENUES	4,403,870.00	678,831.00	713,980.22	0.00	3,689,889.78	16.21	73.34
CONTRACTUAL	265,645.00	14,160.00	41,767.71	206,523.36	17,353.93	93.47	15.46
COMMODITIES/SUPPLIES	0.00	0.00	70.15	0.00	(70.15)	100.00	0.00
CAPITAL OUTLAY	5,148,150.00	647,565.00	478,615.97	48,656.03	4,620,878.00	10.24	35.25
TOTAL EXPENDITURES	5,413,795.00	661,725.00	520,453.83	255,179.39	4,638,161.78	14.33	34.07
Fund 27 - HUMAN KINETICS PARK IMPROVEM							
TOTAL REVENUES	4,403,870.00	678,831.00	713,980.22	0.00	3,689,889.78	16.21	73.34
TOTAL EXPENDITURES	5,413,795.00	661,725.00	520,453.83	255,179.39	4,638,161.78	14.33	34.07
NET OF REVENUES & EXPENDITURES	(1,009,925.00)	17,106.00	193,526.39	(255,179.39)	(948,272.00)	6.10	100.00
BEG. FUND BALANCE	2,660,868.91	2,660,868.91	2,660,868.91				
END FUND BALANCE	1,650,943.91	2,677,974.91	2,854,395.30				
TOTAL REVENUES - ALL FUNDS	23,975,553.00	16,750,367.05	15,976,530.58	0.00	7,999,022.42	66.64	83.99
TOTAL EXPENDITURES - ALL FUNDS	22,674,715.28	9,857,507.33	7,641,405.85	1,432,532.35	13,600,777.08	40.02	54.37
NET OF REVENUES & EXPENDITURES	1,300,837.72	6,892,859.72	8,335,124.73	(1,432,532.35)	(5,601,754.66)	530.63	238.47
BEG. FUND BALANCE - ALL FUNDS	26,144,080.66	26,144,080.66	26,144,080.66				
END FUND BALANCE - ALL FUNDS	27,444,918.38	33,036,940.38	34,479,205.39				

GL NUMBER	DEPARTMENT DESCRIPTION	2020-21 ORIGINAL BUDGET	YTD BALANCE 10/31/2020	ENCUMBERED YEAR-TO-DATE	AVAILABLE BALANCE
Fund 01 - GENERAL					
Dept 01-001 - ADMINISTRATION					
	TOTAL REVENUES	6,490,682.00	5,814,502.66	0.00	676,179.34
	TOTAL EXPENDITURES	1,900,513.00	1,078,222.16	17,535.34	804,755.50
	Net - Dept 01-001 - ADMINISTRATION	4,590,169.00	4,736,280.50	(17,535.34)	(128,576.16)
Dept 10-006 - PUBLIC AFFAIRS - VOLUNTEERS					
	TOTAL EXPENDITURES	3,760.00	1,793.71	0.00	1,966.29
	Net - Dept 10-006 - PUBLIC AFFAIRS - VOLUNTEERS	(3,760.00)	(1,793.71)	0.00	(1,966.29)
Dept 10-069 - PUBLIC AFFAIRS - MARKETING					
	TOTAL EXPENDITURES	120,113.00	51,033.20	7,112.00	61,967.80
	Net - Dept 10-069 - PUBLIC AFFAIRS - MARKETING	(120,113.00)	(51,033.20)	(7,112.00)	(61,967.80)
Dept 20-001 - OPERATIONS - ADMINISTRATION					
	TOTAL REVENUES	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	306,982.00	104,309.59	315.00	202,357.41
	Net - Dept 20-001 - OPERATIONS - ADMINISTRATION	(306,982.00)	(104,309.59)	(315.00)	(202,357.41)
Dept 20-070 - ADMINISTRATION - SAFETY					
	TOTAL EXPENDITURES	17,500.00	15,097.50	0.00	2,402.50
	Net - Dept 20-070 - ADMINISTRATION - SAFETY	(17,500.00)	(15,097.50)	0.00	(2,402.50)
Dept 20-071 - OPERATIONS - LANDSCAPE MAINTENANCE					
	TOTAL REVENUES	3,500.00	0.00	0.00	3,500.00
	TOTAL EXPENDITURES	568,232.00	355,157.83	1,649.00	211,425.17
	Net - Dept 20-071 - OPERATIONS - LANDSCAPE MAINTENANCE	(564,732.00)	(355,157.83)	(1,649.00)	(207,925.17)
Dept 20-072 - OPERATIONS - FACILITIES & EQUIPMENT					
	TOTAL EXPENDITURES	436,062.00	205,161.09	383.45	230,517.46
	Net - Dept 20-072 - OPERATIONS - FACILITIES & EQUIPMENT	(436,062.00)	(205,161.09)	(383.45)	(230,517.46)
Dept 20-073 - OPERATIONS - PARK MAINTENANCE					
	TOTAL REVENUES	0.00	568.11	0.00	(568.11)
	TOTAL EXPENDITURES	133,550.00	74,229.62	0.00	59,320.38
	Net - Dept 20-073 - OPERATIONS - PARK MAINTENANCE	(133,550.00)	(73,661.51)	0.00	(59,888.49)
Dept 20-074 - OPERATIONS - FLOWER ISLANDS					
	TOTAL REVENUES	80,000.00	106,012.90	0.00	(26,012.90)
	TOTAL EXPENDITURES	157,189.00	105,051.54	0.00	52,137.46
	Net - Dept 20-074 - OPERATIONS - FLOWER ISLANDS	(77,189.00)	961.36	0.00	(78,150.36)
Dept 20-075 - OPERATIONS - PARK FLOWERS					
	TOTAL REVENUES	3,221.00	5,047.20	0.00	(1,826.20)
	TOTAL EXPENDITURES	236,887.00	143,692.66	0.00	93,194.34
	Net - Dept 20-075 - OPERATIONS - PARK FLOWERS	(233,666.00)	(138,645.46)	0.00	(95,020.54)
Dept 20-079 - OPERATIONS - SPECIAL PROJECTS					
	TOTAL EXPENDITURES	145,329.00	76,290.20	21,121.40	47,917.40
	Net - Dept 20-079 - OPERATIONS - SPECIAL PROJECTS	(145,329.00)	(76,290.20)	(21,121.40)	(47,917.40)
Dept 20-080 - OPERATIONS - NATURAL AREAS					
	TOTAL EXPENDITURES	81,224.00	32,528.16	0.00	48,695.84
	Net - Dept 20-080 - OPERATIONS - NATURAL AREAS	(81,224.00)	(32,528.16)	0.00	(48,695.84)
Dept 20-300 - PLANNING - PLANNING & DEVELOPMENT					
	TOTAL EXPENDITURES	248,973.00	85,084.79	6,426.04	157,462.17
	Net - Dept 20-300 - PLANNING - PLANNING & DEVELOPMENT	(248,973.00)	(85,084.79)	(6,426.04)	(157,462.17)
Dept 30-077 - FACILITIES - SKATE PARK					
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00
	Net - Dept 30-077 - FACILITIES - SKATE PARK	0.00	0.00	0.00	0.00
Dept 30-091 - FACILITIES - SPALDING PARK					
	TOTAL REVENUES	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	0.00	(57.80)	0.00	57.80
	Net - Dept 30-091 - FACILITIES - SPALDING PARK	0.00	57.80	0.00	(57.80)
Dept 30-098 - FACILITIES - DOUGLASS BRANCH LIBRARY					
	TOTAL REVENUES	623.00	0.00	0.00	623.00
	TOTAL EXPENDITURES	10,891.00	1,406.70	0.00	9,484.30
	Net - Dept 30-098 - FACILITIES - DOUGLASS BRANCH LIBRARY	(10,268.00)	(1,406.70)	0.00	(8,861.30)
Dept 60-096 - OTHER PROGRAMS - EDDIE ALBERT GARDENS					
	TOTAL REVENUES	3,802.00	4,730.00	0.00	(928.00)
	TOTAL EXPENDITURES	2,585.00	2,102.55	0.00	482.45
	Net - Dept 60-096 - OTHER PROGRAMS - EDDIE ALBERT GARDENS	1,217.00	2,627.45	0.00	(1,410.45)
	TOTAL REVENUES	6,581,828.00	5,930,860.87	0.00	650,967.13
	TOTAL EXPENDITURES	4,369,790.00	2,331,103.50	54,542.23	1,984,144.27
	NET OF REVENUES & EXPENDITURES	2,212,038.00	3,599,757.37	(54,542.23)	(1,333,177.14)
Fund 02 - RECREATION					
Dept 01-001 - ADMINISTRATION					
	TOTAL REVENUES	2,333,900.00	2,086,353.16	0.00	247,546.84
	TOTAL EXPENDITURES	766,912.00	505,940.65	89.40	260,881.95
	Net - Dept 01-001 - ADMINISTRATION	1,566,988.00	1,580,412.51	(89.40)	(13,335.11)
Dept 30-020 - FACILITIES - DOUGLASS ANNEX					



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GL NUMBER	DEPARTMENT DESCRIPTION	2020-21 ORIGINAL BUDGET	YTD BALANCE 10/31/2020	ENCUMBERED YEAR-TO-DATE	AVAILABLE BALANCE
Fund 02 - RECREATION					
	TOTAL REVENUES	2,430.00	(250.00)	0.00	2,680.00
	TOTAL EXPENDITURES	9,246.00	2,952.46	270.00	6,023.54
	Net - Dept 30-020 - FACILITIES - DOUGLASS ANNEX	(6,816.00)	(3,202.46)	(270.00)	(3,343.54)
	Dept 30-021 - FACILITIES - HAYS CENTER				
	TOTAL REVENUES	16,223.00	0.00	0.00	16,223.00
	TOTAL EXPENDITURES	14,372.00	5,741.27	165.00	8,465.73
	Net - Dept 30-021 - FACILITIES - HAYS CENTER	1,851.00	(5,741.27)	(165.00)	7,757.27
	Dept 30-076 - FACILITIES - BALL FIELDS				
	TOTAL REVENUES	262,834.00	150,653.51	0.00	112,180.49
	TOTAL EXPENDITURES	(262,834.00)	(150,653.51)	0.00	(112,180.49)
	Net - Dept 30-076 - FACILITIES - BALL FIELDS				
	Dept 30-092 - FACILITIES - DOUGLASS COMMUNITY CENTER				
	TOTAL REVENUES	8,300.00	2,550.00	0.00	5,750.00
	TOTAL EXPENDITURES	156,755.00	59,354.07	270.00	97,130.93
	Net - Dept 30-092 - FACILITIES - DOUGLASS COMMUNITY CENTER	(148,455.00)	(56,804.07)	(270.00)	(91,380.93)
	Dept 30-093 - FACILITIES - BICENTENNIAL CENTER				
	TOTAL REVENUES	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	0.00	(54.64)	135.00	(80.36)
	Net - Dept 30-093 - FACILITIES - BICENTENNIAL CENTER	0.00	54.64	(135.00)	80.36
	Dept 30-094 - FACILITIES - KAUFMAN LAKE				
	TOTAL REVENUES	900.00	90.00	0.00	810.00
	TOTAL EXPENDITURES	5,291.00	2,146.63	0.00	3,144.37
	Net - Dept 30-094 - FACILITIES - KAUFMAN LAKE	(4,391.00)	(2,056.63)	0.00	(2,334.37)
	Dept 30-097 - FACILITIES - BMC/PAVILION RENTAL				
	TOTAL REVENUES	9,428.00	1,050.00	0.00	8,378.00
	TOTAL EXPENDITURES	0.00	221.80	0.00	(221.80)
	Net - Dept 30-097 - FACILITIES - BMC/PAVILION RENTAL	9,428.00	828.20	0.00	8,599.80
	Dept 30-155 - FACILITIES - DOG PARK				
	TOTAL REVENUES	21,750.00	25,774.64	0.00	(4,024.64)
	TOTAL EXPENDITURES	7,306.00	2,624.87	0.00	4,681.13
	Net - Dept 30-155 - FACILITIES - DOG PARK	14,444.00	23,149.77	0.00	(8,705.77)
	Dept 30-160 - FACILITIES - LEONARD RECREATION CENTER				
	TOTAL REVENUES	130,933.00	50,864.13	0.00	80,068.87
	TOTAL EXPENDITURES	308,269.00	97,220.07	270.00	210,778.93
	Net - Dept 30-160 - FACILITIES - LEONARD RECREATION CENTER	(177,336.00)	(46,355.94)	(270.00)	(130,710.06)
	Dept 40-025 - SPORTS PROGRAMS - DODDS TENNIS CENTER				
	TOTAL REVENUES	227,514.00	47,638.16	0.00	179,875.84
	TOTAL EXPENDITURES	251,657.00	64,367.14	16,422.50	170,867.36
	Net - Dept 40-025 - SPORTS PROGRAMS - DODDS TENNIS CENTER	(24,143.00)	(16,728.98)	(16,422.50)	9,008.48
	Dept 40-065 - SPORTS PROGRAMS - FITNESS EVENTS				
	TOTAL REVENUES	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	4,500.00	2,112.70	0.00	2,387.30
	Net - Dept 40-065 - SPORTS PROGRAMS - FITNESS EVENTS	(4,500.00)	(2,112.70)	0.00	(2,387.30)
	Dept 40-081 - SPORTS PROGRAMS - ADULT BASKETBALL				
	TOTAL REVENUES	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00
	Net - Dept 40-081 - SPORTS PROGRAMS - ADULT BASKETBALL				
	Dept 40-082 - SPORTS PROGRAMS - ADULT SOFTBALL				
	TOTAL REVENUES	30,000.00	13,330.00	0.00	16,670.00
	TOTAL EXPENDITURES	24,469.00	13,343.78	0.00	11,125.22
	Net - Dept 40-082 - SPORTS PROGRAMS - ADULT SOFTBALL	5,531.00	(13.78)	0.00	5,544.78
	Dept 40-083 - SPORTS PROGRAMS - ADULT VOLLEYBALL				
	TOTAL REVENUES	12,360.00	0.00	0.00	12,360.00
	TOTAL EXPENDITURES	10,249.00	2,335.92	0.00	7,913.08
	Net - Dept 40-083 - SPORTS PROGRAMS - ADULT VOLLEYBALL	2,111.00	(2,335.92)	0.00	4,446.92
	Dept 40-085 - SPORTS PROGRAMS - YOUTH BASKETBALL				
	TOTAL REVENUES	14,663.00	0.00	0.00	14,663.00
	TOTAL EXPENDITURES	12,505.00	2,282.46	0.00	10,222.54
	Net - Dept 40-085 - SPORTS PROGRAMS - YOUTH BASKETBALL	2,158.00	(2,282.46)	0.00	4,440.46
	Dept 40-086 - SPORTS PROGRAMS - YOUTH SOFTBALL				
	TOTAL REVENUES	0.00	(1,288.50)	0.00	1,288.50
	TOTAL EXPENDITURES	3,240.00	2,109.17	0.00	1,130.83
	Net - Dept 40-086 - SPORTS PROGRAMS - YOUTH SOFTBALL	(3,240.00)	(3,397.67)	0.00	157.67
	Dept 40-088 - SPORTS PROGRAMS - YOUTH SOCCER				
	TOTAL REVENUES	14,600.00	710.50	0.00	13,889.50
	TOTAL EXPENDITURES	13,374.00	4,906.61	0.00	8,467.39
	Net - Dept 40-088 - SPORTS PROGRAMS - YOUTH SOCCER	1,226.00	(4,196.11)	0.00	5,422.11
	Dept 40-150 - SPORTS PROGRAMS - GROUP FITNESS PROGRAMS				
	TOTAL REVENUES	12,000.00	6,728.00	0.00	5,272.00
	TOTAL EXPENDITURES	20,588.00	6,493.04	0.00	14,094.96
	Net - Dept 40-150 - SPORTS PROGRAMS - GROUP FITNESS PROGRAM	(8,588.00)	234.96	0.00	(8,822.96)
	Dept 40-154 - SPORTS PROGRAMS - SPRINGER FITNESS				
	TOTAL REVENUES	3,900.00	0.00	0.00	3,900.00
	TOTAL EXPENDITURES	390.00	0.00	0.00	390.00

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Fund 02 - RECREATION					
Net - Dept 40-154 - SPORTS PROGRAMS - SPRINGER FITNESS		3,510.00	0.00	0.00	3,510.00
Dept 40-195 - SPORTS PROGRAMS-MOTOR SKILLS DEVELOPMENT					
TOTAL REVENUES		14,925.00	5,011.10	0.00	9,913.90
TOTAL EXPENDITURES		3,405.00	1,362.59	0.00	2,042.41
Net - Dept 40-195 - SPORTS PROGRAMS-MOTOR SKILLS DEVELOPMENT		11,520.00	3,648.51	0.00	7,871.49
Dept 40-196 - SPORTS PROGRAMS - SPORTS CAMPS					
TOTAL REVENUES		4,455.00	626.00	0.00	3,829.00
TOTAL EXPENDITURES		2,791.00	1,188.04	0.00	1,602.96
Net - Dept 40-196 - SPORTS PROGRAMS - SPORTS CAMPS		1,664.00	(562.04)	0.00	2,226.04
Dept 40-197 - SPORTS PROGRAMS - DODDS SOCCER RENTALS					
TOTAL REVENUES		14,348.00	0.00	0.00	14,348.00
TOTAL EXPENDITURES		3,490.00	1,589.56	0.00	1,900.44
Net - Dept 40-197 - SPORTS PROGRAMS - DODDS SOCCER RENTALS		10,858.00	(1,589.56)	0.00	12,447.56
Dept 40-198 - SPORTS PROGRAMS - BALL FIELD RENTAL					
TOTAL REVENUES		12,000.00	4,143.08	0.00	7,856.92
TOTAL EXPENDITURES		7,772.00	3,884.68	0.00	3,887.32
Net - Dept 40-198 - SPORTS PROGRAMS - BALL FIELD RENTAL		4,228.00	258.40	0.00	3,969.60
Dept 40-200 - SPORTS PROGRAMS - YOUTH VOLLEYBALL					
TOTAL REVENUES		2,993.00	0.00	0.00	2,993.00
TOTAL EXPENDITURES		2,430.00	1,168.07	0.00	1,261.93
Net - Dept 40-200 - SPORTS PROGRAMS - YOUTH VOLLEYBALL		563.00	(1,168.07)	0.00	1,731.07
Dept 40-202 - SPORTS PROGRAMS - ADULT SOCCER					
TOTAL REVENUES		0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		810.00	389.33	0.00	420.67
Net - Dept 40-202 - SPORTS PROGRAMS - ADULT SOCCER		(810.00)	(389.33)	0.00	(420.67)
Dept 40-203 - SPORTS PROGRAMS-DOUGLASS YOUTH					
TOTAL REVENUES		12,200.00	514.50	0.00	11,685.50
TOTAL EXPENDITURES		6,428.00	776.99	0.00	5,651.01
Net - Dept 40-203 - SPORTS PROGRAMS-DOUGLASS YOUTH		5,772.00	(262.49)	0.00	6,034.49
Dept 40-204 - SPORTS PROGRAMS-DOUGLASS ADULT					
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00
Net - Dept 40-204 - SPORTS PROGRAMS-DOUGLASS ADULT		0.00	0.00	0.00	0.00
Dept 50-004 - AFTERSCHOOL/DAYCAMP-DOUGLASS AFTERSCHOOL					
TOTAL REVENUES		16,995.00	(98.00)	0.00	17,093.00
TOTAL EXPENDITURES		11,144.00	3,928.45	0.00	7,215.55
Net - Dept 50-004 - AFTERSCHOOL/DAYCAMP-DOUGLASS AFTERSCHOOL		5,851.00	(4,026.45)	0.00	9,877.45
Dept 50-005 - AFTERSCHOOL/DAYCAMP-GIRLS EXPLORE					
TOTAL REVENUES		0.00	776.00	0.00	(776.00)
TOTAL EXPENDITURES		5,536.00	2,330.64	0.00	3,205.36
Net - Dept 50-005 - AFTERSCHOOL/DAYCAMP-GIRLS EXPLORE		(5,536.00)	(1,554.64)	0.00	(3,981.36)
Dept 50-006 - AFTERSCHOOL/DAYCAMP-DOUGLASS SCHOOL OUT					
TOTAL REVENUES		2,025.00	0.00	0.00	2,025.00
TOTAL EXPENDITURES		6,126.00	1,553.79	0.00	4,572.21
Net - Dept 50-006 - AFTERSCHOOL/DAYCAMP-DOUGLASS SCHOOL OUT		(4,101.00)	(1,553.79)	0.00	(2,547.21)
Dept 50-009 - AFTERSCHOOL/DAYCAMP - TEEN CAMP					
TOTAL REVENUES		0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00
Net - Dept 50-009 - AFTERSCHOOL/DAYCAMP - TEEN CAMP		0.00	0.00	0.00	0.00
Dept 50-011 - AFTERSCHOOL/DAYCAMP-BUSYBEES/SWINGSETTER					
TOTAL REVENUES		76,680.00	11,429.19	0.00	65,250.81
TOTAL EXPENDITURES		47,092.00	16,750.36	0.00	30,341.64
Net - Dept 50-011 - AFTERSCHOOL/DAYCAMP-BUSYBEES/SWINGSETTER		29,588.00	(5,321.17)	0.00	34,909.17
Dept 50-012 - AFTERSCHOOL/DAYCAMP-LEONHARD DAY CAMP					
TOTAL REVENUES		22,000.00	12,343.00	0.00	9,657.00
TOTAL EXPENDITURES		24,865.00	17,159.12	0.00	7,705.88
Net - Dept 50-012 - AFTERSCHOOL/DAYCAMP-LEONHARD DAY CAMP		(2,865.00)	(4,816.12)	0.00	1,951.12
Dept 50-013 - AFTERSCHOOL/DAYCAMP-DOUGLASS DAY CAMP					
TOTAL REVENUES		23,688.00	4,598.50	0.00	19,089.50
TOTAL EXPENDITURES		35,877.00	16,370.01	0.00	19,506.99
Net - Dept 50-013 - AFTERSCHOOL/DAYCAMP-DOUGLASS DAY CAMP		(12,189.00)	(11,771.51)	0.00	(417.49)
Dept 50-016 - AFTERSCHOOL/DAYCAMP-COMMUNITY MATTERS GR					
TOTAL REVENUES		1,110.00	2,799.56	0.00	(1,689.56)
TOTAL EXPENDITURES		1,493.00	2,936.78	0.00	(1,443.78)
Net - Dept 50-016 - AFTERSCHOOL/DAYCAMP-COMMUNITY MATTERS GR		(383.00)	(137.22)	0.00	(245.78)
Dept 50-017 - AFTERSCHOOL/DAYCAMP-LEONHARD AFTERSCHOOL					
TOTAL REVENUES		42,985.00	1,127.00	0.00	41,858.00
TOTAL EXPENDITURES		22,944.00	8,432.35	0.00	14,511.65
Net - Dept 50-017 - AFTERSCHOOL/DAYCAMP-LEONHARD AFTERSCHOOL		20,041.00	(7,305.35)	0.00	27,346.35
Dept 50-144 - AFTERSCHOOL/DAYCAMP-PRESCHOOL CLASS					
TOTAL REVENUES		2,500.00	1,344.00	0.00	1,156.00
TOTAL EXPENDITURES		865.00	561.80	0.00	303.20
Net - Dept 50-144 - AFTERSCHOOL/DAYCAMP-PRESCHOOL CLASS		1,635.00	782.20	0.00	852.80

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<b>Fund 02 - RECREATION</b>					
Dept 60-026 - OTHER PROGRAMS - SOLEM SWIM TEAM					
	TOTAL REVENUES	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	2,070.00	1,056.33	0.00	1,013.67
	Net - Dept 60-026 - OTHER PROGRAMS - SOLEM SWIM TEAM	(2,070.00)	(1,056.33)	0.00	(1,013.67)
Dept 60-130 - OTHER PROGRAMS - DOUGLASS SENIORS					
	TOTAL REVENUES	20,000.00	7,229.00	0.00	12,771.00
	TOTAL EXPENDITURES	58,188.00	9,883.56	0.00	48,304.44
	Net - Dept 60-130 - OTHER PROGRAMS - DOUGLASS SENIORS	(38,188.00)	(2,654.56)	0.00	(35,533.44)
Dept 60-131 - OTHER PROGRAMS - HAYS SENIORS					
	TOTAL REVENUES	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	1,000.00	0.00	0.00	1,000.00
	Net - Dept 60-131 - OTHER PROGRAMS - HAYS SENIORS	(1,000.00)	0.00	0.00	(1,000.00)
Dept 60-241 - OTHER PROGRAMS - SCHOOLS DAY OUT					
	TOTAL REVENUES	8,115.00	25.00	0.00	8,090.00
	TOTAL EXPENDITURES	8,116.00	2,148.59	0.00	5,967.41
	Net - Dept 60-241 - OTHER PROGRAMS - SCHOOLS DAY OUT	(1.00)	(2,123.59)	0.00	2,122.59
Dept 65-123 - TEEN - TEENS IN ACTION					
	TOTAL REVENUES	600.00	0.00	0.00	600.00
	TOTAL EXPENDITURES	6,975.00	1,726.01	0.00	5,248.99
	Net - Dept 65-123 - TEEN - TEENS IN ACTION	(6,375.00)	(1,726.01)	0.00	(4,648.99)
Dept 68-092 - SPECIAL EVENTS-DOUGLASS COMMUNITY CENTER					
	TOTAL REVENUES	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	5,150.00	1,806.27	0.00	3,343.73
	Net - Dept 68-092 - SPECIAL EVENTS-DOUGLASS COMMUNITY CENTE	(5,150.00)	(1,806.27)	0.00	(3,343.73)
Dept 69-024 - CONCESSIONS - SOLEM AQUATIC CENTER					
	TOTAL REVENUES	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	7,614.00	2,784.09	0.00	4,829.91
	Net - Dept 69-024 - CONCESSIONS - SOLEM AQUATIC CENTER	(7,614.00)	(2,784.09)	0.00	(4,829.91)
Dept 69-041 - CONCESSIONS - YOUTH BASEBALL/ZAHND PARK					
	TOTAL REVENUES	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	2,285.00	1,064.20	0.00	1,220.80
	Net - Dept 69-041 - CONCESSIONS - YOUTH BASEBALL/ZAHND PAR	(2,285.00)	(1,064.20)	0.00	(1,220.80)
Dept 69-080 - CONCESSIONS - DODDS PARK					
	TOTAL REVENUES	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	9,323.00	3,425.95	0.00	5,897.05
	Net - Dept 69-080 - CONCESSIONS - DODDS PARK	(9,323.00)	(3,425.95)	0.00	(5,897.05)
Dept 69-088 - CONCESSIONS - DODDS SOCCER COMPLEX					
	TOTAL REVENUES	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	3,174.00	1,056.48	0.00	2,117.52
	Net - Dept 69-088 - CONCESSIONS - DODDS SOCCER COMPLEX	(3,174.00)	(1,056.48)	0.00	(2,117.52)
Dept 70-022 - POOLS AND AQUATICS - SOLEM POOL					
	TOTAL REVENUES	0.00	(180.00)	0.00	180.00
	TOTAL EXPENDITURES	100,719.00	38,903.84	330.00	61,485.16
	Net - Dept 70-022 - POOLS AND AQUATICS - SOLEM POOL	(100,719.00)	(39,083.84)	(330.00)	(61,305.16)
	TOTAL REVENUES	3,116,520.00	2,285,238.02	0.00	831,281.98
	TOTAL EXPENDITURES	2,259,639.00	1,068,989.39	17,951.90	1,172,697.71
	NET OF REVENUES & EXPENDITURES	856,881.00	1,216,248.63	(17,951.90)	(341,415.73)
<b>Fund 03 - MUSEUM</b>					
Dept 01-001 - ADMINISTRATION					
	TOTAL REVENUES	1,764,300.00	1,575,816.21	0.00	188,483.79
	TOTAL EXPENDITURES	585,002.00	437,569.21	0.00	147,432.79
	Net - Dept 01-001 - ADMINISTRATION	1,179,298.00	1,138,247.00	0.00	41,051.00
Dept 15-014 - CULTURAL ARTS - BACH'S LUNCH					
	TOTAL REVENUES	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00
	Net - Dept 15-014 - CULTURAL ARTS - BACH'S LUNCH	0.00	0.00	0.00	0.00
Dept 15-015 - CULTURAL ARTS - YOUTH THEATRE					
	TOTAL REVENUES	67,542.00	6,113.50	0.00	61,428.50
	TOTAL EXPENDITURES	69,530.00	13,539.94	3,900.00	52,090.06
	Net - Dept 15-015 - CULTURAL ARTS - YOUTH THEATRE	(1,988.00)	(7,426.44)	(3,900.00)	9,338.44
Dept 15-031 - CULTURAL ARTS - TASTE OF CU					
	TOTAL REVENUES	0.00	210.00	0.00	(210.00)
	TOTAL EXPENDITURES	8,600.00	4,329.34	0.00	4,270.66
	Net - Dept 15-031 - CULTURAL ARTS - TASTE OF CU	(8,600.00)	(4,119.34)	0.00	(4,480.66)
Dept 15-032 - CULTURAL ARTS - SUMMER CONCERTS					
	TOTAL REVENUES	0.00	1,100.00	0.00	(1,100.00)
	TOTAL EXPENDITURES	4,950.00	2,753.85	0.00	2,196.15
	Net - Dept 15-032 - CULTURAL ARTS - SUMMER CONCERTS	(4,950.00)	(1,653.85)	0.00	(3,296.15)
Dept 15-036 - CULTURAL ARTS - ART EXHIBITION SERIES					

GL NUMBER	DEPARTMENT DESCRIPTION	2020-21			
		ORIGINAL BUDGET	YTD BALANCE 10/31/2020	ENCUMBERED YEAR-TO-DATE	AVAILABLE BALANCE
Fund 03 - MUSEUM					
	TOTAL REVENUES	1,847.00	150.00	0.00	1,697.00
	TOTAL EXPENDITURES	8,754.00	1,024.88	1,968.75	5,760.37
	Net - Dept 15-036 - CULTURAL ARTS - ART EXHIBITION SERIES	(6,907.00)	(874.88)	(1,968.75)	(4,063.37)
	Dept 15-038 - CULTURAL ARTS - BALLET PROGRAMS				
	TOTAL REVENUES	68,704.00	10,796.50	0.00	57,907.50
	TOTAL EXPENDITURES	45,866.00	22,554.45	160.00	23,151.55
	Net - Dept 15-038 - CULTURAL ARTS - BALLET PROGRAMS	22,838.00	(11,757.95)	(160.00)	34,755.95
	Dept 15-067 - CULTURAL ARTS-FLANNEL FEST (FEST ARTS)				
	TOTAL REVENUES	600.00	0.00	0.00	600.00
	TOTAL EXPENDITURES	9,700.00	0.00	0.00	9,700.00
	Net - Dept 15-067 - CULTURAL ARTS-FLANNEL FEST (FEST ARTS)	(9,100.00)	0.00	0.00	(9,100.00)
	Dept 15-068 - CULTURAL ARTS - SPECIAL EVENTS				
	TOTAL REVENUES	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	57,516.50	25,318.71	0.00	32,197.79
	Net - Dept 15-068 - CULTURAL ARTS - SPECIAL EVENTS	(57,516.50)	(25,318.71)	0.00	(32,197.79)
	Dept 15-078 - CULTURAL ARTS - VIRGINIA THEATRE RENTALS				
	TOTAL REVENUES	185,000.00	1,806.25	0.00	183,193.75
	TOTAL EXPENDITURES	80,904.00	4,309.05	0.00	76,594.95
	Net - Dept 15-078 - CULTURAL ARTS - VIRGINIA THEATRE RENTAL	104,096.00	(2,502.80)	0.00	106,598.80
	Dept 15-140 - CULTURAL ARTS - IRISH DANCE				
	TOTAL REVENUES	6,257.00	1,347.75	0.00	4,909.25
	TOTAL EXPENDITURES	1,890.00	646.70	0.00	1,243.30
	Net - Dept 15-140 - CULTURAL ARTS - IRISH DANCE	4,367.00	701.05	0.00	3,665.95
	Dept 15-141 - CULTURAL ARTS - DANCE PERFORMANCE				
	TOTAL REVENUES	4,830.00	125.00	0.00	4,705.00
	TOTAL EXPENDITURES	14,190.00	498.65	0.00	13,691.35
	Net - Dept 15-141 - CULTURAL ARTS - DANCE PERFORMANCE	(9,360.00)	(373.65)	0.00	(8,986.35)
	Dept 15-143 - CULTURAL ARTS - CULTURAL ARTS PROGRAM				
	TOTAL REVENUES	18,330.00	3,028.50	0.00	15,301.50
	TOTAL EXPENDITURES	24,742.00	4,494.02	0.00	20,247.98
	Net - Dept 15-143 - CULTURAL ARTS - CULTURAL ARTS PROGRAM	(6,412.00)	(1,465.52)	0.00	(4,946.48)
	Dept 15-146 - CULTURAL ARTS-OTHER DANCE PROGRAMS				
	TOTAL REVENUES	6,398.00	(39.00)	0.00	6,437.00
	TOTAL EXPENDITURES	2,780.00	850.22	0.00	1,929.78
	Net - Dept 15-146 - CULTURAL ARTS-OTHER DANCE PROGRAMS	3,618.00	(889.22)	0.00	4,507.22
	Dept 15-170 - CULTURAL ARTS - CU DAYS				
	TOTAL REVENUES	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	3,600.00	1,553.89	0.00	2,046.11
	Net - Dept 15-170 - CULTURAL ARTS - CU DAYS	(3,600.00)	(1,553.89)	0.00	(2,046.11)
	Dept 15-172 - CULTURAL ARTS - DADDY DAUGHTER DANCE				
	TOTAL REVENUES	12,233.00	0.00	0.00	12,233.00
	TOTAL EXPENDITURES	15,278.00	1,653.86	0.00	13,624.14
	Net - Dept 15-172 - CULTURAL ARTS - DADDY DAUGHTER DANCE	(3,045.00)	(1,653.86)	0.00	(1,391.14)
	Dept 15-173 - CULTURAL ARTS - EGG HUNTS				
	TOTAL REVENUES	1,507.00	0.00	0.00	1,507.00
	TOTAL EXPENDITURES	7,255.00	1,653.95	0.00	5,601.05
	Net - Dept 15-173 - CULTURAL ARTS - EGG HUNTS	(5,748.00)	(1,653.95)	0.00	(4,094.05)
	Dept 15-174 - CULTURAL ARTS - HALLOWEEN FUNFEST				
	TOTAL REVENUES	0.00	1,000.00	0.00	(1,000.00)
	TOTAL EXPENDITURES	4,797.00	2,297.11	0.00	2,499.89
	Net - Dept 15-174 - CULTURAL ARTS - HALLOWEEN FUNFEST	(4,797.00)	(1,297.11)	0.00	(3,499.89)
	Dept 15-177 - CULTURAL ARTS - STREETFEST (MUSIC FEST)				
	TOTAL REVENUES	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	3,694.00	1,653.76	0.00	2,040.24
	Net - Dept 15-177 - CULTURAL ARTS - STREETFEST (MUSIC FEST)	(3,694.00)	(1,653.76)	0.00	(2,040.24)
	Dept 30-019 - FACILITIES - POTTERY/CLAY STUDIO				
	TOTAL REVENUES	23,629.00	9,226.50	0.00	14,402.50
	TOTAL EXPENDITURES	25,463.00	6,034.27	0.00	19,428.73
	Net - Dept 30-019 - FACILITIES - POTTERY/CLAY STUDIO	(1,834.00)	3,192.23	0.00	(5,026.23)
	Dept 30-030 - FACILITIES - SPRINGER CULTURAL CENTER				
	TOTAL REVENUES	400.00	0.00	0.00	400.00
	TOTAL EXPENDITURES	149,730.00	62,614.54	270.00	86,845.46
	Net - Dept 30-030 - FACILITIES - SPRINGER CULTURAL CENTER	(149,330.00)	(62,614.54)	(270.00)	(86,445.46)
	Dept 30-078 - FACILITIES - VIRGINIA THEATRE				
	TOTAL REVENUES	0.00	185.70	0.00	(185.70)
	TOTAL EXPENDITURES	382,757.00	127,333.63	420.00	255,003.37
	Net - Dept 30-078 - FACILITIES - VIRGINIA THEATRE	(382,757.00)	(127,147.93)	(420.00)	(255,189.07)
	Dept 30-095 - FACILITIES - PRAIRIE FARM				
	TOTAL REVENUES	0.00	644.76	0.00	(644.76)
	TOTAL EXPENDITURES	25,738.00	10,523.50	0.00	15,214.50
	Net - Dept 30-095 - FACILITIES - PRAIRIE FARM	(25,738.00)	(9,878.74)	0.00	(15,859.26)
	Dept 50-033 - AFTERSCHOOL/DAYCAMP-ART SMART KIDS				

REVENUE AND EXPENDITURE REPORT FOR CHAMPAIGN PARK DISTRICT  
 PERIOD ENDING 10/31/2020  
 % Fiscal Year Completed: 50.41

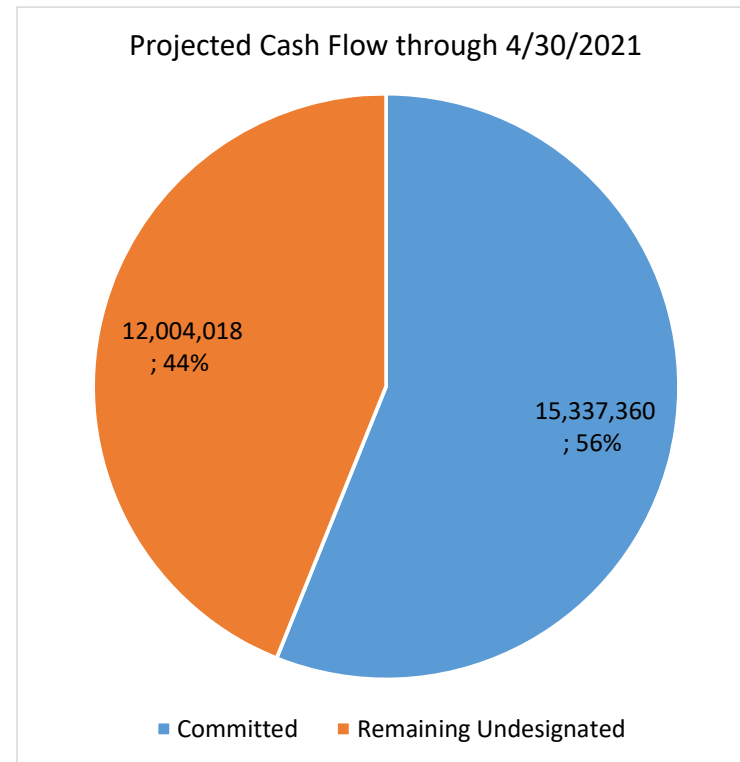
GL NUMBER	DEPARTMENT DESCRIPTION	2020-21 ORIGINAL BUDGET	YTD BALANCE 10/31/2020	ENCUMBERED YEAR-TO-DATE	AVAILABLE BALANCE
<b>Fund 03 - MUSEUM</b>					
	TOTAL REVENUES	0.00	(67.00)	0.00	67.00
	TOTAL EXPENDITURES	0.00	162.30	0.00	(162.30)
	Net - Dept 50-033 - AFTERSCHOOL/DAYCAMP-ART SMART KIDS	0.00	(229.30)	0.00	229.30
	Dept 50-034 - AFTERSCHOOL/DAYCAMP-CREATIVE KIDS				
	TOTAL REVENUES	40,140.00	13,202.50	0.00	26,937.50
	TOTAL EXPENDITURES	25,325.00	11,649.28	0.00	13,675.72
	Net - Dept 50-034 - AFTERSCHOOL/DAYCAMP-CREATIVE KIDS	14,815.00	1,553.22	0.00	13,261.78
	Dept 60-078 - VT - VIRGINIA THEATRE FILMS				
	TOTAL REVENUES	13,600.00	0.00	0.00	13,600.00
	TOTAL EXPENDITURES	27,010.00	5,704.94	0.00	21,305.06
	Net - Dept 60-078 - VT - VIRGINIA THEATRE FILMS	(13,410.00)	(5,704.94)	0.00	(7,705.06)
	Dept 60-099 - OTHER PROGRAMS - SHOWMOBILE				
	TOTAL REVENUES	5,000.00	880.00	0.00	4,120.00
	TOTAL EXPENDITURES	1,720.00	826.95	0.00	893.05
	Net - Dept 60-099 - OTHER PROGRAMS - SHOWMOBILE	3,280.00	53.05	0.00	3,226.95
	Dept 68-078 - VT - HOUSE EVENTS				
	TOTAL REVENUES	77,500.00	(1,342.25)	0.00	78,842.25
	TOTAL EXPENDITURES	122,535.00	12,982.42	2,000.00	107,552.58
	Net - Dept 68-078 - VT - HOUSE EVENTS	(45,035.00)	(14,324.67)	(2,000.00)	(28,710.33)
	Dept 69-078 - CONCESSIONS - VIRGINIA THEATRE				
	TOTAL REVENUES	8,000.00	2,331.75	0.00	5,668.25
	TOTAL EXPENDITURES	20,340.00	5,156.85	0.00	15,183.15
	Net - Dept 69-078 - CONCESSIONS - VIRGINIA THEATRE	(12,340.00)	(2,825.10)	0.00	(9,514.90)
	TOTAL REVENUES	2,305,817.00	1,626,516.67	0.00	679,300.33
	TOTAL EXPENDITURES	1,729,666.50	769,690.27	8,718.75	951,257.48
	NET OF REVENUES & EXPENDITURES	576,150.50	856,826.40	(8,718.75)	(271,957.15)
<b>Fund 04 - LIABILITY INSURANCE</b>					
	Dept 01-001 - ADMINISTRATION				
	TOTAL REVENUES	365,700.00	327,544.79	0.00	38,155.21
	TOTAL EXPENDITURES	403,057.78	169,853.69	57,611.61	175,592.48
	Net - Dept 01-001 - ADMINISTRATION	(37,357.78)	157,691.10	(57,611.61)	(137,437.27)
	TOTAL REVENUES	365,700.00	327,544.79	0.00	38,155.21
	TOTAL EXPENDITURES	403,057.78	169,853.69	57,611.61	175,592.48
	NET OF REVENUES & EXPENDITURES	(37,357.78)	157,691.10	(57,611.61)	(137,437.27)
<b>Fund 15 - SPECIAL RECREATION FUND</b>					
	Dept 25-001 - CUSR - ADMINISTRATION				
	TOTAL REVENUES	1,001,990.00	911,596.99	0.00	90,393.01
	TOTAL EXPENDITURES	1,749,825.00	334,710.35	846,519.02	568,595.63
	Net - Dept 25-001 - CUSR - ADMINISTRATION	(747,835.00)	576,886.64	(846,519.02)	(478,202.62)
	Dept 25-050 - CUSR - DAYS OUT PROGRAMS				
	TOTAL REVENUES	1,800.00	0.00	0.00	1,800.00
	TOTAL EXPENDITURES	4,365.00	0.00	0.00	4,365.00
	Net - Dept 25-050 - CUSR - DAYS OUT PROGRAMS	(2,565.00)	0.00	0.00	(2,565.00)
	Dept 25-051 - CUSR - TEEN/CAMP SPIRIT				
	TOTAL REVENUES	0.00	143.00	0.00	(143.00)
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00
	Net - Dept 25-051 - CUSR - TEEN/CAMP SPIRIT	0.00	143.00	0.00	(143.00)
	Dept 25-052 - CUSR - TRANSPORTATION				
	TOTAL REVENUES	4,000.00	31.00	0.00	3,969.00
	TOTAL EXPENDITURES	7,270.00	884.94	0.00	6,385.06
	Net - Dept 25-052 - CUSR - TRANSPORTATION	(3,270.00)	(853.94)	0.00	(2,416.06)
	Dept 25-054 - CUSR - YOUTH/TEEN PROGRAMS				
	TOTAL REVENUES	2,300.00	903.00	0.00	1,397.00
	TOTAL EXPENDITURES	2,993.00	532.00	0.00	2,461.00
	Net - Dept 25-054 - CUSR - YOUTH/TEEN PROGRAMS	(693.00)	371.00	0.00	(1,064.00)
	Dept 25-056 - CUSR - SPECIAL EVENTS				
	TOTAL REVENUES	5,485.00	4,135.00	0.00	1,350.00
	TOTAL EXPENDITURES	5,958.00	1,604.74	0.00	4,353.26
	Net - Dept 25-056 - CUSR - SPECIAL EVENTS	(473.00)	2,530.26	0.00	(3,003.26)
	Dept 25-058 - CUSR - DANCE				
	TOTAL REVENUES	2,300.00	26.00	0.00	2,274.00
	TOTAL EXPENDITURES	1,358.00	0.00	0.00	1,358.00
	Net - Dept 25-058 - CUSR - DANCE	942.00	26.00	0.00	916.00
	Dept 25-059 - CUSR - ADULT PROGRAMS				
	TOTAL REVENUES	15,525.00	384.00	0.00	15,141.00
	TOTAL EXPENDITURES	16,554.00	72.41	0.00	16,481.59
	Net - Dept 25-059 - CUSR - ADULT PROGRAMS	(1,029.00)	311.59	0.00	(1,340.59)

REVENUE AND EXPENDITURE REPORT FOR CHAMPAIGN PARK DISTRICT  
 PERIOD ENDING 10/31/2020  
 % Fiscal Year Completed: 50.41

GL NUMBER	DEPARTMENT DESCRIPTION	2020-21 ORIGINAL BUDGET	YTD BALANCE 10/31/2020	ENCUMBERED YEAR-TO-DATE	AVAILABLE BALANCE
Fund 15 - SPECIAL RECREATION FUND					
Dept 25-060 - CUSR - AFTERSCHOOL PROGRAM					
	TOTAL REVENUES	17,768.00	3,268.00	0.00	14,500.00
	TOTAL EXPENDITURES	39,874.00	6,593.23	0.00	33,280.77
	Net - Dept 25-060 - CUSR - AFTERSCHOOL PROGRAM	<u>(22,106.00)</u>	<u>(3,325.23)</u>	<u>0.00</u>	<u>(18,780.77)</u>
Dept 25-061 - CUSR - OVERNIGHT TRIPS					
	TOTAL REVENUES	6,510.00	0.00	0.00	6,510.00
	TOTAL EXPENDITURES	8,078.00	0.00	0.00	8,078.00
	Net - Dept 25-061 - CUSR - OVERNIGHT TRIPS	<u>(1,568.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,568.00)</u>
Dept 25-062 - CUSR - SPECIAL OLYMPICS					
	TOTAL REVENUES	9,880.00	(29.50)	0.00	9,909.50
	TOTAL EXPENDITURES	16,738.00	30.75	0.00	16,707.25
	Net - Dept 25-062 - CUSR - SPECIAL OLYMPICS	<u>(6,858.00)</u>	<u>(60.25)</u>	<u>0.00</u>	<u>(6,797.75)</u>
Dept 25-063 - CUSR - SPORTS & FITNESS					
	TOTAL REVENUES	2,400.00	149.50	0.00	2,250.50
	TOTAL EXPENDITURES	771.00	0.00	0.00	771.00
	Net - Dept 25-063 - CUSR - SPORTS & FITNESS	<u>1,629.00</u>	<u>149.50</u>	<u>0.00</u>	<u>1,479.50</u>
Dept 25-064 - CUSR - FOR KIDS ONLY CAMP					
	TOTAL REVENUES	0.00	258.00	0.00	(258.00)
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00
	Net - Dept 25-064 - CUSR - FOR KIDS ONLY CAMP	<u>0.00</u>	<u>258.00</u>	<u>0.00</u>	<u>(258.00)</u>
Dept 25-093 - CUSR - FACILITIES - BICENTENNIAL CENTER					
	TOTAL EXPENDITURES	11,110.00	0.00	0.00	11,110.00
	Net - Dept 25-093 - CUSR - FACILITIES - BICENTENNIAL CENTER	<u>(11,110.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>(11,110.00)</u>
	TOTAL REVENUES	1,069,958.00	920,864.99	0.00	149,093.01
	TOTAL EXPENDITURES	1,864,894.00	344,428.42	846,519.02	673,946.56
	NET OF REVENUES & EXPENDITURES	<u>(794,936.00)</u>	<u>576,436.57</u>	<u>(846,519.02)</u>	<u>(524,853.55)</u>
Fund 19 - POLICE PROTECTION					
Dept 01-001 - ADMINISTRATION					
	TOTAL REVENUES	15,600.00	13,734.71	0.00	1,865.29
	TOTAL EXPENDITURES	5,000.00	15,507.53	0.00	(10,507.53)
	Net - Dept 01-001 - ADMINISTRATION	<u>10,600.00</u>	<u>(1,772.82)</u>	<u>0.00</u>	<u>12,372.82</u>
	TOTAL REVENUES	15,600.00	13,734.71	0.00	1,865.29
	TOTAL EXPENDITURES	5,000.00	15,507.53	0.00	(10,507.53)
	NET OF REVENUES & EXPENDITURES	<u>10,600.00</u>	<u>(1,772.82)</u>	<u>0.00</u>	<u>12,372.82</u>
	TOTAL REVENUES - ALL FUNDS	13,455,423.00	11,104,760.05	0.00	2,350,662.95
	TOTAL EXPENDITURES - ALL FUNDS	10,632,047.28	4,699,572.80	985,343.51	4,947,130.97
	NET OF REVENUES & EXPENDITURES	<u>2,823,375.72</u>	<u>6,405,187.25</u>	<u>(985,343.51)</u>	<u>(2,596,468.02)</u>

Champaign Park District  
 Projected Cash Flow Through 4/30/21

Cash/Investments, 4/30/2021 Projected		\$27,341,378	
Plus:			
VT Expenditure Reductions-closing	314,225		
Net Budgetary Changes known 9/30	62,541		
		<hr/>	376,766
Less:			
120-day reserve	2,421,730		
PPRT Funding loss	9,169		
Revenue deferred to FY22	50,920		
Revenue-Programming Esimated	59,000		
Interest @ 50% Original Budget	112,000		
VT Revenue budgeted in FYE21	282,000		
OSLAD Matching Funds HK	400,000		
OSLAD Matching Funds Spalding	347,000		
Martens Center Fund	2,660,869		
Martens Center Start-Up Funds	300,000		
Capital Project Funds *	5,407,583		
Legal/Payroll Restrictions	3,663,855	(15,714,126)	
Excess Funds Remaining		<hr/> <hr/>	<u>\$12,004,018</u>



\*includes carryover of \$3,396,138 projects budgeted in FYE2020 but not completed

**Overall Martens Center & Human Kinetics Park Summary**

AS OF 10/31/2020

<b>Pledges</b>	
Martens	4,400,000.00
CPD Portion	2,400,000.00
Grants Awarded	522,500.00
Others (pledge form on file)	2,183,000.00
<b>Total Pledged</b>	<b>9,505,500.00</b>
Less Discount on pledges outstanding, est.	(\$22,694.18) calculated annually for audit
<b>Pledged Funds received</b>	
Park District funds	2,000,000.00
Martens	4,051,978.46
Grant Funds Received in Advance	200,000.00
Others (pledge form on file)	1,417,004.00
<b>Pledged Funds Received</b>	<b>7,668,982.46</b>
	<b>\$1,813,823.36</b>
Investment Earnings, net of fees	\$ 78,992.15
Funds Received - Not Pledges	295,058.51
Interest Earned - non-investment	46,316.83

**Construction Draws**

Prior period	\$ 1,160,053.63
Current approved	\$ 15,597.53
<b>Total paid on project</b>	<b>\$ 1,175,651.16</b>
Funds available BEFORE commitments	8,727,522.15

- proof - s/b \$0

**Pledges/Grants Outstanding**

Total Funds committed to date	\$ 879,858.15
Funds remaining AFTER commitments	\$ 7,847,664.00

**Donor/Grant Restricted for:**

<b>Outdoor Amenities</b>	\$ 790,152.15
<b>Land/Building</b>	\$ 108,174.46
<b>Building</b>	\$ 6,949,337.39

- proof - s/b \$0

**Overall Martens Center & Human Kinetics Park Summary**

	F = Foundation D=District	Notes:	Description	Approved bid	Prior Payments	Current Request	Total PAID	Balance Outstanding
Building	D		Details on separate schedule	\$ 1,278,979.53	\$ 706,746.38	\$ 1,232.75	\$ 707,979.13	\$ 571,000.40
Land	D	\$108,174.46 to be reallocated once grant funds received	Details on separate schedule	\$ 414,325.54	\$ 414,325.54	\$ -	\$ 414,325.54	\$ -
Outdoor Improvements	D		Details on separate schedule	\$ 71,096.55	\$ 44,701.49	\$ 8,645.00	\$ 53,346.49	\$ 17,750.06
							\$ -	\$ -
Fundraising	F			\$ 320,000.00	\$ 28,892.31	\$ -	\$ 28,892.31	\$ 291,107.69
							\$ -	\$ -
							\$ -	\$ -
<b>Project Total</b>				\$ 2,084,401.62	\$ 1,194,665.72	\$ 9,877.75	\$ 1,204,543.47	\$ 879,858.15
			District	\$ 1,764,401.62	\$ 1,121,071.92	\$ 1,232.75	\$ 1,122,304.67	\$ -
			<b>Foundation</b>	\$ 320,000.00	\$ 51,398.80	\$ 4,322.50	\$ 55,721.30	
			OSLAD GRANT Portion to Transfer		\$ 22,195.00	\$ 4,322.50	\$ 26,517.50	

- proof - s/b \$0



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. **Revenue Facilities**- Deliver innovative and customer focused programming that promotes active healthy living and wellness while generating revenues.
7. **Recreation** - Deliver innovative and customer-focused programming that promotes active healthy living and wellness.
8. **Virginia Theatre** - Become the theatre that brings the community together for outstanding experiences.
9. **Board/Leadership Team** - Maintain our current standards while striving for excellence by providing outstanding leadership and visions for future improvement.



Blue = Previous Updates  
 Red = FY21, Q2 Updates

**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	Update
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	Continue to meet seasonally. Zoom planning meetings going well.
		Improve the Program Guide descriptions, layout, and proofing system.	Marketing Team	FY21	Stopped printing for remainder of fiscal year and assessing whether we should print in future or not. Digital proofing going well.
		Implement a marketing plan for Champaign-Urbana Special Recreation.	Marketing Team	FY22	
		Develop a community-wide engagement strategy.	Marketing Team	FY22	Promoting app as first step to engage entire community.
		Continue to focus on videography to highlight the Park District.	Marketing Team	FY20-22	FY21 contract secured, preparing for virtual programming & new program/park highlights.

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	App released with promotion for downloads in progress.
		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	Some standards set for CPD produced shows.
		Develop social media plan and standards to increase ticket sales to events.	Marketing Team	FY21	Working with Virginia Theatre staff to increase social media presence.
		Work with Virginia Theatre staff to promote the year-long celebration of the 100 <sup>th</sup> anniversary of the Virginia Theatre FY21/22.	Marketing Team	FY21-22	Events on hold given COVID, planning virtual celebrations.

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Finance

Strategic Initiative: Build a responsive, financially sustainable Park District by aligning resources to community needs.					
Goals		Objectives	Assignment	Time Frame	Update
2.1	Maximize funding opportunities.	Continuously evaluate and improve processes to maximize efficiencies related to purchasing.	Finance Team	FY20	Ongoing.
		Seek opportunities to grow revenues from non-property tax sources such as grants, foundations, corporate contributions and sponsorships.	Finance Team	FY21	Applied for two new grants during May 2020 (Public Museum for VT HVAC and DCEO Rebuild Illinois for BiCentennial Center). Applied and received a local CURE Grant from DCEO in amount not to exceed \$30,000. Applied for DCEO Rebuild Illinois Regional Economic Development Grant Martens Center for \$2,000,000 in August. Received \$750,000 award notice for VT HVAC grant on November 18, 2020.
		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 Park District.	Continue with the budget philosophy where fund budgets need to be balanced with appropriate reserves in place for future commitments.	Finance Team	FY20	FY20 budget approved. FY21 budget process has begun – currently projected out 4/30 balances for current year.
		Continue to meet GFOA standards for the budget process and reporting.	Finance Team	FY20-22	Budget approved 7/22/2020 and budget book was presented for approval 8/26/20.
		Continue to educate the Board and staff on the best practices for budgeting and financial management.	Finance Team	FY22	Budget book presented for approval on 8/26/20. Budget submitted to GFOA for budget award.
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	9.3% for Q1 much lower as not much program revenue was received in Q1 due to cancellations of programing with Covid-19. Primary revenue source was through property taxes and interest income. Q2 is 10.76%.



		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	Update
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	The goal is set to match or exceed the demographics of the residents of Champaign. Staff is working on analytics. Pre and post COVID-19. Currently the applicants exceed the demographics and the hiring system has been overhauled to try to improve demographics of the current staff. <b>Recent demographics have shown improvement in this area.</b>
		Increase the efficiency, effectiveness, and value of our human resources systems, processes, and practices.	HR Team	FY21	<b>Recommending purchase of HR software at the December 9, 2020 Regular Board Meeting.</b>
		Provide greater transparency, communication, and accountability for human resources processes and services.	HR Team	FY22	<b>Staff committee for communication has been developed. This committee has begun meeting.</b>

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	Staff is working to identify benchmarks that will have the greatest impact on improvements
		Implement technology and creative solutions to mitigate risk in facilities and parks.	HR Team	FY21	Access control has been expanded in two facilities and the Dog Park. This fall it was expanded to include Dodds Tennis Center.
		Maintain current standards, reporting and respond to new procedures provided by PDRMA.	HR Team	FY22	Staff is serving on PDRMA Risk Management committee to help set standards.
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	Five parks will have Wi-Fi this year. Network updates and improvements in wiring has been completed at Hays Center, Virginia Theatre, and has begun at Sholem Pool.
		Provide a secure computing environment that ensures data privacy and integrity and mitigates cyber-security threat.	HR Team	FY21	Staff have assessed cloud back-up solutions and have expanded the use of the current system.
		Evaluate and implement new technologies to improve operational efficiency.	HR Team	FY22	Recommending purchase of HR Suite software at the December 9, 2020 Regular Board Meeting.

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**Operations**

Provide safe, distinctive and well-maintained parks, facilities, programs, and trails.					
Goals		Objectives	Assignment	Time Frame	Update
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	Project completed.
		Assist with the design and upgrade/rebuild the Kaufman Lake Boathouse.	Operations Team	FY22	Project has been placed on the District Capital Improvements Plan.
		Master plan to fix/improve infrastructure at Prairie Farm.	Operations Team	FY22	Master Planning complete.
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	Operations Standards Manual under review. Staff attending trainings and certifications.

		Evaluate the level of full-time Operations employees against the Park 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	<i>Staff trainings and conferences slowed due to COVID. Arborist certifications continue. Several staff taking or renewing Pesticide Application Licensing.</i>
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	<i>Both attend projects meetings. Both update projects sheets. Individualized meetings occur for specific projects.</i>
		Develop and communicate timelines for each major project and compare them to one another.	Operation Team	FY21	<i>Many major projects on hold by request of Board due to COVID. Timelines constantly changing for outside reasons as well.</i>
		Distribute monthly project updates sheet to all Operations and Planning staff.	Operations Team	FY20	<i>Major projects shared via email and direct reports meeting. Operations Staff meetings on hold due to COVID.</i>

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**Planning**

Strategic Initiative: Develop park, trail, and facility plans by aligning resources with community's needs.					
Goals		Objectives	Assignment	Time Frame	Update
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	Complete.
		Develop a master plan for various neighborhood and community parks.	Planning Team	FY21	Underway.
		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	Complete.
		Continue to add loop trails and plans for new loop trails in new parks on a case by case basis.	Planning Team	FY21	Underway; Spalding Park construction beginning Spring 2021, Human Kinetics Park construction beginning Spring 2021.

		Continue to develop the Greenbelt Bikeway trail project with new options and grants.	Planning Team	FY22	<b>Underway; Clark Dietz providing proposal for next design phase.</b>
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	<b>Complete.</b>
		Develop procedures and systems for various project responsibilities, i.e. playgrounds, in house projects, etc.	Planning Team	FY21	<b>Complete.</b>
		Improve proactive communications and coordination with all departments. Also continue to improve Board presentations.	Planning Team	FY22	<b>Underway.</b>
		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	<b>Underway; applied for North Champaign Trail ITEP Grant.</b>
		Assist with the planning for the Martens Center.	Planning Team	FY21	<b>Complete.</b>

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**Recreation**

Strategic Initiative: Deliver innovative and customer-focused programming that promotes active healthy living and wellness.					
Goals	Objectives	Assignment	Time Frame	Update	
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	Restructured Calls from Santa event to become Zoom with Santa to create a more personalized experience.
					Created walking light displays around Porter Park as part of Winter Nights at Porter Park.
					Made Holiday in Whoville event virtual so community could still participate. Added drive through concessions and meet the Grinch to still include an interactive personal touch while following COVID guidelines.
					Developed Preschool Program In A Bag at Springer for fall, winter, spring programming.



					<p>Continue to add new interactive content on Virtual Fun Facebook Page.</p>
					<p>Dance Arts revised curriculum to better meet needs of dance participants.</p>
					<p>Developed in person and virtual programming due to COVID including Virtual art shows.</p>
					<p>Added in person one-on-one pottery lessons.</p>
					<p>Developed Public Health safety plans for COVID.</p>
					<p>Added Book plays to Youth Theatre and workshops</p>

		<p>Develop robust health and wellness programs especially for the youth.</p>	<p>Recreation Team</p>	<p>FY21</p>	<p>Youth soccer clinic started to help with cancellation of Spring &amp; Fall youth soccer seasons. Participants enrolled in sessions totaled 75.</p>
					<p>Youth softball numbers were up and the program was being developed prior to COVID.</p>
					<p>Started 1 on 1 hitting and pitching lessons in Phase 3 to help with loss of girls fastpitch season cancellation.</p>
					<p>65 lessons set up in the first week.</p>
					<p>Developed partnership with Project Athletes to offer sports agility training classes for grades 3-8. Was about to begin first sessions with over 30 enrolled prior to tier 3 mitigation – next session planned for January 2021.</p>
		<p>Connect more kids to nature.</p>	<p>Recreation Team</p>	<p>FY21</p>	<p>Created virtual programs to get kids to visit area parks to recreate sculptures that are placed throughout the district.</p>

				<p><b>DCC March 16<sup>th</sup> SOD is themed, Bugging Out, which will connect participants to nature while learning about insects and their habitats.</b></p> <p><b>Created the Great Pumpkin Hunt where painted pumpkins were placed in over 32 different parks that kids had to find.</b></p> <p><b>Partnered with multiple local organizations to create the Great Artdoor project that placed art in various parks and gardens in the area to get kids and families to explore art outside.</b></p>
	Expand and enhance teen programs with input from teens.	Recreation Team	FY20-22	<p><b>Expanded age range for Campers Explore to include 7<sup>th</sup> graders.</b></p> <p><b>Restructured the Jr. Lifeguard program which increased attendance – Aquatics.</b></p> <p><b>Teens Say: 4<sup>th</sup> performance scheduled for 3.1.20 at the VT with 10 girls participating.</b></p>

					<p><b>Developed partnership with Project Athletes to offer sports agility training classes for grades 6-8.</b></p>
					<p><b>Offered our first ever Esports league geared towards teens.</b></p>
		Connect with teens digitally and creatively.	Recreation Team	FY20-22	<p><b>Added an additional smart board with donor's funds to dance program.</b></p>
					<p><b>Added work out equipment for dance programming with donor funds.</b></p>
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	<p><b>Department of Revenue Facilities had numerous staff work in operations and HR due to COVID situation. Many staff learned about other areas.</b></p>
					<p><b>Special Events started working closely with Marketing to start up their own Virtual Fun Facebook page and started creating promotional and activity based videos with training from Marketing staff.</b></p>

			<p>Have had numerous staff cross train to be both receptionists and building service workers due to Covid. Additionally, a few staff are trained at both Leonhard and Dodds Tennis Center.</p>
			<p>Staff member from Springer was certified to teach CPR and First Aid.</p>
	Develop an interim plan and flow chart for staff to follow when necessary to fill-in for other staff.	Recreation Team	FY21
			<p>Staff Position Binders were updated for staff to fill-in as necessary.</p>
			<p>Through Covid staff have been working closely with each other learning each other's jobs to better step in when needed. Brittany has stepped in as the LRC interim Manager.</p>
	Develop a comprehensive training program.	Recreation Team	FY20
			<p>Recreation staff training information is being updated with new guidelines based on current atmosphere.</p>

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	Prioritized capital projects based on COVID pandemic, determining key needs vs. needs to be considered for later.
					LED lighting installed in lower level hallway at Springer Center increasing energy savings and light levels. Room 201 and dance studios to follow.
					Dog park improvements (entrance apron, chipped entry way, new parking lot gravel, and controlled access) have all been great improvements that have led to better satisfaction and increased membership.
		Update necessary equipment for all programs and associated facilities.	Recreation Team	FY21	Filter/Pump updates at Sholem. Will be filling the pool this summer to test out pumps. Pool was filled and systems tested this summer.
					Added wind screens to tennis court at Sunset Ridge.
					Operations re-upholstered several benches with new vinyl seats.

					<p><b>Added and received training on new disinfecting gun at Springer.</b></p>
					<p>Pottery Studio sink had additional faucet added to assist participants during classes and clean up procedures.</p>
		<p>Evaluate space usage to determine and identify opportunities for under-utilized spaces.</p>	<p>Recreation Team</p>	<p>FY22</p>	<p>Utilizing the batting cage at Zahnd for programming purposes for first time with 1 on 1 fast pitch hitting and pitching lessons.</p>
					<p><b>Taped off and social distanced tables for safety.</b></p> <p><b>X's for social distancing on the front porch of Springer.</b></p>
					<p><b>Working on reconfiguring Hays Recreation Center for Senior programs once CUSR moves into their new facility.</b></p>
					<p><b>Assigned certain entry ways for different programming due to Covid. Utilized room 201 for preschool pick up.</b></p>

6.4	Provide opportunities for residents to live an active lifestyle and improve health and wellness levels.	Add video fitness related programs at various recreation centers to provide more opportunities for fitness.	Recreation Team	FY20	50+ programs utilize a video for chair exercises as necessary (both Hays and Annex).
					Due to COVID-19 this capital project has been put on hold.
					Bootcamp and Hatha yoga are going virtual for tier 3 mitigation.
		Develop additional fitness events and programs.	Recreation Team	FY21	Yoga and Bootcamp in the Park implemented for first time.
					Created 100-day Roll & Stroll challenges that were posted on Virtual Fun Facebook Page.
		Create a community-wide health wellness campaign, possibly exploring with local partnerships.	Recreation Team	FY20	Working with Welcoming Week Committee to provide recreational opp.'s for all residents of Champaign.



				Implemented 2 <sup>nd</sup> Team Bundle Up Project with new participating businesses.
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Virginia Theatre

Strategic Initiative: Become the theatre that brings the community together for outstanding experiences.					
Goals		Objectives	Assignment	Time Frame	Update
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	Project is currently tabled while CPD focuses on sound system upgrade (Completed), roof replacement (Completed), brick repair (Pending), and HVAC replacement (Pending).
		Upgrade the ticket software program for the Virginia Theatre, with an eye toward growth in sales and service.	Virginia Theatre Team	FY20	Completed: ShoWare software to be operational at theatre by 1/15/21.
		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	New approach is implemented (suspended during period of theatre closure that began March, 2020)

		Plan and implement a celebration of the 100 <sup>th</sup> anniversary of the Virginia Theatre.	Virginia Theatre Team	FY21-22	Developing plans for two major special events in the theatre's centenary season: a season opener and an anniversary celebration. Plans for the anniversary presentation of <i>The Bat</i> (historic stage play) are underway, with a budget and production staff drafted as of 1/7/20. Meeting with <i>Bat</i> production team in December, 2020.
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	Ongoing (but suspended during period of theatre closure): Live Nation has been presenting events at the VT, with more under consideration.

		Pursue relationships/partnerships with new regional and national event promoters, to increase diversity and strength in rental programs.	Virginia Theatre Team	FY20	<b>Ongoing (but suspended during period of theatre closure): Mammoth Events, Nitelite Productions, and Innovative Arts leasing the theatre for rentals and partnerships.</b>
		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	<b>Completed: FT Box Office Manager reports directly to Director, already increasing efficiency; has freed up the Sales Manager to focus more on marketing and ad sales.</b>
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	<b>Received award of a Museum Grant for \$750,000 for the HVAC system.</b>

		Create a business plan for the operation of the Virginia Theatre.	Virginia Theatre Team	FY20	Ongoing: business plan templates and supporting materials have been assembled, with the next step being initial draft of a plan.
		Develop plans for a revision and enhancement of theatre website, social media engagement, and e-	Virginia Theatre Team	FY20	Deferred to FY22.

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**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	Update
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	<b>Out to bid and bids are due on December 16, 2020, Approval for bids in January 2021.</b>
		Complete construction of Heritage Park.	Planning Team	FY20	<b>Project Completed</b>
		Complete Construction of the Operations Shop facility.	Operations Team	FY20	<b>Project Completed.</b>
		Complete paths, lights and new playground at Spalding Park.	Planning Team	FY20	<b>MSA in the process of designing plans for the improvements to Spalding Park.</b>
		Greenbelt Bikeway: Apply for grants and finalize plans for construction.	Planning Team	FY22	<b>Underway; working with Clark Dietz and CN Railway to provide solution.</b>

8.2	Plan and develop capital projects.	CUSR Space Project, determine appropriate space and develop a plan.	Planning Team	FY20	<b>Project underway 30% completed.</b>
		Phinney Branch Drainage District Project, work towards an overall agreement, a master plan and funding opportunities.	Planning Team	FY22	<b>Project no longer in consideration!</b>
		Develop a plan to design, engineer and upgrade or rebuild Parkland Way.	Planning Team	FY22	<b>Included in Capital Budget for \$100,000 every other year for consideration. On hold with COVID 19 issues and budget.</b>
		Maintain quality of existing facilities, parks and trails.	Leadership Team	FY20-22	<b>New HVAC system completed at Springer Cultural Center.</b>
8.3	Maintain the Virginia Theatre facility while producing quality programs and events.	Complete Sound Project at Virginia Theatre.	Planning Team	FY20	<b>Project Completed</b>
		Complete Virginia Theatre roof project.	Operations Team	FY20	<b>Project Completed.</b>

		Reduce the tax support at the Virginia Theatre but maintain current entertainment levels.	Virginia Theatre Team	FY20-22	<b>Theatre closed for FY21, with staff reassigned. Sound system installed through \$750,000 grant and new HVAC System approved for a \$750,000 grant.</b>
8.4	Develop organizational excellence.	Continue to develop and produce Park and Facility Reports.	Leadership Team	FY21	<b>Project Completed.</b>
		Develop a positive, professional, innovative, and fun work culture.	Leadership Team	FY20-22	<b>Developing new training programs for leadership staff.</b>
		Continue to produce annual Performance Measurement reports.	Leadership Team	FY20-22	<b>Performance Measurement report completed for FY 20.</b>
		Acquire Illinois Accreditation.	Leadership Team	FY22	<b>Numerous policies have been updated as we continue the process.</b>
8.5	Develop staff excellence.	Hire quality staff by opening all positions to everyone interested in applying.	Leadership Team	FY20-22	<b>Continue to tweak the new procedures for recruiting, hiring, and diversifying our staff.</b>



		Develop quality leaders through training, mentoring, and coaching.	Leadership Team	FY20-22	Com. Task Force subcommittee focus: adaptability, flexibility, positive approaches, and also limits to non-productive forms of communication.
		Continue to develop processes and systems to retain staff at greater than 90% every year.	Leadership Team	FY20-22	13 staff have retired or moved on from the District since May 1, 2020.
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	2021 Minimum Wages approval at the December board meeting.
		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	On target to meet goal in FY21.
		Increase non-tax revenues to 25% to 30% of the operating budget.	Leadership Team	FY20-22	9.3% - Q1 much lower, minimal Q1 program revenue due to COVID-19 cancellations. Primary revenue sources - property taxes and interest income.

# Summer SPECIAL EVENTS 2020





# CHAMPAIGN PARK DISTRICT SUMMER EVENTS

Presented by Special Events Staff

Virtual Summer Concert Series

Virtual Taste of Champaign-Urbana

Virtual Fun Facebook Page

# VIRTUAL SUMMER CONCERTS

Summer concerts were filmed at different locations throughout the district including the Operations new facility, Dodds 4-Plex, and the Virginia Theatre.



A graphic for the Virtual Summer Concert Series. It features a central image of a tablet held by two hands, displaying a 'facebook live' stream of a microphone. The background is blue with bokeh light effects. Text is arranged around the tablet: 'VIRTUAL SUMMER CONCERT SERIES' at the top, dates and artist names in rounded boxes on the left and right, and the Champaign Park District logo and website at the bottom.

**VIRTUAL SUMMER CONCERT SERIES**

**JUNE 21**  
**Mike & Kayla**

**JUNE 28**  
**Kittens Incorporated**

**JULY 19**  
**King T'z**

**JULY 26**  
**Hot Sauce Universe**

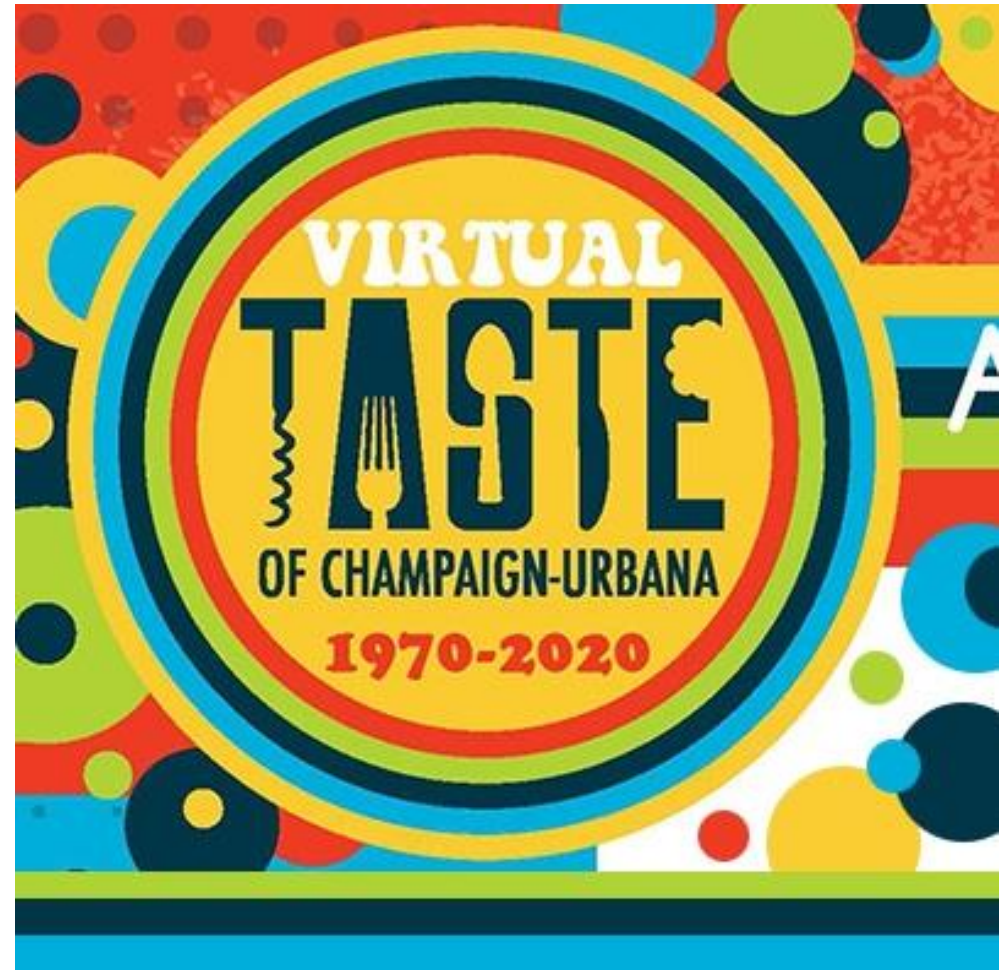
**CHAMPAIGN PARK DISTRICT**  
champaignparks.com

- Mike & Kayla- 114 tuned in during live feed, total of 3.7K views to date.
- Kittens Incorporated- 35 tuned in during live feed, total of 1,7K views to date.
- King T'z- 123 tuned in during live feed, total of 3.6K views to date.
- Hot Sauce Universe- 50 tuned in during the live feed, total of 2K views to date.

# AUGUST 10-16TH

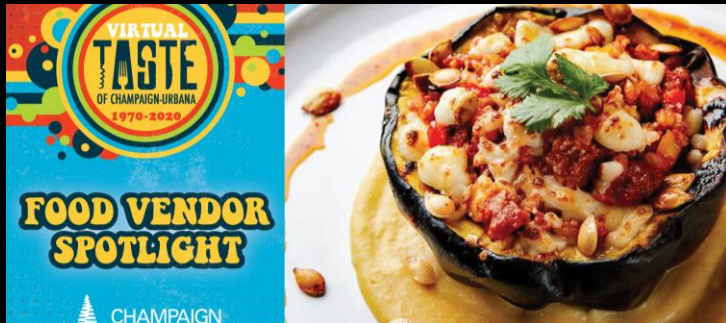
Taste of Champaign- Urbana is celebrating 50 years! The party is still going to go on....but now for a whole week, and virtually! Taste will still be about food, music, and arts, but like any good party, it's more fun with surprises.

- So what does a virtual Taste of CU look like? This year instead of vendors setting up for us in the park, we are going to send people straight to them! Each day on all Champaign Park District digital platforms we will showcase different vendors encouraging our community to have a Taste at their establishment!





# FEATURING LOCAL RESTAURANTS, ARTISTS, BANDS, AND ORGANIZATIONS



15 Local Restaurants



8 Artists

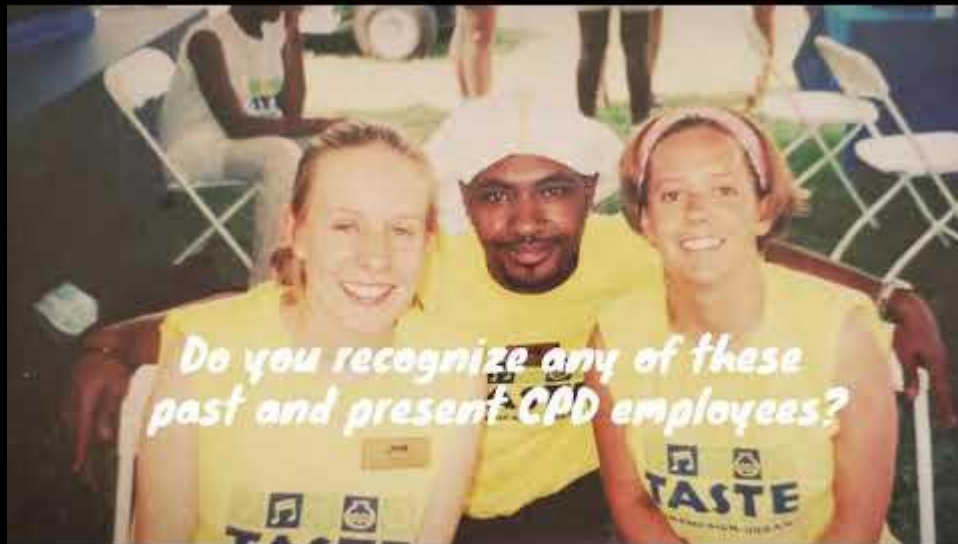


7 Bands



2 Organizations

# WE EVEN ADDED SOME THROWBACK FOOTAGE



# RESULTS AND FEEDBACK

## Online Engagement:

Reached-16.8k people

386 marked "going" or "interested"

Over 450 clicks on posts

Top post- El Paraiso Restaurant with 82 engagements (including clicks, likes, and comments)

## Vendor Comments:

*"This was our first year open, and thus our first participating in the Taste. All communications from organizers were quick & helpful, and we appreciated that."*

*"Can't wait to participate again!"*

*"Earlier in the week, our post was not shareable, but by Saturday it was. I was able to visit a few of the food vendors for Taste and am really glad the event was offered. It was a bright spot during this time. We enjoyed participating and it was fun to still be able do Taste in a new way. Thanks!"*



# HAPPY 50TH BIRTHDAY TASTE OF CHAMPAIGN-URBANA



# CPD VIRTUAL FUN ON FACEBOOK



- Micro Holidays
- ABCPD's
- Make it Monday
- Trivia Tuesday
- Wandering Wednesday
- CPDiy
- Field Trip Fridays
- Friday Night Flix
- Science Saturdays
- Oh Gnome You Didn't!

# DAILY MICRO HOLIDAYS

Every day we share a "Micro Holiday," a very real national or international holiday that are sometimes weird, often interesting, and always fun!

Staff researches and designs images to share first on the Champaign Park District main Facebook page, and now on the Virtual Fun page.





# THE ABCPD'S



For 26 days we shared something about the Park District, from A to Z!

# MAKE IT MONDAYS

Let's whip up something delicious (and maybe not always so nutritious!). Every Monday, Zoe and Remington will be showing off their (not so much) skills in the kitchen. We will have easy recipes for all ages to follow!





# TRIVIA TUESDAYS

Don your thinking caps and join us for some trivia! Exercise your mind and learn something new with us every Tuesday.

Every week staff creates a trivia game and shares it on the Virtual Fun page where our followers can test their knowledge independently or with friends.



# WANDERING WEDNESDAYS

Join us every Wednesday where we will be offering a free sample of some of our great CPD programs! We will visit a different CPD staff member where they'll be teaching us about something related to their field or sample of a program offering.





# CPDIY

Weekly, we share a craft made of materials that are easy to find or even lying around the house. From a toy car wash made from a shoebox, to making your own stickers, we have projects anyone can enjoy making!

▲ CPDIY





# FIELD TRIP FRIDAYS

Travel with us to places all over the world! Every Friday we will journey far and wide, from the deserts of Africa to the tops Mt Everest and everything in between.



The original promotional website for the film can still be found online, exactly as it appeared in 1996. ([spacejam.com](http://spacejam.com))



# FRIDAY NIGHT FLIX

Movie night is now every Friday! That's right, we'll be hosting Virtual Friday Night Flix every Friday evening, sharing with you our favorite films that you can watch at home. Get comfy and pop some popcorn--or make our themed movie recipe specially curated to each title! We'll also share some movie trivia and a special craft you can make along while you watch. Find a link to rent our pick through the Virtual Virginia portal!



MULAN'S BREAKFAST CONGEE





# SCIENCE SATURDAYS

We'll just admit this up top: we're not Bill Nye. But that's not going to stop us from putting on our lab coats and safety gear to tinker around with science! Check our page every Saturday to see what we've concocted, created, or confounded.





# OH, GNOME YOU DIDN'T!

Gnorbitt is up to gnome good! He is very curious and always trying out something new and tends to get into trouble. Help us track him down before he causes a real ruckus! We will post a clue or riddle every week to his whereabouts. If you find his hiding spot, make sure you snap the GL code to be entered into our monthly prize drawing!



*Here there are over 25 different ways for me to lie in the shade,  
But also a place for me to splash when the shadows fade.*

*There are plenty of spaces for parking,  
And you'll probably hear a lot of dogs barking.*

*They like to play fetch  
While their humans stretch.  
Here I like to sleep the day off,  
But with my accent it sounds like I'm talking about "The Hoff."  
But I'm not talking about the park being a hassle...*

*It's not the Night Rider I'm saying,  
But the park where kids can be found playing.*