



**AGENDA
REGULAR BOARD MEETING
Bresnan Meeting Center
706 Kenwood Rd., Champaign
AND VIA TELECONFERENCE**

The President of the Board of Commissioners has determined that requiring in-person attendance at a 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 Public Act 101-0640)

However, citizens may choose to participate in person, or they may attend via Zoom by going to the following web address:

<https://us02web.zoom.us/j/86949973253?pwd=djIHUmwvcFpZak9EZzZrU0pBaEtEQT09>

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

Meeting ID: 869 4997 3253

Password: 123607

Alternatively, the meeting may be accessed by telephone at:

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

Meeting ID: 869 4997 3253, followed by the # symbol

Password: 123607, followed by the # symbol

Citizens will be offered an opportunity to speak to the Board during the public comment portion. If attending by Zoom, to facilitate this and not have individuals speaking over one another, the Park District kindly requests that individuals wishing to address the Board via the conference line during public comment notify the Park District via email, as noted below, of their intent to address the Board. Alternatively, citizens may submit public comments by email prior to the Board meeting, to be announced by the Park Board President during the public comment portion of the meeting. Email submissions (notice of intent to speak or comment via email) should be submitted by noon on Wednesday, December 14, 2022, and sent to joe.deluce@champaignparks.org.

Wednesday, December 14, 2022

7:00 p.m.

PUBLIC HEARING

A. OPEN PUBLIC HEARING

The Public Hearing is to receive comments on the proposed Property Tax Levy for the year commencing May 1, 2023 and ending April 30, 2024. A notice of the proposed 2023-2024 Tax Levy was published on the Park District's website and in advance with *The News-Gazette*.

B. PUBLIC COMMENTS REGARDING TAX LEVY

C. CLOSE THE PUBLIC HEARING

REGULAR MEETING

A. CALL TO ORDER

B. PRESENTATIONS

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.

1. National Gold Medal Finalist Award Presentation – Michael Klitzing, CPRE
2. Honorary Commissioner, Volunteer, and Staff Awards Ceremony

C. COMMENTS FROM THE PUBLIC

D. COMMUNICATIONS

E. TREASURER’S REPORT

1. Consideration of Acceptance of Treasurer’s Report for the Month of November 2022.
(Roll Call Vote)

F. EXECUTIVE DIRECTOR’S REPORT

1. General Announcements

G. COMMITTEE REPORTS

1. Champaign Parks Foundation

H. REPORT OF OFFICERS

1. Attorney’s Report
2. President’s Report

I. CONSENT AGENDA

All items appearing below are considered routine by the Board and shall be enacted by one motion. If discussion is desired, that item shall be removed and discussed separately. (Roll Call Vote)

2. Approval of Minutes of the Special Board Meeting, October 26, 2022.
3. Approval of Minutes of the Executive Session, October 26, 2022.
4. Approval of Minutes of the Special Board Meeting, October 27, 2022.
5. Approval of Minutes of the Executive Session, October 27, 2022.
6. Approval of Minutes of the Special Board Meeting, November 1, 2022.
7. Approval of Minutes of the Executive Session, November 1, 2022.
8. Approval of Minutes of the Special Board Meeting A, November 3, 2022.
9. Approval of Minutes of the Special Board Meeting B, November 3, 2022.
10. Approval of Minutes of the Executive Session A, November 3, 2022.
11. Approval of Minutes of the Executive Session B, November 3, 2022.
12. Approval of the Minutes of the Regular Board Meeting, November 9, 2022.
13. Approval of the Minutes of the Executive Session, November 9, 2022.
14. Approval of the Minutes of the Special Meeting, November 23, 2022.
15. Approval of Adoption of Ordinance No. 665: Declaring Personal Property as Surplus
16. Approval of Board Policy Manual Updates:
 - a. Behavior Management Policy
 - b. Capitalization Policy
 - c. Comprehensive Revenue Policy
 - d. Conflicts of Interest Policy
 - e. Cybersecurity Policy
 - f. Fund Balance Policy

J. CONSENT AGENDA (Continued)

- g. Investment Policy
 - h. Naming of Parks and Facilities Policy
 - i. Resolution Adopting Non-discrimination and Anti-Harassment Policy
 - j. Non-discrimination and Anti-Harassment Policy
 - k. Payment Card Industry Data Security Standards Policy
 - l. Primary Functions of the Park District Board
 - m. Privacy Policy
 - n. Purchasing Policy and Procedures
17. Approval of Bid for Purchase of Three (3) Vehicles.
18. Approval of the Park District FY24 Facility Fee Schedule.
19. Approval of a Resolution Appointing Amy Roady and Ryan Heiser to the Board of Directors of the Champaign Parks Foundation for the remainder of three-year terms expiring May, 2025.

K. NEW BUSINESS

1. Approval of Disbursements
Staff recommends approval of disbursements for the period beginning November 11, 2021 and ending December 08, 2021. **(Roll Call Vote)**
2. Approval of Adoption of Ordinance No. 664: Tax Levy Ordinance
Staff recommends adoption of Ordinance No. 664: An Ordinance to Levy Property Taxes in the amount not to exceed \$15,769,282.00 for fiscal year beginning May 1, 2023 and ending April 30, 2024. **(Roll Call Vote)**
3. Approval of a Resolution to Name the Innovation Center at the Martens Center **(Roll Call Vote)**
4. Approval of Bid for Greenbelt Bikeway Connection Improvements
Staff recommends awarding the construction contract to Duce Construction in the amount of \$348,533 and to authorize the Executive Director to enter into the contract. **(Roll Call Vote)**
5. Approval of Douglass Park Ballfield Improvements Project
Staff recommends approving the development of the new Douglass Park ballfield, as designed by Architectural Expressions, contingent upon receipt of the \$300,000 donation. **(Roll Call Vote)**

L. DISCUSSION ITEMS

1. FY24 Capital Budget and the 2024-2033 Capital Improvement Plan
2. Performance Measurement Report (handouts only)
3. Annual Report, Special Events & Summer Youth Program (handouts only)

M. COMMENTS FROM COMMISSIONERS

N. ADJOURN

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE SPECIAL BOARD MEETING
BOARD OF PARK COMMISSIONERS
October 26, 2022**

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, October 26, 2022 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and online due to President Miller's determination that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act was not practical or prudent because of the COVID-19 disaster. The Special Board Meeting occurred pursuant to published notice duly given. President Miller presided over the meeting. The seven individuals identified below were physically present at the meeting with appropriate social distancing. Citizens were given the opportunity to participate in the teleconference at the web address:

<https://us02web.zoom.us/j/89438812005?pwd=bIVFTkVyKzVOcHk4bkhOS3hFK3N3dz09> or by calling 312-626-6799. Citizens were also offered the opportunity to submit comments or questions by email prior to the meeting. Those comments were to be announced by President Miller during the public comment portion of the meeting. Email submissions were solicited from the public through a notice of intent to speak or comment to be submitted by noon on Wednesday, October 26, 2022 to the Executive Director of the Park District at: joe.deluce@champaignparks.org. There were no email comments or questions submitted by citizens for consideration by the Board.

Present in person: President Kevin J. Miller, Vice President Craig W. Hays, Commissioners Barbara J. Kuhl, Jane L. Solon, and Timothy P. McMahon, Attorney Guy C. Hall, and Jarrod Scheunemann, Secretary and Director of Administrative Services.

Chuck Balling and Barbara Cremin from GovHR USA also electronically attended the meeting.

Call to Order

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

Comments from the Public

None.

Jarrod Scheunemann departed the meeting at 5:31 p.m.

Executive Session

Commissioner Solon moved pursuant to the basis set forth below to convene into Executive Session. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Solon – yes; Commissioner McMahon – yes; Vice President Hays – yes; Commissioner Kuhl – yes; and President Miller – yes. The motion passed 5-0.

The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) The appointment, employment, compensation, performance, discipline, or dismissal of specific employees of the public body.

Return to Regular Meeting

Following the adjournment of the Executive Session, the Board reconvened in open meeting.

Adjourn

There being no further business to come before the Board, Commissioner Solon made a motion to adjourn the meeting. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner McMahon – yes; President Miller – yes; and Commissioner Solon – yes; and Vice President Hays - yes. The motion passed 5-0 and the meeting was adjourned at 8:53 p.m.

Approved

Kevin J. Miller, President

Jarrod Scheunemann, Secretary

4862-1161-7345

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE SPECIAL BOARD MEETING
BOARD OF PARK COMMISSIONERS
October 27, 2022**

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, October 27, 2022 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and online due to President Miller's determination that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act was not practical or prudent because of the COVID-19 disaster. The Special Board Meeting occurred pursuant to published notice duly given. President Miller presided over the meeting. The seven individuals identified below were physically present at the meeting with appropriate social distancing. Citizens were given the opportunity to participate in the teleconference at the web address:

<https://us02web.zoom.us/j/89438812005?pwd=bIVFTkVyKzVOcHk4bkhOS3hFK3N3dz09> or by calling 312-626-6799. Citizens were also offered the opportunity to submit comments or questions by email prior to the meeting. Those comments were to be announced by President Miller during the public comment portion of the meeting. Email submissions were solicited from the public through a notice of intent to speak or comment to be submitted by noon on Thursday, October 27, 2022 to the Executive Director of the Park District at: joe.deluce@champaignparks.org. There were no email comments or questions submitted by citizens for consideration by the Board.

Present in person: President Kevin J. Miller, Vice President Craig W. Hays, Commissioners Barbara J. Kuhl, Jane L. Solon, and Timothy P. McMahon, Attorney Guy C. Hall, and Jarrod Scheunemann, Secretary and Director of Administrative Services.

Chuck Balling from GovHR USA also electronically attended the meeting.

Call to Order

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

Comments from the Public

None.

Jarrod Scheunemann departed the meeting at 5:31 p.m.

Executive Session

Vice President Hays moved pursuant to the basis set forth below to convene into Executive Session. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Solon – yes; Vice President Hays – yes; Commissioner Kuhl – yes; President Miller – yes; and Commissioner McMahon – yes. The motion passed 5-0.

The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) The appointment, employment, compensation, performance, discipline, or dismissal of specific employees of the public body.

Return to Regular Meeting

Following the adjournment of the Executive Session, the Board reconvened in open meeting.

Adjourn

There being no further business to come before the Board, Vice President Hays made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner McMahon – yes; President Miller – yes; and Vice President Hays – yes; and Commissioner Solon - yes. The motion passed 5-0 and the meeting was adjourned at 9:17 p.m.

Approved

Kevin J. Miller, President

Jarrod Scheunemann, Secretary

4887-9209-7601

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE SPECIAL BOARD MEETING
BOARD OF PARK COMMISSIONERS
November 1, 2022**

The Champaign Park District Board of Commissioners held a Special Board Meeting on Tuesday, November 1, 2022 at 12:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and online due to President Miller's determination that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act was not practical or prudent because of the COVID-19 disaster. The Special Board Meeting occurred pursuant to published notice duly given. President Miller presided over the meeting. The seven individuals identified below and an executive director candidate were physically present at the meeting with appropriate social distancing. Citizens were given the opportunity to participate in the teleconference at the web address:

<https://us02web.zoom.us/j/89438812005?pwd=bVFTkVYKzVOcHk4bkhOS3hFK3N3dz09> or by calling 312-626-6799. Citizens were also offered the opportunity to submit comments or questions by email prior to the meeting. Those comments were to be announced by President Miller during the public comment portion of the meeting. Email submissions were solicited from the public through a notice of intent to speak or comment to be submitted by 8:00 a.m. on Tuesday, November 1, 2022, to the Executive Director of the Park District at: joe.deluce@champaignparks.org. There were no email comments or questions submitted by citizens for consideration by the Board.

Present in person: President Kevin J. Miller, Vice President Craig W. Hays, Commissioners Barbara J. Kuhl, Jane L. Solon, and Timothy P. McMahon, Attorney Guy C. Hall, and Jarrod Scheunemann, Secretary and Director of Administrative Services.

Call to Order

President Miller called the meeting to order at 12:00 p.m.

Comments from the Public

None.

Jarrod Scheunemann departed the meeting at 12:01 p.m. There was a brief delay in discussion.

Executive Session

Vice President Hays moved pursuant to the basis set forth below to convene into Executive Session. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Vice President Hays – yes; President Miller – yes; Commissioner Solon – yes; and Commissioner McMahon – yes. The motion passed 5-0.

The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) The appointment, employment, compensation, performance, discipline, or dismissal of specific employees of the public body.

Return to Regular Meeting

Following the adjournment of the Executive Session, the Board reconvened in open meeting.

Adjourn

There being no further business to come before the Board, Commissioner Solon made a motion to adjourn the meeting. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: President Miller – yes; Vice President Hays – yes; Commissioner McMahon – yes; and Commissioner Solon – yes. Commissioner Kuhl had briefly stepped away from the meeting. The motion passed 4-0 and the meeting was adjourned at 1:29 p.m.

Approved

Kevin J. Miller, President

Jarrod Scheunemann, Secretary

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE SPECIAL BOARD MEETING
BOARD OF PARK COMMISSIONERS
November 3, 2022**

The Champaign Park District Board of Commissioners held a Special Board Meeting on Thursday, November 3, 2022 at 12:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and online due to President Miller's determination that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act was not practical or prudent because of the COVID-19 disaster. The Special Board Meeting occurred pursuant to published notice duly given. President Miller presided over the meeting. The six individuals identified below and executive director applicant were physically present at the meeting with appropriate social distancing. Citizens were given the opportunity to participate in the teleconference at the web address:

<https://us02web.zoom.us/j/89438812005?pwd=bIVFTkVYKzVOcHk4bkhOS3hFK3N3dz09> or by calling 312-626-6799. Citizens were also offered the opportunity to submit comments or questions by email prior to the meeting. Those comments were to be announced by President Miller during the public comment portion of the meeting. Email submissions were solicited from the public through a notice of intent to speak or comment to be submitted by 8:00 a.m. on Thursday, November 1, 2022, to the Executive Director of the Park District at: joe.deluce@champaignparks.org. There were no email comments or questions submitted by citizens for consideration by the Board.

Present in person: President Kevin J. Miller, Vice President Craig W. Hays, Commissioners Barbara J. Kuhl, Jane L. Solon, and Timothy P. McMahan, and Attorney Guy C. Hall.

Call to Order

President Miller called the meeting to order at 12:00 p.m.

Comments from the Public

None.

Executive Session

Commissioner Kuhl moved pursuant to the basis set forth below to convene into Executive Session. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; and President Miller – yes; Commissioner McMahan was momentarily out of the meeting. The motion passed 4-0.

The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) The appointment, employment, compensation, performance, discipline, or dismissal of specific employees of the public body.

Return to Regular Meeting

Following the adjournment of the Executive Session, the Board reconvened in open meeting.

Adjourn

There being no further business to come before the Board, Vice President Hays made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Vice President Hays – yes; President Miller – yes; and Commissioner Solon – yes; Commissioner –McMahan was out of the room. The motion passed 4-0 and the meeting was adjourned at 1:14 p.m.

Approved

Kevin J. Miller, President

Jarrod Scheunemann, Secretary

4873-3254-6881

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE SPECIAL BOARD MEETING
BOARD OF PARK COMMISSIONERS
November 3, 2022**

The Champaign Park District Board of Commissioners held a Special Board Meeting on Thursday, November 3, 2022 at 5:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and online due to President Miller's determination that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act was not practical or prudent because of the COVID-19 disaster. The Special Board Meeting occurred pursuant to published notice duly given. President Miller presided over the meeting. The six individuals identified below and an executive director applicant were physically present at the meeting with appropriate social distancing. Citizens were given the opportunity to participate in the teleconference at the web address:

<https://us02web.zoom.us/j/89438812005?pwd=bVFTkVYKzVOcHk4bkhOS3hFK3N3dz09> or by calling 312-626-6799. Citizens were also offered the opportunity to submit comments or questions by email prior to the meeting. Those comments were to be announced by President Miller during the public comment portion of the meeting. Email submissions were solicited from the public through a notice of intent to speak or comment to be submitted by noon on Thursday, November 3, 2022, to the Executive Director of the Park District at: joe.deluce@champaignparks.org. There were no email comments or questions submitted by citizens for consideration by the Board.

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

Call to Order

President Miller called the meeting to order at 5:00 p.m.

Comments from the Public

None.

Executive Session

Vice President Hays moved pursuant to the basis set forth below to convene into Executive Session. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; Vice President Hays – yes; and President Miller – yes. The motion passed 5-0.

The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) The appointment, employment, compensation, performance, discipline, or dismissal of specific employees of the public body.

Return to Regular Meeting

Following the adjournment of the Executive Session, the Board reconvened in open meeting.

Adjourn

There being no further business to come before the Board, Commissioner Kuhl made a motion to adjourn the meeting. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Solon – yes; Commissioner Kuhl – yes; Vice President Hays – yes; and Commissioner McMahon – yes; and President Miller - yes. The motion passed 5-0 and the meeting was adjourned at 7:33 p.m.

Approved

Kevin J. Miller, President

Jarrod Scheunemann, Secretary

4892-8630-6113

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS
November 9, 2022**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, November 9, 2022 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and online due to President Miller's determination that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act was not practical or prudent because of the COVID-19 disaster. The Regular Board Meeting occurred pursuant to published notice duly given. President Miller presided over the meeting. The twenty-six individuals identified below were physically present at the meeting with appropriate social distancing. Citizens were given the opportunity to participate in the teleconference at the web address:

<https://us02web.zoom.us/j/89438812005?pwd=bIVFTkVyKzVOcHk4bkhOS3hFK3N3dz09> or by calling 312-626-6799. Citizens were also offered the opportunity to submit comments or questions by email prior to the meeting. Those comments were to be announced by President Miller during the public comment portion of the meeting. Email submissions were solicited from the public through a notice of intent to speak or comment to be submitted by 12:00 p.m. on Wednesday, November 9, 2022, to the Executive Director of the Park District at: joe.deluce@champaignparks.org. There were no email comments or questions submitted by citizens for consideration by the Board.

Present in-person: President Kevin J. Miller, Vice President Craig W. Hays, Commissioners Barbara J. Kuhl, Jane L. Solon, and Timothy P. McMahon, Attorney Guy C. Hall, Treasurer Brenda Timmons, Joe DeLuce, Executive Director, and Jarrod Scheunemann, Director of Administrative Services/Secretary.

Staff present in-person: Andrea Wallace, Director of Finance, Andrew Weiss, Director of Planning, Chelsea Norton, Director of Marketing and Development, Dan Olson, Director of Operations, Heather Miller, Director of Human Resources, Jameel Jones, Director of Recreation, Jimmy Gleason, Director of Revenue Facilities, and Joe Kearfott, Assistant Director of Administrative Services.

Staff present online: Steven Bentz, Director of the Virginia Theatre and Bret Johnson, Assistant Director of Operations.

Dr. Wanda Ward, Mark Toalson, and Paul Hixson from University of Illinois' Campus-Community Compact; Alex Nagy, Rob Kowalski, and Lacey Rains Lowe from the City of Champaign; and Emily Klose, Brian Holding, and Michael Somers were in-person attendees of the meeting.

Jean Flood from the League of Women's Voters was an electronic attendee.

Call to Order

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

Presentations

Dr. Ward, Mr. Toalson, and Mr. Hixson presented about the University of Illinois' Campus-Community Compact initiative and its methods for locally accelerating social justice. Several committees comprised of local leaders and University faculty and administrators are charged with proposing and leading action to address specific areas. The recent development of the Martens Center and its Innovation Lab present a unique partnership opportunity for the University of Illinois and Champaign Park District to create an appealing, attainable, and accessible technology space. The technology committee from the Campus-Community Compact proposed utilizing the Innovation Lab at the Martens Center as an IT hub that will employ two University of Illinois positions including an IT strategist and an IT educator.

Mr. Nagy and Mr. Kowalski presented an overview of the City's efforts to reduce flooding and increase safety within the Garden Hills neighborhood. This initiative includes a large detention basin north of Hedge Road. City staff pilot tested a park space within the center of the future

detention basin and, after its successful summer season, began designing a future park space to be included in the project. City staff requested the Park Board consider potential recreation amenities within the park space, an intergovernmental agreement with the Park District regarding Park District management and maintenance of the future park, and the City resuming management and maintenance of Citizens Park as part of the agreement.

Discussion and clarifications ensued regarding the project's timeline, intergovernmental agreement terms, current events and programs at Hedge POP! Park, flood control management at Garden Hills Park, frequency of train travel within the neighborhood, future parking plans, potential drainage flow from the new detention basin, and the prospective slope and height of the basin's walls.

President Miller thanked the City staff for their presentation.

President Miller moved item number seven from new business to this portion of the Regular Meeting for discussion and potential approval.

7. Approval of Agreement with the University of Illinois for the Innovation Lab at the Martens Center
Mr. DeLuce stated staff recommends the Park Board approve the agreement between the Park District and the University of Illinois to provide programs and services for the community at the Martens Center.

Discussion and clarifications ensued about equipment for the University of Illinois employees who will be located at the Martens Center Innovation Lab when hired.

Commissioner Kuhl moved to approve the agreement between the Park District and the University of Illinois to provide programs and services for the community at the Martens Center. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner McMahon – yes; President Miller – yes; Vice President Hays – yes; Commissioner Kuhl – yes; and Commissioner Solon – yes. The motion passed 5-0.

President Miller thanked the Campus-Community Compact team members for their presentation and stated he is looking forward to the future relationship.

Comments from the Public

Ms. Klose reported about litter, overnight activity, and inappropriate behavior within the Bilbrey Bandstand at West Side Park. She highlighted related damage and presented additional safety concerns. She requested the Park District take action to protect and repair the bandstand.

Mr. Olson noted that staff are working with an engineer to address current damaged items at Bilbrey Bandstand. Mr. DeLuce added that staff are engaged with the architect who designed the structure to develop methods to enclose and secure the bandstand.

Discussion and clarifications ensued regarding safety and security measures.

The Commissioners thanked Ms. Klose for her comments.

Communications

President Miller distributed communications for review.

Treasurer's Report

Treasurer Timmons stated the Park District's finances had been reviewed and were found to be in appropriate order. She noted that an additional personal property tax payment had been received,

interest rates continue to rise, and the finance department continues to search for staff to fill open positions.

Vice President Hays made a motion to accept the Treasurer's Report for the month of October 2022. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; Vice President Hays – yes; Commissioner McMahon - yes; and President Miller – yes. The motion passed 5-0.

Executive Director's Report

None.

Committee and Liaison Reports

Champaign Parks Foundation

Mr. Scheunemann presented the report. He highlighted CUSR's Cupcake 5k, and the Parks Foundation's upcoming popcorn and hot chocolate fundraisers.

Report of Officers

Attorney's Report

Attorney Hall reported that his office had been engaged in several Park District matters including the finalization of the Don Moyer Boys and Girls Club agreement.

Discussion ensued related to the move in date for the Don Moyer Boys and Girls Club at the Martens Center.

President's Report

None.

Vice President Hays reported about recent discussions with Ratio Architects and Broeren Russo Construction related to cracked concrete within the Martens Center building.

Consent Agenda

President Miller stated that all items on the Consent Agenda are considered routine and shall be acted upon by one motion. If discussion is desired regarding any item, that item shall be removed and discussed separately.

1. Approval of Minutes of the Public Hearing and Regular Board Meeting, October 12, 2022.
2. Approval of Minutes of the Special Board Meeting, October 19, 2022.
3. Approval of Minutes of the Executive Session, October 19, 2022.
4. Approval of Meeting Dates for 2023.
5. Approval of inserting Craig Hays as Delegate, Barbara Kuhl as 1st Alternate, Timothy McMahon as 2nd Alternate and Dan Olson as 3rd Alternate to serve as delegates to the Annual Business Meeting of the Illinois Association of Park Districts to be held on January 28, 2023, at 3:30 p.m.
6. Approval of payment of the 2021 bond issue in the amount of \$1,212,500 due by November 30, 2022
7. Approval of the low bid from Fisher National Bank of 3.51% for the \$1,255,000 bond issue and to act as the bond registrar at no additional fee.
8. Approval of Updates to Board Policy Manual
 - a. Capital Improvements Plan Policy
 - b. Payment of Employee Wages Policy
 - c. Tuition Policy

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

Vice President Hays – yes; Commissioner McMahon – yes; Commissioner Kuhl – yes; and President Miller - yes. The motion passed 5-0.

New Business

1. Approval of Disbursements

Staff recommended approval of the list of disbursements for the period beginning October 12, 2022 and ending November 8, 2022.

Vice President Hays made a motion to approve the list of disbursements for the period beginning October 12, 2022 and ending November 8, 2022. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Commissioner Kuhl – yes; Vice President Hays – yes; Commissioner Solon – yes; and President Miller - yes. The motion passed 5-0.

2. Approval of a Resolution Estimating Taxes to be Levied for FY23-24

Ms. Wallace reported about recent property tax appeals. Discussion ensued about the nature of the appeals and potential outcomes.

Ms. Wallace presented three tax levy scenarios for the Board to consider:

Scenario 1. Maximizes the levy by estimating the extension to capture the legal rate limitation increase allowed once the final EAV is calculated with only 15% of the tax appeal objections reduced as requested.

Scenario 2. Based on estimated limited rate calculated by Staff which allows for some the new growth added in current RY for new construction, enterprise zone or TIF's and accounts for nearly 90% of the tax appeal objections to be granted.

Scenario 3. Based on the new estimated EAV using the prior year tax rate. This does not maximize the benefit of the new construction EAV added in current year and estimates 90% of the tax appeal objections to be granted.

Discussion and clarifications ensued about the potential scenarios and tax rate. The Commissioners agreed not to exceed the current year's tax rate.

Commissioner Hays made a motion to approve a resolution setting the tax levy for fiscal year beginning May 1, 2023 and ending April 30, 2024 at \$15,769,282, or an amount authorized by law, and schedule a public hearing on the Tax Levy Ordinance for Wednesday, December 14, 2022 at 7:00 p.m. as required by the Truth in Taxation Act. The motion was seconded by Commissioner Kuhl. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Vice President Hays – yes; Commissioner McMahon – yes; President Miller – yes; and Commissioner Solon - yes. The motion passed 5-0.

3. Approval of Adoption of Ordinance No. 663: Bond Ordinance

Staff recommends Adoption of AN ORDINANCE AUTHORIZING AND DIRECTING THE ISSUANCE, SALE AND DELIVERY OF GENERAL OBLIGATION LIMITED TAX PARK BONDS, SERIES 2022, OF THE CHAMPAIGN PARK DISTRICT, CHAMPAIGN COUNTY, ILLINOIS; PROVIDING FOR THE LEVY AND COLLECTION OF AN ANNUAL TAX FOR THE PURPOSE OF PAYING THE PRINCIPAL OF AND INTEREST ON SAID BONDS AS THEY BECOME DUE; AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH.

Commissioner Solon made a motion to adopt AN ORDINANCE AUTHORIZING AND DIRECTING THE ISSUANCE, SALE AND DELIVERY OF GENERAL OBLIGATION LIMITED TAX PARK BONDS, SERIES 2022, OF THE CHAMPAIGN PARK DISTRICT, CHAMPAIGN COUNTY, ILLINOIS; PROVIDING FOR THE LEVY AND COLLECTION OF AN ANNUAL TAX FOR THE PURPOSE OF PAYING THE PRINCIPAL OF AND INTEREST ON SAID BONDS AS THEY BECOME DUE; AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner McMahon – yes; Commissioner Solon – yes; Vice President Hays – yes; Commissioner Kuhl – yes; and President Miller - yes. The motion passed 5-0.

Commissioner Kuhl highlighted the rate increase from .449% to 3.51% over the course of the last year.

4. Approval of Bids for 2023 Bedding Plants

Mr. Olson presented the report. He stated staff recommends accepting the bids and authorizing the Executive Director to execute contracts to purchase 2023 bedding plants for each order from the respective lowest responsible bidders as follows: Park Flower Program Order with 1,896 flats from Ropp's Flower Factory for a total of \$43,154 and Flower Island Order with 1,638 flats from Connie's Country Greenhouse for a total of \$49,607. The total cost of the two recommended orders for 2023 will be \$92,761 with funds allocated in the FY23-24 operating budget.

Discussion and clarifications ensued regarding the number of flowers and locations, fees, and sponsor payment schedule.

Commissioner Kuhl made a motion to approve accepting the bids and authorizing the Executive Director to execute contracts to purchase 2023 bedding plants for each order from the respective lowest responsible bidders as follows: Park Flower Program Order with 1,896 flats from Ropp's Flower Factory for a total of \$43,154 and Flower Island Order with 1,638 flats from Connie's Country Greenhouse for a total of \$49,607. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: President Miller – yes; Commissioner McMahon – yes; Commissioner Kuhl – yes; Vice President Hays – yes; and Commissioner Solon - yes. The motion passed 5-0.

5. Approval of Rejecting Bid for Lindsay Garden Path

Mr. Olson stated that staff recommends rejecting an agreement with the respective bidder, Duce Construction for \$79,450.00 due to bid prices exceeding preliminary construction estimates.

Discussion and clarifications ensued about the path's location, design, and cost estimates.

Commissioner Solon made a motion to reject the bid from Duce Construction for \$79,450.000 due to bid prices exceeding preliminary construction estimates. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Vice President Hays – yes; Commissioner McMahon – yes; President Miller – yes; Commissioner Solon – yes; and Commissioner Kuhl – yes. The motion passed 5-0.

6. Report on Sholem Aquatics Center and Approval of Updates to Facility Fee Schedule for Sholem Rates

Mr. Gleason presented highlights from the 2022 season at the Sholem Aquatic Center. He requested the Board consider updates to the Sholem Aquatic Center fee schedule to prepare for the cyber-Monday season pass sale. Mr. Gleason shared several options for potential pass and programming fee increases based on forecasted wages, facility expenses, and days of operation.

The Commissioners requested additional information regarding Mr. Gleason's comparative analysis of other aquatic center's fees and days of operation. Discussion ensued.

Commissioner Solon made a motion to approve option three (3) for the Sholem Aquatic Center facility fee schedule and days of operation, which maintains the current season pass fee, increases program fees by ten percent (10%), and concludes the 2024 season when Unit 4 enters fall session. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; Vice President Hays – yes; Commissioner McMahon – yes; and President Miller - yes. The motion passed 5-0.

Discussion

1. FY23 Operating Budget – Revenue Facilities, and Recreation (handouts only)

None.

2. Park District Facility Fee Schedule

Mr. Gleason presented the report. He highlighted block scheduling transition for pavilion and shelter rentals and updates to Dodds Tennis Center fees based on the results of a recent intern research report.

Discussion and clarifications ensued about the block schedule rental format, rental signage, Dodd's Tennis Center fee increases, Eddie Albert Garden fees, and Leonhard Recreation Center and Martens Center fees.

3. Projects Update

a. Henry Michael Park – Shelter

Mr. Olson reported that staff had determined pricing for the shelter and would include this project in the capital improvement plan.

b. Washington Park

Mr. Weiss reported that staff had received estimates to repair the basketball court and install a playground. The Commissioners directed staff to proceed with repair of the basketball court but did not support the installation of a playground.

c. West Side Park – Sidewalks

Mr. Weiss and staff have completed a survey of the site and have prepared recommendations to improve the pathways at West Side Park. Vice President Hays requested a presentation of a plan for the pathways within West Side Park to include the improvements within the capital improvement plan for FY24.

The Commissioners requested updates on additional requests from the community to be presented at future meetings.

4. Strategic Plan – 1st and 2nd Quarter Updates (handouts only)

None.

5. Updates to Board Policy Manual

a. Resolution adopting Non-discrimination and Anti-Harassment Policy

b. Non-discrimination and Anti-Harassment Policy

Mr. Scheunemann highlighted several updates to the current policy.

Discussion ensued regarding the remaining policies for the Board to review. Mr. Scheunemann responded that the Board has received the remaining policies and welcomes the Board's feedback. Mr. DeLuce stated that the remaining policies will be placed on the December Regular Meeting's consent agenda for the Board's consideration and approval.

Comments from Commissioners

Commissioner Kuhl requested an update about the DCEO grant awards. Mr. DeLuce responded that Mr. Olson is working with DCEO staff to finalize the paperwork.

Commissioner Kuhl also requested the development of a policy to ensure the renewal of CDs in a timely manner in order to take advantage of rising interest rates.

President Miller congratulated the Board and staff on finalizing the agreement with the Don Moyer Boys and Girls Club.

Commissioner Solon requested an update on final payment from IDNR related to the Human Kinetics Park OSLAD grant.

Executive Session

Vice President Hays moved pursuant to the basis set forth below to convene into Executive Session. The motion was seconded by Commissioner Solon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; President Miller – yes; Commissioner McMahon – yes; Commissioner Solon – yes; and Vice President Hays – yes. The motion passed 5-0.

The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) The appointment, employment, compensation, performance, discipline, or dismissal of specific employees of the public body.

Return to Regular Meeting

Following the adjournment of the Executive Session, the Board reconvened in open meeting.

Adjourn

There being no further business to come before the Board, Vice President Hays made a motion to adjourn the meeting. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner McMahon – yes; President Miller – yes; Commissioner Solon – yes; Commissioner Kuhl – yes; and Vice President Hays - yes. The motion passed 5-0 and the meeting was adjourned at 9:47 p.m.

Approved

Kevin J. Miller, President

Jarrod Scheunemann, Secretary and Director
of Administrative Services

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE SPECIAL BOARD MEETING
BOARD OF PARK COMMISSIONERS
November 23, 2022**

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, November 23, 2022 at 12:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, and online due to President Miller's determination that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act was not practical or prudent because of the COVID-19 disaster. The Special Board Meeting occurred pursuant to published notice duly given. President Miller presided over the meeting. The fourteen individuals identified below were physically present at the meeting with appropriate social distancing. Citizens were given the opportunity to participate in the teleconference at the web address:

<https://us02web.zoom.us/j/89438812005?pwd=bIVFTkVyKzVOcHk4bkhOS3hFK3N3dz09> or by calling 312-626-6799. Citizens were also offered the opportunity to submit comments or questions by email prior to the meeting. Those comments were to be announced by President Miller during the public comment portion of the meeting. Email submissions were solicited from the public through a notice of intent to speak or comment to be submitted by 8:00 a.m. on Wednesday, November 23, 2022, to the Executive Director of the Park District at: joe.deluce@champaignparks.org. There were no email comments or questions submitted by citizens for consideration by the Board.

Present in-person: President Kevin J. Miller, Vice President Craig W. Hays, Commissioners Barbara J. Kuhl, and Timothy P. McMahon, Attorney Guy C. Hall, Joe DeLuce, Executive Director, and Jarrod Scheunemann, Director of Administrative Services/Secretary.

Present online: Commissioner Jane L. Solon.

Staff present in-person: Andrea Wallace, Director of Finance, Heather Miller, Director of Human Resources, Bret Johnson, Assistant Director of Operations, Erin Dietmeier, Horticulture Supervisor, and Shannon Clarkson, Accounts Payable Coordinator.

Staff present online: Chelsea Norton, Director of Marketing and Communications.

Sarah Sandquist and Matt Sandquist were also present in-person.

Several extended family members of Ms. Sandquist were also present electronically.

Call to Order

President Miller called the meeting to order at 12:00 p.m.

Comments from the Public

None.

New Business

1. Approval of a Resolution to Appoint New Executive Director

President Miller warmly welcomed Sarah Sandquist to the Park District as the new executive director after a thorough executive director search process with GovHR USA.

Vice President Hays made a motion to approve a resolution appointing Sarah Sandquist to the Champaign Park District on December 5, 2022, to assume executive director duties on January 1, 2023. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner Solon – yes; Commissioner Kuhl – yes; Vice President Hays – yes; President Miller – yes; and Commissioner McMahon - yes. The motion passed 5-0.

2. Approval of a Resolution to Authorize Updating Approved Signatories on Bank and Investment Accounts

Staff recommended the Board approve a Resolution to remove and update authorized signatories on bank and investment accounts held by the Park District.

Commissioner Kuhl made a motion to approve and amend a resolution to remove Joe DeLuce as authorized signatory on bank and investment accounts and add Sarah Sandquist and Jarrod Scheunemann as authorized signatories on bank and investment accounts held by the Park District on or after December 5, 2022. The motion was seconded by Vice President Hays. Upon roll call, the vote was as follows: Commissioner Solon – yes; Commissioner Kuhl – yes; Vice President Hays – yes; President Miller – yes; and Commissioner McMahon - yes. The motion passed 5-0.

Comments from Commissioners

The Commissioners welcomed Ms. Sandquist and her family to Champaign. They thanked Joe DeLuce for his many years of service and noted that his departure will leave big shoes to fill. They wished everyone a Happy Thanksgiving.

Adjourn

There being no further business to come before the Board, Vice President Hays made a motion to adjourn the meeting. The motion was seconded by Commissioner McMahon. Upon roll call, the vote was as follows: Commissioner Kuhl – yes; Commissioner Solon – yes; Vice President Hays – yes; Commissioner McMahon – yes; and President Miller – yes. The motion passed 5-0 and the meeting was adjourned at 12.23 p.m.

Approved

Kevin J. Miller, President

Jarrod Scheunemann, Secretary and Director of Administrative Services



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: December 14, 2022

SUBJECT: Approval of Ordinance No. 665 - Providing for the Disposal of Personal Property Owned by the Champaign Park District of Champaign County

Background

Pursuant to the Park District Code, 70 ILCS 1205/8-22, every park district is authorized to sell or convey any personal property that in the opinion of three-fifths of the members of the Board of Park Commissioners then holding office is no longer necessary, useful to, or for the best interests of the park district, and in any manner they may designate with or without advertising. Staff have determined that certain property it owns, listed in Attachment A, is no longer necessary, useful to or for the best interests of the Champaign Park District to retain. Staff is requesting authorization for the surplus to be conveyed or sold to the highest bidder, with or without advertising the sale, or otherwise disposed of on terms as may be approved by the Executive Director.

CPD's standard suggests that items valued over \$5,000 at the time of their original purchase be declared surplus by the Board prior to disposal. Items with an unknown original purchase price may also be included in the request.

Prior Board Action

The last surplus action was in April 13, 2022.

Budget Impact

Any proceeds received from the sale of these items will be put back into the Capital Improvement Fund as special receipts.

Recommended Action

Staff recommends the Board adopt Ordinance No. 665 - An Ordinance providing for the disposal of personal property owned by the Champaign Park District of Champaign County, which will allow for the disposal of equipment as listed on Attachment A.

Prepared by:
Dan Olson
Director of Operations

Reviewed by:
Jarrod Scheunemann
Director of Administrative Services

ORDINANCE NO. 665

**AN ORDINANCE PROVIDING FOR THE DISPOSAL OF
PERSONAL PROPERTY OWNED BY THE CHAMPAIGN PARK DISTRICT.**

WHEREAS, the Champaign Park District pursuant to the Park District Code, 70 ILCS 1205/8-22, is granted the ability to dispose of personal property, and

WHEREAS, the Champaign Park District has determined that certain property it owns is no longer necessary, useful to, or in its best interests to retain.

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

Section 1. The Board of Commissioners hereby authorizes that said property shall be conveyed or sold to the highest bidder, with or without advertising the sale, or otherwise disposed of on terms as may be approved by the Executive Director.

Section 2. The items of personal property to be conveyed, sold, or disposed of are listed in Attachment A.

PASSED AND APPROVED by at least three-fifths vote of the Board of Commissioners of the Champaign Park District this 14th day of December, 2022.

APPROVED:

Kevin Miller, Board President

ATTEST:

Jarrod Scheunemann, Board Secretary



ATTACHMENT A

Classroom Tables – Quantity 8

Description: Leonhard Recreation Center, wooden top, 6' by 2' folding tables.
Original to building.
Estimated Purchase Amount – Unknown
Disposition: Scrap metal

Toshiba Phones and Accessories – Quantity 125 total

Description: District wide old phones and phone accessories that were replaced. Examined if we could resell but market is flooded with this brand and type. Asset number A00000453.

Model	# of Units
DP 5022-SD	88
DP 5022-SDM	13
DDM 5060	2
DP 5032-SD	5
IP 5522-SD	5
IPT 2010-SP	1
DKT 3210-SD	10
DKT 3220-SD	1

Original purchase date: 4/21/2014.
Original purchase price: \$63,497.00.
Disposition: Electronics recycling.

Bucket Truck #55 – Quantity 1

Description: 2008 Ford F350 with ETI aerial bucket. Over 69,160 miles. Poor condition.
VIN: 1FDWF36R88EE30921
Original purchase price: \$58,611.76
Disposition: Auction

Bench Grinders – Quantity 2

Description: One very old Wagner Electric Corporation bench grinder does not meet OSHA standards. Currently has wire wheel. CPD property sticker number 00480. Model B2667 K2812.
One very old Neary Technologies single wheel grinder. Serial number 40K45000232.
Original purchase price: Well below the capitalization threshold, combined, but would like on surplus record.
Disposition: Auction

Lightning Detection System at Dodds Park – Quantity 1

Description: Alert system for lightning activity in area. Asset No. A00000041.
Original Purchase Date: 6/1/2005
Original Purchase Price: \$12,424.13.

Leaf Vacuum – Quantity 1

Description: Giant Vac Brand. Hitch mount leaf vacuum. Serial No. GVC10209067. Does not have vac hose.

Original Purchase Date: Unknown

Original Purchase Price: Unknown

Disposition: Auction



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director
DATE: December 5, 2022
SUBJECT: Final Policy Approvals and Board Policy Manual Approval

Introduction

The Champaign Park District participates in the Illinois Distinguished Agency program which is sponsored by the Illinois Association of Park Districts and the Illinois Park and Recreation Association. The goal of the Illinois Distinguished Accreditation program is to improve the delivery of recreation services to the residents of Illinois through a voluntary comprehensive evaluation process. The desired result is to improve the quality of life for Illinois residents and to recognize those agencies that provide this quality service.

The Champaign Park District went through the initial accreditation in 1999 and was recognized as a distinguished agency from 2000 to 2005. The Park District then was re-certified from 2006-2011, 2012-2017, and 2018-2023 and now the Park District has applied to participate in the accreditation process for 2024-2029.

Distinguished Agency Accreditation requires evidence of compliance for a list of standards which need to be met to be approved. As part of this process the Park Board has been asked to review and approve numerous policies which need to be revised, updated, or developed to meet the various standards.

Prior Board Action & Discussion

- Approval of updates to numerous policies, manuals and ordinances that are included within the Board Policy Manual.
- Several policies were reviewed and discussed by the Board that did not achieve the directional consensus necessary to proceed. Staff reviewed the Commissioner comments and revised the following policies accordingly:
 - *2/26/21 Special Board Meeting – Discussion* - Comprehensive Revenue Policy
 - *2/26/21 Special Board Meeting – Discussion* - Naming Rights Policy
 - *10/28/20 Special Board Meeting – Discussion* - Primary Functions of the Park District Board

Recommended Action

Staff recommends approval of updates to the following policies within the Board Policy Manual and approval of a resolution adopting updates to the Non-Discrimination and Anti-Harassment Policy.

- i. Behavior Management Policy Procedure
 1. Disciplinary Action Form
- ii. Capitalization Policy
- iii. Comprehensive Revenue Policy
- iv. Conflicts of Interest Policy
- v. Cybersecurity Policy
- vi. Fund Balance Policy
- vii. Investment Policy
- viii. Naming Rights Policy
- ix. Payment Card Industry Data Security Standards Policy
- x. Primary Functions of the Park District Board
- xi. Privacy Policy
- xii. Non-Discrimination and Anti-Harassment Policy
 1. Resolution Adopting Updates to the Non-discrimination and Anti-Harassment Policy

Prepared by:
Jarrod Scheunemann
Director of Administrative Services

Reviewed by:
Joe 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.



Behavior Management Policy Procedure

Equal Access

No eligible participant shall, on the basis of race, sex, creed, national origin, or disability be denied equal access to programs, activities, services; or benefits or be limited in the exercise of any right, privilege, advantage or opportunity.

Behavior

Participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make [Champaign Park District \(Park District\)](#) programs safe and enjoyable for all participants. Additional rules may be developed for particular programs and athletic leagues as deemed necessary by staff.

Inappropriate behavior ~~can may~~ include, but are not limited to:

- Being disrespectful to staff or other persons such as, refusing to take direction from staff.
- Using abusive or vulgar language.
- Causing bodily harm to oneself, staff, or other persons.
- Misusing, abusing, damaging, or stealing Park District equipment, supplies and facilities, as the case maybe.

Discipline

A positive and, where appropriate, progressive approach will be used regarding discipline. Staff will periodically review rules with participants during program sessions. If inappropriate behavior occurs, prompt resolution will be sought specific to each individual's situation. The Park District reserves the right to dismiss participants whose behavior endangers the safety of themselves or others.

Procedure

Upon registration or entry into a program, the parent/guardian should be solicited for and provide pertinent information regarding special accommodations needed by the participant. The special accommodations section on the registration form should be reviewed and discussed with the parent/guardian by a staff member.

If any special accommodations are behavior related, the parent/guardian should be contacted for information about any behavior modification(s) in place at school or home. A staff member from Champaign-Urbana Special Recreation (CUSR) should be contacted and will work with the parent/guardian to incorporate and utilize such modifications(s) in the program, to the extent feasible. Documentation should be maintained regarding any problem behaviors, special accommodations, and behavior modification(s). CUSR staff will make the determination if special assistance is needed for any individual in Park District programs, camps, and events.

Consequences for inappropriate behavior are:

If the participant exhibits inappropriate actions, the following guidelines [pursuant to the Park District's Public/Patron Disciplinary Action Form](#) ~~should~~ shall be followed:

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:

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.

- First warning: A verbal warning, written warning, and/or a supervised time-out:
 - i. ~~A Supervised time-out from the program. (Most experts agree that a minute a year is a good rule of thumb for time-outs)~~ The duration of the time-out should be one minute multiplied by the age of the child. The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used necessary to protect the child, staff, or other patrons against injury, ~~the time-out should~~ it shall be documented on ~~a conduct report~~ an incident report. Any ~~conduct incident~~ report made ~~should~~ shall be given to the full-time supervisor.
 - Subsequent warnings: A suspension from the program for a designated time period. When determining the timeframes of suspension, staff should consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
 - Final warning: Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the Agency Park District reserves the right to dismiss a participant whose behavior endangers ~~his or her~~ their own safety or the safety of others.
2. If a participant receives multiple warnings, time-outs, or a suspension, the supervisor of the program ~~should~~ shall contact the parent/guardian. The supervisor ~~should~~ shall explain the inappropriate actions that were observed by the staff. Documentation is ~~strongly recommended~~ required.
 3. Communication between staff and parent ~~should be ongoing~~ shall be required ~~regarding if~~ any further incidents of inappropriate behavior occur. Some other options may be discussed with the parent/guardian including:
 - Transfer to another program where inappropriate behavior may be less prone to occur.
 - Limited/reduced timeframe that participant is allowed to attend the program.
 4. Appeals by the participant and/or participant's parent/guardian should be directed to the Executive Director or the Superintendent of Recreation appropriate Department Head.
1. ~~First Offense: The participant will be removed from the group activity, receive a verbal warning that the exhibited behavior is inappropriate, and receive reinforcement of appropriate behavior. The participant may or may not return to the group depending upon the severity of the offense. The parent/guardian will be notified when the participant is picked up and asked to sign a "behavior report".~~
 2. ~~Second Offense: The participant will be removed from the group activity, receive a second verbal~~

~~warning that the exhibited behavior is inappropriate, and receive reinforcement of appropriate behavior. The participant may or may not return to the group, and will sit out for an appropriate period of time, depending upon the severity of the offense. The parent/guardian will be notified when the participant is picked up that a second offense has occurred, be reminded of the ramifications of a third offense, and asked to sign a "behavior report".~~

~~3. Third Offense: The participant's parent/guardian will be called to immediately pick up the participant, and the participant will be suspended from the program for up to five (5) days, without a refund. When the participant is picked up, the appropriate staff will meet with the parent/guardian, discuss the incident and consequences, receive reinforcement of appropriate behavior, and reexamine the ramifications of a fourth offense. The parent/guardian will be asked to sign the "behavior report". (*If participant is not picked up/signed out within 30 minutes of the parent/guardian being contacted, the participant will be released into the custody of the Champaign Police Department.)~~

~~4. Fourth Offense: The participant's parent/guardian will be called to immediately pick up the participant, and the participant will be suspended from that program permanently, without a refund for that program session. If the participant is registered for any subsequent programs, the parent/guardian will be refunded the deposit/fees for those programs and the participant will not be allowed to participate in any other program at the Park District. When the participant is picked up, the appropriate staff will meet with the parent/guardian and discuss the incident and permanent suspension. The parent/guardian will be asked to sign the "behavior report". (*If participant is not picked up and signed out within 30 minutes of the parent/guardian being contacted, the participant will be released into the custody of the Champaign Police Department.)~~

~~**Note:** In cases of inappropriate behavior deemed extreme in the judgment of staff, participants may be immediately suspended or removed from the program, regardless of the number of previous offenses.~~

Approved by the Board ~~action~~ of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

June 8, 2011
August 23, 2017

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



Behavior Management Policy Procedure

Equal Access

No eligible participant shall, on the basis of race, sex, creed, national origin, or disability be denied equal access to programs, activities, services; or benefits or be limited in the exercise of any right, privilege, advantage or opportunity.

Behavior

Participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make Champaign Park District (Park District) programs safe and enjoyable for all participants. Additional rules may be developed for particular programs and athletic leagues as deemed necessary by staff.

Inappropriate behavior may include, but are not limited to:

- Being disrespectful to staff or other persons such as, refusing to take direction from staff.
- Using abusive or vulgar language.
- Causing bodily harm to oneself, staff, or other persons.
- Misusing, abusing, damaging, or stealing Park District equipment, supplies and facilities, as the case maybe.

Discipline

A positive and, where appropriate, progressive approach will be used regarding discipline. Staff will periodically review rules with participants during program sessions. If inappropriate behavior occurs, prompt resolution will be sought specific to each individual's situation. The Park District reserves the right to dismiss participants whose behavior endangers the safety of themselves or others.

Procedure

Upon registration or entry into a program, the parent/guardian should be solicited for and provide pertinent information regarding special accommodations needed by the participant. The special accommodations section on the registration form should be reviewed and discussed with the parent/guardian by a staff member.

If any special accommodations are behavior related, the parent/guardian should be contacted for information about any behavior modification(s) in place at school or home. A staff member from Champaign-Urbana Special Recreation (CUSR) should be contacted and will work with the parent/guardian to incorporate and utilize such modifications(s) in the program, to the extent feasible. Documentation should be maintained regarding any problem behaviors, special accommodations, and behavior modification(s). CUSR staff will make the determination if special assistance is needed for any individual in Park District programs, camps, and events.

Consequences for inappropriate behavior are:

If the participant exhibits inappropriate actions, the following guidelines pursuant to the Park District's Public/Patron Disciplinary Action Form shall be followed:

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:

- First warning: A verbal warning, written warning, and/or a supervised time-out
 - i. Supervised time-out from the program. The duration of the time-out should be one minute multiplied by the age of the child. The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is necessary to protect the child, staff, or other patrons against injury, it shall be documented on an incident report. Any incident report made shall be given to the full-time supervisor.
 - Subsequent warnings: A suspension from the program for a designated time period. When determining the timeframes of suspension, staff should consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
 - Final warning: Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the Park District reserves the right to dismiss a participant whose behavior endangers their own safety or the safety of others.
2. If a participant receives multiple warnings, time-outs, or a suspension, the supervisor of the program shall contact the parent/guardian. The supervisor shall explain the inappropriate actions that were observed by the staff. Documentation is required.
 3. Communication between staff and parent shall be required if any further incidents of inappropriate behavior occur. Some other options may be discussed with the parent/guardian including:
 - Transfer to another program where inappropriate behavior may be less prone to occur.
 - Limited/reduced timeframe that participant is allowed to attend the program.
 4. Appeals by the participant and/or participant's parent/guardian should be directed to the Executive Director or the appropriate Department Head.

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

June 8, 2011
 August 23, 2017

 Kevin J. Miller, President

 Joseph C. DeLuce, Executive Director



**CHAMPAIGN
PARK DISTRICT**
Capitalization Policy

This ~~p~~Policy is to establish procedures for keeping an inventory of fixed assets owned by the Champaign Park District to comply with the Governmental Accounting Standards Board Statement 34 (GASB 34) requirements.

1. Capital assets purchased for use in governmental activities shall be recorded as expenditures in governmental funds at the time of purchase.

~~2. Enterprise fund assets (if applicable) will be capitalized based on this policy.~~

~~3.2.~~ Governmental ~~and Enterprise~~ capital assets shall be recorded in the government-wide financial statements, offset by accumulated depreciation.

~~4.3.~~ Capital assets shall be valued at actual or estimated historical costs, while donated capital assets shall be valued at their fair market value on the date donated.

~~5.4.~~ Assets must have a useful life of more than two years, AND meet the following thresholds:

- a. Land, Easements & Right of Way, as applicable
- b. Land Improvements \$20,000 or more
- c. Construction (Buildings) and Improvements \$20,000 or more
- d. Infrastructure \$20,000 or more
- e. Vehicles, Machinery & Equipment \$10,000 or more
- f. Assets that appreciate in value \$10,000 or more

~~6.5.~~ Depreciation shall be calculated on assets other than land using the following estimated useful lives:

Asset Type 100 – Land, Easements & Right of Way	not depreciable
Asset Type 200 – Land Improvements (Permanent/non-moveable) Includes but not limited to Outdoor Fencing, Lighting, Landscaping, Parking Lots, Outdoor Tennis & Basketball Courts	15 years
Asset Type 300 – Construction (Buildings) Improvements	15 years
New Construction	40 years
Asset Type 301 – Construction in Progress	not depreciable
Asset Type 400 – Infrastructure (effective 5/1/2004) Roads, Paved Surfaces	15 years
Bridges	50 years

Asset Type 500 – Machinery & Equipment	
Outdoor Equipment (Playgrounds & Poured In Place Surfacing)	12 years
Office Equipment	5 years
Other Equipment	5 years
Furniture	7 years
Major Appliances	7 years
Playground Equipment (Indoor)	12 years
Asset Type 600 – Licensed Vehicles	
Vehicles	5 years

7.6. A group purchase of assets shall be treated under this policy at the total cost, with the exception of computer equipment which will be expensed as purchased.

8.7. Carpeting will be expensed as installed or replaced if under \$20,000 threshold, otherwise will be capitalized as building improvements.

9.8. Roofing costs will be depreciated depending on whether the useful life of the roof is extended by the roofing cost.

10.9. Assets that appreciate in value, such as collectibles or art, will not be depreciated.

11.10. The straight line method shall be used over the estimated life of assets.

Approved by the Board of Commissioners June 8, 2005
 Revised by Board of Commissioners July 14, 2017
Revised by Board of Commissioners

 Kevin J. Miller, President

 Joe DeLuce, Executive Director



**CHAMPAIGN
PARK DISTRICT**
Capitalization Policy

This policy is to establish procedures for keeping an inventory of fixed assets owned by the Champaign Park District to comply with the Governmental Accounting Standards Board Statement 34 (GASB 34) requirements.

1. Capital assets purchased for use in governmental activities shall be recorded as expenditures in governmental funds at the time of purchase.
2. Governmental capital assets shall be recorded in the government-wide financial statements, offset by accumulated depreciation.
3. Capital assets shall be valued at actual or estimated historical costs, while donated capital assets shall be valued at their fair market value on the date donated.
4. Assets must have a useful life of more than two years, AND meet the following thresholds:
 - a. Land, Easements & Right of Way, as applicable
 - b. Land Improvements \$20,000 or more
 - c. Construction (Buildings) and Improvements \$20,000 or more
 - d. Infrastructure \$20,000 or more
 - e. Vehicles, Machinery & Equipment \$10,000 or more
 - f. Assets that appreciate in value \$10,000 or more
5. Depreciation shall be calculated on assets other than land using the following estimated useful lives:

Asset Type 100 – Land, Easements & Right of Way	not depreciable
Asset Type 200 – Land Improvements (Permanent/non-moveable) Includes but not limited to Outdoor Fencing, Lighting, Landscaping, Parking Lots, Outdoor Tennis & Basketball Courts	15 years
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Other Equipment	5 years
Furniture	7 years
Major Appliances	7 years
Playground Equipment (Indoor)	12 years

Asset Type 600 – Licensed Vehicles	
Vehicles	5 years

6. A group purchase of assets shall be treated under this policy at the total cost, with the exception of computer equipment which will be expensed as purchased.
7. Carpeting will be expensed as installed or replaced if under \$20,000 threshold, otherwise will be capitalized as building improvements.
8. Roofing costs will be depreciated depending on whether the useful life of the roof is extended by the roofing cost.
9. Assets that appreciate in value, such as collectibles or art, will not be depreciated.
10. The straight line method shall be used over the estimated life of assets.

Approved by the Board of Commissioners	June 8, 2005
Revised by Board of Commissioners	July 14, 2017
Revised by Board of Commissioners	_____

Kevin J. Miller, President

Joe DeLuce, Executive Director



Philosophy of Policy

The mission of the Champaign Park District (Park District) is to enhance the community's quality of life through positive experiences in parks, recreation and cultural arts. The Park District strives to provide recreation programs and services based on the interests and needs of residents, as interpreted by the staff and the Champaign Park District Board of Commissioners (Board). Other program criteria will include the availability of finances, facilities, and staffing; the nature of the activity; whether the program is in the best interest of the participants; and whether it promotes the goals and philosophies of the Park District.

Purpose of the Revenue Policy

The purpose of this policy is to address the Park District's needs as follows:

1. Create Self-Sustaining Services- Creating recreation services that are self-sustaining and will redirect tax revenues toward the administrative, capital, and operational needs of the Park District, as well as the provision of special community-wide events and programs.
2. Generate Greater Interest in Programs- People tend to show greater interest and appreciation for programs when they share the cost of their recreational pursuits. Paying for the program yields a higher perceived value.
3. Assist with Discipline- Charging fees can assist in reducing the problems of discipline. For instance, fees can be assessed to discourage teams from skipping scheduled games.
4. Relieve the Burden on Taxpayer- Taxpayers should not be asked to meet the entire cost of providing programs and facilities, which involve considerable expense and serve a limited group of people with particular interests.
5. Improve Service and Quality- A fee often improves the quality of a program by funding more qualified instructors or better equipment.
6. Provide Reasonable, Consistent Fees- Fees shall be reasonable, consistent, and based on a variety of factors.

Fees are not designed to exclude participation, but shall be reasonably and competitively priced to cover the direct costs of the program. Any revenue a program generates in excess of the direct costs will-shall be retained by the Park District to aid in financing new equipment, scholarships, or offset the costs of programs that were less financially successful.

The Park District provides programs and sets fees in order to;

1. Make all program and activities available to all residents regardless of race or ethnicity, sex, religion, gender identity, national origin, ethnicity, sexual orientation, age, disability, marital status, or socioeconomic status.
2. Provide trained instructors to enhance programs.
3. Provide safe equipment and clean facility space for participants.
4. Encourage participants to share in the planning and evaluation of programs, and provide a method for residents to submit suggestions regarding new program ideas.
5. Work cooperatively with other public and private agencies, clubs, and organizations to coordinate programs in the spirit of community cooperation.
6. Provide ongoing evaluation of programs and facilities by professional staff members.
7. Assess changing conditions, interests and needs of people by following program trends, societal trends, and making changes accordingly.
8. Provide programs for individuals with varying levels of skill and ability.
9. Encourage formal and informal activities for individuals as well as group or team programs.
10. Promote skills and activities which individuals can continue independently.
11. Provide a reasonable balance between the number of indoor and outdoor activities.

12. Afford opportunities for non-competitive as well as competitive activities.
13. Design programs to be accessible and of benefit to persons with disabilities, as well as provide flexibility in structuring activities so that accommodations may be made, when necessary.

Fees and Charges Guidelines

Fees and charges for all programs will be approved by the Board. When program budgets are prepared, the following guidelines will be utilized in calculating various fees and charges.

All recreation programs and services will be developed with a goal of achieving reasonable recoupment of direct and indirect costs.

1. Youth Programs (17 & under)- Fees for youth should be set on a minimum cost basis unless that service is of such significance that other agencies also offer comparable services to meet the needs of residents. (i.e., day camps, day care)
2. Adult Programs (:18 & over)- Fees for adult programs shall be set to cover all expenses with minimum enrollment established for each program.
3. Senior Programs (62 & over)- Fees for seniors may be discounted.
4. Special Events (all ages)- There may be subsidized special events. The type of event and the number of residents participating should determine the amount of the subsidy.
5. Contractual Programs- A contractual program is regarded as any program for which the Park District outsources individuals and agencies to provide programs on a contract basis;
6. Rentals- Rental fees shall be set on a revenue-generating basis.
7. [Champaign-Urbana Special Recreation \(CUSR\)](#) will account for one (1) staff person for every four (4) participants, and its budget ~~will~~ shall subsidize the additional staff necessary for programs.
8. CUSR programs identified as "trip" will be budgeted to break even financially to the extent reasonable.

Sources of Cost

When assessing fees, the Park District seeks to reasonably recoup direct and indirect costs of its programs. To provide unique opportunities to all residents, the Park District seeks additional funding from a variety of sources. Proceeds from the Taste of C-U, general donations on registration forms, and a \$1.00 service fee for all programs are designed to generate funds for the scholarship program. The Park District also seeks sponsorships and grants to offset the cost of programs, facilities, and special events.

Direct Costs

Direct costs are costs that are integrally linked to a particular program. For example, direct costs are the total wages of those positions tied to a program and the supplies necessary for the program. Examples of direct wage costs include, instructors, scorekeepers, site supervisors, pool staff, day camp staff and bus drivers, but not full-time managers or coordinators. Examples of direct contractual service costs include, bulk mailings and entertainment, equipment, and field trip expenses. Supplies include items such as uniforms or program supplies.

Indirect Costs

Indirect costs are generally costs spread across many programs or funds. Full time wages, benefits, general advertising and [FunFormation-Program Guide](#) costs, capital purchases, office, first aid, and safety supplies are costs that cannot be linked to any one program.

Operating Costs

Operating costs are costs associated with running and managing a facility. Some examples of operating costs are; heating and cooling costs, water, electricity, building administration, cleaning supplies, and personnel (inked to the building's daily operations. These costs do not include major renovations, repairs, or large capital items.

The Park District has moved to a program budget strategy which includes many direct and indirect costs in each program budget, and therefore, the reason exists to reasonably recoup direct and indirect costs for

each program.

Scholarships

The Park District and the Champaign Parks Foundation may provide funds to Park District resident participants to support access to programs despite their inability to pay program fees. The Park District uses some surplus revenues from the Taste of C-U to support a youth scholarship fund, which is available to disadvantaged individuals to cover some or all of the costs associated with a program. The Park District also receives donations from local groups and agencies (one dollar from each program registration), and the program registration form includes an opportunity for donations to the scholarship program. Scholarship applicants cannot be guaranteed fund availability, program registration, or choice of program location, but applications received early in each program semester are given favorable consideration. Scholarships are not available to non-residents of Champaign.

New Programs

Staff will seek to create quality programs and events for all residents that meet the guidelines for fees and charges in the Park District Revenue Policy. Once a program has concluded, a complete evaluation of the program will be undertaken and a recommendation will be submitted about whether to continue or terminate a program.

Existing Programs

All existing programs and events should be evaluated after each session concludes in order to assess it according to the following standards: financial benefit, participative success, safety, participant satisfaction, attendance goals, facility and equipment usage, as well as determine any benefits to the community. If a program has not met the above standards, minimum class size, or is not breaking even financially, as indicated, the Program Coordinator together with the Program Manager shall evaluate the program, afford the program one additional opportunity to succeed, or terminate the program.

The Director of Recreation and Program Managers shall review the program summaries after each session is concluded to determine whether each program meets the minimum participant and budget standards pursuant to this policy. Coordinators will be asked to describe or provide support for any programs not otherwise meeting the minimum guidelines.

Adopted by Board of Commissioners		<u>Approved by Board of Commissioners</u>	
August 11, 1999			
Revised by Board of Commissioners		October 12, 2005	
Revised by Board of Commissioners		June 8, 2011	
Revised by Board of Commissioners		October 12, 2016	
Revised	<u>Reviewed by Board of Commissioners</u>	March 10	<u>February</u>
	<u>24, 2021</u>		

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



Comprehensive Revenue Policy

The Champaign Park District's (Park District) Comprehensive Revenue Policy establishes the types of revenues the Park District shall collect and is the basis of accounting. The policy on Fees and Charges further details the fees and charges that the Park District shall administer. These policies are reviewed and updated as part of the review of the entire set of Park District policies, which last took place in 2016 when they were approved by the Park District Board of Commissioners (Board).

Potential increases in fees and charges are reviewed on an annual basis. Increases to fees and charges are based on numerous factors including the consumer price index (CPI), changes in staff costs, and estimated increases for contractual services and material and supplies. These factors are weighted based on their percentage of the overall Park District budget to create a blended increase in fees and charges.

During the budget process, staff enter notes regarding their proposed budgets, including an explanation of fee and charge increases. In this area, they outline fee increase amounts and explain any fee increases that are below or above the recommended organizational fee increase included in the budget guidelines.

Revenue Policy

The Park District uses multiple sources of revenue to supplement the revenue received in the form of taxes, because it is not financially feasible or healthy to rely solely on one source of revenue. Some of these sources may include fees and charges, inter-governmental, rentals, sponsorships and donations, and program revenues. The Park District will evaluate all new sources of revenue before acceptance to prevent compromising the mission of Park District.

The Park District is always vigilant about finding new sources of revenue to improve the revenue mix of the Park District. The following revenues sources are based on the Government Finance Officers classifications that are used in the Park District's annual financial audit as well as annual budget.

- a. Taxes. The Park District receives Property Taxes from the property owners of Champaign. The Park District levies taxes in accordance with the Property Tax Extension Limitation Law (PTELL). The Park District currently levies taxes for seven purposes including Corporate, IMRF, Liability, Auditing, Recreation, Museum, and Special Recreation.
- b. Fees and Charges. The Park District charges fees for facility usage and sale of products including pool passes, Virginia Theatre tickets, dog park usage, field usage, and program participation.

The Park District shall not charge fees to residents for entrance into parks, playgrounds, sled hills, or informal use of outdoor athletic facilities.

Facility fees and charges are determined by the Facility Fees and Program Fees.

The Personal Property Replacement Tax is a corporate income tax collected statewide and then distributed to various taxing Districts. The Park District also has a strong history of receiving grant from numerous government entities.

The Park District receives rental income for facility usage including special events, meetings, weddings, and shelter rentals.

Miscellaneous Revenue receives a variety of revenues including non-resident fees, vending machine revenue, procurement card rebates and interest income received on cash deposits.

The Park District pursues a variety of sponsorships and donations to help fund its recreation programs and other special events. This is done to reduce the burden on taxpayers and participants for events such as the Summer Concert Series, and other holiday special events.

The Park District uses this budget area to include debt service proceeds, capital transfers, operating transfers, and transfers for debt service payments.

Program revenues are fees paid from residents and non-residents to take part in programs that Park District puts on yearly. Program revenues are received in the Corporate, Recreation and the Museum with the majority in the Recreation and Museum Fund. Program prices are determined by the Revenue Policy and the Fees and Charges Policy.

Fees and Charges Policy

Statement of Philosophy

The Park District uses multiple sources of revenue to supplement the revenue it receives from property taxes. A primary source of revenue beyond property taxes are fees and charges collected from participants of the Park District. It is not financially feasible or healthy to rely solely on one source of revenue to support a diversified quality parks and recreation program. The Park District shall evaluate its fees and charges policy annually as part of its budget process; receiving approval from the Board prior to implementation.

Fees and Charges

A system of fees and charges is an efficient and equitable way to distribute the costs associated with providing services that exceed the ability of the tax base to support the costs. With this in mind, the Park District has developed these goals and guidelines with the intention of uniformly defining the method used to determine pricing levels for fees and charges.

The Park District primarily provides recreation services on three different levels. Those levels include services that benefit the entire community, Recreation and Corporate programs and services that mostly benefit the user but to some extent benefit the community, and Revenue Facilities programs and services that benefit only the user.

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.

The chart below explains the differences in these levels.

	Community Programs	Recreation Programs	Revenue Programs
Who Benefits?	All people of the community	Mostly participants	Participant only
Who Pays?	Community through taxation	Participants and community share costs	Participant pays full cost
Desirability or Feasibility of Fees	Not desirable or feasible	Desirable and feasible	Desirable and feasible
Examples of Programs or Services	Concerts in the Park	Teen Programs/Youth Theatre Program	Dog Park
Cost Recovery	None or very little	Direct costs and 35% of indirect costs	Total direct and indirect costs

The concept of estimated cost recovery involves setting fees and a charge based on the level of service so that the revenue received equals the total cost of providing a particular service and is critical to the success of this system.

Definitions

Direct Cost: These are costs that are directly attributed to an individual service and include: instructor salary, materials, transportation, admission fees, specific marketing costs, building rent in non-Park District owned facilities, etc.

Indirect Cost: These are costs that cannot be associated directly with an individual service provided and include: administrative salaries, utility costs, building maintenance and cleaning, office and rest room supply costs, etc.

Total Cost: This is the cost of providing a service and includes both the direct cost and an allocated portion of the indirect cost.

Goals: The Park District will use tax revenues to improve and manage all of the land, facilities and recreation programs that have been determined to benefit all taxpayers. The Park District will also use tax revenue to assist residents who cannot afford to utilize a program or service. Taxpayers should not be asked to meet the entire cost of providing activities and facilities that involve considerable expenses and serve a special interest with a limited number of participants. Charging fees for these programs is an equitable method of recovering costs for targeted or specialized programs and services. However, fees and charges should not become a barrier for participation or a method of excluding any resident of the Park District.

General Guidelines

- The Park District shall not charge fees to residents for entrance into parks, playgrounds, sled hills, or informal use of outdoor athletic facilities (when not previously scheduled).

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.

- The Park District will charge fees for specialized services that do not benefit the entire community including recreational programs. These fees shall be structured to pay for the cost of offering the program and contribute to overhead as outlined below:
 - a. Managers shall consider appropriate direct, indirect, and overhead costs, market conditions, target markets and payment of capital improvement bonds issued to renovate a specific facility when developing fees and charges for all Park District services. The Park District shall consider the cost of using the facility when determining the total cost of offering programs instructed by a contractual third party. Program supervisors should strive to keep the costs associated with any program minimal in order to keep the fee for the program reasonable.
 - b. The Park District will charge entry fees for admission to special use facilities such as the indoor ice arena or swimming pools.
 - c. The Park District may charge membership and/or initiation fees for access and use of a facility or program.
 - d. The Park District may develop special pricing strategies including differential fees for different types of organizations, different times of the year, incentives to increase participation, and group, repeat business, or multiple family member discounts.
 - e. Managers may prorate fees if a person wishes to participate in a program after the first class of a program and the desired outcome of the program does not depend on attending all classes.
- The minimum number of participants per class needed to achieve revenue policy goals shall be the determining factor in setting class minimums. Programs must reach minimum participant levels one week before the class starting date or the Park District shall cancel the program (new program ideas are exempt from this guideline for one year to allow the program to grow).
- Since non-residents of the Park District do not support the Park District through taxes, they should pay an additional fee to assist with costs associated with overhead, facility maintenance and development, and program development expenses covered by taxes.
- The Park District considers the residents of the Urbana Park District as residents for any program held in the Champaign Park District and the Urbana Park District does the same for the residents of Champaign who wish to use Urbana Park District facilities and programs.
- The Park District will actively seek other sources of revenue such as donations or grants to partially subsidize community-wide programs. Scholarship or fee reduction programs shall be available to any resident that proves financial hardship for any program or facility regardless of the amount of tax support the program or facility receives.

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

August 11, 1999
October 12, 2005
June 8, 2011
October 12, 2016

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



Conflict of Interest Policy

The Board of Commissioners (Board) recognizes that the Champaign Park District's (Park District) success and reputation are dependent upon and entrusted to the honesty, integrity, and ethical standards of its Commissioners and employees.

Each action taken by a Commissioner and/or employee in the course of their duties are to be motivated by the Park District's best interests and will-shall be free of outside influence and self-interests.

In the event of conduct by a Commissioner or the Executive Director, which creates the appearance of a conflict of interest, the Board shall have the responsibility to decide upon any action to be taken, and in the event of such an act by a staff member, that responsibility shall be undertaken by the Executive Director.

In accordance with this policy, the Board and staff members will-shall comply with the following:

1. Board and staff members must disclose all memberships or financial interests in companies or organizations doing business with the Park District;
2. Board members must abstain from voting on any action in which they have a financial interest;
3. Board members and applicable staff members will file a Statement of Economic Interests annually with the county (as required by law); and
4. Both Board and staff members shall not accept any remuneration in money, goods or services from any vendor or entity, nor operate or manage any vendor or entity doing business with the Park District.

Approved by Board of Commissioners	November 9, 2005
Revised by Board of Commissioners	October 12, 2011
Revised by Board of Commissioners	November 9, 2016
<u>Revised by Board of Commissioners</u>	

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



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Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



1. Introduction

This Cybersecurity Policy is a formal set of rules by which those people who have access to [Champaign Park District \(Park District\)](#) technology and information assets must abide.

The primary purpose of this policy is to inform Park District users, including Commissioners, employees, contractors, and other authorized persons (hereinafter referred to as, "Users") of their obligation to protect the technology and information assets of the Park District. The Cybersecurity Policy describes the technology and information assets that must be protected and identifies many, but not all, threats to those assets.

The Cybersecurity Policy also describes the User's responsibilities and privileges, including without limitation, acceptable use and rules regarding internet access. This policy addresses those matters, describes User limitations and informs Users that there will be discipline for violation of the policy. This policy also contains procedures for responding to incidents that threaten the security of the Park District computer systems and network.

2. What is Protected

It is the obligation of all Users of the Park District systems to protect the technology and information assets of the Park District. This information must be protected from unauthorized access, theft and destruction. The technology and information assets of the Park District are made up of the following components:

- a. Computer hardware, including without limitation, central processing units (CPU), discs, email, web, application servers, personal computer (PC) systems, application software, system software, [phone system](#), and other related materials and equipment;
- b. System Software, including without limitation, operating systems, database management systems, and backup and restore software, communications protocols, and the like;
- c. Application Software used by the various departments within the Park District, including without limitation, custom written software applications and commercial off the shelf software packages; and
- d. Communications network hardware and software, including without limitation, routers, routing tables, hubs, modems, multiplexers, switches, firewalls, private lines, [phones](#), [headsets](#), and associated network management software and tools.

3. User Responsibilities

This section establishes usage policy for the computer systems, [phone systems](#), networks, and information resources of the Park District: It applies to all ~~employees, contractors and persons who use~~ [Users of](#) the computer systems, networks, and information resources as business partners, and individuals who are granted access to the network for the business purposes of the Park District.

3.1 Acceptable Use

User accounts on Park District computer systems are to be used only for the business of the Park District and shall not to be used for personal activities. Unauthorized use of the system may be in violation of the law, constitutes theft, and can be punishable by law. Therefore, unauthorized use of the Park District computing system and facilities may constitute grounds for either civil or criminal prosecution, as well as employment discipline.

Users are personally responsible for protecting all confidential information used and/or stored on their accounts. This responsibility includes logging in IDs and passwords. Furthermore, Users are prohibited from making unauthorized copies of such confidential information and/or distributing it to

unauthorized persons outside of the Park District.

Users shall not purposely engage in activity with the following intentions: harassing other Users; degrading the performance of the system; diverting system resources to their own use; or gaining access to Park District systems for which they do not have authorization.

Users shall not attach unauthorized devices on their PCs or workstations, unless they have received specific authorization from ~~the proper manager~~ their Department Head and/or the Park District IT designee.

Users shall not download unauthorized software from the internet on to their PCs or workstations.

Users are required to immediately report any weaknesses in the Park District computer security, potential breaches of data, phishing scams, or any incidents of misuse or violation of this policy to their immediate supervisor and the technology team help desk.

3.2 Use of the Internet

The Park District ~~will~~ shall provide internet access to ~~employees, contractors and persons~~ Users who are connected to the internal network and who have a Park District business need for such access. All devices that connect to the Park District's internal network must have a current antivirus installed and running at all times.

The ~~i~~internet is a business tool for the Park District. It is to be used for business-related purposes such as: communicating via electronic mail with suppliers and business partners, obtaining useful business information and relevant technical and business topics.

The internet service may not be used for transmitting, retrieving or storing any communications of a discriminatory or harassing nature or which are derogatory to any Individual or group, obscene or pornographic, or defamatory or threatening in nature, for "chain letters", or any other purpose which is illegal or for personal gain.

3.3 Monitoring Use of Computer Systems

The Park District has the right and capability to monitor electronic information created and/or communicated by persons using Park District computer systems and networks, including e-mail messages and usage of the ~~i~~internet. It ~~i~~s not the Park District policy or intent to continuously monitor all computer usage by employees or other Users of the Park District computer systems and network. However, Users of the systems should be aware that the Park District may monitor usage, including without limitation, patterns of usage of the ~~i~~internet (for example, sites accessed, ~~on-~~line length, time of day access), and employees' electronic files and messages to the extent necessary to ensure that the internet and other electronic communications are being used in compliance with the law and Park District policy.

4. Access Control

This section addresses the means and methods by which Users may access the Park District's technology and information.

4.1 User System and Network Access - Normal User Identification

All Users ~~will~~ shall be required to have a unique ~~log in~~ ID and password for access to systems. A User's password should be kept confidential and ~~MUST~~ SHALL NOT be shared with management & supervisory personnel and/or any other employee whatsoever. All Users ~~must~~ shall comply with the following rules regarding the creation and maintenance of passwords:

- a. Passwords should not be posted on or near computer terminals or otherwise be readily accessible in the area of the User's work area.
- b. Password ~~must~~ shall be changed every 6 months
- c. Login IDs and passwords will be suspended after 6 months without use.

Users will not be allowed to log~~in~~ as a System Administrator. Users who need that level of access to production systems ~~must~~ shall first obtain a Special Access account. Employee log~~in~~ IDs and passwords will be deactivated as soon as possible if the employee is terminated, suspended, placed on leave, or otherwise leaves the employment of the Park District.

Supervisors/Managers shall immediately and directly contact the Park District Technology Team to report changes in employee status which requires terminating or modifying employee log~~in~~ access privileges. Users who forget their password must contact the Technology Team to obtain a new password assigned to their account.

4.2 System Administrator Access

System Administrators, network administrators, and security administrators will have access to host systems, routers, hubs, and firewalls as required to fulfill the duties of their employment positions.

AU system administrator passwords will be **DELETED** immediately after any User who has access to such passwords is terminated, fired, or otherwise leaves the employment of the Park District.

4.3 Connecting to Third-Party Networks

This policy is established to ensure a secure method of connectivity provided between the Park District and all Third-parties and other entities required to electronically exchange information with the Park District.

"Third-party" refers to vendors, consultants, and business partners doing business with Park District, and other partners that have a need to exchange information with the Park District. Third-party network connections are to be used only by the employees of the Third-party and only for the business purposes of the Park District. The Third-party and Park District ~~will~~ shall ensure that only authorized users will be allowed to access information on the Park District network. The Third-party ~~will~~ shall not allow internet traffic or other private network traffic to flow into the network. A Third-party network connection is defined as a connectivity option as described in subsections 4.4 and 4.5 below.

4.4 Connecting Devices to the Network

Only authorized devices may be connected to the Park District network(s). Authorized devices include PCs and workstations owned by Park District that comply with the configuration guidelines of the Park District. Other authorized devices include, network infrastructure devices used for network management and monitoring.

Users shall not attach to the network computers that are not authorized, owned and/or controlled by Park District.

4.5 Remote Access

Only authorized persons may remotely access the Park District network. Remote access is provided to those ~~employees, contractors and business partners~~ Users of the Park District that have a legitimate business need to exchange information, copy files or programs, or access computer applications. Authorized connection may be by remote PC to the network or a remote network to Park District network connection. The only acceptable method of remotely connecting into the internal network is through use of a secure ID. If any Users are remotely connecting (at their home, a coffee shop, other building location, etc.) to the Park District network using a remote connection, such as virtual private network (VPN), or a Park District web-facing application, they must authenticate using multi-factor authentication (MFA).

5. Penalty for Security Violation

The Park District takes the issue of security seriously. ~~Employees who use the~~ Users of the technology and information resources of Park District must be aware that they can be disciplined if they violate this policy. Upon violation of this policy, ~~an employee of Park District~~ Users may be

subject to discipline up to and including termination.

6. Security Incident Handling Procedures

This section provides policy guidelines and procedures for handling security incidents. The term "security incident" is defined as any irregular or adverse event that threatens the security, integrity, or availability of the information resources on any part of the Park District network. Examples of security incidents are:

- a. Illegal access of a Park District computer system, such as, a hacker logs onto a production server and copies the password file;
 - b. Damage to a Park District computer system or network caused by illegal access, such as releasing a virus or worm;
 - c. Denial of service attack against a Park District web server, such as, a hacker initiates a flood of packets against a Web server designed to cause the system to crash; and
 - d. Malicious use of system resources to launch an attack against other computer outside of the Park District network, such as, the system administrator notices a connection to an unknown network and a strange process accumulating substantial server time.
- ~~d.e.~~ Use of ransomware to maliciously block access to the Park District's computer system, servers, or technology equipment until a sum of money is paid.

EmployeesUsers, who believe their terminal or computer systems have been subjected to a security incident, or has otherwise been improperly accessed or used, shall immediately report the situation to the Technology Team. The employee shall not turn off the computer or delete suspicious files. Leaving the computer in the condition it was in when the security incident was discovered will assist in identifying the source of the problem and in determining the steps that should be taken to remedy the problem.

Approved by Board of Commissioners
Revised by Board of Commissioners

November 9, 2016

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



1. Introduction

This Cybersecurity Policy is a formal set of rules by which those people who have access to Champaign Park District (Park District) technology and information assets must abide.

The primary purpose of this policy is to inform Park District users, including Commissioners, employees, contractors, and other authorized persons (hereinafter referred to as, "Users") of their obligation to protect the technology and information assets of the Park District. The Cybersecurity Policy describes the technology and information assets that must be protected and identifies many, but not all, threats to those assets.

The Cybersecurity Policy also describes the User's responsibilities and privileges, including without limitation, acceptable use and rules regarding internet access. This policy addresses those matters, describes User limitations and informs Users that there will be discipline for violation of the policy. This policy also contains procedures for responding to incidents that threaten the security of the Park District computer systems and network.

2. What is Protected

It is the obligation of all Users of the Park District systems to protect the technology and information assets of the Park District. This information must be protected from unauthorized access, theft and destruction. The technology and information assets of the Park District are made up of the following components:

- a. Computer hardware, including without limitation, central processing units (CPU), discs, email, web, application servers, personal computer (PC) systems, application software, system software, phone system, and other related materials and equipment;
- b. System Software, including without limitation, operating systems, database management systems, and backup and restore software, communications protocols, and the like;
- c. Application Software used by the various departments within the Park District, including without limitation, custom written software applications and commercial off the shelf software packages; and
- d. Communications network hardware and software, including without limitation, routers, routing tables, hubs, modems, multiplexers, switches, firewalls, private lines, phones, headsets, and associated network management software and tools.

3. User Responsibilities

This section establishes usage policy for the computer systems, phone systems, networks, and information resources of the Park District: It applies to all Users of the computer systems, networks, and information resources as business partners, and individuals who are granted access to the network for the business purposes of the Park District.

3.1 Acceptable Use

User accounts on Park District computer systems are to be used only for the business of the Park District and shall not to be used for personal activities. Unauthorized use of the system may be in violation of the law, constitutes theft, and can be punishable by law. Therefore, unauthorized use of the Park District computing system and facilities may constitute grounds for either civil or criminal prosecution, as well as employment discipline.

Users are personally responsible for protecting all confidential information used and/or stored on their accounts. This responsibility includes login IDs and passwords. Furthermore, Users are prohibited from making unauthorized copies of such confidential information and/or distributing it to

unauthorized persons outside of the Park District.

Users shall not purposely engage in activity with the following intentions: harassing other Users; degrading the performance of the system; diverting system resources to their own use; or gaining access to Park District systems for which they do not have authorization.

Users shall not attach unauthorized devices on their PCs or workstations, unless they have received specific authorization from their Department Head and the Park District IT designee.

Users shall not download unauthorized software from the internet on to their PCs or workstations.

Users are required to immediately report any weaknesses in the Park District computer security, potential breaches of data, phishing scams, or any incidents of misuse or violation of this policy to their immediate supervisor and the technology team help desk

3.2 Use of the Internet

The Park District shall provide internet access to Users who are connected to the internal network and who have a Park District business need for such access. All devices that connect to the Park District's internal network must have a current antivirus installed and running at all times.

The internet is a business tool for the Park District. It is to be used for business-related purposes such as: communicating via electronic mail with suppliers and business partners, obtaining useful business information and relevant technical and business topics.

The internet service may not be used for transmitting, retrieving or storing any communications of a discriminatory or harassing nature or which are derogatory to any Individual or group, obscene or pornographic, or defamatory or threatening in nature, for "chain letters", or any other purpose which is illegal or for personal gain.

3.3 Monitoring Use of Computer Systems

The Park District has the right and capability to monitor electronic information created and/or communicated by persons using Park District computer systems and networks, including email messages and usage of the internet. It is not the Park District policy or intent to continuously monitor all computer usage by employees or other Users of the Park District computer systems and network. However, Users of the systems should be aware that the Park District may monitor usage, including without limitation, patterns of usage of the internet (for example, sites accessed, on-line length, time of day access), and employees' electronic files and messages to the extent necessary to ensure that the internet and other electronic communications are being used in compliance with the law and Park District policy.

4. Access Control

This section addresses the means and methods by which Users may access the Park District's technology and information.

4.1 User System and Network Access - Normal User Identification

All Users shall be required to have a unique login ID and password for access to systems. A User's password should be kept confidential and SHALL NOT be shared with management & supervisory personnel and/or any other employee whatsoever. All Users shall comply with the following rules regarding the creation and maintenance of passwords:

- a. Passwords should not be posted on or near computer terminals or otherwise be readily accessible in the area of the User's work area.
- b. Password shall be changed every 6 months
- c. Login IDs and passwords will be suspended after 6 months without use.

Users will not be allowed to login as a System Administrator. Users who need that level of access

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to production systems shall first obtain a Special Access account. Employee login IDs and passwords will be deactivated as soon as possible if the employee is terminated, suspended, placed on leave, or otherwise leaves the employment of the Park District.

Supervisors/Managers shall immediately and directly contact the Park District Technology Team to report changes in employee status which requires terminating or modifying employee login access privileges. Users who forget their password must contact the Technology Team to obtain a new password assigned to their account.

4.2 System Administrator Access

System Administrators, network administrators, and security administrators will have access to host systems, routers, hubs, and firewalls as required to fulfill the duties of their employment positions.

AU system administrator passwords will be **DELETED** immediately after any User who has access to such passwords is terminated, fired, or otherwise leaves the employment of the Park District.

4.3 Connecting to Third-Party Networks

This policy is established to ensure a secure method of connectivity provided between the Park District and all Third-parties and other entities required to electronically exchange information with the Park District.

"Third-party" refers to vendors, consultants, and business partners doing business with Park District, and other partners that have a need to exchange information with the Park District. Third-party network connections are to be used only by the employees of the Third-party and only for the business purposes of the Park District. The Third-party and Park District shall ensure that only authorized users will be allowed to access information on the Park District network. The Third-party shall not allow internet traffic or other private network traffic to flow into the network. A Third-party network connection is defined as a connectivity option as described in subsections 4.4 and 4.5 below.

4.4 Connecting Devices to the Network

Only authorized devices may be connected to the Park District network(s). Authorized devices include PCs and workstations owned by Park District that comply with the configuration guidelines of the Park District. Other authorized devices include, network infrastructure devices used for network management and monitoring.

Users shall not attach to the network computers that are not authorized, owned and/or controlled by Park District.

4.5 Remote Access

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Approved by Board of Commissioners
Revised by Board of Commissioners

November 9, 2016

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



The purpose of this policy is to establish fund balance classifications utilized by the Champaign Park District (Park District), and to identify as well as define any reserve requirements.

Classifications

The Park District's fund balances will be classified as follows:

1. **Non-Spendable** – Amounts that cannot be spent either because they are not in a spendable form, or because they are legally or contractually required to be maintained intact.
2. **Restricted** – Amounts that can be spent only for specific purposes because of the Park District charter, state or federal laws, or externally imposed conditions by grantors or creditors.
3. **Committed** – Amounts that can be used only for specific purposes determined by a formal resolution of the Champaign Park District Board of Commissioners (Board).
4. **Assigned** – Amounts that are constrained by the Board's ~~of Commissioners~~ intent to be used for specific purposes but are neither restricted nor committed. Intent is expressed by (a) the Board ~~of Commissioners~~ itself, or (b) a body or official to which the Board ~~of Commissioners~~ has delegated the authority to assign amounts used for specific purposes. The Park District's highest level of decision making authority is the Board ~~of Commissioners~~, which is authorized to assign amounts to a specific purposes through its appropriations power.

When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) fund balance is available, the Park District considers restricted fund to have been spent first. When an expenditure is incurred for which committed, assigned or unassigned fund balances are available, the Park District considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Board ~~of Commissioners~~ has provided otherwise in its commitment or assignment actions.

Minimum Fund Balance Requirement

This policy also defines minimum fund balance levels for the Park District's three major funds, General, Recreation, and Museum. The minimum fund balance level to be maintained at any given time is based on 120-days (four-months) of current year budgeted operating expenditures. Any amount above this minimum level may be re-classified through Board action using categories 3 and 4 above, or maintained in these funds.

Approved by the Board of Commissioners June 14, 2017

Revised by Board of Commissioners

Kevin J. Miller, President

Joe DeLuce, Executive Director



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Approved by the Board of Commissioners June 14, 2017

Revised by Board of Commissioners _____

Kevin J. Miller, President

Joe DeLuce, Executive Director



Introduction

The intent of the Investment Policy of the Champaign Park District (Park District) is to define the parameters within which funds are to be managed. In methods, procedures and practices, the policy formalizes the framework for the Park District's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of the Park District's funds. This policy is intended to be broad enough to allow the designated investment officer financial assets to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment those financial assets.

Scope

This investment policy applies to all investment activities of all funds of the Park District. This investment policy will also apply to any new funds or temporary funds placed under the jurisdiction or control of the Park District.

Pooling of Funds

The Park District commingles its funds to maximize investment earnings and increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

Governing Authority

The investment program will be operated in conformance with federal, state, and other legal requirements, including without limitation, the Public Funds Investment Act (30 ILCS 235/0.01 et seq.).

Investment Objectives

In order of priority, the primary objectives of the Park District's investment strategy and activities will be as follows:

1. Safety – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio. The goal will be to mitigate credit risk and interest rate risk.
2. Liquidity – The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
3. Return – The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account investment risk constraints, safety, and liquidity needs.
4. Local Considerations – Where possible, consideration may be given to a financial institution's record and current level of financial commitment to the local community. For this purpose, the Park District may consider without limitation, the factors set forth in Section 8 of the Illinois Public Funds Investment Act (30 ILCS 235/8).

Standards of Care

Prudence

The standard of prudence to be used by the designated investment officers will be the 'prudent person' standard and will be applied in the context of managing an overall portfolio.

The "prudent person" standard states: "investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the

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management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.”

Staff of the Park District acting in accordance with this Investment Policy ~~and written procedures and~~ ~~any other policies applicable to financial assets and~~ exercising due diligence will be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided that material deviations from expectations are reported to the Executive Director in a timely fashion, and appropriate action is taken to control adverse developments.

Ethics and Conflict of Interest

The Public Officer Prohibited Activities Act (50 ILCS 105/0.01 et seq.) shall apply in the case of this investment policy. In addition, no person involved in the investment process shall make any investment decision based upon personal or political gain or consequence. Persons involved with the Park District ~~will shall~~ refrain from personal business activity that could conflict with the proper execution and management of the investment ~~program policy~~, could impair public confidence in the Park District, or could impair their ability to make impartial decisions. Prohibited activities include, but are not limited to, the following:

- Having any interest, directly or indirectly, in any institution in which investments are permitted, except for a market rate mortgage or loan on his or her personal residence or personal property;
- Having any interest, ~~directly~~ or indirectly, with the management of any institution or company in which the Park District has a depository relationship or investment management contract; and
- Receiving compensation of any type, including preferred treatment from any institution or company with which the Park District has a depository relationship or investment management contract.

Delegation of Authority

Authority to manage the investment program is granted to the Treasurer/Director of Finance and is derived from the Public Funds Investment Act (30 ILCS 235/0.01 et seq.). The Treasurer/Director of Finance will establish written procedures and internal controls for the operation of the investment program that are consistent with the investment policy.

Whenever the term "Treasurer/Director of Finance" appears in this policy it shall be interpreted as meaning that the Director of Finance shall have primary responsibility for carrying out the duty assigned, but under the supervision of and subject to the approval of the Treasurer of the Park District.

Authorized Financial Institutions – Depositories, Broker/Dealers, and Investment Advisors

The Board of Commissioners will have the sole responsibility to select financial institutions that will be authorized depositories for the Park District. Any financial institution, upon meeting the requirements of the Public Funds Investment Act, is eligible to become a depository of the Park District and will be subject to the Park District’s due diligence process. The Park District will take into consideration location, financial condition, service, fees, competitiveness, and community relations involvement of the financial institution when identifying authorized depositories. The Treasurer/Director of Finance will maintain a list of financial institutions authorized by the Board of Commissioners to provide depository services to the Park District. In addition, the Treasurer/Director of Finance will maintain a list of broker-dealers selected by conducting a process of due diligence and approved by the Board of Commissioners. Broker-dealers will be selected on the basis of creditworthiness as well as their ability to provide competitive prices regarding securities purchased and sold on behalf of the Park District.

The Park District may engage the services of one or more external investment managers to assist in the management of the Park District’s investment portfolio in a manner consistent with the Park District’s investment policy. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this investment policy. Such managers must be registered under the Investment Advisers Act of 1940 or with the appropriate banking regulators if a subsidiary of a bank.

Selection of financial institutions and broker-dealers to engage in transactions with the Park District will be at the sole discretion of the Treasurer/Director of Finance, and the authorization of these will be by the Board of Commissioners. A periodic review of the financial condition and registration of all approved financial institutions and broker-dealers will be conducted by the Treasurer/Director of Finance.

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Authorized Investments

Except as modified herein, all investments purchased under this policy will be authorized pursuant to the Public Funds Investment Act (30 ILCS 235/0.01 et seq.), as amended from time to time. The following is a summary of authorized investments as determined by the Treasurer/Director of Finance in compliance with applicable law:

1. Bonds, notes, certificates of indebtedness, treasury bills, or other securities guaranteed by the full faith and credit of the United States of America;
2. Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies or government sponsored enterprises (GSEs);
- ~~3. Interest bearing accounts, certificates of deposit or interest bearing time deposits or any other investments that are direct obligations of any authorized depositories of the Park District;~~
3. Interest bearing accounts and certificates of deposits of any authorized depository of the Park District as long as said deposit does not exceed the applicable Federal Deposit Insurance Corporation applicable insurance limits.
4. Certificate of Deposit Account Registry Service (CDARS) – a placement service in which a member institution uses CDARS to place funds into CDs or other depository products issued by banks that are members of the CDARS Network. This occurs in increments below the standard FDIC insurance coverage maximum, allowing for coverage of principal and interest;
- 4-5. Short term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at the highest classification established by at least 2 standard rating services and which mature not later than 3 years from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations and (iii) no more than one-third of the public agency's funds may be invested in short term obligations of corporations;
- ~~5. Money market mutual funds registered under the amended Investment Company Act of 1940 provided that the portfolio is limited to bonds, notes, and certificates of indebtedness, treasury bills, or other securities which are guaranteed by the United States for agreements to repurchase these same types of obligations, and qualified agencies under 30 ILCS 235/1 et seq., or any securities authorized under this Investment Policy;~~
- ~~6. —~~
7. Illinois Funds;
- ~~8-6. Illinois Metropolitan Investment Fund, including 1-3 Year Fund and the Convenience Fund; and~~
- 9-7. Illinois Park District Liquid Asset Fund, including Portfolio and Certificates of Deposit.

If additional types of securities are approved for investment of public funds by state law, they will not be eligible for investment by the Park District until this Policy has been amended and the amended version adopted by the Board of Commissioners.

Collateralization

Funds on deposit in checking accounts and certificates of deposit in excess of FDIC insurance limits must be secured by ~~some an~~ adequate form of collateral, witnessed by a written agreement and held in the name of the Park District at an independent third-party institution.

The collateral provided shall have a fair market value of not less than 105% of the public funds on deposit in excess of the FDIC insurance. The position will be reviewed monthly and additional collateral will be requested if the ratio declines below minimum requirements.

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The amount of collateral provided will not be less than 102% of the fair value of the net amount of public funds being secured. The ratio of fair value of collateral to the amount of funds being secured will be reviewed monthly and additional collateral will be requested if the ratio declines below minimum requirements.

The Park District will accept any of the following assets as collateral at the following collateralization levels:

- a. Negotiable obligations of the United States Government, =102%
- b. Negotiable obligations of agencies backed by full faith and credit of the United States Government. = 102%
- c. Negotiable obligations of agencies or GSEs of U.S. Government. =102%

Collateral may be released if the market value exceeds the required level. Pledged collateral will be held in safekeeping by a third-party depository designated by the Park District. Collateral agreements will preclude the release of the pledged assets without notification from the institution and signature of the certificate authorizing release by the Director of Finance.

Maturity of acceptable collateral shall not exceed 60 (sixty) months.

Safekeeping and Custody

Deposit Collateral

Third party safekeeping is required for all collateral. To accomplish this, the securities will be held at a safekeeping depository as approved from time to time by the Board of Commissioners.

Safekeeping will be documented by an approved written agreement. Substitution, exchange or release of securities held in safekeeping may be done upon two (2) days prior written notice to the Treasurer/Director of Finance.

Third-Party Safekeeping

Securities will be held by an independent third-party custodian designated agreed to by the Treasurer/Director of Finance and evidenced by safekeeping receipts and a written custodial agreement.

Delivery vs. Payment

All security transactions, including collateral for repurchase agreements, entered into by the Park District, will be conducted on a delivery-verses-payment (DVP) basis to ensure that securities are deposited in the Park District's safekeeping institution prior to the release of funds.

Competitive Transactions

The Park District shall seek competitive prices to ensure a diversified and competitive selection of investment instruments.

Investment Parameters and Guidelines

Diversification

The Park District will diversify its investments to mitigate risks in the portfolio. The investments will be diversified by:

- Limiting investments to avoid overconcentration in securities from a specific issuer or business section (excluding U.S. Treasury securities)
- Placing no more than 10% of the investment portfolio in commercial paper.
- Investing in securities with varying maturities

Mitigating market risk/interest rate risk in the portfolio

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The Park District recognizes that, over time, long-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The Park District

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will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes.

The Park District will continuously invest a portion of the portfolio in readily available funds such as Illinois Funds, the Illinois Park District Liquid Asset Fund, money market funds, or in money market instruments maturing one year and shorter to ensure appropriate liquidity.

Internal Control

The Treasurer/Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Park District are protected from loss, theft, or misuse. The internal control structure will be designed to provide reasonable, but not absolute, assurance that these objectives are met.

Only the Treasurer/Director of Finance with Board of Commissioner approval is authorized to establish financial accounts for the Park District. At all times two-three or more signatories as designated by the Board of Commissioners should be authorized to sign on financial accounts of the Park District.

Controls may include:

- Written procedures
- Separation of transaction authority from accounting
- Written confirmation of telephone transactions for investments and wire transfers
- Dual authorizations of wire transfers
- Review, maintenance, and monitoring of security procedures both manual and automated

Performance Standards

The Park District's investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a comparable rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to benchmarks with similar maturity, liquidity, and credit quality as the portfolio. Periodically, the Treasurer/Director of Finance will identify and review a benchmark with similar characteristics. U.S. Treasury bills, average Fed Fund rate, The Illinois Funds, or other comparable benchmarks may be used. The portfolio will be reviewed at least quarterly as to its effectiveness in meeting the Park District's needs for compliance with applicable state statutes, safety, liquidity, rate of return, diversification, and its general performance.

Reporting

The Treasurer/Director of Finance or the accounting staff will prepare an investment report at least monthly by Tuesday prior to the Regular Board meeting, which occurs on the 2nd Wednesday of each month. This report will list all active investments by type or class, location of investments, maturity of investments, interest rate, interest earned during period, market value as of the report date end of the month, book value, and other pertinent information deemed necessary. This report will be submitted monthly to the Board of Commissioners.

Investment Policy Adoption

This Policy will be reviewed on an annual basis by the Treasurer/Director of Finance and any modifications that are made must be approved by the Board of Commissioners. If no changes or modifications are made, then the date of the review of the investment policy will be noted.

Captions and Headings

The captions and headings used herein are for convenience of reference only and do not define or limit the contents of this policy.

Approved by Board of Commissioners July 1999
Revised by Board of Commissioners November 9, 2005
Revised by Board of Commissioners September 14, 2011
Revised by Board of Commissioners October 12, 2016

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Revised by Board of Commissioners

~~Timothy P. McMahon~~Kevin J. Miller, President
Director

Joseph C. DeLuce, Executive

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Governing Authority

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Investment Objectives

In order of priority, the primary objectives of the Park District's investment strategy and activities will be as follows:

1. Safety – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio. The goal will be to mitigate credit risk and interest rate risk.
2. Liquidity – The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
3. Return – The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account investment risk constraints, safety, and liquidity needs.
4. Local Considerations – Where possible, consideration may be given to a financial institution's record and current level of financial commitment to the local community. For this purpose, the Park District may consider without limitation, the factors set forth in Section 8 of the Illinois Public Funds Investment Act (30 ILCS 235/8).

Standards of Care

Prudence

The standard of prudence to be used by the designated investment officers will be the 'prudent person' standard and will be applied in the context of managing an overall portfolio.

The "prudent person" standard states: "investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the

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management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived."

Staff of the Park District acting in accordance with this Investment Policy and any other policies applicable to financial assets and exercising due diligence will be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that material deviations from expectations are reported to the Executive Director in a timely fashion, and appropriate action is taken to control adverse developments.

Ethics and Conflict of Interest

The Public Officer Prohibited Activities Act (50 ILCS 105/0.01 et seq.) shall apply in the case of this investment policy. In addition, no person involved in the investment process shall make any investment decision based upon personal or political gain or consequence. Persons involved with the Park District shall refrain from personal business activity that could conflict with the proper execution and management of the investment policy, could impair public confidence in the Park District, or could impair their ability to make impartial decisions. Prohibited activities include, but are not limited to, the following:

- Having any interest, directly or indirectly, in any institution in which investments are permitted, except for a market rate mortgage or loan on his or her personal residence or personal property;
- Having any interest, directly or indirectly, with the management of any institution or company in which the Park District has a depository relationship or investment management contract; and
- Receiving compensation of any type, including preferred treatment from any institution or company with which the Park District has a depository relationship or investment management contract.

Delegation of Authority

Authority to manage the investment program is granted to the Treasurer/Director of Finance and is derived from the Public Funds Investment Act (30 ILCS 235/0.01 et seq.). The Treasurer/Director of Finance will establish written procedures and internal controls for the operation of the investment program that are consistent with the investment policy.

Whenever the term "Treasurer/Director of Finance" appears in this policy it shall be interpreted as meaning that the Director of Finance shall have primary responsibility for carrying out the duty assigned, but under the supervision of and subject to the approval of the Treasurer of the Park District.

Authorized Financial Institutions – Depositories, Broker/Dealers, and Investment Advisors

The Board of Commissioners will have the sole responsibility to select financial institutions that will be authorized depositories for the Park District. Any financial institution, upon meeting the requirements of the Public Funds Investment Act, is eligible to become a depository of the Park District and will be subject to the Park District's due diligence process. The Park District will take into consideration location, financial condition, service, fees, competitiveness, and community relations involvement of the financial institution when identifying authorized depositories. The Treasurer/Director of Finance will maintain a list of financial institutions authorized by the Board of Commissioners to provide depository services to the Park District. In addition, the Treasurer/Director of Finance will maintain a list of broker-dealers selected by conducting a process of due diligence and approved by the Board of Commissioners. Broker-dealers will be selected on the basis of creditworthiness as well as their ability to provide competitive prices regarding securities purchased and sold on behalf of the Park District.

The Park District may engage the services of one or more external investment managers to assist in the management of the Park District's investment portfolio in a manner consistent with the Park District's investment policy. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this investment policy. Such managers must be registered under the Investment Advisers Act of 1940 or with the appropriate banking regulators if a subsidiary of a bank.

Selection of financial institutions and broker-dealers to engage in transactions with the Park District will be at the sole discretion of the Treasurer/Director of Finance, and the authorization of these will be by the Board of Commissioners. A periodic review of the financial condition and registration of all approved financial institutions and broker-dealers will be conducted by the Treasurer/Director of Finance.

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Authorized Investments

Except as modified herein, all investments purchased under this policy will be authorized pursuant to the Public Funds Investment Act (30 ILCS 235/0.01 et seq.), as amended from time to time. The following is a summary of authorized investments as determined by the Treasurer/Director of Finance in compliance with applicable law:

1. Bonds, notes, certificates of indebtedness, treasury bills, or other securities guaranteed by the full faith and credit of the United States of America;
2. Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies or government sponsored enterprises (GSEs);
3. Interest bearing accounts and certificates of deposits of any authorized depository of the Park District as long as said deposit does not exceed the applicable Federal Deposit Insurance Corporation applicable insurance limits.
4. Certificate of Deposit Account Registry Service (CDARS) – a placement service in which a member institution uses CDARS to place funds into CDs or other depository products issued by banks that are members of the CDARS Network. This occurs in increments below the standard FDIC insurance coverage maximum, allowing for coverage of principal and interest;
5. Short term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at the highest classification established by at least 2 standard rating services and which mature not later than 3 years from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations and (iii) no more than one-third of the public agency's funds may be invested in short term obligations of corporations;

Money market mutual funds registered under the amended Investment Company Act of 1940 provided that the portfolio is limited to bonds, notes, and certificates of indebtedness, treasury bills, or other securities which are guaranteed by the United States for agreements to repurchase these same types of obligations, and qualified agencies under 30 ILCS 235/1 et seq., or any securities authorized under this Investment Policy;

6. Illinois Metropolitan Investment Fund, including 1-3 Year Fund and the Convenience Fund; and
7. Illinois Park District Liquid Asset Fund, including Portfolio and Certificates of Deposit.

If additional types of securities are approved for investment of public funds by state law, they will not be eligible for investment by the Park District until this Policy has been amended and the amended version adopted by the Board of Commissioners.

Collateralization

Funds on deposit in checking accounts and certificates of deposit in excess of FDIC insurance limits must be secured by an adequate form of collateral, witnessed by a written agreement and held in the name of the Park District at an independent third-party institution.

The collateral provided shall have a fair market value of not less than 105% of the public funds on deposit in excess of the FDIC insurance. The position will be reviewed monthly and additional collateral will be requested if the ratio declines below minimum requirements.

The Park District will accept any of the following assets as collateral at the following collateralization levels:

- a. Negotiable obligations of the United States Government, =102%
- b. Negotiable obligations of agencies backed by full faith and credit of the United States Government. = 102%

Negotiable obligations of agencies or GSEs of U.S. Government. =102%

Collateral may be released if the market value exceeds the required level. Pledged collateral will be held in safekeeping by a third-party depository designated by the Park District. Collateral agreements will

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preclude the release of the pledged assets without notification from the institution and signature of the certificate authorizing release by the Director of Finance.

Maturity of acceptable collateral shall not exceed 60 (sixty) months.

Safekeeping and Custody

Deposit Collateral

Third party safekeeping is required for all collateral. To accomplish this, the securities will be held at a safekeeping depository as approved from time to time by the Board of Commissioners.

Safekeeping will be documented by an approved written agreement. Substitution, exchange or release of securities held in safekeeping may be done upon two (2) days prior written notice to the Treasurer/Director of Finance.

Third-Party Safekeeping

Securities will be held by an independent third-party custodian agreed to by the Treasurer/Director of Finance and evidenced by safekeeping receipts and a written custodial agreement.

Delivery vs. Payment

All security transactions, including collateral for repurchase agreements, entered into by the Park District, will be conducted on a delivery-verses-payment (DVP) basis to ensure that securities are deposited in the Park District's safekeeping institution prior to the release of funds.

Competitive Transactions

The Park District shall seek competitive prices to ensure a diversified and competitive selection of investment instruments.

Investment Parameters and Guidelines

Diversification

The Park District will diversify its investments to mitigate risks in the portfolio. The investments will be diversified by:

- Limiting investments to avoid overconcentration in securities from a specific issuer or business section (excluding U.S. Treasury securities)
- Placing no more than 10% of the investment portfolio in commercial paper.
- Investing in securities with varying maturities

Mitigating market risk/interest rate risk in the portfolio

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The Park District recognizes that, over time, long-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The Park District will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes.

The Park District will continuously invest a portion of the portfolio in readily available funds such as Illinois Funds, the Illinois Park District Liquid Asset Fund, money market funds, or in money market instruments maturing one year and shorter to ensure appropriate liquidity.

Internal Control

The Treasurer/Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Park District are protected from loss, theft, or misuse. The internal control structure will be designed to provide reasonable, but not absolute, assurance that these objectives are met.

Only the Treasurer/Director of Finance with Board approval is authorized to establish financial accounts for the Park District. At all times three or more signatories as designated by the Board of Commissioners should be authorized to sign on financial accounts of the Park District.

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Controls may include:

- Written procedures
- Separation of transaction authority from accounting
- Written confirmation of telephone transactions for investments and wire transfers
- Dual authorizations of wire transfers
- Review, maintenance, and monitoring of security procedures both manual and automated

Performance Standards

The Park District’s investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a comparable rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to benchmarks with similar maturity, liquidity, and credit quality as the portfolio. Periodically, the Treasurer/Director of Finance will identify and review a benchmark with similar characteristics. U.S. Treasury bills, average Fed Fund rate, The Illinois Funds, or other comparable benchmarks may be used. The portfolio will be reviewed at least quarterly as to its effectiveness in meeting the Park District’s needs for compliance with applicable state statutes, safety, liquidity, rate of return, diversification, and its general performance.

Reporting

The Treasurer/Director of Finance or the accounting staff will prepare an investment report at least monthly by Tuesday prior to the Regular Board meeting, which occurs on the 2nd Wednesday of each month. This report will list all active investments by type or class, location of investments, maturity of investments, interest rate, interest earned during period, market value as of the end of the month, book value, and other pertinent information deemed necessary. This report will be submitted monthly to the Board of Commissioners.

Investment Policy Adoption

This Policy will be reviewed on an annual basis by the Treasurer/Director of Finance and any modifications that are made must be approved by the Board of Commissioners. If no changes or modifications are made, then the date of the review of the investment policy will be noted.

Captions and Headings

The captions and headings used herein are for convenience of reference only and do not define or limit the contents of this policy.

Approved by Board of Commissioners	July 1999
Revised by Board of Commissioners	November 9, 2005
Revised by Board of Commissioners	September 14, 2011
Revised by Board of Commissioners	October 12, 2016
Revised by Board of Commissioners	_____

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



Naming of Parks and Facilities Policy

The Park District Board of Commissioners (Board) shall select new names, or change existing names for ~~new~~ parks, buildings, facilities, ~~ball athletic fields and courts, athletic fields,~~ roads, gardens, pathways, trails, and other amenities, ~~or when appropriate, change the name(s) of existing parks, buildings, facilities, ball fields, athletic fields, roads, pathways, trails, and other amenities~~ of the Champaign Park District (Park District) in accordance with these guidelines or as otherwise determined by the Board. The Board is the final authority for any naming and/or renaming decision. Park District property should be named only after discussion and then a wait of at least sixty days before voting. A four-fifths affirmative vote is needed to name a Park Property or to change the name of Park Property of the District.

I. Qualifying Names Criteria

The following criteria shall be use in determining the appropriateness of the naming designation:

1. Geographic location of a facility
2. Outstanding feature
3. Adjoining subdivision
4. Civic naming rights
 - a. Park District property may be named after individuals, families, groups, or historical events. Civic naming rights may include but are not limited contribution for acquisition/development and exceptional service in the Park District's interest. Civic naming rights are subject to the following:
 - i. The contributions and good reputation of the individual, families or group are well documented and broadly acknowledged within the community.
 - ii. Naming for an outstanding individual is encouraged only after that person has been deceased or retired from service for at least one year.
 - iii. The agreement of the individual or next of kin in the case of deceased individuals or the elected board or other legal authority in the case of groups. shall be obtained. individual, group, or historical event
4. ~~Contribution for acquisition/development~~
5. ~~Exceptional service in the Park District's interest~~

II. Naming Parks, and Recreation Facilities, and Amenities Naming Guidelines

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

1. A ~~permanent~~ name shall be assigned as soon as possible to new parks, facilities and amenities;
2. Duplication of other places or facility names in the Park District shall not be considered;
3. ~~Recommendations for a name may come from neighborhood organizations in the same locality as the park or facility. Recommendations from other concerned citizens and special interest groups will also be considered. If no citizen recommendations are made or no consensus obtained, the Champaign Park District staff will initiate naming recommendations which may include a park naming contest; The Board may solicit public input on proposed park, building or facility names through public meetings or other means. The Board may hold public contests for the naming of Park District property. Such contests shall also be subject to the policies outlined above and are advisory, not binding.~~
4. 3. Prominent geographic features or local reference points (i.e., hill, stream, lake, notable tree, street, community or neighborhood) shall be considered for a potential name;

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~~5.4.~~ Consideration for naming a park or facility in honor of an individual shall only be given if one of the following criteria has been met:

~~a.~~ Requirements as outlined in section I.4.a.1-3 within this policy.

~~a.b.~~ For an individual (excluding state and nationally significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the park, facility or to the Park District overall.

~~b.c.~~ The suggested name may be accompanied by a biographical sketch, which shall provide evidence of contributions to the park, facility, or to the Park District overall.

~~c.d.~~ Major contribution must have been made to the Park District or Park District Foundation.

~~d.e.~~ Substantial donation to the Park District for park and recreational purposes wherein the donor stipulates a name as being consideration for the donation.

~~e.f.~~ Outstanding community leader who has made significant civic contributions to the community and has given highly productive support to the Park District; and

5. Naming rights shall be approved for a specific term, which shall not be longer than the useful life of the property, facility, or component.

6. Parks and facilities that are donated to the Park District can be named by deed restrictions or contractual agreement with the donor. The naming and acceptance of land is subject to the guidelines set forth in this policy and by the Board.

7. The purchasing of naming rights is possible. The duration of the naming rights opportunity shall be negotiated on a case-by-case basis, based upon the life span of the park, facility or amenity, and the financial commitment of the sponsor. Location and design of signage will be approved by both parties and made a part of any contract. Staff shall prepare a naming contract for approval by the Board. The expiration term shall be included in the contract, if applicable. If the contract is not renewed at the end of the term, the name will revert back to previous name.

~~6.1. An existing name of a park and/or facility, particularly one of local or national importance or outstanding feature, shall not be changed unless there are extraordinary circumstances of local or national interest.~~

II.III. Renaming

1. An existing name of a park and/or facility, particularly one of local or national importance or outstanding feature, shall not be changed unless there are extraordinary circumstances of local or national interest.

2.

3. The renaming of parks and facilities ~~is~~ is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors:

~~1. Only those parks and facilities named for location or subdivision shall be considered for renaming.~~ Parks named by deed restrictions shall not be considered for renaming;

2.4. Parks ~~and~~ and facilities and amenities named after individuals shall never be changed unless it is found that the ~~individual's~~ individual's personal character is or was such that the continued use of the name ~~for a park or facility~~ would not be in the best interest of the community; and

~~3.5.~~ In order for a park or a facility to be considered for renaming one of the following must occur:

a. The recommended name must qualify according to Section II. Naming Park and Recreation Facilities,

b. Be accompanied by a petition from the particular park or facility users, and

c. Be a directive of the Board.

~~III. Other Naming Alternatives~~

~~1. Parks and facilities that are donated to the Park District can be named by deed restrictions or contractual agreement with the donor. The naming and acceptance of land is subject to the guidelines set forth in this policy and by the Board.~~

~~2. Naming opportunities may include specific park features such as playground, picnic shelter, ball field or athletic field, et cetera to encourage private donations and shall be done with approval from the Board.~~

~~3.1. The purchasing of naming rights is possible. The duration of the naming rights opportunity shall be negotiated on a case by case basis, based upon the life span of the park, facility or amenity, and the financial commitment of the sponsor. Location and design of signage will be approved by both parties and made a part of any contract. Staff shall prepare a naming contract for approval by the Board. The expiration term shall be included in the contract, if applicable. If the contract is not renewed at the end of the term, the name will revert back to previous name.~~

Approved by Board of Commissioners

September 10, 1997

Revised by Board of Commissioners

August 2001

Revised by Board of Commissioners

November 6, 2005

Revised by Board of Commissioners

July 12, 2006

Revised by Board of Commissioners

August 24, 2011

Revised by Board of Commissioners

September 9, 2015

Revised by Board of Commissioners

November 9, 2016

Revised by Board of Commissioners

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



Naming of Parks and Facilities Policy

The Park District Board of Commissioners (Board) shall select new names, or change existing names for parks, buildings, facilities, athletic fields and courts, roads, gardens, pathways, trails, and other amenities, of the Champaign Park District (Park District) in accordance with these guidelines or as otherwise determined by the Board. The Board is the final authority for any naming and/or renaming decision. Park District property should be named only after discussion and then a wait of at least sixty days before voting. A four-fifths affirmative vote is needed to name a Park Property or to change the name of Park Property of the District.

I. Qualifying Names Criteria

The following criteria shall be use in determining the appropriateness of the naming designation:

1. Geographic location of a facility
2. Outstanding feature
3. Adjoining subdivision
4. Civic naming rights
 - a. Park District property may be named after individuals, families, groups, or historical events. Civic naming rights may include but are not limited contribution for acquisition/development and exceptional service in the Park District's interest. Civic naming rights are subject to the following:
 - i. The contributions and good reputation of the individual, families or group are well documented and broadly acknowledged within the community.
 - ii. Naming for an outstanding individual is encouraged only after that person has been deceased or retired from service for at least one year.
 - iii. The agreement of the individual or next of kin in the case of deceased individuals or the elected board or other legal authority in the case of groups. shall be obtained.

II. Parks, Facilities, and Amenities Naming Guidelines

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

1. A name shall be assigned as soon as possible to new parks, facilities and amenities;
2. Duplication of other places or facility names in the Park District shall not be considered;
3. The Board may solicit public input on proposed park, building or facility names through public meetings or other means. The Board may hold public contests for the naming of Park District property. Such contests shall also be subject to the policies outlined above and are advisory, not binding.
4. Prominent geographic features or local reference points (i.e., hill, stream, lake, notable tree, street, community or neighborhood) shall be considered;
5. Consideration for naming a park or facility in honor of an individual shall only be given if one of the following criteria has been met:
 - a. Requirements as outlined in section I.4.a.1-3 within this policy.
 - b. For an individual (excluding state and nationally significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the park, facility or to the Park District overall.

- c. The suggested name may be accompanied by a biographical sketch, which shall provide evidence of contributions to the park, facility, or to the Park District overall.
 - d. Major contribution must have been made to the Park District or Park District Foundation.
 - e. Substantial donation to the Park District for park and recreational purposes wherein the donor stipulates a name as being consideration for the donation.
 - f. Outstanding community leader who has made significant civic contributions to the community and has given highly productive support to the Park District; and
6. Naming rights shall be approved for a specific term, which shall not be longer than the useful life of the property, facility, or component.
 7. Parks and facilities that are donated to the Park District can be named by deed restrictions or contractual agreement with the donor. The naming and acceptance of land is subject to the guidelines set forth in this policy and by the Board.
 8. The purchasing of naming rights is possible. The duration of the naming rights opportunity shall be negotiated on a case-by-case basis, based upon the life span of the park, facility or amenity, and the financial commitment of the sponsor. Location and design of signage will be approved by both parties and made a part of any contract. Staff shall prepare a naming contract for approval by the Board. The expiration term shall be included in the contract, if applicable. If the contract is not renewed at the end of the term, the name will revert back to previous name.

III. Renaming

1. An existing name of a park and/or facility, particularly one of local or national importance or outstanding feature, shall not be changed unless there are extraordinary circumstances of local or national interest.
2. The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors:
3. Parks named by deed restrictions shall not be considered for renaming;
4. Parks, facilities, and amenities named after individuals shall never be changed unless it is found that the individual's personal character is or was such that the continued use of the name would not be in the best interest of the community; and
5. In order for a park or a facility to be considered for renaming one of the following must occur:
 - a. The recommended name must qualify according to Section II. Naming Park and Recreation Facilities,
 - b. Be accompanied by a petition from the particular park or facility users, and
 - c. Be a directive of the Board.

Approved by Board of Commissioners
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September 10, 1997
 August 2001
 November 6, 2005
 July 12, 2006
 August 24, 2011
 September 9, 2015
 November 9, 2016

 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.



Non-Discrimination and Anti-Harassment Policy

The Champaign Park District (Park District) is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Park District expects that all relationships among persons in the workplace will be free of bias, prejudice, harassment, and will maintain a professional atmosphere.

It is the responsibility of each and every employee, officer, official, ~~park~~ Commissioner, agent, volunteer, and vendor of the Park District as well as anyone using the Park District's parks and facilities, to refrain from sexual and other harassment. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's actual or perceived gender (including gender identity or expression), sex, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth and gender identity, or any other legally protected characteristic will not be tolerated.

There shall be no excluding or separating individuals because of their actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, ~~of a particular gender, sexual orientation, gender identity,~~ or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the Park District prohibit disparate treatment ~~on the basis~~ based on an individual's actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic, ~~of sex, sexual orientation, gender identity, genetic information, or any other protected characteristic,~~ with regard to terms, conditions, privileges, and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

In addition to this policy, the Park District provides training on discrimination, harassment and retaliation to its Board and employees at or near the time of election or hire and annually thereafter.

Definitions of Harassment

1. **Sexual harassment** may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual

nature when:

- A. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
- B. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the ~~harassed employee~~individual; or
- C. The harassment has the purpose or effect of interfering with the ~~employee's~~individual's work performance or creating an environment that is intimidating, hostile, or offensive to the ~~employee~~individual.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail or texting); and other physical, verbal, or visual conduct of a sexual nature.

2. **Harassment on the basis of any other protected characteristic** is also strictly prohibited. Under this policy, harassment is unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of ~~his/her/their~~ actual or perceived race, color, religion, gender (including gender identity or expression), sex, sexual orientation, civil union partnership, age, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, disability, order of protection status, pregnancy, childbirth, or a medical condition related to childbirth or pregnancy~~race, color, religion, sex, sexual orientation, age, national origin, disability, gender identity, civil union partnership~~, or any other characteristic protected by law or that of ~~his/her/their~~ relatives, friends or associates, and that:
 - A. Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
 - B. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
 - C. Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail or texting).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings, ~~and~~ business-related social events, and any other location where the individual is assigned to perform their job duties.

Any employee engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind shall be subject to disciplinary action, up to and including termination.

Retaliation is Prohibited

The Park District prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination ~~or~~ harassment, or retaliation. Retaliation against an individual for reporting harassment ~~or~~ discrimination, or retaliation for participating in an investigation of a claim of harassment ~~or~~ discrimination, or retaliation or for filing a charge of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action up to and including termination.

In addition to the Park District's prohibition on retaliation, various state and federal laws prohibit retaliation for reports of discrimination, harassment, or retaliation. For instance, protections against retaliation exist under the Illinois Human Rights Act, and, depending on the circumstances, protections against retaliation may exist under the Illinois Whistleblower Act and/or the State Officials and Employee Ethics Act.

Reporting Procedure

The Park District strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. This policy applies to all full-time, part-time, temporary, and seasonal employees and interns. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment ~~or~~ discrimination, or retaliation. Therefore, while no fixed reporting period has been established, the Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing ~~or~~ discriminatory, or retaliatory conduct from promptly advising the offender that ~~his or her~~ the offender's behavior is unwelcome and requesting that it be discontinued. However, nothing in this policy will require individuals who believe they are being subjected to harassing, discriminatory, or retaliatory behavior to so advise the offender.

If ~~you an individual~~ experiences ~~s~~ or witnesses ~~es~~ harassment ~~or~~ discrimination, or retaliation of any kind, ~~you they~~ should deal with the incident(s) as directly and firmly as possible by clearly communicating ~~your their~~ position ~~to the offending person, you to their~~ immediate supervisor, ~~your their department~~ Department head~~Head~~, the Director of Human Resources, and/or the Executive Director (Director). ~~You Individuals~~ should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, texts, social media postings, tweets, and telephone messages can strengthen documentation. It is not necessary that the discrimination, harassment, or retaliation be directed at you to make a complaint.

1. Direct Communication with Offender: If there is harassing or discriminatory behavior in the workplace, ~~you and if the offended individual feels comfortable doing so,~~ should directly and clearly express ~~your their~~ objection to the offending person(s) regardless of whether the behavior is directed at ~~you them~~. ~~If you are the harassed employee, you~~ Directly offended parties should clearly state that the offensive conduct is unwelcome and the offending behavior must stop. However, ~~you the offended party is are~~ not required to directly confront the person who is the source of ~~your the~~ report, question,

or complaint before notifying any of those individuals listed below. Further, the offended party is not required to directly confront the person who is the source of their report, question, or complaint if they do not feel uncomfortable doing so. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.

2. Report to Supervisory and Administrative Personnel: At the same time direct communication is undertaken, or in the event ~~you one~~ feels threatened or intimidated by the offending person, ~~you should~~ promptly report ~~of~~ the offending behavior should be submitted to ~~your an~~ immediate supervisor, ~~D~~department ~~H~~head, Director of Human Resources, or the ~~Executive~~-Director. If ~~you the offended individual~~ feels uncomfortable doing so, or if ~~your their~~ immediate supervisor and/or ~~D~~department ~~H~~head is the source of the problem, condones the problem or ignores the problem, report the conduct directly to the ~~Executive~~-Director. If the ~~Executive~~-Director is the source of the problem, condones the problem, or ignores the problem, ~~you should~~ contact the President of the Champaign Park District Board of ~~Park~~-Commissioners (Board).

3. Report to ~~Executive~~-Director: An employee may also report incidents of harassment ~~or~~, discrimination, or retaliation directly to the ~~Executive~~-Director. The ~~Executive~~-Director or ~~his their~~ designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If ~~your the~~ complaint alleges harassment by the ~~Executive~~-Director, or if the ~~Executive~~-Director condones the problem or ignores the problem, ~~you should~~the offended party should immediately report the incident or incidents in writing directly to the President of the Board ~~of Park Commissioners~~. An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.

3.4. Complaint Against a Board Member: If a complaint is made about alleged discrimination, harassment or retaliation by an elected official of the Park District, such as a Commissioner, the allegations should be reported to the Director of Human Resources, the President of the Board, or any other Board member not involved in the alleged discrimination, harassment, or retaliation. If a complaint is made against an elected official of the Park District under this Section, the matter must be referred to the Park District's legal counsel. The complaint and any investigation into the complaint will be thoroughly investigated by the Human Resources Department (or their designee) or an independent attorney or consultant and will be independently reviewed by a committee made up of other Board members who are not the subject of the allegations.

When an allegation of discrimination, harassment, or retaliation is reported, an investigation will be conducted within a prompt period of time and appropriate remedial action will be taken when an allegation is determined to be substantiated. At no time will personnel involved in the alleged discrimination, harassment, or retaliation conduct the investigation.

Nothing in this policy precludes a report of discrimination, harassment, or retaliation to the Illinois Department of Human Rights, which is the State agency responsible for enforcing the Illinois Human Rights Act, as described in the "Conclusion" section below. Further, the IDHR maintains a hotline for confidential reports of sexual harassment: 877-236-7703.

Harassment Allegations Against Non-Employee Third Parties

If ~~you make~~ a complaint is made alleging harassment ~~or~~, discrimination, or retaliation against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities, the ~~Executive~~ Director (or their designee) will investigate the incident(s) and determine the appropriate remedial action, if any. The Park District will make reasonable effort to protect ~~you~~ the complainant from further contact with such persons when warranted or will take other reasonable steps to remediate the situation. Please recognize, however, that the Park District has limited control over the actions of non-employees.

Employees who have experienced conduct they believe is in violation of this policy have an obligation to take advantage of this reporting procedure. An employee's failure to fulfill this obligation could affect ~~his or her~~ their rights in pursuing legal action.

Harassment Allegations By Elected Officials Against Other Elected Officials

Alleged harassment by one elected official against another can be reported to the Park District's Board President. If the Board President is the person reporting the harassment or is implicated by the allegation, the report can be made to any other Park District Commissioner. If a complaint is made against an elected official of the Park District by another elected official of the Park District under this Section, the matter must be referred to the Park District's legal counsel. The allegations of the complaint will be thoroughly investigated through an independent review, which may include referring the matter to a qualified, independent attorney or consultant to review and investigate the allegations. Further, if warranted (as determined, where possible, by a committee of the other commissioners who are not the reporting official or the official who is the subject of the complaint), reasonable remedial measures will be taken.

Harassment of Non-Employees

Harassment of non-employees by employees is strictly forbidden and will be subject to discipline, up to and including termination. If a non-employee has a complaint of harassment, the non-employee should notify the Park District's Human Resources Department. If the Human Resources Department is implicated by the allegation, the report can be made to the Director of the Park District. If both the Human Resources Department and the Director are implicated by the allegation, the report can be made to the Board President. The allegations of the complaint will be thoroughly investigated by the Human Resources Department, Director, or Board President (or their designee) as appropriate and, if warranted, reasonable remedial measures will be taken. For the purposes of this Section, "non-employee" means a person who is not otherwise an employee of the agency and is directly performing services for the employer pursuant to a contract with the employer; it includes contractors and consultants.

Responsibility of Supervisors and Witnesses

Any supervisor ory or managerial employee who becomes aware of any possible sexual or other harassment ~~or~~, discrimination, or retaliation of or by any employee should immediately advise the Human Resources Department who will investigate the conduct and resolve the matter as soon as possible. All employees are encouraged to report incidents of harassment, discrimination, or retaliation regardless of who the offender may be or whether or not ~~you~~ they are the intended victim.

The Investigation

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The Park District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality, as the Park District must be able to fully investigate and take prompt remedial action when necessary. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The Park District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment, discrimination, or retaliation. ~~You Staff members~~ must cooperate in any investigation of workplace misconduct or risk disciplinary action, up to and including termination.

Responsive Action

The Park District will determine ~~what constitutes~~whether a complaint of harassment, discrimination, or retaliation has been substantiated or not based on a review of the facts and circumstances of each situation. Misconduct constituting a violation of this policy (such as engaging in harassment, discrimination, or retaliation), will be dealt with appropriately. Appropriate Responsive action may include, by way of example only: training, referral to counseling and/or disciplinary action (such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination); as the Park District believes appropriate under the circumstances.

False and Frivolous Complaints

Given the possibility of serious consequences for an individual accused of sexual or other harassment, discrimination, or retaliation, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including termination.

Conclusion

In summary, employees have a right to: be free from unlawful discrimination, harassment, or retaliation in the workplace; file a charge of discrimination, harassment or retaliation (see this Policy); and obtain reasonable accommodations, such as those based on pregnancy, childbirth, or medical conditions related to pregnancy or childbirth (see the Park District's ADA Policy).

While ~~we the Park District~~ hopes to be able to resolve any complaints of harassment, discrimination, or retaliation within the Park District, the Park District acknowledges ~~your~~ an individual's right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint. The IDHR also has a reporting hotline, which includes a method for the intake of anonymous phone calls regarding allegations of sexual harassment. and, if it ~~if~~ IDNR determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, ~~you may file a a~~ complaint may be filed directly with the HRC between the 365th and the 395th day.

Approved by Board of Commissioners

April 27, 2016

Revised by Board of Commissioners

January 10, 2018

| [Revised by Board of Commissioners](#)

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



Non-Discrimination and Anti-Harassment Policy

The Champaign Park District (Park District) is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Park District expects that all relationships among persons in the workplace will be free of bias, prejudice, harassment, and will maintain a professional atmosphere.

It is the responsibility of each and every employee, officer, official, Commissioner, agent, volunteer, and vendor of the Park District as well as anyone using the Park District's parks and facilities, to refrain from sexual and other harassment. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's actual or perceived gender (including gender identity or expression), race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other legally protected characteristic will not be tolerated.

There shall be no excluding or separating individuals because of their actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the Park District prohibit disparate treatment based on an individual's actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic, with regard to terms, conditions, privileges, and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

In addition to this policy, the Park District provides training on discrimination, harassment and retaliation to its Board and employees at or near the time of election or hire and annually thereafter.

Definitions of Harassment

1. **Sexual harassment** may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when

- A. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
- B. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual; or
- C. The harassment has the purpose or effect of interfering with the individual's work performance or creating an environment that is intimidating, hostile, or offensive to the individual.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail or texting); and other physical, verbal, or visual conduct of a sexual nature.

- 2. **Harassment on the basis of any other protected characteristic** is also strictly prohibited. Under this policy, harassment is unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their actual or perceived race, color, religion, gender (including gender identity or expression), sex, sexual orientation, civil union partnership, age, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, disability, order of protection status, pregnancy, childbirth, or a medical condition related to childbirth or pregnancy, or any other characteristic protected by law or that of their relatives, friends or associates, and that:
 - A. Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
 - B. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
 - C. Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail or texting).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings, business-related social events, and any other location where the individual is assigned to perform their job duties.

Any employee engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind shall be subject to disciplinary action, up to and including termination.

Retaliation is Prohibited

The Park District prohibits retaliation against any individual who reports discrimination or

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.

harassment, participates in an investigation of such reports, or files a charge of discrimination, harassment, or retaliation. Retaliation against an individual for reporting harassment, discrimination, or retaliation for participating in an investigation of a claim of harassment, discrimination, or retaliation or for filing a charge of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action up to and including termination.

In addition to the Park District's prohibition on retaliation, various state and federal laws prohibit retaliation for reports of discrimination, harassment, or retaliation. For instance, protections against retaliation exist under the Illinois Human Rights Act, and, depending on the circumstances, protections against retaliation may exist under the Illinois Whistleblower Act and/or the State Officials and Employee Ethics Act.

Reporting Procedure

The Park District strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. This policy applies to all full-time, part-time, temporary, and seasonal employees and interns. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination, or retaliation. Therefore, while no fixed reporting period has been established, the Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing, discriminatory, or retaliatory conduct from promptly advising the offender that the offender's behavior is unwelcome and requesting that it be discontinued. However, nothing in this policy will require individuals who believe they are being subjected to harassing, discriminatory, or retaliatory behavior to so advise the offender.

If an individual experiences or witnesses harassment, discrimination, or retaliation of any kind, they should deal with the incident(s) as directly and firmly as possible by clearly communicating their position to their immediate supervisor, their Department Head, the Director of Human Resources, and/or the Executive Director (Director). Individuals should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, texts, social media postings, tweets, and telephone messages can strengthen documentation. It is not necessary that the discrimination, harassment, or retaliation be directed at you to make a complaint.

1. **Direct Communication with Offender:** If there is harassing or discriminatory behavior in the workplace, and if the offended individual feels comfortable doing so, should directly and clearly express their objection to the offending person(s) regardless of whether the behavior is directed at them. Directly offended parties should clearly state that the offensive conduct is unwelcome and the offending behavior must stop. However, the offended party is not required to directly confront the person who is the source of the report, question, or complaint before notifying any of those individuals listed below. Further, the offended party is **not** required to directly confront the person who is the source of their report, question, or complaint if they do not feel uncomfortable doing so. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be

put in writing.

2. Report to Supervisory and Administrative Personnel: At the same time direct communication is undertaken, or in the event one feels threatened or intimidated by the offending person, a prompt report of the offending behavior should be submitted to an immediate supervisor, Department Head, Director of Human Resources, or the Director. If the offended individual feels uncomfortable doing so, or if their immediate supervisor and/or Department Head is the source of the problem, condones the problem or ignores the problem, report the conduct directly to the Director. If the Director is the source of the problem, condones the problem, or ignores the problem, contact the President of the Champaign Park District Board of Commissioners (Board).
3. Report to Director: An employee may also report incidents of harassment, discrimination, or retaliation directly to the Director. The Director or their designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If the complaint alleges harassment by the Director, or if the Director condones the problem or ignores the problem, the offended party should immediately report the incident or incidents in writing directly to the President of the Board. An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.
4. Complaint Against a Board Member: If a complaint is made about alleged discrimination, harassment or retaliation by an elected official of the Park District, such as a Commissioner, the allegations should be reported to the Director of Human Resources, the President of the Board, or any other Board member not involved in the alleged discrimination, harassment, or retaliation. If a complaint is made against an elected official of the Park District under this Section, the matter must be referred to the Park District's legal counsel. The complaint and any investigation into the complaint will be thoroughly investigated by the Human Resources Department (or their designee) or an independent attorney or consultant and will be independently reviewed by a committee made up of other Board members who are not the subject of the allegations.

When an allegation of discrimination, harassment, or retaliation is reported, an investigation will be conducted within a prompt period of time and appropriate remedial action will be taken when an allegation is determined to be substantiated. At no time will personnel involved in the alleged discrimination, harassment, or retaliation conduct the investigation.

Nothing in this policy precludes a report of discrimination, harassment, or retaliation to the Illinois Department of Human Rights, which is the State agency responsible for enforcing the Illinois Human Rights Act, as described in the "Conclusion" section below. Further, the IDHR maintains a hotline for confidential reports of sexual harassment: 877-236-7703.

Harassment Allegations Against Non-Employee Third Parties

If a complaint is made alleging harassment, discrimination, or retaliation against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities, the Director (or their designee) will investigate the incident(s) and determine the appropriate remedial action, if any. The Park District will make reasonable effort to protect

the complainant from further contact with such persons when warranted or will take other reasonable steps to remediate the situation. Please recognize, however, that the Park District has limited control over the actions of non-employees.

Employees who have experienced conduct they believe is in violation of this policy have an obligation to take advantage of this reporting procedure. An employee's failure to fulfill this obligation could affect their rights in pursuing legal action.

Harassment Allegations By Elected Officials Against Other Elected Officials

Alleged harassment by one elected official against another can be reported to the Park District's Board President. If the Board President is the person reporting the harassment or is implicated by the allegation, the report can be made to any other Park District Commissioner. If a complaint is made against an elected official of the Park District by another elected official of the Park District under this Section, the matter must be referred to the Park District's legal counsel. The allegations of the complaint will be thoroughly investigated through an independent review, which may include referring the matter to a qualified, independent attorney or consultant to review and investigate the allegations. Further, if warranted (as determined, where possible, by a committee of the other commissioners who are not the reporting official or the official who is the subject of the complaint), reasonable remedial measures will be taken.

Harassment of Non-Employees

Harassment of non-employees by employees is strictly forbidden and will be subject to discipline, up to and including termination. If a non-employee has a complaint of harassment, the non-employee should notify the Park District's Human Resources Department. If the Human Resources Department is implicated by the allegation, the report can be made to the Director of the Park District. If both the Human Resources Department and the Director are implicated by the allegation, the report can be made to the Board President. The allegations of the complaint will be thoroughly investigated by the Human Resources Department, Director, or Board President (or their designee) as appropriate and, if warranted, reasonable remedial measures will be taken. For the purposes of this Section, "non-employee" means a person who is not otherwise an employee of the agency and is directly performing services for the employer pursuant to a contract with the employer; it includes contractors and consultants.

Responsibility of Supervisors and Witnesses

Any supervisory or managerial employee who becomes aware of any possible sexual or other harassment, discrimination, or retaliation of or by any employee should immediately advise the Human Resources Department who will investigate the conduct and resolve the matter as soon as possible. All employees are encouraged to report incidents of harassment, discrimination, or retaliation regardless of who the offender may be or whether or not they are the intended victim.

The Investigation

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The Park District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality, as the Park District must be able to fully investigate and take prompt remedial action when necessary. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the

alleged conduct or may have other relevant knowledge. The Park District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment, discrimination, or retaliation. Staff members must cooperate in any investigation of workplace misconduct or risk disciplinary action, up to and including termination.

Responsive Action

The Park District will determine whether a complaint of harassment, discrimination, or retaliation has been substantiated or not based on a review of the facts and circumstances of each situation. Misconduct constituting a violation of this policy (such as engaging in harassment, discrimination, or retaliation), will be dealt with appropriately. Appropriate responsive action may include, by way of example only: training, referral to counseling and/or disciplinary action (such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination) as the Park District believes appropriate under the circumstances.

False and Frivolous Complaints

Given the possibility of serious consequences for an individual accused of sexual or other harassment, discrimination, or retaliation, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including termination.

Conclusion

In summary, employees have a right to: be free from unlawful discrimination, harassment, or retaliation in the workplace; file a charge of discrimination, harassment or retaliation (see this Policy); and obtain reasonable accommodations, such as those based on pregnancy, childbirth, or medical conditions related to pregnancy or childbirth (see the Park District's ADA Policy).

While the Park District hopes to be able to resolve any complaints of harassment, discrimination, or retaliation within the Park District, the Park District acknowledges an individual's right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint. The IDHR also has a reporting hotline, which includes a method for the intake of anonymous phone calls regarding allegations of sexual harassment. If IDNR determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, a complaint may be filed directly with the HRC between the 365th and the 395th day.

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

April 27, 2016
January 10, 2018

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director

RESOLUTION TO AMEND THE CHAMPAIGN PARK DISTRICT NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

WHEREAS, the Illinois General Assembly has enacted amendments to the State Officials and Employees Ethics Act in Public Act 101-221, some portions of which became effective August 9, 2019 (the "Act"); and

WHEREAS, the Act requires each covered unit of local government to, among other requirements, adopt an ordinance or resolution incorporating a specific procedure for the reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official within 6 months after the effective date of the Act; and

WHEREAS, the Board of Park Commissioners of the Champaign Park District has determined, and hereby declares, that it is necessary and in the best interests of the District and its residents to modify its current sexual harassment policy, in order to ensure full compliance with the Act.

Harassment Allegations By Elected Officials Against Other Elected Officials

Alleged harassment by one elected official against another can be reported to the Park District's Board President. If the Board President is the person reporting the harassment or is implicated by the allegation, the report can be made to any other Park District Commissioner. If a complaint is made against an elected official of the Park District by another elected official of the Park District under this Section, the matter must be referred to the Park District's legal counsel. The allegations of the complaint will be thoroughly investigated through an independent review, which may include referring the matter to a qualified, independent attorney or consultant to review and investigate the allegations. Further, if warranted (as determined, where possible, by a committee of the other commissioners who are not the reporting official or the official who is the subject of the complaint), reasonable remedial measures will be taken.

WHEREAS, the existing and current Non-Discrimination and Anti-Harassment Policy set forth in the relevant manuals of the Champaign Park District already contains most, but not all, provisions which the Act mandates be included in a local government unit's policy prohibiting sexual harassment; and

WHEREAS, the Champaign Park District's Board of Commissioners desires and intends to comply with the requirements of P.A. 101-221;

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

Section 1. The preamble recitals set forth above are hereby reaffirmed and incorporated in this Resolution as if fully set forth herein.

Section 2. Declaration and Adoption of Amendments to Policy and Procedures Manual(s).
It shall be the policy of this Board to prohibit sexual harassment as set forth in P.A. 101-221. To that end, in order to incorporate such provisions as are needed to establish and conform the policy to the requirements of P.A. 101-221, and modify certain text in the subject manuals, the Board hereby approves the proposed amendments and changes to the Champaign Park District's Non-Discrimination and Anti-Harassment Policy and its operational procedures concerning Non-Discrimination and Anti-Harassment, as indicated by the amendments and changes, which are attached as Exhibit A to this Resolution and made a part hereof.

Section 3. Compliance with P.A. 101-221 and Repeal of Resolutions in Conflict Therewith. The Champaign Park District shall comply with all requirements of P.A.101-221, and any resolution, policy or procedure that conflicts with the provisions of the Act is hereby repealed or superseded to the extent of such conflict.

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

AYES:

NAYS:

ABSENT:

APPROVED THIS _____ day of _____, ____.

APPROVED:

Kevin J. Miller, President

ATTEST:

Jarrod Scheunemann, Secretary



**CHAMPAIGN
PARK DISTRICT**

Payment Card Industry Data Security Standards Policy

Policy Statement

It is the policy of the Champaign Park District (Park District) to comply with all requirements of the Payment Card Industry Data Security Standards (PCI-DSS) for the protection and security of customer account data.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

In order to minimize risk, the Park District will ensure that:

1. Only those data elements on the payment card that are needed for Park District business are stored;
2. Access to payment card holder data will be limited to Park District employees requiring such information to complete assigned job tasks;
3. Payment card data on an internet connected computer or processed through the internet are protected through a secure network with periodic monitoring of its security;
4. Paper and electronic media that contain cardholder data shall be physically secure and identified as confidential information;
5. Payment card data on documents will be destroyed when no longer needed for Park District business. Documents with legible payment card data should be destroyed in accordance with the Illinois Local Records Act (50 ILCS 205/1, *et seq.*);
6. Awareness training is provided for Park District employees involved in payment card processing;
7. All payment card service providers comply with PCI-DSS;
8. The Executive Director and Director of Finance be promptly notified of any information security breach; and
9. All additional procedures for PCI-DSS compliance, as required by the appropriate Self-Assessment Questionnaire (SAQ), be created and reviewed annually.

Approved by Board of Commissioners

July 13, 2011

Reviewed by Board of Commissioners

November 9, 2016

Revised by Board of Commissioners

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



**CHAMPAIGN
PARK DISTRICT**

Payment Card Industry Data Security Standards Policy

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

July 13, 2011
November 9, 2016

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



Primary Functions of the Park District Board

The Park District functions pursuant to the authority ~~granted set forth~~ by the Illinois Park District Code, as ~~stated found~~ in the Illinois Compiled Statutes (70 ILCS 1205/1-1, et seq.), and within the framework of Illinois laws, court decisions and regulations, as well as applicable laws, court decisions, and regulations of the United States of America. The Park District is governed by an elected Board of Commissioners (~~Board~~) which exercises the powers granted to it.

~~Board Commissioners have~~ The Board has a fundamental belief and interest in park services as a vital asset in enhancing the well-being of the community.

~~Board Commissioners~~ The Board are-is elected by citizens of Champaign, Illinois to perform the important service of providing and managing parks, recreation, and cultural arts for all segments of the community.

~~Board Commissioners~~ The Board members are nonpartisan and provide services to the community without regard for personal remuneration or advantage to themselves, members of their families, or friends.

The duty of the Board is to approve policy for the operation, control, improvement, and future planning of park and recreation facilities, programs, and services within the Park District.

Specifically included are the following:

- To select an Executive Director as chief administrative officer and professional advisor and properly delegate to him/her the authority and responsibility to execute its policies, enforce its rules and regulations, and administer the parks and recreation facilities, programs, and services.
- To provide for the levy of taxes in order that funds may be available for the maintenance of the parks and operation of the recreation facilities, programs, and services.
- To adopt a park and recreation budget and appropriation ordinance so that the best possible facilities, programs, and services may be provided in a fiscally responsible way.
- To assume responsibility for keeping the people of the Park District informed concerning the purposes, achievements, requirements and financial condition of their parks, recreational facilities and programs.
- To access, use, review and evaluate District programs and facilities.
- To develop policies in accordance with the law, which satisfy the needs of the community, the wishes of the people, and to approve means whereby the policies may be efficiently executed to ensure the following: More specifically, ~~Board Commissioners have~~ The Board has the responsibility to set policies and standards for:
 - Adequate facilities, indoor and outdoor buildings, grounds, and materials;
 - Intelligently planned facilities for citizens of all ages and abilities, through all seasons of the year, in order to ensure that citizens derive the greatest possible use of park facilities in a variety of ways;
 - Trained personnel;
 - Adequate funding to manage parks, natural areas, and trails; construct and maintain facilities; and carry out programs which will meet the expanding needs of the

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.

- community;
- Economical and effective utilization of funds and efficient administration of the general business affairs of the Park District.
- Keeping informed about changes in the nature of the community and meeting new needs as they develop; and
- Providing that the general public is kept informed about the merits and importance of Park District matters and additional needs as they develop.

Approved by Board of Commissioners September 14, 2005

Revised by Board of Commissioners October 12, 2011

Revised by Board of Commissioners October 12, 2016

Revised by Board of Commissioners

[Kevin J. Miller](#), President

Joseph C. DeLuce, Executive Director



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 - Intelligently planned facilities for citizens of all ages and abilities, through all seasons of the year, in order to ensure that citizens derive the greatest possible use of park facilities in a variety of ways;
 - Training personnel;
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The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.

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Approved by Board of Commissioners
Revised by Board of Commissioners
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September 14, 2005
October 12, 2011
October 12, 2016

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



Introduction

The Champaign Park District (~~Park District~~) is committed to maintaining ~~your~~ online privacy. The ~~Champaign~~ Park District On-Line Privacy Policy applies to data collected for the ~~Champaign~~ Park District web site. ~~We~~ The Park District ~~does~~ not collect personal information without ~~your~~ permission.

~~Your~~ An individual's name, address, telephone number and other non-statutory protected data are private and cannot be given to the general public, including third parties for direct mail or advertising purposes. The ~~Champaign~~ Park District ~~needs~~ may require this information for the enrollment of a participant in a recreational program and to be able to contact ~~you~~ participants and parents/guardians, if necessary. If ~~you do not provide the information~~ this information is not provided, the participant may not be able to enroll in the requested program. The information ~~you that is provided~~ may be released to: persons authorized to have access to the information under state or federal law; persons authorized by court order to have access to the information; persons to whom you have given written consent to have access to the information; and all individuals employed by or entitles under contract with the ~~Champaign~~ Park District who have a need and a right to know the information in order to administer, manage and improve ~~Champaign~~ Park District programming. At any time, ~~you may request that your~~ an online registration account may be requested to be deactivated, and ~~we~~ the Park District will comply with ~~your~~ the request. Historical transactions may be retained by the ~~Champaign~~ Park District for audit and archival purposes.

Information Gathering and Cookies

A cookie is a very small text file inserted onto ~~your~~ a computer by a website that ~~you~~ during a visit. When ~~an individual operating you the same computer~~ returns to the website, the cookie is then read by the site's web server. Cookies are used for many things, from making web sites more personal to tracking ~~your~~ web browsing habits.

~~If you visit our~~ Visitors to the Park District website ~~whote~~ read or download information, such as schedules, forms, ~~or~~ brochures; ~~we may have the following information~~ captured and stored: ~~only~~ the domain name of your ~~the~~ computer (for example, gmail.com), ~~your~~ browser type and version, and other related information to speed up the performance of web page delivery. All information is deleted from ~~your~~ the visitor's cache memory when ~~you after close~~ closing the session and ~~leave~~ leaving our ~~the~~ Park District site. ~~We~~ The Park District ~~collects~~ no other personal information.

~~We~~ The Park District ~~uses~~ Google Analytics and Google AdWords as part of ~~our~~ its media strategy and it is in place on ~~our~~ champaignparks.org ~~website~~ in order to learn more about our ~~its~~ visitors and customers. ~~If you choose not to be part of this process, you can learn~~ Learn more about opting out here: <https://tools.google.com/dlpage/gaoptout/>

On-Line Transactions

The ~~Champaign~~ Park District allows job applicants to apply for open job positions on-line. The ~~Champaign~~ Park District also allows on-line registration for ~~our~~ its programs and purchase of merchandise and gift cards. Any information submitted on-line for these activities is subject to the same in-person application or transaction safeguards ~~as if you had engaged in these activities in person rather than over the internet~~.

Sending the ~~Champaign~~ Park District Email

~~We value your~~ The Park District values resident and participant feedback. ~~If you send the~~ When contacting the ~~Champaign~~ Park District ~~an~~ by email with questions or comments about ~~our~~ Park District programs or services, ~~we do~~ information that is included within the email may be archived for future use (i.e., email campaigns) or subject to the Freedom of Information Act (5 ILCS 140). ~~collect your email address and any other information that you volunteer~~

Other Websites

~~This~~ ~~The~~ Park District websites (www.champaignparks.org and virginiaattheatre.org) contains links to other sites. The ~~Champaign~~-Park District is not responsible for privacy practices or the content of such sites.

Children

The ~~Champaign~~-Park District requires the parent or guardian to enter registrations on behalf of minors. Since the ~~Champaign~~-Park District website requires an "electronic signature" on the waiver of liability agreement, only a parent or guardian may enroll a minor in an activity; ~~we~~ ~~the~~ ~~Park~~ ~~District~~ only collects such information as is necessary to conduct programs and activities.

Information Sharing and Disclosure

~~Champaign~~-~~The~~ Park District does not rent, sell, or share personal information about ~~you~~ ~~its~~ ~~participants~~ ~~or~~ ~~users~~ with other people or nonaffiliated companies except to provide products or services you've requested. ~~We~~ ~~The~~ ~~Park~~ ~~District~~ may provide the information to trusted partners who work on behalf of or with the ~~Champaign~~-Park District. These companies or individuals may use ~~your~~ information in the normal course of offering classes or activities. However, these companies do not have any independent right to share this information. ~~We~~ ~~The~~ ~~Park~~ ~~District~~ responds to subpoenas, court orders, [Freedom of Information Act requests](#), or legal process, or to establish or exercise our legal rights or defend against legal claims; or if ~~we~~ ~~the~~ ~~Park~~ ~~District~~ believes it is necessary to share information in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of ~~Champaign~~-Park District policies, or as otherwise required by law.

Changes to this Policy

The ~~Champaign~~-Park District may update this policy. ~~We~~ ~~The~~ ~~Park~~ ~~District~~ will notify ~~you~~ ~~its~~ ~~residents~~, ~~participants~~, ~~and~~ ~~users~~ about significant changes in the way ~~we~~ ~~it~~ ~~treats~~ personal information by sending a notice to the primary email address specified in ~~your~~ ~~participant~~ ~~and~~ ~~user~~ accounts ~~of~~ ~~and~~ by placing a prominent notice on ~~our~~ ~~its~~ website.

Disclaimer

Although the Park District works to provide reliable, accurate content on a timely basis, neither the Park District, nor any of its agents, officers, or employees warrants the accuracy, reliability or timeliness of any information published by its system, nor endorses any content, viewpoints, products, or services linked from this system, and shall not be held liable for any losses caused by reliance on the accuracy, reliability, or timeliness of such information. Portions of such information may be incorrect or not current. Any person or entity who relies on any information obtained from this system does so at their own risk. Reference in this website to any specific commercial products, processes, or services, or the use of any trade, firm, or corporation name is for the information and convenience of the public and does not constitute the Park District's endorsement, recommendation, or favoring by the Park District, its officers, employees, or agents.

Questions and Suggestions

If you have questions or suggestions, contact ~~us~~ ~~the~~ ~~Park~~ ~~District~~ at:

Champaign Park District
706 Kenwood Road
Champaign, Illinois 61821
217-398-2150

Approved by Board of Commissioners
[Revised by Board of Commissioners](#)

February 8, 2017

~~Craig W. Hays~~ [Kevin J. Miller](#), President
Director

Joseph C. DeLuca, Executive

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Visitors to the Park District website who read or download information, such as schedules, forms, or brochures; may have the following information captured and stored: the domain name of the computer (for example, gmail.com), browser type and version, and other related information to speed up the performance of web page delivery. All information is deleted from the visitor's cache memory when after closing the session and leaving the Park District site. The Park District collects no other personal information.

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Changes to this Policy

The Park District may update this policy. The Park District will notify its residents, participants, and users about significant changes in the way it treats personal information by sending a notice to the primary email address specified in participant and user accounts and by placing a prominent notice on its website.

Disclaimer

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Approved by Board of Commissioners
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Section I.27



CHAMPAIGN PARK DISTRICT

Purchasing Policy and Procedures

The Champaign Park District Board of Commissioners (Board) recognizes the need to procure material supplies, equipment and services of a quality and quantity necessary to operate the Park District. Purchasing requirements shall be specified to provide full and free competition among potential suppliers where required and practical. Financial operations and internal controls shall be recorded in an established manner such that accurate records of all procedures and transactions are available for audit purposes.

The objective of the Park District purchasing policy is to assist the Park District in purchasing materials and services of sufficient quality and quantity at the most economical price available, in an open, organized, timely, legal, and ethical manner so that material and services are available when needed, without creating excess inventory. These policies are meant to serve as guidelines and may not govern every purchasing situation that may arise.

Authorization Levels:

A Commissioner, committee, officer or employee shall not create any financial liability on behalf of the Park District unless it first shall be approved by the Board; provided that the Executive Director (Director) and employees and/or the Board shall be permitted to executive contracts not to exceed one (1) year in duration, which shall not automatically renew at the end of the term, within the spending limits listed and in accordance with the following parameters

:

Board of Commissioners	Up to \$20,000 <u>\$25,000</u>
Executive Director	Up to \$20,000 <u>\$25,000</u>
Department Heads	Up to \$5,000 <u>\$10,000</u>
<u>Assistant Directors</u>	<u>Up to \$7,500</u>
Supervisors/Managers	Up to \$2,500 <u>\$5,000</u>
Coordinators, Seasonal Workers with prior approval from immediate supervisor or higher-up position within Department	Up to \$500 <u>\$1,000</u>

All other employees must have prior verbal approval from a direct supervisor with the appropriate purchasing authority before purchases may be made.

Quotation Support Levels:

Sealed Bid & Board memo	Over \$20,000 <u>\$25,000</u>
3 quotations & memo to Executive Director	\$5,000 to \$20,000 <u>\$10,000 to \$25,000</u>
3 quotations	\$2,500 to \$5,000 <u>\$10,000</u>

Quotation Requirements:

Any purchase greater than ~~\$20,000~~\$25,000 shall require a competitive bid process as described in the Park District Code and Ordinance No. 624 Prescribing Rules for the Conduct of Business of the Champaign Park District, or as amended, and must be approved by the Board.

Requests for purchases ranging from \$2,500.00 - \$20,000 shall require three (3) written quotations and/or dated catalog pricing from vendors. All quotes require an explanatory memorandum to either the ~~Executive~~ Director if ~~\$5,000~~10,000 or more, or to the Department Head (\$2,500 to ~~\$4,999.99~~10,000)

providing a brief summary of the vendor search, the quotations received, the reason for selecting a specific vendor as well as an attached payment request or purchase order form.

Purchases less than \$2,500 require the lowest and best price for services, materials, and/or equipment and shall be accepted, after taking into account all factors, such as quality, responsiveness, delivery, guarantees, service, the responsibility of the vendor, and the like.

The Board hereby establishes a goal of awarding not less than 20% of the annual aggregate dollar value of all contracts to qualified and State of Illinois Business Enterprise Program (BEP) certified minority, women, and persons with disabilities owned businesses and 5% of the annual aggregate dollar value of all contracts to qualified Women Business Enterprise (WBEs).

The Director, Department Heads, and Supervisors shall insert within the specifications for each contract; except contracts for which the Board or the Director has suspended the need for competitive selection; a requirement that the contractor commit to the expenditure of at least 20% of the Minority Business Enterprise (MBE) percentage of the dollar value of the contract with one or more MBEs and at least 5% of the Women Business Enterprise (WBE) percentage of the dollar value with one or more WBEs, unless the Staff, subject to the approval of the Board and Director, determines that a different percentage commitment should apply based on the availability of MBEs and WBEs in the applicable industry, service, or commodity. A business enterprise owned by a woman who is a member of a Minority Group may be counted on a particular contract as an MBE or a WBE, but not both.

Exceptions:

1. Utility Services.
2. Contractual services (e.g., pest control, service agreements, security services, technology), subject to the requirement of competitive bidding if the contract price exceeds \$20,000.
3. Professional Services (architects, engineers, land surveyors, and the like). However, contracting for such services in accordance with the Illinois Professional Services Selection Act and approved by the Board of Commissioners is satisfactory.
4. Purchases less than \$20,000 through the State of Illinois Joint Purchasing Program or any other joint purchasing program as long as an appropriate agreement is approved by the Board of Commissioners.
- 4.5. The Director may override all policy in the event of an emergency requiring the immediate purchase in order to safeguard the public's health and safety pursuant to the Emergency Appropriations Policy. The Executive Director shall obtain authorization from the Board of Commissioners for any expenditures.

Code of Ethics:

All personnel engaged in purchasing and related activities shall conduct business dealings in a manner above reproach in every respect. Transactions relating to expenditure of public funds require the highest degree of public trust to protect the interests of the Park District and its residents.

1. Park District employees shall strive to:
2. Ensure that public money is spent efficiently and effectively and in accordance with applicable statutes, regulations, ordinances, and Park District policies.
3. Not accept gifts or favors from current or potential supplier which might compromise the integrity of the purchasing process (Ethics Act, 5 ILCS 430/10- 10 et seq.).
4. Specify generic descriptions of goods, use performance specifications, and use "or equal" language whenever possible in lieu of brand names (however, if an employee believes that purchasing a particular brand is in the best interests of the Park District, the employee should consult with the Director and/or legal counsel the authority of the Park District to do so and the

procedures required under the Illinois Park Code).

5. Never allow foreseeable purchases for identical goods or services to be split or prepared in a manner that would avoid approvals or otherwise circumvent policy.
6. Purchase without favor or prejudice.
7. Ensure that all potential suppliers are provided with adequate and identical information upon which to base their offer or quotation and that any information provided to one interested and registered vendor is given to all interested and registered vendors.
8. Establish and maintain procedures to ensure that fair and equal consideration is given to each offer received and that selection is based upon the objective and published criteria such as the lowest responsive and responsible bid or the qualifications of the vendor.
9. Offer a prompt and courteous response to all inquiries from potential or existing suppliers.
10. Avoid the appearance of impropriety.
11. Disclose to the Director any direct or indirect financial interest in any contract to be awarded by the Park District and abstain from participating in any part of the procurement process for such contract pursuant to the Park District's Conflict of Interest Policy and the State Officials And Employees Ethics Act, 5 ILCS 430/10-10 et seq.

It will be the responsibility of the Director to determine if a violation of this Code of Ethics has occurred and if disciplinary action is necessary in accordance with the Park District's personnel manual.

Purchasing Guidelines:

1. Purchases must be provided for in the operating or capital budgets before proceeding. If line item is over budget, then special permission by the Department Head and/or Director of Finance and Executive Director is required before making any purchase.
2. Staff shall obtain information concerning payment terms, unless otherwise authorized. The Park District will authorize payment to vendors at the regular monthly Board meeting and will comply with the Illinois Prompt Payment Act (30 ILCS 540/0.01 et seq).
3. Purchase orders are required and are to be completed using the BS&A Purchase Order system whenever a purchasing card is not used. The vendor name, GL code(s), description(s) and estimated amount(s) are required to complete the purchase order. A copy of the purchase order shall be printed to take along when making a purchase or to provide to the vendor. The purchase order is the vendor's confirmation that the Park District is eligible to purchase from it. At the time of purchase, find out the full cost of the purchase, including any shipping, handling or other additional charges. Always try to reduce or have any of these additional charges waived based on the Park District's governmental entity status.
4. When approving an invoice for payment, make sure that not only the price per item is correct, but make sure any additional charges such as shipping are as quoted.
5. Always try to make purchases from vendors used in the past which have a proven track record. Any time a new vendor is used, the vendor must be approved by the appropriate Department Head. If any documentation is required by vendor to arrange for the Park District as a customer, such as a credit application, the documentation must be forwarded to the Finance Office for completion along with a signed IRS Form W-9 from the new vendor.
6. Do not make any purchases in response to a sales call. If the Park District is interested in what a vendor is selling, request the information in writing. If there is still interest in the product or service, have the vendor approved by an appropriate supervisor and proceed with the purchase.
7. When purchases are received, they must be inspected and the quantity order and condition verified. If the condition of the purchased goods or materials is defective or substandard, it shall be noted in writing on the receiving ticket or invoice and corrected. Receiving tickets and invoices shall be immediately forwarded to the Finance Office, with either a copy of the purchase order or number, as applicable.

8. Before any order, service or purchase can be paid, a receipt, contract, order form or the proper paperwork must be presented to the Finance Office. The documentation will be reconciled with the purchase order. It will then be electronically routed to the appropriate staff for approval.
9. Vendor payments, once verified by staff, are approved by the Board at its regular monthly meeting. After Board approval, payments will be mailed to the vendor or deposited by ACH/EFT into the vendor's bank account. Any other arrangements shall require the approval the Finance Department. unless other arrangements have been made, checks will be mailed to the vendors.
10. Refunds are issued weekly on Wednesdays (except for the first week in the month).
11. For billing purposes, the following address is to be used on all documentation: Champaign Park District, Attention: Accounts Payable; 706 Kenwood Road, Champaign, IL 61821. Email address: billing@champaignparks.com billing@champaignparks.org
12. Pre-payment of any kind shall be discouraged; however, may be required in limited circumstances. Request for pre-payments shall be approved by the Executive Director and/or Director of Finance. Two types of approved pre-payment methods include progress billings for professional services and deposits for Virginia Theatre performances and/or producers. shall not be made, except for progress billings for professional services, or deposits for the Virginia Theatre performers/producers.
13. Vendors shall not be paid in cash, with the exception of the appropriate use of petty cash and the occasional Virginia Theatre contractual agreements for performers.

Economy of Resources and Purchases:

Staff will seek to economize resources and purchases to achieve cost savings for the Park District by participating in cooperative purchasing programs as outlined in the separate *Economizing Purchases and Resources Policy* as approved by the Board and as permitted by law.

Independent Contractor Agreement

Regardless of dollar amount, an Independent Contractor Agreement (ICA) and Certificate of Insurance are required for all services occurring on Park District property or for the Park District's benefit.

Tax Exempt Purchases:

The Park District is exempt from paying both state and local taxes. A "Tax Exemption Letter Certificate" shall be provided to any entity that the Park District makes purchases when an order is placed to ensure that sales tax is not included in any invoice submitted to the Park District. When purchasing goods on behalf of the Park District, a copy of the "Tax Exemption Letter Certificate" must be provided at the time of purchase. Staff shall make every effort to ensure tax is not charged for such order or service. Tax Exemption Letters Certificates are available at the Finance Office or online at www.champaignparks.org. The tax exempt number is also listed on the purchase order form. If tax is charged, staff shall make every effort to have the tax refunded. If needed, staff shall contact the Finance Department for assistance.

Use of Purchasing Cards:

The Commerce Bank Visa purchasing card program is intended to provide a simpler method for employees to make purchases on behalf of the Park District. The system allows significant controls over the card accounts while allowing flexibility depending on the employee's job position and duties. **The Purchasing Card is not intended to avoid or bypass appropriate procurement or payment procedures.** The Purchasing Card is a corporate charge card which will not affect the cardholder's personal credit. Although the card lists the individual's name of who it is issued to, it is the property of the Park District.

For an employee to receive a purchasing card, their supervisor must complete the CPD Purchasing Card Request Form (Attachment A) and the employee must understand and comply with the guidelines for using the card. The applicable Department Head must approve the request and submit the form to the Finance Office.

Upon receipt by the Finance Office, a meeting with the employee and Accounts Payable Coordinator will be scheduled to address the guidelines. Then, staff will approve the use of the purchasing card (Attachment B), and the card will be issued to the employee. Thereafter, a training session will be scheduled for a time between the 5th and 28th of the following month regarding how to properly use the purchasing card online program.

The billing cycle end date will be the 27th of each month, unless the 27th occurs on a weekend or a holiday. The billing cycle end date will then be the next working day. All transactions posted between the cycle dates (28th thru 27th of the next month) must be reconciled to close out that cycle.

The Finance Office has purchasing cards that can be checked out by part-time staff who shall not have cards issued to them. With the respective supervisor's permission, a part-time employee may be permitted to use a card for a specified and limited time and purpose.

Card Issuance/Limits

P-cards will be issued to employees who have a need as determined by their Department Head and approved by the Director of Finance. Card limits will be set for each person in accordance with Policy #3.16, the position within the district and purchasing needs.

1. Single Purchase Limit: This is the maximum dollar amount that can be spent on each purchase. If the purchase amount exceeds the limit the authorization is denied and the purchase cannot be made with the card. Limits are set as follows:

<u>a. Director</u>	<u>\$ 25,000</u>
<u>b. Department Heads</u>	<u>\$10,000</u>
<u>c. Assistant Director</u>	<u>\$7,500</u>
<u>d. Managers/Supervisors/Specialty Staff</u>	<u>\$5,000</u>
<u>e. Coordinators</u>	<u>\$1,000</u>

2. Total Credit Limit: If the limit has been reached, the cardholder shall request a limit increase with their direct supervisor/director based on requested increase amount and authorization limit.

4.—The purchasing card should not be used to make a purchase if a processing fee is charged. Contact the Finance Department for further guidance.

Park District employees must adhere to the following terms and conditions when using purchasing cards:

1. Purchasing Cards shall only be used for official Park District purposes.

~~2.—Staff shall make every effort to ensure tax is not charged. If tax is charged, staff shall make every effort to have the tax refunded. If needed, staff shall contact the Finance Department for assistance. The Park District's tax exemption must be honored on purchases in Illinois. Unless required by law, sales taxes paid on credit card or charge account purchases are the responsibility of the employee and must be reimbursed to the Park District.~~

~~3.—Staff who have been issued a purchasing card are responsible for the security of their card. Purchasing Cards shall be kept in a secure location and only carried when making authorized Park District purchases.~~

4.2. Receipts must be reconciled to the monthly statement and turned into the Finance Office within a specified timeframe each month. An all staff email will be sent out each month with the timeline indicating when the reconciliation process must be completed. Staff shall watch for such emails and make note of the dates for compliance. There is no flexibility with this time frame.

- 5.3. Only the employee to whom it is issued shall be able to use the purchasing card.
- 6.4. Lost or stolen purchasing cards shall be immediately reported to the direct supervisor and the Finance Office.
- 7.5. If a vendor does not accept VISA, contact the Finance Office.
- 6. Misuse of the Purchasing Card will be cause for immediate termination of the employee's privilege to use the card or account authorization and could result in disciplinary action, including termination.
- 7. The cardholder is responsible for retaining all documentation (a receipt, invoice, or other appropriate support) for purchases and returns and reconciling to the monthly statement.

Based on the terms of the agreement, the Park District will be eligible to receive the following monthly rebates on total monthly net purchases made by all the Purchasing Cards. These funds will be placed in the Activity Fund and used for the staff incentive program and functions.

<u>Monthly Net Volume</u>	<u>Rebate %</u>
\$0-\$41,666	0.20%
\$41,667-\$83,333	0.30%
\$83,334+	0.40%

Payment of Claims:

Claims for salaries, wages and benefits of Park District employees, normal expenditures for day to day operations, and final payments specific to performances held at the Virginia Theatre, may be paid without specific item by item authorization by the Board, and shall be reported to the Board at the next regular meeting of the Board in the monthly Treasurer's Reports and/or presentation of bills.

Adopted by the Board of Commissioners
Revised by Board of Commissioners

September 13, 2017

 Kevin J. Miller, President

 Joseph C. DeLuce, Executive Director



**CHAMPAIGN
PARK DISTRICT**

Purchasing Policy and Procedures

The Champaign Park District Board of Commissioners (Board) recognizes the need to procure material supplies, equipment and services of a quality and quantity necessary to operate the Park District. Purchasing requirements shall be specified to provide full and free competition among potential suppliers where required and practical. Financial operations and internal controls shall be recorded in an established manner such that accurate records of all procedures and transactions are available for audit purposes.

The objective of the Park District purchasing policy is to assist the Park District in purchasing materials and services of sufficient quality and quantity at the most economical price available, in an open, organized, timely, legal, and ethical manner so that material and services are available when needed, without creating excess inventory. These policies are meant to serve as guidelines and may not govern every purchasing situation that may arise.

Authorization Levels:

A Commissioner, committee, officer or employee shall not create any financial liability on behalf of the Park District unless it first shall be approved by the Board; provided that the Executive Director (Director) and employees and/or the Board shall be permitted to executive contracts not to exceed one (1) year in duration, which shall not automatically renew at the end of the term, within the spending limits listed and in accordance with the following parameters:

Board	Up to \$25,000
Director	Up to \$25,000
Department Heads	Up to \$10,000
Assistant Directors	Up to \$7,500
Supervisors/Managers	Up to \$5,000
Coordinators, Seasonal Workers with prior approval from immediate supervisor or higher-up position within Department	Up to \$1,000

All other employees must have prior verbal approval from a direct supervisor with the appropriate purchasing authority before purchases may be made.

Quotation Support Levels:

Sealed Bid & Board memo	Over \$25,000
3 quotations & memo to Director	\$10,000 to \$25,000
3 quotations	\$2,500 to \$10,000

Quotation Requirements:

Any purchase greater than \$25,000 shall require a competitive bid process as described in the Park District Code and Ordinance No. 624 Prescribing Rules for the Conduct of Business of the Champaign Park District, or as amended, and must be approved by the Board.

Requests for purchases ranging from \$2,500.00 - \$20,000 shall require three (3) written quotations and/or dated catalog pricing from vendors. All quotes require an explanatory memorandum to either the Director

if \$10,000 or more, or to the Department Head (\$2,500 to \$10,000) providing a brief summary of the vendor search, the quotations received, the reason for selecting a specific vendor as well as an attached payment request or purchase order form.

Purchases less than \$2,500 require the lowest and best price for services, materials, and/or equipment and shall be accepted, after considering all factors, such as quality, responsiveness, delivery, guarantees, service, the responsibility of the vendor, and the like.

The Board hereby establishes a goal of awarding not less than 20% of the annual aggregate dollar value of all contracts to qualified and State of Illinois Business Enterprise Program (BEP) certified minority, women, and persons with disabilities owned businesses and 5% of the annual aggregate dollar value of all contracts to qualified Women Business Enterprise (WBEs).

The Director, Department Heads, and Supervisors shall insert within the specifications for each contract; except contracts for which the Board or the Director has suspended the need for competitive selection; a requirement that the contractor commit to the expenditure of at least 20% of the Minority Business Enterprise (MBE) percentage of the dollar value of the contract with one or more MBEs and at least 5% of the Women Business Enterprise (WBE) percentage of the dollar value with one or more WBEs, unless the Staff, subject to the approval of the Board and Director, determines that a different percentage commitment should apply based on the availability of MBEs and WBEs in the applicable industry, service, or commodity. A business enterprise owned by a woman who is a member of a Minority Group may be counted on a particular contract as an MBE or a WBE, but not both.

Exceptions:

1. Utility Services.
2. Contractual services (e.g., pest control, service agreements, security services, technology), subject to the requirement of competitive bidding if the contract price exceeds \$20,000.
3. Professional Services (architects, engineers, land surveyors, and the like). However, contracting for such services in accordance with the Illinois Professional Services Selection Act and approved by the Board of Commissioners is satisfactory.
4. Purchases less than \$20,000 through the State of Illinois Joint Purchasing Program or any other joint purchasing program as long as an appropriate agreement is approved by the Board of Commissioners.
5. The Director may override all policy in the event of an emergency requiring the immediate purchase in order to safeguard the public's health and safety pursuant to the Emergency Appropriations Policy. The Executive Director shall obtain authorization from the Board of Commissioners for any expenditures.

Code of Ethics:

All personnel engaged in purchasing and related activities shall conduct business dealings in a manner above reproach in every respect. Transactions relating to expenditure of public funds require the highest degree of public trust to protect the interests of the Park District and its residents.

1. Park District employees shall strive to:
2. Ensure that public money is spent efficiently and effectively and in accordance with applicable statutes, regulations, ordinances, and Park District policies.
3. Not accept gifts or favors from current or potential supplier which might compromise the integrity of the purchasing process (Ethics Act, 5 ILCS 430/10- 10 et seq.).
4. Specify generic descriptions of goods, use performance specifications, and use "or equal" language whenever possible in lieu of brand names (however, if an employee believes that purchasing a particular brand is in the best interests of the Park District, the employee should

consult with the Director and/or legal counsel the authority of the Park District to do so and the procedures required under the Illinois Park Code).

5. Never allow foreseeable purchases for identical goods or services to be split or prepared in a manner that would avoid approvals or otherwise circumvent policy.
6. Purchase without favor or prejudice.
7. Ensure that all potential suppliers are provided with adequate and identical information upon which to base their offer or quotation and that any information provided to one interested and registered vendor is given to all interested and registered vendors.
8. Establish and maintain procedures to ensure that fair and equal consideration is given to each offer received and that selection is based upon the objective and published criteria such as the lowest responsive and responsible bid or the qualifications of the vendor.
9. Offer a prompt and courteous response to all inquiries from potential or existing suppliers.
10. Avoid the appearance of impropriety.
11. Disclose to the Director any direct or indirect financial interest in any contract to be awarded by the Park District and abstain from participating in any part of the procurement process for such contract pursuant to the Park District's Conflict of Interest Policy and the State Officials And Employees Ethics Act, 5 ILCS 430/10-10 et seq.

It will be the responsibility of the Director to determine if a violation of this Code of Ethics has occurred and if disciplinary action is necessary in accordance with the Park District's personnel manual.

Purchasing Guidelines:

1. Purchases must be provided for in the operating or capital budgets before proceeding. If line item is over budget, then special permission by the Department Head and/or Director of Finance and Executive Director is required before making any purchase.
2. Staff shall obtain information concerning payment terms, unless otherwise authorized. The Park District will authorize payment to vendors at the regular monthly Board meeting and will comply with the Illinois Prompt Payment Act (30 ILCS 540/0.01 et seq).
3. Purchase orders are required and are to be completed using the BS&A Purchase Order system whenever a purchasing card is not used. The vendor name, GL code(s), description(s) and estimated amount(s) are required to complete the purchase order. A copy of the purchase order shall be printed to take along when making a purchase or to provide to the vendor. The purchase order is the vendor's confirmation that the Park District is eligible to purchase from it. At the time of purchase, find out the full cost of the purchase, including any shipping, handling or other additional charges. Always try to reduce or have any of these additional charges waived based on the Park District's governmental entity status.
4. When approving an invoice for payment, make sure that not only the price per item is correct, but make sure any additional charges such as shipping are as quoted.
5. Always try to make purchases from vendors used in the past which have a proven track record. Any time a new vendor is used, the vendor must be approved by the appropriate Department Head. If any documentation is required by vendor to arrange for the Park District as a customer, such as a credit application, the documentation must be forwarded to the Finance Office for completion along with a signed IRS Form W-9 from the new vendor.
6. Do not make any purchases in response to a sales call. If the Park District is interested in what a vendor is selling, request the information in writing. If there is still interest in the product or service, have the vendor approved by an appropriate supervisor and proceed with the purchase.
7. When purchases are received, they must be inspected and the quantity order and condition verified. If the condition of the purchased goods or materials is defective or substandard, it shall be noted in writing on the receiving ticket or invoice and corrected. Receiving tickets and invoices shall be immediately forwarded to the Finance Office, with either a copy of the purchase order or number, as applicable.

8. Before any order, service or purchase can be paid, a receipt, contract, order form or the proper paperwork must be presented to the Finance Office. The documentation will be reconciled with the purchase order. It will then be electronically routed to the appropriate staff for approval.
9. Vendor payments, once verified by staff, are approved by the Board at its regular monthly meeting. After Board approval, payments will be mailed to the vendor or deposited by ACH/EFT into the vendor's bank account. Any other arrangements shall require the approval of the Finance Department.
10. Refunds are issued weekly on Wednesdays (except for the first week in the month).
11. For billing purposes, the following address is to be used on all documentation: Champaign Park District, Attention: Accounts Payable; 706 Kenwood Road, Champaign, IL 61821. Email address: billing@champaignparks.org
12. Pre-payment of any kind shall be discouraged; however, may be required in limited circumstances. Request for pre-payments shall be approved by the Executive Director and/or Director of Finance. Two types of approved pre-payment methods include progress billings for professional services and deposits for Virginia Theatre performances and/or producers.
13. Vendors shall not be paid in cash, with the exception of the appropriate use of petty cash and the occasional Virginia Theatre contractual agreements for performers.

Economy of Resources and Purchases:

Staff will seek to economize resources and purchases to achieve cost savings for the Park District by participating in cooperative purchasing programs as outlined in the separate *Economizing Purchases and Resources Policy* as approved by the Board and as permitted by law.

Independent Contractor Agreement

Regardless of dollar amount, an Independent Contractor Agreement (ICA) and Certificate of Insurance are required for all services occurring on Park District property or for the Park District's benefit.

Tax Exempt Purchases:

The Park District is exempt from paying both state and local taxes. A "Tax Exemption Certificate" shall be provided to any entity that the Park District makes purchases when an order is placed to ensure that sales tax is not included in any invoice submitted to the Park District. When purchasing goods on behalf of the Park District, a copy of the "Tax Exemption Certificate" must be provided at the time of purchase. Staff shall make every effort to ensure tax is not charged for such order or service. Tax Exemption Certificates are available at the Finance Office or online at www.champaignparks.org. The tax exempt number is also listed on the purchase order form. If tax is charged, staff shall make every effort to have the tax refunded. If needed, staff shall contact the Finance Department for assistance.

Use of Purchasing Cards:

The Commerce Bank Visa purchasing card program is intended to provide a simpler method for employees to make purchases on behalf of the Park District. The system allows significant controls over the card accounts while allowing flexibility depending on the employee's job position and duties. **The Purchasing Card is not intended to avoid or bypass appropriate procurement or payment procedures.** The Purchasing Card is a corporate charge card which will not affect the cardholder's personal credit. Although the card lists the individual's name of who it is issued to, it is the property of the Park District.

For an employee to receive a purchasing card, their supervisor must complete the CPD Purchasing Card Request Form (Attachment A) and the employee must understand and comply with the guidelines for using the card. The applicable Department Head must approve the request and submit the form to the Finance Office.

Upon receipt by the Finance Office, a meeting with the employee and Accounts Payable Coordinator will be scheduled to address the guidelines. Then, staff will approve the use of the purchasing card (Attachment B), and the card will be issued to the employee. Thereafter, a training session will be

scheduled for a time between the 5th and 28th of the following month regarding how to properly use the purchasing card online program.

The billing cycle end date will be the 27th of each month, unless the 27th occurs on a weekend or a holiday. The billing cycle end date will then be the next working day. All transactions posted between the cycle dates (28th thru 27th of the next month) must be reconciled to close out that cycle.

The Finance Office has purchasing cards that can be checked out by part-time staff who shall not have cards issued to them. With the respective supervisor's permission, a part-time employee may be permitted to use a card for a specified and limited time and purpose.

Card Issuance/Limits

P-cards will be issued to employees who have a need as determined by their Department Head and approved by the Director of Finance. Card limits will be set for each person in accordance with Policy #3.16, the position within the district and purchasing needs.

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6. Lost or stolen purchasing cards shall be immediately reported to the direct supervisor and the Finance Office.
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appropriate support) for purchases and returns and reconciling to the monthly statement.

Based on the terms of the agreement, the Park District will be eligible to receive the following monthly rebates on total monthly net purchases made by all the Purchasing Cards. These funds will be placed in the Activity Fund and used for the staff incentive program and functions.

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Adopted by the Board of Commissioners
Revised by Board of Commissioners

September 13, 2017

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: December 05, 2022

SUBJECT: Vehicle Purchases – Operations Department

Introduction

Staff is requesting Board approval to purchase the following vehicles through the Illinois State Joint Purchasing Program (Procurement Program): two (2) ½ ton pickup trucks and one (1) ¾ ton 4x4 plow truck.

The Joint Purchasing Program offers local governments the opportunity to purchase vehicles jointly with the State of Illinois without further competitive bids (30 ILCS 525/0.01 et seq.). The Board approved a resolution authorizing the Park District to participate in the joint purchasing through the State in December 1975. The participation in the program continues until such time as written notice is given that the resolution is revoked.

These trucks will replace:

2005 Chevrolet Silverado ½ ton truck with 80,225 miles
2006 Ford F-150 ½ ton truck with 69,000 miles
2011 Ford F-250 ¾ ton 4x4 plow truck with 56,000 miles

These trucks will be declared surplus and sold on a local auction site or by sealed bids after the replacement vehicles are received.

Prior Board Action

The Park Board approved the FY23 Capital budget at the February 23, 2022 Special Board meeting.

Budget Impact

The total amount budgeted in the FY23 Capital budget for three (3) replacement vehicles, in the Operations Department, is \$95,000. The total for these new trucks (without resale of existing trucks) is \$121,891.

Recommended Action

Staff recommends the waiver of the District's formal bidding process and approve the purchase through the Joint Purchasing Program for three (3) Ford trucks from Morrow Brothers Ford in the amount of \$121,891.

Prepared by:

Bret Johnson
Assistant Director of Operations

Reviewed by:

Daniel Olson
Director of Operations



Fee Schedule

May 1, 2022 to April 30, 2023

Facility	Fees - CPD Residents	Non-Resident Fees
Bresnan Center	\$50 per hour	\$75 per hour
Douglass Annex	\$55 per hour \$65	\$75 per hour \$85
Douglass Annex Kitchen	\$50 per hour \$60	\$75 per hour + room rental \$85
Douglass Library	\$55 per hour	\$75 per hour
Douglass Library Kitchen	\$45 per hour	\$75 per hour + room rental
Douglass Gymnasium	\$50 per hour \$60	\$75 per hour \$90
Hays Center	\$50 per hour \$60	\$75 per hour \$90
Hays Center Kitchen	\$50 per hour \$60	\$75 per hour + room rental \$90
Kaufman Lake Fire Ring	\$50 flat rate	\$75 flat rate
Springer Cultural Center	\$50 per hour \$60	\$75 per hour \$90
Springer Cultural Center	\$50 per hour per add'l room \$60	\$75 per hour \$90
Springer Cultural Kitchen	\$50 per hour + room rental \$60	\$75 per hour \$90
Leonhard Activity Room	\$50 per hour \$55	\$75 per hour \$85
Leonhard Gymnasium	\$150 per hour full gym \$160	\$200 per hour \$220
Leonhard Gymnasium	\$80 per hour half gym \$90	\$120 per hour \$135
Leonhard Gymnasium	\$50 per hour ¼ gym \$55	\$75 per hour \$85
Leonhard Group Fitness	\$40 per hour \$40	\$60 per hour \$70
Leonhard Party Room	\$60 per hour \$60	\$90 per hour \$90
Martens Multipurpose Rooms	\$60 per hour	\$90 per hour
Martens Center Gymnasium	\$120 per hour full gym	\$180 per hour
Martens Center Gymnasium	\$70 per hour half gym	\$105 per hour
Martens Center Kitchen	\$80 per hour	\$120 per hour
Centennial Pavilion	\$40 per hour \$120 per block	\$60 per hour \$170 per block
Douglass Pavilion	\$30 per hour \$90 per block	\$45 per hour \$170 per block
Bristol Park	\$30 per hour \$90 per block	\$45 per hour \$135 per block
West Side Park Gazebo	\$30 per hour \$90 per block	\$45 per hour \$135 per block
Hessel Pavilion	\$40 per hour \$120 per block	\$60 per hour \$170 per block

Pavilions will be moved to block scheduling. Community members may book the following pavilions subject to block schedule availability. This should provide extra set up and clean up time for community members as well as set hours for operations to document rental damage and clean prior to the next rental. Additionally, the current hourly rate system is problematic for the operations trash crew to complete its daily schedule as well as maintaining the pavilions at the same times. Block times are staggered. A longer rental is possible by renting both blocks or by renting additional hours before or after the block, as permitted.

<u>Pavilions</u>	<u>Block Hours</u>	<u>Extra hours fee</u>
Centennial Pavilion	10a-3p or 4-9p	\$20/hr
Douglass Pavilion	9a-2p or 3-8p	\$15/hr
Bristol Pavilion	9a-2p or 3-8p	\$15/hr
West Side Gazebo	10a-3p or 4-9p	\$15/hr
Hessel Pavilion	9a-2p or 3-8p	\$20/hr

<u>Shelters</u>	<u>Fees</u>	<u>Non-Resident Fees</u>
Porter Park Shelter	\$20 \$25	\$30 \$37.50
Hessel Park Small Shelters	\$20 \$25	\$30 \$37.50
Toalson Park Shelter	\$20 \$25	\$30 \$37.50
Sunset Ridge Park Shelter	\$20 \$25	\$30 \$37.50
Zahnd Park Shelter	\$20 \$25	\$30 \$37.50
Powell Park Shelter	\$20 \$25	\$30 \$37.50
Scott Park Shelter	\$20 \$25	\$30 \$37.50
Turnberry Ridge Park Shelter	\$20 \$25	\$30 \$37.50
Spalding Park Shelter	\$20 \$25	\$30 \$37.50
Mulikin Park Shelter	\$20 \$25	\$30 \$37.50
Millage Park Shelter	\$20 \$25	\$30 \$37.50
Mattis Park Shelters	\$20 \$25	\$30 \$37.50
Morrissey Park Shelter	\$20 \$25	\$30 \$37.50

Hayrack Ride \$100 for the first hour and \$75 for each additional hour for residents-
Trolley Ride \$100 for the first hour and \$75 for each additional hour for residents.

- Individuals or groups can reserve a smaller shelter in a CPD park for a \$20 ~~\$25~~ reservation fee.
- A written permit is issued with the \$20 ~~\$25~~ reservation fee, that states the day and time the shelter has been reserved. Shelters are rented in two-hour increments. Each additional hour beyond the minimum requirement for shelter rentals is \$10 per hour.
- If a shelter is not rented it will be able to be used by patrons on a first come basis.
- Urbana residents are considered CPD Residents.
- Appropriate facility staff are included in the rental for any indoor facility. Additional fees may be charged for staffing rentals outside of normal operating hours.
- There is no damage deposit for shelter rentals, except for the West Side Park Gazebo and the Pavilions.

All Facility ~~and Pavilion~~ rentals require a two-hour minimum plus a \$100 damage deposit. ~~for rentals larger than 30 individuals.~~ All pavilion rentals are done in block format and require a \$100 damage deposit. All shelter rentals require a two hour minimum and does not have a damage deposit requirement.

A \$50 damage deposit is required for smaller indoor party facility rentals (less than 30 people).

Non-profit organizations with a 501(c)(3) status and governmental agencies will qualify for the resident rates above unless they provide a detailed request for a reduced fee to the Executive Director.

A \$100 damage deposit is required for all rentals by non-profit organizations and governmental agencies unless an agreement is developed with the organization or agency.

Portable Potty-House Unit Fees

Acquiring portable potty-houses is the sole responsibility of permit holder and/or renter. Renter(s) are required to use the Champaign Park District's approved vendors for this service.

Indoor Facilities Holiday Fees

Rental fees are twice the rate of normal fees listed above and requires that CPD staff availability. Holidays include New Year's Eve, New Year's Day, MLK Day, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve and Christmas Day. Other days/dates that are deemed holidays by the CPD will also require holiday fee rates.

Basic Picnic/Gathering Permits*	Rates	Damage Deposit
Up to 50 person per day	\$50	\$100
Up to 100 persons per day	\$100	\$100

*Pavilion/Shelter rental separate. Special use charges not included.

Park Use & Wedding Permits*	Rates	Damage Deposit
Up to 50 persons per day	\$100	
Up to 100 persons per day	\$200	
Up to 250 persons per day	\$500 \$600	\$200
Up to 350 persons per day	\$700	\$200

*Pavilion/Shelter rental separate. Special use charges, including waste management fee not included.

Non-residents shall be required to pay an additional 50% more than residents.

Any event or wedding for over 250 ~~350~~ persons will require a written proposal from the renter detailing the proposed event. The renter will work with staff to develop a detailed plan and cost estimate for the special event or wedding. The LRC Facility Coordinator will reach out to the following staff to begin and coordinate the process: The Director and Manager responsible for park being rented, Director of Operations and the Risk Manager will work with the Park District Rental Coordinator and with the renter to develop the event plan and specific fees.

Additional fees may be required for large events to provide for additional Park District logistical and operational expenses.

The only parks permitted for weddings or large outdoor events are West Side Park, Hessel Park, Centennial Park, ~~Porter Park~~ and Douglass Park as many of the parks do not have the amenities, services or space to host a wedding.

Special Use Items (Extra charges for specific park permit/pavilion/shelter needs)

Waste Management	\$75 for events larger than 100 people
Water Access	\$50
Picnic Tables	\$30 per table
Bounce Houses	\$50

Tent Permit Fee - \$50 per tent, per day.

Groups and individuals must have a permit to erect a tent. Location of tent and/or tents must be approved by Director of Operations or Maintenance Supervisor. Placement locations for tents, porta-potties, stages, etc., must be approved by the Champaign Park District.

Showmobile:

A deposit of 50% of the estimated total rental fee is due at time of reservation. The deposit will apply toward the total rental fee.

\$700 rental fee per day

\$200 flat fee for show mobile staff (These fees incur from moment the stage leaves the shop until it returns to the shop)

If additional staff are requested or required, additional fees will apply.

Additional charges may apply if additional equipment is required.

\$550 per day for large generator **\$600**

\$75 per day for sound equipment **\$100**

\$75 per day for Showmobile Theatrical Lighting **\$100**

Movie Truck Rentals:

Rental includes movie screen, projector, and sound equipment

\$50 deposit (applies toward the rental fee) **\$100**

\$75 rental fee per day **\$100**

+\$25 per hour staff fee **\$35**

Sports Fields (Rates beginning January of 2024)

Field Name	Practice Rate	Game Rate	Supervisor	Lights
Dexter	\$25/2hrs	\$55/2hrs \$60/2hrs	\$15/hr \$20/hr	\$15/hr \$20/hr
Zahnd Little League	\$25/2hrs	\$55/2hrs \$60/2hrs	\$15/hr \$20/hr	\$15/hr \$20/hr
Zahnd Pony	\$30/2hrs	\$66/2hrs \$70/2hrs	\$15/hr \$20/hr	\$15/hr \$20/hr
Dodds 3-Plex	\$30/2hrs	\$66/2hrs \$70/2hrs	\$15/hr \$20/hr	\$15/hr \$20/hr
Dodds 4-Plex	\$30/2hrs	\$76/2hrs \$80/2hrs	\$15/hr \$20/hr	\$15/hr \$20/hr
Dodds Soccer 4v4	\$10/hr	\$18/hr \$22/hr	\$15/hr \$20/hr	\$15/hr \$20/hr
Dodds Soccer 9v9 or 7v7	\$15/hr	\$28/hr \$32/hr	\$15/hr \$20/hr	\$15/hr \$20/hr
Dodds Soccer 11v11	\$25/hr	\$44/hr \$50/hr	\$15/hr \$20/hr	\$15/hr \$20/hr
Zahnd Football	\$30/hr	\$50/hr + lining fee	\$20/hr	N/A

Baseball/softball fields require rentals in 2-hour increments. Dodds Soccer requires rentals in hour increments with a 2-hour minimum.

Zahnd football is a two-hour minimum. Lining fees are customized due to various field requirements.

Tournament fees are provided per request. Contractual agreements may require different fees per the agreement.

Dodds Tennis Center Fees

Memberships	(Effective fall of 2022 2023)	
Individual (Ages 18-54)	R/\$60 NR/\$90	R/\$70 NR/\$105
Family (2-4 members)	R/\$90 NR/\$135	R/\$100NR/\$150
Each additional family member	R/\$10 NR/\$15	R/\$12/\$18
Senior (Ages 55+)	R/\$40 NR/\$60	R/\$42/\$63
Full time Youth/Students	R/\$40 NR/\$60	R/\$42/\$63

Rental fee for all the courts/tennis facility \$175 ~~\$180~~ per hour

Permanent Court Time

M-F	18-week fee
7:30-9a	\$324
9a-5:30p 7:30a-5p	\$360 \$396
5:30-10p	\$432 \$468

Weekends	18-week fee
All times	\$360 \$396

Random Court Time (As of September 2022 2023)

Time: M-F, 7:30 a-5:30p, Member fee: \$22/hour \$24/hr	Guest fee: \$24/hour \$26/hr
Time: M-F, 5:30-10p, Member fee: \$26/hour \$28/hr	Guest fee: \$28/hour \$30/hr
Time: Sa-Su, All day, Member fee: \$22/hour \$24/hr	Guest fee: \$24/hour \$26/hr

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.

Sholem Aquatic Center Fees

May 2022-September 2022 **May 2023 – Mid August 2023**

<u>Daily Admission Fees</u>	<u>(R/NR)</u>
Individual	\$9/\$13.50
3 & under	Free
Twilight Rate	\$6/9
Active/Retired Military	\$6/9
Friday Rate	\$6/9
10 Punch Card	\$80/\$120

Season Pool Pass

Season Pool Pass

	Sale Price	Regular
	<u>Valid through April 30, 2022</u>	<u>Fee (R/NR)</u>
Individuals	\$90/\$135	\$106/\$159
Family of 2-3	\$175/\$260	\$204/\$306
Add family members	\$40/\$60	\$40/\$60
Senior (Ages 55+)	\$73/\$110	\$86/\$129
Replacement Fob	\$5/5	\$5/5

50% off all pool passes on or after **7/11/22 7/5/23**

After-Hours Rentals at Sholem Aquatic Center (2022 season)

- “Ultimate Beach Party” (full-facility rental). Fee (R/NR): \$500/\$750 **\$600/\$900** per hour
- “Surf’s Up!” (limited to the river and the three slides). Fee (R/NR): \$350/525 **\$360/\$540** per hour
- “Summer Nights” (limited to the main pool and lap lanes). Fee (R/NR): \$250/375 **\$290/\$435** per hour

Each requires a minimum two-hour rental.

Leonhard Recreation Center Fees

<u>Annual membership rates</u>	January 1, 2023	January 1, 2024
Non-walking infants are free		
Individual (R/NR)	\$120/\$180	\$125/\$190
Family of 2 or 3 (R/NR)	\$240/\$360	\$250/\$375
Each additional family member after 3 (R/NR)	\$50/\$75	\$50/\$75
Senior Age 55+ (R/NR)	\$90/\$135	\$95/\$145
Replacement Fob Fee (R/NR)	\$5 per family member	\$5 per family member

Monthly Option for LRC Memberships (effective January 1, 2023 ~~2024~~)

MEMBERSHIP TYPE	R	NR
Individual	\$14	\$21
Family of 2-3	\$26	\$39
Additional Family Member	\$6	\$9
Senior	\$11	\$16.50

Daily Admission Fee (As of January 2022 ~~2023~~)

For those without a membership, there is a \$6/\$9 ~~\$7/\$10~~ (R/NR)

Daily Admission Fee, but a \$5/\$7.50 ~~\$6/\$9~~ rate for military.

The daily admission fee includes the use of the indoor playground, walking track, open gym, and weight room.

Martens Center Fees (As of June 1, 2022)

(As of January 1, 2024)

Grand Opening Special Membership Fees

Non-walking infants are free		
Individual (R/NR)	\$60/\$90	\$80/120
Family up to 3 (R/NR)	\$120/\$180	\$140/\$210
Each additional family member after 3 (R/NR)	\$20/\$30	\$40/\$60
Senior Age 55+ (R/NR)	\$50/\$75	\$60/\$90
Replacement Fob Fee (R/NR)	\$5 per family member	

Monthly Option for Martens Center Memberships (as of May 1, 2023)

MEMBERSHIP TYPE	R	NR
Individual	\$6 \$8	\$9 \$12
Family of 2-3	\$11 \$13	\$17 \$19
Additional Family Member	\$3 \$5	\$5 \$8
Senior	\$2 \$6	\$3 \$9

Daily Admission Fee (As of June 1, 2022)

For those without a membership, there is a \$2/\$3 (R/NR) ~~\$3/\$5~~

The daily admission fee includes the use of the indoor playground, walking track, open gym, innovation center, and weight room.

Program Tree Fees (As of January 2022 Beginning Jan. 1, 2023 for spring planting 2024)

A donation of \$275 to the Champaign Parks Foundation, includes the cost of the tree, the installation by staff, and tree maintenance its lifespan. An additional donation of \$200 will purchase a 9 x 5 cast bronze plaque to personalize the tree in the park.

Flower Island Fees (New fees will take effect in August 2021 for Summer of 2022 Beginning August 2023 for summer 2024)

Flower Islands \$15.50 ~~\$17.00~~ per square foot, beginning in December of 2022 through the summer of 2023.

Eddie Albert Garden Plots Fees (Beginning December 2022 for Summer 2023 Beginning August 2023 for summer 2024)

Date	Location	Plot Size	Fee (R/NR)
8/1/21-10/28/22	Dodds Park	11' x 3' Raised	\$20/\$30
8/1/21-10/28/22	Dodds Park	20' x 20' plot	\$40/\$60
8/1/21-10/28/22	Dodds Park	20' x 30' plot	\$50/\$75
8/1/21-12/31/22	Dodds Park	20' x 20' plot	\$50/\$75

Dog Park Fees

Memberships are good for one year from date of purchase

Dog (Resident): \$41 (Non-resident) \$46

One Dog (Non-resident): \$61 (Non-resident) \$69

Each Additional Dog: \$6 /\$9 non-resident

Initial/Replacement Fob: \$10

Monthly Trial/Visitor Pass: \$10

Urbana Dog Park members can receive a CPD Bark District Membership for \$10

CPD Dog Park members can receive a UPD membership add on for \$10 as well

Virginia Theatre Fees

Public Events:

	<u>Current, effective 2/23/22</u>
Touring Commercial Attraction	\$4,750.00 FLAT
Touring Commercial Attraction Rehearsal	\$1,250.00 FLAT
Local Commercial Attraction	\$3,650.00 FLAT
Local Commercial Attraction Rehearsal	\$950.00 FLAT
Not-for-Profit Event*	\$2,500.00 FLAT
Not-for-Profit Event Rehearsal*	\$650.00 FLAT

Private Events:

Lobby Meeting, 30 or fewer attending	\$65.00 FLAT (2 hour max, single lobby use, no outside catering or drink service allowed)
Lobby Meeting, 31-100 attending	\$275.00 FLAT (4 hour max, single lobby use, outside catering/non-alcoholic drink service allowed)
Meetings in auditorium	\$2,250.00 FLAT (incl. lobby and stage use)
Photo Shoots (no stage use)	\$85.00 FLAT (2 hour max)
Private Party/Reception, East Lobby	\$300.00 FLAT (4 hour max, single lobby use)
Private Party/Reception, Mezzanine Lobby	\$350.00 FLAT (4 hour max, single lobby use)
Private Party/Reception, Front-of-House	\$1,250.00 FLAT (4 hour max, auditorium not incl.)
Private party, Stage	\$1,750.00 FLAT (incl. lobby use)
Private Screening (film rights not included)	\$1,250.00 FLAT (parties of 100 or fewer, no public promotion or ticketing allowed)

Marketing Fee:

\$275 FLAT (brochure, website listing, social media & eBlast marketing)

*Note that touring attractions booked into the Virginia Theatre by 501(c)3 non-profits and governmental agencies will be billed at the Touring Commercial Attraction rate.

Ticketing Fees:

Box Office Staffing Fee:	\$825.00 FLAT
Restoration (Facility) Fee:	\$1.00 Per Paid Admission—inside ticket face value
Credit Card Fee:	Patrons charged by venue “on top” of ticket face value
Ticketing Fee:	Patrons charged by venue “on top” of ticket face value

Technical Fees:

Standard Technical Package:	\$550.00 FLAT (incl. house lighting—3 color wash and select “specials”—plus power tie ins, basic stage microphone package, light console, sound console, and digital snake) [no change]
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House Sound (L-Acoustics KARA II flown line array, 10 boxes per side plus fill speakers and subs):

Touring Commercial Attraction	\$2,150.00 FLAT
Local Commercial Attraction	\$1,050.00 FLAT
Not-for-Profit Event*	\$550.00 FLAT
Intelligent Lighting:	\$50.00 FLAT (per Martin MAC Aura) or \$110.00 FLAT (per Martin MAC Quantum Profile) plus stagehand time
Projection Systems:	\$395.00 FLAT (includes <i>either</i> Christie 4K Digital or twin Norelco AA 35mm projectors) plus stagehand time [no change]
Theatrical Hazer:	\$55.00 FLAT plus haze fluid [no change]
Spot Light:	\$140.00 FLAT (per fixture – Robert Juliat Topaze model) plus stagehand time

*Note that touring attractions booked into the Virginia Theatre by 501(c)3 non-profits and governmental agencies will be billed at the Touring Commercial Attraction rate.

STAGE HANDS

The Virginia Theatre has an Agreement with I.A.T.S.E. Local No. 482 and will make final determinations on union stagehand requirements at the following rates:

	<u>Straight</u>	<u>Overtime</u> (After 8 hrs/Sundays/Holidays)
High Riggers	\$37.50	\$56.50
Truck Loaders	\$33.00	\$50.00
Stagehands/Wardrobe	\$26.50	\$40.00
Performance/Rehearsal	\$93.50	\$140.00

Resident/Non-Resident Fees

Residents living within the boundaries of the Park District regularly support park facilities and programs through property taxes. People living within the Champaign and Urbana Park District boundaries pay the “resident (R)” fee. Persons residing outside these districts will pay 50% to \$100% more than the resident rates – “non-resident (NR)”.

Program Fees

Program fees and concession fees are based on the Park District’s Comprehensive Revenue Policy. All programs and concession fees must be approved by the Executive Director.

Fees charged for programs are used to offset part of the costs for special instructors, facility costs and program supplies.

Program non-resident fees are 50% more than the resident fee but any program costing over \$100 will have a maximum non-resident fee of \$50.



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: December 14, 2022

SUBJECT: Foundation Board Member Appointee

Background

Currently there are four vacancies on the Foundation Board so staff and Board members have been actively seeking new members who are willing to help fulfill the mission of providing philanthropic support for the Champaign Park District. The following individuals have been recommended due to their organization's support of the Park District, their desire to fundraise on behalf of the Foundation, and background helping secure support for others.

Amy Roady

Employer

Ms. Roady a Corporate Communications Partner with Carle Health in Champaign.

Boards and committees

Sinai Temple of Champaign-Urbana	Board Member	May 2022-Present
American Ag Editors Assoc.	Foundation Board Member	2009-2021
Field to Market	Committee Member	2016-2021
Center for Food Integrity	Executive Committee	2014-2020
Jerseyville Rotary Club	Committee Member	2004-2009

Education/Training/Certificates/Awards

Colorado State University-M.S. in Organizational Leadership,
Northwestern University-M.S. in Journalism,
University of Illinois-B.S. in Agricultural Communications and Education

Ms. Roady has a passion for giving back and feels her previous experience working on nonprofit boards, serving as a youth development educator for the U of I Extension, coaching youth sports, developing relationships, and working in communications for different organizations would help her advance the Foundation's mission.

Ryan Heiser
Employer

Mr. Heiser is the Chief Executive Officer for Fisher National Bank

Boards and committees

Mahomet Parks & Rec	Fundraising Committee	2020-2022
Mahomet Chamber	Chair	2013-2017
CBAI-CDD	Chair	2016-2020

Education/Training/Certificates/Awards

CDD Banker of the Year
Central Illinois Business Magazine 40 Under 40

Mr. Heiser has a strong background in fundraising, playing a significant role in fundraising for the development of Mahomet’s Barber Park and serving as Chair of the Mahomet Chamber where he has spent the last fifteen (15) years helping the community grow. He has been a commercial officer for twenty (20) years and a CEO for two (2) years. Mr. Heiser would like to bring the connections he has made in Champaign County to benefit the Foundation.

Prior Board Action

N/A

Budget Impact

None

Recommended Action

During their November 14 meeting, the Champaign Parks Foundation Board of Directors approved forwarding Amy Roady’s name to the Champaign Park District Board of Commissioners for consideration of appointment to the Champaign Parks Foundation Board of Directors. Then during their December 12 meeting, the Board of Directors approved forwarding Ryan Heiser’s name to the Champaign Park District Board of Commissioners for consideration of appointment to the Champaign Parks Foundation Board of Directors. Both are being recommended for the remainder of three-year terms expiring May, 2025.

Prepared by:

Laura C. Auteberry
Development Director

Reviewed by:

Jarrod Scheunemann
Director of Administrative Services

**RESOLUTION
REAPPOINTING DIRECTORS
TO THE CHAMPAIGN PARKS FOUNDATION**

WHEREAS, the Champaign Park District Board of Commissioners formed the Champaign Parks Foundation, a not for profit corporation, duly authorized to transact business in the State of Illinois;

WHEREAS, the Champaign Parks Foundation was formed for the purpose of creating and carrying out a capital campaign and accepting and managing donations and gifts for the benefit of the Champaign Park District, including without limitation, land, cash and marketable securities;

WHEREAS, the Champaign Park District's appointed Commissioner liaison and Executive Director serve on the Board of Directors as voting members in addition to the other appointed Board members;

WHEREAS, the Champaign Park District's Board of Commissioners is to appoint Champaign Parks Foundation Board members to serve terms as set forth in the bylaws; and

WHEREAS, the Board of Commissioners has contacted community members who have shown an interest in the success of the Champaign Park District, its facilities and services, as well as serving on the Champaign Parks Foundation Board of Directors.

NOW, THEREFORE, BE IT RESOLVED, that the Champaign Park District Board of Commissioners hereby appoints Amy Roady and Ryan Heiser for the remainder of three-year terms expiring in May of 2025.

APPROVED by the Board of Commissioners of the Champaign Park District this 14th day of December 2022.

Kevin J. Miller President

Jarrold Scheunemann, Secretary



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: December 8, 2022

SUBJECT: Adoption of Ordinance No. 664: An Ordinance to Levy Property Taxes in the amount of \$15,769,282 for Fiscal Year Beginning May 1, 2023 and Ending April 30, 2024

Background

Each year, the Board is required to pass a Resolution setting the tax levy for the following fiscal year (FY) 2024. Following the approval of the Resolution, staff published Notice of Public Hearing in *The News-Gazette* on December 6, 2022 and set the date for the public hearing on the intent to adopt such an increased tax levy for December 14, 2022. Once approved, Staff will file with the Champaign County Clerk. The Ordinance must be filed no later than the last Tuesday in December.

Prior Board Action

On November 9, 2022, the Board adopted a Resolution setting the estimated tax levy for FY2024 at a total amount not to exceed \$15,769,282.00 and set the public hearing for December 14, 2022.

Budget Impact

The estimated levy approved will be incorporated into the fiscal year ended April 30, 2024 budget.

Recommended Action

Staff recommends adoption of Ordinance No. 654: An Ordinance to Levy Property Taxes in the amount not to exceed \$15,769,282.00 for fiscal year beginning May 1, 2023 and ending April 30, 2024. **(ROLL CALL VOTE REQUIRED)**

Prepared by:

Reviewed by:

Andrea N. Wallace, CPA
Director of Finance

Joe DeLuce, CPRP
Executive Director

TAX LEVY ORDINANCE NO. 664

**AN ORDINANCE TO LEVY THE ANNUAL TAX FOR THE FISCAL
YEAR BEGINNING MAY 1, 2023 AND ENDING APRIL 30, 2024**

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

Pursuant to authority vested in them by the Park District Code, Article Five, the Commissioners of the Champaign Park District in meeting assembled do hereby find and declare that there will be required to be raised by general taxation in the amounts hereinafter set forth to be levied upon all of the taxable property in said Champaign Park District, in order to meet and defray all the necessary expenses and liabilities of the Champaign Park District as required by statute or voted by the people for uses and purposes as follows, to wit:

FUND	CLASSIFICATION	2023-24 LEVY
Fund 01 - GENERAL CORPORATE		
	SALARIES AND WAGES	\$ 2,790,000
	FRINGE BENEFITS	435,000
	CONTRACTUAL	815,000
	COMMODITIES/SUPPLIES	420,000
	UTILITIES	230,000
	ROUTINE/PERIODIC MAINTENANCE	295,000
	TRANSFERS TO OTHER FUNDS FOR CAPITAL OUTLAY	2,383,748
	TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 01 GENERAL CORPORATE	<u>7,368,748</u>
Fund 02 - RECREATION		
	SALARIES AND WAGES	1,480,000
	FRINGE BENEFITS	150,000
	CONTRACTUAL	225,000
	COMMODITIES/SUPPLIES	235,000
	UTILITIES	280,000
	ROUTINE/PERIODIC MAINTENANCE	485,273
	TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 02 RECREATION	<u>2,855,273</u>
Fund 03 - MUSEUM		
	SALARIES AND WAGES	992,938
	FRINGE BENEFITS	110,000
	CONTRACTUAL	565,000
	COMMODITIES/SUPPLIES	130,000
	UTILITIES	150,000
	ROUTINE/PERIODIC MAINTENANCE	50,000
	TRANSFERS TO OTHER FUNDS FOR CAPITAL	58,000
	TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 03 MUSEUM	<u>2,055,938</u>

Fund 04 - LIABILITY INSURANCE	
SALARIES AND WAGES	38,000
FRINGE BENEFITS	18,000
CONTRACTUAL	3,500
COMMODITIES/SUPPLIES	7,000
INSURANCE	260,000
CAPITAL OUTLAY	71,503
TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 04 LIABILITY INSURANCE	<u>398,003</u>
Fund 06 - IMRF FUND	
FRINGE BENEFITS	218,683
TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 06 IMRF	<u>218,683</u>
Fund 08 - AUDIT FUND	
CONTRACTUAL	35,616
TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 08 AUDIT	<u>35,616</u>
Fund 09 - PAVING AND LIGHTING FUND	
ROUTINE/PERIODIC MAINTENANCE	108,441
TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 09 PAVING AND LIGHTING	<u>108,441</u>
Fund 14 - SOCIAL SECURITY FUND	
FRINGE BENEFITS	527,674
TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 14 SOCIAL SECURITY	<u>527,674</u>
Fund 15 - SPECIAL RECREATION FUND	
SALARIES AND WAGES	327,315
FRINGE BENEFITS	27,100
CONTRACTUAL	60,000
COMMODITIES/SUPPLIES	20,000
UTILITIES	34,000
INSURANCE	15,000
ROUTINE/PERIODIC MAINTENANCE	25,000
CAPITAL OUTLAY	350,990
TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 15 SPECIAL RECREATION	<u>859,405</u>
Fund 19 - POLICE PROTECTION	
CONTRACTUAL	42,450
TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 19 POLICE PROTECTION	<u>42,450</u>
Fund 21 - BOND AMORTIZATION FUND	
TRANSFERS TO OTHER FUNDS	1,299,051
TOTAL AMOUNT IS HEREBY LEVIED AS - FUND 21 BOND AMORTIZATION	<u>1,299,051</u>

TAX LEVY SUMMARY

The following are the total taxes to be levied for:

Fund 01 - GENERAL	\$ 7,368,748
Fund 02 - RECREATION	2,855,273
Fund 03 - MUSEUM	2,055,938
Fund 04 - LIABILITY INSURANCE	398,003
Fund 06 - IMRF FUND	218,683
Fund 08 - AUDIT FUND	35,616
Fund 09 - PAVING AND LIGHTING FUND	108,441
Fund 14 - SOCIAL SECURITY FUND	527,674
Fund 15 - SPECIAL RECREATION FUND	859,405
Fund 19 - POLICE PROTECTION	42,450
Fund 21 - BOND AMORTIZATION FUND	1,299,051
TOTAL AMOUNT IS HEREBY LEVIED AS - ALL FUNDS	<u><u>\$ 15,769,282</u></u>

Making the aggregate not to exceed sum of Fifteen Million, Seven Hundred Sixty-Nine Thousand, Two Hundred Eighty-Two Dollars (\$15,769,282) to be raised by taxation and levied on all of the taxable property in said Park District for the fiscal year beginning May 1, 2023 and ending April 30, 2024, in order to meet and defray all necessary expenses and liabilities of the Park District as required by statute of voted by the people in accordance with law, provided that the levy of such amounts does not cause the property tax rate to exceed 0.7259. If the levy extension amount exceeds either the maximum amount of \$15,769,282 or produces a tax rate higher than 0.7259, then the amount to be levied and collected for all funds shall be reduced to an extension amount at or below \$15,769,282 or which produces the 0.7259 tax rate for all funds.

The Secretary of the Champaign Park District shall file with the County Clerk of the County of Champaign, State of Illinois, a certified copy of this Ordinance, no later than the last Tuesday of December 2022.

This Ordinance shall be in full force and effect immediately on and after its passage and approval.

Adopted this 14th day of December 2022, pursuant to a roll call vote as follows:

Ayes:

Absent:

Nays:

Abstain:

Kevin J. Miller, President
Champaign Park District
Board of Commissioners



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: December 7, 2022

SUBJECT: Greenbelt Bikeway Trail Connection Bid Award

Background

The 2017 *Champaign Park District Trails Master Plan*, through public input, identified a realignment of the Greenbelt Bikeway Trail between Heritage Park and Kaufman Park as a priority project. Design started with Clark Dietz Engineers, and in 2019, the Park District was awarded a \$200,000 Bike Path grant through the Illinois Department of Natural Resources. The project has been a carryover budget item for a few years owing to the complexities of coordinating design work between a number of state agencies and the Canadian National Railway. The project's second design iteration began late in 2021 and was approved by the Illinois Department of Transportation this year. The project was put out to bid Monday, November 21, 2022 with bids (shown below) due 10am Tuesday, December 6, 2022.

Prior Board Action

July 27, 2022 Special Board Meeting—Board approved FYE 23 Capital Budget.

Bid Results

Bidding Contractor	Bid (\$)
Duce Construction	348,533.00
Mid Illinois Concrete and Excavating	414,415.00
Stark Excavating	529,209.05

Budget Impact

The *Greenbelt Bikeway Trail Connection* project 190006 has a \$767,928 budget in the FYE 2023 Capital Improvement Fund.

Recommendation

Staff recommends awarding the construction contract to Duce Construction in the amount of \$348,533 and to authorize the Executive Director to enter into the contract. *Timeline*—start construction in February 2023 with project completion in June 2023.

Prepared by:

Andrew Weiss
Director of Planning

Reviewed by:

Joe DeLuce
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: December 14, 2022

SUBJECT: Approval of Gift Agreement for Douglass Park Baseball Improvements

Background

On Friday, November 4, Peter McFarland, head of First String baseball, was approached by an anonymous donor who had heard about the Park District's OSLAD application for a proposed project at Douglass Park, including the development of an additional ballfield. The donor heard the ballfield might be contingent on the grant award and potentially outside of the scope of the grant award budget. As such, the donor requested information regarding the estimated cost of the ballfield. Upon receiving details, the donor offered to gift the \$300,000 necessary to ensure the ballfield would be developed, regardless of the outcome of the OSLAD grant application, scope of work, and project budget.

The donor requested a gift agreement be written detailing donation terms and indicated they would prefer to execute the agreement and issue their donation prior to the end of the year. However, before such an agreement can be prepared and signed, the Park District must first agree to complete this portion of the Douglass Park Baseball Improvements project.

Prior Board Action

During the August 24, 2022 Special Board Meeting, the Park Board of Commissioners approved proceeding with an application for a \$400,000 OSLAD grant to support the Douglass Park Concessions and Baseball Improvements Project. This did not however commit the Park District to proceed with any aspect of the project. The ballfield improvements were included as an add alternative in the event the grant award is received and resulting bids are lower than cost estimates.

Budget Impact

Approving the development of a new ballfield at Douglass Park, contingent on receipt of the \$300,000 gift, allows for greater latitude with the overall project if the grant is approved, and provides a new, donated space for community recreation even if the grant is not awarded.

Recommended Action

Staff recommends approving the development of the new Douglass Park ballfield, as designed by Architectural Expressions, contingent upon receipt of the \$300,000 donation. The Board may be requested to consider associated ballfield naming rights at a future meeting.

Prepared by:

Laura C. Auteberry
Development Director

Reviewed by:

Jarrod Scheunemann
Director of Administrative Services



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director
DATE: December 14, 2022
SUBJECT: 2023-2032 Capital Improvement Plan and Budget

Background

The Capital Improvement Plan (CIP) and subsequent budget that arises from it, provides the basis for control of expenditures for the acquisition of Park District assets, new construction and renovation of facilities, parks and equipment.

The draft 10-year CIP is structured in the following way:

- The first section contains recurring projects and purchases.
- The second and subsequent sections are single projects listed by fiscal year.
- Projects that may have funding from the Special Recreation Fund (ADA), grants, or CPD Foundation support are noted with symbols.
- Projects that will require separate funding for professional design, engineering, or architectural design are designated with a “ ~ ”.

Process

Development of the CIP and Capital Budget began with facility and park tours and meeting with key staff that oversee those areas. A master projects list was developed from these meetings and requests from all staff. The projects list includes repairs and replacements but also includes new concepts and construction. Well over 425 projects were submitted for consideration and this list will be available to add to throughout the year. From the projects list, the attached CIP was developed and then reviewed by the Executive Director multiple times.

Prior Board Action

No previous action or discussion.

Budget Impact

The draft CIP requests a total of \$3,791,095 for FY23/24 (\$1,017,100 for recurring and \$2,773,995 in one-time projects).

Recommended Action

The Capital Improvement Plan and budget information are presented for discussion. However, final Board approval of the CIP Plan and the Capital Budget would be ideal no later than Feb. 8, 2023.

Prepared by:

Daniel Olson
Director of Operations

Reviewed by:

Joe DeLuce
Executive Director

CHAMPAIGN PARK DISTRICT FY 2024 to 2033 CAPITAL IMPROVEMENT PLAN

Updated December 1, 2022

Draft 12/1/2022 DJO

* Denotes Special Recreation/ADA Funding in part or whole.

^ Denotes all or partial funding from grant(s). Blue shaded boxes denote expenditures will be drawn from the operating budget as it does not meet capital threshold limits.

(F) Denotes all or partial funding from the Foundation.

~ Denotes the project has architectural/design/engineering costs associated with it in an operating budget.

RECURRING PROJECTS AND PURCHASES											
PROJECT NAME	DESCRIPTION	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33
Recurring Vehicle Purchase/Replacement	Replacement of new vehicles assessed quarterly.	\$160,000	\$180,000	\$178,000	\$165,000	\$155,000	\$150,000	\$150,000	\$150,000	\$160,000	\$160,000
Recurring Rolling Equipment Purchase/Replacement	Large Equipment	\$145,000	\$150,000	\$50,000	\$38,000	\$40,000	\$44,000	\$50,000	\$80,000	\$110,000	\$100,000
Recurring Concrete*	Replacement or new concrete for safety, accessibility, and edging.	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$45,000	\$55,000	\$55,000	\$55,000	\$55,000
Recurring HVAC	Small HVAC replacements. Dodds Tennis Center for 23-24.	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$35,000	\$35,000	\$35,000	\$40,000
Recurring Flooring	General carpeting, tile, or epoxy, cove base, subfloor, etc.	\$11,000	\$42,000	\$19,000	\$29,000	\$0	\$11,000	\$0	\$12,000	\$0	\$70,000
Recurring Sealcoating and Striping	Maintenance on asphalt/concrete areas mostly parking lots and drives.	\$45,100	\$47,100	\$25,000	\$35,000	\$35,000	\$37,000	\$39,000	\$39,000	\$39,000	\$39,000
Recurring Roadway~	Parkland Way repair and district-wide patching.	\$106,000	\$108,000	\$110,000	\$108,000	\$108,000	\$250,000	\$250,000	\$250,000	\$250,000	\$150,000
Recurring Playground Replacement*	Playgrounds and outdoor exercise equipment	\$210,000	\$220,000	\$585,000	\$500,000	\$480,000	\$200,000	\$210,000	\$600,000	\$720,000	\$225,000
Recurring Information Technology	Computers, copiers, laptops, hardware, servers, backups, etc.	\$125,000	\$125,000	\$125,000	\$130,000	\$130,000	\$130,000	\$130,000	\$135,000	\$135,000	\$135,000
Recurring Risk and Safety Equipment	Alarm systems, cameras, network upgrades, life cycle replacement, public address systems, etc.	\$125,000	\$125,000	\$125,000	\$130,000	\$130,000	\$130,000	\$130,000	\$135,000	\$135,000	\$135,000
Recurring Fitness/Weight Equipment Replace/New	Treadmills, ellipticals, dumbbells/freeweights, benches, bikes, stairclimbers, electronic fitness machines, exercise equip. racks and bulk equipment buys, etc.	\$25,000	\$23,000	\$0	\$0	\$0	\$0	\$28,000	\$22,000	\$22,000	\$32,000
RECURRING PROJECTS AND PURCHASES TOTAL		\$1,017,100	\$1,085,100	\$1,282,000	\$1,200,000	\$1,143,000	\$1,022,000	\$1,077,000	\$1,513,000	\$1,661,000	\$1,141,000
PROPOSED CAPITAL PROJECTS 2024 TO 2033											
PROJECT NAME FY23/24	DESCRIPTION	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33
Hessel Park Retaining Wall at Splashpad Shelter	Retaining and sitting wall to help with siltation, flooding and safety between the Splashpad and the shelter.	\$35,000									
Virginia Theatre Lighting Console	Control console for the theatrical lighting system. Existing is 10 years old and no longer supported by manufacturer. Ask Steven if this is the same one as below (Daktronics)	\$75,000									
Sholem Outdoor Trashcan Replacement	Director's request to split over two years \$10,000 each year.	\$10,000									
Heritage Park Pollinator Area, sidewalks and Parking**^	A combined project working with volunteer and possible Rotary Grant to install a pollinator garden with interpretation along sidewalk. And ADA Parking at lot with ADA compliant connector to trail with stormwater swale.	\$22,900									
Web Site Upgrade - CPD and CUSR**~	Periodic upgrade to main website technologies, accessibility and mobility. Strategic Plan item for 23-24.	\$25,000									
Sholem Shade Cloth Replacement (F)	Shade cloth replacements and possibly new shade structures	\$28,000									
CUSR Center Bus/Van/Car Pull-in on Sangamon Ave.**~	Would need to work directly with the city. Broren Russo had a quick concept drawn. Will need engineering and city sign-offs.	\$62,000									
Prairie Farm Trolley and Craft Barns Roofing	Currently shingle. New roof material to be determined.	\$28,000									
Operations Building Roofing	Areas that were not replaced during reconstruction	\$150,000									
Douglass Baseball Improvements (F) and OSLAD	Improvements to fields, concessions, batting cages, etc. \$300K Donation, \$400K CPD, \$400K OSLAD.	\$1,100,000									

Washington Park B-ball court move/replace/sidewalk*	Board approved Nov. 2022 separate from CIP. Will need internal sidewalk for ADA purposes. New goals needed as well	\$72,000											
West Side Sidewalk Improvements Phase 1*	Width improvements, ADA pull-offs, % grade resolutions.	\$50,000											
Douglass CC Gym B- Risers Replacement Phase 1	For two baskets but four total baskets are movable. The north two are permanently attached to the wall. Old systems antiquated and not safe. Need keyed wall motorized access and fall safty harnesses. Four total to replace. Parts no longer available.	\$50,000											
Virginia Theatre Stage Automation (Fly) Control~ (F)	Currently older Daktronics model. No longer supports technology and parts.	\$250,000											
Carle At the Fields Trail Node #2	One each year installed over four years.	\$25,000											
Springer Drain Line Exploration	In conjunction with flooding study	\$10,000											
Parking Lot renovation Hessel Lot A	Milling, replace, adding parking spots including ADA	\$220,000											
Skelton Park African American Heritage Trail	CPD capital dollars will most likely not be used, but improvements will need to be capitalized when completed. Design \$52,900 paid by District but reimbursed by Visit Champaign Co. Construction phase 1 and 2 - Funding has already been raised by others. Phase 3 bid as alternate. No CPD obligation as yet for phase 3.	\$300,000											
Henry Michael Park Shelter	New Shelter. Dan has quotes.	\$44,000											
Bannon Park Renaming	Most likely no capital funding will be needed for this change.	\$0											
Sholem Body Slide Reseal	Yellow slide and little frog.	\$20,000											
S2 Lock System Douglass Commun. Center and Annex	Security and limited entry. Quote from Kearfott on 10/22 is \$17,442 and \$3,476.	\$25,000											
S2 Lock System Springer Cultural Center	Security and limited entry. Quote from Kearfott 10/22 is \$37,806.	\$40,000											
Contingency	Unexpected expenditures related to capital items. Five percent of total capital.	\$132,095											
TOTAL FY23/24		\$2,773,995											
PROJECT NAME FY24/25	DESCRIPTION		FY24/25										
West Side Sidewalk Improvements Phase 2*	Width improvements, ADA pull-offs, incline resolutions.		\$50,000										
Dodds Park Outdoor Sports Goal Replacement	Dodds soccer goals.		\$14,000										
Spalding Skate and Tennis Safety Netting	Safety netting needed to protect two areas from foul balls from Central High School baseball field.		\$10,900										
Virginia Theatre Lightboard (ION) Replacement	Technology and parts no longer supported or available		\$50,000										
Centennial Parking Lot renovation Lot L and M	Lot L, Prairie Farm west, mill, expand parking spaces to the south, paint. Lot M, Prairie Farm east, mill, new asphalt, paint. Look into permable surface option.		\$240,000										
Dodds Soccer Roofing	Replacement		\$85,000										
Douglass Annex Roofing	Replacement		\$150,000										
Douglass Community Center Roofing	Replacement		\$200,000										
Tennis Court Refurbish Hessel (4 courts)	Surfacing		\$150,000										
Clark Park Renovation Construction*~	ADA sidewalks, basketball court, playground, sand play, tennis steps, etc.		\$250,000										
Zahnd Baseball Fields Lighting (2 Fields)	Move to LED.		\$300,000										
Dexter Field Lighting	Replaces six wooden poles and multiple fixtures to LED.		\$220,000										
Springer Flooding Construction~	Construction to fix Springer flooding.												
Springer Kitchen Renovation*			\$80,900										

Springer Basement Restroom Renovation	Two restrooms		\$80,900									
Springer Exterior Door/Panel Replacements	Room 207 Door, panel, window replaced. Unsafe. Will need design by Architectural Expressions started the year prior for historical preservation.		\$10,000									
Hedge Park	New park built by City and maintenance transferred to CPD. Agreement currently being worked out. CPD may not have any capital costs. Costs unknown, but CPD capital money may not be needed.		\$0									
Carle At the Fields Trail Node #3	One each year installed over four years.		\$25,000									
Douglass CC Gym B-ball Risers Replacement Phase 2	For two basketes but four total baskets are movable. The north two are permanantly attached to the wall. Old systems antiquated and not safe. Need keyed wall motorized access and fall safty harnesses. Four total to replace. Parts no longer available.		\$50,000									
Douglass CC Lift Access Construction*~	Construction for ADA access to gym and classroom.		\$85,900									
Centennial Pickleball Complex Lighting^	Eight courts.		\$188,000									
Sholem Outdoor Trashcan Replacement	Director's request to split over two years \$10,000 each year.		\$10,000									
Virginia Theatre Terra Cotta Repair and Replacement	Terra Cotta on the facility façade. Some are broken		\$50,000									
Virginia Theatre East Lobby Renovation^	Concessions expansion and improvements in room and kitchen		\$200,000									
Leonhard Gym Curtain Replacement	Three total curtains.		\$10,900									
Leonhard Gym Bay Window Blinds	North bay window reflects too much on the gym floor		\$10,900									
Bresnan Board Room Upgrades and Renovation	Tech, cameras, sound, lighting, walls, etc.		\$28,000									
Bark District Shade Structures Phase 2	Includes adding two additional shade areas without sidewalks to compliment the phase 1 ADA compliant shade with walkway.		\$22,000									
Wesley Park Access Post-Boneyard Construction*	Mostly sidewalks to be done in conjunction with new playground once City has completed Boneyard improvements.		\$18,000									
Leonhard Locker Area to Storage Closet Conversion	Two areas can be done.		\$10,900									
Commissioners Park Natural Areas Phase 1	Prairie acreage.		\$22,000									
Contingency	Unexpected expenditures related to capital items. Five percent of total capital.											
TOTAL FY24/25												
PROJECT NAME FY25/26	DESCRIPTION			FY25/26								
Virginia Theatre Interior Plaster and Painting Work	Wear, tear, humidity on plaster. Will need this amount every three years.			\$20,000								
Morrissey Tennis Court Refurbish (4 courts)	Warranty Work for Surfacing at Morrissey Park			\$30,000								
Hays Kitchen Remodel Construction*~	Construction to address ADA, aging equipment and cabinetry, rental use, etc.			\$80,000								
Sunset Ridge Tennis Court Refurbish (1 court)	Surfacing			\$30,000								
Carle At the Fields Trail Node #3	One each year installed over four years.			\$25,000								
Bresnan Auto Back-up Generator	Server and emergency back-up			\$89,000								
Dodds 4-plex Roofing	Restroom/Concessions Building			\$65,000								
Dodds 3-plex Roofing	Restroom/Concessions Building			\$50,000								
Douglass CC First Floor Restroom Renovation	Two restrooms			\$80,000								
Prayer for Rain Repairs	Basin repairs, sandstone chipping, etc.			\$10,000								
Hazel Park Path Extensions*~	Expansion and link to city sidewalks			\$150,000								
Virginia Theatre Step Lighting	All stairs for safety. Possible Risk Management dollars?			\$15,000								
Boulware Trail Retaining Wall Replacement	Old ties are disintegrated. Will need neighbors involvement.			\$55,900								

West Side Bandshell Exclusion	Possibly do on an artist contract.			\$24,000							
Centennial Pickleball Complex Restrooms^	Restroom/Concessions Building			\$390,000							
Virginia Theatre Tuckpoint Exterior	West side of building in bad shape.			\$50,000							
Bike Park Pump Track	Concept stage. Location not known.			\$100,900							
Commissioners Park Natural Area Phase 2	Prairie acreage.			\$8,000							
Contingency	Unexpected expenditures related to capital items. Five percent of total capital.										
TOTAL FY25/26											
PROJECT NAME FY26/27	DESCRIPTION				FY26/27						
Basketball Court Replacement Powell (1 court)	Concrete court. May hold up longer and be pushed out.				\$60,000						
Tennis Court Renovation Eisner (1 court)	Asphalt, surfacing, fencing, posts, nets, etc.				\$65,000						
Douglass Park North Block Fencing Replacement	North section is need of fencing repair.				\$70,000						
Pools Repainted (4 pools) Sholem	Estimate does not include blasting to concrete. Tnemec has been asked for quotes in 2022. The painting we did in-house in 2022 will be examined prior to bidding.				\$120,000+						
Prairie Farm Pond Renovation					\$14,000						
Hays Kitchen Remodel * ~	Major Renovation.				\$95,000						
Zahnd Roofing	Restroom/Concessions Building				\$65,000						
Virginia Theatre Digital Projector Replacement~	Main projector and components.				\$200,000						
Operations West Shop Renovation	Welding vent hoods, tables. LED Lighting, possible expansions towards overhead doors. Loft steps turned for spage reasons, storage, doors, paint, etc.				\$40,000						
Centennial Pickleball Complex Additional Courts^	Four additional courts				\$400,000						
Contingency	Unexpected expenditures related to capital items. Five percent of total capital.										
TOTAL FY26/27											
PROJECT NAME FY27/28	DESCRIPTION					FY27/28					
Douglass Annex Kitchen Remodel*~	Upgrade cabinets and counter depths if possible. Maybe dishwasher. To meet public health and ADA, may need designer.					\$55,000					
CUSR Roofing	Replacement or Seal of Metal Roof					\$300,900					
Powell Park Path Additions*~	Expansion of internal paths including linking existing connections to city sidewalks.					\$80,000					
Lindsay Court Refurbish	Eight courts.					\$40,000					
Springer Upper Level Restroom Renovation	Two Restrooms					\$85,900					
Bark District Fencing Replacement	Major replacements all or parts					\$20,900					
Operations Painting/Skin North and East Sheds	Painting or re-skin options. Overhead door trim replacement (currently aluminum)					\$80,900					
Springer Kitchen Remodel (Instructional Kitchen)*~	Remodel to an instructional kitchen and new appliances and ADA					\$68,000					
Contingency	Unexpected expenditures related to capital items. Five percent of total capital.										
TOTAL FY27/28											
PROJECT NAME FY28/29	DESCRIPTION						FY28/29				
Spalding Tennis Refurbishment	Six courts						\$24,000				

Centennial Pickleball Complex Refurbishment	Eight courts.							\$20,000			
Sholem Sound (P.A.) System Replace	Several outdoor speakers, components, microphone, technology							\$12,000			
Dodds Soccer Lighting	Fields 7 and 10. Uses two existing poles. Will need four other new poles.							\$250,000			
Contingency	Unexpected expenditures related to capital items. Five percent of total capital.										
TOTAL FY28/29											
PROJECT NAME FY29/30											
DESCRIPTION											
Dodds 4-Plex Field Lighting	Move to LED								\$45,000		
Kaufman Lake Boathouse Construction	Demolish and new concept								\$100,000		
Prairie Farm House Interior Renovation*	Major renovation addressing aesthetics, electrical, user efficiency and ADA Transition Plan issues.								\$82,900		
Bresnan Roofing									\$160,000		
Contingency	Unexpected expenditures related to capital items. Five percent of total capital.										
TOTAL FY29/30											
PROJECT NAME FY30/31											
DESCRIPTION											
Powell Park Sidewalk Linking	Connecting internal pathways to city's sidewalks through houses in two areas.									\$25,000	
Leonhard Kitchenette Replacement	Sink, counter, cabinet and possibly refrigerator in the party room.									\$18,000	
Contingency	Unexpected expenditures related to capital items. Five percent of total capital.										
TOTAL FY30/31											
PROJECT NAME FY31/32											
DESCRIPTION											
Dodds Tennis Curtains Between Courts	Replacement of five total curtains and hanging mechanisms to separate courts.										\$10,900
Contingency	Unexpected expenditures related to capital items. Five percent of total capital.										
TOTAL FY31/32											
PROJECT NAME FY32/33											
DESCRIPTION											
Leonhard Walking Track Resurfacing											\$11,000
Contingency	Unexpected expenditures related to capital items. Five percent of total capital.										
TOTAL FY32/33											



**PERFORMANCE
MEASUREMENT
REPORT**

WHY MEASURE OUR PERFORMANCE?

This Performance Measurement Report is utilized by the Champaign Park District (Park District) as a tool to encourage continual improvement and provide the Board of Commissioners (Board) and staff on the Park District's with strategic priority key performance indicators. The following metrics highlight data that represent mandatory obligations (i.e., legal and safety), efficiencies, financials, marketing, risk management practices, and other organizational strategies. This dashboard compiles FY22 data to compare with targeted goals, current trends, and previous benchmarks. Ultimately, the performance metrics are utilized to ensure the Park District is meeting its mission, resident expectations, and the following objectives:

- Communicate priorities internally among employees, as well as externally to the Board and the public.
- Learn how the Park District's present state relates to past performance and future plans.
- Demonstrate progress towards meeting its mission, goals, and objectives.
- Determine which policies, programs, facilities, and services most effectively serve the community's needs.
- Provide direction for allocation of funds, staff, and other resources.
- Offer transparency and accountability to the public.

Performance Measurement Program

The Park District annually completes its performance measurement program. In the first version, key performance indicators represented the Park District's mission, strategic initiatives, core services, and programs. Many of these performance indicators were tracked prior to the development of this program. However, this compilation presents a comprehensive perspective for the Board and staff to review the Park District's performance and provides an opportunity to recommend the collection of additional data points. New performance indicators are added each year as the Park District refines its services and develops new programs.

Additionally, the performance measurement dashboards enable the Board and staff to efficiently address concerns and allocate resources. The resulting data can also be used to interpret trends and influence strategies.

Impact of COVID-19 Pandemic

From March 2020 until March 2022, the Center for Disease Control, the Illinois Department of Public Health, Governor Pritzker's office, and Champaign Urbana Public Health Department enacted several executive orders, policies, rules, and regulations to mitigate the spread of COVID-19. These requirements significantly impacted Park District programs, operations, and services. While signs indicate a return to "normalcy," resident opinions vary about how comfortable they are to return to pre-pandemic recreation activities, especially indoor activities with large crowds. In early 2022, Park District staff continued to flex their creative muscles to shift resources to meet new demands and safely provide legacy services. FY22's performance measurement report highlights the ongoing local impact of and recovery from the pandemic, grant opportunities, emergent use patterns and trends, and successful outcomes during challenging times.

FY22 target goals predicted numbers that would be more closely associated with FY19 results. Ongoing FY22 pandemic restrictions may not have allowed the Park District to match previous standards in all circumstances, however, numbers continue to trend in a positive direction. Additionally, the data suggests that emergent trends remain strong, such as dog park memberships and shelter rentals. These factors point to the importance of this



report's performance indicators and the individual and collective insights each metric provides for this pandemic era.

This FY22 report shares fiscal year data for each performance measure as well as comparative historical data. Each measure is color coded —green indicates that the target goal was met, yellow indicates that the final results were within 10% of the targeted goal, and red represents final results that were more than 10% from the target goal (● = at or better than target, ● = within 10% of target, ● = more than 10% below target).

The Performance Measurement Report includes eighty-eight (88) measurements in a variety of areas throughout the Park District. The FY22 results indicate that targets were met forty-three (43) times; eleven (11) targets were within 10% of the goal, and thirty-two (32) were more than 10% below the FY22 goal. Eight (8) targets were listed as N/A either because the goal is no longer applicable, or no data was provided for these specific categories.

Year	Targets Met	Within 10% of Target	More than 10% from Target
FY19	45	22	19
FY20	36	21	30
FY21	26	13	35
FY22	43	11	32

MEETING OUR MISSION

The Park District's mission is to *"to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts."* The following key performance indicators measure the number of people served through the Park District's programs, parks, and facilities as well as satisfaction levels.

Measure	FY18	FY19	FY20	FY21	FY22 Target	FY22	Status
Leonhard Memberships (total)	2,103	2,107	2,527	721	1,500	1,619	●
Purchased Monthly Memberships				146	500	726	●
Purchased Annual Memberships				157	575	705	●
Active Silver Sneakers				395	400	150	●
Active Prime Fitness				23	25	2	●
Sholem Memberships	2,279	1,555	2,065	N/A	1,850	1,842	●
Tennis Center Memberships	526	534	554	326	530	415	●
Hays Center Senior Memberships				N/A	40	37	●
Douglass Annex Senior Memberships				N/A	75	38	●
Virginia Theatre Tickets Sold	55,846	51,863	34,425	N/A	34,000	23,384	●
Virginia Theatre Subscriptions Sold	347	250	300	N/A	330	316	●
Taste of CU Ticket Sales	\$121,207	\$124,289	\$125,432	N/A	N/A	N/A	N/A
Dog Park Memberships	380	344	416	854	900	860	●
Program Cancellations	FY18	FY19	FY20	FY21			Status
Total Classes/Programs Cancelled	329	306	311	2035	325	264	●

● = at or better than target, ● = within 10% of target, ● = more than 10% from target

CUSTOMER & COMMUNITY FOCUS

The Champaign Park District engages its community, develops diverse programs for all residents, encourages customer loyalty, and ensures participant and user safety through its variety of actions and functions. The



second set of measures demonstrates the Park District's connections with its residents, customer satisfaction, use patterns, and willingness to pay for desired programs and services.

Measure	FY18	FY19	FY20	FY21	FY22 Target	FY22	Status
Unique Households (completing a transaction)	6,539	5,886	5,521	1,693	5,750	4,580	●
Unique Champaign Households (completing a transaction)	4,404	4,086	3,297	1,202	4,000	3,296	●
All Participation in Registered Programs (total participants)	14,942	15,779	13,763	9,426	15,000	10,155	●
Online Program Registrations	5,740	6,393	6,509	3,644	6,000	N/A	N/A
Online Program Registration Revenues	666,407	757,264	765,057	449,304	725,000	N/A	N/A
Households Receiving Scholarships	155	155	139	38	150	N/A	N/A
CPD Website Visits	521,258	529,169	499,405	365,872	475,000	534,032	●
CPD Facebook Followers	8,035	9,117	10,395	10,249	10,350	11,950	●
CPD Twitter Followers	5,806	5,949	6,011	6,105	6,250	6,197	●
CPD Instagram Followers	2,176	2,645	3,253	3,831	4,000	4,077	●
Virginia Theatre Website Visits	335,467	327,326	269,262	43,808	200,000	145,944	●
Virginia Theatre Facebook Followers	9,458	10,868	11,966	11,438	11,750	12,044	●
Virginia Theatre Twitter Followers	4,085	4,204	4,211	4,068	4,100	4,103	●
Virginia Theatre Instagram Followers (new)			1,388	1,448	1,525	1,702	●
Sholem Aquatic Center Facebook Followers	5,318	6,445	7,261	7,389	7,500	7,924	●
CUSR Facebook Followers	823	932	1,012	1,136	1,250	1,232	●
CUSR Website Visits	13,563	20,515	18,432	12,739	15,000	19,573	●
Facility Attendance	FY18	FY19	FY20	FY21	FY22 Target	FY22	Status
Leonhard Recreation Center	93,795	102,944	71,570	18,288	75,000	58,042	●
Sholem Aquatic Center	71,846	84,883	73,412	N/A	75,000	61,764	●
Dodds Tennis Center	25,422	27,145	21,885	9,127	15,000	17,483	●
Douglass Center	21,533	18,308	21,649	1,152	15,000	10,618	●
Douglass Annex	12,205	12,327	4,582	N/A	1,800	903	●
Hays Recreation Center	13,108	14,483	8,162	524	10,000	1,848	●
Prairie Farm	11,500	12,000	11,000	N/A	9,500	13,500	●
Springer Cultural Center	36,965	37,586	34,611	9,142	30,000	16,947	●
Virginia Theatre	76,036	65,163	44,644	N/A	60,000	30,961	●
Total	367,680	411,848	291,515	38,233	FY22 Target	FY22	
Douglass Splash Pad participants		2,758	2,938	N/A	2,250	2,152	●
Sports Field Rentals participants		25,740	17,250	12,515	12,000	14,680	●
Sports Field Rentals		548	377	561	565	517	●

● = at or better than target, ● = within 10% of target, ● = more than 10% from target



FINANCIAL STRENGTH

The Park District works to reduce the taxpayer's burden and ensure financial stewardship through efforts to efficiently aligning resources, maximize funding opportunities, and partner with the Parks Foundation. The third set of measures displays data that indicates the Park District is maximizing alternative funding and managing funds and debt in a sustainable manner.

Measure	FY18	FY19	FY20	FY21	FY22 Target	FY22	Status
Revenue from Non-Tax Sources	25.49%	26.19%	28.20%	28.77%	>15%	31.30%	●
Reserves over the 120-day balance (not restricted for specific purposes in thousands)		\$6,305	\$9,691	\$15,042	\$16,827	\$16,880	●
Total funds (in thousands) (Gen, Rec, Mus only)		\$13,674	\$14,672	\$18,524	\$19,786	\$19,838	●
One Dollar per Program Donation	\$16,321	\$17,884	\$18,223	\$4,845	N/A	\$11,890	N/A
Virginia Theatre Restoration Fees	\$65,312	\$55,577	\$48,267	N/A	N/A	\$33,852	N/A
Volunteers Hours	16,987	18,923	11,008	257	7,500	4,176	●
# of Volunteers	2,708	3,112	2,091	325	2,000	814	●
Scholarship Donations	\$35,630	\$26,100	\$40,717	\$29,450	N/A	\$9,895	N/A

● = at or better than target, ● = within 10% of target, ● = more than 10% from target

Measure	FY18	FY19	FY20	FY21	FY22 Target	FY22	Status
Facility (revenue/tax support)							
Leonhard Recreation Center	(\$176,060)	(\$138,422)	(\$146,139)	(\$196,971)	(\$186,626)	(\$179,126)	●
Sholem Aquatic Center	(\$182,432)	(\$105,950)	(\$103,450)	(\$84,113)	(\$227,646)	(\$244,845)	●
Dodds Tennis Center	\$1,635	\$12,922	\$16,212	(\$35,085)	(\$18,288)	\$24,333	●
Douglass Community Center	(\$149,686)	(\$185,758)	(\$152,396)	(\$120,095)	(\$173,455)	(\$149,958)	●
Douglass Annex	(\$16,009)	(\$24,735)	(\$7,024)	(\$7,302)	(\$15,005)	(\$6,971)	●
Hays Rec Center	(\$13,775)	(\$6,895)	(\$6,000)	(\$14,731)	(\$32,325)	(\$33,057)	●
Prairie Farm	(\$78,979)	(\$78,871)	(\$87,123)	(\$16,114)	(\$103,578)	(\$71,559)	●
Springer Cultural Center	(\$205,610)	(\$212,937)	(\$192,345)	(\$141,577)	(\$250,747)	(\$244,794)	●
Sholem Concession	\$7,569	\$9,174	(\$1,202)	(\$5,047)	(\$3,541)	\$7,787	●
Dodds 4-Plex Concession	\$651	(\$6,153)	(\$2,547)	(\$9,092)	\$1,706	\$137	●
Dodds Soccer Concession	(\$3,677)	(\$4,131)	(\$2,337)	(\$1,970)	\$100	(\$543)	●
Virginia Theatre	(\$169,110)	(\$443,057)	(\$386,466)	(\$275,634)	(\$378,211)	(\$329,910)	●
Douglass Library	(\$5,582)	(\$10,485)	(\$7,830)	(\$9,535)	0	(\$7,921)	●
Kaufman Lake Park	(\$5,008)	(\$4,035)	(\$3,111)	(\$5,008)	(\$4,880)	(\$2,472)	●
BMC/Shelter Rentals	\$11,830	\$16,664	\$15,533	(\$3,635)	(\$380)	\$20,111	●
Dog Park	\$8,981	\$8,206	\$6,221	\$21,488	(\$11,485)	\$22,999	●
Zahnd Concession	(\$5,071)	(\$3,544)	(\$1,729)	(\$2,625)	(\$3,315)	(\$2,870)	●

● = at or better than target, ● = within 10% of target, ● = more than 10% from target



QUALITY INFRASTRUCTURE MANAGEMENT

Every year, Park District invests millions into the community through improvements to parks, facilities, and equipment. These investments are maintained through commitment to meeting standards, proper planning for future development, leadership in sustainability, and leveraging technology. The fourth set of key performance indicators measures maintenance efforts and planned improvements for the Park District's parks and facilities.

Measure	FY18	FY19	FY20	FY21	FY22 Targets	FY22	Status
# of Maintenance Requests	370	345	344	111	345	374	●
Days to Complete Maintenance Request once assigned	3	3	3	10	10	8	●
# of Tech Requests	462	377	623	795	425	615	●
Days to Complete Tech Requests once assigned	2	2	2	2	2	2	●
Trees in the Park System	8,216	8,356	8,374	7,540	7,650	7,652	●
# of Trees Planted	108	166	157	133	110	183	●
# of Flower Beds	288	290	282	162	250	276	●
# of Flowers Planted	87,000	85,000	84,459	58,570	80,000	75,380	●
Incidents of Vandalism	29	24	13	3	20	5	●
Planned Improvements Completed	FY18	FY19	FY20	FY21		FY22	Status
Capital Improvement Plan (of budgeted projects)	80%	70%	74%	73%	75%	80%	●
ADA Transition Plan (of budgeted projects)	75%	80%	80%	82%	84%	86%	●

● = at or better than target, ● = within 10% of target, ● = more than 10% from target



ORGANIZATIONAL & STAFF EXCELLENCE

The Park District thrives when its Board and staff efficiently and effectively work together toward high quality partnerships, culture, innovations, staffing, training, and inclusion efforts. This set of key performance indicators represents data related to goals, awards, and staffing levels, which highlight the Park District's achievements regarding its organizational and staff excellence strategic priority.

Measure	FY18	FY19	FY20	FY21	FY22 Target	FY22	Status
Accident/Incident Claims Submitted	9	8	7	7	7	16*	●
Goals Met	FY18	FY19	FY20	FY21	FY22 Target	FY22	Status
Strategic Plan	80%	83%	85%	78%	82%	85%	●
Board Priorities	90%	85%	90%	80%	85%	90%	●
Park District Risk Management Agency, Level A Accreditation	A+	A+	A+	A+	N/A**	N/A	N/A
IPRA Awards (won the overall marketing Agency Showcase award 2018)	2	2	3	0	2	2	●
IAPD Awards	N/A	3	N/A	0	1	2	●
Ellis & Associates International Aquatic Safety Award	Yes	Yes	Yes	N/A	Yes	Yes	●
Certificate of Achievement for Excellence in Financial Reporting (GFOA)	Yes	Yes	Yes	Yes	Yes	Yes	●

● = at or better than target, ● = within 10% of target, ● = more than 10% from target

*Six incidents involved pool staff responding from a grass surface. This area was addressed with concrete and no incidents have occurred since the upgrade. **PDRMA changed its program.

Measure	FY18	FY19	FY20	FY21	FY22 Target	FY22	Status
Staff Turnover per Year (FT 1 & 2)	2.47%	4.94%	12.35%	13.58%	10.00%	21.27%	●
Executive Director & Department Heads	1	0	0	0	0	1	●
Managers & Supervisors	2	2	3	4	<2	3	●
Coordinators	0	1	5	6	<4	5	●
Staff	1	3	3	7	5	6	●
Number of Staff Who Retired	2	2	1	6	2	1	●

● = at or better than target, ● = within 10% of target, ● = more than 10% from target



SPECIAL EVENTS

Report



CHAMPAIGN
PARK DISTRICT



2022

Special Events Spring/Summer Report 2022

Nite Lite Egg Pursuit

450

34

Age: 18+

Description: Break out your basket, grab your flashlight, and prepare your inner child for Nite Lite Egg Pursuit XXVIII. Join Lite Rock 97.5 WHMS for the opportunity to hunt for eggs filled with prizes. Be on the lookout for the Bronze, Silver, and Gold eggs for a chance to win some great prize packages! Eggs disappear quickly so don't be late! **Fee:** \$10

Note: In the midst of the COVID pandemic in 2021 the CPD did a virtual event that had 34 paid registrants. This event did not take place in 2020

Eggstravaganza

1000+

34

Children ages 10 and under. Adult supervision required.

Description: Ages 10 & Under (Children are divided into age groups). Bring your basket to West Side Park for the Eggstravaganza Egg Hunt! Hunt begins at 11am SHARP! Hayrack Rides will be available from 10a-12p. **Fee:** Free

Note: In the midst of the COVID pandemic in 2021 the CPD did a virtual event that had 34 paid registrants. This event did not take place in 2020

Boneyard Creek Community Day

413

392 (2019)

All Ages.

Description: Looking for a class volunteer project or a new way to bring the family together? Join us in making a difference at one of Champaign-Urbana's natural treasures. Help restore the beauty of the Boneyard Creek in Champaign, Urbana, and Campus-town by participating in this organized clean up. Be on site to register at 9am. Free lunch will follow! Visit boneyardcreek.org for more information. **Fee:** Free

Note: This event did not take place in 2020 or 2021. This is a partnership event with the Champaign Park District, Urbana Park District, City Champaign, City of Urbana, Facilities & Services at University of Illinois, Village of Savoy, Champaign County Design and Conservation Foundation, Champaign County Soil and Water Conservation, Farnsworth Group, Keep Champaign Beautiful, Prairie Rivers Network, and Rotary Club of Savoy

Touch-A-Truck

650

1000 (2019)

All Ages

Description: Tots, put your toy trucks away – it's time to touch the real thing! Climb in, hop on, and honk the horns of some really big trucks and other vehicles during Touch-A-Truck Day! Tow trucks, fire trucks, police cars, and more will be available for kids to explore. Pack a lunch and enjoy a picnic too! Please note: in case of inclement weather, this event will be cancelled. **Fee:** Free

Note: This event did not take place in 2020 or 2021

Jazz in the Park 700 NA

All Ages

Description: Three parks this summer will be filled with the sweet sounds of jazz! **Fee:** Free

Note: This was a new event series in 2022

Hessel Park Concerts 500 650

All Ages

Description: Enjoy music in Hessel Park this summer! Bring a picnic and set up to enjoy our local talent. **Fee:** Free

Note: 2022 Hessel Concert total is for two events (a third was canceled due to the band having COVID. In 2020 all concerts were virtual returning to in person in 2021. There were 5 Hessel Park Concerts in 2021 with no other concerts taking place year in other parks.

Day in the Park 800 NA

All Ages

Description: Join us for a day in the park filled with games, music, food, and more! Each event will feature different activities. Food trucks will also be on-site. **Fee:** Free

May's event featured carnival games, prizes, and more at Clark Park.

June's event was to feature Champaign Amateur Ladies Wrestling (CLAW) in a family friendly performance of their pro wrestling comedy. They will be accompanied by Aquila. BR Bikes and Repairs will be onsite offering free inspection and basic bike repairs for those attending the event -- CANCELED DUE TO WEATHER

July's event featured the Arts where families could come draw paint and explore the arts.

Note: This was a new event series in 2022 that replace our Neighborhood Block Party's that was a partnership with the City of Champaign Neighborhood Services. They have since created their own event series.

Friday Night Flix 650 250

All Ages

Description: Grab some popcorn and a blanket and join us under the stars for a Friday night flick every month during the summer with different and on-site food trucks to enjoy! Movies begin at dusk. **Fee:** Free

Note: in 2021 we only had 2 Friday Night Flix events, the others were cancelled due to weather. In 2022 we offered 6 movie nights none of which were cancelled.

StreetFest

2500

1500 (2018)

All Ages

Description: Join us for live local music in the streets of Downtown Champaign. Enjoy local food and drinks available from your favorite downtown establishments and listen to some great CU talent. **Fee:** Free

Sponsored by: CommYOUunity & City of Champaign

- SAT, JUNE 11 | Neil St./Main St.
 - Bands: Decadents, Retro Via, Funk Brotherz
- SAT, JULY 9 | Walnut St./University
 - Bands: Kavi Naidu, Afro D and Global Soundwaves, Candy Foster

Note: This was the first Streetfest after COVID protocols were relaxed. Going forward this event will be hosted by the Champaign Center Partnership and will no longer be put on by the Champaign Park District.

West Side Arts

1000

NA

All Ages

Description: Champaign Park District and 40 North will join up to bring artists and art lovers together for a free juried art festival. Join us from 10a-5p to purchase and pursue amazing local and regional art showcasing a multitude of mediums! **Fee:** Free

Note: This was the inaugural West Side Arts and a partnership with 40North.

SUMMER YOUTH PROGRAMS

Report



2022



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: December 6, 2022

SUBJECT: 2022 Summer Youth Program Report (SYP)

Introduction

Each year, the Champaign Park District offers numerous summer youth programs throughout the summer. While some summer youth programs have their own unique offerings and opportunities, many of the programs operate in a similar manner that allows participation in general recreation activities, the arts, health and wellness and field trips.

Background

Summer youth programs planning is completed on a year-round basis with regular committee meetings happening at least once per month. During planning meetings, the committee discusses the year's previous program evaluations that include suggestions from parents, participants and staff to aid in the development of the next season's programs. Coordinators and Managers met regularly with all SYP staff during the summer to discuss weekly issues and work through problems.

Prior to the start of the season, summer youth program staff also attended onsite facility training starting two weeks prior to the program's opening day. Coordinators, Managers, and Summer Youth Program Directors discussed behavior management techniques, skills for problem solving, and placed an emphasis on teaching participants life skills in the midst of COVID restrictions and guidelines.

All programs ran for ten (10) weeks beginning the first week of June and ending during the first week of August. In addition to providing a necessary service to the community, SYP also provides a multitude of first-time opportunities and introductory services for participants and staff. Mini-class sessions allow staff to cross promote other District programs for continued patronage throughout the year.

Summer 2022 Overview

Leonhard Summer Youth programs:

The Leonhard Recreation Center (LRC) staff are pleased to note increased numbers this year. With a weekly average of 70 (*with a max of 72 each week*) children in attendance; the average weekly participation increased by 12 participants each week from last year. SYP created a lively atmosphere at LRC when combined with resident members using

LRC to enjoy the walking track, weight room, and large indoor playground area. Staff worked hard to keep the participants engaged and active through field trips to places like Sholem Aquatics Center, pottery at the Springer Cultural Center, Tennis Lessons through Dodds Tennis Center instructors, Elevate, and various CPD parks. The program also observed some success working with the U of I Extension Office this past summer. SYP at LRC leans towards the more traditional summer youth program style with themed weeks to peak interest and add variety to the weekly lesson plans. Staff are already working on ideas and themes for 2023.

Douglass Summer Youth Program:

Douglass staff planned a variety of activities that exposed students to new and different things that they might not have experienced before, such as exposure to different cultures, learning about different kinds of art forms, playing new games and creating healthy snacks with Illinois Extension. Douglass Summer Youth Program worked cooperatively with the City of Champaign to provide free programming to youth in specific neighborhoods in Champaign through the CommUnity Matters grant. Over the summer, Douglass received funding to offer nine (9) registrations per week for participants ages 6-11 for a total of 196 participants.

Creative Kids – Springer Cultural Center:

This summer youth program provided experiences in culturally based activities as well as traditional summer activities which provided opportunities for 393 participants this past summer. Since it is held at the Cultural Center, participants can take advantage of what the facility offers including pottery, art projects in the art studio, theatre, and creative movement courses with the Park District's Dance Arts staff. Creative Kids works to expose participants to specialty programs offered at Springer and the instructors that teach those programs to build relationships for repeat patronage. This is a focus for all SYP programs.

Champaign Urbana Special Recreation (CUSR) – Summer Youth Program

CUSR combined Camp Spirit and For Kids Only again this year to host the CUSR Summer Youth Program. The decision to combine our camp program this year stemmed from to reoccurring low staff numbers. We combined our two age groups, and had to again decrease the program maximum from 20 total participants in 2021 to 10 in 2022 and gradually pulled participants off of the waitlist as we had appropriate staff to accommodate them. The weekly roster numbers varied week to week due to staff availability and out need for 1:1 staffing. The park district and CUSR did not have any COVID guidelines to enforce this summer for programming. With this said, CUSR saw an increase of higher need participants returning to programming, and increased the number of participants who required a 1:1, or needed to be in smaller ratios. The SYP used the FKO budget for purchasing again this year

In regards to staffing, CUSR had 7 new leaders this summer and 7 returning leaders for a total of 14 camp leaders. We had 3 director level staff, one of them being a Therapeutic Recreation intern from Illinois State University. Even though we technically had more staff than we did last year, due to the specific participants' needs this summer and the increased number of 1:1s we had, we could not accommodate a larger camp maximum. This was for the safety of our staff and out participants. CUSR had a total of 17

participants over 10 weeks, 13 returners & 4 new. 12 participants were Champaign-Urbana residents, and 5 were non-residents. 3 of our participants received scholarship from CUSR fund and 2 participants received financial aid from DSC.

Attendance

The Champaign Park District strives to attract and retain participants by offering a variety of program options at an affordable rate. However, there are many other agencies who also provide similar opportunities at comparable or lower rates that could affect program numbers. Our programs provide opportunities for those ages 5-22 (SYP only offers programs to ages 16-22 at CUSR).

Season	2017	2018	2019	2020	2021	2022
Location						
CommUnity Matters	130	205	239	103	94	108
Creative Kids	637	752	668	83	392	393
CUSR-FKO	143	137	123	N/A	N/A	N/A
CUSR-Spirit	203	202	160	N/A	N/A	N/A
CUSR SYP	N/A	N/A	N/A	N/A	663*	466*
Douglass Day SYP	398	409	328	10	102	196
Participants Explore	N/A	74	75	N/A	N/A	N/A
Girls Explore	88	12 (1 week)	N/A	N/A	N/A	N/Q
Leonhard Day SYP	1235	1197	1225	83	582	699
Leonhard Teen SYP	116	127	116	N/A	N/A	N/A
CommUnity Matters Participants Explore	N/A	N/A	16	N/A	N/A	N/A
Garden Hills	N/A	50	125	N/A	N/A	N/A
TOTAL	2950	3165	3000	279	1333	1862

**In 2021 FKO and Spirit were combined due to COVID-19 protocols. In 2022 FKO and Spirit SYP were combined due to low staffing.*

Community Partners

Community partners allow program coordinators the opportunity to provide more variety in their programs. Partners contribute in a variety of ways including adding specialized curriculum, volunteering and participating as guest presenters for participants. Some of the partners this season were:

- Champaign-Urbana Public Health District
- Champaign Unit 4 School District
- University of Illinois Extension Office
- Champaign County Farm Bureau

Food Programs

The Champaign Park District works closely with Champaign-Urbana Public Health District (CUPD) and Champaign Unit 4 Schools to provide food to youth during the summer. CUPD provides snacks to LRC and Creative Kids Summer Youth Programs. Champaign Unit 4 Schools provides breakfast and lunch to Douglass Summer Youth Program at Booker T. Washington School. This summer, there were a total of 2,686 (breakfast/lunch) snacks provided at Creative Kids SYP, 5,577 (breakfast/afternoon snack) provided at Leonhard Day SYP, 1,155 meals served at Douglass SYP.

Budget Impact

Summer Youth Program prices are reviewed and compared against other entities that provide a similar service to ensure prices are competitive yet affordable. Once the financial information is updated in our system, staff will provide detailed financial updates for each Summer Youth Program.

Scholarship

District scholarships were awarded in the following amounts:

- Douglass Summer Youth program - \$4,182.00
- Creative Kids: Springer Cultural Center - \$1,933.00
- FKO/Camp Spirit (CSUR SYP) - \$1,821.00
- LRC Summer Youth program - \$14,885.00

Monetary and In-Kind Contributors

Staff work closely with local entities to provide financial assistance. Residents can apply for assistance from our scholarship program. These partners include:

- Champaign-Urbana Public Health District
- City of Champaign Neighborhood Services
- Child Care Resources

Prepared by:

Jameel Jones
Director of Recreation

Jimmy Gleason
Director of Revenue Facilities

Reviewed by:

Joe DeLuce
Executive Director