



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

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.

(As permitted by Governor Pritzker's Executive Order 2020-07, 2021-11, and Public Act 101-0640)

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

<https://us02web.zoom.us/j/85482935175?pwd=YS9tcGIEWjNvK1IPZlBOeEsxNE03Zz09>

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

Meeting ID: 854 8293 5175

Password: 094510

Alternatively, the meeting may be accessed by telephone at:

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

Meeting ID: 854 8293 5175, followed by the # symbol

Password: 094510, 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, June 23, 2021, and sent to joe.deluce@champaignparks.org.

**Wednesday, June 23, 2021
5:30 P.M.**

A. CALL TO ORDER

B. PRESENTATION

1. Boneyard Creek Development Update – Eleanor Blackmon and Alex Nagy, City of Champaign

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

D. NEW BUSINESS

1. Approval of Budget Line Transfers

Staff recommends approval of line item transfers of the FY20 budget be made within funds where lines will exceed their original budget. The transfers do not affect the overall budget as other line items would be decreased within the same funds. This is being done to comply with the Park Code and for audit purposes. **(Roll Call Vote)**

2. Approval of Setting a Public Hearing on the Budget and Appropriation Ordinance

Staff recommends the Board set a Public Hearing on the proposed Budget and Appropriation Ordinance for Wednesday, July 28, 2021 at 5:30 p.m. at the Bresnan Meeting Center to receive public comments. Ordinance No. 652, the proposed Budget and Appropriation Ordinance, is available at the Bresnan Meeting Center for public review. **(Roll Call Vote)**

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.

3. Approval of Accepting Bid for Resurfacing Parkland Way
Staff recommends accepting the low, responsible bid and authorizing the Executive Director to enter into a contract with A&R Mechanical for a total of \$32,035.73. **(Roll Call Vote)**
4. Approval of Resolution to Commit Funds for the Martens Center
Staff recommends approval of the attached resolution to commit excess reserves for the construction of the Martens Center totaling \$2,709,548. **(Roll Call Vote)**
5. Approval of Intergovernmental Agreement with Unit 4 for Spalding Park
Staff recommends approval of the IGA between the District and Unit 4 School District for the construction and ongoing operation of tennis courts at Spalding Park. **(Roll Call Vote)**
6. Approval of a Subrecipient Agreement between the City of Champaign and the Park District for the Community Matters Program
Staff recommends approving the Subrecipient Agreement between the City of Champaign and the Park District for the Community Matters Program and authorizing the Executive Director to execute the agreement. The term of the agreement is from July 1, 2021 through June 30, 2022. **(Roll Call Vote)**
7. Approval to Apply for a Public Museum Grant
Staff recommends the Park Board authorize staff to apply for a Public Museum Capital Grant in the amount of \$174,864.48 from the State of Illinois Department of Natural Resources in support of remodeling the Virginia Theatre front-of-house catering kitchen. **(Roll Call Vote)**

E. DISCUSSION ITEMS

1. Board and Employee Policy Manual Updates
 - A. Abused and Neglected Child Reporting Policy
 - B. Abused and Neglected Child Reporting Procedure and Guidelines
 - C. Bereavement Leave Policy
 - D. Criminal Background Investigations Policy
 - E. Family and Medical Leave Act Policy
2. New Board Policy
 - A. Inclement Weather Policy
2. FY22 Annual Operating Budget

F. COMMENTS FROM COMMISSIONERS

G. ADJOURN

Boneyard Creek North Branch Improvement Project

The purpose of this summary is to brief the Champaign Park District Board on the Boneyard Creek North Branch Improvements status and current design adjacent to Wesley Park. The Board was previously presented an overview of the Boneyard Creek North Branch Improvements April 11, 2018, and preliminary Boneyard Creek design adjacent to Wesley Park on August 12, 2020.

The Boneyard Creek North Branch Improvement Project extends along the Boneyard Creek from Neil Street to University Avenue. The project includes creek reconstruction and detention basin construction to contain the 100-year flood within the creek channel and its adjacent greenbelt. The Washington Street viaduct drainage will receive a 50-year level of protection.

In addition to providing stormwater management, the project provides an amenity to surrounding neighborhoods with an adjacent lighted trail, new culverts for street crossings, seating areas, pavilions, water features, native and traditional landscaping, boulders, bioswales, and decorative stone columns.

The project is being implemented in three construction phases sequentially from Neil Street to University Avenue, as illustrated in Exhibit A, the overall concept from 2019. Table 1 summarizes these construction phases and their anticipated timelines and status.

Table 1 – Boneyard Creek North Branch Improvement Project Status

Phase	Geographic Area	Construction Timing	Status
D	Bradley Avenue to Hickory Street	2019 – 2020	Construction Substantially Complete; trailing landscaping Spring 2021
D	Hickory Street to Neil Street	2021	Construction pending property acquisition finalization
B/C	Hill Street to Bradley Avenue; Washington Street from Walnut to Second, including the viaduct; Market Street from Washington to Columbia; and First Street from Hill to Washington	2022 & 2023	Design underway, bid scheduled for November 2021
A	University Avenue to Hill Street	Future, tentatively 2024	Subject to prioritization with other major drainage projects

Champaign Park District – City Agreements. The City and Champaign Park District have been entering into agreements relative to the Boneyard Creek since 1994. Intergovernmental agreements exist for mowing City-owned properties along the Boneyard Creek, mowing in the Oak-Ash Basin and adjacent MLK Jr. Bikeway area, and for maintenance or use of the completed Boneyard improvements.

The North Branch Improvements will require new agreements and modification or replacement of existing agreements in the project area. A similar process was used for the Phase D area where intergovernmental agreements were developed for Champaign Park District and City responsibilities in Bristol Park and for the overlook and detention reconstruction in Human Kinetics Park. Agreements will be developed during final design of the following areas:

a. Phase B/C Agreements.

- Wesley Park – New agreement for construction related temporary easements and permanent easements. Alternately easements can be used without an intergovernmental agreement.
- Oak-Ash Basin and MLK Jr. Bikeway – Modify or replace existing agreement to reflect improvements and extend agreement area south to Washington Street.
- Skelton Park (existing license agreement to be modified or replaced. Geographic area is outdated.)

b. Phase A Agreements (Future).

- Replacement of the 1994 agreement on mowing is anticipated. Once Phase A is initiated, the 1994 mowing agreement will have been superseded in all Phases of the improvement.

Proposed Boneyard Creek Improvements at Wesley Park

South and east side of park: A previous proposal had two-way traffic and parking on Eureka Street extended at the south side of the park. In discussions with staff, this was decided to be too intrusive to the park. The current configuration, shown in Figure 1, has a 10-foot multipurpose trail south of the park in City right-of-way and six parking spaces on the east side of the park off Third Street. The proposed parking spaces replace an unused driveway approach.

Adding the parking spaces requires rerouting about 120 feet of sidewalk onto Park District property. Bike loops and trash/recycling cans are proposed to be added by the project on the west side of the relocated sidewalk. The City proposes a 20-foot by 120-foot permanent easement for these improvements on Park District property; other options would be feasible such as a license agreement or property purchase.

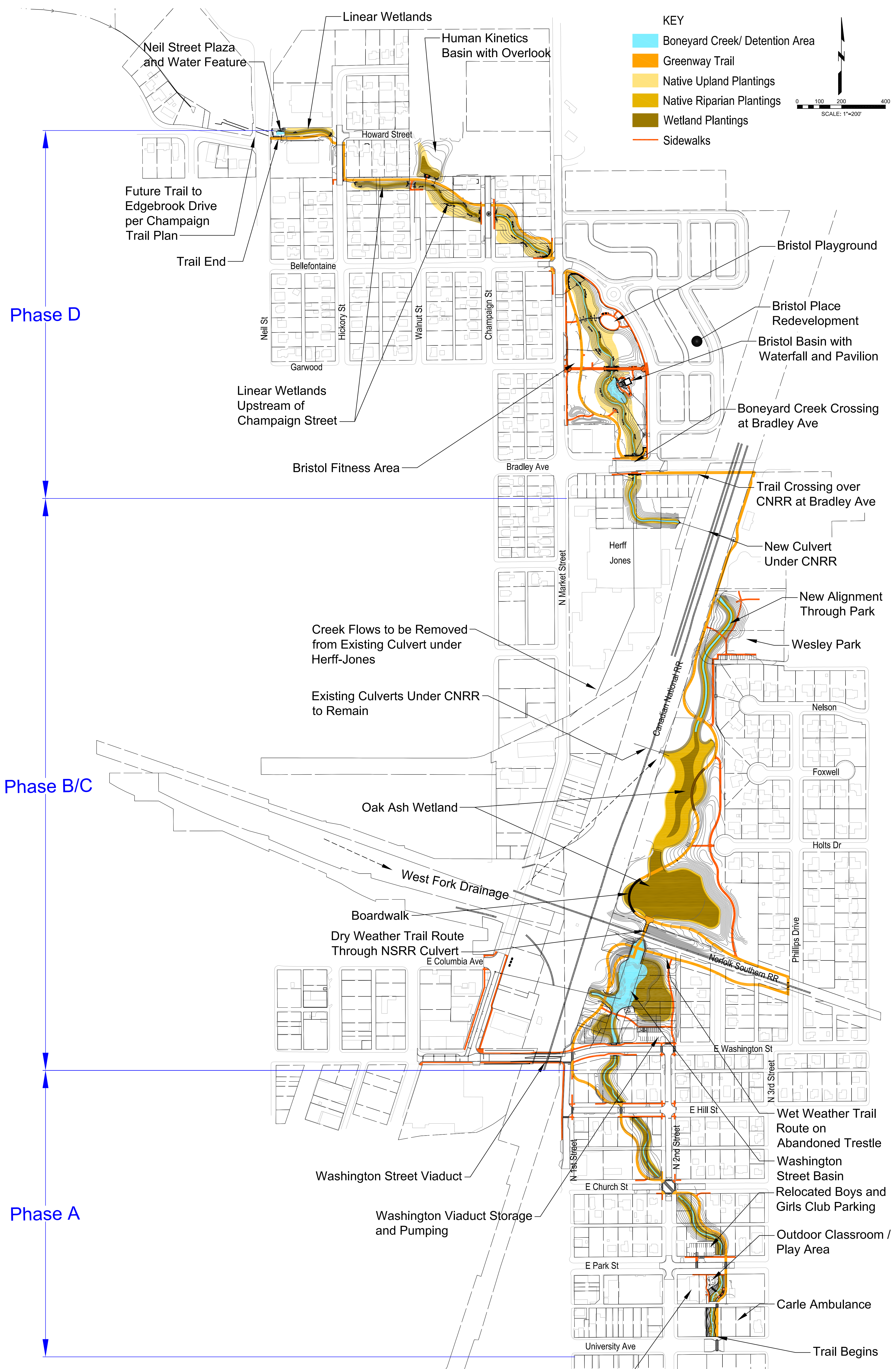
West side of park: A 54” storm sewer is proposed to carry Boneyard Creek flow in City right-of-way between the Canadian Railroad tracks and the west side of Wesley Park. Originally the 10-foot-wide multipurpose trail was proposed to be located directly over the storm sewer. However, mature trees directly west of the existing playground make construction truck access difficult in this area so it is proposed to move the multipurpose trail onto park property next to the playground in this area as shown in Figure 1. This would reduce the amount of excavated soil that would have to be trucked off the site to allow for the trucking in of flowable fill needed if the multipurpose trail were directly over the storm sewer.

There are fewer trees along the southern portion of the west side of the park, so the 10-foot-wide multipurpose trail alignment is proposed to be over the storm sewer. A 30-foot-wide permanent easement is proposed along the west side of the park to accommodate the multipurpose trail on

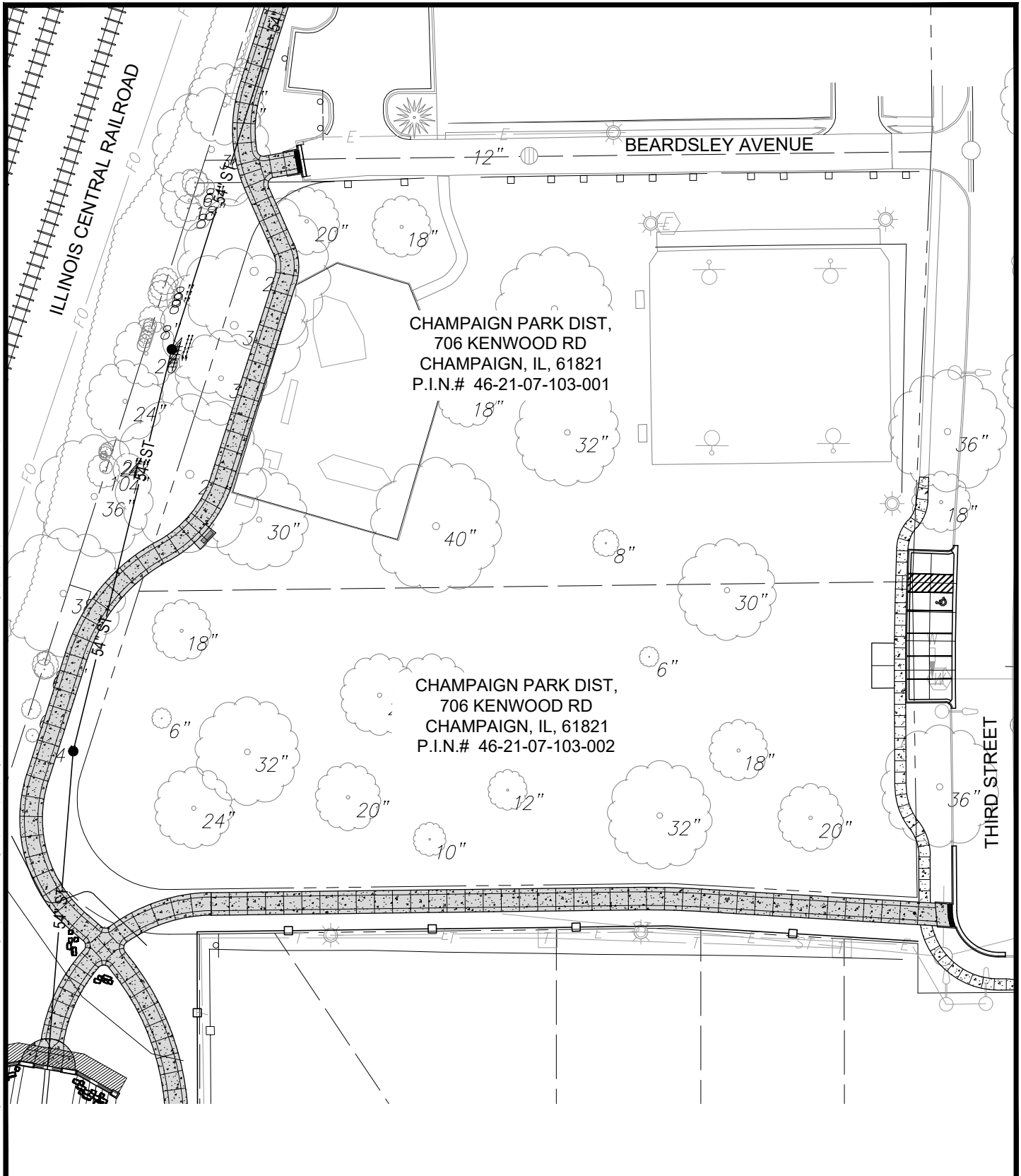
park property and the construction activities. Other options also exist to allow the proposed permanent facilities and construction activities.

North Side of park: The private Beardsley Avenue is proposed to be temporarily widened during construction to be used for truck access (south side) and temporary parking (north side) during construction. Park District property extends to the center of the street.

Construction traffic is proposed to travel on a temporary aggregate drive adjacent to Beardsley Avenue just south of the existing guard rail. Portions of the guard rail will be temporarily removed and replaced. Once construction is completed the aggregate will be removed and the turf will be restored. The City is proposing a permanent easement over the street to allow construction access, repair of damaged asphalt after construction, and maintenance access in the future.



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1 WESLEY PARK SITE
SCALE: 1"=60'



Farnsworth
GROUP
2211 WEST BRADLEY AVENUE
CHAMPAIGN, ILLINOIS 61821
(217) 352-7408 / info@f-w.com

City of Champaign
Boneyard Creek Improvements by Wesley Park
Preliminary as of 6/17/2021

Project No: 0150740.02
Drawn by: GAB
Approved: AFJ
Date: 06/17/2021
Revised:

FIGURE 1



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: June 18, 2021

SUBJECT: Approval Setting a Public Hearing on the Budget and Appropriations Ordinance

Background

Annually the Champaign Park District Board of Commissioners must set a date for the public hearing on the Budget and Appropriation Ordinance. At the same time, the budget will be placed for public inspection for at least 30 days prior to the public hearing. A formal notice will also be placed in the newspaper at least 7 days prior to the public hearing.

Prior Board Action

None at this time.

Budget Impact

The proposed budget and appropriations Ordinance No. 652 for fiscal year beginning May 1, 2021 and ending April 30, 2022 for the Champaign Park District sets total expenditures/transfers in the amount of \$29,042,184.

Recommended Action

Staff recommends the Board set a Public Hearing on the proposed Budget and Appropriation Ordinance for Wednesday, July 28, 2021 at 5:30 p.m. at the Bresnan Meeting Center to receive public comments. Ordinance No. 652 the proposed Budget and Appropriation Ordinance, is available at the Bresnan Meeting Center for public review.

Prepared by:

Reviewed by:

Andrea N. Wallace
Director of Finance

Joe DeLuce, CPRP
Executive Director

Ordinance #652

**BUDGET AND APPROPRIATION ORDINANCE
For the Year Ended 2022**

**AN ORDINANCE ADOPTING THE COMBINED
ANNUAL BUDGET AND APPROPRIATION OF
FUNDS FOR THE CHAMPAIGN PARK DISTRICT
CHAMPAIGN COUNTY, ILLINOIS**

**FOR THE FISCAL YEAR BEGINNING ON THE
FIRST (1st) DAY OF MAY 2021, AND ENDING ON THE THIRTIETH DAY (30th) OF APRIL 2022**

**BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE CHAMPAIGN PARK
DISTRICT, CHAMPAIGN COUNTY, ILLINOIS:**

SECTION 1. It is hereby found and determined:

- (a) This Board has heretofore caused to be prepared a combined Annual Budget and Appropriation in tentative form, which Ordinance will be conveniently available for public inspection for at least 30 days prior to final action thereon; and
- (b) A public hearing will be held at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, on the 28 day of July 2021 on said Ordinance, notice of said hearing having been given by publication in the Champaign News Gazette, being a newspaper published within the District, at least one week prior to such hearing; and
- (c) That all other legal requirements for the adoption of the Annual Budget and Appropriation of this Park District for the fiscal year beginning May 1, 2021 and ending April 30, 2022 have heretofore been performed.

Section 2. The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first (1st) day of May 2021 and ending the thirtieth (30th) day of April 2022.

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning May 1, 2021 and ending April 30, 2022 for the respective purposes set forth.

All unexpended balances of the appropriations for the fiscal year ended April 30, 2021 and prior years are hereby specifically re-appropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriated, shall constitute the general corporate fund and shall first be placed to credit of such fund.

Section 3. The following determinations have been made and are hereby made a part of the aforesaid budget:

An estimate of the cash on hand at the beginning of the fiscal year is expected to be \$32,003,970.

An estimate of the cash expected to be received during the fiscal year from all sources is \$24,104,187.

An estimate of the expenditures and transfers contemplated for the fiscal year is \$29,042,184.

An estimate of the cash expected to be on hand at the end of the first year is \$27,065,973.

An estimate of the amount of taxes to be received during the fiscal year is \$13,696,200.

Section 4. The receipts and revenues of the Champaign Park District derived from sources other

Ordinance #652

**BUDGET AND APPROPRIATION ORDINANCE
For the Year Ended 2022**

**AN ORDINANCE ADOPTING THE COMBINED
ANNUAL BUDGET AND APPROPRIATION OF
FUNDS FOR THE CHAMPAIGN PARK DISTRICT
CHAMPAIGN COUNTY, ILLINOIS
FOR THE FISCAL YEAR BEGINNING ON THE**

FIRST (1st) DAY OF MAY 2021, AND ENDING ON THE THIRTIETH DAY (30th) OF APRIL 2022

than taxation and not specifically appropriated, and all unexpended balances from the preceding fiscal year not required for the purposes for which they were appropriated and levied, shall constitute the General Corporate Fund and shall first be placed to credit of such fund.

Section 5. All ordinances or parts of ordinances conflicting with any of the provisions of this ordinance be, and the same, are hereby repealed to the extent of such conflict. If any item or portion thereof of this budget and appropriation ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portion of this ordinance.

Section 6. This ordinance shall be full force and effective immediately upon its passage.

Passed this 28th day of July 2021.

AYES:

NAYS:

ABSENT:

ABSTAIN:

Preliminary

[SEAL]

CHAMPAIGN PARK DISTRICT

By

Kevin Miller, Board President

ATTEST:

Jarrod Schneumann, Board Secretary

Ordinance No. 652
Budget & Appropriations Totals by Fund
May 1,2021 through April 30, 2022

Fund	Description	2021-22	
		Final Budget	
01	General	\$ 5,486,844	\$ 5,802,475
02	Recreation	5,042,381	5,583,093
03	Museum	1,815,944	1,925,615
04	Liability Insurance	340,032	365,137
06	IMRF FUND	230,000	264,500
08	Audit Fund	26,510	29,161
09	Paving And Lighting Fund	71,000	78,100
12	Special Donations Fund	55,196	59,454
14	Social Security Fund	395,000	454,250
15	Special Recreation Fund	1,389,465	1,501,829
16	Capital Improvements Fund	2,871,576	3,158,732
19	Police Protection	30,000	32,365
21	Bond Amortization Fund	1,187,200	1,210,946
22	Bond Proceeds Fund	1,913,536	1,958,746
24	Land Acquisition Fund	-	650,000
25	Park Development Fund	658,000	671,160
26	Trails And Pathways Fund	50,000	50,753
27	Martens Center Capital Fund	7,479,500	8,227,450
	Appropriations - All Funds	<u>\$ 29,042,184</u>	<u>\$ 32,023,766</u>

Preliminary

Ordinance No. 652
Budget & Appropriations Details by Fund
May 1, 2021 through April 30, 2022

Account	Description	2021-22 Budget	Appropriations
Fund 01 - GENERAL			
Salaries and Wages			
70201	Full-Time Salaries and Wages	2,085,160	2,147,715
70202	Part-Time Seasonal Wages	231,880	255,068
70203	Appointed Treasurer Wages	-	4,000
	Salaries and Wages	2,317,040	2,406,783
Fringe Benefits			
53132	Dental Insurance	12,210	13,186
53133	Medical Health Insurance	335,000	361,796
53134	Life Insurance	4,800	5,186
53137	Employee Assistance Program	1,526	1,645
83003	Allowances/Reimbursements	46,200	49,897
	Fringe Benefits	399,736	431,710
Contractual			
54201	Postage And Mailing	3,753	4,093
54202	Printing And Duplicating	5,430	5,873
54204	Staff Meetings	150	175
54205	Legal Publications/Notices	5,728	6,217
54206	Advertising/Publicity	19,483	21,046
54207	Staff Training	10,300	11,106
54208	Memberships, Dues And Fees	16,939	18,308
54209	Conference And Travel	15,300	16,513
54210	Board Expense	4,500	4,821
54212	Attorney Fees	125,000	137,454
54214	Architect And Engineering Fees	20,000	21,959
54215	Professional Fees	110,180	118,945
54234	Landfill Fees	30,050	33,090
54236	Auto Allowance	84	84
54241	Vehicle Repair	12,500	13,531
54242	Equipment Repair	8,100	8,786
54245	Building Repair	5,600	5,998
54250	Equipment Rental	13,800	14,914
54253	Pest Control	1,100	1,220
54254	Service Contracts	41,960	45,314
54255	License And Fees	23,760	25,636
54260	Service Contracts-Facilities	2,840	3,015
54261	Service Contracts-Grounds	38,000	41,021
54263	Contractual Mowing	165,000	178,221
54264	Cell Phone Expense	8,500	9,194
54265	Subscriptions	1,115	1,173
54270	Personnel Costs	36,541	39,467
54275	Health And Wellness	2,547	2,771
54280	Other Contractual Services	12,500	13,492
54291	Park And Recreation Excellence	1,500	1,628
59412	Property/Sales Tax	284	289
59414	Credit Card Fees	800	903
	Contractual	743,344	806,257

Ordinance No. 652
Budget & Appropriations Details by Fund
May 1, 2021 through April 30, 2022

Account	Description	2021-22 Budget	Appropriations
Commodities/Supplies			
55301	Office Supplies	8,000	8,637
55302	Envelopes And Stationary	800	883
55303	Duplicating Supplies	1,300	1,400
55304	Checks And Bank Supplies	1,400	1,465
55305	Photographic Supplies	105	111
55307	Books And Manuscripts	300	627
55308	First Aid/Medical Supplies	4,500	4,853
55309	Safety Supplies	8,000	8,637
55315	Staff Uniforms	12,769	13,729
55316	Participant Uniforms	275	300
55320	Building Maintenance Supplies	18,200	19,696
55321	Landscape Supplies	22,425	24,187
55322	Cleaning /Janitorial Supplies	5,130	5,560
55323	Playground Maintenance Supplies	5,500	5,933
55324	Prescribed Burn Supplies	500	545
55325	Equipment And Tools	15,500	16,665
55326	Shop Equipment And Supplies	7,000	7,547
55327	Vehicle/Equipment Repair Parts	26,000	28,059
55328	Amenity Maintenance Supplies	5,300	5,695
55329	Office/ Equipment Value <\$10000	600	648
55330	Gas, Fuel, Grease And Oil	48,900	52,767
55331	Chemicals	11,400	12,335
55332	Paints	500	583
55333	Plant Materials	137,200	148,279
55348	Flowers And Cards	300	290
55349	Plaques, Awards And Prizes	2,096	2,261
55350	Recreation/Program Supplies	2,828	3,010
55352	Fish Restocking	1,500	1,650
55354	Food Supplies	1,456	1,561
Commodities/Supplies		349,784	377,913
Utilities			
56230	Sanitary Fees And Charges	10,000	11,202
56231	Gas And Electricity	49,600	57,011
56232	Water	59,700	68,643
56233	Telecomm Expense	36,140	38,996
Utilities		155,440	175,852
Routine/Periodic Maintenance			
58001	Periodic Maintenance	5,500	5,600
58002	Routine Maintenance	216,000	220,360
Routine/Periodic Maintenance		221,500	225,960
Transfers to Other Funds			
59409	Transfers To Other Funds	1,300,000	1,378,000
Appropriations - Fund 01		5,486,844	5,802,475

Ordinance No. 652
Budget & Appropriations Details by Fund
May 1, 2021 through April 30, 2022

Account	Description	2021-22 Budget	Appropriations
Fund 02 - RECREATION			
Salaries and Wages			
70201	Full-Time Salaries and Wages	783,371	799,038
	Part-Time Wages	1,067,708	1,099,767
70301	Office Staff	43,000	44,290
70501	Managers/Supervisors	42,000	43,260
71001	Program/Facility Dir.	18,975	19,355
80303	PT Office Staff/Support	16,860	17,534
80903	Pt Custodial	20,600	22,660
81003	Pt Program Director/supervisor	1,824	2,006
81403	Pt Instructor	450	495
81703	Pt Day Camp Staff/life Guard	2,400	2,640
81803	Pt Site Supervisor	16,471	18,118
81903	PT Building/Park Openers	5,418	5,960
		2,019,077	2,075,123
Salaries and Wages			
Fringe Benefits			
53132	Dental Insurance	4,900	5,295
53133	Medical Health Insurance	145,000	156,602
53134	Life Insurance	1,720	1,854
53137	Employee Assistance Program	600	646
83003	Allowances/Reimbursements	18,360	19,825
		170,580	184,222
Fringe Benefits			
Contractual			
54201	Postage And Mailing Expense	2,525	2,772
54202	Printing And Duplicating	3,863	3,818
54204	Staff Meetings	30	33
54205	Legal Publications/notices	200	226
54206	Advertising/Publicity	7,489	8,099
54207	Staff Training	15,736	16,995
54208	Memberships, Dues And Fees	12,411	13,446
54209	Conference And Travel	6,485	7,052
54234	Landfill Fees	1,575	1,733
54236	Auto Allowance	640	698
54241	Vehicle Repair	2,000	2,160
54242	Equipment Repair	13,768	14,853
54245	Building Repair	24,349	26,327
54250	Equipment Rental	3,269	3,559
54251	Rental Facilities	5,845	6,313
54253	Pest Control	3,190	3,445
54254	Service Contracts	11,410	12,551
54255	License And Fees	1,974	2,152
54260	Service Contracts-Facilities	36,798	39,784
54261	Service Contracts-Grounds	2,550	2,766
54264	Cell Phone Expense	3,664	3,967
54265	Subscriptions	460	453
54270	Personnel Costs	20,500	22,345
54280	Other Contractual Services	1,504	1,639
54281	Contractual Personnel	23,013	24,855

Ordinance No. 652
Budget & Appropriations Details by Fund
May 1, 2021 through April 30, 2022

Account	Description	2021-22	
		Budget	Appropriations
54282	Intern Stipend	3,600	3,924
54285	Contractual Entertainment	1,200	1,350
54299	Field/Special Trips	41,328	44,597
59412	Property/Sales Tax	12,574	13,619
59414	Credit Card Fees	26,100	28,224
Contractual		290,050	313,755
Commodities/Supplies			
55301	Office Supplies	5,150	5,564
55303	Duplicating Supplies	1,960	2,083
55307	Books And Manuscripts	702	801
55308	First Aid Supplies	5,719	6,234
55315	Staff Uniforms	3,413	3,545
55316	Participant Uniforms	11,683	12,600
55320	Building Maintenance Supplies	33,000	35,589
55321	Landscape Supplies	10,000	10,779
55322	Cleaning /janitorial Supplies	16,377	17,700
55325	Equipment And Tools	2,600	2,757
55327	Vehicle/equip Repair Parts	3,400	3,673
55330	Fuel Purchases	9,630	10,366
55331	Chemicals	44,120	47,653
55332	Paints	10,180	10,976
55333	Plant Materials	3,280	3,480
55348	Flowers And Cards	80	90
55349	Plaques, Awards And Prizes	7,981	8,568
55350	Recreation/program Supplies	62,693	67,692
55354	Food Supplies	16,803	18,189
55360	Merchandise For Resale	56,100	60,588
Commodities/Supplies		304,871	328,927
Utilities			
56230	Sanitary Fees And Charges	6,390	7,301
56231	Gas And Electricity	210,100	241,648
56232	Water	93,430	107,413
56233	Telecomm Expense	23,835	27,456
Utilities		333,755	383,818
Routine/Periodic Maintenance			
58001	Periodic Maintenance	44,500	45,390
58002	Routine Maintenance	20,000	20,400
Routine/Periodic Maintenance		64,500	65,790
Transfers to Other Funds			
59409	Transfers To Other Funds	1,859,548	2,231,458
Appropriations - Fund 02		5,042,381	5,583,093

Fund 03 - MUSEUM

Ordinance No. 652
Budget & Appropriations Details by Fund
May 1, 2021 through April 30, 2022

Account	Description	2021-22 Budget	Appropriations
Salaries and Wages			
70201	Full-Time Salaries and Wages	466,889	476,227
70202	Part-Time Wages	334,073	347,436
71001	Program/Facility Dir.	13,057	13,579
81403	PT Instructor	40,938	45,032
Salaries and Wages		854,957	882,274
Fringe Benefits			
53132	Dental Insurance	3,000	3,302
53133	Medical Health Insurance	77,000	84,700
53134	Life Insurance	1,430	1,571
53137	Employee Assistance Program	345	376
83003	Allowances/Reimbursements	12,470	13,722
Fringe Benefits		94,245	103,671
Contractual			
54201	Postage And Mailing	10,298	11,126
54202	Printing And Duplicating	12,698	13,717
54204	Staff Meetings	-	100
54206	Advertising/Publicity	42,583	45,989
54207	Staff Training	1,000	1,090
54208	Memberships, Dues And Fees	3,150	3,398
54209	Conference And Travel	1,000	1,080
54215	Professional Fees	1,000	1,080
54234	Landfill Fees	4,105	4,721
54242	Equipment Repair	2,430	2,627
54245	Building Repair	9,000	9,724
54250	Equipment Rental	35,610	38,460
54251	Rental Facilities	27,628	29,842
54253	Pest Control	570	617
54254	Service Contracts	2,600	2,807
54255	License And Fees	7,175	7,748
54260	Service Contracts-facilities	33,500	36,176
54265	Subscriptions	191	208
54270	Personnel Costs	8,800	9,592
54280	Other Contractual Services	55,437	59,876
54281	Contractual Personnel	27,478	29,673
54285	Contractual Entertainment	284,620	307,387
54299	Field/special Trips	3,000	3,240
59412	Property/sales Tax	6,563	7,086
59414	Credit Card Fees	37,661	40,674
Contractual		618,097	668,038
Commodities/Supplies			
55301	Office Supplies	1,150	1,240
55302	Envelopes And Stationary	500	543
55303	Duplicating Supplies	200	204
55305	Photographic Supplies	25	25
55307	Books And Manuscripts	880	959
55308	First Aid/Medical Supplies	800	861
55315	Staff Uniforms	824	884

Ordinance No. 652
Budget & Appropriations Details by Fund
May 1, 2021 through April 30, 2022

Account	Description	2021-22 Budget	Appropriations
55316	Participant Uniforms	2,373	2,556
55320	Building Maintenance Supplies	8,000	8,801
55322	Cleaning /Janitorial Supplies	3,700	3,991
55329	Office/ Equipment Value <\$10000	1,500	1,650
55330	Gas,Fuel,Grease And Oil	1,100	1,185
55348	Flowers And Cards	10	10
55349	Plaques, Awards And Prizes	4,221	4,568
55350	Recreation/Program Supplies	45,257	48,883
55351	Animal Supplies	2,200	2,376
55354	Food Supplies	22,654	24,469
55355	Animal Feed	5,000	5,400
55360	Merchandise For Resale	15,998	17,279
Commodities/Supplies		<u>116,392</u>	<u>125,884</u>
Utilities			
56230	Sanitary Fees And Charges	1,300	1,490
56231	Gas And Electricity	62,000	71,301
56232	Water	12,575	14,460
56233	Telephone Expense	7,600	8,739
Utilities		<u>83,475</u>	<u>95,990</u>
Routine/Periodic Maintenance			
58001	Periodic Maintenance	48,778	49,758
Transfers to Other Funds			
Appropriations - Fund 03		<u>1,815,944</u>	<u>1,925,615</u>
Fund 04 - LIABILITY INSURANCE			
Salaries and Wages			
70202	Full-Time Salaries and Wages	<u>53,800</u>	<u>55,952</u>
Fringe Benefits			
53132	Dental Insurance	300	323
53133	Medical Health Insurance	12,720	13,741
53134	Life Insurance	90	100
83003	Allowances/Reimbursements	840	905
Fringe Benefits		<u>13,950</u>	<u>15,069</u>
Contractual			
54270	Personnel Costs	234	255
Commodities/Supplies			
55306	Cpr Books And Supplies (Tort Fund)	2,900	3,133
55309	Safety Supplies	1,000	1,150
55329	Office/ Equipment Value <\$10000	2,800	3,024
Commodities/Supplies		<u>6,700</u>	<u>7,307</u>
Insurance			
57131	Workers Compensation	82,100	89,489
57137	Unemployment Premium	8,500	10,200

Ordinance No. 652
Budget & Appropriations Details by Fund
May 1, 2021 through April 30, 2022

Account	Description	2021-22 Budget	Appropriations
57220	Liability Insurance	35,000	38,150
57222	Employment Practices	16,200	17,657
57224	Property Insurance	<u>72,600</u>	<u>79,131</u>
Insurance		214,400	234,627
Capital Outlay			
61515	Repair Projects And Equipment	<u>50,948</u>	<u>51,927</u>
Appropriations - Fund 04		<u>340,032</u>	<u>365,137</u>
Fund 06 - IMRF FUND			
Fringe Benefits			
53135	IMRF Payments	<u>230,000</u>	<u>264,500</u>
Appropriations - Fund 06		<u>230,000</u>	<u>264,500</u>
Fund 08 - AUDIT FUND			
Fringe Benefits			
54217	Audit Expenses	<u>26,510</u>	<u>29,161</u>
Appropriations - Fund 08		<u>26,510</u>	<u>29,161</u>
Fund 09 - PAVING AND LIGHTING FUND			
Routine/Periodic Maintenance			
58002	Routine Maintenance	<u>71,000</u>	<u>78,100</u>
Capital Outlay			
Appropriations - Fund 09		<u>71,000</u>	<u>78,100</u>
Fund 11 - ACTIVITY AND AFFILIATES FUND			
Contractual			
Commodities/Supplies			
Fund 12 - SPECIAL DONATIONS FUND			
Contractual			
54292	Scholarships	50,000	53,998
59415	Transfer To Parks Foundation-Restricted	<u>5,196</u>	<u>5,456</u>
		<u>55,196</u>	<u>59,454</u>

Ordinance No. 652
Budget & Appropriations Details by Fund
May 1, 2021 through April 30, 2022

Account	Description	2021-22 Budget	Appropriations
Appropriations - Fund 12		55,196	59,454
Fund 14 - SOCIAL SECURITY FUND			
Fringe Benefits			
53136	FICA Payments	395,000	454,250
Appropriations - Fund 14		395,000	454,250
Fund 15 - SPECIAL RECREATION FUND			
Salaries and Wages			
70201	Full-Time Salaries and Wages	196,820	202,721
70202	Part-Time Seasonal Wages	257,352	272,794
		454,172	475,515
Fringe Benefits			
53132	Dental Insurance	1,560	1,649
53133	Medical Health Insurance	44,600	47,276
53134	Life Insurance	420	447
53135	IMRF Payments	12,000	13,200
53136	FICA Payments	34,000	37,400
53137	Employee Assistance Program	175	189
		92,755	100,161
Contractual			
54201	Postage And Mailing	2,000	2,116
54202	Printing And Duplicating	4,100	4,350
54204	Staff Meeting	210	211
54205	Legal Publications/notices	500	534
54206	Advertising/publicity	2,100	2,229
54207	Staff Training	2,200	2,317
54208	Memberships, Dues And Fees	1,500	1,588
54209	Conference And Travel	4,000	4,240
54241	Vehicle Repair	3,000	3,180
54250	Equipment Rental	450	486
54251	Rental Facilities	5,780	6,123
54253	Pest Control	420	441
54254	Service Contracts	2,700	2,970
54255	License And Fees	20	22
54260	Service Contracts-facilities	1,780	1,922
54264	Cell Phone Expense	380	400
54270	Personnel Costs	1,500	1,650
54280	Other Contractual Services	25	28
54281	Contractual Personnel	7,188	7,907
54285	Contractual Entertainment	900	990
54299	Field/special Trips	17,574	19,331
59414	Credit Card Fees	1,300	1,430
		59,627	64,465

Ordinance No. 652
Budget & Appropriations Details by Fund
May 1, 2021 through April 30, 2022

Account	Description	2021-22 Budget	Appropriations
Commodities/Supplies			
55301	Office Supplies	600	632
55302	Envelopes And Stationary	380	404
55303	Duplicating Supplies	300	313
55315	Staff Uniforms	1,639	1,733
55316	Participant Uniforms	1,784	1,890
55320	Building Maintenance Supplies	1,000	1,059
55322	Cleaning/janitorial Supplies	2,750	2,966
55327	Vehicle/equipment Repair Parts	1,000	1,063
55330	Gas,fuel,grease And Oil	8,000	8,485
55349	Plaques, Awards And Prizes	5,075	5,384
55350	Recreation/program Supplies	8,991	9,530
55354	Food Supplies	10,925	11,580
		<u>42,444</u>	<u>45,039</u>
Utilities			
56230	Sanitary Fees And Charges	400	432
56231	Gas And Electricity	22,000	23,760
56232	Water	1,800	1,944
56233	Telecomm Expense	2,940	3,175
		<u>27,140</u>	<u>29,311</u>
Insurance			
57131	Workers Compensation	1,800	2,019
57220	Liability Insurance	2,500	2,799
57222	Employment Practices	620	698
57224	Property Insurance	3,900	4,366
		<u>8,820</u>	<u>9,882</u>
Routine/Periodic Maintenance			
58003	ADA Non-Capital Expenditures	25,000	30,000
Capital Outlay			
61508	CPD - ADA	439,415	483,358
61509	UPD Capital ADA	240,092	264,098
		<u>679,507</u>	<u>747,456</u>
Appropriations - Fund 15		<u>1,389,465</u>	<u>1,501,829</u>
Fund 16 - CAPITAL IMPROVEMENTS FUND			
Contractual			
Capital Outlay			
61508	Park Construction/Improvements	2,871,576	3,158,732
Transfers to Other Funds			
Appropriations - Fund 16		<u>2,871,576</u>	<u>3,158,732</u>

Preliminary

Ordinance No. 652
Budget & Appropriations Details by Fund
May 1, 2021 through April 30, 2022

Account	Description	2021-22 Budget	Appropriations
Fund 19 - POLICE PROTECTION			
Contractual			
54281	Contractual Personnel	30,000	32,365
Appropriations - Fund 19		30,000	32,365
Fund 21 - BOND AMORTIZATION FUND			
Transfer To Other Funds			
59409	Transfers To Other Funds	1,187,200	1,210,946
Appropriations - Fund 21		1,187,200	1,210,946
Fund 22 - BOND PROCEEDS FUND			
Contractual			
54215	Professional Fees	3,428	3,600
Capital Outlay			
61504	Vehicles / Equipment	128,000	129,280
61508	Park Construction/Improvements	1,235,108	1,272,166
		1,363,108	1,401,446
Debt Service Principal			
59405	Bond Redemption	480,000	480,000
Debt Service Interest/Fees			
59407	Interest Expense	67,000	73,700
Appropriations - Fund 22		1,913,536	1,958,746
Fund 24 - LAND ACQUISITION FUND			
Capital Outlay			
61504	Land Acquisition	-	650,000
Appropriations - Fund 24		-	650,000
Fund 25 - PARK DEVELOPMENT FUND			
Capital Outlay			
61508	Park Construction/Improvements	658,000	671,160
Appropriations - Fund 25		658,000	671,160
Fund 26 - TRAILS AND PATHWAYS FUND			
Capital Outlay			

Ordinance No. 652
Budget & Appropriations Details by Fund
May 1, 2021 through April 30, 2022

Account	Description	2021-22 Budget	Appropriations
61508	Park Construction/Improvements	50,000	50,753
Appropriations - Fund 26		50,000	50,753
Fund 27 - MARTENS CENTER CAPITAL FUND			
Contractual			
54202	Printing And Duplicating	1,000	1,100
54212	Attorney Fees	18,000	19,800
54215	Professional Fees	65,500	72,050
		84,500	92,950
Capital Outlay			
61508	Park Construction/Improvements	7,395,000	8,134,500
Appropriations - Fund 27		7,479,500	8,227,450

Preliminary



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: June 15, 2021

SUBJECT: Parkland Way Improvements

Background

This project removes and replaces an approximately 150-foot stretch of concrete in the most problematic section of Parkland Way. The section is located between the 4-plex parking lot entrances. Shoulder improvements are included.

An invitation to bid was published in *The News-Gazette* and bids were opened and read aloud on Monday June 7, 2021. We received the following results:

BIDDER	BASE BID
A&R Mechanical	\$32,035.73
Wick Concrete	\$32,505.00
A & A Concrete	\$35,928.00
Duce Construction	\$37,500.00
Feutz Contractors	\$39,000.00
Stark Excavating	\$40,440.00
Mid Illinois Concrete	\$44,800.00
Cross Construction	\$48,750.00

Prior Board Action

The Park Board approved this project in last year's Capital Improvement Plan budget FY 2020/21. The project was red-lined and then later in the year it was pushed to this fiscal year. The CIP also includes continual Parkland Way Improvement projects for FY23 and FY25.

Budget Impact

\$100,000.00 was initially budgeted in the 2020/2021 Capital Improvement Plan for this project, leaving \$67,964.27 remaining in the budget.

Recommended Action

Staff recommends accepting the low, responsible bid and authorizing the Executive Director to enter into a contract with A&R Mechanical for a total of \$32,035.73.

Prepared by:

Dan Olson
Director of Operations

Reviewed by:

Joe DeLuce
Executive Director

RESOLUTION

CHAMPAIGN PARK DISTRICT BOARD OF PARK COMMISSIONERS

Committing Excess Reserves for Martens Center

WHEREAS, on September 27, 2017 the Champaign Park District Board of Commissioners approved a Charitable Donation Memorandum of Understanding for the Martens Center, and

WHEREAS, pursuant to that agreement the Park District committed \$2,000,000 from excess reserves towards this project, and

WHEREAS, the Park District set aside an additional \$300,000 in the fiscal years ended April 30, 2019 and 2020 budgets to purchase furniture, fixtures, and equipment for start-up, and

WHEREAS, the estimated budget for the project is \$11,612,673 and funds raised to cover the expenditures are insufficient in the amount of \$2,709,548 as of June 2021, and

WHEREAS, the total committed funds of the Park District equals \$5,009,548, and

WHEREAS, the unaudited fund balance of the General Fund for the fiscal year commencing May 1, 2020 and ending April 30, 2021 is projected to be \$9,027,000 before any transfer, and the required 120-day reserve balance is \$1,436,643, leaving a remaining balance of \$7,590,357 as of April 30, 2021, and

WHEREAS, the unaudited fund balance of the Recreation Fund for the fiscal year commencing May 1, 2020 and ending April 30, 2021 is projected to be \$5,351,700 before any transfer, and the required 120-day reserve balance is \$742,895, leaving a remaining balance of \$4,608,805 as of April 30, 2021.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Champaign Park District does hereby determine and commit a total of \$1,000,000 from the General Fund and \$1,709,548 from the Recreation Fund as of April 30, 2021 to be transferred for such specific priorities, and

BE IT FURTHER RESOLVED that the Board of Commissioners of the Champaign Park District does hereby authorize staff to transfer \$1,000,000 from the General Fund into the Martens Center Fund used for the Martens Center capital project, and

BE IT FURTHER RESOLVED that the Board of Commissioners of the Champaign Park District does hereby authorize staff to transfer \$1,709,548 from the Recreation Fund into the Martens Center Capital Fund to be used for the Martens Center capital project.

APPROVED by the President and Board of Commissioners of the Champaign Park District this 23rd day of June, 2021.

APPROVED:

Kevin Miller, President

ATTEST:

Jarrod Scheunemann, Secretary



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: June 23, 2021

SUBJECT: Spalding Park Tennis Court Intergovernmental Agreement

Background

The Champaign Unit 4 School District passed a referendum that included the construction of eight (8) new tennis courts at Spalding Park. The School District did complete the addition of a new baseball field and amenities for Central High School, but they did not have enough funds to move forward with the tennis court project. So, recently Unit 4 and our staff discussed the idea to partner on upgrading the four existing tennis courts and adding two additional courts to provide a new home for the Central High School Tennis Teams and provide a quality facility for our residents to play tennis when they were not being used by the high school tennis teams.

This Agreement sets forth the terms and conditions by which the Parties jointly agree to renovate, improve, and develop the Courts at the Park for the general public and in order to make those Courts available for Unit #4 tennis activities consistent with the Intergovernmental Cooperation Act, 5 ILCS 22/1, *et seq.* The Courts currently located and to be located at the Park in the City of Champaign, State of Illinois consist of four (4) Courts utilized by the Park District. This Agreement provides for the renovation, improvement, and development of those Courts together with the development of an additional two (2) Courts. The Park District will maintain ownership of the Courts and provide Unit #4 with a license to utilize them for their tennis teams. Both partners will work together to comply with the terms of this agreement, including such representations, warranties, terms, covenants, conditions, use allocations, operating cost sharing, and indemnities customary for a transaction of this character and complexity. The Courts shall be used to provide educational, recreational, and athletic programs, and community-based activities, such as those commonly provided at park and school athletic facilities in the Champaign-Urbana area. All uses shall be subject to the rules, restrictions, and policies that are applicable to other facilities of the Park District and Unit #4.

Prior Board Action

The Park Board approved the IGA for the baseball field and amenities with Unit 4 School and discussed the conditions for the addition and improvements for six tennis courts as part of a new IGA between the Park District and Unit 4 Schools.

Budget Impact

The Park District will have an impact of approximately \$325,000 for 35% of the project costs while Unit 4 Schools will cover 65% of the construction costs.

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.

Recommended Action

Staff recommends approval of the IGA between the District and Unit 4 School District for the construction and ongoing operation of tennis courts at Spalding Park.

Prepared by:

Reviewed by:

Joe DeLuce
Executive Director

Jarrod Scheunemann
Assistant to the Executive Director

**INTERGOVERNMENTAL AGREEMENT BETWEEN CHAMPAIGN PARK DISTRICT AND
BOARD OF EDUCATION OF CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT #4 FOR
THE UTILIZATION AND IMPROVEMENT OF SPALDING PARK TENNIS COURTS**

THIS INTERGOVERNMENTAL AGREEMENT (hereinafter referred to as, "Agreement") is made and entered into as of the ____ day of _____, 2021, by and between the Champaign Park District, an Illinois Municipal Corporation (hereinafter referred to as, "Park District") and The Board of Education of Champaign Community Unit School District #4, an independent school district created and existing under the laws of the State of Illinois (hereinafter referred to as, "Unit #4"), and individually or collectively referred to as "Party" or "Parties", as the case may be.

WITNESSETH:

WHEREAS, Park District and Unit #4 are bodies politic and corporate of the State of Illinois and authorized to enter into intergovernmental agreements pursuant to Article VII of The Illinois Constitution of 1970, the Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.*, and transfer property or interests therein pursuant to the Local Government Property Transfer Act, 50 ILCS 605/0.01, *et seq.*, for the benefit of the general public and both entities; and

WHEREAS, Park District and Unit #4 intend to cause improvements and enhancements to the tennis courts owned by the Park District upon premises commonly known as Spalding Park (herein after referred to as, "Park"); and

WHEREAS, the contemplated project includes the redevelopment of existing tennis courts with additional tennis courts (hereinafter referred to as, "Court(s)"), together with lighting and other necessary appurtenances associated with such improvements; and

WHEREAS, Park District and Unit #4 intend to set forth their mutual understanding with regard to how the Court improvements will be constructed, maintained, and utilized, as well as the Parties' use and control of such improvements after construction, as well as the methods and manner of future operations and maintenance, rehabilitation and improvement of such Courts; and

WHEREAS, the Courts are necessary and useful for the improvement of the Park, as well as the tennis programs of Unit #4; and

WHEREAS, Park District and Unit #4 have found and determined that renovation, improvement, and development of additional Courts are compatible with their respective goals and objectives; and

WHEREAS, this Agreement, only insofar as it relates to renovation, improvement, and development of the Courts at Spalding Park, supersedes and replaces the Intergovernmental Agreement previously entered into by the Parties effective May 21, 2018; and

WHEREAS, Park District and Unit #4 desire to set forth their mutual agreement for the renovation, improvement, development, construction, and maintenance of the Courts and associated improvements described herein;

NOW, THEREFORE, for and in consideration of the mutual promises and covenants set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties do hereby agree as follows:

1. Incorporation of Recitals, Duration, and Termination.

A. The recitals and any definitions set forth herein are hereby incorporated within the body of this Agreement as though fully set forth herein.

B. For consistency, the initial term of this Agreement shall be coterminous for the remainder of the term of the Intergovernmental Agreement entered into between the Parties on May 21, 2018, unless otherwise terminated earlier as provided hereunder. After that initial term, Unit #4 shall have the option of extending the Agreement two (2) consecutive additional ten (10) year terms, pursuant to an appropriate exercise of such options made, in writing, on or before August 31 of the then current term or extension thereof. Notwithstanding the foregoing, this Agreement shall ultimately terminate upon and in the event of the dissolution of either Party.

2. Purpose. This Agreement sets forth the terms and conditions by which the Parties jointly agree to renovate, improve, and develop the Courts at the Park for the general public and in order to make those Courts available for Unit #4 tennis activities consistent with the Intergovernmental Cooperation Act, 5 ILCS 22/1, *et seq.* The Courts currently located and to be located at the Park in the City of Champaign, State of Illinois consist of four (4) Courts utilized by the Park District. This Agreement provides for the renovation, improvement, and development of those Courts together with the development of an additional two (2) Courts. The Park District shall at all times maintain ownership of the Courts; provided that, Unit #4 shall have a license to utilize them pursuant to the terms set forth herein. The Parties shall use their good faith efforts to comply with the terms of this Agreement, including such representations, warranties, terms, covenants, conditions, use allocations, operating cost sharing, and indemnities customary for a transaction of this character and complexity. The Courts shall be used to provide educational, recreational, and athletic programs, and community-based activities, such as those commonly provided at park and school athletic facilities in the Champaign-Urbana area. All uses shall be subject to the rules, restrictions, and policies that are applicable to other facilities of the Park District and Unit #4.

3. Ownership/License.

A. The Courts shall be constructed at and upon the Park which is owned by the Park District, and they may be collectively and alternatively referred to herein as, the "Property" as legally described within Exhibit "1" and depicted in part therein.

B. The Park District shall by the terms of this Agreement grant a license to Unit #4.

C. Upon completion of the construction of the Courts, Unit #4 shall have the right to use such Courts pursuant to the terms hereof until the expiration of this Agreement.

D. This Agreement shall include appropriate termination and default terms.

4. Design and Construction.

A. The Parties shall involve their respective representatives in the development, review and preparation of preliminary design plans for the Courts (the "Conceptual Plans"). Upon Unit #4 consent to the Conceptual Plans, Park District shall in accordance with the design and construction provisions herein, together with Unit #4, consent, engage and contract with an architectural firm to definitively design the Facilities consistent with the Conceptual Plans. For the purposes of this

Agreement, the term “consent” shall mean permission to proceed, which shall not be unreasonably withheld.

B. Park District, in accordance with the Conceptual Plans, shall approve the plans and direct that design and construction documents (the “Documents”) be prepared. Unit #4 shall approve all Documents and any modifications thereto, and do so to the extent such Documents are consistent with the Conceptual Plans and fulfill the needs of Unit #4 regarding the renovation, improvement, and development of the Courts and consistent with its policies and practices. Unit #4 shall contribute and pay sixty-five percent (65%) of the design and construction document cost. Following Unit #4 approval, and after receipt of a responsive bids which meet the established budget for the construction of the Courts, Park District shall proceed with the construction of the Courts and initial payment for all costs associated with the design, construction, and development of the Courts, including demolition of the existing courts; provided that, Unit #4 shall pay and reimburse Park District the described herein sixty-five percent (65%). The cost of any paths, concrete pads, seating structures, and related appurtenances to and for the purposes of facilitating the accessibility and spectators to the Courts shall be borne by the Parties and also divided in a manner such that Unit #4 shall pay sixty-five percent (65%) and Park District shall pay thirty-five percent (35%) thereof. All bidding and construction procedures shall be pursuant to applicable Illinois law and let to the lowest responsive and responsible bidder. Unit #4 shall be notified of, attend, and participate in bidding and construction determinations and awards in order to ensure compliance with legal requirements imposed upon Unit #4, as well as its policies and procedures. Park District shall submit to Unit #4 any addenda or construction change orders for Unit #4’s approval, acting through its applicable designee, which shall not be unreasonably withheld; provided that, any such addenda or change orders shall not in any event exceed the dimensions or specifications of the areas of the Park approved by the Park District.

C. The procedures for the awarding of construction contracts, payment of costs and expenses, and completion of construction shall be more fully set forth in the Architectural and Construction Contracts, in addition to applicable law, Park District and Unit #4 policies.

D. The costs and expenses to be paid by Unit #4 associated with the design and construction of the Courts may be paid from revenue derived of its General Obligation School Building Bonds to the extent so required and allocated, or from its other financial resources.

E. Unit #4 will be responsible for sixty-five percent (65%) of the following items: design, construction and installation of improvements.

5. Utilization and Costs.

A. In connection with the Courts renovated, improved, and developed pursuant to this Agreement, responsibility for maintenance of the Courts, adjacent concrete areas, and appurtenances thereto related to tennis shall be as follows: Park District shall continue regular maintenance of the Court during all periods when Unit #4 has priority of use during fall and spring high school tennis seasons; provided that, Unit #4 shall be responsible for maintenance, repairs, and utilities related to its usage. It is understood that the general public may use the Courts when they are not being utilized for the tennis program of Unit #4. Unit #4 may enter into a further fee based agreement with Park District for maintenance and other services, all of which shall be subject to an agreed upon usage schedule.

B. Unit #4 shall be responsible for and undertake in a timely and complete manner the operation of and all other costs associated with the refuse removal and any other similar activity or requirement on or at the Courts during Unit #4's usage.

C. Unit #4 shall pay sixty-five percent (65%) of the costs associated with the development of any dry detention that may be required to be installed in connection with the Courts, and Park District shall pay thirty-five percent (35%) of such amount. After construction thereof, Park District shall be responsible for the maintenance costs thereof.

D. Park District shall be responsible for providing and maintaining furnishings associated with Spalding Park that are not Court improvements, such as picnic tables and refuse receptacles.

E. The Courts shall remain open to the public, but shall be scheduled for exclusive use by Unit #4 for its tennis program upon specific dates and times as agreed with Park District. The locker/restroom/concession building (addressed in the May 21, 2018 agreement) shall be owned and operated by Unit #4 during the term of this Agreement and the Park District shall have access to the building. The Parties shall determine their respective share of utility costs on a monthly basis, as reasonably determined from current billing information or as calculated by utility meters and apportion such amounts and payment equally between them. The Operating Committee as set forth in Section 9 hereof shall determine what periods of time the restrooms will be available for use by the Parties.

F. Park District shall maintain the ongoing right for the duration of this Agreement, together with any extensions thereof, to approve any future changes made with regard to the Courts. Except as otherwise provided for regarding any future development of the Courts, Unit #4 shall not construct any other buildings or structures of any kind or character upon the Property.

G. The playground and pavilion at the Park shall be maintained by the Park District together with the new and existing internal Park paths; provided that, any paved surfaces constructed in connection with the Courts shall be maintained by the Parties on an equal basis.

H. Any branding, sponsorship signage, or naming designation at the Park or any of the Courts, must be approved by the Park District and be consistent with the Park District's naming rights policy. Such branding, signage, or designation, if any, shall be initiated through the Operating Committee subject to the Park District's approval, which shall not be unreasonably withheld. In addition, the appropriate Unit #4 committee shall be consulted. Any payment or compensation associated therewith shall be allocated to the Party to which it relates; provided that, to the extent that the Park District obtains, undertakes, or initiates such process by facilitating it for Unit #4, Unit #4 will receive the compensation for such sponsorship except for fifty percent (50%) of the amount, which shall be remitted to Park District. Park District shall maintain its own signage, and any signage associated with Unit #4 shall be maintained by Unit #4.

I. The Park District may continue to rent the pavilion at the Park, with any revenue generated from such rentals to be allocated to the Park District. Park District may rent the Courts upon such terms and conditions as deemed appropriate during the scheduled periods when such Courts are not being utilized by Unit #4 for seasonal tennis upon such terms and conditions as the Park District deems appropriate, and any revenue generated from such rentals shall accrue and be paid to the Park District.

J. The Parties understand and acknowledge that the greater portion of the impervious surface at the Park will be associated with the Courts and other areas allocated for use by Unit #4, including without limitation, the locker/restroom/concession building and Harris Avenue parking lot. Accordingly, Unit #4 and Park District shall equally share the annual stormwater fees associated with the locker/restroom/concession building and any other impervious area that is subject to such fee. Park District shall provide Unit #4 with documentation demonstrating such fee for reimbursement by Unit #4. Such reimbursement shall include the Courts and associated areas described herein.

6. Termination and Breach. This Agreement shall remain in effect for the period set forth herein. In the event that either Party breaches, defaults in the performance of, or otherwise fails to comply with this Agreement, the other Party shall provide notice of such breach, default, or non-performance and grant sixty (60) days after the date of such notice to cure such circumstance. In the event the defaulting Party is in good faith undertaking measures to cure such default, the non-defaulting shall grant an additional sixty (60) days to complete such cure. The failure to cure shall be a basis for termination of this Agreement on the service of a further thirty (30) day notice. The Parties may otherwise terminate this Agreement by a mutual written agreement between them.

7. General Operation Costs. The general costs of operating and maintaining the Park and Courts include, without limitation, to each Party the following to be divided equally, except as otherwise specifically stated in this Agreement:

- A. Utilities (natural gas, electricity, sanitary sewer, water, telephone, cable television, fire/security alarms, and the like).
- B. Associated areas and appurtenances as otherwise set forth herein.
- C. Maintenance equipment, large and small tools, and the like.
- D. Expenses related to programming at the Courts.

8. Employees. The respective Party shall be responsible for all compensation, benefits, employee health insurance, retirement compensation and contributions, social security, employment insurance, workers compensation and other compensation for its employees of any classification or job description whatsoever who undertake work or perform services at the Courts or areas and appurtenances related thereto, and shall hold each other harmless for any claims related thereto.

9. Budget. The Parties may jointly approve an annual budget for operations and capital replacement costs for the Courts consistent with the Parties' respective fiscal years (May 1 to April 30 for Park District and July 1 to June 30 for Unit #4).

10. Revenue. All income from programs, including admissions and memberships or passes to Unit #4 affiliated tennis matches, if any, shall be retained by Unit #4, and all income from programs, including admissions and memberships or passes to Park District affiliated tennis matches, if any, shall be retained by the Park District Booster or parent clubs holding events officially sanctioned by either Party that are designated as fundraisers to support functions of that Party shall be retained by the Party sponsoring such event after costs associated with such event have been paid.

11. Operating Committee. Operation and maintenance of the Courts shall be as set forth herein. Except as otherwise required of and by the Boards of the respective Parties, there shall be a seven (7) person

committee comprised and consisting of three (3) representatives from Unit #4, and four (4) representatives from the Park District (hereinafter referred to as, the "Operating Committee"). The members of the Operating Committee on behalf of Unit #4 shall consist of its applicable High School Principal or designee, Operations Supervisor, and Athletic Director. The Operating Committee members on behalf of the Park District shall consist of the Director of Planning, Director of Operations, Director of Recreation, and Sports Manager.

Except as otherwise set forth herein, the direct and indirect costs of the respective Parties arising from the use and operation of the Courts and the Property shall be the responsibility of the Parties. Acting through the Operating Committee, the Parties shall jointly prepare and implement an annual schedule of activities and events for the Courts and determine the allocation of costs between them with respect thereto. The determination regarding such scheduling and allocation of costs shall serve as a recommendation for expenditures to the governing Boards of the Parties, except as may otherwise be appropriately delegated by such Boards.

12. Conflict Resolution. Any disputed matter between the Parties regarding operation, maintenance, and utilization of the Facilities shall initially be directed for resolution to the Operating Committee. In the event that the Operating Committee cannot resolve the disputed matter, including without limitation, when all representatives of a respective Party vote in an opposing manner on a matter, such action shall be deemed a tie vote and no decision, and further subject the matter to the conflict resolution procedures herein. The matter will be referred to the Executive Director of the Park District and the Superintendent of Unit #4, who will work together to resolve the matter. To the extent that such Executive Director and Superintendent cannot resolve the matter within a reasonable period, not to exceed fourteen (14) days after it is presented to them, then the matter will be referred to the governing boards of the Parties, or in the alternative the following procedure shall be employed. Each Party's governing board shall designate one person and those persons shall select a third person to act as a committee to resolve the matter on behalf of the Parties. The decision of such ad hoc dispute resolution committee shall be binding upon the Parties, unless the decision requires a Party to act in a manner that is prohibited by law or the governing boards prescribe another procedure. In that event, the resolution committee shall reconvene to decide on a course of action which is within the statutory powers of the respective Parties or prescribed procedure.

13. Liability Insurance. The Parties shall obtain the necessary liability, property and casualty insurance as their respective interests appear. Unit #4 shall keep in full force and effect at all times during this Agreement workers compensation and comprehensive general liability insurance policy, including contractual liability coverage, with minimum limits of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate together with property damage insurance of not less than \$1,000,000. All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best and Co. and shall be reasonably satisfactory to Park District. All insurance coverage provided by Unit #4 shall be primary insurance as to Park District. Any insurance or self-insurance maintained by Park District shall be in excess of Unit #4 insurance and shall not contribute with it. The Park District, its commissioners, officers, employees, agents, representatives, and volunteers shall be covered as additional insured's under the general liability coverage which shall contain no special limitation on the scope of protection afforded to the additional insured's, and shall contain appropriate endorsements or riders necessary to assure coverage. Failure of the Park District to demand such certificate, endorsements, riders, or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency in the evidence that is provided shall not be construed as a waiver of Unit #4's obligation to maintain such insurance. The policy shall not be cancelled or amended without at least thirty (30) days prior written notice having been given to the Park District. Cancellation of any such coverage without a substitute policy containing the required coverages being put in force, shall be grounds for the Park District to immediately terminate this Agreement with no further rights

afforded Unit #4. At its option, Park District may continue such insurance at its cost and obtain reimbursement and repayment thereof from Unit #4. In such event, Unit #4 shall pay the amount due within ten (10) days of payment by Park District. The Parties acknowledge that Unit #4 may from time to time change insurers; provided that, the Park District shall be provided with a certificate of such insurance as well as such endorsements or riders otherwise conforming to and in compliance with the terms hereof, promptly upon such change. All insurance shall afford coverage on an “occurrence” and not a “claims made” basis:

14. Indemnification. Unit #4 shall indemnify, defend and hold harmless Park District and any of its commissioners, officers, employees, agents, representatives, and volunteers from and against any and all liability, loss, costs, causes of actions, demands, attorney’s fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against Park District that arises solely from an act, failure or omission on the part of Unit #4 or any of its directors, officers, employees, agents, representatives, and volunteers in carrying out of the terms of this Agreement.

Park District shall indemnify, defend and hold harmless Unit #4 and any of its board members, officers, employees, agents representatives, and volunteers from and against any and all liability, loss, costs, causes of actions, demands, attorney’s fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against Unit #4 that arises solely from an act, failure or omission on the part of Park District, or any of its commissioners, officers, employees, agents, representatives, and volunteers in carrying out the terms of this Agreement.

15. General Provisions.

A. Each Party will bear its respective expenses (including fees and expenses of legal counsel, financial advisers, design professionals or other representatives or consultants) in connection with the transactions contemplated by this Agreement, except as otherwise provided for herein.

B. The provisions of this Agreement and all duties, obligations and rights arising therefrom shall be governed by and construed in accordance with the domestic laws of the State of Illinois, without giving effect to any choice of law or conflict of law provision or rule (whether of the State of Illinois or any other jurisdiction) that could otherwise be construed to cause the application of the laws of any jurisdiction other than the State of Illinois. In the event of any claim or suit regarding this Agreement, Champaign County, Illinois shall be the applicable venue for any such claim(s) or suit.

C. This Agreement may be executed in as many counterparts as may be convenient or required. It shall not be necessary that the signature of, or on behalf of, each party, or that the signature of all persons required to bind any party, appear on each counterpart. All counterparts shall collectively constitute a single instrument. It shall not be necessary in making proof of this instrument to produce or account for more than a single counterpart containing the respective signatures of, or on behalf of, each of the Parties hereto. Any signature page to any counterpart may be detached from such counterpart without impairing the legal effect of the signatures thereon and thereafter attached to another counterpart identical thereto, except having attached to it additional signature pages.

16. Representations. The Parties hereto represent and warrant that the execution, delivery and performance of this Agreement has been duly authorized by all necessary resolutions or other actions of the

respective governing Boards and this Agreement has been duly executed by the Parties freely and voluntarily acting in accordance therewith.

17. Public Statements. Each Party shall use reasonable efforts to coordinate any news releases or public statements associated with this Agreement, including any terms and conditions hereof that may be of public interest.

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

If to Unit #4:

President, Board of Education
Champaign Unit #4 School District
703 S. New Street
Champaign, IL 61820
Facsimile: (217) 351-3871

and

Superintendent
Champaign Unit #4 School District
703 S. New Street
Champaign, IL 61820
Facsimile: (217) 351-3871

If to Park District:

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

and

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

19. Assignment. This Agreement shall not be assigned or delegated by either Party to any person, entity, subsidiary, successor, partner, employee, agent or affiliate without the prior written consent of the other Party, which shall not be unreasonably withheld. If Park District permits assignment of the rights provided for hereunder at any one or more times, such assignment shall not be deemed permission to assign the rights or performance of this Agreement at any other time or times.

20. Severability. In the event any one or more of the provisions contained in this Agreement are held by a court of competent jurisdiction to be invalid, illegal, or unenforceable in any respect, such provision(s) shall be deemed severed from this Agreement, and the validity, legality, or enforceability of the remaining provisions of this Agreement or any other application thereof shall not be affected or impaired thereby, and shall, remain in effect.

21. Waiver. Failure to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement, shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of the right or power at all or any other times.

22. Entire Agreement and Amendment. This Agreement and any exhibits, addenda or amendments to it executed in writing by the Parties constitute(s) the entire contract between Park District and Unit #4 with respect to the subject matter hereof and supersede(s) any prior agreements between them whether written or oral, and may be changed, modified or amended only by mutual written agreement executed by Park District and Unit #4.

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

**THE BOARD OF EDUCATION OF
CHAMPAIGN COMMUNITY UNIT
SCHOOL DISTRICT #4**

By _____

Its Board President

By _____

Its Secretary

CHAMPAIGN PARK DISTRICT

By _____

Its Board President

By _____

Its Secretary

EXHIBIT 1
Legal Description

Legal Description

For APN/Parcel ID(s): 42-20-12-132-001, 42-20-12-132-002, 42-20-12-131-001, 42-20-12-131-002, 42-20-12-131-003, 42-20-12-131-004, 42-20-12-132-004, 42-20-12-132-005, 42-20-12-132-008, 42-20-12-132-009, 42-20-12-131-005, 42-20-12-131-006, 42-20-12-131-007, 42-20-12-131-008 and 42-20-12-132-007

(Spalding Park)

Parcel A: That part of Lot 1 of Assessor's Subdivision of the Northeast Quarter of the Northwest Quarter of Section 12, Township 19 North, Range 8 East of the Third Principal Meridian, lying South and West of the New York Central Railroad right of way, situated in the City of Champaign, Champaign County, Illinois.

Parcel B: That portion of the following described premises lying West of Elm Street, in the City of Champaign, Illinois: Lots 2 and 3 of Assessor's Subdivision of the Northeast Quarter of the Northwest Quarter of Section 12, Township 19 North, Range 8 East of the Third Principal Meridian, situated in Champaign County, Illinois, except that portion thereof lying within Harvard Street, in said City of Champaign.

Parcel C: Lots 1, 2, 3 and 4 of Ennis North Harris Street Addition to the City of Champaign, as per plat recorded in book "L" at Page 126, situated in Champaign County, Illinois.

Parcel D: Lot 1 of a Subdivision of Lot 6 of Assessor's Subdivision of the Northeast Quarter of the Northwest Quarter of Section 12, Township 19 North, Range 8 East of the Third Principal Meridian, situated in Champaign County, Illinois.

Parcel E: Lot 2 of a Subdivision of Lot 6 of Assessor's Subdivision of the Northeast Quarter of the Northwest Quarter of Section 12, Township 19 North, Range 8 East of the Third Principal Meridian, situated in Champaign County, Illinois.

Parcel F: Lot 3 of a Subdivision of Lot 6 of Assessor's Subdivision of the Northeast Quarter of the Northwest Quarter of Section 12, Township 19 North, Range 8 East of the Third Principal Meridian, situated in Champaign County, Illinois.

Parcel G: Lots 1, 2, 3, 4 and 5 of Clabaugh's Addition to the City of Champaign, as per plat recorded in Plat Book "L" at Page 031, situated in Champaign County, Illinois.



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: June 17, 2021

SUBJECT: Community Matters Agreement with City of Champaign

Background

Since the summer of 2007, the Park District has been partnering with City of Champaign Neighborhood Services, the City of Champaign Police Department and other Community Partners to address the various criminal incidents involving young people in the Garden Hills area. The Park District has been a valuable partner in this program for many years by providing recreation activities as an alternative to crime.

The Park District responded by creating a series of events and activities on six (6) Thursday nights throughout the summer. The Summer Thrills at Garden Hills was created as a series of special events for all ages. These events included movie nights, concerts, sports activities, and a variety of other fun events. The response from the neighborhood was fantastic and they wanted to see more activities and events in the park.

The Garden Hills area (West of Prospect Avenue, South of Bloomington Road, East of Mattis Avenue and North of Bradley Avenue) currently has over 700 students in elementary, middle school, and high school. The Garden Hills area has very little park space or access to indoor recreation opportunities, therefore the need for something for these young people to do was great.

The City of Champaign, Champaign Unit 4 Schools, and the Park District discussed various possibilities and came up with an idea to create year-round programming for the Garden Hills residents based out of the Garden Hills Elementary School and park. A committee of staff members from the City, Unit 4, the United Way of Champaign County, and Park District met to create a pilot year-round program that met the needs of residents of the Garden Hills community.

City officials have been very pleased with the success of the programs offered during the past thirteen (13) years for the Garden Hills, Bristol Place Neighborhoods and Douglass Park. The programs have been win-win partnerships for the City, Park District, and Unit 4. The residents also are very excited about continuing the programs and have voiced their support.

During the summer of 2020, this annual agreement assisted in the Park District's efforts to provide in-person, summer activities for 103 children/youth from the targeted areas of Bristol, Garden Hills, and Douglass Park. Our virtual options, more specifically our SYP-in-a-Bag effort, caught the attention of several families who purchased fifty-one (51) last summer. We've continued to offer this component of programming and it is still being well received.

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.

Proposal for the Summer 2021 - Summer Youth Program (formerly called Camps)

The Park District has requested funding through the Community Matters grant program for the 2022-2023 fiscal year in the following ways:

- Twelve (12) total spots per week for our Douglass Summer Youth Program at the Douglass Community Center for the last five weeks of camp for this summer and ten (10) total spots for the first five (5) weeks of FY23.

Douglass' Summer Youth Program is designed for youth ages six (6) to thirteen (13). 2021 camp dates are scheduled for June 1, 2021 – August 6, 2021. The Summer Youth Program runs Monday through Friday, 7:30am-5:30pm.

Weekly themes are provided and activities will be adjusted to meet social distancing guidelines as established by CU Public Health. Thorough daily cleaning and disinfecting schedules for our SYP sites are still in place.

Budget Impact

The City will provide funding through the Community Development Block Grant (CDBG) for the summer day camp programs at Douglass Park in the amount of \$8,950.00 from July 1, 2021 through June 30, 2022.

Recommended Action

Staff recommends approval of the Subrecipient Agreement between the City of Champaign and the Park District for the Community Matters Program. The term of the agreement is from July 1, 2021 through June 30, 2022.

Prepared by:

Reviewed by:

Jameel Jones, CGSP
Director of Recreation

Joe DeLuce, CPRP
Executive Director

Champaign Community Unit School District #4
Operation Hope Proposal – FY2021
City of Champaign CommUnity Matters Program

BACKGROUND

Champaign Community Unit School District #4 (Unit 4) currently serves 10,401 pre-Kindergarten – 12th grade students including 2,614 students at its three high school campuses. Unit 4's mission is, "in partnership with the community, to guide all students in gaining knowledge, skills, and attitudes necessary to direct their lives, improve a diverse society, and excel in a changing world by providing dynamic, resource-rich learning environments and experiences in which people and lifelong learning are valued." To advance its mission, one of the districts goals is to "foster high academic achievement, wellness, and well-being among all learners in a safe, supportive environment."

Operation Hope (OH) supports that goal by ensuring that "all" learners includes the at-risk¹ students which the OH program serves. OH further supports the district's mission by helping to narrow the academic achievement disparities among student groups and by contributing to improved graduation rate of minority and low-income students, both key indicators of the district's effectiveness to provide equitable education.

Operation Hope launched in 2008 in response to the need to address recurring youth issues in the Garden Hills neighborhood identified by neighborhood residents, police officers and Unit 4. Issues included, but were not limited to high incidences of school suspensions, disproportionately low attendance and graduation rates, an alarming rate of youth recurrently engaging in negative behavior, and an escalating number of calls to police for services. OH began as a collective effort among Unit 4, the City of Champaign, the Champaign Park District, Don Moyers Boys and Girls Club and United Way of Champaign County under the umbrella of "CommUnity Matters."

The overarching goal of the program is to **ensure that students graduate from high school with a post-secondary plan in place**. OH achieves this goal by engaging students in positive activities that support academic performance, healthy life styles and social skills, and positive adult/child relationships that empower students to envision themselves as productive members of the community. The program initially had one full-time staff who worked with 40 students from the Garden Hills neighborhood. Today, the program has two full-time staff who provide year-round supports to approximately 100 students from the Garden Hills, Beardsley, Douglas Park and Bristol and other target neighborhoods.

¹ "At risk students" are defined as those failing to achieve basic proficiency in key subjects or exhibiting behaviors that can lead to failure and/or dropping out of school.

PROGRAM

Target Population: Operation Hope (OH) is a year-round program which serves 100 students in grades 9-12 from low-income families² and whose daily environment includes multiple risk factors that result in decreased hope in the future and increased likelihood of negative behaviors. Risk factors include unstable family dynamics and/or housing, single parent household, absence of an adult role model, parent(s) without a high school diploma or GED, unemployed parent(s), and exposure to crime, violence, drug and alcohol, other toxic stress, and mental health issues. OH predominately serves at-risk African American youth but also serves Hispanic, Caucasian, and Multi-racial teens from families with limited resources. (At least 50% of OH students who are 16 years or older work to support basic family needs and/or care for siblings.)

Operation Hope staff work collaboratively with school counselors, teaching staff, parents and students themselves to identify program participants. The majority of students join the program as an incoming freshman and continue until graduation.

Program Design: OH serves as a critical positive link—which is too often missing—between the student, the school, the community, and the student’s own future. The one-to-one trusting relationships that staff build and the experiences students have over the course of their high school years are vital to helping students grow academically, emotionally and socially. As a result, students are better prepared for their adult lives and become a positive influence among their siblings, peers, and in their community.

Operation Hope centers on the four core pillars of EDUCATION, EXPOSURE, EXPERIENCE, and ENGAGEMENT. Within this framework, OH staff services include mentoring, advocacy, tutoring and academic supports, monthly peer group meetings and workshops, career and vocational experiences, college visits, and community service, cultural enrichment, and family engagement activities.

With special attention to student academic progress, attendance, and behavior, staff help students set personal, academic and career goals. Staff meet regularly with each student to discuss progress and challenges toward meeting their goals and personalize supports that help students navigate the path to high school graduation and have a plan in place for their future. Staff monitor student grades, attendance, and discipline referrals on an ongoing basis to ensure that students stay on track to earn the credits needed to graduate.

Partnerships: OH collaborates with a number of organizations to expand the level of OH programming and expose students to a greater diversity of people, ideas and possibilities. For example, Don Moyer’s Boys and Girls Club helps facilitate the Man2Man peer group meetings, offers afterschool tutoring, and provides community service learning opportunities; UIUC’s Principal Scholars Program provides a presentation on how to prepare for college, and the Parkland Career Institute conducts a workshop

² OH uses student free or reduced lunch eligibility to determine family low-income status.

focused on Resume writing, preparing for interviews, and the job application/placement process. In addition, numerous local businesses graciously host worksite visits and summer employment opportunities that allow students to explore career opportunities.

Program Activities: The following table outlines specific program activities planned for July 1, 2020 – June 30, 2021. Program activities—designed to help students grow academically, emotionally and socially—are conducted primarily at Central and Centennial High Schools and include external locations such as site visits to local businesses, college trips, and community service projects.

June 15, 2020 Addendum: Due to the unknowns regarding “return to school” in the fall, the method of delivery of services from may change depending upon how school is conducted, ie continued e-learning, in-person learning, or a blend thereof. OH staff anticipate that e-learning will continue for at least a portion of school-year 2020-21 and are making plans to conduct virtual workshops, college and career visits, etc; host virtual meetings with students and student groups (and/or meet in smaller groups as allowed by CDC and district guidelines;) and, provide more intensive wrap-up services for the Operation Hope’s 75 current rising Sophomores – Seniors. Although the total number of activities may be impacted, our goal is to ensure that program outcomes are still achieved.

Activity/Projected Outcome	Timeline The following mirrors OH’s typical schedule. OH staff will finalize the SY2020-21 schedule by August 2020.
<p><i>Activity 1:</i> Conduct <u>five</u> workshops that help students examine where they are academically, sharpen academic skills, explore career interests and choices, prepare for college, and develop a post-secondary plan. Topics may include but are not limited to course credit and GPA review, study and organizational skills, career pathways, ACT prep, college and scholarship/financial aid applications, financial literacy, resume building, and interview skills. Workshops are designed to target student needs, thus not all students participate in every workshop.</p> <p><i>Outcome 1:</i> Students will set and work towards personal, academic, and post-secondary goals.</p>	<p>September, October, November, January, and April.</p>
<p><i>Activity 2:</i> Staff monitor student grades, track attendance, school discipline referrals and meet with each student on a regular basis to discuss progress and challenges towards meeting their goals, and connect students to school and community resources/supports as needed.</p> <p><i>Outcome 2:</i> Students stay on track to earn the credits needed to graduate.</p>	<p>Ongoing basis throughout the school year.</p>

Activity/Projected Outcome	Timeline
<p><i>Activity 3:</i> Conduct “Man2Man” and “Young Women’s Empowerment” Peer Group lunch meetings/workshops where students can openly talk about home, school, or personal issues in a safe and supportive environment. Both OH staff and community partners facilitate meetings.</p> <p><i>Outcome 3:</i> Students will increase self-esteem, coping skills, and personal resilience.</p>	<p>Peers groups meet monthly, September – April.</p>
<p><i>Activity 4:</i> Partner with local businesses to conduct at least <u>three</u> site visits tailored to students’ interests and expose students to careers "in action."</p> <p><i>Outcome 4:</i> Students will explore career interests and learn first-hand about the skills and education needed to pursue.</p>	<p>Fall (October), winter (February) and spring (April).</p>
<p><i>Activity 5:</i> Plan and coordinate <u>four</u> day-long college visits that include presentations on academic fields of the study, the admissions process, panel discussions about college life, and campus tours.</p> <p><i>Outcome 5:</i> Students, many of whom would be the first generation to attend, envision college as a possibility for the future.</p>	<p>Two college visits in the fall (October & November) and two in the spring (March & April).</p>
<p><i>Activity 6:</i> Partner with local service agencies to design <u>four</u> Community Service projects/activities that engage students in opportunities to give back to their community.</p> <p><i>Outcome 6:</i> Students will build empathy and understanding of the value of good citizenship.</p>	<p>December, February and March.</p>
<p><i>Activity 7:</i> Build relationships with parents though a “welcome to the school year” mailing, fall Family Bowling Night, home visits, and phone calls/texts throughout the year.</p> <p><i>Outcome 7:</i> Parents will be engaged in their child’s education.</p>	<p>Ongoing.</p>
<p><i>Activity 8:</i> Plan and coordinate <u>two</u> cultural or recreational enrichment experiences.</p> <p><i>Outcome 8:</i> Students will develop an enriched view of themselves, their community, and the world.</p>	<p>Fall and Spring.</p>

Activity/Projected Outcome	Timeline
<p><i>Activity 9:</i> Engage students in summer enrichment and job readiness training through the Summer Youth Development (SYDP) and Youth Employment Services (YES) programs.</p> <p><i>Outcome 9:</i> Students will develop an enhanced post-secondary education and work ethic.</p>	<p>SYDP and YES programs take place in June & July.</p>

ACCOMPLISHMENTS/OUTCOMES

Operation's Hope overarching goal to ensure that OH students **graduate from high school with a post-secondary plan in place**. OH staff use the following indicators to measure the program's effectiveness in helping students meeting that goal. They include:

- Goal setting: Students annually set personal, academic and career goals, rate their own progress towards achieving, and identify actions needed to improve outcomes.
- Attendance: Students work towards and achieve an 85% attendance rate.
- Credits: Students gain the appropriate number of credits during the school year to be promoted to the next grade level. If needed, students enroll in summer school or credit recovery classes.
- Grade Point Average (GPA): Students annually improve their GPA and graduate with a 2.0 GPA.
- Discipline: Students exhibit appropriate behavior (less than two out-of-school suspensions).

Participation levels in and student feedback from OH programming are also used to measure the effectiveness of programming and inform ongoing improvement of program activities.

At the end of School year 2019:

- 26/27 (96%) [vs the rate of 82% (district), 76.7% (FRL) and 71.4% (Black)] of OH seniors graduated. 38.5% of graduating seniors had a GPA of 3.0+ and 77% a GPA of 2.0+. Post-secondary plan included the college, the military, and entering the workforce.
- 82/100 (82%) of students had an attendance rate of 85% or greater. The average attendance rate for all OH students was 89.9%.
- 60/100 (60%) of students had a GPA of 2.0 or higher including 24 who had a GPA of at least 3.0. The average GPA for all OH students was 2.3.

STAFF INFORMATION

Orlando Thomas, Director of Student Achievement and Services serves as director of Operation Hope. (Contact: thomasor@u4sd.org; 217.351.3792.) Sheldon Turner and Yolanda O'Connor, both Career Services Liaisons, manage the day-to-day implementation of the program. Their respective contact

information is turnersh@u4sd.org; 217.649.4668 and occonoyo@u4sd.org; 217.621.0887. Laurie Scott, Grants Manager (scottla@u4sd.org; 217.531.0362) assists with grant management and reporting.

BUDGET

The fiscal year 2021 budget for Operation Hope is \$138,722 and includes two full-time year round staff (\$129,086—salaries, payroll taxes, and benefits) and program expenses (\$9,636). Unit 4 respectfully requests \$48,000 from the City to help cover staff expenses. The balance of expenses will be covered by Unit 4 (\$54,497) and the United Way Community Impact Fund (\$36,225-request pending).

If CDBG funds are not awarded, Unit 4 will eliminate one staff position resulting in a decrease the number of students served from 100 to 50 and the level of program activities. The minimum funding needed to make the program feasible is \$ 48,000.

BUDGET DETAIL

Category	CDBG Funds	Other Funds	Source of Other Funds	Total
Salaries and Benefits	\$ 48,000	\$ 81,086	Champaign CUSD4 (Unit 4) and United Way of Champaign County	\$ 129,086
Travel and Transportation	\$ -	\$ 3,736	Unit 4 (includes in-district mileage; bus transportation & meals for college visits; career site visits; and staff registration & travel for ICEARY conference)	\$ 3,736
Materials and Supplies	\$ -	\$ 1,050	Unit 4 (includes office & program supplies)	\$ 1,050
Program Activities or Registration	\$ -	\$ 4,850	Unit 4 (includes family engagement activities, student supports (peer group meetings, workshops, tutoring), community service projects, cultural/recreational enrichment activities, senior celebration)	\$ 4,850
TOTAL	\$ 48,000	\$ 90,722		\$ 138,722

BOARD APPROVAL: Unit 4 requires board approval of funding contracts. Potential dates for that approval are the May 11 and June 8, 2020 board meetings. Please note that in order to be included on the meeting agenda a “board bar” will need to be submitted approximately 10 days in advance of the meeting date. Attendance of City of Champaign staff is welcome, but not required.



**Champaign Diversity Advancement Program (CDAP)
Office of Equity, Community and Human Rights
Good Faith Efforts Form
(Non-Subcontracting Projects – MBE/WBE Goal Not Applicable)**

OFFICE USE ONLY

Date: 7/7/20	Project Title: Community Matters
--------------	----------------------------------

Section I:

Bidder/Proposer Information – Certified MBE/WBE Status: MBE <input type="checkbox"/> WBE <input type="checkbox"/> N/A <input checked="" type="checkbox"/>			
CDAP Certified: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Other certification (please list): CPRP			
Company Name		Phone#	Fax#
Champaign Park District		217-398-2550	217-355-8421
Address	Street	City	State Zip Code
706 Kenwood Road			
Contact Person	Title	Email Address	
Jameel Jones	Director of Recreation	jameel.jones@champaignparks.org	

DESCRIPTION OF GOOD FAITH EFFORTS

Please describe below or in a separate letter any aspects of your efforts to obtain or promote MBE/WBE participation in your workforce and projects. This is an opportunity to "tell the story" of your good faith efforts ("GFE") to encourage diversity in City of Champaign contracts. The following questions may help you organize your description. The questions below are not intended to be a checklist or an exhaustive list of what is considered in evaluating GFE. Information not submitted will not be considered in making a finding of Good Faith Efforts.

Questions to consider:

- Do you participate in any organizations or programs that promote or assist in increasing diversity in contracting in the community?
- Do you participate in job fairs or networking events aimed toward increasing female and minority recruitment or career development in your profession?
- Do you provide job training or direct employment or internship opportunities intended to increase the utilization of women and minorities on City projects?
- Have you developed internal policies or programs to increase hiring, professional development, and retention of female and minority employees?
- Do you partner with female and minority businesses on projects, whether related to City contracts or otherwise?
- Do you attend or commit to attending City-sponsored networking events to increase the utilization of minority and female-owned businesses, and female and minority workers?
- Do you seek services from available female and minority community organizations, minority and female contractors' groups, minority and female business assistance offices, and other organizations as appropriate, to provide assistance in recruiting MBEs, WBEs, and minority and female workers?
- Do you make monetary contributions to training and development funds, including the City's CDAP training and development fund, or organizations dedicated to encouraging minority and female-owned businesses and minority and female workers?
- Do you participate in the City's CDAP mentor/protégé program to coach, develop, and build capacity of local female and minority-owned businesses?
- Do you take any additional measures to encourage MBE/WBE participation in City contracts?


Write Response Below:

In 2019, the Champaign Park District (Park District) Board of Commissioners adopted a new strategic plan. Diversity was included as one of the Park District's six guiding principles. This shared value permeates every aspect of the Park District. Public notice language on the Park District's website, ads, newspaper bid postings, and social media encourage women and minorities workers and businesses to apply for open positions and submit proposals for available contracts. The Park District relies on strong partnerships with the City of Champaign, the Public Library, and Unit 4 School District to collaborate on a variety of programs and activities to better serve all areas of the community. Funding from the partnership with the City of Champaign's Community Matters program has established many longstanding and vital programs for minority youths in Champaign including a back to school bash that provides necessary school items to at

risk youth, fine arts programming, such as the "That's What Teens Say" theatre production, and special events (Summer Thrills). The Park District has partnered with many local organizations such as the Community Coalition, Dream Girls Academy, Act-So / NAACP of Champaign County, and First String Baseball and Basketball programs to foster connections, develop programs, diversify business relationships, and connect with the minority and female workforce. Several women and minority owned businesses have and continue to be contracted by the Park District for a variety of services and programs. The Park District participates in multiple job fairs featuring diverse pools of applicants to fill full-time, part-time, and seasonal positions throughout the year. Additionally, the Park District will be investing over \$13 million dollars to develop a new recreation center and park space in one of the most diverse and underserved areas of Champaign.

Please attach additional sheets if necessary

The information provided in this Champaign Diversity Advancement Program (CDAP) Office of Equity, Community and Human Rights – Good Faith Efforts Form is true and accurate to the best of my belief. I understand that knowingly providing false information could be grounds for disqualification from this and future City projects. The City reserves the right to verify all information provided.



Signature (Bidder/Proposer or Authorized Representative)

7/07/20

Date

Vendors with questions can contact the Office of Equity, Community and Human Rights at (217)-403-8830.

Janel Gomez

From: Rachel Joy
Sent: Wednesday, July 8, 2020 9:53 AM
To: Janel Gomez
Subject: RE: GFE Form - Champaign Park District - CommUnity Matters 200707

Hi Janel,
I have reviewed the GFE for the Champaign Park District and I am approving. Please let me know if you have any questions.
Thanks!

-----Original Message-----

From: Janel Gomez <janel.gomez@champaignil.gov>
Sent: Wednesday, July 8, 2020 9:50 AM
To: Rachel Joy <rachel.joy@champaignil.gov>
Subject: FW: GFE Form - Champaign Park District - CommUnity Matters 200707

Hi Rachel,

See Unit 4 School District's Good Faith Effort Form.

Thanks,

Janel

-----Original Message-----

From: Jarrod Scheunemann <Jarrod.Scheunemann@champaignparks.org>
Sent: Tuesday, July 7, 2020 12:57 PM
To: Janel Gomez <janel.gomez@champaignil.gov>; Jennifer Carlson <jennifer.carlson@champaignil.gov>
Cc: Joe DeLuce <joe.deluce@champaignparks.org>; Jameel Jones <jameel.jones@champaignparks.org>; Melanie Kahler <melanie.kahler@champaignparks.org>
Subject: GFE Form - Champaign Park District - CommUnity Matters 200707

Good afternoon, Janel!

The GFE Form for the Champaign Park District / CommUnity Matters program is attached.

I am scheduled to have the Duplication of Benefits form notarized at 1:30 pm and should have that document for you shortly thereafter.

Please let us know if you have any questions or concerns.

Jarrod

Jarrod Scheunemann
Assistant to Executive Director
Bresnan Meeting Center | 706 Kenwood Road, Champaign IL 61821 t 217.819.3831 | c 217.390.5857 | f 217.355.8421 e jarrod.scheunemann@champaignparks.org

CHAMPAIGN PARK DISTRICT

706 Kenwood Road | Champaign, IL 61821

World Wide Web: champaignparks.org

Follow Us: [Facebook.com/ChampaignParkDist](https://www.facebook.com/ChampaignParkDist) | twitter.com/champark | [@champaignparkdist](https://www.instagram.com/champaignparkdist)

Support: Champaign Parks Foundation

DUPLICATION OF BENEFITS AFFIDAVIT



The affidavit is divided into three (3) parts:

1. Assistance received from other disaster recovery business assistance programs being administered by the state or federal government;
2. Insurance, bank and any and all other funding received by a business for disaster related losses.
3. Signature(s)

Part 1. Other Assistance Applied For

This affidavit must be completed by all businesses that have applied for and/or received any assistance from the State of Illinois or Federal Government. The information within this affidavit will provide the City of Champaign with vital information for processing the application required by the Stafford Act Section 312 on Duplication of Benefits. This section identifies any sources of funds that the business has applied for due to the COVID-19 Pandemic Disaster Declaration.

Indicate with an "X" the program(s) for which your business is applying AND any program your business has previously received funds from.

- Paycheck Protection Program
 Illinois Small Business Emergency Loan Fund
 Downstate Small Business Recovery Loan
 Small Business Administration Disaster and Economic Recovery Loan
 Other: _____
 None

Part 2. Government, Bank, Insurance and Other Funding Sources Received

This section identifies any sources of funds that the business has received as a result of the COVID-19 Pandemic Disaster Declaration. Sources of funds include but are not limited to: Federal, state and local loan/grant programs, private or bank loans, nonprofit donations or loans. Please indicate below the amount allocated to your business from any and all funding sources not.

Source of Funds #1 *Application started in March, 2020*

Lender/Grant Provider Name	<i>Illinois Emergency Management Agency</i>
Purpose	<i>Covid-19 related if work from home expenses</i>
Amount	<i>\$7,900</i>
<input type="checkbox"/> Government Loan <input checked="" type="checkbox"/> Government Grant <input type="checkbox"/> Government Forgivable Loan <input type="checkbox"/> Nonprofit Grant <input type="checkbox"/> Nonprofit Loan <input type="checkbox"/> Nonprofit Forgivable Loan <input type="checkbox"/> Private Loan <input type="checkbox"/> Other: _____	

Source of Funds #2

Lender/Grant Provider Name	
Purpose	
Amount	
<input type="checkbox"/> Government Loan <input type="checkbox"/> Government Grant <input type="checkbox"/> Government Forgivable Loan <input type="checkbox"/> Nonprofit Grant <input type="checkbox"/> Nonprofit Loan <input type="checkbox"/> Nonprofit Forgivable Loan <input type="checkbox"/> Private Loan <input type="checkbox"/> Other: _____	

Source of Funds #3

Lender/Grant Provider Name	
Purpose	
Amount	
<input type="checkbox"/> Government Loan <input type="checkbox"/> Government Grant <input type="checkbox"/> Government Forgivable Loan <input type="checkbox"/> Nonprofit Grant <input type="checkbox"/> Nonprofit Loan <input type="checkbox"/> Nonprofit Forgivable Loan <input type="checkbox"/> Private Loan <input type="checkbox"/> Other: _____	

Part 3. Signature(s)

By executing this Insurance Affidavit, Applicant(s) acknowledge and understand that Title 18 United States Code Section 1001: (1) makes it a violation of federal law for a person to knowingly and willfully (a) falsify, conceal, or cover up a material fact; (b) make any materially false, fictitious, or fraudulent statement or representation; OR (c) make or use any false writing or document knowing it contains a materially false, fictitious, or fraudulent statement or representation, to any branch of the United States Government; and (2) requires a fine, imprisonment for not more than five (5) years, or both, which may be ruled a felony, for any violation of such Section.

SIGNATURE: *Jarrod Schesnemann* Date: 7/7/20

Name (please print): Jarrod Schesnemann

Title (please print): Assistant to the Executive Director

SUBSCRIBED AND SWORN TO before me, by the above-named Affiant(s) this, the 7th day of July, 2020, to certify which witness my hand and official seal.

Pamela D Grob

NOTARY PUBLIC SIGNATURE
Duplication of Benefits Affidavit

5/10/23
Commission Expires





A NEW WAY TO SIGN IN - If you already have a SAM account, use your **SAM email** for login.gov. [Log In](#)

[Login.gov FAQs](#)

⚠ ALERT: SAM.gov will be down for scheduled maintenance Saturday, 07/18/2020 from 8:00 AM to 10:00 PM

⚠ ALERT: CAGE is experiencing intermittent service interruptions. SAM registrants may encounter an error validating a CAGE Code. If this happens, please try again later.

Entity Dashboard <ul style="list-style-type: none"> ▶ Entity Overview ▶ Entity Registration <ul style="list-style-type: none"> ▶ Core Data ▶ Assertions ▶ Reps & Certs ▶ POCs ▶ Exclusions <ul style="list-style-type: none"> ▶ Active Exclusions ▶ Inactive Exclusions ▶ Excluded Family Members <div style="border: 1px solid black; padding: 2px; text-align: center; width: fit-content; margin: 0 auto;">RETURN TO SEARCH</div>	Champaign Community Unit School District #4 DUNS: 060872322 CAGE Code: 4XTC5 Status: Active Expiration Date: 04/07/2021 Purpose of Registration: Federal Assistance Awards Only	502 W Windsor RD Champaign, IL, 61820-7739 UNITED STATES
	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Entity Overview</p> <hr/> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Entity Registration Summary</p> <p>Name: Champaign Community Unit School District #4 Business Type: US Local Government Last Updated By: Michele Johnson Registration Status: Active Activation Date: 04/09/2020 Expiration Date: 04/07/2021</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Exclusion Summary</p> <p>Active Exclusion Records? No</p> </div> </div>	



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TO: CDBG Subrecipients
FROM: Janel Gomez
DATE: 6/4/2021
SUBJECT: CDBG Subrecipient Contract

Enclosed are the contract documents for the FY 2021/22 CDBG CommUnity Matters Program between your agency and the City of Champaign. Please review, execute, and return the following items:

1. ***B-3 Contract for Professional or Consulting Services.*** This item should be signed in page 1 and attested by someone who witnesses the signature.
2. ***Exhibit A:*** Subrecipient Agreement between the City and your agency. This item should be signed on the last page and attested by someone who witnesses the signature.
3. ***CDAP Good Faith Effort Form:*** Please complete section 1, write a response to the question prompts, and sign on page 2.
4. ***Disclosure Affidavit.*** This form ensures no conflict of interest between the City and your agency. This item must be filled out then signed and notarized on the final page.
5. Please attach your current ***Certificate of Insurance (COI)***

Please review all documents before signing. If you have any suggested changes or questions, please contact me immediately.

If you are printing your documents, please print single sided.

Complete and sign all documents for return to our office no later than July 2, 2021. If you need additional time, please let me know ASAP. You can drop the contracts off at the City Building or arrange to have them picked up at your convenience, please call me to arrange.

Please contact me if you have any questions.

Thank You!

Janel Gomez, Community Development Specialist
403-7070 | janel.gomez@champaignil.gov

CONTRACT FOR PROFESSIONAL OR CONSULTING SERVICES

Services Requested: CommUnity Matters Summer Youth Program	
Date of Contract:	
CITY: BY: _____ City Manager	SERVICE PROVIDER: Champaign Park District
ATTEST: _____ City Clerk	BY: _____ Printed Name: Joe Deluce Print Title: Executive Director
COUNCIL BILL #: _____ DATE APPROVED BY COUNCIL: _____	ATTEST: _____ Title:
Department: Neighborhood Services Department	Contact: Jennifer Carlson
APPROVED AS TO FORM:	

CONDITIONS

1. **Scope of Services.** The Service Provider shall perform the work described in Exhibit "A", attached hereto and incorporated herein, which is a Scope of Work dated July 1, 2021.
2. **Contract Documents.** In addition to this document, the "Contract" shall include:
 - A. The Invitation to Bid or Request for Proposals, Quotes, or Qualifications and any addenda;
 - B. Specifications and any addenda;
 - C. Disclosure Affidavit;
 - D. Dual Representation Affidavit; **NOT APPLICABLE TO THIS CONTRACT**
 - E. Affirmative Action Certificate OR Certificate from the Office of Equity, Community, and Human Rights (217-403-8830) **NOT APPLICABLE TO THIS CONTRACT**
 - F. CDAP Utilization/Good Faith Efforts Form **APPLICABLE TO THIS CONTRACT**
 - G. Completed Bid or Proposal Form
 - H. Insurance forms (See Section 6)
 - I. Vendor's bid, proposal, scope of work, or quote to the extent not inconsistent with all other Contract Documents
 - J. Validly executed change orders.

In case of conflict, the more specific shall control over the more general.

3. **Payment.** The Service Provider shall be compensated at the rate(s) **Eight Thousand Nine Hundred Fifty and 00/100 Dollars** with a total not-to-exceed amount of **Eight Thousand Nine Hundred Fifty and 00/100 (\$8,950.00)**. Payment shall be due in the manner checked below:

A. **Single Payment.** Payment for services rendered shall be due to the Service Provider only after receipt by the City of an itemized statement at the end of performance by the Service Provider. Such statement shall describe the services rendered and shall reference the date of

such services, person performing the service and fee for each time service is rendered and each type of service rendered under this Agreement. The amount of such statement shall not exceed the not-to-exceed amount set forth above. The City shall render payment within forty-five (45) days following receipt of a statement of itemization of the services actually, timely and satisfactorily performed. The Service Provider waives to the extent allowed by law, the provisions of the Local Government Prompt Payment Act.

B. Periodic Payments. Payment for the portion of services rendered shall be due to the Service Provider upon the completion of each part as described in Exhibit "A" and tender of an itemized statement by the Service Provider to the City. The City shall render payment within forty-five (45) days following receipt and approval of the itemized statement for services actually, timely and satisfactorily performed. Such statement shall describe the services rendered and shall reference the date of such services, person performing the service and fee for each time service is rendered and each type of service rendered under this Agreement. The total amount charged shall not exceed the not-to-exceed amount set forth above. The Service Provider waives to the extent allowed by law, the provisions of the Local Government Prompt Payment Act.

4. Personal Services. The parties, as the basis of this Agreement, agree that **Joe Deluce**, as representative of the Service Provider, shall personally perform or directly supervise the Service Provider's performance hereunder.
5. Time of Performance. The Service Provider shall devote such time, personnel and resources to the completion of the services provided for herein so as to complete the work **June 30, 2022**. Time is of the essence of this Agreement.
6. Insurance. During the term of this Agreement, at its own cost and expense, the Service Provider shall maintain in full force and effect insurance policies as enumerated herein. All policies, except policies for professional liability, shall be written on an occurrence basis. All policies will be written with insurance carriers qualified to do business in the State of Illinois rated A- VIII or better in the latest Best's Key Rating Guide. All policies shall be written on the most current Insurance Service Office (ISO) or National Council on Compensation Insurance (NCCI) form or a manuscript form if coverage is broader than the ISO or NCCI form. The City of Champaign and

its officers and employees shall be named as an additional insured party on the general liability policy and any umbrella policies if applicable and included as an additional insured on the automobile liability policy. The City's interest as an additional insured party shall be on a primary and non-contributory basis on all policies and noted as such on the insurance certificates. Professional liability shall be written on a form satisfactory to the City. Prior to execution of this Agreement, the Service Provider shall provide the City with a copy of the Professional Liability policy for approval, said approval shall not unreasonably be withheld. In addition, the Service Provider shall provide the City with certificates of insurance showing evidence the insurance policies noted below are in full force and effect and giving the City at least thirty (30) days written notice prior to any change, cancellation, or non-renewal except in the case of cancellation for non-payment of premium, in which case notice shall be ten (10) days. Any renewal certificates of insurance shall be automatically provided to the City at least thirty (30) days prior to policy expiration.

- A. **Workers' Compensation:**
Coverage A: Statutory Limits
Coverage B: \$100,000 per accident or disease, per employee
- B. **General Liability:** Combined single limits of at least One Million Dollars (\$1,000,000) per occurrence. General Liability Insurance shall include:
 - 1. Products and completed operations coverage.
 - 2. Contractor's Protective coverage.
 - 3. Personal Injury Liability coverage.
- C. **Automobile Liability:** Combined single limits of at least One Million Dollars (\$1,000,000) per occurrence. Auto liability shall include hired and non-owned autos.
- D. **Professional Liability:** A professional liability errors and omissions policy with limits of at least One Million Dollars (\$1,000,000) per claim. If said policy is written on a claims made basis, the retroactive date of the policy must predate the date of this Agreement. In addition, the policy term must extend one year beyond completion date of this Agreement.
- E. **Errors and Omissions:** If the Service Provider provides services to the City that are of a nature that professional liability insurance is not commercially available, s/he shall provide evidence of errors and omissions insurance with limits of at least One Million Dollars (\$1,000,000) per claim. If said policy is written on a claims made basis, the retroactive date of the policy must predate the date of this Agreement. In addition, the policy term must extend one year beyond completion date of this Agreement.
- F. **Umbrella Liability** policies may be used to satisfy the limits named above.

If a **self insured** retention or deductible is maintained on any of the policies, the amount of the self insured retention or deductible shall be approved by the City. Such approval shall not be unreasonably withheld.

This provision shall not be construed to be a limitation of liability for the Service Provider.

7. Indemnity/Hold Harmless. To the fullest extent allowed by law, Service Provider shall indemnify and save harmless the City against any and all damages to property or injuries to or death of any person or persons, including property and employees or agents of the City, and shall defend, indemnify and save harmless the City from any and all claims, demands, suits, actions or proceedings of any kind or nature, including Worker's Compensation claims, and including the cost of defending same including costs and attorneys fees, of or by anyone whomsoever, in any way resulting from or arising out of the operations of the Service Provider or the Service Provider's employees or subcontractors and acts or omissions of employees or agents of Service Provider or subcontractors, unless caused solely by the City, its officers or employees. The City shall have the right to estimate the amount of such claims, demands, suits, actions or proceedings for damage or injuries and pay the same, and any amounts so paid shall be deducted from the money due the Service Provider under this Agreement, and the whole or so much of the money due or to become due the Service Provider under this Agreement, as may be considered necessary by the City, shall be retained by the City until such claims, demands, suits, actions, or proceedings shall have been settled or otherwise disposed of, and satisfactory evidence to that effect furnished to the City.

Insurance coverage specified in these General Conditions shall in no way lessen or limit the liability of Service Provider under the terms of the Agreement. Service Provider shall procure and maintain at the Service Provider's own cost and expense, any additional kinds and amounts of insurance that, in the Service Provider's own judgment, may be necessary for the Service Provider's property protection in the prosecution of the work.

8. Disputes

Any disputes concerning a question of fact arising under this Contract that are not disposed of by agreement between the Vendor and the City Representative shall be decided by the City Manager. The decision of the City Manager or the City Manager's duly authorized representative for the determination of such decisions shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, or capricious, or arbitrary, or so grossly

erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any proceeding under this clause, the Vendor shall be afforded an opportunity to be heard and to offer evidence in support of its position. Pending final decision of a dispute hereunder, the Vendor shall proceed diligently with the performance of the Contract and in accordance with the decision of the City Representative or City Manager, whichever was last issued.

9. Termination and Suspension.

(a) This Agreement shall continue in full force and effect until completion of the Project unless it is terminated at an earlier date by either party, as outlined below.

(b) The City may terminate this Agreement with or without cause by giving no less than fourteen (14) calendar days' written notice of the intent to terminate this Agreement. Notice shall be considered given when deposited in the United States Mail, postage prepaid, and addressed to Service Provider. The Contract shall cease and terminate on the 15th day after the date of Notice.

(c) In the event that any of the provisions of this Agreement are violated by the Service Provider or the City, the aggrieved party may serve written notice upon the other of the intention to terminate this Agreement, such notice to contain the reasons for such intention. Unless within five (5) calendar days after the serving of such notice upon such party, the violations shall cease and satisfactory arrangements for correction be made, the Contract shall upon expiration of said five (5) calendar days cease and terminate.

(d) In the event of termination, the Service Provider shall be paid by the City for all services performed to the satisfaction of the City which were actually, timely and faithfully rendered up to the receipt of the notice of termination, and thereafter, upon the express written direction of the City, until the date of termination. The Service Provider will provide all work documents developed up to the date of termination prior to the City rendering final payment for service, which documents become the property of the City.

- (e) The Service Provider shall be responsible for all costs incurred by the City to enforce any provision of this Contract and/or to remedy any Vendor default or breach of this Agreement, including all court costs and reasonable attorneys' fees.
10. Documents. All documents generated by the Service Provider as the result of this Project, whether produced on paper or electronically and whether stored in paper form, electronically or by any other method, shall become the property of the City upon completion or termination of the Project. The Service Provider shall be liable to the City for the cost of replacement for loss or damage of any documents belonging to the City while in the possession or control of the Service Provider.
11. Confidentiality. The Service Provider shall hold confidential the business and technical information obtained or generated in performance of services under this Agreement, and as identified in writing by the City as confidential.
12. Nature of Service Provider's Relationship with City. The Service Provider will be acting as an independent contractor and not as an employee of the City. This is a personal service contract and the work shall be performed to the satisfaction of the City, as it shall in its sole discretion determine.
13. Copyright. The Service Provider assigns to the City any and all of Service Provider's rights under copyright laws for work prepared by the Service Provider, its employees, subcontractors or agents in connection with this Agreement, including any and all rights to register said copyright, renewal rights, determination rights and import rights. The Service Provider agrees to execute any additional documents the City may request to effectuate the assignment of said copyright.
14. Successors and Assigns. The City and Service Provider each bind the other and their respective successors and assigns, in all respects, to all of the terms, conditions, covenants and provisions of this Agreement, and any assignment or transfer by the Service Provider of its interest in this Agreement without the written consent of the City shall be void.
15. Compliance with Law. The Service Provider shall comply with any and all applicable Federal, State and local laws as the same exist and may be amended from time to time. This Agreement shall be governed by the laws of the State of Illinois. In compliance, in part with this requirement,

Service Provider agrees to complete and maintain on file with the City a current Disclosure Affidavit, attached to this Contract.

16. Dual Representation Affidavit. If applicable, the Service Provider agrees to comply with the City's Dual Representation Policies and fill out the attached affidavit, attached to this Agreement.
17. Judicial Order to Terminate. Should any court of competent jurisdiction find that this Contract is invalid, this agreement shall terminate and the Service Provider shall seek no damages from the City for the same.
18. Use of City's Name. The Service Provider may, after the completion of the Agreement, publish the fact and nature of this engagement without further permission of the City. The Service Provider may not use the City's name in any advertisements without prior written permission from the City Manager.
19. Notices. Notice given hereunder shall be given to:

<u>The City at:</u> City Manager City of Champaign 102 North Neil Street Champaign, Illinois 61820	<u>Service Provider</u> Executive Director Champaign Park District 706 Kenwood Road Champaign, IL 61821
--	---

and

Neighborhood Programs Manager
City of Champaign
102 North Neil Street
Champaign, IL 61820
21. Amendments. This Agreement may be amended only by written agreement signed by both the Service Provider and the City.
22. Survival of Provisions. Any terms of this Agreement that by their nature extend after the end of the Agreement, whether by way of expiration or termination, will remain in effect until fulfilled.
23. Human Rights Guarantee Provision and Good Faith Efforts to Achieve Diversity.
 - (A) For the purposes of this provision, 'contracting entity' means the legal entity that has signed a Contract to provide services or perform work or to provide personal property or a combination thereof to or on behalf of the City. The words used herein and the requirements shall be interpreted or have the meaning ascribed to them in the City's Equal Opportunity in Purchasing Ordinance. (See Article IV of Chapter 12.5 of the Champaign Municipal Code, 1985, as amended.)

- (1) Non-Discrimination Pledge. The contracting entity shall not discriminate against any employee during the course of employment or applicant for employment because of race, color, religion, creed, class, national origin, sex, age, marital status, physical or mental handicap, sexual preference, family responsibilities, matriculation, political affiliations, prior arrest record or source of income. The contracting entity shall take good faith affirmative action in accordance with its affirmative action plan which has been submitted to and approved by the City, if a plan is required.
- (2) Notices. The contracting entity shall post notices regarding non-discrimination in conspicuous places available to employees and applicants for employment. The notices shall be provided by the City, setting forth the provisions of the Non-Discrimination Pledge; however, the contracting entity may post other notices of similar character supplied by another governmental agency in lieu of the City's notice.
- (3) Solicitation and Ads for Employment. The contracting entity shall, in all solicitations and advertisements for employees placed by or on behalf of the contracting entity, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, creed, class, national origin, sex, age, marital status, physical or mental handicap, sexual preference, family responsibilities, matriculation, political affiliations, prior arrest record or source of income. An advertisement in a publication may state 'This is an Equal Opportunity Employer', which statement shall meet the requirements of this Section.
- (4) Employment Relations. The contracting entity shall have sent within six (6) months prior to entering into a City contract or shall send prior to the effective date of the contract to each labor union, employment service agency, or representative of workers with which the contracting entity has a collective bargaining agreement or other contract or understanding, a notice as set forth in Section 2 advising the labor union, worker representative, employment service agency of the contracting entity's commitment under the Non-Discrimination Pledge.
- (5) Access to Books. The contracting entity shall permit access to all books, records and accounts pertaining to its employment practices by the City Manager or the City Manager's designee for purposes of investigation to ascertain compliance with this Provision.
- (6) Reports. The contracting entity shall, if requested, provide periodic compliance reports to the City Manager. Such reports shall be within the time and in the manner proscribed by the City and describe efforts made to comply with the provisions of this Provision entitled "Human Rights Guarantees".
- (7) Remedies. In the event that any contracting entity fails to comply with the Non-Discrimination Pledge, affirmative action provisions of the above subsections, or fails to comply with or make good faith efforts to comply with affirmative action plan or any provision of City, State or Federal law relating to human rights, after the City has provided written notice to the contracting entity with an opportunity to speak to the City Manager or the City Manager's designee relative to such failure to comply, then the City, at its option, may declare the contracting entity to be in default of this agreement and take, without election, any or all of the following actions:
 - (i) Cancel, terminate or suspend the contract in whole or in part;
 - (ii) Declare the contracting entity ineligible for further contracts for a calendar year;
 - (iii) Recover from the contracting entity by set-off against the unpaid portion of the Contract Price, or otherwise recover money due to the contracting entity pursuant to the contract, the sum of Fifty Dollars (\$50.00) per day, as liquidated damages and not as a penalty, for each day after the date

of the notice that the contracting entity shall fail to comply with these provisions of the contract, as determined by the City Manager, the said sum being fixed and agreed upon by and between the contracting entity and the City because of the impracticability and extreme difficulty of fixing and ascertaining the actual damages which the City would sustain in the event of such breach of contract, and said amount is agreed to be the amount of monetary damages which the City would sustain;

- (iv) Seek other sanctions as may be imposed by the Human Relations Commission or other governmental bodies pursuant to law.

(B) In addition to the above requirements, all contracting entities performing City of Champaign contracts are required, in order to be considered a responsive bidder and throughout the duration of the contract, to demonstrate good faith efforts to meet utilization and workforce participation goals on City contracts. Utilization goals refer to the percentage of work performed by MBE ("Minority Business Enterprise") or WBE ("Woman Business Enterprise") subcontractors on the project. Workforce participation goals refer to the percentage of minority and female individuals employed on a project. Contractors will be required to show that they have met the utilization or workforce participation goals, or that they have made, or commit to making, good faith efforts to reach those goals. The City Manager or his or her designee will determine the sufficiency of a contracting entity's good faith efforts. Sufficiency of good faith efforts may vary depending on the type of contract, the type of products and/or services to be provided, and the duration of the contract.

1. The following are minimum requirements a contracting entity must meet to demonstrate good faith efforts:

- (1) All contracting entities must submit an Affirmative Action plan as outlined above.

- (2) All contracting entities must make all reasonable efforts to contact, negotiate, and partner in good faith with qualified MBE and WBE firms listed in the City's current electronic workforce management database for potential subcontracting and/or joint venture opportunities and to employ female and minority employees.

- (3) All contracting entities must submit a utilization plan that outlines their planned use of MBE and WBE firms as subcontractors or as part of a joint venture, if applicable, and their employment of female and minority employees.

2. Other evidence of good faith efforts may include, but is not limited to:

- (1) Providing job training or direct employment opportunities to increase the utilization of women and minorities on City projects.

- (2) Attendance at City-sponsored networking events to increase the utilization of MBEs, WBEs, and female and minority workers.

- (3) Providing evidence that the contracting entity has met or exceeded the goals established for City projects related to the utilization of MBE and WBE firms and minority and female workers. Evidence may include payroll records or other documents showing the percentage of minority or female workers employed on a project or the percentage of project hours completed by minority and female workers.

(4) Monetary contributions to training and development funds, including the City's training and development fund, or organizations dedicated to encouraging MBE and WBE businesses and minority and female workers.

(5) Outreach and recruitment efforts of WBEs and MBEs and female and minority workers.

(6) Packaging requirements, where feasible, into tasks and quantities that encourage maximum participation from MBEs, WBEs, and minority and female workers.

(7) Providing interested and qualified MBEs and WBEs with adequate information about the bidding and request for proposal process, adequate time to respond, and assistance in responding to bid and proposal solicitation.

(8) Assisting interested MBEs and WBEs in obtaining necessary equipment, supplies, and materials to successfully compete for City contracts and subcontracts.

(9) Assisting interested MBEs and WBEs in obtaining bonding, lines of credit, or insurance.

(10) Seeking services from available female and minority community organizations, minority and female contractors' groups, minority and female business assistance offices, and other organizations as appropriate, to provide assistance in recruiting MBEs, WBEs, and minority and female workers.

(11) If a contracting entity has rejected one or more MBEs or WBEs for a subcontracting or joint venture opportunity, providing supportable reasons for rejection based on a thorough investigation of the business and its qualifications.

(12) All other evidence of good faith efforts that the City Manager or his or her designee deems sufficient to advance the City's goals to encourage minority and female participation in City contracts.

3. Contracting entities are required to work cooperatively with the City of Champaign, including with the Office of Equity, Community, and Human Rights, to ensure ongoing compliance with the good faith effort requirement.

4. Waiver.

(1) Contracting entities that are unable to achieve utilization and workforce participation goals established for City contracts after all reasonable good faith efforts have been exhausted may apply for a waiver.

(2) Good faith effort requirements may be waived on certain City contracts due to the inability to appropriately apply the requirements in this section as a result of the nature of the contract or project.

(3) A waiver may be granted at the initiation of a purchase, at the vendor selection phase, or at any time in the contract's term.

(4) The determination to grant or deny a waiver and the duration of the waiver will be at the sole discretion of the City Manager or his or her designee.

(5) A contracting entity that demonstrates unwillingness to make good faith efforts, or that has demonstrated unwillingness to comply with good faith efforts in past City contracts, will not be eligible for a waiver.

(6) In order to request a waiver, contracting entities must contact the Office of Equity, Community, and Human Rights, 102 N. Neil St., Champaign, IL, 61820, or by telephone at (217) 403-8830.

5. Compliance During Term of Contract.

(1) If the City Manager or his or her designee determines that a contracting entity has not made recent and substantial good faith efforts during the term of a contract with the City, and the contracting entity does not have a valid waiver, the City Manager or his or her designee will notify the contracting entity of its non-compliance in writing. The notice will detail the non-compliance and will include information regarding the actions the contracting entity must take to cure the non-compliance.

(2) The contracting entity will be given ten (10) business days to cure the non-compliance or to provide a response in writing to the City Manager or his or her designee making acceptable arrangements to cure the non-compliance. Acceptable arrangements may include a waiver where the City Manager or his or her designee deems appropriate.

(3) If the contracting entity fails to cure the non-compliance or to make acceptable arrangements to cure the non-compliance within ten (10) business days, or if the City Manager or his or her designee finds the contracting entity's response insufficient, the City Manager or his or her designee may:

a. Cancel, terminate, or suspend the contract in whole or in part;

b. Declare the contracting entity ineligible for further contracts for up to one calendar year;

c. Require the contracting entity to pay liquidated damages in the amount of fifty dollars (\$50.00) per day for each day the contracting entity was in non-compliance beginning with the original date of the letter of non-compliance; and/or

d. Pursue other contractual remedies or sanctions allowable by law.

**EXHIBIT A:
SCOPE OF WORK**

REMOVE THIS PAGE.

REPLACE THIS PAGE WITH YOUR SCOPE OF WORK.

INSERT YOUR SCOPE OF WORK AS “EXHIBIT A”

Scope of Work Content. Your Scope of Work should include at least the following information:

1. The Services Requested or Project Name (Must Match the “Services Requested” sought on Page 1)
2. Date of Scope of Work
3. Detailed list of services that will be provided and the ultimate product that will be delivered
4. Start Date and Completion date (or identify how you will know the project is complete)
5. Duration of the Contract (or if it is completed when service rendered)
6. **Notify Vendor if a performance bond will be required.**
7. Identify how vendor will be paid if periodic payments are contemplated.
8. Good Faith Efforts (GFE) form if required by ECHO.

EXHIBIT A

**SUBRECIPIENT AGREEMENT BETWEEN
THE CITY OF CHAMPAIGN & CHAMPAIGN PARK DISTRICT
FOR THE CommUnity MATTERS PROGRAM**

THIS AGREEMENT, entered this 1st day of July, 2021 by and between the **City of Champaign** (herein called the “Grantee”) and **Champaign Park District** (herein called the “Subrecipient”).

WHEREAS, the Grantee has applied for and received funds from the United States Government under Title I of the Housing and Community Development Act of 1974, as amended (HCD Act), Public Law 93-383; and

WHEREAS, the Grantee wishes to engage the Subrecipient to assist the Grantee in utilizing such funds;

NOW, THEREFORE, it is agreed between the parties hereto that;

I. SCOPE OF SERVICE

A. Summer Youth Program

CDBG Funding: Funds are allocated to Champaign Park District for youth programming.

Program Detail

The Champaign During the 2021-2022 fiscal year, through the Community Matters grant program, the Champaign Park District would like to offer twelve (12) total spots for the first five weeks and ten (10) total spots for the remaining five weeks for 2022 for Douglass Summer Youth Program at the Douglass Community Center for a total of ten (10) weeks.

2021 program dates are July 1, 2021-August 6, 2021. 2022 program dates are tentatively planned to be hosted May 31, 2022-June 30, 2022. Programs run Monday through Friday, 7:30am-5:30pm.

Summer Youth Program weeks to be covered are below:

- Week 6 (2021): Fun and Fitness
- Week 7 (2021): Art Rocks
- Week 8 (2021): Douglass Idol
- Week 9 (2021): Olympic Pre-trials
- Week 10 (2021): Olympic trials
- Week 1 (2022): Theme TBD
- Week 2 (2022): Theme TBD
- Week 3 (2022): Theme TBD
- Week 4 (2022) Theme TBD

Attachment A

The Subrecipient will administer all tasks in the provision of the aforementioned public services in compliance with all applicable federal, state, and local rules and regulations governing these funds, and in a manner satisfactory to the Grantee.

Changes in the scope of services, budget or method of compensation contained in this Agreement, unless otherwise noted, may only be made through a written amendment to this Agreement, executed by the Subrecipient and Grantee.

B. Program Delivery

The Subrecipient will ensure that the numbers, background and qualifications of the Subrecipient's staff providing related services at all times are appropriate for the enrolled participants.

The Subrecipient will maintain program and financial records documenting the eligibility, attendance, provision of services, and Subrecipient expenses relative to the participants receiving the First Followers services as a result of assistance provided through the CDBG program.

C. Budget and Method of Compensation

At a minimum of once per quarter, the Subrecipient shall provide the Grantee expense information for the services described in Section A. of this Agreement.

D. National Objectives

The Subrecipient certifies that the activities carried out under this Agreement benefits low- and moderate-income persons or those presumed to be principally low- and moderate income such as elderly, severely disabled or homeless.

E. Levels of Accomplishment – Goals and Performance Measures

Outcomes:

The desired outcome of the program is to provide positive family and individual recreational opportunities in a safe environment.

F. Staffing

Appropriate staffing positions as assigned
Administrative staff as assigned

The Subrecipient will notify the Grantee of any changes in the Key Personnel assigned or their general responsibilities under this project within two weeks of such change(s).

G. Performance Monitoring

The Grantee will monitor the performance of the Subrecipient against goals and performance standards as stated above. Substandard performance as determined by the Grantee will constitute noncompliance with this Agreement and may be the basis for suspension or termination of this Agreement in accordance with subsection VII-G of this Agreement.

II. TIME OF PERFORMANCE

Services of the Subrecipient shall start on the **1st day July, 2021** and end on the **30th day June, 2022**, unless otherwise extended in written modification to this contract executed by the Grantee and the Subrecipient. The term of this Agreement and the provisions herein shall be extended to cover any additional time period during which the Subrecipient remains in control of CDBG funds or other CDBG assets, including program income.

III. BUDGET

Line Item	Fund Source	Amount
Program Registration	CDBG	\$8,950
Materials and Supplies		\$0
Travel and Transportation		\$0
Facility Rental		\$0
Staff		\$0
TOTAL		\$

IV. PAYMENT

It is expressly agreed and understood that the total amount to be paid by the Grantee under this Agreement shall not exceed **Eight Thousand Nine Hundred Fifty Dollars** and 00/100 (**\$8,950.00**). Drawdowns for the payment of eligible expenses shall be made against the line item budgets specified in Paragraph III herein and in accordance with performance. Expenses for general administration shall also be paid against the line item budgets specified in Paragraph III and in accordance with performance. Final payment requests must be submitted prior to **August 10, 2022**.

Payments may be contingent upon certification of the Subrecipient’s financial management system in accordance with the standards specified by the city.

V. NOTICES

Notices required by this Agreement shall be in writing and delivered via first-class mail (postage prepaid), commercial courier, or personal delivery or sent by facsimile or other electronic means. Any notice sent in this manner shall be effective on the date of sending. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice.

Communication and details concerning this contract shall be directed to the following contract representatives:

Grantee

Neighborhood Services Director
City of Champaign,
102 North Neil Street
Champaign, IL 61820
217.403.7070

Subrecipient

Director of Recreation
Champaign Park District
706 Kenwood Road
Champaign, IL 61821
217.398.2550

VI. SPECIAL CONDITIONS

Insurance Provisions for Nonprofits

A. Insurance Coverage

The Subrecipient shall maintain the following types of insurance with companies qualified to do business in Illinois, rated A- VIII or better in the current A.M. Best key rating guide. Prior to commencing work under this contract, Subrecipient shall provide the City with insurance certificates evidencing such coverage.

B. Commercial general liability insurance (CGL)

The Subrecipient shall maintain CGL with a limit of not less than \$1,000,000 each occurrence. The CGL insurance shall be written on ISO occurrence form CG 00 01 (or substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, personal and advertising injury, and liability assumed under an insured contract. The City of Champaign, its officers and employees shall be included as insured under the CGL, using ISO additional insured endorsement 20 26 or substitute providing equivalent coverage. The insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to the City. There shall be no endorsement or modification of the CGL to make it excess over other available insurance; alternatively if the CGL states that it is excess or pro rata, the policy shall be endorsed to be primary with respect to the additional insured. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability assumed under a contract.

Debarment and Suspension Certification

C. Debarment and Suspension

The Subrecipient certifies to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

VII. GENERAL CONDITIONS

A. General Compliance

The Subrecipient agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including subpart K of these regulations, except that (1) the Subrecipient does not assume the Grantee's environmental responsibilities described in 24 CFR 570.604 and (2) the Subrecipient does not assume the Grantee's responsibility for initiating the review process under the provisions of 24 CFR Part 52. The Subrecipient also agrees to comply with all other applicable Federal, state and local laws, regulations, and policies governing the funds provided under this contract. The Subrecipient further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

B. "Independent Contractor"

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Subrecipient shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The Grantee shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, as the Subrecipient is an independent contractor.

C. Hold Harmless

The Subrecipient shall hold harmless, defend and indemnify the Grantee from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient's performance or nonperformance of the services or subject matter called for in this Agreement.

D. Workers' Compensation

The Subrecipient shall provide Workers' Compensation Insurance coverage for all of its employees involved in the performance of this Agreement.

E. Grantee Recognition

The Subrecipient shall insure recognition of the role of the Grantee in providing services through this Agreement. All activities, facilities and items utilized pursuant to this Agreement shall be prominently labeled as to funding source. In addition, the Subrecipient will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement.

F. Amendments

The Grantee or Subrecipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of each organization. Such amendments shall not

invalidate this Agreement, nor relieve or release the Grantee or Subrecipient from its obligations under this Agreement except and only to the extent that said obligations are modified in said amendments.

The Grantee may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Grantee and Subrecipient.

G. Suspension or Termination

1. Default by Subrecipient. In accordance with 24 CFR 85.43, the Grantee may suspend or terminate this Agreement because of a default by the Subrecipient if the Subrecipient materially fails to comply with any terms of this Agreement, which include (but are not limited to) the following:

- a) Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and HUD guidelines, policies or directives as may become applicable at any time;
- b) Failure, for any reason, of the Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
- c) Ineffective or improper use of funds provided under this Agreement; or
- d) Submission by the Subrecipient to the Grantee reports that are incorrect or incomplete in any material respect.

The Grantee shall provide the Subrecipient with written notice of any suspension of this agreement. Said written notice shall describe the basis for the suspension and the actions required to end the suspension. The Grantee shall provide the Subrecipient with written notice prior to terminating this agreement based upon the Subrecipient's default. Said written notice shall describe the basis of the default, provide that the Subrecipient shall have thirty days from the date of said notice to cure said default, and specify what actions are required for said cure.

2. Termination for convenience. In accordance with 24 CFR 85.44, this Agreement may also be terminated for convenience by either the Grantee or the Subrecipient, in whole or in part, by setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if in the case of a partial termination, the Grantee determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the Grantee may terminate the award in its entirety.

VIII. ADMINISTRATIVE REQUIREMENTS

A. Financial Management

1. Accounting Standards

The Subrecipient agrees to comply with 24 CFR 84.21–28 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

2. Cost Principles

The Subrecipient shall administer its program in conformance with OMB Circulars A-122, “Cost Principles for Non-Profit Organizations,” or A-21, “Cost Principles for Educational Institutions,” as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

B. Documentation and Record Keeping

1. Records to be Maintained

The Subrecipient shall maintain all records required by all recordkeeping regulations in the State of Illinois and the Federal regulations specified in 24 CFR 570.506 that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:

- a. Records providing a full description of each activity undertaken;
- b. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;
- c. Records required to determine the eligibility of activities;
- d. Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance;
- e. Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
- f. Financial records as required by 24 CFR 570.502, and 24 CFR 84.21–28; and
- g. Other records necessary to document compliance with Subpart K of 24 CFR Part 570

2. Retention

The Subrecipient shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for a period of four (4) years. The retention period begins on the date of the submission of the Grantee’s annual performance and evaluation report to HUD in which the activities assisted

under the Agreement are reported on for the final time. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the four-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the four-year period, whichever occurs later.

3. Client Data

The Subrecipient shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Such information shall be made available to Grantee monitors or their designees for review upon request.

4. Disclosure

The Subrecipient shall follow any and all applicable laws regarding confidentiality unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian. Subrecipient acknowledges that the Grantee is a public body and therefore any documents and records related to this Agreement and the services thereunder are subject to information disclosure laws, including but not limited to the Freedom of Information Act.

5. Close-outs

The Subrecipient's obligation to the Grantee shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the Grantee), and determining the custodianship of records. Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that the Subrecipient has control over CDBG funds, including program income.

6. Audits & Inspections

All Subrecipient records with respect to any matters covered by this Agreement shall be made available to the Grantee, or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the Subrecipient within 30 days after receipt by the Subrecipient. Failure of the Subrecipient to comply with the above audit requirements will constitute a violation of this contract and may result in the withholding of future payments. The Subrecipient hereby agrees to have an annual agency audit conducted in accordance with current Grantee policy concerning Subrecipient audits and OMB Circular A-133.

C. Reporting and Payment Procedures

1. Program Income

The Subrecipient shall not earn program income through the COVID-19 Relief Program without prior written approval from the Grantee. If the Subrecipient does seek and receive approval to earn program income, the Subrecipient shall report annually all program income (as defined at 24 CFR 570.500(a)) generated by activities carried out with CDBG funds made available under this contract. The use of program income by the Subrecipient shall comply with the requirements set forth at 24 CFR 570.504. By way of further limitations, the Subrecipient may use such income during the contract period for activities permitted under this contract and shall reduce requests for additional funds by the amount of any such program income balances on hand. All unexpended program income shall be returned to the Grantee at the end of the contract period. Any interest earned on cash advances from the U.S. Treasury and from funds held in a revolving fund account is not program income and shall be remitted promptly to the Grantee.

2. Indirect Costs

If indirect costs are charged, the Subrecipient will develop an indirect cost allocation plan for determining the appropriate Subrecipient's share of administrative costs and shall submit such plan to the Grantee for approval, in a form specified by the Grantee.

3. Payment Procedures

The Grantee will pay to the Subrecipient funds available under this Agreement based upon information submitted by the Subrecipient and consistent with any approved budget and Grantee policy concerning payments. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the Subrecipient, and not to exceed actual cash requirements. Payments will be adjusted by the Grantee in accordance with advance fund and program income balances available in Subrecipient accounts. In addition, the Grantee reserves the right to liquidate funds available under this contract for costs incurred by the Grantee on behalf of the Subrecipient.

4. Progress Reports

The Subrecipient shall submit regular quarterly Progress Reports to the Grantee in the form and content as required by the Grantee.

D. Procurement

1. Purchasing Standards

Unless specified otherwise within this agreement, the Subrecipient shall procure all CDBG-purchased materials, property, or services in accordance with the requirements of 24 CFR 84.40–48.

2. Travel

The Subrecipient shall obtain written approval from the Grantee for any travel outside the metropolitan area with funds provided under this Agreement.

E. Use and Reversion of Assets

The use and disposition of real property and equipment under this Agreement shall be in compliance with the requirements of 24 CFR Part 84 and 24 CFR 570.502, 570.503, and 570.504, as applicable, which include but are not limited to the following:

1. The Subrecipient shall transfer to the Grantee any CDBG funds on hand and any accounts receivable attributable to the use of funds under this Agreement at the time of expiration, cancellation, or termination.
2. Real property under the Subrecipient's control that was acquired or improved, in whole or in part, with funds under this Agreement in excess of \$25,000 shall be used to meet one of the CDBG National Objectives pursuant to 24 CFR 570.208 until five (5) years after expiration of this Agreement. If the Subrecipient fails to use CDBG-assisted real property in a manner that meets a CDBG National Objective for the prescribed period of time, the Subrecipient shall pay the Grantee an amount equal to the current fair market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, or improvement to, the property. Such payment shall constitute program income to the Grantee. The Subrecipient may retain real property acquired or improved under this Agreement after the expiration of the five-year period.
3. In all cases in which equipment acquired, in whole or in part, with funds under this Agreement is sold, the proceeds shall be program income (prorated to reflect the extent to that funds received under this Agreement were used to acquire the equipment). Equipment not needed by the Subrecipient for activities under this Agreement shall be (a) transferred to the Grantee for the CDBG program or (b) retained after compensating the Grantee an amount equal to the current fair market value of the equipment less the percentage of non-CDBG funds used to acquire the equipment.

IX. PERSONNEL & PARTICIPANT CONDITIONS

A. Civil Rights

1. Compliance

The Subrecipient agrees to comply with the Grantee's Human Rights Ordinance at Chapter 17 of the Champaign Municipal Code as amended, and the State of Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., and with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086.

2. Nondiscrimination

The Subrecipient agrees to comply with the non-discrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in 24 CFR 570.607, as revised by Executive Order 13279. The applicable non-discrimination provisions in Section 109 of the HCDA are still applicable.

3. Section 504

The Subrecipient agrees to comply with all Federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination against the individuals with disabilities or handicaps in any Federally assisted program. The Grantee shall provide the Subrecipient with any guidelines necessary for compliance with that portion of the regulations in force during the term of this Agreement.

B. Affirmative Action

1. Approved Plan

The Subrecipient agrees that it shall be committed to submit and carry out an Affirmative Action Plan in accordance with the requirements imposed on non-exempt contracting entities in Sec. 12.5-65 of the Champaign Municipal Code in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1966. The Subrecipient shall submit said plan for an Affirmative Action Program for approval prior to the award of funds.

2. Women- and Minority-Owned Businesses (W/MBE)

The Subrecipient will use its best efforts to afford small businesses, minority business enterprises, and women's business enterprises the maximum practicable

opportunity to participate in the performance of this contract. As used in this contract, the terms “small business” means a business that meets the criteria set forth in section 3(a) of the Small Business Act, as amended (15 U.S.C. 632), and “minority and women’s business enterprise” means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, “minority group members” are Afro-Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian-Americans, and American Indians. The Subrecipient may rely on written representations by businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.

3. Access to Records

The Subrecipient shall furnish and cause each of its own Subrecipients or subcontractors to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the Grantee, HUD or its agent, or other authorized Federal officials for purposes of investigation to ascertain compliance with the rules, regulations and provisions stated herein.

4. Notifications

The Subrecipient will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker’s representative of the Subrecipient’s commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

5. Equal Employment Opportunity and Affirmative Action (EEO/AA) Statement

The Subrecipient will, in all solicitations or advertisements for employees placed by or on behalf of the Subrecipient, state that it is an Equal Opportunity or Affirmative Action employer.

6. Subcontract Provisions

The Subrecipient will include all of the provisions in this Section IX of Paragraph A pertaining to Civil Rights and Paragraph B pertaining to Affirmative Action, in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its own Subrecipients or subcontractors.

C. Employment Restrictions

1. Prohibited Activity

The Subrecipient is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities; inherently religious activities; lobbying; political patronage; and nepotism activities.

2. Labor Standards

The Subrecipient agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 *et seq.*) and all other applicable Federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Subrecipient agrees to comply with the Copeland Anti-Kick Back Act (18 U.S.C. 874 *et seq.*) and its implementing regulations of the U.S. Department of Labor at 29 CFR Part 5. The Subrecipient shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the Grantee for review upon request.

D. Conduct

1. Assignability

The Subrecipient shall not assign or transfer any interest in this Agreement without the prior written consent of the Grantee thereto; provided, however, that claims for money due or to become due to the Subrecipient from the Grantee under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Grantee.

2. Subcontracts

a. Approvals

The Subrecipient shall not enter into any subcontracts with any agency or individual in the performance of this contract without the written consent of the Grantee prior to the execution of such agreement.

b. Monitoring

The Subrecipient will monitor all subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

c. Content

The Subrecipient shall cause all of the provisions of this contract in its

entirety to be included in and made a part of any subcontract executed in the performance of this Agreement.

d. Selection Process

The Subrecipient shall undertake to ensure that all subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis in accordance with applicable procurement requirements. Executed copies of all subcontracts shall be forwarded to the Grantee along with documentation concerning the selection process.

3. Hatch Act

The Subrecipient agrees that no funds provided, nor personnel employed under this Agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.

4. Conflict of Interest

The Subrecipient agrees to abide by the provisions of 24 CFR 84.42 and 570.611, which include (but are not limited to) the following:

- a. The Subrecipient shall maintain a written code or standards of conduct that shall govern the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds.
- b. No employee, officer or agent of the Subrecipient shall participate in the selection, or in the award, or administration of, a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.
- c. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, or with respect to the proceeds from the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a “covered person” includes any person who is an employee, agent, consultant,

officer, or elected or appointed official of the Grantee, the Subrecipient, or any designated public agency.

5. Lobbying

The Subrecipient hereby certifies that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- c. It will require that the language of paragraph (d) of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly.
- d. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

6. Copyright

If this contract results in any copyrightable material or inventions, the Grantee and/or grantor agency reserves the right to royalty-free, non-exclusive and

irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for governmental purposes.

7. Religious Activities

The Subrecipient agrees that funds provided under this Agreement will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.

X. ENVIRONMENTAL CONDITIONS

A. Air and Water

The Subrecipient agrees to comply with the following requirements insofar as they apply to the performance of this Agreement:

- Clean Air Act, 42 U.S.C. , 7401, *et seq.*;
- Federal Water Pollution Control Act, as amended, 33 U.S.C., 1251, *et seq.*, as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued there under;
- Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Part 50, as amended.

XI. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

XII. SECTION HEADINGS AND SUBHEADINGS

The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

XIII. WAIVER

The Grantee's failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of the Grantee to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

XIV. ENTIRE AGREEMENT

This agreement, in addition to all attached contract documents, constitutes the entire agreement between the Grantee and the Subrecipient for the use of funds received under

Attachment A

this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Grantee and the Subrecipient with respect to this Agreement.

Attachment A

Date _____

IN WITNESS WHEREOF, the Parties have executed this contract as of the date first written above.

City of Champaign

**Champaign Park District
FEIN #37-6000474**

By _____
Dorothy Ann David, City Manager

By _____

Title _____

Attest _____
Marilyn Banks, City Clerk

Attest _____

By _____

Title _____

APPROVED AS TO FORM:

City Attorney

DISCLOSURE AFFIDAVIT

(NOTE: This disclosure is required by adopted City Council Policy. This Affidavit must be completely filled out and signed by any party 1) entering into contracts with the City, 2) involved in certain land use proceedings, or 3) development of real estate agreements with the City. This Affidavit assists the City in making determinations relative to conflict of interest and other laws.) (Fill in state and county in which affidavit is being signed)

STATE OF _____)
) ss.
COUNTY OF _____)

I, the undersigned, being duly sworn, do state as follows:

SECTION 1. BUSINESS STATUS STATEMENT

A. _____ (insert complete legal company name),
(hereafter "Contractor" or "Vendor") is a:

- _____ Corporation
- _____ Partnership
- _____ Limited Liability Corporation (LLC)
- _____ Individual or Sole Proprietorship

Contractor's Federal Tax Identification Number, or in the case of an individual or sole proprietorship, Social Security Number: _____

(If a Corporation, complete B; If a Partnership or LLC, complete C; If an Individual, complete D)

B. CORPORATION

The State of Incorporation is _____.

Registered Agent of Corporation in Illinois: _____ Name	Business Information (If Different from Registered Agent): _____ Company Address, Principal Office
_____ Address	_____ City, State, Zip
_____ City, State, Zip	_____ Telephone Facsimile
_____ Telephone	_____ Website

The corporate officers are as follows (list and identify all corporate officers - attach additional sheets if necessary):

President: _____

Vice President: _____

Secretary: _____

Attach a List of all shareholders owning five percent (5%) or more of the stock in the corporation.

C. PARTNERSHIP OR L.L.C.

The business address is: _____

Telephone: _____ Fax: _____

Website or Email Address: _____

The partners or members are as follows: (Attach additional sheets if necessary)

(Name, Home Address and Telephone)
(Name, Home Address and Telephone)
(Name, Home Address and Telephone)

Manager of LLC (attach additional sheets as needed):

Name: _____

Address: _____

Telephone: _____

D. INDIVIDUAL PROPRIETORSHIP

The business address is _____

Telephone: _____ Fax: _____

My home address is _____

Telephone: _____ Fax: _____

Email or website: _____

SECTION 2. NON-COLLUSION STATEMENT

- A. This proposal, bid or contract is made without any connection or common interest in the profits with any other person other than the Vendor except as listed on a separate attached sheet to this affidavit.

Check One:

_____ Others Interested in Contract _____ None

- B. No department director or any employee or any officer of the City of Champaign has any financial interest, directly or indirectly, in the award of this contract except as listed on a separate attached sheet to this affidavit.
- C. That the Contractor/Vendor is not barred from bidding on any contract, if bidding process was used) as a result of violation of 720 ILCS 5/33E-3 and 5/33E-4 (Bid Rigging or Bid Rotating).

SECTION 3. DRUG FREE WORKPLACE AND DELINQUENT ILLINOIS TAXES STATEMENT

The undersigned states under oath that the Contractor/Vendor is in full compliance with the Illinois Drug Free Workplace Act, 30 ILCS 580/1. The undersigned also states under oath and certifies that Contractor/Vendor is not delinquent in payment of any tax administered by the Illinois Department of Revenue except that the taxes for which liability for the taxes or the amount of the taxes are being contested, in accordance with the procedures established by the appropriate Revenue Act; or that the Vendor has entered into an agreement(s) with the Illinois Department of Revenue for the payment of all taxes due and is in compliance with the agreement.

SECTION 4. FAMILIARITY WITH LAWS STATEMENT

The undersigned, being duly sworn, hereby states that the Contractor/Vendor and its employees are familiar with and will comply with all Federal, State and local laws applicable to the project, which may include, but is not limited to, the Prevailing Wage Act and the Davis-Bacon Act.

CONTRACTOR/VENDOR

Signature

Printed Name: _____

Title: _____

SUBSCRIBED and SWORN to before me this ____ day of _____, 20__.

Notary Public

My Commission Expires: _____



Champaign Diversity Advancement Program (CDAP)
Office of Equity, Community and Human Rights
Good Faith Efforts Form
(Non-Subcontracting Projects – MBE/WBE Goal Not Applicable)

OFFICE USE ONLY

Date:		Project Title:	
(To be completed by Department Preparer prior to issuance of Invitation to Bid/Request for Proposals or Request for Quotes) Good Faith Efforts Form Has Been Approved by CDAP Compliance Officer: <input type="checkbox"/> Yes			

Section I:

Bidder/Proposer Information – Certified MBE/WBE Status: MBE <input type="checkbox"/> WBE <input type="checkbox"/> N/A <input type="checkbox"/>			
CDAP Certified: Yes <input type="checkbox"/> No <input type="checkbox"/> Other certification (please list):			
Company Name	Phone #	Fax #	
Address	Street	City	State Zip Code
Contact Person	Title	Email Address	

DESCRIPTION OF GOOD FAITH EFFORTS
--

Please describe below or in a separate letter any aspects of your efforts to obtain or promote MBE/WBE participation in your workforce and projects. This is an opportunity to “tell the story” of your good faith efforts (“GFE”) to encourage diversity in City of Champaign contracts. The following questions may help you organize your description. **The questions below are not intended to be a checklist or an exhaustive list of what is considered in evaluating GFE.** Information not submitted will not be considered in making a finding of Good Faith Efforts.

Questions to consider:

- Do you participate in any organizations or programs that promote or assist in increasing diversity in contracting in the community?
- Do you participate in job fairs or networking events aimed toward increasing female and minority recruitment or career development in your profession?
- Do you provide job training or direct employment or internship opportunities intended to increase the utilization of women and minorities on City projects?
- Have you developed internal policies or programs to increase hiring, professional development, and retention of female and minority employees?
- Do you partner with female and minority businesses on projects, whether related to City contracts or otherwise?
- Do you attend or commit to attending City-sponsored networking events to increase the utilization of minority and female-owned businesses, and female and minority workers?
- Do you seek services from available female and minority community organizations, minority and female contractors' groups, minority and female business assistance offices, and other organizations as appropriate, to provide assistance in recruiting MBEs, WBEs, and minority and female workers?
- Do you make monetary contributions to training and development funds, including the City's CDAP training and development fund, or organizations dedicated to encouraging minority and female-owned businesses and minority and female workers?
- Do you participate in the City's CDAP mentor/protégé program to coach, develop, and build capacity of local female and minority-owned businesses?
- Do you take any additional measures to encourage MBE/WBE participation in City contracts?

Write Response Below:

Please attach additional sheets if necessary

The information provided in this Champaign Diversity Advancement Program (CDAP) Office of Equity, Community and Human Rights – Good Faith Efforts Form is true and accurate to the best of my belief. I understand that knowingly providing false information could be grounds for disqualification from this and future City projects. The City reserves the right to verify all information provided.

Signature (Bidder/Proposer or Authorized Representative)

Date

Signature (CDAP Compliance Officer)

Date

Vendors with questions can contact the Office of Equity, Community and Human Rights at (217)-403-8830.



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: June 23, 2021

SUBJECT: 2021 Public Museum Capital Grant Application

Background

Staff are seeking a more effective and efficient solution for concessions and bar service at the Virginia Theatre. The facility currently has a single concession stand located in the main lobby, immediately across from the Virginia's principle public entry. This location creates a well-known challenge at the theatre: long concession lines that impede public ingress and egress. To help alleviate long lines and also increase sales, temporary concessions and bar service areas are set up in the upstairs mezzanine level lobby and in the eastern lobby. These arrangements are ineffective, however, taking up too much of the available lobby space and lacking water lines for soda and ice service, a restriction mandated by public health codes.

Staff propose that the Virginia's front-of-house catering kitchen, first restored in 2006, is underutilized and could be repurposed as a hybrid concession and bar service area, allowing the theatre to reduce concession lines and increase sales at busy family events, while offering a more efficient bar service at adult events. The converted space could also continue to serve as an effective staging area for caterers at events.

On May 30, 2021, Architectural Expressions, LLP (AEX) presented a proposal to the Champaign Park District to develop initial architectural drawings, estimates, and a project narrative to remodel the front-of-house catering kitchen at the Virginia Theatre. After executing an agreement with the Park District for these services in the amount of \$5,805.00, AEX followed up by submitting their initial drawings on June 4, 2021, and preliminary project estimates and a conceptual rendering on June 15, 2021 (see attached). AEX estimates the total project cost to convert the Virginia's front-of-house catering kitchen into a hybrid concession/bar service area is \$174,864.48.

On April 21, 2021, the Illinois Department of Natural Resources (IDNR) announced and posted the application for the latest set of Public Museum Capital Grants with a total of \$27 million in funding available from the State's Rebuild Illinois capital program. IDNR Public Museum Capital Grants are designed to help public museums in Illinois expand and upgrade facilities to enhance public museums' abilities to meet their mission. The Virginia Theatre is categorized as a public museum by the State of Illinois, and the Park District was previously awarded \$500,000 in funding through the Public Museum Capital Grants Program which was put toward the phase III renovation of the theatre's auditorium. In 2019, an additional \$750,000 was awarded to the park district by the Public Museum Capital Grants Program to purchase and install a new sound system at the Virginia. On November 19, 2020, the Park District was again awarded \$750,000 by the IDNR Public Museum Capital Grants Program to purchase and install a new HVAC system in the theatre's auditorium, a project which is currently underway.

For the 2021 Public Museum Capital Grants Program, awards for qualifying projects range from \$25,000 to \$750,000, with no local matching funds required. The deadline for applications is Friday, July 16, 2021.

The Public Museum Capital Grants Program requires the submission of both an application fee and an award fee. A non-refundable application fee of ¼ of 1% (0.0025%) of the grant request must be included at the time of application, with a minimum fee of \$100 and a maximum fee of \$300. There is also a fully-reimbursable award fee which is calculated as 1% of the total funding assistance granted to the applicant, submitted by successful applicants at the time of formal agreement, with such fee not to exceed \$5,000.

Prior Board Action

None.

Budget Impact

All of the following costs are based upon the 2021 AEX preliminary estimate:

Construction	\$123,228.00
Architectural and Engineering	\$18,735.48
Equipment	\$29,901.00
General Conditions	<u>\$3,000.00</u>
Total Project Cost	\$174,864.48

Total funds to be requested from Public Museum Capital Grant: \$174,864.48

Projected balance of costs payable by the Champaign Park District if a 2021 IDNR Public Museum Capital Grant is awarded at full value of request:

Non-reimbursable application fee	\$300.00
Non-reimbursable initial design costs	<u>\$5,805.00</u>
Total project costs to Champaign Park District	\$6,105.00

Recommendation

Staff recommends the Park Board authorize staff to apply for a Public Museum Capital Grant in the amount of \$174,864.48 from the State of Illinois Department of Natural Resources in support of remodeling the Virginia Theatre front-of-house catering kitchen.

Prepared by:

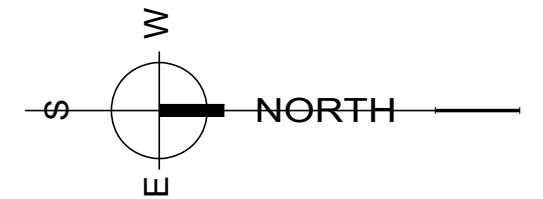
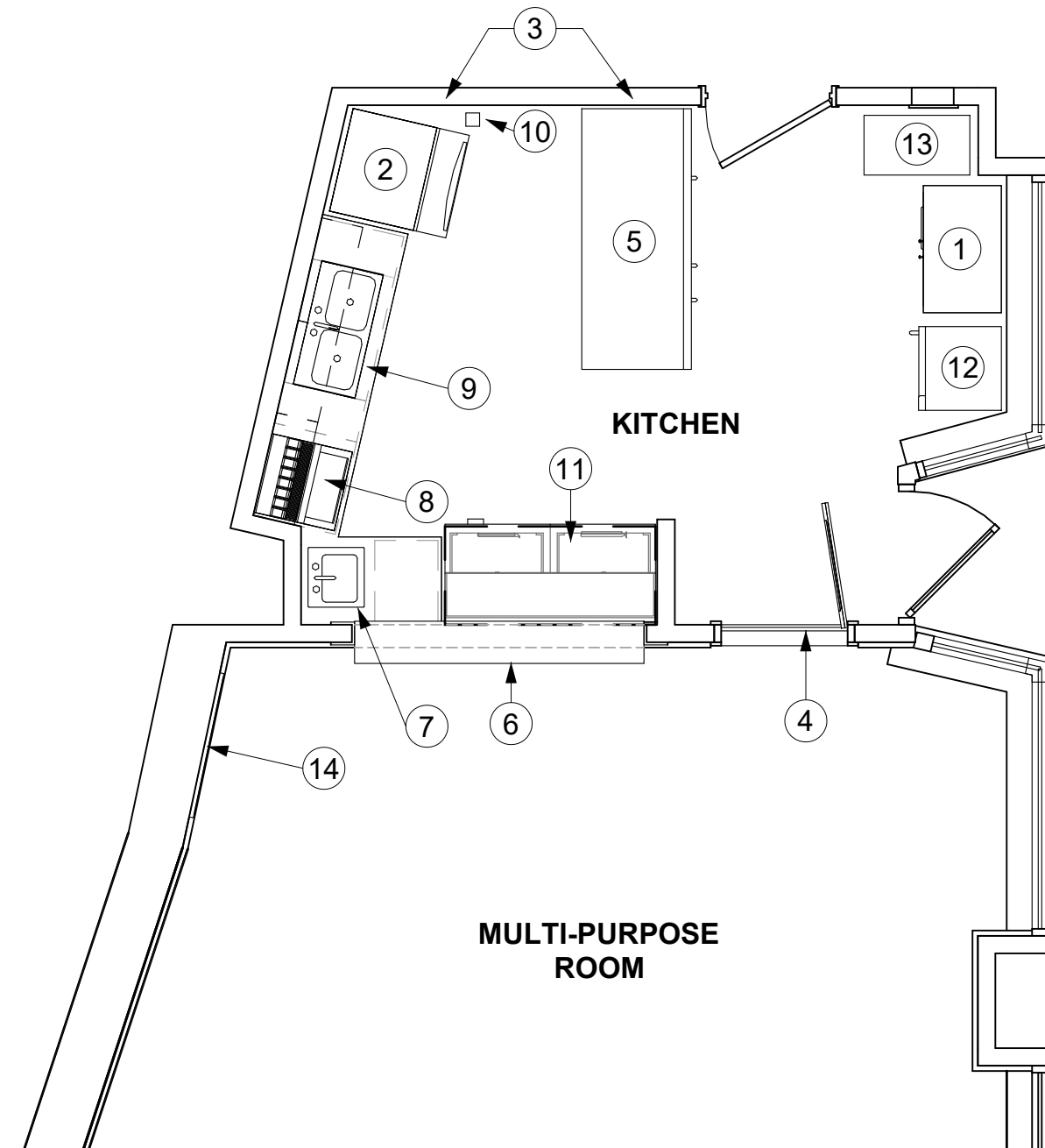
Reviewed by:

Steven Bentz
Director, Virginia Theatre

Joe DeLuce, CPRP
Executive Director

KEYED NOTES

- 1 POP O GOLD COMMERCIAL POPCORN MAKER
- 2 ICE MACHINE
- 3 EXISTING ACCESS PANELS @ APPROX. 1'-0" A.F.F.
- 4 DUTCH DOOR W/ ADA COUNTER
- 5 REACH-IN COOLER: 72 CUFT.
- 6 PASS THRU: 7'-0" W. SERVICE COUNTER
- 7 HAND SINK
- 8 DRINK DISPENSER/ICE BIN
- 9 PREP SINK
- 10 FLOOR SINK
- 11 60" HORIZONTAL BOTTLE COOLER
- 12 REFRIGERATOR: UNDERCOUNTER
- 13 BEVERAGE LINES: TO BSMT. TBD
- 14 DIGITAL SIGNAGE: VIDEO MONITOR



FIRST FLOOR PLAN
CONCESSION RENOVATION
PRELIMINARY

A1



POPCORN	APPETIZERS	SWEET TREATS	BEVERAGES
Small \$4.50 Medium \$5.50 Large \$6.50	Loaded Nachos \$8.99 Crispy Chicken \$9.99 Buffalo Wings \$10.99 Crispy Tenders \$11.99	Chocolate Brownie \$4.99 Vanilla Ice Cream \$3.99 Caramel Apple \$4.99 S'mores \$4.99	Soft Drink \$2.99 Fruit & Yogurt \$3.99 Smoothie \$4.99 Coffee \$2.99
BREAKFAST	Served 7:00 AM - 11:00 AM		
Breakfast Burrito \$7.99 Pancakes \$6.99 Waffles \$6.99 French Toast \$6.99			

ANIVERSAR
BE NOU

PROJECTED PROJECT COST SUMMARY

Project: VIRGINIA THEATRE			DATE: 3/16/2005		
Owner: CHAMPAIGN PARK DISTRICT			AEX#: 6380		
Description: EAST LOUNGE CONCESSION SERVICE			SF: 240		
DESCRIPTION	ELEMENT	GROUP	TOTAL	\$/SF	%
TOTAL PROJECT COST			156,129.00	650.54	100.0
DEMOLITION			6,280.00	26.17	4.0
Remove door and frame	200				
Remove equipment & counters	3,200.00			13.33	2.0
Demo flooring	480.00				
New opg. Pass thru	800.00			3.33	0.5
Specific drywall demo for electric /plbg.	1,600.00				
SHELL			2,500.00	10.42	1.6
Super Structure	-			-	-
Patch Conc. Flr. Rough-in	1,000.00				
Exterior Enclosure	-			-	-
Patch Roof Mech/Equip. Opgs.	1,500.00			6.25	1.0
INTERIORS			25,305.00	105.44	16.2
Interior Construction					
Finish Int. pass thru	1,000.00				
Patch Drywall	4,800.00				
Chase for beverages Lines	3,000.00				
Dutch Dr, Frame, & counter	1,250.00				
Roll up shutter door	3,975.00				
Dr. & Equip. Hardware/locks	1,000.00				
Casework- Pass through Counter	2,800.00				
Interior Finishes					
Paint-Wall finishes	1,650.00				
Paint Doors and Frames (2)	450.00				
Finish wd. trim @ pass thru	500.00				
Millwork/Trim Lounge					
Flooring - Vinyl sheet goods	2,160.00				
Flooring - Base	220.00				
SERVICES			27,100.00	112.92	17.4
Plumbing-Allowance	15,000.00			62.50	9.6
Plbg. Roughin-core drill	1,600.00				
HVAC- Rebalance System	500.00			2.08	0.3
Fire Protection- N/A	-			-	-
Electrical-Allowance	10,000.00			41.67	6.4
FOOD SERVICE EQUIPMENT			29,901.00	124.59	19.2
Equipment	-			-	-
Furnishings	-			-	-
SPECIAL CONSTRUCTION			10,000.00	41.67	6.4
9. Beverage System	5,000.00				
15. Digital Signage/ Video Monitor System-Allow.	5,000.00			20.83	3.2
18. Point of Sale (POS) System					
GENERAL CONDITIONS			3,000.00	12.50	1.9
Insurance	-			-	-
Dumpster	2,000.00			8.33	1.3
Cleanup	1,000.00			4.17	0.6
Subtotal			104,086.00		
OTHER PROJECT COSTS			52,043.00	216.85	33.3
Contractors Fee- General Requirements 10%	10,408.60			43.37	6.7
Contractors Fee- Overhead and Profit 15%	15,612.90				
Contingencies- Design and Construction 20%	26,021.50			108.42	16.7
Construction Subtotal			156,129.00		
Design and Engineering 12%	18,735.48			78.06	12.0
Total			174,864.48		

UNIFORMAT		MAT	LABOR	LEVEL 4	LEVEL 3
EQUIPMENT AND FURNISHINGS					
Equipment					
Commercial Equipment					29,901.00
1. Popcorn	PopoGold #2011EB	6,500.00	155.00	6,655.00	
2. Ice Machine	383Lb. Ice	3,500.00	775.00	4,275.00	
3. Dishwasher -Alternate	undercounter	6,871.00	715.00	7,586.00	
4. Not used				-	
5. Not used				-	
6. Reachin Cooler	72cu.ft.	3,000.00	155.00	3,155.00	
7. Not used				-	
8. Handsink	Countertop	320.00	500.00	820.00	
9. Not Used				-	
10. Prep Sink & Counter		910.00	71.00	981.00	
11. Not used				-	
12. Horizontal Bottle Cooler	3 Door, 17.5 cuft.	2,050.00	155.00	2,205.00	
12a. Portable Counter top		500.00	56.00	556.00	
13. Refrigerator-	Undercounter	2,180.00	155.00	2,335.00	
14. Mobile Shelving	36"x18"x60"	226.00	56.00	282.00	
16. Shelf	Above service window	985.00	66.00	1,051.00	
				-	
				-	
				-	
				-	

LEVEL 2	LEVEL 1	\$/SF	%
	-	-	-
		-	-
		124.59	#DIV/0!
		27.73	#DIV/0!
		17.81	#DIV/0!
		31.61	#DIV/0!
		-	-
		-	-
		13.15	#DIV/0!
		-	-
		3.42	#DIV/0!
		-	-
		4.09	#DIV/0!
		-	-
		9.19	#DIV/0!
		9.73	#DIV/0!
		4.38	#DIV/0!
		-	-
		-	-
		-	-
		-	-

Resolution of Authorization

Public Museum Name:	_____
Fiscal Sponsor (if applicable):	_____
Project Title:	_____
Name of entity that holds title to the project site:	_____
Check to ensure entity holding title is a unit of local government:	<input type="checkbox"/>

As the official duly designated to represent the public museum, I do hereby certify that the information presented in this grant application is true and correct. I do further certify that the project, if approved for funding through the Illinois Public Museum Capital Grants Program, will comply with all terms, conditions and regulations of 1) the Public Museum Capital Grant program (23 IL Adm. Code 3200); 2) the Illinois Grant Funds Recovery Act (30 ILCS 705); 3) the Illinois Human Rights Act (775 ILCS 5/1-101 et.seq.); 4) Title VI of the Civil Rights Act of 1964, (P.L. 83-352); 5) the Age Discrimination Act of 1975 (P.L. 94-135); 6) the Civil Rights Restoration Act of 1988, (P.L. 100-259); and 7) the Americans with Disabilities Act of 1990 (PL 101-336); and will maintain the project area in an attractive and safe condition, keep the facilities open to the general public during reasonable hours consistent with the type of facility; and in the Project Agreement and that the public museum:

- a) Is a public museum that has been open to the public, for its instruction and enjoyment, for at least two years;
- b) Is located upon land owned by and/or operated by a unit of local government;
- c) Is an organized, permanent institution that is tax exempt under the regulations of the U.S. Internal Revenue Service;
- d) Meets generally accepted professional standards and/or is accredited in one of the following types of programs: American Alliance of Museums, American Association for State and Local History; Association of Zoos and Aquariums, American Public Gardens Association, and other appropriate organizations;
- e) Has a paid professional staff who commands an appropriate body of knowledge on presented subject matter;
- f) Cares for and owns or utilizes tangible objects;
- g) Is open to the public on a regular schedule and regularly collects attendance data and maintains sufficient records such that the attendance numbers can be audited;
- h) Presents regularly scheduled programs and exhibits that use and interpret objects for the public according to accepted standards;
- i) Has filed timely reports and complied with requirements for previous grant awards; and
- j) Can provide matching funds of the following amount. Check one:

no matching funds are required for a public museum with an attendance of **300,000 or less** during the preceding calendar year; or

\$1 of matching funds for each \$1 of State money for a public museum with an attendance of **over 300,000 but less than 600,000** during the preceding calendar year; or

\$2 matching funds for each \$1 of State money for a public museum with an attendance of **600,000 or more** during the preceding calendar year.

Resolution of Authorization

The _____ hereby certifies and acknowledges that it has 100% of the funds necessary to complete the pending Public Museum Capital project within the timeframes specified herein for project execution, and that failure to adhere to the specified project timeframe or failure to proceed with the project because of insufficient funds or change in local priorities is sufficient cause for project grant termination which will also result in the ineligibility of the public museum for subsequent grant assistance from the IDNR programs in the next two (2) consecutive grant cycles following project termination.

It is understood that the project should be completed within the timeframe established in the project agreement and the reimbursement request must be submitted within one year of the expiration date. Failure to do so will result in the public museum forfeiting all project reimbursements and relieves the Illinois Department of Natural Resources from further payment obligation on the grant.

Any grant funds expended by the fiscal sponsor on behalf of this public museum, the chief executive officer of the public museum hereby certifies:

- 1) that there is an ongoing relationship between the public museum and the fiscal sponsor;
- 2) that the fiscal sponsor may incur expenses for the public museum's project; and
- 3) that the fiscal sponsor may pay for incurred expenses for the public museum's project;
- 4) that grant funds will be used specifically for the public museum's project; and
- 5) that grant funds received by the public museum for reimbursement of IDNR approved expenses will be submitted to the fiscal sponsor for settlement of paid expenses.

The public museum does further certify that there is an ongoing relationship between the museum and the fiscal sponsor; that the fiscal sponsor may incur expenses for the museum's project; and that grant funds will be used specifically for the public museum's project.

The public museum does hereby further certify that it will indemnify, protect and hold harmless the State of Illinois, Department of Natural Resources and its representatives from any and all liabilities, costs, damages or claims arising as a direct or indirect result of the actions and/or omissions of public museum or its representatives in the construction, operation or maintenance of the above referenced project, and that the proposed facility will be operated and maintained in an attractive and safe manner, and open and available to the public without regard to race, color, sex, national origin, age, disability or place of residence in accordance with #23 IL Adm. Code 3200.

This Statement was duly acted upon and adopted by the public museum on the _____ day of _____, 20_____.

Public Museum Chief Executive Officer: _____
Print Name Title

Organization Name: _____

Signature of Public Museum Chief Executive Officer: _____

Resolution of Authorization

The fiscal sponsor agrees to the statements on MC/DOC-2 page 2 and will perform the following fiscal duties for the public museum:

The fiscal sponsor is an affiliated entity that may expend funds on behalf of this public museum for which this public museum will request reimbursement. The fiscal sponsor assumes legal accountability, fiduciary oversight, fiscal management and other administrative services of this public museum for the purposes of this grant. Any grant funds expended by the fiscal sponsor on behalf of this public museum, the chief executive officer of the public museum must sign a statement certifying:

- 1) that there is an ongoing relationship between the public museum and the fiscal sponsor;
- 2) that the fiscal sponsor may incur expenses for the public museum's project; and
- 3) that the fiscal sponsor may pay for incurred expenses for the public museum's project;
- 4) that grant funds will be used specifically for the public museum's project; and
- 5) that grant funds received by the public museum for reimbursement of IDNR approved expenses will be submitted to the fiscal sponsor for settlement of paid expenses.

Fiscal Sponsor Chief Executive Officer: _____
Print Name Title

Organization: _____

Signature of Fiscal Sponsor Chief Executive Officer: _____



Abused and Neglected Child Reporting Policy

It shall be the policy of the Champaign Park District Board of Commissioners (Park District) of the Park District to follow-comply with the provisions of the Illinois Abused and Neglected Child Reporting Act (325 ILCS 5/1, *et seq.*).

The Illinois Abused and Neglected Child Reporting Act provides guidelines for the reporting of suspected child abuse and neglect, and in certain circumstances, the taking of protective custody of abused children. The Act mandates-requires the Champaign Park District (Park District)-to report suspected child abuse or neglect. Park District staff is required to report or-cause-a-report-to-be-made to the Illinois Child Abuse Hotline at 1-800-25-ABUSE or 1-800-252-2873 immediately whenever they have reasonable cause to believe that a child known to them in their official capacity may potentially be abused or neglected. Staff initiating the report should also immediately notify their supervisor, department head, or the Executive Director. Any Park District staff who believes a child is in immediate danger of harm, shall first call emergency services.

The Illinois Department of Children and Family Services (DCFS) definition of abuse located on their website is the mistreatment of children under the age of 18 by a parent or their romantic partner, an immediate relative or someone living in their home, a caretaker such as a babysitter or daycare worker, or any other person responsible for the child's welfare. reasonable caretaker. The mistreatment must cause injury or harm or must put the child at risk of harm. #Such mistreatment can be physical, sexual, or emotional. The definition of Neglect located inat their website is when a parent or other responsible caretaker fails to provide adequate supervision, food, clothing, medical care, shelter, or other basics basic needs for a child. This policy incorporates by reference the definitions of "abused child" and "neglected child" containeddefined in the Abused and Neglected Child Reporting Act and its implementing regulations. 325 ILCS 5/1, et seq. and 89 ILCSIL. Admin. Code, Part 300.20.

Park District staff working with children shall fill-outcomplete the employee notification forms and follow Park District procedures and guidelines concerning the Abused and Neglected Child Reporting Act.

Approved by Board of Commissioners	September 23, 1999
Revised by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	June 8, 2011
Revised by Board of Commissioners	May 25, 2016
<u>Revised by Board of Commissioners</u>	<u>X, 2021</u>

Craig W. HaysKevin J. Miller, President
Director

Joseph C. DeLuca, Executive



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Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



Abused and Neglected Children Procedures and Guidelines

The Illinois Abused and Neglected Child Reporting Act (ANCRA) (325 ~~ILCS~~ ILCS 5/1, *et seq.*) provides guidelines for the reporting of child abuse and neglect. ~~Following~~ The following are someis a non-comprehensive list of general guidelines for child abuse or neglect detection and reporting.

Indicators/Warning Signs

Indicators and warning signs may include, but are not limited to the following:

1. A child may describe events that appear to be abusive.
2. A parent may tell you of family practices that are abusive.
3. A child may have injuries that are not consistent with the stated cause.
4. A child may have unusually frequent or serious injuries.
5. A child has frequent "unexplained" bruises and injuries.
6. A child is observed to have difficulty remaining seated.
7. A child's attitude and behaviors change dramatically.
8. A child appears to be routinely depressed, withdrawn or aggressive.
9. A child's school performance and/or functioning at the park district suddenly declines.
10. A child's social relationships adversely change.
11. A child becomes frequently truant both excused and unexcused.
12. A child may suddenly begin acting out ~~more~~ regularly.
13. A child may express otherwise unexplained fears of an older person or child.
14. A child's basic needs for food, shelter, medical or dental treatment and shelter may not be met.
15. A child may have knowledge of sexual matters that are not age appropriate.
16. A child may exhibit sexual acting out behaviors with adults, peers, and younger children.
17. A child may not want to or be afraid to go home after school and/or from ~~park-Park district-District~~ programs.

THE "DO's" and "DON'Ts" in reporting suspected child abuse:

DO

1. Phone 1-800-25-ABUSE or 1-800-252-2873 as soon as you suspect child abuse or neglect.
2. Follow the instructions the Hotline employee gives.
3. Notify the Park District Executive Director immediately after the report has been made.
4. Call emergency services if the child is in immediate danger of harm.

DON'T

1. Call the child's parent and/or caretaker to ask if an allegation is true.
2. Tell the Hotline worker that your report is an EMERGENCY unless a child is in imminent danger of physical or mental abuse or neglect.
3. Try to investigate the complaint yourself. DO NOT GET PERSONALLY INVOLVED!
4. Wait a few weeks to see if the situation improves. ACT IMMEDIATELY - CONTACT THE HOTLINE AND LET PROFESSIONAL INVESTIGATORS DETERMINE IF YOUR SUSPICIONS ARE TRUE.
5. Tell everybody else in the program what you suspect. KEEP ANY INFORMATION YOU ARE AWARE OF TO YOURSELF AND APPROPRIATE SUPERVISORS!
6. Promise a child who confides in you that you won't tell anyone what he or she has said.
7. Ignore a child who makes a statement about abuse.
8. Let anyone else make your decision about whether to report. MAKE AN EDUCATED DECISION. DON'T LET EMOTIONS PLAY A PART IN THE PROCESS!.

Revised by Board of Commissioners
Revised by Board of Commissioners

May 25, 2016
____ X, 2021

— ~~Craig W. Hays~~ Kevin J. Miller, President

Joseph C. DeLuce, Executive Director

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



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May 25, 2016
____ X, 2021

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director

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3-5 BEREAVEMENT LEAVE

All FT1 employees are allowed up to three (3) working days with pay to attend the funeral of a family member. For purposes of this policy, “family member” is defined as the employee’s spouse, civil union partner, child, stepchild, parent, stepparent, grandparent, sibling, grandchild, parent-in-law, son-in-law, daughter-in-law, brother-in-law, and sister-in-law. Up to five (5) days of travel is allowed if more than 300 miles one way is necessary, with the written approval of the department head. FT2 employees are allowed half this amount. In turn, the employee’s department head should notify Payroll of the reason and length of the employee’s absence. Days off are to be taken consecutively within a reasonable time of the day of the death or day of the funeral, and may not be split or postponed.

Upon returning to work, the employee must record his absence as a Bereavement Leave on his Absence Report Form. Proof of death and relationship to the deceased may be required.

Unpaid Time Off: In addition to the up to three days of paid leave described above, an employee may also be granted up to ten (10) days of unpaid leave due to the death of a child and up to six (6) weeks of unpaid leave in the event of the death of more than one child during a twelve-month period. The leave must be requested within 60 days after the date the employee receives notice of the death. In order to be eligible for this additional leave, the employee must meet the hours of service requirements under the Family Medical Leave Act (FMLA). Child bereavement leave may not be taken in addition to unpaid leave permitted under the FMLA and may not exceed unpaid leave time allowed under the FMLA.

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Criminal Background Investigations Policy

State Criminal Conviction Background Check

The Champaign Park District (Park District) is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning all applicants, and shall perform a criminal background check for applicants for all positions. Pursuant to statute, any conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from further consideration for working foremployment with the Park District. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) shall be considered in relationship to the specific job. Applicants are not required to disclose sealed or expunged records of corrections. Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. All information concerning the record of convictions shall be confidential and shall only be transmitted to those persons who are necessary to the decision process. The Park District shall comply with the Fair Credit Reporting Act, 15 U.S.C. § 1681, et seq., when conducting criminal background investigations under this policy.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

July 14, 1999
February 9, 2011
May 25, 2016
_____, 2021

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



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July 14, 1999
February 9, 2011
May 25, 2016
_____, 2021

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



**CHAMPAIGN
PARK DISTRICT**
Family and Medical Leave Act Policy

This policy briefly summarizes rights and regulations under the Family and Medical Leave Act of 1993 ("FMLA") and provides generally applicable information relating to leaves taken under the FMLA by employees of the Champaign Park District ("Park District"). Employees should contact the Department of Human Resources to discuss the specific circumstances of their need for leave under the FMLA. ("FMLA").

The FMLA provides eligible employees with up to twelve (12) work weeks of unpaid leave for certain family and medical reasons during a 12-month period. During this leave, an eligible employee is entitled to continued group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or ~~to~~ an equivalent position.

Certain highly compensated key employees may be denied reinstatement when necessary to prevent substantial and grievous economic injury to the Park District's operations. A key employee is a salaried employee who is among the highest paid 10% of employees. Employees shall be notified of their status as a key employee, when applicable, after they request a Family and Medical Leave.

Eligibility

Any full-time (FT~~1~~ ~~or~~ FT2) or part-time (PT1) employee who has worked for the Park District for at least twelve (12) months, and for at least 1,250 hours during the 12-month period immediately preceding the start of the leave will be eligible.

Reasons for Leave

A leave may be taken for the following reasons:

1. Birth and care of a newborn child;
2. Placement of a child for adoption or foster care in the employee's home;
3. To care for the employee's parent, spouse or child (put not in-law) with a serious health condition;
4. To attend the employee's own serious health condition which renders the employee unable to perform the functions of the employee's job; or
5. For military leave.
- ~~6. Child Bereavement Leave~~

For purposes of this policy, "serious health condition" means an injury, illness, impairment, or physical or mental condition that involves one of the following:

1. Hospital Care: Inpatient care involving an overnight stay in a hospital, hospice, or residential medical care facility, including any period of incapacity relating to the same condition;
2. Absence Plus Treatment: A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves either:
 - a. Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or

- by a provider of health care services under orders of, or on referral by, a health care provider; or
- b. Treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment under the supervision of the health care provider;
3. Pregnancy: Any period of incapacity due to pregnancy or for prenatal care;
 4. Chronic Conditions Requiring Treatment: A chronic condition that: requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistance under direct supervision of a health care provider, including substance abuse treatment; continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;
 5. Permanent/Long-Term Conditions Requiring Supervision: A period of incapacity that is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider;
 - 5-6. Multiple Treatments (non-chronic conditions): Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of health care services under orders of, or in referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.
 - 6-7. Under the Illinois Child Bereavement Leave Act, employees ~~otherwise eligible for Family and Medical Leave~~ meeting the definition of employee under the FMLA (i.e. in essence, satisfying the work-hour requirements of FMLA) are eligible for an additional ~~seven (7)~~ ten (10) unpaid days to attend the funeral, ~~of a child~~ or an alternative to a funeral; to make arrangements necessitated by the death of the child; or to grieve the death of the child. An employee must provide the Park District with at least 48 hours' advance notice of the employee's intent to take bereavement leave, unless providing such notice is not reasonable and practicable. Employees may use accrued leave benefits while taking leave ~~under this Act~~. The Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time available under FMLA; ~~therefore,~~ Therefore, employees who have exhausted their 12-week FMLA entitlement may not take the additional ~~seven~~ 10 days under this Act. Leave provided under this Act must be used within 60 days after the employee receives notice of the death of their child. If an employee suffers the death of more than one child in any 12-month period, the employee is entitled to take up to six weeks of unpaid bereavement leave ~~in~~ during the 12-month period.

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Military Leave Entitlements

~~Military leave~~ Leave is given in accordance with the FMLA for reasons relating to active duty military service in each of the following cases:

1. ~~A~~ For qualifying exigencies that arise when the employee's spouse, son, daughter or parent is on covered ~~military member's~~ active duty status; or ~~notification has been notified~~ of an impending call or order to active duty status;
2. Up to 26 weeks of leave in a single 12-month period to care for a covered service member recovering from a serious Injury or illness incurred in the line of duty on active duty; and
3. For any qualifying exigency arising out of the fact that the employee's spouse, civil

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.

union partner, child, or parent is on (or has been notified of an impending call to) "covered active duty" in the Armed Forces.

Length of Time

Employees qualifying for leave under the FMLA may take up to a maximum of twelve (12) calendar weeks of leave over a rolling 12-month period measured retroactively from the last day of leave. Where both spouses are employed by the Park District, their combined leave under this policy is twelve (12) weeks over the twelve (12) months where the leave involves the birth or adoption of a child or the care of a seriously ill parent.

Leave because of an employee's own serious health condition, or to care for an employee's spouse, civil union partner, child or parent with a serious health condition, may be taken all at once or, where medically necessary, intermittently or on a reduced work schedule.

Intermittent or Reduced Work Schedule Leave

Intermittent leave is leave taken in separate blocks of time. A reduced work schedule leave is a leave schedule that reduces an employee's usual number of hours per workweek or hours per workday.

If an employee takes leave intermittently or on a reduced work schedule basis, the employee must, when requested, attempt to schedule the leave so as not to disrupt the Park District's operations. When an employee takes intermittent or reduced work schedule leave for foreseeable medical treatment, the Park District may temporarily transfer the employee to an alternative position with equivalent pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave.

Serious Health Conditions & Certification Issues

A Park District representative (the Director of Human Resources, ~~manager~~Executive Director, or Department Head, but not the employee's direct supervisor) may directly contact the employee's health care provider to obtain information required by the medical certification form. Further, if a medical certification is incomplete or insufficient, the Park District must notify the employee in writing, specify what information is lacking, and give the employee seven (7) calendar days (unless not practicable under the particular circumstances) to provide the additional information. If the employee does not provide a complete certification after this process, the Park District may deny FMLA leave.

Limitations on FMLA Leave

Leave to care for a newborn or for a newly placed child must conclude within twelve (12) months after the birth or placement of the child and shall not be taken intermittently or on a reduced work schedule, unless the Park District agrees with respect to an individual leave request.

Compensation

~~You~~An employee must substitute any accrued paid vacation days, paid personal days, and paid sick days for unpaid leave under this policy, and any such paid time off must be taken at the same time as your Family and Medical Leave. All time missed from work that qualifies for both Family and Medical Leave and for workers' compensation shall be counted toward ~~your~~the twelve (12) weeks of Family and Medical Leave. If ~~you qualify~~the employee qualifies for both Family and Medical Leave and any other leaves, Family and Medical Leave must be taken first.

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Benefit Continuation

While a full-time employee (FT~~1~~ and FT~~2~~) is on FMLA leave, the Park District shall maintain the employee's group health insurance coverage under the same conditions that the employee had at the start of FMLA leave under the FMLA twelve (12)-week period. The employee shall be responsible for any premium contribution and/or payment to other employee elected benefit programs. To the extent that an employee's FMLA leave is paid, the employee's portion of health insurance premiums shall be deducted from the employee's salary. For the portion of FMLA leave that is unpaid, the employee's portion of health insurance premiums may be paid to the Park District under a system that is previously agreed upon in writing. Other benefits, if any, such as vacation, sick leave, or personal days, shall not accrue while an employee is on FMLA leave. Employees on FMLA leave, however, ~~will~~ shall not forfeit any benefits that accrued prior to the start of FMLA leave by virtue of taking FMLA leave.

Requesting Leave

Requests for FMLA leaves must be made in writing. At least thirty (30) days advance notice for the birth or adoption of a child or for planned medical treatment should be given. In cases of emergency, notice shall be given as soon as possible (usually within one (1) or two (2) business days). ~~A delay in submitting this request may result in a delay of the start of the employee's leave.~~

1. The request must specify, in detail, the reasons for requesting the leave and the length of time the employee intends to be away.
2. In cases where an employee requests leave for the employee's own serious health condition or to care for a seriously ill family member, the Park District may require medical certification from a health care provider to support the request. Medical certification forms are available in the Human Resources Department.
3. If the Park District has reason to doubt the employee's initial certification, the Park District may:
 - a. With the employee's permission, have a Park District designated health care provider contact the employee's health care provider in an effort to clarify or authenticate the initial certification; and/or
 - b. Require the employee to obtain a second opinion by an independent Park District designated provider at the Park District's expense. If the initial and second certifications differ, the Park District may, at its expense, require the employee to obtain a third, final and binding certification from a jointly selected health care provider.
 - c. During FMLA leave, the Park District may request that the employee provide recertification of a serious health condition at intervals in accordance with the FMLA. In addition, during FMLA leave, the employee must provide the Park District with periodic reports regarding the employee's status and intent to return to work. If the employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide the Park District with reasonable notice (~~in~~ essence, within two (2) business days). If the employee gives the Park District notice of the employee's intent not to return to work, the employee will be considered to have voluntarily resigned.

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Return from Leave

Upon returning from FMLA leave, the employee shall be reinstated to the employee's original or equivalent position with equivalent pay and benefits. In the case of an employee's own serious health condition, a physician's statement certifying the employee's ability to perform the essential functions of the job is required. However, an employee is only entitled to reinstatement if ~~he-the~~ employee would have continued to be employed had FMLA leave not been taken. Thus, an employee is not entitled to reinstatement if, because of a layoff, reduction in force or other reason, the employee would not be employed at the time job ~~restoration-reinstatement~~ is sought.

Failure to Return to Work after FMLA Leave

An employee who fails to return to their position on the first day after the leave of absence has expired, shall be considered to have voluntarily resigned. However, pursuant to the Park District's American with Disabilities Act Policy, employees may request extended unpaid leave as a "reasonable accommodation" under the ADA. The Park District may recover health insurance premiums that the Park District paid on behalf of the employee during any unpaid FMLA leave. ~~However, the Park District's share of such premiums may not be recovered if the employee fails to return to work because of the employee's or a family member's serious health condition or because of other circumstances beyond the employee's control. In such cases, the Park District shall require the employee to provide medical certification of the employee's or the family member's serious health condition.~~

Additional Information

For further information or clarification about FMLA leave, please contact the Human Resources Department.

Approved by Board of Commissioners
Revised by Board of Commissioners

April 27, 2016
~~April 14~~ _____, 2021

Craig W. Hays, President

Joseph C. DeLuce, Executive Director

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



Family and Medical Leave Act Policy

This policy briefly summarizes rights and regulations under the Family and Medical Leave Act of 1993 ("FMLA") and provides generally applicable information relating to leaves taken under the FMLA by employees of the Champaign Park District ("Park District"). Employees should contact the Department of Human Resources to discuss the specific circumstances of their need for leave under the FMLA.

The FMLA provides eligible employees with up to twelve (12) work weeks of unpaid leave for certain family and medical reasons during a 12-month period. During this leave, an eligible employee is entitled to continued group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or an equivalent position.

Certain highly compensated key employees may be denied reinstatement when necessary to prevent substantial and grievous economic injury to the Park District's operations. A key employee is a salaried employee who is among the highest paid 10% of employees. Employees shall be notified of their status as a key employee, when applicable, after they request a Family and Medical Leave.

Eligibility

Any full-time (FT) or part-time (PT1) employee who has worked for the Park District for at least twelve (12) months, and for at least 1,250 hours during the 12-month period immediately preceding the start of the leave will be eligible.

Reasons for Leave

A leave may be taken for the following reasons:

1. Birth and care of a newborn child;
2. Placement of a child for adoption or foster care in the employee's home;
3. To care for the employee's parent, spouse or child (put not in-law) with a serious health condition;
4. To attend the employee's own serious health condition which renders the employee unable to perform the functions of the employee's job; or
5. For military leave.

For purposes of this policy, "serious health condition" means an injury, illness, impairment, or physical or mental condition that involves one of the following:

1. Hospital Care: Inpatient care involving an overnight stay in a hospital, hospice, or residential medical care facility, including any period of incapacity relating to the same condition;
2. Absence Plus Treatment: A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves either:
 - a. Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or
 - b. Treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment under the supervision of the health care provider;
3. Pregnancy: Any period of incapacity due to pregnancy or for prenatal care;
4. Chronic Conditions Requiring Treatment: A chronic condition that: requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistance under direct supervision of a health care provider, including substance abuse treatment; continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;

5. Permanent/Long-Term Conditions Requiring Supervision: A period of incapacity that is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider;
6. Multiple Treatments (non-chronic conditions): Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of health care services under orders of, or in referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.
7. Under the Illinois Child Bereavement Leave Act, employees meeting the definition of employee under the FMLA (in essence, satisfying the work-hour requirements of FMLA) are eligible for an additional ten (10) unpaid days to attend the funeral of a child or an alternative to a funeral; to make arrangements necessitated by the death of the child; or to grieve the death of the child. An employee must provide the Park District with at least 48 hours' advance notice of the employee's intent to take bereavement leave, unless providing such notice is not reasonable and practicable. Employees may use accrued leave benefits while taking leave. The Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time available under FMLA. Therefore, employees who have exhausted their 12-week FMLA entitlement may not take the additional 10 days under this Act. Leave provided under this Act must be used within 60 days after the employee receives notice of the death of their child. If an employee suffers the death of more than one child in any 12-month period, the employee is entitled to take up to six weeks of unpaid bereavement leave during the 12-month period.

Military Leave Entitlements

Leave is given in accordance with the FMLA for reasons relating to active duty military service in each of the following cases:

1. For qualifying exigencies that arise when the employee's spouse, son, daughter or parent is on covered active duty status or has been notified of an impending call or order to active duty status;
2. Up to 26 weeks of leave in a single 12-month period to care for a covered service member recovering from a serious Injury or illness incurred in the line of duty on active duty; and
3. For any qualifying exigency arising out of the fact that the employee's spouse, civil union partner, child, or parent is on (or has been notified of an impending call to) "covered active duty" in the Armed Forces.

Length of Time

Employees qualifying for leave under the FMLA may take up to a maximum of twelve (12) calendar weeks of leave over a rolling 12-month period measured retroactively from the last day of leave. Where both spouses are employed by the Park District, their combined leave under this policy is twelve (12) weeks over the twelve (12) months where the leave involves the birth or adoption of a child or the care of a seriously ill parent.

Leave because of an employee's own serious health condition, or to care for an employee's spouse, civil union partner, child or parent with a serious health condition, may be taken all at once or, where medically necessary, intermittently or on a reduced work schedule.

Intermittent or Reduced Work Schedule Leave

Intermittent leave is leave taken in separate blocks of time. A reduced work schedule leave is a leave schedule that reduces an employee's usual number of hours per workweek or hours per workday.

If an employee takes leave intermittently or on a reduced work schedule basis, the employee must, when requested, attempt to schedule the leave so as not to disrupt the Park District's operations. When an employee takes intermittent or reduced work schedule leave for foreseeable medical treatment, the Park

District may temporarily transfer the employee to an alternative position with equivalent pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave.

Serious Health Conditions & Certification Issues

A Park District representative (the Director of Human Resources, Executive Director, or Department Head, but not the employee's direct supervisor) may directly contact the employee's health care provider to obtain information required by the medical certification form. Further, if a medical certification is incomplete or insufficient, the Park District must notify the employee in writing, specify what information is lacking, and give the employee seven (7) calendar days (unless not practicable under the particular circumstances) to provide the additional information. If the employee does not provide a complete certification after this process, the Park District may deny FMLA leave.

Limitations on FMLA Leave

Leave to care for a newborn or for a newly placed child must conclude within twelve (12) months after the birth or placement of the child and shall not be taken intermittently or on a reduced work schedule, unless the Park District agrees with respect to an individual leave request.

Compensation

An employee must substitute any accrued paid vacation days, paid personal days, and paid sick days for unpaid leave under this policy, and any such paid time off must be taken at the same time as your Family and Medical Leave. All time missed from work that qualifies for both Family and Medical Leave and for workers' compensation shall be counted toward the twelve (12) weeks of Family and Medical Leave. If the employee qualifies for both Family and Medical Leave and any other leaves, Family and Medical Leave must be taken first.

Benefit Continuation

While a full-time employee (FT) is on FMLA leave, the Park District shall maintain the employee's group health insurance coverage under the same conditions that the employee had at the start of FMLA leave under the FMLA twelve (12) week period. The employee shall be responsible for any premium contribution and/or payment to other employee elected benefit programs. To the extent that an employee's FMLA leave is paid, the employee's portion of health insurance premiums shall be deducted from the employee's salary. For the portion of FMLA leave that is unpaid, the employee's portion of health insurance premiums may be paid to the Park District under a system that is previously agreed upon in writing. Other benefits, if any, such as vacation, sick leave, or personal days, shall not accrue while an employee is on FMLA leave. Employees on FMLA leave, however, shall not forfeit any benefits that accrued prior to the start of FMLA leave by virtue of taking FMLA leave.

Requesting Leave

Requests for FMLA leaves must be made in writing. At least thirty (30) days advance notice for the birth or adoption of a child or for planned medical treatment should be given. In cases of emergency, notice shall be given as soon as possible (usually within one (1) or two (2) business days).

1. The request must specify, in detail, the reasons for requesting the leave and the length of time the employee intends to be away.
2. In cases where an employee requests leave for the employee's own serious health condition or to care for a seriously ill family member, the Park District may require medical certification from a health care provider to support the request. Medical certification forms are available in the Human Resources Department.

3. If the Park District has reason to doubt the employee's initial certification, the Park District may:
 - a. With the employee's permission, have a Park District designated health care provider contact the employee's health care provider in an effort to clarify or authenticate the initial certification; and/or
 - b. Require the employee to obtain a second opinion by an independent Park District designated provider at the Park District's expense. If the initial and second certifications differ, the Park District may, at its expense, require the employee to obtain a third, final and binding certification from a jointly selected health care provider.
 - c. During FMLA leave, the Park District may request that the employee provide recertification of a serious health condition at intervals in accordance with the FMLA. In addition, during FMLA leave, the employee must provide the Park District with periodic reports regarding the employee's status and intent to return to work. If the employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide the Park District with reasonable notice (in essence, within two (2) business days). If the employee gives the Park District notice of the employee's intent not to return to work, the employee will be considered to have voluntarily resigned.

Return from Leave

Upon returning from FMLA leave, the employee shall be reinstated to the employee's original or equivalent position with equivalent pay and benefits. In the case of an employee's own serious health condition, a physician's statement certifying the employee's ability to perform the essential functions of the job is required. However, an employee is only entitled to reinstatement if the employee would have continued to be employed had FMLA leave not been taken. Thus, an employee is not entitled to reinstatement if, because of a layoff, reduction in force or other reason, the employee would not be employed at the time job reinstatement is sought.

Failure to Return to Work after FMLA Leave

An employee who fails to return to their position on the first day after the leave of absence has expired, shall be considered to have voluntarily resigned. However, pursuant to the Park District's American with Disabilities Act Policy, employees may request extended unpaid leave as a "reasonable accommodation" under the ADA. The Park District may recover health insurance premiums that the Park District paid on behalf of the employee during any unpaid FMLA leave.

Additional Information

For further information or clarification about FMLA leave, please contact the Human Resources Department.

Approved by Board of Commissioners
Revised by Board of Commissioners

April 27, 2016
June 23, 2021

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



Inclement Weather Programming Policy

The Champaign Park District (Park District) offers and ~~hosts~~ ~~undertakes~~ ~~thousands of many~~ programs, activities, services, and events ("Programming") each season throughout the year. The Park District is committed to the safety and well-being of all participants, volunteers, and staff associated with ~~this effort that Programming~~. ~~Much of the Park District's Programming is~~ ~~Many programs are~~ held outdoors and is subject to weather conditions. This policy is intended to provide ~~guidelines~~ ~~guidance~~ for the Executive Director (Director), Department Heads, recreation supervisors, and ~~program staff to address~~ ~~tasked with ordering programming~~ cancellations, suspensions, relocations or other modifications ~~of Programming~~ due to actual or forecasted inclement weather.

For the purposes of this policy the term "Inclement Weather" includes, but is not limited to, the following:

- Winter Storm Warnings: ~~When Forecasted~~ 4-7 inches or more of snow ~~are occurring or imminent~~, or 3 inches or more of snow with ice accumulation ~~are expected, occurring, or imminent~~.
- Severe Thunderstorm Warning: ~~Storm Forecasted storms that is occurring or imminent which has without warning have the potential of for~~ producing hail, ~~and sustained severe winds of at or exceeding 40 miles per hour (mph) or gusts of 58 mph~~ miles per hour (mph) or greater, and isolated tornadoes, ~~without warning~~.
- Lightning Strikes: ~~Associated Lightning associated with an~~ approaching thunderstorms ~~where which are~~ detected lightning strikes are within a 10-mile radius of the boundaries of the Park District.
- Excessive Heat Warning: ~~When Current or forecasted~~ high air temperatures combined with high humidity levels ~~are occurring expected~~ or imminent within ~~twelve (12) hours. Is issued This includes~~ when a heat index is at least 105° for more than ~~three (3) hours per day for two (2) consecutive days or anytime the heat index will reach 110°~~.
- Extreme Cold Warning: ~~When Current or below zero~~ subzero air temperatures combined with any level of winds producing extreme wind chill levels that can ~~lead to cause~~ hypothermia or frostbite ~~when exposed to the outdoors. This typically alerted occurs~~ when wind-chill readings reach -40° or ~~less-lower~~ for at least ~~three (3) hours per day~~.

Commented [PG1]: GCH – How was 58 chosen?

Commented [TH2]: This is what the National weather service says. However, their definition is sustained winds of 40 MPH or gust of up to 58 MPH. We think this should be changed to match.

In addition to the foregoing, the Park District may use standards, warning systems, and forecasts of the National Weather Service for Champaign County to determine when Inclement Weather is forecast or occurring. In the event Inclement Weather is forecast or occurring, the Park District will take such reasonable precautions as it determines are necessary or appropriate, including, but not limited to: (1) closure of the Park District; or any Park District owned or controlled indoor or outdoor facility; (2) cancellation, suspension, or delay of Programming; or, (3) if practical, Programming relocation or modification.

Closure of Park District

~~The determination~~ ~~A decision~~ to close the Park District will be made by the Director or their authorized designee. This action may be considered in the event: (1) Champaign Unit 4 Schools, Parkland College, or the University of Illinois are closed; (2) Inclement Weather is ~~forecasted~~, occurring, or imminent; or (3) weather conditions are ~~deteriorating~~ ~~changing~~ to the ~~point~~ ~~extent~~ that travel to and from Programming and/or facilities may pose a significant risk to the personal safety and well-being of participants, volunteers, and/or staff. ~~Exempt Full-time~~ staff will be excused from reporting to work or permitted to leave work early; ~~however provided that, staff they~~ may be required to remain on-call or communicate remotely if needed. Operations department staff may ~~still~~ be required to ~~report to work~~ ~~as determined by~~

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~~the Director or their authorized designee~~ depending on the scope and magnitude of the ~~inclement~~ ~~Inclement weather~~Weather.

Cancellation of Programming

~~The determination A decision to close the~~cancel Park District ~~Programming will~~shall be made by the Director or their authorized designee. This action may be considered in the event: (1) Champaign Unit 4 Schools, Parkland College, or the University of Illinois ~~are closed~~cancel their programs or events; (2) Inclement Weather is ~~forecasted~~, occurring, or imminent; or weather conditions are ~~deteriorating~~changing to the ~~point extent~~ that travel to and from Programming and/or facilities may pose a significant risk to the personal safety and well-being of participants, volunteers and/or staff. All staff, with exception of Programming instructors or program coordinators, ~~will be~~are expected to report to work or remain at work for ~~their~~ designated shift. However, employees may submit a request to their immediate supervisor to work remotely ~~from home~~ and perform their duties ~~as needed~~. Any decision authorizing work from home must be approved by the Director ~~or their authorized designee~~. If Inclement Weather occurs overnight or during ~~the a~~ weekend, any ~~determination decision~~ to cancel, relocate, or modify Programming will be made by 6 a.m. on the morning of the ~~day's~~ scheduled Programming. If Inclement Weather occurs during business hours, any ~~determination decision~~ to cancel, ~~relocate, or modify~~ will be made by 3 p.m. for ~~the evening's~~ Programming, if possible. Any cancelled Programming will be rescheduled at the discretion of the Park District. If the cancelled Programming will not be rescheduled, the Park District will issue refunds in accordance with Park District policy.

Suspension or Delay of Programming

~~The determination A decision~~ to suspend or delay Programming ~~will~~may be made by the respective program coordinator, ~~which and~~ must be approved by their Department Head or the Department Head's authorized designee. ~~This~~Such action may be considered when ~~forecasted~~, occurring, or imminent Inclement Weather precludes Programming from occurring when scheduled, but ~~such weather~~ is forecasted to end within a reasonable time after the originally scheduled Programming time. All suspension or delay ~~determinations~~ ~~decisions~~decisions are subject to staff availability and room/space scheduling. Requests for refunds associated with the suspension or delay of any Programming shall be ~~considered~~addressed on a case-by-case basis in accordance with Park District policy.

Relocate Indoors and Modify

~~The determination A decision~~ to suspend or delay Programming will be made by the respective program coordinator, ~~which and~~ must be approved by their Department Head or the Department Head's authorized designee. ~~This~~Such action may be considered in the event ~~that of the following~~ ~~conditions~~conditions: (1) Inclement Weather is ~~forecasted~~, occurring, or imminent; (2) the Programming can reasonably be moved indoors and modified or adapted; (3) the space under consideration for relocation is ~~open~~available for use; (4) the space is conducive ~~for to the~~ type of ~~planned program~~Programming at issue ~~in question~~; and (5) the proposed Programming modification does not create an unreasonable safety or quality concern for the program and its participants.

Affiliate Groups

The Park District ~~will~~shall inform ~~affiliate~~ groups with which it has programming agreements (Affiliate Groups) ~~of about~~ the precautions being taken as a result of Inclement Weather. ~~In such instances, the Park District shall be in communication with the individual(s) whom the respective Affiliate Group has identified to the Park District as its representative contact person. The Affiliate Group may~~ However, the authorized governing body of the affected affiliate shall determine ~~in advance of the Park District decision~~ whether to cancel, suspend, relocate, or modify Programming as a result of Inclement Weather. ~~If it does so, the Affiliate Group shall inform the Park District. However, no Affiliate Group shall be permitted to utilize a Park District facility or continue with a previously scheduled program if the Park District has closed the respective facility or cancelled the subject program or event as provided in this Policy. The exceptions to this protocol are if the facility or space is closed due to closure or cancellation as determined by the Park District.~~

Commented [PG3]: GCH – What is intended by this sentence? Is it that – the Park District decision overrides the affiliate (for example Don Moyer Boys and Girls Club)?

Commented [TH4]: We would not want a program to continue if we determined it was unsafe, so we would want to cancel the event, rental or program.

Approved by Board of Commissioners

XXXX XX, 2021

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Craig W. Hays, President

Joseph C. DeLuce, Executive Director

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

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Inclement Weather Programming Policy

The Champaign Park District (Park District) offers and undertakes many programs, activities, services, and events (“Programming”) each season throughout the year. The Park District is committed to the safety and well-being of all participants, volunteers, and staff associated with that Programming. Many programs are held outdoors and subject to weather conditions. This policy is intended to provide guidance for the Executive Director (Director), Department Heads, recreation supervisors, and staff to address cancellations, suspensions, relocations or other modifications of Programming due to actual or forecasted inclement weather.

For the purposes of this policy the term “Inclement Weather” includes, but is not limited to, the following:

- Winter Storm Warnings: Forecasted 4-7 inches or more of snow, or 3 inches or more of snow with ice accumulation are expected, occurring, or imminent.
- Severe Thunderstorm Warning: Forecasted storms that without warning have the potential for producing hail and sustained winds at or exceeding 40 miles per hour (mph) or gusts of 58 miles per hour (mph) or greater, and isolated tornadoes.
- Lightning Strikes: Lightning associated with approaching thunderstorms which are detected within a 10-mile radius of the boundaries of the Park District.
- Excessive Heat Warning: Current or forecasted high air temperatures combined with high humidity levels expected or imminent within twelve (12) hours. This includes when a heat index is at least 105° for more than three (3) hours per day for two (2) consecutive days or anytime the heat index will reach 110°.
- Extreme Cold Warning: Current or below zero air temperatures combined with any level of winds producing extreme wind chill levels that can cause hypothermia or frostbite. This typically occurs when wind-chill readings reach -40° or lower for at least three (3) hours per day.

In addition to the foregoing, the Park District may use standards, warning systems, and forecasts of the National Weather Service for Champaign County to determine when Inclement Weather is forecast or occurring. In the event Inclement Weather is forecast or occurring, the Park District will take such reasonable precautions as it determines are necessary or appropriate, including, but not limited to: (1) closure of the Park District or any Park District owned or controlled indoor or outdoor facility; (2) cancellation, suspension, or delay of Programming; or, (3) if practical, Programming relocation or modification.

Closure of Park District

A decision to close the Park District will be made by the Director or their authorized designee. This action may be considered in the event: (1) Champaign Unit 4 Schools, Parkland College, or the University of Illinois are closed; (2) Inclement Weather is forecasted, occurring, or imminent; or (3) weather conditions are changing to the extent that travel to and from Programming and/or facilities may pose a significant risk to the personal safety and well-being of participants, volunteers, and/or staff. Full-time staff will be excused from reporting to work or permitted to leave work early; provided that, they may be required to remain on-call or communicate remotely if needed. Operations department staff may be required to work as determined by the Director or their authorized designee depending on the scope and magnitude of the Inclement Weather.

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

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Cancellation of Programming

A decision to cancel Park District Programming shall be made by the Director or their authorized designee. This action may be considered in the event: (1) Champaign Unit 4 Schools, Parkland College, or the University of Illinois cancel their programs or events; (2) Inclement Weather is forecasted, occurring, or imminent; or weather conditions are changing to the extent that travel to and from Programming and/or facilities may pose a significant risk to the personal safety and well-being of participants, volunteers and/or staff. All staff, with exception of Programming instructors or program coordinators, are expected to report to work or remain at work for their designated shift. However, employees may submit a request to their immediate supervisor to work remotely and perform their duties. Any decision authorizing work from home must be approved by the Director or their authorized designee. If Inclement Weather occurs overnight or during a weekend, any decision to cancel, relocate, or modify Programming will be made by 6 a.m. on the morning of the scheduled Programming. If Inclement Weather occurs during business hours, any decision to cancel, relocate, or modify will be made by 3 p.m. for evening Programming, if possible. Any cancelled Programming will be rescheduled at the discretion of the Park District. If the cancelled Programming will not be rescheduled, the Park District will issue refunds in accordance with Park District policy.

Suspension or Delay of Programming

A decision to suspend or delay Programming may be made by the respective program coordinator, which must be approved by their Department Head or the Department Head’s authorized designee. Such action may be considered when forecasted, occurring, or imminent Inclement Weather precludes Programming from occurring when scheduled, but such weather is forecasted to end within a reasonable time after the originally scheduled Programming time. All suspension or delay decisions are subject to staff availability and room/space scheduling. Requests for refunds associated with the suspension or delay of any Programming shall be addressed on a case-by-case basis in accordance with Park District policy.

Relocate Indoors and Modify

A decision to suspend or delay Programming will be made by the respective program coordinator, which must be approved by their Department Head or the Department Head’s authorized designee. Such action may be considered in the event of the following conditions: (1) Inclement Weather is forecasted, occurring, or imminent; (2) the Programming can reasonably be moved indoors and modified or adapted; (3) the space under consideration for relocation is available for use; (4) the space is conducive to the type of planned Programming in question; and (5) the proposed Programming modification does not create an unreasonable safety or quality concern for the program and its participants.

Affiliate Groups

The Park District shall inform groups with which it has programming agreements (Affiliate Groups) about the precautions being taken as a result of Inclement Weather. In such instances, the Park District shall be in communication with the individual(s) whom the respective Affiliate Group has identified to the Park District as its representative contact person. The Affiliate Group may determine in advance of the Park District decision to cancel, suspend, relocate, or modify Programming as a result of Inclement Weather. If it does so, the Affiliate Group shall inform the Park District. However, no Affiliate Group shall be permitted to utilize a Park District facility or continue with a previously scheduled program if the Park District has closed the respective facility or cancelled the subject program or event as provided in this Policy.

Approved by Board of Commissioners

XXXX XX, 2021

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director

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General Fund

CHAMPAIGN PARK DISTRICT COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
ESTIMATED REVENUES					
PROPERTY TAX REVENUE					
41010	PROPERTY TAXES	5,877,751	6,128,989	6,330,861	6,555,300
	PROPERTY TAX REVENUE	<u>5,877,751</u>	<u>6,128,989</u>	<u>6,330,861</u>	<u>6,555,300</u>
CHARGE FOR SERVICE REVENUE					
49115	PROGRAM FEES	121,303	161,370	113,173	121,994
	CHARGE FOR SERVICE REVENUE	<u>121,303</u>	<u>161,370</u>	<u>113,173</u>	<u>121,994</u>
CONTRIBUTIONS/SPONSORSHIPS					
47100	SPONSORSHIPS	3,594	1,750	0	0
	CONTRIBUTIONS/SPONSORSHIPS	<u>3,594</u>	<u>1,750</u>	<u>0</u>	<u>0</u>
INTEREST INCOME					
43030	INTEREST	164,693	117,048	53,000	20,000
	INTEREST INCOME	<u>164,693</u>	<u>117,048</u>	<u>53,000</u>	<u>20,000</u>
SPECIAL RECEIPTS					
44100	RENTAL INCOME	810	355	0	0
46150	SPECIAL RECEIPTS	5,693	25,514	6,845	9,600
46160	OTHER REIMBURSEMENTS	0	184	1,500	0
	SPECIAL RECEIPTS	<u>6,503</u>	<u>26,053</u>	<u>8,345</u>	<u>9,600</u>
TOTAL ESTIMATED REVENUES		<u>6,173,844</u>	<u>6,435,210</u>	<u>6,505,379</u>	<u>6,706,894</u>
APPROPRIATIONS					
SALARIES AND WAGES					
70001	EXECUTIVE DIRECTOR	134,171	139,094	109,620	0
70101	DEPARTMENT HEAD	460,523	477,397	380,856	0
70201	FULL-TIME SALARIES AND WAGES	0	0	470,796	2,081,660
70202	PART-TIME SEASONAL WAGES	0	0	23,571	231,880
70203	APPOINTED TREASURER WAGES	0	0	667	0
70301	OFFICE STAFF/SUPPORT	319,849	344,706	223,042	0
70501	MANAGERS/SUPERVISORS	307,971	293,705	244,431	0
70601	OPERATIONS STAFF	854,832	835,371	638,601	0
70901	BUILDING SERVICE WORKER	30,221	32,497	25,314	0
71001	PROGRAM/FACILITY DIR.	47,223	48,995	39,466	3,500
80303	PT OFFICE STAFF/SUPPORT	31,407	53,315	42,786	0
80903	PT BUILDING SERVICE WORKER	223	458	39	0
82703	PT SEASONAL STAFF	226,445	174,978	96,402	0
	SALARIES AND WAGES	<u>2,412,865</u>	<u>2,400,516</u>	<u>2,295,591</u>	<u>2,317,040</u>
FRINGE BENEFITS					
53132	DENTAL INSURANCE	12,896	12,030	12,529	12,210
53133	MEDICAL HEALTH INSURANCE	302,687	323,077	335,000	335,000
53134	LIFE INSURANCE	7,594	4,598	4,800	4,800
53137	EMPLOYEE ASSISTANCE PROGRAM	1,529	1,503	1,590	1,526
83003	ALLOWANCES/REIMBURSEMENTS	50,433	38,835	38,867	46,200
	FRINGE BENEFITS	<u>375,139</u>	<u>380,043</u>	<u>392,786</u>	<u>399,736</u>
CONTRACTUAL					
54201	POSTAGE AND MAILING	3,749	3,560	2,113	3,753
54202	PRINTING AND DUPLICATING	4,025	4,034	4,117	5,430
54204	STAFF MEETINGS	682	183	70	150
54205	LEGAL PUBLICATIONS/NOTICES	2,989	4,709	3,997	5,728
54206	ADVERTISING/PUBLICITY	23,046	19,665	12,175	19,483
54207	STAFF TRAINING	7,885	9,538	6,187	10,300

CHAMPAIGN PARK DISTRICT
COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
APPROPRIATIONS					
CONTRACTUAL					
54208	MEMBERSHIPS, DUES AND FEES	17,355	15,589	16,371	16,939
54209	CONFERENCE AND TRAVEL	18,640	11,310	3,560	15,300
54210	BOARD EXPENSE	5,227	4,485	600	4,500
54212	ATTORNEY FEES	140,235	94,244	124,800	125,000
54214	ARCHITECT AND ENGINEERING FEES	20,542	1,848	2,915	20,000
54215	PROFESSIONAL FEES	67,069	81,927	72,995	110,180
54234	LANDFILL FEES	30,200	29,209	29,488	30,050
54236	AUTO ALLOWANCE	106	83	402	84
54241	VEHICLE REPAIR	16,592	6,903	9,014	12,500
54242	EQUIPMENT REPAIR	9,523	7,973	3,481	8,100
54245	BUILDING REPAIR	6,667	4,594	5,604	5,600
54250	EQUIPMENT RENTAL	7,754	8,112	10,077	13,800
54253	PEST CONTROL	2,254	929	750	1,100
54254	SERVICE CONTRACTS	40,424	39,270	40,808	41,960
54255	LICENSE AND FEES	23,347	22,141	39,650	23,760
54260	SERVICE CONTRACTS - FACILITIES	11,000	9,201	8,740	2,840
54261	SERVICE CONTRACTS-GROUNDS	32,192	29,804	26,679	38,000
54263	CONTRACTUAL MOWING	125,721	162,301	153,308	165,000
54264	CELL PHONE EXPENSE	7,062	5,796	5,725	8,500
54265	SUBSCRIPTIONS	534	821	1,071	1,115
54270	PERSONNEL COSTS	22,432	21,429	12,000	36,541
54275	HEALTH AND WELLNESS	2,210	2,509	1,410	2,547
54280	OTHER CONTRACTUAL SERVICES	9,277	4,401	4,000	12,500
54291	PARK AND RECREATION EXCELLENCE	1,167	980	3,239	1,500
59412	PROPERTY/SALES TAX	280	280	156	284
59414	CREDIT CARD FEES	601	507	815	800
90000	EXTRAORDINARY LOSS-INVESTMENT	0	(16,182)	0	0
CONTRACTUAL		660,787	592,153	606,317	743,344
COMMODITIES/SUPPLIES					
55301	OFFICE SUPPLIES	10,588	9,058	6,266	8,000
55302	ENVELOPES AND STATIONARY	582	732	800	800
55303	DUPLICATING SUPPLIES	1,812	1,352	1,000	1,300
55304	CHECKS AND BANK SUPPLIES	1,349	1,494	1,425	1,400
55305	PHOTOGRAPHIC SUPPLIES	163	111	0	105
55307	BOOKS AND MANUSCRIPTS	585	0	411	300
55308	FIRST AID/MEDICAL SUPPLIES	4,423	4,949	284	4,500
55309	SAFETY SUPPLIES	7,002	3,932	10,176	8,000
55315	STAFF UNIFORMS	15,513	12,339	11,542	12,769
55316	PARTICIPANT UNIFORMS	2,497	1,680	0	275
55319	MONTHLY RUNNING VENDOR EXPENSES	(1,094)	0	0	0
55320	BUILDING MAINTENANCE SUPPLIES	17,862	15,620	23,794	18,200
55321	LANDSCAPE SUPPLIES	19,785	15,638	15,746	22,425
55322	CLEANING /JANITORIAL SUPPLIES	5,235	4,719	4,930	5,130
55323	PLAYGROUND MAINTENANCE SUPPLIES	5,845	1,039	5,262	5,500
55324	PRESCRIBED BURN SUPPLIES	681	891	0	500
55325	EQUIPMENT AND TOOLS	13,298	16,288	8,054	15,500
55326	SHOP EQUIPMENT AND SUPPLIES	6,718	6,127	5,882	7,000
55327	VEHICLE/EQUIPMENT REPAIR PARTS	23,717	21,526	33,259	26,000
55328	AMENITY MAINTENANCE SUPPLIES	5,300	6,225	8,356	5,300
55329	OFFICE/ EQUIPMENT VALUE <\$10000	39,653	9,870	0	600
55330	GAS,FUEL,GREASE AND OIL	50,824	45,834	37,720	48,900
55331	CHEMICALS	15,036	8,832	7,752	11,400
55332	PAINTS	774	212	183	500

CHAMPAIGN PARK DISTRICT
COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
APPROPRIATIONS					
COMMODITIES/SUPPLIES					
55333	PLANT MATERIALS	122,095	115,734	109,979	137,200
55348	FLOWERS AND CARDS	274	281	1,080	300
55349	PLAQUES, AWARDS AND PRIZES	3,351	1,959	426	2,096
55350	RECREATION/PROGRAM SUPPLIES	4,160	2,639	676	2,828
55352	FISH RESTOCKING	2,000	2,000	1,528	1,500
55354	FOOD SUPPLIES	2,226	1,255	150	1,456
	COMMODITIES/SUPPLIES	<u>382,254</u>	<u>312,336</u>	<u>296,681</u>	<u>349,784</u>
UTILITIES					
56230	SANITARY FEES AND CHARGES	14,024	5,548	10,312	10,000
56231	GAS AND ELECTRICITY	49,497	40,448	40,108	49,600
56232	WATER	54,322	55,387	53,089	59,700
56233	TELECOMM EXPENSE	30,899	34,341	37,285	36,140
	UTILITIES	<u>148,742</u>	<u>135,724</u>	<u>140,794</u>	<u>155,440</u>
ROUTINE/PERIODIC MAINTENANCE					
58001	PERIODIC MAINTENANCE	18,896	0	13,516	5,500
58002	ROUTINE MAINTENANCE	87,944	113,531	141,387	216,000
	ROUTINE/PERIODIC MAINTENANCE	<u>106,840</u>	<u>113,531</u>	<u>154,903</u>	<u>221,500</u>
TRANSFERS TO OTHER FUNDS					
59409	TRANSFERS TO OTHER FUNDS	1,800,000	2,650,000	300,000	1,300,000
	TRANSFERS TO OTHER FUNDS	<u>1,800,000</u>	<u>2,650,000</u>	<u>300,000</u>	<u>1,300,000</u>
TOTAL APPROPRIATIONS		<u>5,886,627</u>	<u>6,584,303</u>	<u>4,187,072</u>	<u>5,486,844</u>
NET OF REVENUES/APPROPRIATIONS - FUND 01		<u>287,217</u>	<u>(149,093)</u>	<u>2,318,307</u>	<u>1,220,050</u>

Recreation Fund

CHAMPAIGN PARK DISTRICT COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
ESTIMATED REVENUES					
PROPERTY TAX REVENUE					
41010	PROPERTY TAXES	2,141,365	2,200,525	2,266,600	2,268,900
	PROPERTY TAX REVENUE	<u>2,141,365</u>	<u>2,200,525</u>	<u>2,266,600</u>	<u>2,268,900</u>
CHARGE FOR SERVICE REVENUE					
42100	SEASON TICKET SALES	123,553	107,204	0	90,795
42105	DAILY ADMISSION SALES	269,759	220,704	0	312,254
48110	BALL MACHINE USAGE	1,209	1,452	1,030	1,109
48111	RANDOM COURT TIME	107,346	84,466	44,689	96,147
48112	PRIVATE LESSONS	31,441	26,580	48,245	30,648
48115	RACQUET STRINGING	2,642	924	1,287	1,692
48120	VENDING MACHINE SALES	0	239	0	700
49115	PROGRAM FEES	1,011,305	859,515	204,591	736,931
49116	VENDOR PORTION OF INCOME	(42,022)	(26,111)	(7,145)	(33,431)
49175	SPECIAL EVENTS	1,898	1,974	50	400
49260	MEMBERSHIP FEES	134,123	142,192	55,453	120,841
	CHARGE FOR SERVICE REVENUE	<u>1,641,254</u>	<u>1,419,139</u>	<u>348,200</u>	<u>1,358,086</u>
CONTRIBUTIONS/SPONSORSHIPS					
47100	SPONSORSHIPS	3,000	3,850	(500)	500
	CONTRIBUTIONS/SPONSORSHIPS	<u>3,000</u>	<u>3,850</u>	<u>(500)</u>	<u>500</u>
MERCHANDISE/CONCESSION REV					
48100	CONCESSION REVENUE	121,849	98,371	870	120,512
48105	MERCHANDISE FOR RESALE	6,437	5,002	1,506	6,187
48239	MERCHANDISE FOR RESALE	10	628	0	0
	MERCHANDISE/CONCESSION REV	<u>128,296</u>	<u>104,001</u>	<u>2,376</u>	<u>126,699</u>
OPERATING GRANTS					
47205	GRANT PROCEEDS - LOCAL	0	0	18,238	0
	OPERATING GRANTS	<u>0</u>	<u>0</u>	<u>18,238</u>	<u>0</u>
INTEREST INCOME					
43030	INTEREST	106,159	86,728	9,703	2,400
	INTEREST INCOME	<u>106,159</u>	<u>86,728</u>	<u>9,703</u>	<u>2,400</u>
SPECIAL RECEIPTS					
44100	RENTAL INCOME	178,468	161,582	37,932	108,560
46150	SPECIAL RECEIPTS	37,630	79,638	9,074	26,626
46160	OTHER REIMBURSEMENTS	9,774	5,666	4,538	6,000
47200	GRANT PROCEEDS	0	0	2,100	0
	SPECIAL RECEIPTS	<u>225,872</u>	<u>246,886</u>	<u>53,644</u>	<u>141,186</u>
TOTAL ESTIMATED REVENUES		<u>4,245,946</u>	<u>4,061,129</u>	<u>2,698,261</u>	<u>3,897,771</u>
APPROPRIATIONS					
SALARIES AND WAGES					
70101	DEPARTMENT HEAD	43,489	81,455	89,138	0
70201	FULL-TIME SALARIES AND WAGES	0	0	173,671	783,371
70202	PART-TIME SEASONAL WAGES	0	0	40,238	1,067,708
70301	OFFICE STAFF/SUPPORT	127,565	118,700	74,629	43,000
70501	MANAGERS/SUPERVISORS	161,352	217,359	237,643	42,000
70601	OPERATIONS STAFF	36,662	52,704	52,938	0
70901	CUSTODIAL	42,938	44,343	34,682	0
71001	PROGRAM/FACILITY DIR.	347,319	277,107	140,879	18,975
80303	PT OFFICE STAFF/SUPPORT	107,408	104,046	24,828	16,860

CHAMPAIGN PARK DISTRICT
COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
APPROPRIATIONS					
SALARIES AND WAGES					
80903	PT BUILDING SERVICE WORKER	37,346	44,480	36,521	20,600
81003	PT PROGRAM DIRECTOR/SUPERVISOR	68,442	66,091	4,137	1,824
81103	PT SPORTS OFFICAIL	20,500	17,731	1,171	0
81303	PT ASSISTANT DIRECTOR/SUPERVISOR	103,249	94,915	0	0
81403	PT INSTRUCTOR	156,432	171,880	39,483	450
81503	PT GENERAL STAFF	95,422	83,989	348	0
81703	PT DAY CAMP STAFF/LIFE GUARD	393,125	342,254	21,637	2,400
81803	PT SITE SUPERVISOR	35,688	30,717	3,208	16,471
81903	PT BUILDING/PARK OPENERS	5,512	2,977	281	5,418
82703	PT SEASONAL STAFF	38,835	39,069	14,827	0
	SALARIES AND WAGES	1,821,284	1,789,817	990,259	2,019,077
FRINGE BENEFITS					
53132	DENTAL INSURANCE	5,287	4,129	4,900	4,900
53133	MEDICAL HEALTH INSURANCE	127,873	127,675	130,866	145,000
53134	LIFE INSURANCE	2,502	1,644	1,711	1,720
53137	EMPLOYEE ASSISTANCE PROGRAM	602	576	540	600
83003	ALLOWANCES/REIMBURSEMENTS	13,423	16,181	19,147	18,360
	FRINGE BENEFITS	149,687	150,205	157,164	170,580
CONTRACTUAL					
54201	POSTAGE AND MAILING	17,567	15,527	721	2,525
54202	PRINTING AND DUPLICATING	32,613	31,253	498	3,863
54204	STAFF MEETINGS	249	(1)	0	30
54205	LEGAL PUBLICATIONS/NOTICES	46	78	57	200
54206	ADVERTISING/PUBLICITY	5,625	3,630	964	7,489
54207	STAFF TRAINING	14,962	13,431	1,688	15,736
54208	MEMBERSHIPS, DUES AND FEES	12,498	9,432	8,819	12,411
54209	CONFERENCE AND TRAVEL	6,848	3,585	828	6,485
54215	PROFESSIONAL FEES	0	5,800	0	0
54234	LANDFILL FEES	1,489	1,606	447	1,575
54236	AUTO ALLOWANCE	698	299	13	640
54241	VEHICLE REPAIR	10,272	2,020	0	2,000
54242	EQUIPMENT REPAIR	14,424	13,923	6,349	13,768
54245	BUILDING REPAIR	24,039	16,987	5,132	24,349
54250	EQUIPMENT RENTAL	2,267	1,664	3,530	3,269
54251	RENTAL FACILITIES	3,081	2,772	0	5,845
54253	PEST CONTROL	3,175	3,065	3,120	3,190
54254	SERVICE CONTRACTS	7,353	11,942	16,527	11,410
54255	LICENSE AND FEES	280	988	1,156	1,974
54260	SERVICE CONTRACTS-FACILITIES	46,981	34,840	31,843	36,798
54261	SERVICE CONTRACTS-GROUNDS	1,359	2,543	2,085	2,550
54264	CELL PHONE EXPENSE	1,640	1,808	2,902	3,664
54265	SUBSCRIPTIONS	1,134	1,518	90	460
54270	PERSONNEL COSTS	0	0	2,530	20,500
54280	OTHER CONTRACTUAL SERVICES	6,150	2,425	0	1,504
54281	CONTRACTUAL PERSONNEL	45,989	30,333	4,286	23,013
54282	INTERN STIPEND	0	0	1,200	3,600
54285	CONTRACTUAL ENTERTAINMENT	600	500	0	1,200
54299	FIELD/SPECIAL TRIPS	54,407	43,218	(50)	41,328
59412	PROPERTY/SALES TAX	10,741	9,196	144	12,574
59414	CREDIT CARD FEES	43,112	30,188	15,024	26,100
	CONTRACTUAL	369,599	294,570	109,903	290,050

CHAMPAIGN PARK DISTRICT
COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
APPROPRIATIONS					
COMMODITIES/SUPPLIES					
55301	OFFICE SUPPLIES	4,087	3,457	2,831	5,150
55303	DUPLICATING SUPPLIES	1,361	995	78	1,960
55307	BOOKS AND MANUSCRIPTS	625	513	88	702
55308	FIRST AID/MEDICAL SUPPLIES-POOL SPE	2,841	2,953	149	5,719
55315	STAFF UNIFORMS	12,053	10,561	60	3,413
55316	PARTICIPANT UNIFORMS	15,792	10,514	3,421	11,683
55320	BUILDING MAINTENANCE SUPPLIES	36,302	26,234	20,264	33,000
55321	LANDSCAPE SUPPLIES	10,454	10,011	8,124	10,000
55322	CLEANING /JANITORIAL SUPPLIES	14,525	12,488	6,461	16,377
55325	EQUIPMENT AND TOOLS	3,413	2,596	476	2,600
55327	VEHICLE/EQUIPMENT REPAIR PARTS	4,403	3,479	4,379	3,400
55329	OFFICE/ EQUIPMENT VALUE <\$10000	0	16,000	0	0
55330	GAS,FUEL,GREASE AND OIL	11,060	8,497	4,214	9,630
55331	CHEMICALS	40,958	42,577	12,974	44,120
55332	PAINTS	7,914	10,184	2,273	10,180
55333	PLANT MATERIALS	4,400	3,278	486	3,280
55348	FLOWERS AND GIFTS	78	22	0	80
55349	PLAQUES, AWARDS AND PRIZES	12,217	12,890	1,442	7,981
55350	RECREATION/PROGRAM SUPPLIES	53,744	41,491	25,040	62,693
55354	FOOD SUPPLIES	18,396	13,113	307	16,803
55360	MERCHANDISE FOR RESALE	64,279	59,400	2,065	56,100
COMMODITIES/SUPPLIES		318,902	291,253	95,132	304,871
UTILITIES					
56230	SANITARY FEES AND CHARGES	8,282	3,869	3,237	6,390
56231	GAS AND ELECTRICITY	245,888	201,057	124,252	210,100
56232	WATER	77,635	87,040	75,453	93,430
56233	TELECOMM EXPENSE	19,512	15,237	15,855	23,835
UTILITIES		351,317	307,203	218,797	333,755
ROUTINE/PERIODIC MAINTENANCE					
58001	PERIODIC MAINTENANCE	14,055	34,853	14,301	44,500
58002	ROUTINE MAINTENANCE	14,686	4,900	11,246	20,000
ROUTINE/PERIODIC MAINTENANCE		28,741	39,753	25,547	64,500
TRANSFERS TO OTHER FUNDS					
59409	TRANSFERS TO OTHER FUNDS	1,000,000	400,000	334,200	1,859,548
TRANSFERS TO OTHER FUNDS		1,000,000	400,000	334,200	1,859,548
TOTAL APPROPRIATIONS		4,039,530	3,272,801	1,931,002	5,042,381
NET OF REVENUES/APPROPRIATIONS - FUND 02		206,416	788,328	767,259	(1,144,610)

Museum Fund

CHAMPAIGN PARK DISTRICT COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
ESTIMATED REVENUES					
PROPERTY TAX REVENUE					
41010	PROPERTY TAXES	1,592,476	1,658,608	1,713,908	1,760,400
	PROPERTY TAX REVENUE	<u>1,592,476</u>	<u>1,658,608</u>	<u>1,713,908</u>	<u>1,760,400</u>
CHARGE FOR SERVICE REVENUE					
42100	SEASON TICKET SALES	0	0	0	3,600
47111	RESTORATION FEE	0	49	182	0
49115	PROGRAM FEES	1,907,084	1,476,147	100,462	1,363,894
49116	VENDOR PORTION OF INCOME	(764,872)	(639,088)	(375)	(480,543)
49175	SPECIAL EVENTS	6,715	0	0	0
	CHARGE FOR SERVICE REVENUE	<u>1,148,927</u>	<u>837,108</u>	<u>100,269</u>	<u>886,951</u>
CONTRIBUTIONS/SPONSORSHIPS					
47100	SPONSORSHIPS	38,112	50,233	1,000	13,300
47105	DONATIONS	700	0	0	0
47258	DONATIONS	3,235	3,286	967	1,500
	CONTRIBUTIONS/SPONSORSHIPS	<u>42,047</u>	<u>53,519</u>	<u>1,967</u>	<u>14,800</u>
MERCHANDISE/CONCESSION REV					
48100	CONCESSION REVENUE	106,719	78,048	2,255	76,000
48239	MERCHANDISE FOR RESALE	12,769	5,143	0	7,328
48257	MERCHANDISE FOR RESALE	40	0	0	150
	MERCHANDISE/CONCESSION REV	<u>119,528</u>	<u>83,191</u>	<u>2,255</u>	<u>83,478</u>
INTEREST INCOME					
43030	INTEREST	71,763	66,205	10,500	1,735
	INTEREST INCOME	<u>71,763</u>	<u>66,205</u>	<u>10,500</u>	<u>1,735</u>
SPECIAL RECEIPTS					
44100	RENTAL INCOME	15,405	37,441	5,182	15,000
46150	SPECIAL RECEIPTS	14,805	10,324	1,517	20,058
47200	GRANT PROCEEDS	14,970	23,990	9,225	9,100
	SPECIAL RECEIPTS	<u>45,180</u>	<u>71,755</u>	<u>15,924</u>	<u>44,158</u>
TOTAL ESTIMATED REVENUES		<u>3,019,921</u>	<u>2,770,386</u>	<u>1,844,823</u>	<u>2,791,522</u>
APPROPRIATIONS					
SALARIES AND WAGES					
70101	DEPARTMENT HEAD	109,411	113,034	88,317	0
70201	FULL-TIME SALARIES AND WAGES	0	0	94,748	466,889
70202	PART-TIME SEASONAL WAGES	0	0	17,740	334,073
70301	OFFICE STAFF/SUPPORT	85,353	93,498	40,821	0
70501	MANAGERS/SUPERVISORS	146,166	154,441	100,469	0
70901	BUILDING SERVICE WORKER	37,851	38,891	0	0
71001	PROGRAM/FACILITY DIR.	144,900	157,628	100,356	13,057
71401	INSTRUCTOR	29,439	28,581	23,325	0
80303	PT OFFICE STAFF/SUPPORT	76,588	65,983	0	0
80903	PT BUILDING SERVICE WORKER	7,756	7,008	0	0
81003	PT PROGRAM DIRECTOR/SUPERVISOR	9,776	11,467	100	0
81303	PT ASSISTANT DIRECTOR/SUPERVISOR	24,833	25,588	0	0
81403	PT INSTRUCTOR	61,387	77,331	18,325	40,938
81503	PT GENERAL STAFF	57,949	55,263	362	0
81703	PT DAY CAMP STAFF/LIFE GUARD	69,211	61,281	11,615	0
82503	PT VT HOUSE STAFF	37,407	22,363	1,148	0
82504	PT VT HOUSE STAFF OT	6,073	2,118	0	0
82603	PT VT RENTAL STAFF	73,739	60,707	39	0

CHAMPAIGN PARK DISTRICT
COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
APPROPRIATIONS					
SALARIES AND WAGES					
82604	PT VT RENTAL STAFF OT	12,011	6,526	0	0
	SALARIES AND WAGES	989,850	981,708	497,365	854,957
FRINGE BENEFITS					
53132	DENTAL INSURANCE	3,128	3,110	3,004	3,000
53133	MEDICAL HEALTH INSURANCE	88,443	90,767	70,665	77,000
53134	LIFE INSURANCE	1,723	1,372	1,427	1,430
53137	EMPLOYEE ASSISTANCE PROGRAM	305	342	320	345
83003	ALLOWANCES/REIMBURSEMENTS	7,908	9,165	8,670	12,470
	FRINGE BENEFITS	101,507	104,756	84,086	94,245
CONTRACTUAL					
54201	POSTAGE AND MAILING	15,474	14,344	466	10,298
54202	PRINTING AND DUPLICATING	39,366	40,007	706	12,698
54204	STAFF MEETINGS	47	0	0	0
54205	LEGAL PUBLICATIONS/NOTICES	0	66	0	0
54206	ADVERTISING/PUBLICITY	49,617	41,761	5,325	42,583
54207	STAFF TRAINING	426	542	225	1,000
54208	MEMBERSHIPS, DUES AND FEES	1,683	2,548	1,720	3,150
54209	CONFERENCE AND TRAVEL	3,359	2,937	0	1,000
54215	PROFESSIONAL FEES	2,250	2,371	0	1,000
54220	INSURANCE EXPENSE	934	967	0	0
54234	LANDFILL FEES	5,593	6,211	2,201	4,105
54241	VEHICLE REPAIR	0	235	0	0
54242	EQUIPMENT REPAIR	1,722	2,149	932	2,430
54245	BUILDING REPAIR	18,322	10,333	1,568	9,000
54250	EQUIPMENT RENTAL	108,790	67,609	2,195	35,610
54251	RENTAL FACILITIES	29,552	28,339	12,688	27,628
54253	PEST CONTROL	1,457	1,435	480	570
54254	SERVICE CONTRACTS	5,220	5,653	2,104	2,600
54255	LICENSE AND FEES	8,247	7,187	1,968	7,175
54260	SERVICE CONTRACTS-FACILITIES	50,929	46,278	19,004	33,500
54264	CELL PHONE EXPENSE	0	64	0	0
54265	SUBSCRIPTIONS	60	35	0	191
54270	PERSONNEL COSTS	0	0	1,070	8,800
54280	OTHER CONTRACTUAL SERVICES	55,888	36,322	2,055	55,437
54281	CONTRACTUAL PERSONNEL	38,579	39,770	6,526	27,478
54285	CONTRACTUAL ENTERTAINMENT	368,320	166,138	7,100	284,620
54299	FIELD/SPECIAL TRIPS	2,678	2,472	0	3,000
59412	PROPERTY/SALES TAX	9,018	6,399	230	6,563
59414	CREDIT CARD FEES	50,028	45,767	5,127	37,661
	CONTRACTUAL	867,559	577,939	73,690	618,097
COMMODITIES/SUPPLIES					
55301	OFFICE SUPPLIES	2,251	1,916	235	1,150
55302	ENVELOPES AND STATIONARY	561	18	0	500
55303	DUPLICATING SUPPLIES	868	939	0	200
55305	PHOTOGRAPHIC SUPPLIES	3	2	0	25
55307	BOOKS AND MANUSCRIPTS	214	1,240	281	880
55308	FIRST AID/MEDICAL SUPPLIES	1,126	1,675	0	800
55315	STAFF UNIFORMS	553	677	0	824
55316	PARTICIPANT UNIFORMS	2,437	1,732	0	2,373
55320	BUILDING MAINTENANCE SUPPLIES	17,972	12,263	4,345	8,000
55322	CLEANING /JANITORIAL SUPPLIES	7,623	6,698	507	3,700

CHAMPAIGN PARK DISTRICT
COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
APPROPRIATIONS					
COMMODITIES/SUPPLIES					
55327	VEHICLE/EQUIPMENT REPAIR PARTS	2,771	229	0	0
55329	OFFICE/ EQUIPMENT VALUE <\$10000	3,520	7,338	0	1,500
55330	GAS,FUEL,GREASE AND OIL	1,558	1,205	78	1,100
55348	FLOWERS AND CARDS	13	0	0	10
55349	PLAQUES,AWARDS,PRIZES	2,415	2,735	486	4,221
55350	PROGRAM/RECREATION SUPPLIES	42,130	33,977	16,238	45,257
55351	ANIMAL SUPPLIES	3,065	1,392	0	2,200
55354	FOOD SUPPLIES	35,357	21,609	316	22,654
55355	ANIMAL FEED	6,781	5,766	125	5,000
55360	MERCHANDISE FOR RESALE	35,861	30,733	789	15,998
	COMMODITIES/SUPPLIES	<u>167,079</u>	<u>132,144</u>	<u>23,400</u>	<u>116,392</u>
UTILITIES					
56230	SANITARY FEES	2,893	1,746	651	1,300
56231	GAS AND ELECTRICITY	114,984	87,276	52,724	62,000
56232	WATER	22,499	15,927	8,873	12,575
56233	TELECOMM EXPENSE	12,842	12,031	6,976	7,600
	UTILITIES	<u>153,218</u>	<u>116,980</u>	<u>69,224</u>	<u>83,475</u>
ROUTINE/PERIODIC MAINTENANCE					
58001	PERIODIC MAINTENANCE	26,234	9,500	8,500	48,778
	ROUTINE/PERIODIC MAINTENANCE	<u>26,234</u>	<u>9,500</u>	<u>8,500</u>	<u>48,778</u>
TRANSFERS TO OTHER FUNDS					
59409	TRANSFERS TO OTHER FUNDS	350,000	280,000	358,800	0
	TRANSFERS TO OTHER FUNDS	<u>350,000</u>	<u>280,000</u>	<u>358,800</u>	<u>0</u>
	TOTAL APPROPRIATIONS	<u>2,655,447</u>	<u>2,203,027</u>	<u>1,115,065</u>	<u>1,815,944</u>
	NET OF REVENUES/APPROPRIATIONS - FUND 03	<u>364,474</u>	<u>567,359</u>	<u>729,758</u>	<u>975,578</u>

Liability Fund

CHAMPAIGN PARK DISTRICT COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
ESTIMATED REVENUES					
PROPERTY TAX REVENUE					
41010	PROPERTY TAXES	329,814	346,681	357,302	342,300
	PROPERTY TAX REVENUE	329,814	346,681	357,302	342,300
CHARGE FOR SERVICE REVENUE					
49115	PROGRAM INCOME	(40)	60	0	0
	CHARGE FOR SERVICE REVENUE	(40)	60	0	0
INTEREST INCOME					
43030	INTEREST	10,935	9,236	1,500	190
	INTEREST INCOME	10,935	9,236	1,500	190
SPECIAL RECEIPTS					
46150	SPECIAL RECEIPTS	0	23,045	0	0
	SPECIAL RECEIPTS	0	23,045	0	0
TOTAL ESTIMATED REVENUES		340,709	379,022	358,802	342,490
APPROPRIATIONS					
SALARIES AND WAGES					
70201	FULL-TIME SALARIES AND WAGES	0	0	12,000	53,800
70501	MANAGERS/SUPERVISORS	48,597	45,248	42,606	0
	SALARIES AND WAGES	48,597	45,248	54,606	53,800
FRINGE BENEFITS					
53132	DENTAL INSURANCE	346	251	308	300
53133	MEDICAL HEALTH INSURANCE	7,659	9,128	12,770	12,720
53134	LIFE INSURANCE	180	86	90	90
83003	ALLOWANCES/REIMBURSEMENTS	844	1,242	840	840
	FRINGE BENEFITS	9,029	10,707	14,008	13,950
CONTRACTUAL					
54207	STAFF TRAINING	1,550	1,195	0	0
54209	CONFERENCE AND TRAVEL	0	1,567	0	0
54255	LICENSE AND FEES	1,125	1,990	15	0
54270	PERSONNEL COSTS	0	0	75	234
	CONTRACTUAL	2,675	4,752	90	234
COMMODITIES/SUPPLIES					
55306	CPR BOOKS AND SUPPLIES (TORT FUND)	5,929	2,822	4,596	2,900
55307	BOOKS AND MANUSCRIPTS	272	0	0	0
55309	SAFETY SUPPLIES	849	54	0	1,000
55329	OFFICE/ EQUIPMENT VALUE <\$10000	2,251	1,025	1,406	2,800
	COMMODITIES/SUPPLIES	9,301	3,901	6,002	6,700
INSURANCE					
57131	WORKERS COMPENSATION	86,407	92,227	87,671	82,100
57137	UNEMPLOYMENT PREMIUM	9,309	6,005	8,500	8,500
57220	LIABILITY INSURANCE	38,430	38,803	38,326	35,000
57222	EMPLOYMENT PRACTICES	17,063	17,322	17,163	16,200
57224	PROPERTY INSURANCE	74,326	75,277	74,636	72,600
	INSURANCE	225,535	229,634	226,296	214,400
CAPITAL OUTLAY					
61515	REPAIR PROJECTS AND EQUIPMENT	42,950	16,357	64,087	50,948
	CAPITAL OUTLAY	42,950	16,357	64,087	50,948

CHAMPAIGN PARK DISTRICT
 COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
APPROPRIATIONS					
TOTAL APPROPRIATIONS		338,087	310,599	365,089	340,032
NET OF REVENUES/APPROPRIATIONS - FUND 04		2,622	68,423	(6,287)	2,458

IMRF Fund

CHAMPAIGN PARK DISTRICT COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
ESTIMATED REVENUES					
PROPERTY TAX REVENUE					
41010	PROPERTY TAXES	331,087	319,314	275,422	282,000
	PROPERTY TAX REVENUE	331,087	319,314	275,422	282,000
INTEREST INCOME					
43030	INTEREST	7,426	7,661	900	190
	INTEREST INCOME	7,426	7,661	900	190
TOTAL ESTIMATED REVENUES		338,513	326,975	276,322	282,190
APPROPRIATIONS					
FRINGE BENEFITS					
53135	IMRF PAYMENTS	277,007	210,515	210,000	230,000
	FRINGE BENEFITS	277,007	210,515	210,000	230,000
TOTAL APPROPRIATIONS		277,007	210,515	210,000	230,000
NET OF REVENUES/APPROPRIATIONS - FUND 06		61,506	116,460	66,322	52,190

Audit Fund

CHAMPAIGN PARK DISTRICT COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
ESTIMATED REVENUES					
PROPERTY TAX REVENUE					
41010	PROPERTY TAXES	21,394	23,715	24,188	24,400
	PROPERTY TAX REVENUE	21,394	23,715	24,188	24,400
INTEREST INCOME					
43030	INTEREST	370	271	35	5
	INTEREST INCOME	370	271	35	5
TOTAL ESTIMATED REVENUES		21,764	23,986	24,223	24,405
APPROPRIATIONS					
CONTRACTUAL					
54217	AUDIT EXPENSES	21,500	22,300	23,780	26,510
	CONTRACTUAL	21,500	22,300	23,780	26,510
TOTAL APPROPRIATIONS		21,500	22,300	23,780	26,510
NET OF REVENUES/APPROPRIATIONS - FUND 08		264	1,686	443	(2,105)

Paving and Lighting Fund

CHAMPAIGN PARK DISTRICT COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
ESTIMATED REVENUES					
PROPERTY TAX REVENUE					
41010	PROPERTY TAXES	86,848	91,233	93,043	95,000
	PROPERTY TAX REVENUE	<u>86,848</u>	<u>91,233</u>	<u>93,043</u>	<u>95,000</u>
INTEREST INCOME					
43030	INTEREST	3,717	3,771	430	200
	INTEREST INCOME	<u>3,717</u>	<u>3,771</u>	<u>430</u>	<u>200</u>
TOTAL ESTIMATED REVENUES		<u>90,565</u>	<u>95,004</u>	<u>93,473</u>	<u>95,200</u>
APPROPRIATIONS					
ROUTINE/PERIODIC MAINTENANCE					
58001	PERIODIC MAINTENANCE	10,825	0	0	0
58002	ROUTINE MAINTENANCE	14,352	20,540	2,632	71,000
	ROUTINE/PERIODIC MAINTENANCE	<u>25,177</u>	<u>20,540</u>	<u>2,632</u>	<u>71,000</u>
CAPITAL OUTLAY					
61508	PARK CONSTRUCTION/IMPROVEMENTS	23,491	50,000	0	0
	CAPITAL OUTLAY	<u>23,491</u>	<u>50,000</u>	<u>0</u>	<u>0</u>
TOTAL APPROPRIATIONS		<u>48,668</u>	<u>70,540</u>	<u>2,632</u>	<u>71,000</u>
NET OF REVENUES/APPROPRIATIONS - FUND 09		<u>41,897</u>	<u>24,464</u>	<u>90,841</u>	<u>24,200</u>

Activity Fund

CHAMPAIGN PARK DISTRICT COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
ESTIMATED REVENUES					
CHARGE FOR SERVICE REVENUE					
48120	VENDING MACHINE SALES	3,140	3,075	0	0
	CHARGE FOR SERVICE REVENUE	3,140	3,075	0	0
INTEREST INCOME					
43030	INTEREST	949	801	120	0
	INTEREST INCOME	949	801	120	0
SPECIAL RECEIPTS					
46150	SPECIAL RECEIPTS	4,856	4,638	0	0
46160	OTHER REIMBURSEMENTS	427	3,890	0	0
	SPECIAL RECEIPTS	5,283	8,528	0	0
TOTAL ESTIMATED REVENUES		9,372	12,404	120	0
APPROPRIATIONS					
CONTRACTUAL					
54250	EQUIPMENT RENTAL	455	210	0	0
	CONTRACTUAL	455	210	0	0
COMMODITIES/SUPPLIES					
55309	SAFETY SUPPLIES	170	13,000	0	0
55348	FLOWERS AND CARDS	470	408	0	0
55349	PLAQUES, AWARDS AND PRIZES	484	74	0	0
55350	RECREATION/PROGRAM SUPPLIES	1,115	197	0	0
55354	FOOD SUPPLIES	4,262	4,771	0	0
	COMMODITIES/SUPPLIES	6,501	18,450	0	0
TOTAL APPROPRIATIONS		6,956	18,660	0	0
NET OF REVENUES/APPROPRIATIONS - FUND 11		2,416	(6,256)	120	0

Special Donation

CHAMPAIGN PARK DISTRICT COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
ESTIMATED REVENUES					
CHARGE FOR SERVICE REVENUE					
47116	CUSR SCHOLARSHIP DONATIONS	2,015	2,038	328	2,000
	CHARGE FOR SERVICE REVENUE	2,015	2,038	328	2,000
CONTRIBUTIONS/SPONSORSHIPS					
47105	DONATIONS	2,737	5,361	3,871	5,196
47115	SCHOLARSHIP DONATIONS	58,653	68,167	44,105	20,000
	CONTRIBUTIONS/SPONSORSHIPS	61,390	73,528	47,976	25,196
INTEREST INCOME					
43030	INTEREST	2,645	2,468	305	60
	INTEREST INCOME	2,645	2,468	305	60
TOTAL ESTIMATED REVENUES		66,050	78,034	48,609	27,256
APPROPRIATIONS					
CONTRACTUAL					
54292	SCHOLARSHIPS	56,257	50,901	8,284	50,000
59415	TRANSFER TO PARKS FOUNDATION-RES'	2,737	5,361	5,196	5,196
	CONTRACTUAL	58,994	56,262	13,480	55,196
TOTAL APPROPRIATIONS		58,994	56,262	13,480	55,196
NET OF REVENUES/APPROPRIATIONS - FUND 12		7,056	21,772	35,129	(27,940)

Social Security Fund

CHAMPAIGN PARK DISTRICT COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
ESTIMATED REVENUES					
PROPERTY TAX REVENUE					
41010	PROPERTY TAXES	352,480	352,160	390,793	391,200
	PROPERTY TAX REVENUE	352,480	352,160	390,793	391,200
INTEREST INCOME					
43030	INTEREST	5,387	3,254	350	110
	INTEREST INCOME	5,387	3,254	350	110
TOTAL ESTIMATED REVENUES		357,867	355,414	391,143	391,310
APPROPRIATIONS					
FRINGE BENEFITS					
53136	FICA PAYMENTS	400,301	395,405	308,000	395,000
	FRINGE BENEFITS	400,301	395,405	308,000	395,000
TOTAL APPROPRIATIONS		400,301	395,405	308,000	395,000
NET OF REVENUES/APPROPRIATIONS - FUND 14		(42,434)	(39,991)	83,143	(3,690)

Special Recreation Fund

CHAMPAIGN PARK DISTRICT COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
ESTIMATED REVENUES					
PROPERTY TAX REVENUE					
41010	PROPERTY TAXES - CPD OPERATING	366,781	387,994	403,600	406,000
41011	PROPERTY TAXES - CPD IMRF/FICA	28,381	22,553	15,111	23,000
41015	PROPERTY TAXES - CPD ADA	307,348	319,314	325,664	336,200
	PROPERTY TAX REVENUE	<u>702,510</u>	<u>729,861</u>	<u>744,375</u>	<u>765,200</u>
CHARGE FOR SERVICE REVENUE					
49115	PROGRAM FEES	145,868	120,923	7,817	137,381
	CHARGE FOR SERVICE REVENUE	<u>145,868</u>	<u>120,923</u>	<u>7,817</u>	<u>137,381</u>
CONTRIBUTIONS/SPONSORSHIPS					
47100	SPONSORSHIPS	1,000	5,290	815	900
47105	DONATIONS	0	300	5,000	0
47106	CONTRIBUTIONS-UPD CUSR OPERATING	98,775	106,724	118,827	114,000
47107	CONTRIBUTIONS_UPD CUSR OP FICA/IMF	26,118	21,496	15,175	23,000
47108	CONTRIBUTIONS-UPD CUSR ADA PORTIC	97,134	99,733	104,228	105,560
	CONTRIBUTIONS/SPONSORSHIPS	<u>223,027</u>	<u>233,543</u>	<u>244,045</u>	<u>243,460</u>
INTEREST INCOME					
43030	INTEREST	45,530	39,033	6,575	5,000
	INTEREST INCOME	<u>45,530</u>	<u>39,033</u>	<u>6,575</u>	<u>5,000</u>
SPECIAL RECEIPTS					
46150	SPECIAL RECEIPTS	1,200	900	6,622	800
46160	OTHER REIMBURSEMENTS	0	0	175	0
	SPECIAL RECEIPTS	<u>1,200</u>	<u>900</u>	<u>6,797</u>	<u>800</u>
	TOTAL ESTIMATED REVENUES	<u>1,118,135</u>	<u>1,124,260</u>	<u>1,009,609</u>	<u>1,151,841</u>
APPROPRIATIONS					
UNCLASSIFIED					
		<u>0</u>	<u>36,193</u>	<u>18,865</u>	<u>0</u>
	UNCLASSIFIED	<u>0</u>	<u>36,193</u>	<u>18,865</u>	<u>0</u>
SALARIES AND WAGES					
70201	FULL-TIME SALARIES AND WAGES	0	0	40,000	196,820
70202	PART-TIME SEASONAL WAGES	0	0	919	257,352
70301	OFFICE STAFF/SUPPORT	25,261	31,305	20,811	0
70501	MANAGERS/SUPERVISORS	26,620	44,339	30,108	0
71001	PROGRAM/FACILITY DIRECTOR	104,993	98,372	68,832	0
80303	PT OFFICE STAFF/SUPPORT	949	0	0	0
80903	PT BUILDING SERVICE WORKER	33	0	0	0
81003	PT PROGRAM DIRECTOR/SUPERVISOR	29,412	26,563	7,650	0
81403	INSTRUCTORS/OVERNIGHT STAFF	1,153	3,190	0	0
81503	PT GENERAL STAFF	53,393	56,082	5,033	0
81703	PT DAY CAMP STAFF/LIFE GUARD	147,472	162,963	18,108	0
	SALARIES AND WAGES	<u>389,286</u>	<u>422,814</u>	<u>191,461</u>	<u>454,172</u>
FRINGE BENEFITS					
53132	DENTAL INSURANCE	1,495	1,150	1,350	1,560
53133	MEDICAL HEALTH INSURANCE	28,977	40,080	35,015	44,600
53134	LIFE INSURANCE	525	401	306	420
53135	IMRF PAYMENTS	11,856	11,180	9,800	12,000
53136	FICA PAYMENTS	30,456	33,106	14,000	34,000
53137	EMPLOYEE ASSISTANCE PROGRAM	148	171	150	175
83003	ALLOWANCES/REIMBURSEMENTS	1,529	0	550	0

CHAMPAIGN PARK DISTRICT
COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
APPROPRIATIONS					
FRINGE BENEFITS					
	FRINGE BENEFITS	74,986	86,088	61,171	92,755
CONTRACTUAL					
54201	POSTAGE AND MAILING	2,036	2,085	600	2,000
54202	PRINTING AND DUPLICATING	5,558	5,640	500	4,100
54204	STAFF MEETING	360	0	0	210
54205	LEGAL PUBLICATIONS/NOTICES	1,707	128	278	500
54206	ADVERTISING/PUBLICITY	1,187	1,576	331	2,100
54207	STAFF TRAINING	2,658	1,419	225	2,200
54208	MEMBERSHIPS, DUES AND FEES	725	1,133	852	1,500
54209	CONFERENCE AND TRAVEL	7,171	509	0	4,000
54236	AUTO ALLOWANCE	286	0	0	0
54241	VEHICLE REPAIR	427	0	0	3,000
54250	EQUIPMENT RENTAL	75	150	0	450
54251	RENTAL FACILITIES	23,470	26,569	0	5,780
54253	PEST CONTROL	0	0	0	420
54254	SERVICE CONTRACTS	4,265	2,668	800	2,700
54255	LICENSE AND FEES	0	18	18	20
54260	SERVICE CONTRACTS-FACILITIES	0	0	0	1,780
54264	CELL PHONE EXPENSE	409	412	380	380
54270	PERSONNEL COSTS	0	0	310	1,500
54280	OTHER CONTRACTUAL SERVICES	4,081	7,650	2,865	25
54281	CONTRACTUAL PERSONNEL	4,925	4,214	931	7,188
54285	CONTRACTUAL ENTERTAINMENT	900	450	0	900
54299	FIELD/SPECIAL TRIPS	21,443	14,905	0	17,574
59414	CREDIT CARD FEES	2,061	1,356	825	1,300
	CONTRACTUAL	83,744	70,882	8,915	59,627
COMMODITIES/SUPPLIES					
55301	OFFICE SUPPLIES	523	489	600	600
55302	ENVELOPES AND STATIONARY	428	0	0	380
55303	DUPLICATING SUPPLIES	410	266	99	300
55315	STAFF UNIFORMS	911	1,523	0	1,639
55316	PARTICIPANT UNIFORMS	245	1,481	0	1,784
55320	BUILDING MAINTENANCE SUPPLIES	0	0	0	1,000
55322	CLEANING /JANITORIAL SUPPLIES	46	0	965	2,750
55327	VEHICLE/EQUIPMENT REPAIR PARTS	931	175	860	1,000
55329	OFFICE/ EQUIPMENT VALUE <\$10000	0	2,418	5,237	0
55330	GAS,FUEL,GREASE AND OIL	5,792	4,247	27	8,000
55348	FLOWERS AND CARDS	4	0	0	0
55349	PLAQUES, AWARDS AND PRIZES	3,691	3,390	1,180	5,075
55350	RECREATION/PROGRAM SUPPLIES	6,025	6,327	1,918	8,991
55354	FOOD SUPPLIES	12,517	9,176	262	10,925
	COMMODITIES/SUPPLIES	31,523	29,492	11,148	42,444
UTILITIES					
56230	SANITARY FEES AND CHARGES	0	0	0	400
56231	GAS AND ELECTRICITY	444	0	0	22,000
56232	WATER	104	0	0	1,800
56233	TELECOMM EXPENSE	8	0	0	2,940
	UTILITIES	556	0	0	27,140
INSURANCE					
57131	WORKERS COMPENSATION	2,942	3,024	2,311	1,800
57220	LIABILITY INSURANCE	2,839	3,212	3,300	2,500

CHAMPAIGN PARK DISTRICT
COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
APPROPRIATIONS					
INSURANCE					
57222	EMPLOYMENT PRACTICES	912	929	810	620
57224	PROPERTY INSURANCE	5,485	5,643	5,000	3,900
	INSURANCE	<u>12,178</u>	<u>12,808</u>	<u>11,421</u>	<u>8,820</u>
ROUTINE/PERIODIC MAINTENANCE					
58003	ADA NON-CAPITAL EXPENDITURES	13,774	22,370	24,200	25,000
	ROUTINE/PERIODIC MAINTENANCE	<u>13,774</u>	<u>22,370</u>	<u>24,200</u>	<u>25,000</u>
CAPITAL OUTLAY					
61508	CPD - ADA	43,190	249,500	904,899	439,415
61509	UPD CAPITAL ADA	121,207	122,328	23,188	240,092
	CAPITAL OUTLAY	<u>164,397</u>	<u>371,828</u>	<u>928,087</u>	<u>679,507</u>
TOTAL APPROPRIATIONS		<u>770,444</u>	<u>1,052,475</u>	<u>1,255,268</u>	<u>1,389,465</u>
NET OF REVENUES/APPROPRIATIONS - FUND 15		<u>347,691</u>	<u>71,785</u>	<u>(245,659)</u>	<u>(237,624)</u>

Capital Improvements Fund

CHAMPAIGN PARK DISTRICT COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
ESTIMATED REVENUES					
PERSONAL PROPERTY REPLACEMENT TAXES					
41020	REPLACEMENT TAXES	266,500	291,721	266,500	0
	PERSONAL PROPERTY REPLACEMENT TAXES	266,500	291,721	266,500	0
CONTRIBUTIONS/SPONSORSHIPS					
47105	DONATIONS	0	200,000	0	0
	CONTRIBUTIONS/SPONSORSHIPS	0	200,000	0	0
CAPITAL GRANTS					
47202	GRANT PROCEEDS STATE CAPITAL	0	42,619	750,000	0
	CAPITAL GRANTS	0	42,619	750,000	0
INTEREST INCOME					
43030	INTEREST	38,676	49,161	8,000	0
	INTEREST INCOME	38,676	49,161	8,000	0
SPECIAL RECEIPTS					
46150	SPECIAL RECEIPTS	217,043	152,634	190,448	0
	SPECIAL RECEIPTS	217,043	152,634	190,448	0
TRANSFERS FROM OTHER FUNDS					
46500	TRANSFERS	850,000	2,880,000	693,000	0
	TRANSFERS FROM OTHER FUNDS	850,000	2,880,000	693,000	0
	TOTAL ESTIMATED REVENUES	1,372,219	3,616,135	1,907,948	0
APPROPRIATIONS					
UNCLASSIFIED					
	UNCLASSIFIED	0	69,499	0	0
	UNCLASSIFIED	0	69,499	0	0
CONTRACTUAL					
54202	PRINTING AND DUPLICATING	1,978	0	0	0
54215	PROFESSIONAL SERVICES	4,703	10,338	16,000	0
	CONTRACTUAL	6,681	10,338	16,000	0
CAPITAL OUTLAY					
61504	VEHICLES / EQUIPMENT	130,653	85,239	0	0
61508	PARK CONSTRUCTION/IMPROVEMENTS	961,653	3,743,473	1,130,842	2,871,576
	CAPITAL OUTLAY	1,092,306	3,828,712	1,130,842	2,871,576
TRANSFERS TO OTHER FUNDS					
59409	TRANSFERS TO OTHER FUNDS	60,000	74,723	55,107	0
	TRANSFERS TO OTHER FUNDS	60,000	74,723	55,107	0
	TOTAL APPROPRIATIONS	1,158,987	3,983,272	1,201,949	2,871,576
	NET OF REVENUES/APPROPRIATIONS - FUND 16	213,232	(367,137)	705,999	(2,871,576)

Police Fund

CHAMPAIGN PARK DISTRICT COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
ESTIMATED REVENUES					
PROPERTY TAX REVENUE					
41010	PROPERTY TAXES	22,666	23,715	14,885	24,400
	PROPERTY TAX REVENUE	22,666	23,715	14,885	24,400
INTEREST INCOME					
43030	INTEREST	1,702	1,419	160	40
	INTEREST INCOME	1,702	1,419	160	40
TOTAL ESTIMATED REVENUES		24,368	25,134	15,045	24,440
APPROPRIATIONS					
CONTRACTUAL					
54281	CONTRACTUAL PERSONNEL	15,579	16,141	15,508	30,000
	CONTRACTUAL	15,579	16,141	15,508	30,000
TOTAL APPROPRIATIONS		15,579	16,141	15,508	30,000
NET OF REVENUES/APPROPRIATIONS - FUND 19		8,789	8,993	(463)	(5,560)

Bond Amortization Funds

CHAMPAIGN PARK DISTRICT COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
ESTIMATED REVENUES					
PROPERTY TAX REVENUE					
41010	PROPERTY TAXES	1,130,482	1,169,600	1,174,240	1,187,100
	PROPERTY TAX REVENUE	<u>1,130,482</u>	<u>1,169,600</u>	<u>1,174,240</u>	<u>1,187,100</u>
INTEREST INCOME					
43030	INTEREST	6,863	5,426	279	100
	INTEREST INCOME	<u>6,863</u>	<u>5,426</u>	<u>279</u>	<u>100</u>
TOTAL ESTIMATED REVENUES		<u>1,137,345</u>	<u>1,175,026</u>	<u>1,174,519</u>	<u>1,187,200</u>
APPROPRIATIONS					
TRANSFERS TO OTHER FUNDS					
59409	TRANSFERS TO OTHER FUNDS	1,141,101	1,167,900	1,191,272	1,187,200
	TRANSFERS TO OTHER FUNDS	<u>1,141,101</u>	<u>1,167,900</u>	<u>1,191,272</u>	<u>1,187,200</u>
TOTAL APPROPRIATIONS		<u>1,141,101</u>	<u>1,167,900</u>	<u>1,191,272</u>	<u>1,187,200</u>
NET OF REVENUES/APPROPRIATIONS - FUND 21		<u>(3,756)</u>	<u>7,126</u>	<u>(16,753)</u>	<u>0</u>

Bond Proceed Fund

CHAMPAIGN PARK DISTRICT COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
ESTIMATED REVENUES					
INTEREST INCOME					
43030	INTEREST	29,980	28,185	3,400	720
	INTEREST INCOME	<u>29,980</u>	<u>28,185</u>	<u>3,400</u>	<u>720</u>
TRANSFERS FROM OTHER FUNDS					
46500	TRANSFER IN	1,141,101	1,167,900	1,191,272	1,187,200
	TRANSFERS FROM OTHER FUNDS	<u>1,141,101</u>	<u>1,167,900</u>	<u>1,191,272</u>	<u>1,187,200</u>
TOTAL ESTIMATED REVENUES		<u>1,171,081</u>	<u>1,196,085</u>	<u>1,194,672</u>	<u>1,187,920</u>
APPROPRIATIONS					
UNCLASSIFIED					
		0	19,244	341	0
	UNCLASSIFIED	<u>0</u>	<u>19,244</u>	<u>341</u>	<u>0</u>
CONTRACTUAL					
54215	PROFESSIONAL FEES	3,428	3,428	3,428	3,428
	CONTRACTUAL	<u>3,428</u>	<u>3,428</u>	<u>3,428</u>	<u>3,428</u>
CAPITAL OUTLAY					
61504	VEHICLES / EQUIPMENT	218,830	41,155	144,727	128,000
61508	PARK CONSTRUCTION/IMPROVEMENTS	345,741	388,238	484,202	1,235,108
	CAPITAL OUTLAY	<u>564,571</u>	<u>429,393</u>	<u>628,929</u>	<u>1,363,108</u>
DEBT SERVICE PRINCIPAL					
59405	BOND REDEMPTION	435,000	445,000	460,000	480,000
	DEBT SERVICE PRINCIPAL	<u>435,000</u>	<u>445,000</u>	<u>460,000</u>	<u>480,000</u>
DEBT SERVICE INTEREST/FEES					
59407	INTEREST EXPENSE	120,536	109,783	98,250	67,000
	DEBT SERVICE INTEREST/FEES	<u>120,536</u>	<u>109,783</u>	<u>98,250</u>	<u>67,000</u>
TOTAL APPROPRIATIONS		<u>1,123,535</u>	<u>1,006,848</u>	<u>1,190,948</u>	<u>1,913,536</u>
NET OF REVENUES/APPROPRIATIONS - FUND 22		47,546	189,237	3,724	(725,616)

Land Acquisition Fund

CHAMPAIGN PARK DISTRICT COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
ESTIMATED REVENUES					
INTEREST INCOME					
43030	INTEREST INCOME	14,677	18,757	2,175	1,000
	INTEREST INCOME	<u>14,677</u>	<u>18,757</u>	<u>2,175</u>	<u>1,000</u>
TRANSFERS FROM OTHER FUNDS					
46500	TRANSFER IN	160,000	174,723	155,107	100,000
	TRANSFERS FROM OTHER FUNDS	<u>160,000</u>	<u>174,723</u>	<u>155,107</u>	<u>100,000</u>
TOTAL ESTIMATED REVENUES		<u>174,677</u>	<u>193,480</u>	<u>157,282</u>	<u>101,000</u>
NET OF REVENUES/APPROPRIATIONS - FUND 24		<u>174,677</u>	<u>193,480</u>	<u>157,282</u>	<u>101,000</u>

Park Development Fund

CHAMPAIGN PARK DISTRICT COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
ESTIMATED REVENUES					
CAPITAL GRANTS					
47202	GRANT PROCEEDS STATE CAPITAL	0	0	0	347,000
	CAPITAL GRANTS	0	0	0	347,000
INTEREST INCOME					
43030	INTEREST	19,031	20,319	2,500	900
	INTEREST INCOME	19,031	20,319	2,500	900
TRANSFERS FROM OTHER FUNDS					
46500	TRANSFER IN	100,000	100,000	100,000	100,000
	TRANSFERS FROM OTHER FUNDS	100,000	100,000	100,000	100,000
TOTAL ESTIMATED REVENUES		119,031	120,319	102,500	447,900
APPROPRIATIONS					
CAPITAL OUTLAY					
61508	PARK CONSTRUCTION/IMPROVEMENTS	24,500	0	12,228	658,000
	CAPITAL OUTLAY	24,500	0	12,228	658,000
TOTAL APPROPRIATIONS		24,500	0	12,228	658,000
NET OF REVENUES/APPROPRIATIONS - FUND 25		94,531	120,319	90,272	(210,100)

Trails and Pathways Fund

CHAMPAIGN PARK DISTRICT COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
ESTIMATED REVENUES					
INTEREST INCOME					
43030	INTEREST	4,961	6,930	802	300
	INTEREST INCOME	4,961	6,930	802	300
TRANSFERS FROM OTHER FUNDS					
46500	TRANSFER IN	100,000	100,000	100,000	100,000
	TRANSFERS FROM OTHER FUNDS	100,000	100,000	100,000	100,000
TOTAL ESTIMATED REVENUES		104,961	106,930	100,802	100,300
APPROPRIATIONS					
CAPITAL OUTLAY					
61508	PARK CONSTRUCTION/IMPROVEMENTS	0	53,500	29,650	50,000
	CAPITAL OUTLAY	0	53,500	29,650	50,000
TOTAL APPROPRIATIONS		0	53,500	29,650	50,000
NET OF REVENUES/APPROPRIATIONS - FUND 26		104,961	53,430	71,152	50,300

Marten Center Capital Fund

CHAMPAIGN PARK DISTRICT COMBINED BUDGET CATEGORIES WITH ACCOUNT TOTALS

ACCOUNT	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET
ESTIMATED REVENUES					
CONTRIBUTIONS/SPONSORSHIPS					
47105	DONATIONS	4,654	856,291	1,740,456	2,260,000
47168	CAPITAL DONATIONS	0	15,345	65,529	25,000
	CONTRIBUTIONS/SPONSORSHIPS	<u>4,654</u>	<u>871,636</u>	<u>1,805,985</u>	<u>2,285,000</u>
CAPITAL GRANTS					
47201	GRANT PROCEEDS - FEDERAL CAPITAL	0	122,500	(2,500)	0
47202	GRANT PROCEEDS STATE CAPITAL	0	15,130	200,000	200,000
	CAPITAL GRANTS	<u>0</u>	<u>137,630</u>	<u>197,500</u>	<u>200,000</u>
INTEREST INCOME					
43030	INTEREST	0	42,320	8,200	0
	INTEREST INCOME	<u>0</u>	<u>42,320</u>	<u>8,200</u>	<u>0</u>
SPECIAL RECEIPTS					
46160	OTHER REIMBURSEMENTS	0	0	83,122	0
	SPECIAL RECEIPTS	<u>0</u>	<u>0</u>	<u>83,122</u>	<u>0</u>
TRANSFERS FROM OTHER FUNDS					
46500	TRANSFER IN	2,000,000	150,000	0	2,859,548
	TRANSFERS FROM OTHER FUNDS	<u>2,000,000</u>	<u>150,000</u>	<u>0</u>	<u>2,859,548</u>
	TOTAL ESTIMATED REVENUES	<u>2,004,654</u>	<u>1,201,586</u>	<u>2,094,807</u>	<u>5,344,548</u>
APPROPRIATIONS					
UNCLASSIFIED					
	UNCLASSIFIED	7,800	520	168,565	65,500
	UNCLASSIFIED	<u>7,800</u>	<u>520</u>	<u>168,565</u>	<u>65,500</u>
CONTRACTUAL					
54201	POSTAGE AND MAILING	0	0	24	0
54202	PRINTING AND DUPLICATING	0	0	1,951	1,000
54212	ATTORNEY FEES	0	21,386	24,012	18,000
54214	ARCHITECT AND ENGINEERING FEES	0	114,860	53,658	0
59412	PROPERTY/SALES TAX	0	5,592	5,720	0
	CONTRACTUAL	<u>0</u>	<u>141,838</u>	<u>85,365</u>	<u>19,000</u>
COMMODITIES/SUPPLIES					
55301	OFFICE SUPPLIES	0	0	70	0
	COMMODITIES/SUPPLIES	<u>0</u>	<u>0</u>	<u>70</u>	<u>0</u>
CAPITAL OUTLAY					
61508	PARK CONSTRUCTION/IMPROVEMENTS	0	0	2,132,344	7,395,000
61520	LAND ACQUISITION/DEVELOPMENT	199	395,015	0	0
	CAPITAL OUTLAY	<u>199</u>	<u>395,015</u>	<u>2,132,344</u>	<u>7,395,000</u>
	TOTAL APPROPRIATIONS	<u>7,999</u>	<u>537,373</u>	<u>2,386,344</u>	<u>7,479,500</u>
	NET OF REVENUES/APPROPRIATIONS - FUND 27	<u>1,996,655</u>	<u>664,213</u>	<u>(291,537)</u>	<u>(2,134,952)</u>
ESTIMATED REVENUES - ALL FUNDS					
	ESTIMATED REVENUES - ALL FUNDS	21,891,022	23,296,519	19,998,339	24,104,187
APPROPRIATIONS - ALL FUNDS					
	APPROPRIATIONS - ALL FUNDS	17,975,262	20,961,921	15,439,287	29,042,184
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS					
	NET OF REVENUES/APPROPRIATIONS - ALL FUNDS	3,915,760	2,334,598	4,559,052	(4,937,997)