



# CHAMPAIGN PARK DISTRICT

**AGENDA  
SPECIAL BOARD MEETING  
Bresnan Meeting Center  
706 Kenwood Road - Champaign, Illinois  
Wednesday, October 23, 2024  
5:30 p.m.**

Citizens may livestream or listen to the Annual Meeting and Regular Board meeting by accessing the following web address or phone number:

<https://us02web.zoom.us/j/85889942842?pwd=TWdrNXUxS3NpbURPdmgrd2xpMHBVUT09>

Public comment is not available through online video or telephone conference at this time. For those who are interested in sharing public comment, please join the meetings in-person at the address, time, and date listed above.

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

Meeting ID: 854 3663 3970

Passcode: 840597

Alternatively, the meeting may be accessed by telephone at:

1- 309-205-3325, If prompted for the following items, please enter:

Meeting ID: 854 3663 3970, followed by the # symbol

Password: 840597, followed by the # symbol.

**SPECIAL BOARD MEETING  
5:30 p.m.**

**A. CALL TO ORDER**

**B. PRESENTATIONS**

- a. MGT (Formally GovHR) Presentation [Link](#)

**C. COMMENTS FROM THE PUBLIC**

Public comments are important to the Board. However, it is the Board's policy not to take action on items until the time has been taken to gather and evaluate information, as well as discuss available options. The absence of an immediate response does not indicate a lack of interest in the matter. During the community input portion of the agenda, the Board may typically ask residents to provide input before nonresidents.

The purpose of public participation is to allow the public to address and inform the Board. Please remember that the Board has a limited time to hear from citizens while also efficiently conducting park district business. After an individual has spoken, that individual may not address the same issue again. Any limitation about addressing the board may be waived by it. Planned agenda presentations may, within the Board's discretion, exceed certain time limits. *Public comments are limited to not more than three (3) minutes.*

#### D. NEW BUSINESS

1. Approval of a Resolution Estimating Taxes to be Levied for FY 2025/26  
Staff recommends that the Board of Commissioners approve the proposed Resolution setting the 2024 tax levy for the fiscal year beginning May 1, 2025, and ending April 30, 2026, at \$17,678,954, a 105.1% increase. Staff also recommends scheduling a public hearing on the Tax Levy Ordinance for Wednesday, November 13, 2024, at 5:30 p.m. [Link](#)
2. Approval for an Agreement with Clark Dietz for Pre-engineering of Parkland Way  
Staff recommends the Board authorize the Executive Director to enter into an agreement with Clark Dietz for the Phase 1 Preliminary Engineering for Parkland Way for a total not to exceed \$48,330.00. [Link](#)

#### DI. DISCUSSION ITEMS

1. FY26 Capital Budget and the 2025-2034 Capital Improvement Plan [Link](#)
2. Dodds Park Impact Statistics [Link](#)
3. Intergovernmental Agreement with Parkland College [Link](#)

#### DII. EXECUTIVE SESSION

The Board will convene into Executive Session under the Illinois Open Meetings Act, Illinois Open Meetings Act, specifically 5 ILCS Par. 120/2 (c)(5) regarding the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired, and (c)(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

#### DIII. RETURN TO REGULAR MEETING

#### DIV. COMMENTS FROM COMMISSIONERS

#### DV. ADJOURN



## REPORT TO PARK BOARD

**FROM:** Sarah Sandquist, Executive Director

**DATE:** October 23, 2024

**SUBJECT:** MGT (Formally GovHR) Presentation

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### **Background**

In December 2023, the Board approved GovHR (now MGT) to conduct a comprehensive classification and compensation study. It has been over ten years since the last study, during which time there have been significant shifts in the labor market, as well as growth in the Champaign Park District's (Park District) programs and evolving employee needs. This update is crucial to ensure that the Park District remains competitive, retains top talent, and mitigates risks associated with turnover and compensation inconsistencies.

While salary adjustments have been made incrementally over the years, this study offers a more comprehensive approach, aligning with current market standards and ensuring fairness across the organization.

### **Summary of Report**

The classification and compensation study, completed by MGT, analyzed both the internal structure and external competitiveness of the Park District's pay system. The study focused on developing a compensation plan to:

1. **Ensure consistency:** Providing appropriate compensation for jobs with similar responsibilities and requirements.
2. **Adjust for market conditions:** Keeping compensation aligned with changing economic and employment trends.
3. **Establish competitive salary ranges:** Using comparisons to similar jurisdictions within the labor market.

### **Compensation Plan Options**

MGT presented three compensation plan options for consideration:

- **Defined Increment Plan:** Salary ranges with defined percentage increments (e.g., 3%) between the minimum and maximum range. Employees move through these ranges annually with satisfactory performance evaluations.
- **Open Range Merit Plan:** Salary ranges with no set increments. Employees advance through the range based on performance evaluations, with the percentage increase determined annually.
- **Blended Merit Plan:** A combination of both defined increments and merit-based progression.

### **Recommendation: Open Range Merit Plan**

Both MGT and staff recommend adopting the Open Range Merit Plan, which offers flexibility in managing compensation by allowing adjustments based on individual performance. This plan aligns with the Park District's goal of retaining and rewarding high-performing staff while providing flexibility for recruitment and budget management. Employees can advance through the range based on satisfactory performance evaluations, and salary adjustments can be made based on available funding.

#### ***Turnover***

The Park District has experienced fluctuating turnover rates over the past several years. Below is a summary of the turnover percentages:

- **2023:** 25.18%
- **2022:** 28.2%
- **2021:** 44.18% (impacted significantly by COVID-19)
- **2020:** 18.6%
- **2019:** 16.54%
- **2018:** 12.57%
- **2017:** 13.56%
- **2016:** 17.08%
- **2015:** 20.95%

During 2021 the Park District experienced an unusually high turnover rate due to the challenges posed by COVID-19. The Park District continues to observe elevated turnover levels even after the pandemic. Notably, turnover remained at 28.2% in 2022 and 25.18% in 2023, both significantly higher than pre-2020 levels. This trend highlights growing employee dissatisfaction and the urgent need for the Park District to address compensation concerns.

By implementing the compensation adjustments outlined in the study, we can take proactive steps to help reverse this trend and improve retention.

#### **Recommendation**

Staff recommend the full approval of the Classification and Compensation Study as outlined by MGT, along with a two-phased approach to its implementation. This approach will ensure the Park District addresses immediate salary disparities while managing budget impacts responsibly.

##### ***Phase One:***

- Upon full approval of the classification and compensation study, adjust salaries for all employees whose current compensation falls below the new minimum of the proposed salary ranges. This adjustment will ensure that no employees are paid below market rates as defined by the new structure.

##### ***Phase Two:***

- In the next fiscal year (FY25-26), implement salary adjustments within the ranges based on performance and length of service. These adjustments will help reduce the risk of salary compression and ensure that employees are fairly positioned within their salary ranges.

Both phases are independent of any merit-based increases that may be provided in FY25-26. This phased approach strikes a balance between immediate action to address disparities and careful financial planning for broader salary adjustments.

Prepared by:

Reviewed by:

Heather Miller, MHRIR  
Director of HR

Sarah Sandquist  
Executive Director



**Champaign**  
**CLASSIFICATION AND COMPENSATION STUDY**

**DRAFT FINAL REPORT**

**October 2024**



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Table 1: Comprehensive Table 50<sup>th</sup> Percentile

Table 1: Comprehensive Table 60<sup>th</sup> Percentile

Table 1: Comprehensive Table 70<sup>th</sup> Percentile

Table 2: Proposed Compensation Ranges at 50<sup>th</sup>, 60<sup>th</sup>, and 70<sup>th</sup> Percentiles

### **APPENDICES**

Appendix A: Job Analysis Questionnaire

Appendix B: Comparable Park District Analysis

Appendix C: Detailed Salary Survey Data

Appendix D: Detailed Benefit Survey Data

## I. EXECUTIVE SUMMARY

MGT is pleased to have had the opportunity to work with the Champaign Park District on this Classification and Compensation Study. Human resource management is a significant concern as governmental services continue to increase in cost and complexity, and the resources to fund local governments are constrained. Day-to-day operations present challenging administrative problems in planning, organizing, and directing human resource functions in order to achieve maximum efficiency and effectiveness in the delivery of municipal services. A properly developed and administered Classification and Compensation Plan forms the foundation for meeting these challenges. It helps to ensure that the Park District can not only recruit the best and brightest employees but can also retain those employees, even in a competitive marketplace. By retaining qualified, experienced employees the Park District avoids the costs of re-recruitments and lost productivity, while maximizing the benefits of the investments it has made in employees and the institutional and park district knowledge acquired by those employees over their tenures.

MGT understands the high expectations that have been established in the Park District for service delivery and competitiveness in recruiting and retaining excellent employees. These factors have been taken into consideration in the analysis and reflected in the Study results.

A Classification and Compensation Study encompasses a significant amount of information that can be time consuming to condense and organize into an abbreviated format. Therefore, MGT has compiled this Executive Summary in order to provide a quick synopsis regarding the major components, findings, and recommendations of this Study. The purpose of a well-designed Classification and Compensation Study is twofold. First, it establishes internal equity (ranking) among employees across Departments in the Park District. Second, it assures external equity/competitiveness by comparing the compensation of Champaign Park District employees against market data. The following is a brief overview of the process:

### **Job Evaluation Analysis and Job Classification System**

Below is a list of tasks included in this component of the Study (listed in the order that the work was performed):

- **Study preparation and project meetings.** Met with Park District Administration to discuss Study methods and expectations, review the current Classification and Compensation Plan and organizational structure, answer questions, and review the scope and schedule of work.
- **Material distribution.** Prepared a memorandum of explanation, which was distributed to employees. Held meetings with employees to discuss the Job Analysis Questionnaire (JAQ) and



to explain the scope and purpose of the Study. Employees were provided time to complete the questionnaire. The JAQs were returned to MGT within approximately three (3) weeks of distribution.

- **Determined comparable park districts and collected compensation data.** MGT, along with the Park District, determined a logical survey sample of “like” park districts that impact the compensation market of Champaign Park District. Then, MGT designed, and the Park District sent out the survey for the positions covered in the Study.
- **Job Evaluation Analysis and Establishment of a Classification Plan.** Upon return of the JAQs by the Park District, MGT performed the following:
  - Read each JAQ and corresponding job description in its entirety.
  - Conducted virtual interviews with at least one (1) employee in each position covered by the Study to further understand the scope of duties and responsibilities of the position.
  - Applied a measurement system of Job Evaluation Factors to all positions, which formed the basis for internal rankings (equity) of positions.
  - Upon completion of the Job Evaluation measurements, a new Classification Plan was developed.

### **Salary Survey**

The following tasks were included in this component of the Study:

- Tabulated, summarized, and analyzed comparative compensation information obtained from the comparable park districts. Prepared pay tabulations that compared the salary ranges of the Champaign Park District to the salary ranges of its comparable park districts. Prepared comparison calculations at the 50<sup>th</sup>, 60<sup>th</sup>, 65<sup>th</sup>, 70<sup>th</sup>, 75<sup>th</sup> and 80<sup>th</sup> percentiles. Displayed data for each jurisdiction and for each position and summarized the data in table form. Based on discussions with the Park District and the gathered data, developed salary ranges that would establish Champaign Park District as a payer at the 50<sup>th</sup>, 60<sup>th</sup>, or 70<sup>th</sup> percentile of the salary data from the comparable park districts.
- Based on the above data, developed, and recommended new salary schedules.

### **Draft and Final Report Preparation**

- A preliminary analysis of the data and recommended Classification and Compensation Plan was shared with the Park District. MGT met with the Executive Director, Deputy Director, HR Director, and two (2) Board Members. Feedback was reviewed and incorporated into the recommendations.
- This draft report was then prepared by MGT and sent electronically to the Park District.
- A presentation of these draft findings will be presented to the Board.
- Once the presentation is made and review comments are returned by the Park District a final report will be prepared and transmitted electronically.

### **Future Administration of the Classification and Compensation Plan**

- Within the body of this report, MGT has outlined how the Park District can maintain the Classification and Compensation Plan. MGT will supply the Park District with a User's Manual and all associated documents to maintain the Classification and Compensation Plan and the steps to ensure the Park District remains competitive with the market in the years to come.

### III. JOB EVALUATION

MGT's approach to Job Evaluation involves a quantitative point and factor comparison method, which cross-compares all positions in the organization against numerous factors such as educational requirements, experience, work conditions, etc. Therefore, all jobs in each organizational unit (e.g., Police, Administration, Finance, etc.) may be compared against each other, based upon the same factors.

In conducting the Job Evaluation, it must be emphasized that the position, and not the incumbent's qualifications, performance, or years of service in the position, is evaluated. An incumbent employee may feel they should be placed in a higher level (i.e., receive more points) because the individual performs well, has a long tenure with the organization, and/or has additional education or skills not required to perform that job, or may feel they have a more significant workload than a similar employee in another Department; however, these are employee specific characteristics and not determinants for a position evaluation.

Before reviewing the results of the evaluation of the positions, it is important to note that the purpose of a Job Evaluation is to identify whether a job is more or less advanced than, or equal to, other jobs in the organization, based on nine (9) objective factors. While these factor definitions are guidelines, they are constructed to allow limited flexibility of interpretation while at the same time providing a strict framework and structure for comparison. The nine (9) factors used for the evaluation of Champaign's positions are as follows:

- 1) Preparation and Training
- 2) Experience Required
- 3) Decision Making and Independent Judgment
- 4) Responsibility for Policy Development
- 5) Planning of Work
- 6) Contact with Others
- 7) Work of Others (Supervision Exercised)
- 8) Working Conditions
- 9) Use of Technology/Specialized Equipment

As part of the Job Evaluation process, the duties, responsibilities, and qualification requirements for each position were reviewed via a thorough reading of the incumbent's current job description and a Job Analysis Questionnaire (JAQ) completed by each employee (Appendix A). In addition, MGT conducted interviews with at least one (1) employee in each of the positions covered by the Study. Points were then

assigned to each factor by selecting the description that best fits the appropriate level for the position. In other words, a position that supervises ten (10) full-time staff members would receive more points under the “Work of Others” factor than positions that do not have supervisory responsibilities. Points for each factor were then totaled for each position. Using this method, the positions were found to fall into distinguishable Skill Levels. Table 1 contains the Classification Plan, including the Position Title, Skill Level, and proposed Grade for the evaluated positions.

#### **IV. THE CLASSIFICATION PLAN**

A Classification Plan provides for a systematic arrangement of positions into classifications. A position, often referred to as a job (e.g., Office Assistant), contains a specific set of duties and responsibilities. That is the objective of the classification process. It looks at the position, not the person currently holding that job. A classification is a grouping of positions which have similar levels of knowledge, skills and abilities needed to perform the job. The positions are also similar in nature of work, level of work difficulty and responsibilities. Positions allocated to the same classification are sufficiently similar with respect to the types of factors enumerated above to permit them to be compensated at the same general level of pay. The positions do not have to be identical, they can be in different departments, dealing with different subject matters and performing different duties.

It is this arrangement of positions and resulting classification structure that forms the basis for the Classification Plan. As noted in the previous section, a Job Evaluation and Classification Plan is not intended to assess individual performance. To that end, a position that belongs in a certain classification is not entitled to be placed in a higher classification simply because the individual performs with a high degree of success and efficiency, nor is it placed in a lower classification simply because the incumbent performs with low competence or productivity. Variations in individual performance are not recognized by differences in classifications, instead they are management issues. Similarly, there is a tendency in some work forces to use the Classification Plan to reward longevity, even though the duties and responsibilities of individual positions may not have changed over time. Longevity is not a classification factor and the Classification Plan should not be used in this manner.

As an assessment of duties performed and of responsibilities exercised, a Classification Plan is an exceedingly useful managerial tool. It provides the fundamental rationale for the Compensation Plan and helps management identify positions which have taken on (or in some cases reduced) duties and responsibilities. Through proper maintenance of the Classification Plan, employees are assured of

management’s continuing concern about the nature of work that they carry out and its reward in the form of appropriate pay levels and relationships. The Classification Plan also provides the basis for recruitment, screening, and selection of employees in direct relationship to job content. Promotional ladders as well as opportunities for lateral career development are also evidenced by the logical grouping of allied occupational classifications and hierarchies.

## V. SALARY DATA

The Park District initiated this Study with the objective of assuring that its Compensation Plan is both internally equitable and externally competitive. The Job Evaluation System (outlined in Section II) is performed to address the issue of internal equity. To achieve external competitiveness, a market survey of comparable jurisdictions was conducted. The following explains the labor market review and collection of salary data.

### A. Selection of Comparable Jurisdictions for Data Purposes

Selecting jurisdictions for the comparison group is an important element in a Classification and Compensation Study. When selecting jurisdictions to serve as comparables, it is important to use particular criteria to evaluate the other jurisdictions to assure that those chosen as comparables will be the most similar to Champaign Park District. To determine which municipalities should be used for survey purposes, MGT first considered all Illinois park districts and park departments with a district population between 45,326 and 121,500 with an Equalized Assessed Valuation (EAV) greater than \$1.2 million.

<u>Criterion</u>	<u>Total Possible Points</u>
1. District Population	20
2. EAV (million)	15
3. GF Property Tax Revenue (million)	15
4. Debt (million)	10
5. GF Expenditures (million)	10
6. Number of Full Time Employees	10
7. Number of Part Time Employee	10
8. Proximity	10
	<hr/>
	100

The eight (8) categories listed above were selected to mirror important criteria such as similar financial conditions, population, and proximity.

Within each of the eight (8) categories, ranges of compatibility were established. For example, the closer a park district was to matching Champaign’s estimated population, the closer the park district would be to receiving the maximum of twenty (20) points. A park district whose population was significantly larger or smaller than Park District’s population would receive fewer or even zero (0) points. Thus, a park district achieving a total of one hundred (100) points would be considered most comparable to the Champaign Park District. A park district with zero (0) points was therefore determined to be the least comparable to Champaign. A more detailed explanation of the methodology used to determine the comparable park districts is included in Appendix B.

A cutoff of sixty-seven (67) points was established to select the park districts most similar to Champaign Park District across the eight (8) categories. After applying the criteria, fourteen (14) park districts achieved sixty-seven (67) or more compatibility points on the comparison scale with Champaign Park District. The full list of the fourteen (14) comparables is below:

Bolingbrook	Skokie	Wheaton*
Oak Park*	Arlington Heights*	Palatine*
Peoria**	Crystal Lake	Waukegan*
Hoffman Estates**	Des Plaines	Oak Lawn
Springfield*	Elmhurst*	

*(\*) Park Districts that responded to the survey.*

*(\*\*) Data was obtained from other sources.*

In addition to the comparables park districts determined by the analysis, it was determined that the following park districts should also be included in the salary study given their proximity to Champaign Park District: **Decatur\***, **Urbana\***, **Bloomington Park Department**, **Pekin\*\***, **Normal Park Department\***. The **Elgin Park Department\*\*** was also added to the Study given its similar organizational structure. As a result, a total of twenty (20) park districts were included in the salary analysis portion of this Study. After the data was collected and after discussions with the Park District, it was determined that only the entities South of I-80 be used for the analysis. The following entities were used in the data analysis: Decatur,

Normal, Pekin, Peoria, Springfield, and Urbana. In addition, MGT used the 2024 Parks and Recreation Survey as a data point for certain positions and the data source was Park Districts with an EAV of over \$2 million.

## **B. Salary Survey**

The Consultants then prepared, and the Park District distributed a salary survey to the nineteen (19) park districts. A total of ten (10) park districts responded to the survey or supplied MGT with a copy of their Compensation Plans. As mentioned previously six (6) entities close in proximity (plus the 2024 Parks and Recreation Survey) were used in the data analysis. Table 1 is a summary of the salary survey data. The detailed salary survey data for each position is contained in Appendix C. It is important to make a few observations regarding Table 1 and Appendix C.

- 1) All of this information provides for a comprehensive overview of current market data for comparative purposes and analysis.
- 2) The salary data is information that was available as of April 2024 – May 2024. The new recommended salary ranges for the Park District were developed using this salary data from the comparable park districts.
- 3) Some of the comparable municipalities provided salary range minimums and maximums for comparison purposes, while others (those that don't utilize salary ranges as part of their pay plans) provided actual salaries for surveyed positions. The salary range minimums and maximums were analyzed to determine the 50<sup>th</sup>, 60<sup>th</sup>, 65<sup>th</sup>, 70<sup>th</sup>, 75<sup>th</sup> and 80<sup>th</sup> percentiles to identify wage ranges for "average" and "above average" payers. Any actual salaries provided by the comparable municipalities were only analyzed in a few instances when there was not enough salary range information. Salary ranges are a better gauge of market salaries than an actual salary and are thus preferred to conduct analysis.
- 4) Data contained within Appendix C has been thoroughly reviewed.

## **C. Benefits Survey Findings**

When reviewing the benefit data, MGT used all entities that responded because the survey response was less for the benefit portion of the survey and because benefits do not vary as much by location as salaries do. The following entities responded to the benefit survey: Arlington Heights, Elgin Parks Department, Elmhurst, Hoffman Estates, Palatine, Peoria, Springfield, Urbana, and Wheaton. A review of the benefits offered by the Champaign Park district versus the comparable park districts shows that the Park District's

benefits are competitive with the other entities surveyed. However, there are some differences that are noted in the summary below. There were nine (9) entities that responded to the benefit survey. MGT used all nine in the comparison.

#### **Health Insurance Plans:**

The majority of park districts offer HMO and PPO plans, Champaign Park District has a HMO, POS, and HSA. Including Champaign Park District, almost half of the responding park districts also offer High Deductible plans. Champaign and Urbana are the only two that offer Point of Service (POS) plans which are similar to PPO plans, but also include some elements of HMOs.

#### **Health Savings Account (HSA) and Contributions:**

Three (3) of the nine (9) respondents offer a Health Savings Account to employees. Only two (2) park districts contribute to employee HSA plans. Palatine contributes \$1,000 per year for single and \$2,000 per year for family coverage. Urbana contributes \$100 per month to employee HSAs. Champaign Park District does not contribute to employee Health Savings Accounts.

#### **Health Insurance Premiums:**

The average percentage premium paid by the employer for employee only coverage is 88%. Champaign Park District is above that, paying 100% for single health insurance premiums. The average health insurance percentage premium paid by the employer for family coverage is 57%. Champaign Park District pays 40% toward family health insurance premiums.

#### **Dental and Vision Insurance:**

Champaign Park District is above the average for contributing to dental premiums for employee only coverage. Champaign covers 100% of the cost for employee only dental premiums, while the average is 64% paid by other park districts. Champaign Park District falls below the average for family coverage since it does not contribute to family dental premiums. The average premium contribution is 52%.

In Champaign Park District, vision insurance benefits are voluntary and paid for 100% by the employee. Three (3) park districts also reported that they do not contribute to vision premiums. The average percentage of the premium paid is 64% for employee only coverage and 52% for family coverage.



**Life Insurance:**

All responding park districts offer life insurance to employees. Life Insurance coverage amounts vary by park district from \$70,000 up to \$500,000. Like the Champaign Park District, most have their plans structured as an amount equal to one time (1x) or one-and-one-half times (1.5x) the employee's salary. Champaign Park District offers one-and-one-half times (1.5x) the employee's salary.

**Vacation:**

For comparison purposes, vacation time was broken down into the following milestones: 1 Year of Service; 5 Years of Service; 10 Years of Service; 15 Years of Service; 20 years of service; and 25+ Years of Service. Champaign Park District falls right within the average (give or take .5 - 1.5 days) for all milestone years of service. For instance, at 5 Years of Service, the average is 15.5 days and Champaign Park District is at 15 days. For 15 Years of Service, the average is 20 days and Champaign Park District is at 21 days.

**Sick Leave:**

The average number of sick days given per year is 11.5 days and Champaign Park District offers 12 sick days per year.

**Personal Leave:**

The average number of personal days given per year is 3.6 and Champaign Park District is just below the average at 2 days per year.

**Holidays:**

The average number of holidays given per year is 10.5 days and Champaign Park District is just below the average at 10 days per year.

Overall, the benefits offered by Champaign Park District are very competitive and in line with the comparable communities. Only Urbana noted that they offer a paid time off leave bank of 31 PTO days per year for all types of leave. Appendix D contains tables summarizing the detailed data related to the benefits survey.

#### **D. Appraisal and Use of Salary Data**

While comparing Champaign's current salaries to those paid by other employers in the comparable park districts, it must be noted that variations in compensation may be due to several factors, including:

- 1) Organizational size and economic conditions can have an impact on positions. In smaller organizations, employees are often asked to "wear many hats" and therefore take on more duties and responsibilities than would normally be required of a certain position. In addition, the economic downturn forced organizations to "do more with less", compelling staff to take on more duties and responsibilities than they have in the past. Therefore, it becomes increasingly harder to compare "like" positions within organizations.
- 2) Some employers place a different relative worth on certain groups of employees. For example, some employers are forced to place a higher value on certain employees or groups of employees because of the market, and therefore, pay them more. Overall, the policies and value judgments of different employers in compensating the same kind of work can vary widely. There is rarely a single prevailing rate for any particular kind of work, even within the same labor market.
- 3) It can be difficult to make exact comparisons among the different employers of the duties and responsibilities of ostensibly similar jobs.

Nevertheless, comparative salary data is widely recognized as a good measure of the appropriate compensation rates with respect to the prevailing market. This data is also useful as an indication of prevailing opinions concerning the compensation relationships that should exist among different classifications of work. Of equal importance, however, are the internal relationships for the various positions that were accomplished in the Job Evaluation portion of this Study.

### **VI. COMPENSATION PLAN DEVELOPMENT AND RECOMMENDATIONS**

#### **A. Development of the Compensation Plan**

A basic element in any human resources management program is adequate and equitable employee compensation. A Compensation Plan of this nature is essential if qualified employees are to be recruited and retained. To achieve this goal, there must be a reasonable and widely accepted model of Job Factors upon which the Compensation Plan rests. Application of this model was the purpose of the Job Evaluation aspect of this Study. The Plan presented in this report is designed to accomplish the Study goals by:

- 1) Providing for equal compensation for work of equivalent job content and responsibility.

- 2) Facilitating adjustments to compensation levels based on changing economic and employment conditions that impact these interrelationships.
- 3) Establishing compensation ranges that compare favorably with those of other equivalent jurisdictions within the appropriate labor market.

In preparing this Plan, the Study only looked at base compensation. The compensation associated with longevity or other fringe benefits was not analyzed or factored into the Compensation Plan.

#### **B. Compensation Plan Options for the Park District's Consideration**

One of the purposes of this Study was to provide an updated Compensation Plan that relates to the external market and is internally equitable. Below is a detailed explanation of three (3) different Compensation Plans:

- 1) **Defined Increment Plan:** This is a Compensation Plan that has salary ranges with a minimum and a maximum with defined percentage increments (e.g., 3%) in between. If an employee has a satisfactory performance evaluation, they systematically advance through the compensation range. The performance evaluation and resulting salary increment increase occurs annually.
- 2) **Open Range Merit Plan:** This is a Compensation Plan that also has salary ranges with minimums and maximums, but without defined percentage increments in between. Employees are advanced through the compensation range based on an annual satisfactory performance evaluation, with the percentage of their increase determined annually by Park District Administration.
- 3) **Blended Merit Plan:** This is a Compensation Plan that uses techniques from both a Defined Increment Plan and an Open Range Merit Plan.

In considering which Plan to use, it is important to understand that employees at various levels of responsibility may react differently toward, and be motivated differently by, the Compensation Plan they work under. Management personnel that are goal-oriented may have a higher acceptance of the Open Range Merit Plan, and thus tend to be more comfortable with this method of compensation. Mid to lower-level positions may want the assurance of a defined salary increase based on satisfactory performance. Possible advantages and disadvantages of each Plan are summarized below.

Each system provides for advantages and disadvantages which should be evaluated by the park district to determine the most appropriate system to be established.

### **C. Recommendation: Open Range Merit Plan**

MGT typically recommends that adoption of an Open Range Merit Plan. An Open Range Merit Plan has salary ranges with minimums and maximums, but without defined percentage increments in between. Employees are advanced through the ranges based on an annual satisfactory performance evaluation, with the percentage of their increase determined by their supervisor and Park District Administration.

The Open Range Merit Plan also allows maximum flexibility for the Park District relative to recruitment and funding as employees can be hired within the range and the increases provided annually for meritorious performance can fluctuate based on available funding. Given Champaign's goal to recruit, reward and retain motivated, high-performing employees, the Open Range Merit Plan has been selected for recommendation.

### **D. Proposed Compensation Plan and Structure**

Within the market analysis, GovHR/MGT refers to "percentiles" (for example: 50<sup>th</sup>, 60<sup>th</sup>, 65<sup>th</sup>, 70<sup>th</sup>, 75<sup>th</sup> and 80<sup>th</sup> percentiles). Percentiles indicate where salaries or salary ranges fall in comparison to the other salaries or salary ranges from the comparable park districts. The 50th percentile is the median (or middle) of the data set. When a park district is considering which percentile to compensate employees at, they are deciding where they want their employee salaries and salary ranges to fall within the market of comparable park districts. For example, if a park district selects the 50<sup>th</sup> percentile, that means they would be paying a fair market rate at the 50<sup>th</sup> percentile or middle of the comparable park districts. If a park district selects the 60<sup>th</sup> percentile, then the salary ranges would be 10% higher than the middle of the market.

An important component in the process of developing a Compensation Plan is understanding and applying the pay philosophy of the Park District. For the purposes of this study, the Park District is considering a pay philosophy of compensating employees at the 50<sup>th</sup>, 60<sup>th</sup> or 70<sup>th</sup> percentile.

The next step in this process is to combine the Skill Levels included in Table 1 with the proposed salary ranges in Table 2. The Classification and Compensation Plan consists of ten (10) pay grades; one (1) being lowest and ten (10) being highest and is broken down into the following four (4) bands: Grades 1 – 5; Grades 6 – 7; Grades 8 – 9; and Grade 10.

All proposed pay ranges are open ranges. There is a 10% gradation between each grade within the bands. All proposed pay grades have a 40% spread from the minimum of the range to the maximum of the range.

Table 1 combines all of the classification and compensation data at the 50<sup>th</sup>, 60<sup>th</sup>, and 70<sup>th</sup> percentiles.

### **Implementation and Administration of the Compensation Plan**

Implementation of the Compensation Plan, as it affects individual employees, should be under the following pattern of adjustments:

- 1) Employees whose present compensation is below the minimum compensation of the range for their classification should be raised to the minimum of the range. At the 50<sup>th</sup> percentile, this affects 23 employees and has a base salary impact of around \$89,279. At the 60<sup>th</sup> percentile, this affects 33 employees and has a base salary impact of around \$142,791. At the 70<sup>th</sup> percentile, this affects 45 employees and has a base salary impact of around \$245,329. The Park District can consider implementing over multiple years as long as the same consistent approach is applied to all employees.
- 2) The compensation of employees whose present compensation is within the range for their classification should be slotted into the new Compensation Plan at their current pay rate.
- 3) The compensation of employees whose present compensation is above the maximum compensation of the range should be held at their present rate, without a reduction in compensation, until such time that further market analysis indicates commensurate alignment with the marketplace. However, the Park District can consider lump sum increases for these employees, which does not impact base compensation levels, until the ranges adjust to include the individual employee compensation rates.

### **Employee Advancement through the Ranges**

To implement the new Compensation Plan, MGT recommends that the starting salary of the range (minimum) is the normal hiring/promoting rate. Exceptions to this starting point should be limited to hiring situations involving:

- 1) Applicants with exceptional background and qualifications.
- 2) A promotion in which the employee's current compensation is higher than the minimum of the new range.

- 3) In the case of a labor market situation where it is impossible to recruit qualified candidates at the minimum.

In these cases, employees may be appointed to their positions anywhere within the defined range (generally up to the midpoint), depending on their experience and qualifications, and based on the provisions of the Park District's policies (if applicable). Employees should not be hired below the minimum of their compensation range.

Salary advancement between the hiring rate and the top of the range (maximum) is done throughout the employee's tenure with the organization. Advancement through the range would be made on an annual basis and be dependent on a satisfactory performance evaluation. Incumbents progressing through the range should understand that standards of performance would become more exacting or controlling as compensation levels advance. Typical movement through the range could be in increments of 1% to 3%, depending on the employee's performance evaluation and goal attainment, as well as the financial resources of the Park District.

The Park District may also wish to provide a merit bonus for exemplary performance after an employee reaches the maximum compensation for the range. If this option is exercised, then an employee would be eligible to receive a payment after a successful performance evaluation each year. This payment should not be worked into the base salary but should be in the form of a lump sum payment that is a set amount calculated each year and is consistent for all affected employees.

It should also be noted that the implementation and use of a formal performance evaluation process for all staff members is a key component to the success of this Plan. Equally, if not more important, is that supervisors are adequately trained to perform the formal performance evaluation process.

#### **E. Future Administration of the Compensation Plan**

To maintain competitive salary levels there should be an annual review of the Park District's salary ranges. The entities used in the survey group for this Study have been determined to be comparable jurisdictions to the Park District. Therefore, Champaign can continue to use these jurisdictions as a comparable salary survey group for annual salary comparison purposes, until it is determined that they should be reevaluated. It is MGT's recommendation that an annual survey of these park districts be conducted to

determine the percentage increase each organization in the comparable group is granting, either as an annual across-the-board increase to their employees or as a general adjustment to their compensation ranges. The Park District may wish to provide an across-the-board increase to all employees based on the information received from the comparable park districts. If this is the case, then the increases would be granted separately from any merit increase that would be awarded as a result of a successful performance evaluation.

It is the further recommendation of MGT that the compensation ranges for each grade be increased by the average percentage increase of the comparable group, even if an across-the-board increase is not given to all employees. Employees would continue to advance through the compensation ranges (provided that the employee is not at the maximum of the compensation range) by virtue of a merit increase granted for satisfactory or above satisfactory performance of their job duties.

#### **F. Future Administration of the Classification Plan**

The administration of a Classification Plan is an ongoing process. It must be recognized that it is not static and is not intended to affix positions permanently into classifications. Instead, the Plan must be administered continually to adapt it to changing conditions.

Three (3) specific types of changes in the Plan itself are possible: elimination of a position, creation of a position, or a revision of a position.

- 1) When a position in a classification is eliminated or when a position has significantly changed work duties and responsibilities to the extent that the position becomes inappropriate or inaccurate, the position should be abolished.
- 2) New positions should be created when new work situations arise that are not covered by the established positions. However, caution should be exercised in this respect, particularly to assure that new positions are justified, are not merely duplicating established positions, cannot be accommodated through changes in existing positions, and reflect substantially permanent rather than temporary situations.
- 3) The adjustment or revision of a position should be done when there are substantial changes to the requirements of the position or to the nature and complexities of the duties being performed. In this instance, a position may need to be re-scored and moved up or down into a new classification.

All changes should be thoroughly evaluated in order to maintain the integrity of the classification relationships established in the Classification and Compensation Plan. Park District Administration has been provided with the Job Analysis Questionnaire as well as the Job Factor Scoring Sheet, enabling the Park District to grade a newly created or revised position. GovHR/MGT provides scoring assistance in such cases in accordance with the Study contract.

**Appreciation**

MGT has appreciated the opportunity to work with the Champaign Park District on this Classification and Compensation Study. A special thank you to the employees for all of the information provided to allow for the analysis and to the Park District Administration and Human Resources Director for the significant amount of work and support dedicated to the project.



Position:	Skill Level	New Grade	50th Percentile Salary Survey Data		Current Salary Range		Implementation Cost - Based off of 50th Percentile	50th Percentile Proposed Pay Ranges 40% Spread	
	<b>795 - 845</b>	<b>10</b>							
Executive Director		<b>10</b>	121,845	182,786	-	-		121,500	170,100
	<b>730 - 790</b>	<b>9</b>							
Deputy Executive Director		<b>9</b>			-	-		92,950	130,130
Director of Finance		<b>9</b>	94,042	140,270	-	-			
	<b>665 - 725</b>	<b>8</b>					<b>6,557</b>		
Director of Facilities and Technology		<b>8</b>			-	-		84,500	118,300
Director of HR		<b>8</b>	60,934	81,245	-	-			
Director of Marketing and Development		<b>8</b>	66,323	88,431	-	-			
Director of Operations and Planning		<b>8</b>	83,844	111,792	-	-			
Director of Recreation		<b>8</b>	80,773	118,446	-	-			
Virginia Theatre Director		<b>8</b>			-	-			
	<b>600 - 660</b>	<b>7</b>					<b>9,809</b>		
Aquatics and Tennis Manager		<b>7</b>	58,804	77,739	52,416	78,624		63,800	89,320
Assistant Director of Facilities and Technology		<b>7</b>	74,393	99,191	-	-			
Assistant Director of Operations and Planning		<b>7</b>			-	-			
Facilities Maintenance Supervisor		<b>7</b>			52,416	78,624			
Grounds Supervisor		<b>7</b>	58,532	78,092	52,416	78,624			
Horticulture Supervisor		<b>7</b>	58,532	78,092	52,416	78,624			
	<b>535 - 595</b>	<b>6</b>					<b>5,136</b>		
Guest Services Manager		<b>6</b>			47,424	71,136		58,000	81,200
HR Manager		<b>6</b>	61,528	81,462	52,416	78,624			
Risk Manager		<b>6</b>			52,416	78,624			
VT Technical Manager		<b>6</b>			47,424	71,136			
	<b>480 - 530</b>	<b>5</b>					<b>10,584</b>		
Accounting and Benefits Manager		<b>5</b>			52,416	78,624		55,636	77,890
Building Service Worker Supervisor		<b>5</b>	61,528	82,572	47,424	71,136			
Cultural Arts Manager		<b>5</b>			47,424	71,136			
CUSR Manager		<b>5</b>	43,243	57,658	47,424	71,136			
Financial Analyst		<b>5</b>	58,752	77,213	52,416	78,624			
Head Tennis Pro		<b>5</b>			47,424	71,136			
Marketing Manager		<b>5</b>	56,503	75,337	47,424	71,136			
Membership Facilities Manager		<b>5</b>	45,149	60,000	52,416	78,624			
Park Planner		<b>5</b>	60,560	90,840	52,416	78,624			
Program Manager		<b>5</b>	60,994	81,326	52,416	78,624			
Recreation Service Manager - <b>VACANT</b>		<b>5</b>			47,424	71,136			
Sports Manager		<b>5</b>	60,582	79,881	47,424	71,136			
Youth & Teen Program Manager - <b>VACANT</b>		<b>5</b>			47,424	71,136			
Park Planner		<b>5</b>	60,560	90,840	52,416	78,624			

Position:	Skill Level	New Grade	50th Percentile Salary Survey Data		Current Salary Range		Implementation Cost - Based off of 50th Percentile	50th Percentile Proposed Pay Ranges 40% Spread	
	<b>425 - 475</b>	<b>4</b>					<b>27,237</b>		
Aquatics and Tennis Coordinator		<b>4</b>	58,804	77,739	37,440	56,160		50,578	70,809
CUSR Adult Prog & Events Coor		<b>4</b>			42,432	63,648			
CUSR Athletics, Volunteer and Inclusion Coordinator		<b>4</b>			47,424	71,136			
CUSR Youth and Teen Coordinator		<b>4</b>			42,432	63,648			
Horticulture Specialist II		<b>4</b>			47,424	71,136			
Rental Manager		<b>4</b>			47,424	71,136			
Sports Coordinator		<b>4</b>			42,432	63,648			
Youth and Teen Program Coordinator		<b>4</b>			42,432	63,648			
	<b>370 - 420</b>	<b>3</b>					<b>18,993</b>		
Adult and Senior Coordinator - <b>VACANT</b>		<b>3</b>			37,440	56,160		45,980	64,372
Cultural Arts Coordinator		<b>3</b>			42,432	63,648			
Dance Arts Supervisor		<b>3</b>							
Graphic Designer		<b>3</b>	43,056	57,408	42,432	63,648			
Grounds Arbor Specialist		<b>3</b>			42,432	63,648			
Grounds Specialist II		<b>3</b>	50,502	60,237	47,424	71,136			
Horticulture Specialist		<b>3</b>	47,798	63,304	42,432	63,648			
Natural Areas Specialist		<b>3</b>			42,432	63,648			
Park Maintenance Specialist		<b>3</b>	50,502	60,237	42,432	63,648			
Preschool Supervisor		<b>3</b>			37,440	56,160			
Special Events Coordinator		<b>3</b>	45,368	60,491	37,440	56,160			
Park Maintenance Specialist		<b>3</b>			42,432	63,648			
Sports Field Specialist		<b>3</b>	53,988	75,705	42,432	63,648			
Maintenance Specialist - Carpenter		<b>3</b>	53,988	75,705	42,432	63,648			
Maintenance Specialist - HVAC		<b>3</b>	53,988	75,705	42,432	63,648			
Maintenance Specialist - Mechanic		<b>3</b>			42,432	63,648			
Maintenance Specialist - Plumber		<b>3</b>			42,432	63,648			
Maintenance Specialist II - Electrician		<b>3</b>	53,988	75,705	42,432	63,648			
Virginia Theater Box Office Manager		<b>3</b>			42,432	63,648			
Grounds Arbor Specialist		<b>3</b>	53,988	75,705	42,432	63,648			
VT Front-of-House Coordinator - <b>VACANT</b>		<b>3</b>			42,432	63,648			
VT Sales & Public Relations Manager		<b>3</b>			47,424	71,136			
Youth Theatre Supervisor		<b>3</b>							

Position:	Skill Level	New Grade	50th Percentile Salary Survey Data	Current Salary Range	Implementation Cost - Based off of 50th Percentile	50th Percentile Proposed Pay Ranges 40% Spread
	<b>315 - 365</b>	<b>2</b>			<b>1,886</b>	
Accounting and Procurement Clerk		2		37,440 56,160		41,800 58,520
Accounts Payable Coordinator		2	43,099 62,525	42,432 63,648		
Administrative Project Manager		2	45,149 59,585	47,000 59,280		
Content Coordinator		2		42,432 63,648		
CUSR Office Manager		2		37,440 56,160		
Grounds Specialist		2		42,432 63,648		
Grounds Worker Arbor II		2		37,440 56,160		
Grounds Worker II - <b>VACANT</b>		2		32,480 48,672		
Horticulture Worker II		2		37,440 56,160		
Maintenance Worker II		2	47,590 60,237	37,440 56,160		
Park Maintenance Worker II - <b>Position holder</b>		2	47,590 60,237	37,440 56,160		
Receptionist		2		37,440 56,160		
Receptionist		2		37,440 56,160		
Receptionist		2		37,440 56,160		
Sports Field Worker II - <b>Position holder</b>		2		37,440 56,160		
	<b>Up to 310</b>	<b>1</b>			<b>9,077</b>	
Building Service Worker		1		32,480 48,672		38,000 53,200
Building Service Worker		1		32,480 48,672		
Building Service Worker		1		32,480 48,672		
Building Service Worker		1		32,480 48,672		
Grounds Worker Arborist - <b>Position holder</b>		1		37,440 56,160		
Grounds Worker I - <b>Position holder</b>		1		32,480 48,672		
Horticulture Worker I - <b>Position holder</b>		1		32,480 48,672		
Maintenance Worker I - <b>Position holder</b>		1	35,256 49,920	32,480 48,672		
Park Maintenance Worker I		1	35,256 49,920	32,480 48,672		
Sports Field Worker		1		37,440 56,160		
Trash/Recycling Worker		1		32,480 48,672		
					<b>89,279</b>	

Position:	Skill Level	New Grade	60th Percentile Salary Survey Data		Current Salary Range		Implementation Cost - Based off of 60th Percentile	60th Percentile Proposed Pay Ranges 40% Spread	
	<b>795 - 845</b>	<b>10</b>							
Executive Director		<b>10</b>	127,103	184,056	-	-		127,000	177,800
	<b>730 - 790</b>	<b>9</b>							
Deputy Executive Director		<b>9</b>			-	-		95,700	133,980
Director of Finance		<b>9</b>	96,969	140,429	-	-			
	<b>665 - 725</b>	<b>8</b>					<b>11,557</b>		
Director of Facilities and Technology		<b>8</b>			-	-		87,000	121,800
Director of HR		<b>8</b>	68,666	91,554	-	-			
Director of Marketing and Development		<b>8</b>	66,442	88,590	-	-			
Director of Operations and Planning		<b>8</b>	87,391	116,521	-	-			
Director of Recreation		<b>8</b>	82,151	121,134	-	-			
Virginia Theatre Director		<b>8</b>			-	-			
	<b>600 - 660</b>	<b>7</b>					<b>21,040</b>		
Aquatics and Tennis Manager		<b>7</b>	60,438	80,639	52,416	78,624		68,200	95,480
Assistant Director of Facilities and Technology		<b>7</b>	82,565	110,086	-	-			
Assistant Director of Operations and Planning		<b>7</b>			-	-			
Facilities Maintenance Supervisor		<b>7</b>			52,416	78,624			
Grounds Supervisor		<b>7</b>	60,330	80,780	52,416	78,624			
Horticulture Supervisor		<b>7</b>	60,330	80,780	52,416	78,624			
	<b>535 - 595</b>	<b>6</b>					<b>13,136</b>		
Guest Services Manager		<b>6</b>			47,424	71,136		62,000	86,800
HR Manager		<b>6</b>	62,678	81,684	52,416	78,624			
Risk Manager		<b>6</b>			52,416	78,624			
VT Technical Manager		<b>6</b>			47,424	71,136			
	<b>480 - 530</b>	<b>5</b>					<b>20,036</b>		
Accounting and Benefits Manager		<b>5</b>			52,416	78,624		57,100	79,940
Building Service Worker Supervisor		<b>5</b>	64,134	89,771	47,424	71,136			
Cultural Arts Manager		<b>5</b>			47,424	71,136			
CUSR Manager		<b>5</b>	43,595	58,126	47,424	71,136			
Financial Analyst		<b>5</b>	60,082	79,396	52,416	78,624			
Head Tennis Pro		<b>5</b>			47,424	71,136			
Marketing Manager		<b>5</b>	58,836	78,448	47,424	71,136			
Membership Facilities Manager		<b>5</b>	48,919	63,520	52,416	78,624			
Park Planner		<b>5</b>	62,625	91,895	52,416	78,624			
Program Manager		<b>5</b>	62,450	83,267	52,416	78,624			
Recreation Service Manager - <b>VACANT</b>		<b>5</b>			47,424	71,136			
Sports Manager		<b>5</b>	61,150	81,495	47,424	71,136			
Youth & Teen Program Manager - <b>VACANT</b>		<b>5</b>			47,424	71,136			
Park Planner		<b>5</b>	62,625	91,895	52,416	78,624			

Position:	Skill Level	New Grade	60th Percentile Salary Survey Data		Current Salary Range		Implementation Cost - Based off of 60th Percentile	60th Percentile Proposed Pay Ranges 40% Spread	
	<b>425 - 475</b>	<b>4</b>					<b>34,926</b>		
Aquatics and Tennis Coordinator		<b>4</b>	60,438	80,639	37,440	56,160		51,909	72,673
CUSR Adult Prog & Events Coor		<b>4</b>			42,432	63,648			
CUSR Athletics, Volunteer and Inclusion Coordinator		<b>4</b>			47,424	71,136			
CUSR Youth and Teen Coordinator		<b>4</b>			42,432	63,648			
Horticulture Specialist II		<b>4</b>			47,424	71,136			
Rental Manager		<b>4</b>			47,424	71,136			
Sports Coordinator		<b>4</b>			42,432	63,648			
Youth and Teen Program Coordinator		<b>4</b>			42,432	63,648			
	<b>370 - 420</b>	<b>3</b>					<b>24,705</b>		
Adult and Senior Coordinator - <b>VACANT</b>		<b>3</b>			37,440	56,160		47,190	66,066
Cultural Arts Coordinator		<b>3</b>			42,432	63,648			
Dance Arts Supervisor		<b>3</b>							
Graphic Designer		<b>3</b>	44,802	59,736	42,432	63,648			
Grounds Arbor Specialist		<b>3</b>			42,432	63,648			
Grounds Specialist II		<b>3</b>	50,819	60,969	47,424	71,136			
Horticulture Specialist		<b>3</b>	48,227	64,263	42,432	63,648			
Natural Areas Specialist		<b>3</b>			42,432	63,648			
Park Maintenance Specialist		<b>3</b>	50,819	60,969	42,432	63,648			
Preschool Supervisor		<b>3</b>			37,440	56,160			
Special Events Coordinator		<b>3</b>	46,216	61,621	37,440	56,160			
Park Maintenance Specialist		<b>3</b>			42,432	63,648			
Sports Field Specialist		<b>3</b>	57,777	84,786	42,432	63,648			
Maintenance Specialist - Carpenter		<b>3</b>	57,777	84,786	42,432	63,648			
Maintenance Specialist - HVAC		<b>3</b>	57,777	84,786	42,432	63,648			
Maintenance Specialist - Mechanic		<b>3</b>			42,432	63,648			
Maintenance Specialist - Plumber		<b>3</b>			42,432	63,648			
Maintenance Specialist II - Electrician		<b>3</b>	57,777	84,786	42,432	63,648			
Virginia Theater Box Office Manager		<b>3</b>			42,432	63,648			
Grounds Arbor Specialist		<b>3</b>	57,777	84,786	42,432	63,648			
VT Front-of-House Coordinator - <b>VACANT</b>		<b>3</b>			42,432	63,648			
VT Sales & Public Relations Manager		<b>3</b>			47,424	71,136			
Youth Theatre Supervisor		<b>3</b>							

Position:	Skill Level	New Grade	60th Percentile Salary Survey Data	Current Salary Range	Implementation Cost - Based off of 60th Percentile	60th Percentile Proposed Pay Ranges 40% Spread
	<b>315 - 365</b>	<b>2</b>			<b>5,314</b>	
Accounting and Procurement Clerk		2		37,440 56,160		42,900 60,060
Accounts Payable Coordinator		2	44,024 62,650	42,432 63,648		
Administrative Project Manager		2	48,296 62,473	47,000 59,280		
Content Coordinator		2		42,432 63,648		
CUSR Office Manager		2		37,440 56,160		
Grounds Specialist		2		42,432 63,648		
Grounds Worker Arbor II		2		37,440 56,160		
Grounds Worker II - <b>VACANT</b>		2		32,480 48,672		
Horticulture Worker II		2		37,440 56,160		
Maintenance Worker II		2	48,651 62,317	37,440 56,160		
Park Maintenance Worker II - <b>Position holder</b>		2	48,651 62,317	37,440 56,160		
Receptionist		2		37,440 56,160		
Receptionist		2		37,440 56,160		
Receptionist		2		37,440 56,160		
Sports Field Worker II - <b>Position holder</b>		2		37,440 56,160		
	<b>Up to 310</b>	<b>1</b>			<b>12,077</b>	
Building Service Worker		1		32,480 48,672		39,000 54,600
Building Service Worker		1		32,480 48,672		
Building Service Worker		1		32,480 48,672		
Building Service Worker		1		32,480 48,672		
Grounds Worker Arborist - <b>Position holder</b>		1		37,440 56,160		
Grounds Worker I - <b>Position holder</b>		1		32,480 48,672		
Horticulture Worker I - <b>Position holder</b>		1		32,480 48,672		
Maintenance Worker I - <b>Position holder</b>		1	36,516 50,042	32,480 48,672		
Park Maintenance Worker I		1	36,516 50,002	32,480 48,672		
Sports Field Worker		1		37,440 56,160		
Trash/Recycling Worker		1		32,480 48,672		
					<b>142,791</b>	

Position:	Skill Level	New Grade	70th Percentile Salary Survey Data		Current Salary Range		Implementation Cost - Based off of 70th Percentile	70th Percentile Proposed Pay Ranges 40% Spread	
	<b>795 - 845</b>	<b>10</b>							
Executive Director		<b>10</b>	132,361	185,325	-	-		132,000	184,800
	<b>730 - 790</b>	<b>9</b>							
Deputy Executive Director		<b>9</b>			-	-		100,100	140,140
Director of Finance		<b>9</b>	99,895	140,587	-	-			
	<b>665 - 725</b>	<b>8</b>					<b>22,925</b>		
Director of Facilities and Technology		<b>8</b>			-	-		91,000	127,400
Director of HR		<b>8</b>	76,398	101,864	-	-			
Director of Marketing and Development		<b>8</b>	67,889	90,519	-	-			
Director of Operations and Planning		<b>8</b>	90,937	121,250	-	-			
Director of Recreation		<b>8</b>	83,528	123,821	-	-			
Virginia Theatre Director		<b>8</b>			-	-			
	<b>600 - 660</b>	<b>7</b>					<b>29,840</b>		
Aquatics and Tennis Manager		<b>7</b>	61,767	84,480	52,416	78,624		70,400	98,560
Assistant Director of Facilities and Technology		<b>7</b>	90,736	120,981	-	-			
Assistant Director of Operations and Planning		<b>7</b>			-	-			
Facilities Maintenance Supervisor		<b>7</b>			52,416	78,624			
Grounds Supervisor		<b>7</b>	62,831	86,172	52,416	78,624			
Horticulture Supervisor		<b>7</b>	62,831	86,172	52,416	78,624			
	<b>535 - 595</b>	<b>6</b>					<b>17,136</b>		
Guest Services Manager		<b>6</b>			47,424	71,136		64,000	89,600
HR Manager		<b>6</b>	63,829	81,906	52,416	78,624			
Risk Manager		<b>6</b>			52,416	78,624			
VT Technical Manager		<b>6</b>			47,424	71,136			
	<b>480 - 530</b>	<b>5</b>					<b>38,175</b>		
Accounting and Benefits Manager		<b>5</b>			52,416	78,624		60,028	84,039
Building Service Worker Supervisor		<b>5</b>	66,740	96,971	47,424	71,136			
Cultural Arts Manager		<b>5</b>			47,424	71,136			
CUSR Manager		<b>5</b>	43,946	58,595	47,424	71,136			
Financial Analyst		<b>5</b>	61,412	81,579	52,416	78,624			
Head Tennis Pro		<b>5</b>			47,424	71,136			
Marketing Manager		<b>5</b>	61,169	81,558	47,424	71,136			
Membership Facilities Manager		<b>5</b>	52,689	67,040	52,416	78,624			
Park Planner		<b>5</b>	64,691	92,951	52,416	78,624			
Program Manager		<b>5</b>	63,691	84,921	52,416	78,624			
Recreation Service Manager - <b>VACANT</b>		<b>5</b>			47,424	71,136			
Sports Manager		<b>5</b>	61,767	84,480	47,424	71,136			
Youth & Teen Program Manager - <b>VACANT</b>		<b>5</b>			47,424	71,136			
Park Planner		<b>5</b>	65,723	93,478	52,416	78,624			

Position:	Skill Level	New Grade	70th Percentile Salary Survey Data		Current Salary Range		Implementation Cost - Based off of 70th Percentile	70th Percentile Proposed Pay Ranges 40% Spread	
	<b>425 - 475</b>	<b>4</b>					<b>50,898</b>		
Aquatics and Tennis Coordinator		<b>4</b>	61,767	84,480	37,440	56,160		54,571	76,399
CUSR Adult Prog & Events Coor		<b>4</b>			42,432	63,648			
CUSR Athletics, Volunteer and Inclusion Coordinator		<b>4</b>			47,424	71,136			
CUSR Youth and Teen Coordinator		<b>4</b>			42,432	63,648			
Horticulture Specialist II		<b>4</b>			47,424	71,136			
Rental Manager		<b>4</b>			47,424	71,136			
Sports Coordinator		<b>4</b>			42,432	63,648			
Youth and Teen Program Coordinator		<b>4</b>			42,432	63,648			
	<b>370 - 420</b>	<b>3</b>					<b>45,084</b>		
Adult and Senior Coordinator - <b>VACANT</b>		<b>3</b>			37,440	56,160		49,610	69,454
Cultural Arts Coordinator		<b>3</b>			42,432	63,648			
Dance Arts Supervisor		<b>3</b>							
Graphic Designer		<b>3</b>	46,549	62,065	42,432	63,648			
Grounds Arbor Specialist		<b>3</b>			42,432	63,648			
Grounds Specialist II		<b>3</b>	51,135	61,701	47,424	71,136			
Horticulture Specialist		<b>3</b>	48,655	65,222	42,432	63,648			
Natural Areas Specialist		<b>3</b>			42,432	63,648			
Park Maintenance Specialist		<b>3</b>	51,135	61,701	42,432	63,648			
Preschool Supervisor		<b>3</b>			37,440	56,160			
Special Events Coordinator		<b>3</b>	47,064	62,752	37,440	56,160			
Park Maintenance Specialist		<b>3</b>			42,432	63,648			
Sports Field Specialist		<b>3</b>	60,329	91,346	42,432	63,648			
Maintenance Specialist - Carpenter		<b>3</b>	59,672	91,346	42,432	63,648			
Maintenance Specialist - HVAC		<b>3</b>	60,329	91,346	42,432	63,648			
Maintenance Specialist - Mechanic		<b>3</b>	60,329	91,346	42,432	63,648			
Maintenance Specialist - Plumber		<b>3</b>	60,329	91,346	42,432	63,648			
Maintenance Specialist II - Electrician		<b>3</b>	60,329	91,346	42,432	63,648			
Virginia Theater Box Office Manager		<b>3</b>			42,432	63,648			
Grounds Arbor Specialist		<b>3</b>	59,672	91,346	42,432	63,648			
VT Front-of-House Coordinator - <b>VACANT</b>		<b>3</b>			42,432	63,648			
VT Sales & Public Relations Manager		<b>3</b>			47,424	71,136			
Youth Theatre Supervisor		<b>3</b>							



Position:	Skill Level	New Grade	70th Percentile Salary Survey Data		Current Salary Range		Implementation Cost - Based off of 70th Percentile	70th Percentile Proposed Pay Ranges 40% Spread	
	<b>315 - 365</b>	<b>2</b>					<b>18,822</b>		
Accounting and Procurement Clerk		2			37,440	56,160		45,100	63,140
Accounts Payable Coordinator		2	45,280	63,558	42,432	63,648			
Administrative Project Manager		2	51,442	65,362	47,000	59,280			
Content Coordinator		2			42,432	63,648			
CUSR Office Manager		2			37,440	56,160			
Grounds Specialist		2			42,432	63,648			
Grounds Worker Arbor II		2			37,440	56,160			
Grounds Worker II - <b>VACANT</b>		2			32,480	48,672			
Horticulture Worker II		2			37,440	56,160			
Maintenance Worker II		2	49,712	64,397	37,440	56,160			
Park Maintenance Worker II - <b>Position holder</b>		2	49,712	64,397	37,440	56,160			
Receptionist		2			37,440	56,160			
Receptionist		2			37,440	56,160			
Receptionist		2			37,440	56,160			
Sports Field Worker II - <b>Position holder</b>		2			37,440	56,160			
	<b>Up to 310</b>	<b>1</b>					<b>22,449</b>		
Building Service Worker		1			32,480	48,672		41,000	57,400
Building Service Worker		1			32,480	48,672			
Building Service Worker		1			32,480	48,672			
Building Service Worker		1			32,480	48,672			
Grounds Worker Arborist - <b>Position holder</b>		1			37,440	56,160			
Grounds Worker I - <b>Position holder</b>		1			32,480	48,672			
Horticulture Worker I - <b>Position holder</b>		1			32,480	48,672			
Maintenance Worker I - <b>Position holder</b>		1	38,407	50,124	32,480	48,672			
Park Maintenance Worker I		1	37,777	50,083	32,480	48,672			
Sports Field Worker		1			37,440	56,160			
Trash/Recycling Worker		1			32,480	48,672			
							<b>245,329</b>		

50th Percentile - Proposed Pay Ranges		
10% Between Each Grade and a 40% Range Spread		
Grade	Minimum	Maximum
<b>1</b>	38,000	53,200
<b>2</b>	41,800	58,520
<b>3</b>	45,980	64,372
<b>4</b>	50,578	70,809
<b>5</b>	55,636	77,890

60th Percentile - Proposed Pay Ranges		
10% Between Each Grade and a 40% Range Spread		
Grade	Minimum	Maximum
<b>1</b>	39,000	54,600
<b>2</b>	42,900	60,060
<b>3</b>	47,190	66,066
<b>4</b>	51,909	72,673
<b>5</b>	57,100	79,940

70th Percentile - Proposed Pay Ranges		
10% Between Each Grade and a 40% Range Spread		
Grade	Minimum	Maximum
<b>1</b>	41,000	57,400
<b>2</b>	45,100	63,140
<b>3</b>	49,610	69,454
<b>4</b>	54,571	76,399
<b>5</b>	60,028	84,039

10% Between Each Grade and a 40% Range Spread		
Grade	Minimum	Maximum
<b>6</b>	58,000	81,200
<b>7</b>	63,800	89,320

10% Between Each Grade and a 40% Range Spread		
Grade	Minimum	Maximum
<b>6</b>	62,000	86,800
<b>7</b>	68,200	95,480

10% Between Each Grade and a 40% Range Spread		
Grade	Minimum	Maximum
<b>6</b>	64,000	89,600
<b>7</b>	70,400	98,560

10% Between Each Grade and a 40% Range Spread		
Grade	Minimum	Maximum
<b>8</b>	84,500	118,300
<b>9</b>	92,950	130,130

10% Between Each Grade and a 40% Range Spread		
Grade	Minimum	Maximum
<b>8</b>	87,000	121,800
<b>9</b>	95,700	133,980

10% Between Each Grade and a 40% Range Spread		
Grade	Minimum	Maximum
<b>8</b>	91,000	127,400
<b>9</b>	100,100	140,140

40% Range Spread		
Grade	Minimum	Maximum
<b>10</b>	121,500	170,100

40% Range Spread		
Grade	Minimum	Maximum
<b>10</b>	127,000	177,800

40% Range Spread		
Grade	Minimum	Maximum
<b>10</b>	132,000	184,800

# APPENDIX A

**EMPLOYEE JOB ANALYSIS QUESTIONNAIRE (JAQ)**

**Champaign Park District**

NAME:	DATE:
YEARS OF EXPERIENCE WITH EMPLOYER:	JOB TITLE:
YEARS OF EXPERIENCE ON THIS JOB:	YOUR JOB IS: FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/>
YOUR YEARS OF EXPERIENCE IN THIS FIELD:	YOUR EDUCATION: <input type="checkbox"/> High Sch. <input type="checkbox"/> Assoc. Deg. <input type="checkbox"/> Bach. Deg. <input type="checkbox"/> Mas. Deg.
NAME OF IMMEDIATE SUPERVISOR:	THEIR TITLE:

**INSTRUCTIONS**

The purpose of this questionnaire is to obtain additional information about your job that may not be included in your current job description. Please answer each question thoughtfully and frankly. After you have finished your portion of the questionnaire, give it to your immediate supervisor, who will complete their section.

**General Summary:** In three or four sentences, please summarize the major purpose or primary function of your job.

Please indicate if you have reviewed your current job description.

If you have any changes to your current job description, please mark them on the JD and attach it to this JAQ, or indicate changes here:

If you do not have a job description available to review, please list your job duties. Try to place your duties in order of importance and group "like" tasks together (e.g., "clerical duties including word processing, opening mail, filing, etc." or "front desk responsibilities including greeting visitors, answering telephones and routing calls, etc."). Job duties:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

Feel free to add more numbers/duties if necessary.

**FACTOR 1. Education & Training:** In your opinion, what kind of education and training is necessary to perform your job?

- LEVEL 1: Level of knowledge that is below what is normally attained through high school graduation.
- LEVEL 2: High school diploma (GED) or equivalent.
- LEVEL 3: High school, plus elementary technical training, acquired on the job or through one year or less of technical or business school.
- LEVEL 4: Extensive technical or specialized training such as would be acquired by an Associate’s Degree or two years of technical or business school.
- LEVEL 5: Completion of four-year college degree program.
- LEVEL 6: Additional professional level of education beyond a four-year college program, such as a CPA or Professional Engineer (P.E.) training.
- LEVEL 7: Completion of graduate coursework equal to a Master’s Degree or higher.

What specific degree/coursework is NECESSARY?

What specific degree/coursework is PREFERRED?

If a specific certificate or license is mandated by an outside agency to perform your duties, name the certificate or license:

What special skills, knowledge, and abilities are required to perform your job? Please list:

**FACTOR 2. Years of Experience:** How much previous work experience do you feel is necessary to perform your job?

- LEVEL 1:                      LEVEL 2:                      LEVEL 3:                      LEVEL 4:                      LEVEL 5:
- Less Than 1 Year     1 to 3 Years     4 to 6 Years     7 to 10 Years     More than 10 Years

What is the minimum number of years required?

What specific experience is necessary?

---

**FACTOR 3. Independent Judgment and Decision Making**

**Part 1:** How much discretion do you have in making decisions with or without the input or direction of your supervisor?

- LITTLE: Little discretion or independent judgment exercised.
- SOME: Some discretion or judgment exercised, but supervisor is normally available.
- OFTEN: Job often requires making decisions in absence of specific policies and/or guidance from supervisors, but some direct guidance is received from supervisors.
- HIGH: High level of discretion with decisions restricted only by Departmental policies and little direct guidance from supervisors.
- VERY HIGH: Very high level of discretion with decisions only restricted by the broadest policies of the Organization.

**Part 2:** If you make an erroneous decision, what impact would this decision have on your work unit, department, and/or the Organization?

- MINOR: Some inconvenience and delays but minor costs in terms of time, money, or public/employee good will.
  - MODERATE: Moderate costs in time, money, or public/employee good will would be incurred. Delays in important projects/schedules likely.
  - SERIOUS: Important goals would not be achieved and the financial, employee, or public relations posture of the Organization would be seriously affected.
  - CRITICAL: Critical goals and objectives of the Organization would be adversely and very seriously affected. Error could likely result in critical financial loss, property damage, or bodily harm/loss of life.
- 

**FACTOR 4. Responsibility for Policy Development:** Does your job require you to participate in the development of policies for your unit/division/department/the Organization?

- LEVEL 1: Position involves only the execution of policies or use of existing procedures.
- LEVEL 2: May provide some input to supervisor when policies and procedures are updated.
- LEVEL 3: Position involves some development of policies/procedures for the Department and/or the interpretation or explanation of departmental policies for others in the organization or residents.
- LEVEL 4: Position involves significant or primary responsibility for the development of policies and procedures for a division or organizational component of a department, as well as the interpretation, execution and recommendation of changes to department policies.
- LEVEL 5: Position involves significant or primary responsibility for the development of policies and procedures for an entire department, plus occasional participation in the development of policies which affect other departments in the organization.
- LEVEL 6: Position involves the primary responsibility for the development of departmental policies and procedures and regular participation in the development of policies that affect other departments and occasionally involves participation in the development of organization-wide policies.

Give some examples of the types of policies you've written or been a part of creating:

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**FACTOR 5. Planning:** How much latitude do you have to set your own daily work schedule and priorities for a given workday?

- LEVEL 1: Position requires that my daily work load and activities are assigned to me by my supervisor.
  - LEVEL 2: Position requires that I plan my own daily work load and work independently according to established procedures or standards.
  - LEVEL 3: Position requires that I plan my own daily work load and those of others in the department (first-level supervision).
  - LEVEL 4: Position requires an above average ability to analyze data and develop departmental plans, including plans where a number of difficult, technical and/or administrative problems must be addressed (Manager/Division level planning).
  - LEVEL 5: Position requires a high level of analytical ability to develop plans for a department or complex situation, including plans that involve integrating/involving/impacting other departments (Department Head level planning).
- 

**FACTOR 6. Contacts with Others:** In the course of performing your job, what contacts with people in your department, other departments within the organization, and/or people from outside the organization are you required to make?

- LEVEL 1: Position involves interaction with fellow workers on routine matters with relatively little public contact.
- LEVEL 2: Position involves frequent internal and external contact, but generally on routine matters such as furnishing or obtaining information.
- LEVEL 3: Position involves frequent internal contact and regular contact with outsiders generally on routine matters, including contacts with irate outsiders which require some public relations skill for taking complaints for others to follow up upon.
- LEVEL 4: Position involves frequent internal and external contacts which require public relations skills in handling complaints. Contacts involve non-routine problems and require in-depth discussion and/or persuasion in order to resolve the problem. Handles more difficult contacts that are referred by front line employees.
- LEVEL 5: Position involves frequent internal and external contacts which require skill in dealing with, and influencing others, and initiating changes in policy/procedures to address the issue so as to avoid having to deal with the issue again in the future.
- LEVEL 6: Position involves frequent internal and external contacts in which I act as the spokesperson for the department and am authorized to make commitments of significant resources on behalf of the department.
- LEVEL 7: Position involves frequent internal and external contacts where I represent the entire organization and am authorized to make commitments in matters of broad or critical interest to the entire organization.

With which internal individuals or groups do you have the most contact?

With which external individuals or groups do you have the most contact?

---

**FACTOR 7. Supervision Given:**

Do you supervise or assign work to other employees?  Yes  No

If yes:

- LEVEL 1: Position is regularly responsible for assigning work to an employee or employees, without acting in a supervisory role. To whom does this position assign work?
- LEVEL 2: Position is responsible for the supervision of one full time or several part time employees.
- LEVEL 3: Position is responsible for the supervision of two to five full time (or full time equivalent) employees.
- LEVEL 4: Position is responsible for the supervision of six to 15 full time (or full time equivalent) employees.
- LEVEL 5: Position is responsible for direct and/or indirect supervision of 16 to 29 full time (or full time equivalent) employees.
- LEVEL 6: Position is responsible for direct and/or indirect supervision of 30 to 50 full time (or full time equivalent) employees.
- LEVEL 7: Position is responsible for direct and/or indirect supervision of more than 51 full time (or full time equivalent) employees.

Actual number of full-time (or full-time equivalent) employees supervised:

---

**FACTOR 8. Physical Demands:** Please describe any physical demands required to perform your job.

Demand	No	Yes	How often? (Rarely, Occasionally or Daily)
Lifting to 20 pounds	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting 20-50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting 50+ pounds	<input type="checkbox"/>	<input type="checkbox"/>	
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	
Walking	<input type="checkbox"/>	<input type="checkbox"/>	
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	
Crouching	<input type="checkbox"/>	<input type="checkbox"/>	
Crawling	<input type="checkbox"/>	<input type="checkbox"/>	
Bending	<input type="checkbox"/>	<input type="checkbox"/>	
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	
Prolonged Standing	<input type="checkbox"/>	<input type="checkbox"/>	
Prolonged Visual Concentration	<input type="checkbox"/>	<input type="checkbox"/>	

**Unpleasant or Hazardous Conditions:** Please describe any unpleasant or hazardous conditions you are exposed to in performing your job and how often you are exposed to those conditions. Include only those conditions which are directly related to your work rather than specific work area conditions.

Condition	No	Yes	How Often? (Rarely, Occasionally or Daily)
Lighting-dimness or brightness	<input type="checkbox"/>	<input type="checkbox"/>	
Dust	<input type="checkbox"/>	<input type="checkbox"/>	
Heat	<input type="checkbox"/>	<input type="checkbox"/>	
Cold	<input type="checkbox"/>	<input type="checkbox"/>	
Odors	<input type="checkbox"/>	<input type="checkbox"/>	
Noise	<input type="checkbox"/>	<input type="checkbox"/>	
Vibration	<input type="checkbox"/>	<input type="checkbox"/>	
Wetness/Humidity	<input type="checkbox"/>	<input type="checkbox"/>	
Toxic Agents	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical Currents	<input type="checkbox"/>	<input type="checkbox"/>	
Heavy Machinery	<input type="checkbox"/>	<input type="checkbox"/>	
Violence	<input type="checkbox"/>	<input type="checkbox"/>	
Disease	<input type="checkbox"/>	<input type="checkbox"/>	



Smoke  
Other

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

---

**FACTOR 9. Use of Technology/Specialized Equipment:** Please check the level of technology or specialized equipment use needed for you to perform your job.

- LEVEL 1: Position has no responsibility for, or use of, technology.
- LEVEL 2: Position has some basic use of computers for data entry and some use of the telephone, copier, etc.
- LEVEL 3: Position has daily use of computers for data entry and use of the telephone, fax machine, copier, etc. Position has daily use of light equipment such as push mowers, weed whackers, pole saws, custodial equipment, etc.
- LEVEL 4: Position has daily use of computers, the Internet, Smartphones, etc. to create databases, spreadsheets, or reports. Position designs and creates customized reports, presentations, and/or documents using advanced software skills.
- LEVEL 5A: Position provides routine consultation and technology support for everyday computer programming and/or software requests/questions to others in the organization; is an applications super user; or uses specialized software such as GIS, SCADA or telecommunications software.
- LEVEL 5B: Position uses, troubleshoots, and/or repairs various pieces of specialized equipment such as HVAC, lighting, gas flares, blowers, engines, heavy equipment, diagnostic equipment, large vehicles (vacuum trucks, street sweepers, fire apparatus) and/or medical or public safety equipment.
- LEVEL 6: Position is responsible for advanced computer programming, system security, maintenance, training, and purchasing of items such as computers, printers, scanners, etc., for the computer system for the organization (IT personnel).
- LEVEL 7: Position is responsible for the overall direction and supervision of the staff that are responsible for the computer and technology needs of the organization, including responsibility for developing technology policies for the organization (IT personnel).

---

**10. Comments/Additional Information:** Feel free to add additional information below. If using a printed copy of this form, use the back of the form to add your comments.

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Type your name and the date below, then save this form as a Word document with the file name of "JobTitle.LastName.FirstName" and email it to your supervisor. If using a printed copy of this form, sign and date it and then deliver to your supervisor.

---

**EMPLOYEE'S SIGNATURE OR TYPED NAME**

---

**DATE**

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**THIS SECTION TO BE COMPLETED BY IMMEDIATE SUPERVISOR AND/OR DEPARTMENT HEAD**

Please provide your comments below. If using a printed copy of the form and additional space is needed, please use the back of this form or attach an additional sheet. **Please do not mark in employee's portion of the questionnaire.**

1. Do you agree with the employee's answers to all of the above questions? If not, please explain.

2. List any job duties or assignments which the employee performs which are in addition to those listed on the job description or this form.

3. How long has this employee worked for you?

4. Additional comments from the employee's immediate supervisor:

Type your name and the date below, then email this form to your Department Head (if applicable) or to the Park District Administration. If using a printed copy of this form, sign and date it before forwarding.

---

***SUPERVISOR'S SIGNATURE OR TYPED NAME***

---

***DATE***

---

**If Supervisor isn't Department Head, Department Head should review this form as well.**

- I have read the above and substantially concur.
- I have read the above and have the following comments:

Type your name and the date below, and then email this form to the [ORG] Administration. If using a printed copy of this form, sign and date it before forwarding.

---

***DEPARTMENT HEAD SIGNATURE OR TYPED NAME***

---

***DATE***

**IMPORTANT DATES:**

**March 1<sup>st</sup> – March 18<sup>th</sup>:**

Employees complete and submit the JAQs to their Supervisors. Please save file as follows:  
JobTitle.LastName.FirstName.

**March 19<sup>th</sup> – March 25<sup>th</sup>:**

Supervisors and Department Heads review and then submit the JAQs to Human Resources.

**March 26<sup>th</sup> – April 3<sup>rd</sup>:**

Human Resources/Park District Administration reviews and then submits the JAQs to GovHR USA.

**Week of April 15<sup>th</sup> and April 27<sup>th</sup>:**

GovHR meets virtually with employees to review the information shared in the JAQ.

# APPENDIX B

<b>1. District Population: Maximum 20 Points</b>						
<b>89,114</b>						
Factor	Minimum Range		Maximum Range		Points	
1.50	59,409	89,114	89,114	133,671	20	
2.00	44,557	59,409	133,671	178,228	15	
2.50	35,646	44,557	178,228	222,785	10	
3.00	29,705	35,646	222,785	267,342	5	
All Others					0	
<b>2. Equalized Assessed Value: Maximum 15 Points</b>						
<b>2,017.12 Million</b>						
Factor	Minimum Range		Maximum Range		Points	
1.50	1,344.75	2,017.12	2,017.12	3,025.68	15	
2.00	1,008.56	1,344.74	3,025.69	4,034.24	11	
2.50	806.85	1,008.55	4,034.25	5,042.80	7	
6.67	672.37	806.84	5,042.81	6,051.36	3	
All Others					0	
<b>3. General Fund Property Tax Revenue: Maximum 15 Points</b>						
<b>6.67</b>						
Factor	Minimum Range		Maximum Range		Points	
1.50	4.45	6.67	6.67	10.01	15	
2.00	3.34	4.44	10.02	13.34	11	
2.50	2.67	3.33	13.35	16.68	7	
3.00	2.22	2.66	16.69	20.01	3	
All Others					0	
<b>4. Indebtedness: Maximum 10 Points</b>						
<b>2.75 Million</b>						
Factor	Minimum Range		Maximum Range		Points	
1.50	1.83	2.75	2.75	4.13	10	
2.00	1.38	1.82	4.14	5.50	7	
2.50	1.10	1.37	5.51	6.88	4	
3.00	0.92	1.09	6.89	8.25	2	
All Others					0	
<b>5. General Fund Expenditures: Maximum 10 Points</b>						
<b>4.13 Million</b>						
Factor	Minimum Range		Maximum Range		Points	
1.50	2.75	4.13	4.13	6.20	10	
2.00	2.07	2.74	6.21	8.26	7	
2.50	1.65	2.06	8.27	10.33	4	
3.00	1.38	1.64	10.34	12.39	2	
All Others					0	
<b>6. Full Time Employees: Maximum 10 Points</b>						
<b>76</b>						
Factor	Minimum Range		Maximum Range		Points	
1.50	51	76	76	114	10	
2.00	38	50	115	152	7	
2.50	30	37	153	190	4	
3.00	25	29	191	228	2	
All Others					0	

7. Part Time Employees: Maximum 10 Points						
495						
Factor	Minimum Range		Maximum Range		Points	
1.50	330	495	495	743	10	
2.00	248	329	744	990	7	
2.50	198	247	991	1,238	4	
3.00	165	197	1,239	1,485	2	
All Others						0
8. Proximity to Champaign: Maximum 10 Points						
					Points	
0.00	to	49.90	Miles	10		
50.00	to	99.90	Miles	7		
100.00	to	149.90	Miles	4		
All Others					2	
Initial screen:						
Park Districts serving Illinois communities with populations between approximately 180,000 and 40,000						
Sources:						
(1) Illinois Comptroller Website - Local Government Data Warehouse						
(2) Google Maps: Proximity						

Champaign Park District, IL  
Criteria Comparisons - Sorted by Name

Park District	District Population	Max. Points	EAV (million)	Max. Points	GF Prop. Tax Rev. (million)	Max. Points	Indebtedness (million)	Max Points	GF Expen. (million)	Max. Points	Full Time Employees	Max. Points	Part Time Employees	Max. Points	Proximity (miles)	Max. Points	Total Points
<b>Champaign</b>	<b>89,114</b>	<b>20</b>	<b>2,017.12</b>	<b>15</b>	<b>6.67</b>	<b>15</b>	<b>2.75</b>	<b>10</b>	<b>4.13</b>	<b>10</b>	<b>76</b>	<b>10</b>	<b>495</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>100</b>
Arlington Heights	74,409	20	3,093.15	11	5.48	15	16.95	0	4.94	10	89	10	901	7	154	2	75
Aurora (Fox Valley)	236,000	5	5,197.30	3	7.13	15	21.71	0	7.99	7	109	10	674	10	127	4	54
Berwyn	38,167	10	494.50	0	0.74	0	1.83	10	0.68	0	17	0	27	0	137	4	24
Bolingbrook	74,031	20	2,362.75	15	5.57	15	25.12	0	5.67	10	64	10	415	10	121	4	84
Buffalo Grove	43,212	10	1,720.46	15	2.91	7	19.50	0	2.91	10	56	10	476	10	164	2	64
Cicero	83,161	20	774.27	3	2.82	7	2.39	10	2.60	7	14	0	24	0	139	4	51
Crystal Lake	50,700	15	1,822.39	15	3.58	11	8.12	2	5.02	10	67	10	389	10	172	2	75
Decatur	69,097	20	932.88	7	1.29	0	18.12	0	2.16	7	91	10	222	4	48	10	58
DeKalb	40,290	10	770.46	3	1.71	0	3.11	10	1.65	2	22	0	168	2	172	2	29
Des Plaines	58,364	15	1,901.34	15	4.51	15	10.17	0	3.26	10	52	10	322	7	150	2	74
Downers Grove	49,470	15	2,816.25	15	3.99	11	14.77	0	3.70	10	58	10	147	0	132	4	65
Elmhurst	45,326	15	2,887.47	15	4.76	15	10.50	0	4.87	10	64	10	214	4	141	4	73
Glenview	63,001	20	3,548.37	11	12.11	11	37.01	0	8.91	4	112	10	868	7	157	2	65
Hoffman Estates	50,682	15	1,894.64	15	5.27	15	68.48	0	4.72	10	73	10	572	10	156	2	77
Joliet	147,344	15	2,521.06	15	1.91	0	27.71	0	7.18	7	66	10	290	7	110	4	58
Lombard	44,311	10	4,854.76	7	2.75	7	9.79	0	2.59	7	35	4	293	7	138	4	46
Mount Prospect	56,852	15	1,986.93	15	2.47	3	19.77	0	2.41	7	42	7	177	2	155	2	51
Naperville	149,540	15	8,170.98	0	14.11	7	28.08	0	18.68	0	122	7	846	7	126	4	40
Oak Lawn	58,362	15	1,202.81	11	2.37	3	2.23	10	3.08	10	50	7	309	7	123	4	67
Oak Park	54,583	15	1,870.15	15	4.93	15	25.85	0	5.24	10	59	10	485	10	142	4	79
Palatine	67,908	20	2,300.59	15	10.20	11	15.87	0	8.76	4	95	10	830	7	154	2	69
Peoria	121,500	20	2,064.27	15	4.94	15	2.50	10	14.94	0	169	4	866	7	92	7	78
Plainfield	111,081	20	3,095.01	11	3.38	11	8.34	0	2.74	7	44	7	129	0	116	4	60
Rockford	195,355	10	2,622.86	15	7.19	15	55.94	0	11.58	2	175	4	848	7	187	2	55
Schaumburg	76,225	20	3,746.87	11	6.79	15	11.73	0	6.71	7	83	10	152	0	151	2	65
Skokie	67,444	20	3,080.41	11	3.66	11	30.37	0	4.44	10	73	10	360	10	148	4	76
Springfield	120,000	20	2,873.03	15	4.35	11	9.81	0	7.04	7	101	10	260	7	86	7	77
Tinley Park	55,971	15	1,389.79	15	2.15	0	3.54	10	2.01	4	33	4	126	0	114	4	52
Urbana	39,189	10	697.07	3	2.26	3	17.48	0	2.65	7	51	10	287	7	2	10	50
Waukegan	89,313	20	1,546.07	15	4.25	11	23.74	0	2.37	7	66	10	227	4	178	2	69
Wheaton	52,984	15	2,588.18	15	4.93	15	8.78	0	4.09	10	128	7	853	7	139	4	73

Champaign Park District, IL  
Criteria Comparisons - Sorted by Rank

Park District	District Population	Max. Points	EAV (million)	Max. Points	GF Prop. Tax Rev. (million)	Max. Points	Indebtedness (million)	Max Points	GF Expen. (million)	Max. Points	Full Time Employees	Max. Points	Part Time Employees	Max. Points	Proximity (miles)	Max. Points	Total Points
<b>Champaign</b>	<b>89,114</b>	<b>20</b>	<b>2,017.12</b>	<b>15</b>	<b>6.67</b>	<b>15</b>	<b>2.75</b>	<b>10</b>	<b>4.13</b>	<b>10</b>	<b>76</b>	<b>10</b>	<b>495</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>100</b>
Bolingbrook	74,031	20	2,362.75	15	5.57	15	25.12	0	5.67	10	64	10	415	10	121	4	84
Oak Park	54,583	15	1,870.15	15	4.93	15	25.85	0	5.24	10	59	10	485	10	142	4	79
Peoria	121,500	20	2,064.27	15	4.94	15	2.50	10	14.94	0	169	4	866	7	92	7	78
Hoffman Estates	50,682	15	1,894.64	15	5.27	15	68.48	0	4.72	10	73	10	572	10	156	2	77
Springfield	120,000	20	2,873.03	15	4.35	11	9.81	0	7.04	7	101	10	260	7	86	7	77
Skokie	67,444	20	3,080.41	11	3.66	11	30.37	0	4.44	10	73	10	360	10	148	4	76
Arlington Heights	74,409	20	3,093.15	11	5.48	15	16.95	0	4.94	10	89	10	901	7	154	2	75
Crystal Lake	50,700	15	1,822.39	15	3.58	11	8.12	2	5.02	10	67	10	389	10	172	2	75
Des Plaines	58,364	15	1,901.34	15	4.51	15	10.17	0	3.26	10	52	10	322	7	150	2	74
Elmhurst	45,326	15	2,887.47	15	4.76	15	10.50	0	4.87	10	64	10	214	4	141	4	73
Wheaton	52,984	15	2,588.18	15	4.93	15	8.78	0	4.09	10	128	7	853	7	139	4	73
Palatine	67,908	20	2,300.59	15	10.20	11	15.87	0	8.76	4	95	10	830	7	154	2	69
Waukegan	89,313	20	1,546.07	15	4.25	11	23.74	0	2.37	7	66	10	227	4	178	2	69
Oak Lawn	58,362	15	1,202.81	11	2.37	3	2.23	10	3.08	10	50	7	309	7	123	4	67
Downers Grove	49,470	15	2,816.25	15	3.99	11	14.77	0	3.70	10	58	10	147	0	132	4	65
Glenview	63,001	20	3,548.37	11	12.11	11	37.01	0	8.91	4	112	10	868	7	157	2	65
Schaumburg	76,225	20	3,746.87	11	6.79	15	11.73	0	6.71	7	83	10	152	0	151	2	65
Buffalo Grove	43,212	10	1,720.46	15	2.91	7	19.50	0	2.91	10	56	10	476	10	164	2	64
Plainfield	111,081	20	3,095.01	11	3.38	11	8.34	0	2.74	7	44	7	129	0	116	4	60
Joliet	147,344	15	2,521.06	15	1.91	0	27.71	0	7.18	7	66	10	290	7	110	4	58
Rockford	195,355	10	2,622.86	15	7.19	15	55.94	0	11.58	2	175	4	848	7	187	2	55
Aurora (Fox Valley)	236,000	5	5,197.30	3	7.13	15	21.71	0	7.99	7	109	10	674	10	127	4	54
Tinley Park	55,971	15	1,389.79	15	2.15	0	3.54	10	2.01	4	33	4	126	0	114	4	52
Cicero	83,161	20	774.27	3	2.82	7	2.39	10	2.60	7	14	0	24	0	139	4	51
Mount Prospect	56,852	15	1,986.93	15	2.47	3	19.77	0	2.41	7	42	7	177	2	155	2	51
Lombard	44,311	10	4,854.76	7	2.75	7	9.79	0	2.59	7	35	4	293	7	138	4	46
Naperville	149,540	15	8,170.98	0	14.11	7	28.08	0	18.68	0	122	7	846	7	126	4	40
DeKalb	40,290	10	770.46	3	1.71	0	3.11	10	1.65	2	22	0	168	2	172	2	29
Berwyn	38,167	10	494.50	0	0.74	0	1.83	10	0.68	0	17	0	27	0	137	4	24

Champaign Park District, IL  
 Top Comparables - Total Comparability Points Greater than 65

Park District	District Population	Max. Points	EAV (million)	Max. Points	GF Prop. Tax Rev. (million)	Max. Points	Indebtedness (million)	Max Points	GF Expen. (million)	Max. Points	Full Time Employees	Max. Points	Part Time Employees	Max. Points	Proximity (miles)	Max. Points	Total Points
<b>Champaign</b>	<b>89,114</b>	<b>20</b>	<b>2,017.12</b>	<b>15</b>	<b>6.67</b>	<b>15</b>	<b>2.75</b>	<b>10</b>	<b>4.13</b>	<b>10</b>	<b>76</b>	<b>10</b>	<b>495</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>100</b>
Bolingbrook	74,031	20	2,362.75	15	5.57	15	25.12	0	5.67	10	64	10	415	10	121	4	84
Oak Park	54,583	15	1,870.15	15	4.93	15	25.85	0	5.24	10	59	10	485	10	142	4	79
Peoria	121,500	20	2,064.27	15	4.94	15	2.50	10	14.94	0	169	4	866	7	92	7	78
Hoffman Estates	50,682	15	1,894.64	15	5.27	15	68.48	0	4.72	10	73	10	572	10	156	2	77
Springfield	120,000	20	2,873.03	15	4.35	11	9.81	0	7.04	7	101	10	260	7	86	7	77
Skokie	67,444	20	3,080.41	11	3.66	11	30.37	0	4.44	10	73	10	360	10	148	4	76
Arlington Heights	74,409	20	3,093.15	11	5.48	15	16.95	0	4.94	10	89	10	901	7	154	2	75
Crystal Lake	50,700	15	1,822.39	15	3.58	11	8.12	2	5.02	10	67	10	389	10	172	2	75
Des Plaines	58,364	15	1,901.34	15	4.51	15	10.17	0	3.26	10	52	10	322	7	150	2	74
Elmhurst	45,326	15	2,887.47	15	4.76	15	10.50	0	4.87	10	64	10	214	4	141	4	73
Wheaton	52,984	15	2,588.18	15	4.93	15	8.78	0	4.09	10	128	7	853	7	139	4	73
Palatine	67,908	20	2,300.59	15	10.20	11	15.87	0	8.76	4	95	10	830	7	154	2	69
Waukegan	89,313	20	1,546.07	15	4.25	11	23.74	0	2.37	7	66	10	227	4	178	2	69
Oak Lawn	58,362	15	1,202.81	11	2.37	3	2.23	10	3.08	10	50	7	309	7	123	4	67

**Entities that scored below 67 points but are included as top comparables due to their proximity.**

<b>Decatur</b>	69,097	20	932.88	7	1.29	0	18.12	0	2.16	7	91	10	222	4	48	10	58
<b>Urbana</b>	39,189	10	697.07	3	2.26	3	17.48	0	2.65	7	51	10	287	7	2	10	50

Bloomington Park Department  
 Elgin Park Department  
 Normal Park Department



# APPENDIX C

Appendix C - Detailed Salary Data  
Champaign Park District, IL

Executive Director				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Executive Director			169,605
Normal	Parks & Recreation Director	109,120	173,537	173,537
Pekin	Executive Director			139,982
Peoria	Executive Director Parks & Rec.			174,524
Springfield	Executive Director	121,845	182,786	148,386
Urbana	Executive Director			148,050
2024 Park and Recreation Survey	Executive Director	148,136	189,134	
Champaign Park District	Executive Director			159,650
Range Data				
Average		126,367.00	181,819.00	159,014.00
50th Percentile		121,845.00	182,786.00	158,995.50
60th Percentile		127,103.20	184,055.60	169,605.00
65th Percentile		129,732.30	184,690.40	170,588.00
70th Percentile		132,361.40	185,325.20	171,571.00
75th Percentile		134,990.50	185,960.00	172,554.00
80th Percentile		137,619.60	186,594.80	173,537.00
Actual Data				
Average		143,112.60	190,816.80	
50th Percentile		143,095.95	190,794.60	
60th Percentile		152,644.50	203,526.00	
65th Percentile		153,529.20	204,705.60	
70th Percentile		154,413.90	205,885.20	
75th Percentile		155,298.60	207,064.80	
80th Percentile		156,183.30	208,244.40	

Appendix C - Detailed Salary Data  
 Champaign Park District, IL

Deputy Executive Director				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	n/a			
Normal	n/a			
Pekin	n/a			
Peoria	Deputy Director of Parks & Rec.			146,233
Springfield	n/a			
Urbana	n/a			
2024 Park and Recreation Survey	n/a			
Champaign Park District	Deputy Executive Director			107,190
Range Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

Appendix C - Detailed Salary Data  
Champaign Park District, IL

Executive Assistant				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Board Secretary/Compliance Officer			53,375
Normal	n/a			
Pekin	n/a			
Peoria	n/a			
Springfield	Administrative Assistant	36,358	54,538	46,197
Urbana	Office Manager - Administration	45,149	59,585	56,383
2024 Park and Recreation Survey	Executive Assistant	60,882	74,027	
Champaign Park District	Administrative Project Manager	47,000	59,280	
Range Data				
Average		47,463.00	62,716.60	51,984.93
50th Percentile		45,149.00	59,585.00	53,375.00
60th Percentile		48,295.52	62,473.44	53,976.60
65th Percentile		49,868.78	63,917.66	54,277.40
70th Percentile		51,442.04	65,361.88	54,578.20
75th Percentile		53,015.30	66,806.10	54,879.00
80th Percentile		54,588.56	68,250.32	55,179.80
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

Appendix C - Detailed Salary Data  
Champaign Park District, IL

Director of Finance				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	CFO			128,836
Normal	n/a			
Pekin	Business Manager			81,875
Peoria	Supt. of Finance & Admin. Services			141,079
Springfield	Director of Finance & Administration	94,042	141,063	108,675
Urbana	Superintendent of Business Services	80,773	109,580	100,920
2024 Park and Recreation Survey	Director/Supt. of Finance	108,675	140,270	
Champaign Park District	Director of Finance			130,000
Range Data				
Average		94,496.67	130,304.33	112,277.00
50th Percentile		94,042.00	140,270.00	108,675.00
60th Percentile		96,968.60	140,428.60	116,739.40
65th Percentile		98,431.90	140,507.90	120,771.60
70th Percentile		99,895.20	140,587.20	124,803.80
75th Percentile		101,358.50	140,666.50	128,836.00
80th Percentile		102,821.80	140,745.80	131,284.60
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

Appendix C - Detailed Salary Data  
Champaign Park District, IL

Director of Recreation				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Director of Recreation			100,275
Normal	n/a			
Pekin	Superintendent of Recreation			81,875
Peoria	Superintendent of Recreation			104,182
Springfield	Director of Recreation & Marketing	78,964	118,446	87,000
Urbana	Superintendent of Recreation	80,773	109,580	105,152
2024 Park and Recreation Survey	Director/Supt. of Recreation	87,661	131,884	
Champaign Park District	Director of Recreation			96,981
Range Data				
Average		82,466.00	119,970.00	95,696.80
50th Percentile		80,773.00	118,446.00	100,275.00
60th Percentile		82,150.60	121,133.60	101,837.80
65th Percentile		82,839.40	122,477.40	102,619.20
70th Percentile		83,528.20	123,821.20	103,400.60
75th Percentile		84,217.00	125,165.00	104,182.00
80th Percentile		84,905.80	126,508.80	104,376.00
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

Appendix C - Detailed Salary Data  
Champaign Park District, IL

Director of Operations and Planning				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Parks Manager			78,503
Normal	n/a			
Pekin	Superintendent of Parks			86,126
Peoria	Supt. of Planning, Design & Constr.			115,653
Springfield	Director of Parks and Planning	82,916	124,375	93,160
Urbana	Superintendent of Planning & Ops.	80,773	109,580	103,012
2024 Park and Recreation Survey				
Champaign Park District	Director of Operations and Planning			109,250
Range Data				
Average				95,290.80
50th Percentile				93,160.00
60th Percentile				97,100.80
65th Percentile				99,071.20
70th Percentile				101,041.60
75th Percentile				103,012.00
80th Percentile				105,540.20
Actual Data				
Average		85,761.72	114,348.96	
50th Percentile		83,844.00	111,792.00	
60th Percentile		87,390.72	116,520.96	
65th Percentile		89,164.08	118,885.44	
70th Percentile		90,937.44	121,249.92	
75th Percentile		92,710.80	123,614.40	
80th Percentile		94,986.18	126,648.24	

Appendix C - Detailed Salary Data  
Champaign Park District, IL

Director of Marketing and Development				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Foundation Director			89,107
Normal	n/a			
Pekin	Supt. Of Marketing & Communications			54,075
Peoria	Director of Development			73,472
Springfield	Assist. Director of Recreation & Marketing	53,974	80,961	73,913
Urbana	n/a			
2024 Park and Recreation Survey	Director/Supt. of Marketing & Commun.	89,272	119,710	
Champaign Park District	Director of Marketing and Development			83,000
Range Data				
Average				72,641.75
50th Percentile				73,692.50
60th Percentile				73,824.80
65th Percentile				73,890.95
70th Percentile				75,432.40
75th Percentile				77,711.50
80th Percentile				79,990.60
Actual Data				
Average		65,377.58	87,170.10	
50th Percentile		66,323.25	88,431.00	
60th Percentile		66,442.32	88,589.76	
65th Percentile		66,501.86	88,669.14	
70th Percentile		67,889.16	90,518.88	
75th Percentile		69,940.35	93,253.80	
80th Percentile		71,991.54	95,988.72	



Appendix C - Detailed Salary Data  
Champaign Park District, IL

Director of Human Resources				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	HR and Risk Manager			67,704
Normal	n/a			
Pekin	Supt. of Human Resources			66,500
Peoria	Superintendent of Human Resources			110,661
Springfield	n/a			
Urbana	n/a			
2024 Park and Recreation Survey	Director/Supt. Human Resources	91,793	119,741	
Champaign Park District	Director of Human Resources			87,632
Range Data				
Average				81,621.67
50th Percentile				67,704.00
60th Percentile				76,295.40
65th Percentile				80,591.10
70th Percentile				84,886.80
75th Percentile				89,182.50
80th Percentile				93,478.20
Actual Data				
Average		73,459.50	97,946.00	
50th Percentile		60,933.60	81,244.80	
60th Percentile		68,665.86	91,554.48	
65th Percentile		72,531.99	96,709.32	
70th Percentile		76,398.12	101,864.16	
75th Percentile		80,264.25	107,019.00	
80th Percentile		84,130.38	112,173.84	

Appendix C - Detailed Salary Data  
 Champaign Park District, IL

Director of Facilities and Technology				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	IT Manager			79,083
Normal	n/a			
Pekin	n/a			
Peoria	Information Security Supervisor			104,235
Springfield	n/a			
Urbana	n/a			
2024 Park and Recreation Survey	Director/Supt. IT	96,341	117,902	
Champaign Park District	Director of Facilities			91,877
Range Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

Appendix C - Detailed Salary Data  
Champaign Park District, IL

Assistant Director - Operations/Facilities				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Supt. of Constr. & Trades			77,746
Normal	Asst. Dir. Parks Maint. Operations	80,521	128,054	128,056
Pekin	n/a			
Peoria	General Manager			82,659
Springfield	n/a			
Urbana	n/a			
2024 Park and Recreation Survey				
Champaign Park District	Assistant Director of Facilities			75,451
Range Data				
Average				96,153.67
50th Percentile				82,659.00
60th Percentile				91,738.40
65th Percentile				96,278.10
70th Percentile				100,817.80
75th Percentile				105,357.50
80th Percentile				109,897.20
Actual Data				
Average		86,538.30	115,384.40	
50th Percentile		74,393.10	99,190.80	
60th Percentile		82,564.56	110,086.08	
65th Percentile		86,650.29	115,533.72	
70th Percentile		90,736.02	120,981.36	
75th Percentile		94,821.75	126,429.00	
80th Percentile		98,907.48	131,876.64	

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Champaign Park District, IL

Manager - Aquatics and Tennis				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Aquatics & Adventure Park Mgr.			62,790
Normal	Rec. Spvsr.-Aquatics & Events	63,920	101,656	83,011
Pekin	Waterpark/Arena Manger			46,680
Peoria	Supervisor RiverPlex & Aquatics			100,963
Springfield	Aquatics Manager	42,509	63,746	44,500
Urbana	Aquatics Manager	61,528	82,572	62,720
2024 Park and Recreation Survey	Aquatics Manager	56,080	72,906	
Champaign Park District	Aquatics and Tennis Manager	47,424	71,136	
Range Data				
Average		56,009.25	80,220.00	66,777.33
50th Percentile		58,804.00	77,739.00	62,755.00
60th Percentile		60,438.40	80,638.80	62,790.00
65th Percentile		61,255.60	82,088.70	67,845.25
70th Percentile		61,767.20	84,480.40	72,900.50
75th Percentile		62,126.00	87,343.00	77,955.75
80th Percentile		62,484.80	90,205.60	83,011.00
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

Appendix C - Detailed Salary Data  
Champaign Park District, IL

Manager - Sports				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	n/a			
Normal	Rec. Supervisor-Adult Sports & Fields	63,920	101,656	80,983
Pekin	Athletics Manager			69,471
Peoria	Manager-Athletic & Rec. Svcs.			67,718
Springfield	Athletics Manager	43,313	69,970	
Urbana	Outreach and Wellness Manager	61,528	82,572	62,720
2024 Park and Recreation Survey	Recreation Program Manager	59,636	77,189	
Champaign Park District	Sports Manager	52,416	78,624	
Range Data				
Average		57,099.25	82,846.75	70,223.00
50th Percentile		60,582.00	79,880.50	68,594.50
60th Percentile		61,149.60	81,495.40	69,120.40
65th Percentile		61,433.40	82,302.85	69,383.35
70th Percentile		61,767.20	84,480.40	70,622.20
75th Percentile		62,126.00	87,343.00	72,349.00
80th Percentile		62,484.80	90,205.60	74,075.80
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

Appendix C - Detailed Salary Data  
Champaign Park District, IL

Coordinator - Sports/Aquatics				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	n/a			
Normal	n/a			
Pekin	Recreation Programming Manager			42,436
Peoria	n/a			
Springfield	n/a			
Urbana	Coordinator - Sports/Aquatics	47,798	63,304	49,616
2024 Park and Recreation Survey	Recreation Supervisor	46,925	60,882	
Champaign Park District	Sports Coordinator	47,424	71,136	
Range Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

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Champaign Park District, IL

Special Recreation Manager				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Special Rec. Spvsr. & PR Coord.			50,000
Normal	n/a			
Pekin	Special Recreation Manager			40,314
Peoria	n/a			
Springfield	Special Recreation Supervisor	43,313	64,970	48,048
Urbana	n/a			
2024 Park and Recreation Survey	Inclusion Manager	53,958	61,259	
Champaign Park District	CUSR Manager	52,416	78,624	
Range Data				
Average				46,120.67
50th Percentile				48,048.00
60th Percentile				48,438.40
65th Percentile				48,633.60
70th Percentile				48,828.80
75th Percentile				49,024.00
80th Percentile				49,219.20
Actual Data				
Average		41,508.60	55,344.80	
50th Percentile		43,243.20	57,657.60	
60th Percentile		43,594.56	58,126.08	
65th Percentile		43,770.24	58,360.32	
70th Percentile		43,945.92	58,594.56	
75th Percentile		44,121.60	58,828.80	
80th Percentile		44,297.28	59,063.04	

Appendix C - Detailed Salary Data  
 Champaign Park District, IL

Special Recreation Coordinator - Programs/Athletics/Events/Inclusion				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Special Recreation Supervisor			44,070
Normal	n/a			
Pekin	n/a			
Peoria	n/a			
Springfield	n/a			
Urbana	n/a			
2024 Park and Recreation Survey	Program Specialist	42,037	45,906	
Champaign Park District	CUSR Coordinator	42,432	63,648	
Range Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				



Appendix C - Detailed Salary Data  
Champaign Park District, IL

Manager - Guest Services/Membership Facilities				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Guest Exp. & Membrshp. Spvsr			41,000
Normal	n/a			
Pekin	n/a			
Peoria	n/a			
Springfield	Guest Svcs. & Marketing Mgr.-Zoo	40,000	60,000	47,000
Urbana	Office Manager-Planning & Ops.	45,149	59,585	50,344
2024 Park and Recreation Survey	Marketing/Membership Manager	64,000	77,600	
Champaign Park District	Guest Services Manager	52,416	78,624	
Range Data				
Average		49,716.33	65,728.33	46,114.67
50th Percentile		45,149.00	60,000.00	47,000.00
60th Percentile		48,919.20	63,520.00	47,668.80
65th Percentile		50,804.30	65,280.00	48,003.20
70th Percentile		52,689.40	67,040.00	48,337.60
75th Percentile		54,574.50	68,800.00	48,672.00
80th Percentile		56,459.60	70,560.00	49,006.40
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

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Champaign Park District, IL

Receptionist I and II				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Accounting Clerk II & Receptionist			32,448
Normal	Office Associates - Recreation	44,640	70,989	
Pekin	Reception - Fitness Center			32,136
Peoria	n/a			
Springfield	Administrative Assistants	36,358	54,538	37,128
Urbana	Office Specialist I	35,528	46,084	41,812
2024 Park and Recreation Survey	Guest Services	33,134	47,715	
Champaign Park District	Receptionist	37,440	56,160	
Range Data				
Average		37,415.20	54,831.45	35,881.00
50th Percentile		35,943.20	51,126.40	34,788.00
60th Percentile		36,192.32	53,173.12	36,192.00
65th Percentile		36,316.88	54,196.48	36,894.00
70th Percentile		37,186.56	56,182.74	37,596.40
75th Percentile		38,428.80	58,650.45	38,299.00
80th Percentile		39,671.04	61,118.16	39,001.60
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

Appendix C - Detailed Salary Data  
 Champaign Park District, IL

Rental Manager				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	n/a			
Normal	n/a			
Pekin	n/a			
Peoria	n/a			
Springfield	n/a			
Urbana	na/			
2024 Park and Recreation Survey	Rental & Special Events Supervisor	48,235	65,520	
Champaign Park District	Rental Manager	47,424	71,136	
Range Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

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 Champaign Park District, IL

Tennis - Head Professional				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Tennis Facility Manager			53,760
Normal	n/a			
Pekin	n/a			
Peoria	n/a			
Springfield	Athletic Assistant-Tennis Manager	46,300	69,472	45,000
Urbana	n/a			
2024 Park and Recreation Survey	Tennis Professional	45,282	74,859	
Champaign Park District	Head Tennis Professional	47,424	71,136	
Range Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

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 Champaign Park District, IL

Accounting and Benefits Manager				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Accounting Manager			90,101
Normal	n/a			
Pekin	n/a			
Peoria	Supervisor of Accounting Services			72,000
Springfield	n/a			
Urbana	n/a			
2024 Park and Recreation Survey	Business Manager	75,809	104,379	
Champaign Park District	Accounting and Benefits Manager	52,416	78,624	
Range Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

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Champaign Park District, IL

Financial Analyst				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Chief Financial Officer			128,836
Normal	n/a			
Pekin	n/a			
Peoria	Supervisor of Business Services			74,864
Springfield	Accounting Supervisor	58,752	88,129	65,362
Urbana	Accounting Assistant II	41,602	54,608	50,698
2024 Park and Recreation Survey	Finance Manager/Accountant	65,402	77,213	
Champaign Park District	Financial Analyst	52,416	78,624	
Range Data				
Average		55,252.00	73,316.67	79,940.00
50th Percentile		58,752.00	77,213.00	70,113.00
60th Percentile		60,082.00	79,396.20	72,963.60
65th Percentile		60,747.00	80,487.80	74,388.90
70th Percentile		61,412.00	81,579.40	80,261.20
75th Percentile		62,077.00	82,671.00	88,357.00
80th Percentile		62,742.00	83,762.60	96,452.80
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

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Champaign Park District, IL

Human Resources Manager				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	HR and Risk Manager			67,704
Normal	n/a			
Pekin	n/a			
Peoria	Recruitment and Prof. Dvlpt. Mgr.			65,114
Springfield	Human Resources/Risk Manager	54,308	81,462	68,630
Urbana	HR Manager	61,528	82,572	67,767
2024 Park and Recreation Survey	Human Resource Generalist	67,280	75,102	
Champaign Park District	Human Resources Manager	52,416	78,624	
Range Data				
Average		61,038.67	79,712.00	67,303.75
50th Percentile		61,528.00	81,462.00	67,735.50
60th Percentile		62,678.40	81,684.00	67,754.40
65th Percentile		63,253.60	81,795.00	67,763.85
70th Percentile		63,828.80	81,906.00	67,853.30
75th Percentile		64,404.00	82,017.00	67,982.75
80th Percentile		64,979.20	82,128.00	68,112.20
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

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 Champaign Park District, IL

Risk Manager				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	n/a			
Normal	n/a			
Pekin	n/a			
Peoria	Env. Health & Safety Manager			82,206
Springfield	n/a			
Urbana	n/a			
2024 Park and Recreation Survey	Risk Manager	65,372	78,873	
Champaign Park District	Risk Manager	47,424	71,136	
Range Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				



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Champaign Park District, IL

Accounts Payable Coordinator				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Accounts Payable Coordinator			36,281
Normal	Office Associate - Recreation	44,640	70,989	39,905
Pekin	Accounts Payable/Payroll			47,133
Peoria	n/a			
Springfield	Admin. Assist. & Accounts Payable	41,558	62,317	42,869
Urbana	Accounting Assistant I	38,407	50,124	45,770
2024 Park and Recreation Survey	Accounting Clerk	51,043	62,733	
Champaign Park District	Accounts Payable Coordinator	42,432	63,648	
Range Data				
Average		43,912.15	61,540.65	42,391.56
50th Percentile		43,099.20	62,524.80	42,868.80
60th Percentile		44,023.68	62,649.60	44,029.28
65th Percentile		44,485.92	62,712.00	44,609.52
70th Percentile		45,280.32	63,558.42	45,189.76
75th Percentile		46,240.80	64,796.85	45,770.00
80th Percentile		47,201.28	66,035.28	46,042.60
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

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Champaign Park District, IL

Accounting and Procurement Clerk				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	n/a			
Normal	n/a			
Pekin	Accounts Receivable			42,848
Peoria	Purchasing Supervisor			88,188
Springfield	n/a			
Urbana	n/a			
2024 Park and Recreation Survey	n/a			
Champaign Park District	Accounting and Procurement Clerk	32,480	48,672	
Range Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

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Marketing Manager				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Director of Marketing			75,741
Normal	n/a			
Pekin	n/a			
Peoria	Marketing Manager			54,267
Springfield	n/a			
Urbana	Public Information & Marketing Mgr.	53,948	71,934	62,781
2024 Park and Recreation Survey	Communications & Marketing Mgr.	64,000	77,600	
Champaign Park District	Marketing Manager	52,416	78,624	
Range Data				
Average				64,263.00
50th Percentile				62,781.00
60th Percentile				65,373.00
65th Percentile				66,669.00
70th Percentile				67,965.00
75th Percentile				69,261.00
80th Percentile				70,557.00
Actual Data				
Average		57,836.70	77,115.60	
50th Percentile		56,502.90	75,337.20	
60th Percentile		58,835.70	78,447.60	
65th Percentile		60,002.10	80,002.80	
70th Percentile		61,168.50	81,558.00	
75th Percentile		62,334.90	83,113.20	
80th Percentile		63,501.30	84,668.40	

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Champaign Park District, IL

Graphic Designer				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Marketing Coordinator			42,042
Normal	n/a			
Pekin	n/a			
Peoria	n/a			
Springfield	Graphic Designer	44,886	67,309	47,840
Urbana	Graphics & Marketing Coordinator	47,798	63,304	57,542
2024 Park and Recreation Survey	n/a			
Champaign Park District	Graphic Designer	42,432	63,648	
Range Data				
Average				49,141.33
50th Percentile				47,840.00
60th Percentile				49,780.40
65th Percentile				50,750.60
70th Percentile				51,720.80
75th Percentile				52,691.00
80th Percentile				53,661.20
Actual Data				
Average		44,227.20	58,969.60	
50th Percentile		43,056.00	57,408.00	
60th Percentile		44,802.36	59,736.48	
65th Percentile		45,675.54	60,900.72	
70th Percentile		46,548.72	62,064.96	
75th Percentile		47,421.90	63,229.20	
80th Percentile		48,295.08	64,393.44	

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 Champaign Park District, IL

Content Coordinator				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	n/a			
Normal	n/a			
Pekin	n/a			
Peoria	n/a			
Springfield	n/a			
Urbana	n/a			
2024 Park and Recreation Survey	Marketing/Social Media Specialist	47,091	56,014	
Champaign Park District	Content Coordinator	37,440	56,160	
Range Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

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Supervisor - Horticulture/Grounds				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Supervisor-Horticulture/Grounds			55,782
Normal	Park Spvsr.-Golf Maint., Hort, Frstry.	74,557	118,569	104,270
Pekin	Greenskeeper - Golf			52,407
Peoria	Supervisor Parks-Landscape Maint.			81,392
Springfield	Botanical Hort. Spvsr./Curator	41,766	62,649	47,556
Urbana	Grounds Maintenance Supervisor	61,528	82,572	67,767
2024 Park and Recreation Survey	Parks Supervisor	55,536	73,611	
Champaign Park District	Horticulture/Grounds Supervisor	47,424	71,136	
Range Data				
Average		58,346.75	84,350.30	68,195.67
50th Percentile		58,532.00	78,091.60	61,774.50
60th Percentile		60,329.60	80,779.84	67,767.00
65th Percentile		61,228.40	82,123.96	71,173.25
70th Percentile		62,830.90	86,171.70	74,579.50
75th Percentile		64,785.25	91,571.25	77,985.75
80th Percentile		66,739.60	96,970.80	81,392.00
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

Appendix C - Detailed Salary Data  
Champaign Park District, IL

Supervisor Maintenance/Building				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Custodial Supervisor			43,642
Normal	Parks Maint. Spvrs.-Parks & Projects	74,557	118,569	111,737
Pekin	n/a			
Peoria	Supervisor-Maint. & Repair			83,989
Springfield	n/a			
Urbana	Facility Maintenance Supervisor	61,528	82,572	77,774
2024 Park and Recreation Survey	Facilities Supervisor	51,522	73,694	
Champaign Park District	Building Service Worker Supervisor	42,432	63,648	
Range Data				
Average		62,535.53	91,611.80	79,285.50
50th Percentile		61,528.00	82,572.00	80,881.50
60th Percentile		64,133.80	89,771.40	82,746.00
65th Percentile		65,436.70	93,371.10	83,678.25
70th Percentile		66,739.60	96,970.80	86,763.80
75th Percentile		68,042.50	100,570.50	90,926.00
80th Percentile		69,345.40	104,170.20	95,088.20
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

Appendix C - Detailed Salary Data  
Champaign Park District, IL

Specialist - Parks/Natural Areas/Arborists/Sports Fields/Grounds				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	n/a			
Normal	Park Maint. - Horticulture/Forestry	60,303	95,898	
Pekin	n/a			
Peoria	Supervisor - Environmental Services			65,000
Springfield	Supt. Of Natural Resources	60,560	90,840	83,959
Urbana	Landscape Coord&Natural Areas Coord	45,159	59,585	52,238
2024 Park and Recreation Survey	Parks Specialist II	47,674	60,570	
Champaign Park District	Specialist	42,432	63,648	
Range Data				
Average		53,423.90	76,723.15	67,065.67
50th Percentile		53,988.30	75,704.80	65,000.00
60th Percentile		57,777.12	84,785.92	68,791.80
65th Percentile		59,671.53	89,326.48	70,687.70
70th Percentile		60,328.70	91,345.80	72,583.60
75th Percentile		60,367.25	92,104.50	74,479.50
80th Percentile		60,405.80	92,863.20	76,375.40
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				



Appendix C - Detailed Salary Data  
Champaign Park District, IL

Worker - Parks/Grounds/Arborist/Sports Fields/Natural Areas				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Horticulture and Parks Labor			41,035
Normal	Park Maintenance I	56,888	90,468	
Pekin	Park Maintenance	31,200	49,920	
Peoria	n/a			
Springfield	Seasonal Maintenance II	29,682	37,627	
Urbana	Grounds Maintenance Tech I	38,407	50,124	40,444
2024 Park and Recreation Survey	Parks Grounds Maintenance	35,256	48,422	
Champaign Park District	Worker I	32,480	48,672	
Range Data				
Average		38,286.52	55,312.32	40,739.50
50th Percentile		35,256.00	49,920.00	40,739.50
60th Percentile		36,516.40	50,001.60	40,798.60
65th Percentile		37,146.60	50,042.40	40,828.15
70th Percentile		37,776.80	50,083.20	40,857.70
75th Percentile		38,407.00	50,124.00	40,887.25
80th Percentile		42,103.20	58,192.80	40,916.80
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

Appendix C - Detailed Salary Data  
Champaign Park District, IL

Maintenance Specialist - Carpentry/Plumbing/Mechanic/HVAC/Electrician				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Electrician			54,689
Normal	n/a			
Pekin	n/a			
Peoria	n/a			
Springfield	Shop Supervisor	50,502	60,237	52,083
Urbana	Equipment Technician	45,149	59,585	47,658
2024 Park and Recreation Survey	Trades Specialist	52,083	63,898	
Champaign Park District	Maintenance Specialist	42,432	63,648	
Range Data				
Average		49,244.87	61,239.80	51,476.73
50th Percentile		50,502.40	60,236.80	52,083.20
60th Percentile		50,818.56	60,968.96	52,604.36
65th Percentile		50,976.64	61,335.04	52,864.94
70th Percentile		51,134.72	61,701.12	53,125.52
75th Percentile		51,292.80	62,067.20	53,386.10
80th Percentile		51,450.88	62,433.28	53,646.68
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

Appendix C - Detailed Salary Data  
Champaign Park District, IL

Maintenance II - Carpentry/Plumbing/Mechanic/HVAC				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	n/a			
Normal	n/a			
Pekin	Mechanic			53,560
Peoria	n/a			
Springfield	Maintenance Specialist I & II	47,590	60,237	52,936
Urbana	Facilities Maintenance II	45,149	59,585	49,592
2024 Park and Recreation Survey	Mechanic - Facilities	52,894	70,637	
Champaign Park District	Maintenance II	37,440	56,160	
Range Data				
Average		48,544.60	63,486.20	52,029.33
50th Percentile		47,590.40	60,236.80	52,936.00
60th Percentile		48,651.20	62,316.80	53,060.80
65th Percentile		49,181.60	63,356.80	53,123.20
70th Percentile		49,712.00	64,396.80	53,185.60
75th Percentile		50,242.40	65,436.80	53,248.00
80th Percentile		50,772.80	66,476.80	53,310.40
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

Appendix C - Detailed Salary Data  
Champaign Park District, IL

Specialist - Horticulture				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	n/a			
Normal	n/a			
Pekin	n/a			
Peoria	n/a			
Springfield	Gardener III	44,200	53,581	45,843
Urbana	Environmental Ed. Coord.	47,798	63,304	47,798
2024 Park and Recreation Survey	Horticulturist	49,941	68,099	
Champaign Park District	Specialist - Horticulture	42,432	63,648	
Range Data				
Average		47,313.00	61,661.27	46,820.60
50th Percentile		47,798.00	63,304.00	46,820.60
60th Percentile		48,226.60	64,263.00	47,016.08
65th Percentile		48,440.90	64,742.50	47,113.82
70th Percentile		48,655.20	65,222.00	47,211.56
75th Percentile		48,869.50	65,701.50	47,309.30
80th Percentile		49,083.80	66,181.00	47,407.04
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

Appendix C - Detailed Salary Data  
Champaign Park District, IL

Worker I - Horticulture				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	n/a			
Normal	n/a			
Pekin	n/a			
Peoria	n/a			
Springfield	Seasonal Gardener II	29,890	38,251	29,890
Urbana	Grounds Maint. Tech I	38,407	50,124	
2024 Park and Recreation Survey	Grounds Maintenance	35,256	48,422	
Champaign Park District	Worker - Horticulture	32,480	48,672	
Range Data				
Average		34,517.53	45,599.20	
50th Percentile		35,256.00	48,422.40	
60th Percentile		35,886.20	48,762.72	
65th Percentile		36,201.30	48,932.88	
70th Percentile		36,516.40	49,103.04	
75th Percentile		36,831.50	49,273.20	
80th Percentile		37,146.60	49,443.36	
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

Appendix C - Detailed Salary Data  
Champaign Park District, IL

Park Planner				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Project Manager			81,120
Normal	n/a			
Pekin	n/a			
Peoria	Park Planner II			70,878
Springfield	Project Manager	60,560	90,840	67,704
Urbana	Park Planner	53,948	71,934	57,075
2024 Park and Recreation Survey	Park Planner	70,886	96,117	
Champaign Park District	Park Planner	47,424	71,136	
Range Data				
Average		61,798.13	86,296.93	69,194.25
50th Percentile		60,560.00	90,840.00	69,291.00
60th Percentile		62,625.28	91,895.36	70,243.20
65th Percentile		63,657.92	92,423.04	70,719.30
70th Percentile		64,690.56	92,950.72	71,902.20
75th Percentile		65,723.20	93,478.40	73,438.50
80th Percentile		66,755.84	94,006.08	74,974.80
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

Appendix C - Detailed Salary Data  
 Champaign Park District, IL

Manager - Cultural Arts				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Cultural Arts & Banquets Mgr.			66,528
Normal	n/a			
Pekin	n/a			
Peoria	n/a			
Springfield	n/a			
Urbana	n/a			
2024 Park and Recreation Survey	n/a			
Champaign Park District	Cultural Arts Manager	52,416	78,624	
Range Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

Appendix C - Detailed Salary Data  
 Champaign Park District, IL

Coordinator - Cultural Arts				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Arts Supervisor			43,642
Normal	n/a			
Pekin	n/a			
Peoria	n/a			
Springfield	n/a			
Urbana	n/a			
2024 Park and Recreation Survey	n/a			
Champaign Park District	Cultural Arts Coordinator	42,432	63,648	
Range Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				



Appendix C - Detailed Salary Data  
 Champaign Park District, IL

Coordinator - Youth and Teen Programs/Adult and Senior Programs				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	n/a			
Normal	Rec. Spvsr. - Youth/Teen	63,920	101,656	
Pekin	Assistant Manager - Fitness			43,820
Peoria	n/a			
Springfield	n/a			
Urbana	Coordinator	47,798	63,304	
2024 Park and Recreation Survey	n/a			
Champaign Park District	Coord. Youth&Teen/Adult&Sr.	42,432	63,648	
Range Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

Appendix C - Detailed Salary Data  
Champaign Park District, IL

Coordinator - Special Events				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Special Events & Banquets			55,120
Normal	n/a			
Pekin	n/a			
Peoria	Mgr. Events & Programming			50,409
Springfield	n/a			
Urbana	Community Prog. Coord.	47,798	63,304	47,798
2024 Park and Recreation Survey	n/a			
Champaign Park District	Special Events Coordinator	37,440	56,160	
Range Data				
Average				51,109.00
50th Percentile				50,409.00
60th Percentile				51,351.20
65th Percentile				51,822.30
70th Percentile				52,293.40
75th Percentile				52,764.50
80th Percentile				53,235.60
Actual Data				
Average		45,998.10	61,330.80	
50th Percentile		45,368.10	60,490.80	
60th Percentile		46,216.08	61,621.44	
65th Percentile		46,640.07	62,186.76	
70th Percentile		47,064.06	62,752.08	
75th Percentile		47,488.05	63,317.40	
80th Percentile		47,912.04	63,882.72	

Appendix C - Detailed Salary Data  
 Champaign Park District, IL

Supervisor - Preschool Program				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Arts Supervisor			43,642
Normal	n/a			
Pekin	n/a			
Peoria	n/a			
Springfield	Preschool Program Spvsr.	43,313	64,970	45,242
Urbana	n/a			
2024 Park and Recreation Survey	Preschool Supervisor	34,798	48,069	
Champaign Park District	Supervisor Preschool			40,022
Range Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

Appendix C - Detailed Salary Data  
 Champaign Park District, IL

Program Manager - Sponsorship/Special Events/Senior Programs etc.				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	Cult. Arts & Sr. Svcs. Supvsr.			44,070
Normal	n/a			
Pekin	n/a			
Peoria	Director of Development			73,472
Springfield	Supt. of Progr. & Events	53,369	80,054	65,076
Urbana	Commun. Program Manager	61,528	82,572	70,467
2024 Park and Recreation Survey	Communications & Mktg. Mgr	64,000	77,600	
Champaign Park District	Sponsorship/Evts/Sr. Prog. Mgr			50,000
Range Data				
Average		59,632.33	80,075.33	63,271.25
50th Percentile		61,528.00	80,054.00	67,771.50
60th Percentile		62,022.40	80,557.60	69,388.80
65th Percentile		62,269.60	80,809.40	70,197.45
70th Percentile		62,516.80	81,061.20	70,767.50
75th Percentile		62,764.00	81,313.00	71,218.25
80th Percentile		63,011.20	81,564.80	71,669.00
Actual Data				
Average		56,944.13	75,925.50	
50th Percentile		60,994.35	81,325.80	
60th Percentile		62,449.92	83,266.56	
65th Percentile		63,177.71	84,236.94	
70th Percentile		63,690.75	84,921.00	
75th Percentile		64,096.43	85,461.90	
80th Percentile		64,502.10	86,002.80	

Appendix C - Detailed Salary Data  
 Champaign Park District, IL

Theatre Director				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	n/a			
Normal	n/a			
Pekin	n/a			
Peoria	n/a			
Springfield	n/a			
Urbana	n/a			
2024 Park and Recreation Survey	n/a			
Champaign Park District	Virginia Theatre Director			77,129
Range Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

Appendix C - Detailed Salary Data  
 Champaign Park District, IL

Theatre Manager - Box Office/Front of House				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	n/a			
Normal	n/a			
Pekin	n/a			
Peoria	n/a			
Springfield	n/a			
Urbana	n/a			
2024 Park and Recreation Survey	n/a			
Champaign Park District	Box Office Manager	42,432	63,648	
Range Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

Appendix C - Detailed Salary Data  
 Champaign Park District, IL

Theatre - Sales and Public Relations				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Decatur	n/a			
Normal	n/a			
Pekin	n/a			
Peoria	n/a			
Springfield	n/a			
Urbana	n/a			
2024 Park and Recreation Survey	n/a			
Champaign Park District	Theatre -Sales & Pub. Rel.	47,424	71,136	
Range Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				
Actual Data				
Average				
50th Percentile				
60th Percentile				
65th Percentile				
70th Percentile				
75th Percentile				
80th Percentile				

# APPENDIX D



Appendix D - Detailed Benefit Data  
 Champaign Park District, IL

Comparable Entity	Health - Type of Plan				Health - Other	
	HMO	PPO	High Deductible Plan	Other	Do you offer an HSA?	If yes, do you make contributions on behalf of the employee?
Arlington Heights	x	x			no	n/a
Elgin Park Department	x	x				
Elmhurst	x	x	x		no	n/a
Hoffman Estates	x		x		yes	no
Palatine	x	x	x		yes	District provides \$1,000 for single and \$2,000 for family
Peoria	x	x				
Springfield	x	x			no	n/a
Urbana				x	yes	\$100/month
Wheaton	x	x			no	n/a
Average (if applicable):	HMO	PPO				
Champaign Park District	x	x	x		yes	no

Appendix D - Detailed Benefit Data  
 Champaign Park District, IL

Comparable Entity	Health-Employee	Health - Family	Dental-Employee	Dental - Family
	Employer Percentage	Employer Percentage	Employer Percentage	Employer Percentage
Arlington Heights	90%	80%	100%	26%
Elgin Park Department				
Elmhurst	75%	67%	80%	70%
Hoffman Estates	85%	85%	85%	85%
Palatine	85%	80%	84%	84%
Peoria				
Springfield	100%	0%	0%	0%
Urbana	99%	0%	0%	0%
Wheaton	85%	85%	100%	100%
Average (if applicable):	88%	57%	64%	52%
Champaign Park District	100%	40%	100%	0%

Appendix D - Detailed Benefit Data  
 Champaign Park District, IL

Comparable Entity	Vision-Employee	Vision - Family	Life Insurance - Employee	
	Employer Percentage	Employer Percentage	Employer Percentage	Amount of Employee Coverage
Arlington Heights	100%	34%	100%	\$500,000
Elgin Park Department			100%	\$70,000
Elmhurst	81%	71%	100%	1X Annual Salary
Hoffman Estates	85%	85%	100%	n/a
Palatine	0%	0%	100%	1.5X Annual Salary
Peoria			100%	1X Annual Salary
Springfield	0%	0%	100%	1X Annual Salary
Urbana	0%	0%	100%	1X Annual Salary
Wheaton	100%	100%	100%	n/a
Average (if applicable):	52%	41%	100%	
Champaign Park District	0%	0%	100%	1.5X Annual Salary

Appendix D - Detailed Benefit Data  
 Champaign Park District, IL

Comparable Entity	Sick Leave	Holidays	Personal Days
	Number of sick days granted to employees per year	Number of personal days granted to employees per year	Number of holidays granted per year
Arlington Heights	12	7	5
Elgin Park Department	6-12	10-12	1-4
Elmhurst	Years 1-3: 8 days, Years 4-8: 12 days, 9+ years: 24 days/yr.	9	4
Hoffman Estates	10	12	3
Palatine	12	5	5
Peoria	10	12	
Springfield	12	14.5	4
Urbana	31 PTO days/yr.	31 PTO days/yr.	Incl. in PTO
Wheaton	12	12.5	2
Average (if applicable):	11.5	10.5	3.6
Champaign Park District	12	10	2

Appendix D - Detailed Benefit Data  
 Champaign Park District, IL

Comparable Entity	Vacation Days					
	At (1) Year of Service	At (5) Years of Service	At (10) Years of Service	At (15) Years of Service	At (20) Years of Service	At (25) Years of Services
Arlington Heights	10	15	20	20	20	20
Elgin Park Department	10	15	15	20	25	25
Elmhurst	12	18	21	21	21	21
Hoffman Estates	10	15	15	20	20	20
Palatine	10	15	20	20	20	20
Peoria	14	14	19	19	24	24
Springfield	10	15	17	20	20	25
Urbana	31 PTO days/yr.	Extra 3.25 days of PTO (34.25 days)	Extra 6.5 days of PTO (40.75 days)	40.75 PTO days/yr.	40.75 PTO days/yr.	40.75 PTO days/yr.
Wheaton	12	17	20	20	25	25
Average (if applicable):	11	15.5	18.4	20	21.8	22.5
Champaign Park District	12	15	18	21	21	21



## REPORT TO PARK BOARD

**FROM:** Sarah Sandquist, Executive Director

**DATE:** October 23, 2024

**SUBJECT:** Approval of a Resolution Estimating Taxes to be Levied for FY 2025/26

### Background

The Park District is required to adopt a resolution annually that estimates the funding needed in property taxes and also comply with the Illinois Property Tax Code (35 ILCS 200). If the aggregate amount of the levy exceeds 105% of the previous year's extended amount, then the Park District is required to publish the Truth in Taxation notice and hold a public hearing.

The Park District's 2024 estimate of the Equalized Assessed Value is \$2,623,888,370, or a 11.7% increase from the 2023 levy. This includes adding new construction, recovered enterprise zones (EZ), and increases in property values. For the 2024 tax levy, the Park District's rate-setting cap is based on the rate of inflation, Consumer Price Index (CPI), of 3.4%. However, the tax cap does not apply to new construction and recovered enterprise zone EAV, allowing the Park District to capture additional growth.

Staff have developed three options for the 2024 levy:

- **Option 1**— Maximize the levy using the 3.4% CPI increase while capturing growth from new construction and recovered EZ exemptions. This also factors in the impact of a PTAB settlement for a large apartment complex, reducing EAV by \$13 million.
- **Option 2**— Maximize the CPI increase, assuming PTAB appeal and \$50 million in EAV is reduced due to upheld BOR tax appeal objections.
- **Option 3** - Maximize the CPI increase, assuming PTAB appeal and \$25 million in EAV is reduced due to upheld BOR tax appeal objections.

The Park District's current tax rate is 0.7159 per \$100 EAV. Given the growth in the taxable property and the overall PTELL tax cap, the overall tax rate is anticipated to go down in all proposed options for the levy. The table below provides a summary of these options, with additional details included in Attachment A:

	2023 Levy	Option 1 2024 Levy Est.	Option 2 2024 Levy Est.	Option 3 2024 Levy Est.
Estimated Revenues	\$16,775,863	\$17,678,954	\$17,392,947	\$17,539,887
Increase in Levy Amount		\$903,091	\$617,084	\$764,024
Overall Tax Rate	0.7139	0.6738	0.6629	0.6685
% Change in Levy Amount		5.1%	3.5%	4.4%
% Decrease in Rate		-5.6%	-7.1%	-6.4%
Truth in Taxation Notice Required		Yes	No	No

Next Steps

In compliance with new requirements, staff will post the adopted resolution of estimated taxes to the Park District's website for 30 days. Staff will publish a public hearing notice on the estimated property tax levy, which will be held on November 13. If required, a Truth in Taxation notice will be published. The final Board action on the levy will be considered on December 11, and the levy will be filed with the County Clerk's Office by the end of the year. The County Clerk will finalize the extension and notify the District in April 2025.

Prior Board Action

On October 9, 2024, staff presented information regarding the 2024 levy options for Board consideration.

Budget Impact

The above table illustrates estimates for taxes to be levied and collected for FY 2025/26.

Recommended Action

Staff recommends that the Board of Commissioners approve the proposed Resolution setting the 2024 tax levy for the fiscal year beginning May 1, 2025, and ending April 30, 2026, at \$17,678,954, a 105.1% increase. Staff also recommends scheduling a public hearing on the Tax Levy Ordinance for Wednesday, November 13, 2024, at 5:30 p.m.

Prepared by:

Reviewed by:

Courtney R. Kouzmanoff  
Director of Finance

Sarah Sandquist, CPRE  
Executive Director

Attachments

Attachment A: Levy Options 1 to 3

Attachment B: Historical Tax Levy Information

**A RESOLUTION**

**DETERMINING THE AMOUNTS OF MONEY ESTIMATED TO BE NECESSARY TO BE RAISED BY THE TAX LEVY**

WHEREAS, “The Truth in Taxation Law” (35 ILCS 200/18-55 et seq.), requires the Champaign Park District to determine the amount of money estimated to be necessary to be raised by the tax levy for each year (“levy”) upon the taxable property in the district, not less than twenty (20) days prior to the adoption of the levy. The Champaign Park District provides public access to the hearing by electronic means with web access information on the required posted meeting agenda.

NOW, THEREFORE, BE IT RESOLVED BY THE CHAMPAIGN PARK DISTRICT BOARD OF COMMISSIONERS OF CHAMPAIGN COUNTY, ILLINOIS, as follows:

**Section 1.** This Board of Commissioners does hereby determine and declare that the amount of money, exclusive of election costs, estimated to be necessary to be raised by taxation upon the taxable property in the district for the fiscal year commencing May 1, 2025, and ending April 30, 2026, is \$\_\_\_\_\_.

**Section 2.** The estimated amount determined to be necessary to be raised by taxes in Section 1 is \_\_\_\_\_% of the amount of property taxes extended upon the preceding year.

**Section 3.** This Board of Commissioners shall give public notice of and set a public hearing on its intent to adopt a tax levy to be held on November 13, 2024, at 5:30 p.m. The hearing will be held in person at Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois.

APPROVED by the President and Board of Commissioners of the Champaign Park District this 23<sup>rd</sup> day of October 2024.

APPROVED:

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

ATTEST:

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



## 2024 Levy Estimates - Option 1

Attachment A

Estimated 2024 Equalized Assessed Valuation      \$ 2,623,888,370  
 New Construction & EZ Recovery                      \$    55,940,665  
 2024 CPI Rate    3.4%

Purpose	2023 Levy Ext	2023 Rate	Projected 2024 Levy	Projected 2024 Rate	2024 Change in Revenues	% Increase (Decrease) In \$ Levy	Maximum Allowed Rate
General	7,792,234	0.3316	\$ 8,189,156	0.3121	396,922	5.1%	0.3500
Recreation	3,026,658	0.1288	\$ 3,180,153	0.1212	153,495	5.1%	0.3700
Museum	2,178,348	0.0927	\$ 2,288,031	0.0872	109,683	5.0%	0.1500
Police Protection	108,095	0.0046	\$ 112,827	0.0043	4,732	4.4%	0.0250
Audit	39,948	0.0017	\$ 41,982	0.0016	2,034	5.1%	0.0050
Paving & Lighting	117,494	0.0050	\$ 131,194	0.0050	13,700	11.7%	0.0050
IMRF	234,989	0.0100	\$ 246,646	0.0094	11,657	5.0%	no limit
Liability Ins	425,330	0.0181	\$ 446,061	0.0170	20,731	4.9%	no limit
Social Security	563,974	0.0240	\$ 592,999	0.0226	29,025	5.1%	no limit
<b>Total Subject to Tax Cap</b>	<b>14,487,070</b>	<b>0.6165</b>	<b>\$ 15,229,049</b>	<b>0.5804</b>	<b>741,979</b>	<b>5.1%</b>	
Bond	1,367,636	0.0582	\$ 1,400,350	0.0534	32,714	2.4%	-
Spec Rec	921,157	0.0392	\$ 1,049,555	0.0400	128,398	13.9%	0.0400
Revenue Recapture	46,998	0.0020	\$ -	-	-		
<b>TOTAL LEVY</b>	<b>\$ 16,775,863</b>	<b>0.7139</b>	<b>\$ 17,678,954</b>	<b>0.6738</b>	<b>\$ 903,091</b>		

Levy with Revenue Recapture    \$ 16,822,861    0.7159

2023 Assessed Valuation  
 \$2,349,889,720

Increase /Decrease in Total Levy 2023 to 2024      5.1%  
 Increase/Decrease in Total Rate 2023 to 2024      -5.6%

## 2024 Levy Estimates - Option 2

Estimated 2024 Equalized Assessed Valuation      \$ 2,623,888,370  
 New Construction & EZ Recovery                      \$   55,940,665  
 2024 CPI Rate    3.4%

Purpose	2023 Levy Ext	2023 Rate	Projected 2024 Levy	Projected 2024 Rate	2024 Change in Revenues	% Increase (Decrease) In \$ Levy	Maximum Allowed Rate
General	7,792,234	0.3316	\$ 8,031,722	0.3061	239,488	3.1%	0.3500
Recreation	3,026,658	0.1288	\$ 3,119,803	0.1189	93,145	3.1%	0.3700
Museum	2,178,348	0.0927	\$ 2,246,048	0.0856	67,700	3.1%	0.1500
Police Protection	108,095	0.0046	\$ 110,203	0.0042	2,108	2.0%	0.0250
Audit	39,948	0.0017	\$ 41,982	0.0016	2,034	5.1%	0.0050
Paving & Lighting	117,494	0.0050	\$ 131,194	0.0050	13,700	11.7%	0.0050
IMRF	234,989	0.0100	\$ 241,398	0.0092	6,409	2.7%	no limit
Liability Ins	425,330	0.0181	\$ 438,189	0.0167	12,859	3.0%	no limit
Social Security	563,974	0.0240	\$ 582,503	0.0222	18,529	3.3%	no limit
<b>Total Subject to Tax Cap</b>	<b>14,487,070</b>	<b>0.6165</b>	<b>\$ 14,943,042</b>	<b>0.5695</b>	<b>455,972</b>	<b>3.1%</b>	
Bond	1,367,636	0.0582	\$ 1,400,350	0.0534	32,714	2.4%	-
Spec Rec	921,157	0.0392	\$ 1,049,555	0.0400	128,398	13.9%	0.0400
Revenue Recapture	46,998	0.0020	\$ -	-	-		
<b>TOTAL LEVY</b>	<b>\$ 16,775,863</b>	<b>0.7139</b>	<b>\$ 17,392,947</b>	<b>0.6629</b>	<b>\$ 617,084</b>		

Levy with Revenue Recapture    \$ 16,822,861    0.7159

2023 Assessed Valuation  
 \$2,349,889,720

Increase /Decrease in Total Levy 2023 to 2024      3.5%  
 Increase/Decrease in Total Rate 2023 to 2024      -7.1%

## 2024 Levy Estimates - Option 3

Estimated 2024 Equalized Assessed Valuation      \$ 2,623,888,370  
 New Construction & EZ Recovery                      \$    55,940,665  
 2024 CPI Rate    3.4%

Purpose	2023 Levy Ext	2023 Rate	Projected 2024 Levy	Projected 2024 Rate	2024 Change in Revenues	% Increase (Decrease) In \$ Levy	Maximum Allowed Rate
General	7,792,234	0.3316	\$ 8,110,439	0.3091	318,205	4.1%	0.3500
Recreation	3,026,658	0.1288	\$ 3,151,290	0.1201	124,632	4.1%	0.3700
Museum	2,178,348	0.0927	\$ 2,267,040	0.0864	88,692	4.1%	0.1500
Police Protection	108,095	0.0046	\$ 112,827	0.0043	4,732	4.4%	0.0250
Audit	39,948	0.0017	\$ 41,982	0.0016	2,034	5.1%	0.0050
Paving & Lighting	117,494	0.0050	\$ 131,194	0.0050	13,700	11.7%	0.0050
IMRF	234,989	0.0100	\$ 244,022	0.0093	9,033	3.8%	no limit
Liability Ins	425,330	0.0181	\$ 443,437	0.0169	18,107	4.3%	no limit
Social Security	563,974	0.0240	\$ 587,751	0.0224	23,777	4.2%	no limit
<b>Total Subject to Tax Cap</b>	<b>14,487,070</b>	<b>0.6165</b>	<b>\$ 15,089,982</b>	<b>0.5751</b>	<b>602,912</b>	<b>4.2%</b>	
Bond	1,367,636	0.0582	\$ 1,400,350	0.0534	32,714	2.4%	-
Spec Rec	921,157	0.0392	\$ 1,049,555	0.0400	128,398	13.9%	0.0400
Revenue Recapture	46,998	0.0020	\$ -	-	-		
<b>TOTAL LEVY</b>	<b>\$ 16,775,863</b>	<b>0.7139</b>	<b>\$ 17,539,887</b>	<b>0.6685</b>	<b>\$ 764,024</b>		

Levy with Revenue Recapture    \$ 16,822,861    0.7159

2023 Assessed Valuation  
 \$2,349,889,720

Increase /Decrease in Total Levy 2023 to 2024      4.4%  
 Increase/Decrease in Total Rate 2023 to 2024      -6.4%

# Historical Tax Levy Information

Attachment B

Fiscal Year	Levy Year	Extended Levy Amt	\$ Amt Change in Levy	% Change in Amt	Actual Tax Rate	Actual Cents Change	% Change in Rate	CPI
<i>FY26</i>	<i>2024 - Option 1</i>	<i>\$ 17,678,954</i>	<i>\$ 856,093</i>	<i>5.1%</i>	<i>0.6738</i>	<i>\$ (0.0421)</i>	<i>-5.6%</i>	<i>3.40%</i>
FY25	2023	\$ 16,822,861	\$ 1,026,986	6.5%	0.7159	\$ (0.0114)	-1.6%	6.50%
FY24	2022	\$ 15,795,874	\$ 1,214,533	8.3%	0.7273	\$ 0.0014	0.2%	7.00%
FY23	2021	\$ 14,581,341	\$ 625,953	4.5%	0.7259	\$ 0.0066	0.9%	1.40%
FY22	2020	\$ 13,955,389	\$ 569,772	4.3%	0.7193	\$ 0.0044	0.6%	2.30%
FY21	2019	\$ 13,385,617	\$ 344,255	2.6%	0.7149	\$ -	0.0%	1.90%
FY20	2018	\$ 13,041,362	\$ 458,181	3.6%	0.7149	\$ -	0.0%	2.10%
FY19	2017	\$ 12,583,180	\$ 622,527	5.2%	0.7149	\$ (0.0294)	-4.0%	2.10%
FY18	2016	\$ 11,960,654	\$ 419,582	3.6%	0.7443	\$ 0.0179	2.5%	0.70%
FY17	2015	\$ 11,541,072	\$ 477,221	4.3%	0.7264	\$ (0.0381)	-5.0%	0.80%
FY16	2014	\$ 11,063,851	\$ (409,979)	-3.6%	0.7645	\$ 0.0557	7.9%	1.50%



## REPORT TO PARK BOARD

**FROM:** Sarah Sandquist, Executive Director

**DATE:** October 23, 2024

**SUBJECT:** Professional Services Agreement for Phase 1 Preliminary Engineering Services for Parkland Way

### Background

Staff is requesting to move forward with Phase 1 Preliminary Engineering of Parkland Way, which is a portion of the Engineering Professional Services Agreement (PSA) that was presented at the August 22, 2024 Board meeting. The scope of work in this new request includes items that will remain viable for years, and available when granting or state funding opportunities arise. For example, a component of Phase 1, is a land survey that will remain effective until major work has begun. A second component, Environmental Clearances, will remain viable for a few years, but if undertaken now, will only need to be updated beyond that point in time.

The scope of work for this Professional Service Agreement (PSA) consists of several items that can be seen on pages 2-3 and Exhibit A in the PSA.

The attached PSA is the original from the August 22 Board meeting, with the scope of work greatly reduced. The reductions are noted with “*(not included)*” designations and strikethroughs throughout the document. The original PSA has been reviewed by legal counsel and suggested changes were accepted by Clark Dietz.

### Previous Board Action

At the August 22, 2024, Board meeting, a Professional Services Agreement was presented for the Phase 1 Engineering of Parkland Way. That agreement was not approved by the Board of Commissioners.

### Budget Impact

The total for the Professional Services Agreement is \$48,330.00. The Park District currently has \$92,000.00 budgeted for engineering for Parkland Way in FY2024-25 CIP.

### Recommended Action

Staff recommends the Board authorize the Executive Director to enter into an agreement with Clark Dietz for the Phase 1 Preliminary Engineering for Parkland way for a total not to exceed \$48,330.00.

Prepared by:

Daniel J. Olson  
Director of Operations and Planning

Reviewed by:

Sarah Sandquist  
Executive Director

**PROFESSIONAL SERVICES AGREEMENT**

**Parkland Way Roadway Reconstruction (“Project”)**

This Agreement is by and between

**Champaign Park District (“Client”)**

*706 Kenwood Road  
Champaign, IL 61821*

and

**Clark Dietz, Inc. (“Clark Dietz”)**

*125 W. Church Street  
Champaign, IL 61820*

Who agree as follows:

Client hereby engages Clark Dietz to perform the services set forth in PART I - SERVICES BY CLARK DIETZ, and Clark Dietz agrees to perform the Services for the compensation set forth in PART III - COMPENSATION. Clark Dietz shall be authorized to commence the Services upon execution of this Agreement and written or verbal authorization to proceed from Client. Client and Clark Dietz agree that this signature page, together with Parts I - IV and attachments referred to therein, constitute the entire Agreement between them relating to the Project.

**Agreed to by Client**

**Agreed to by Clark Dietz**

By: \_\_\_\_\_

By: Sean M. Wildener

Title: \_\_\_\_\_

Title: Senior Vice President

Date: \_\_\_\_\_

Date: October 14, 2024

**PART I  
SERVICES BY CLARK DIETZ**

**A. Project Description**

The proposed improvement is anticipated to include a reconstructed Parkland Way in accordance with City of Champaign collector street standards which includes a thirty-one (31) foot wide pavement, a five (5) foot wide sidewalk on one side and twelve (12) foot wide shared-use pathway on the other side. Edge treatment such as curb and gutter or paved shoulders will be evaluated as part of the project development. Funding for the project is anticipated to include state and federal monies whereas the preliminary engineering design will be completed in accordance with IDOT guidelines. Actual funding source and/or agency is unknown at the time of this agreement.

**B. Scope**

The scope of services will include Phase I Preliminary Engineering Services in accordance with the Illinois Department of Transportation’s design criteria. The project will include a study and report phase limited to the tasks as described below:

1. STUDY/REPORT PHASE
  - a. **Data Collection**
  - b. Development of Project Purpose and Need *(not included)*
  - c. Determination of Preferred Alternative *(not included)*
  - d. Location Drainage Study *(not included)*
  - e. **Environmental Clearances**
  - f. Abbreviated IDOT Project Development Report *(not included)*
2. PRELIMINARY DESIGN PHASE
  - a. Preliminary Plans and Estimates *(not included)*
  - b. Utility Coordination *(not included)*
  - c. Public and Project Stakeholder Coordination *(not included)*
3. FINAL DESIGN PHASE *(not included)*
4. BIDDING/NEGOTIATION PHASE *(not included)*
5. CONSTRUCTION PHASE *(not included)*
6. CLOSEOUT *(not included)*

A detailed summary of the project’s scope of services is attached as “Exhibit A” and is made part of this agreement. An additional summary of the Phase I Environmental Services is shown in the Fehr Graham proposal letter dated June 18, 2024, attached as “Exhibit B”, and is also made part of this agreement.

**C. Schedule**

The project is anticipated to begin in November 2024 and be completed in April 2025 pending coordination items or agency review periods outside of the control of Clark Dietz.

**D. Assumptions/Conditions (if applicable)**

This agreement is subject to the following assumptions/conditions:

1. This Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the location of the project.
2. Local permits for this project (street cuts, utility relocations, etc.) will be obtained by the Client with information provided by Clark Dietz. All permit fees will be paid by the Client.
3. State permits for this project will be obtained by the Client with information provided by Clark Dietz. All permit fees will be paid by the Client.

The tasks below can be performed for an additional fee:

1. Preparation of right-of-way or temporary construction easement drawings, descriptions or negotiation/acquisition services;
2. Preparation of assessment roles or schedules;
3. Processing of Federal permits;
4. Contaminated site Phase I or Phase II environmental assessment investigations or remediation activities;
5. Retrieval and procurement of records required pursuant to a Freedom of Information Act request.

The list above is not all-inclusive.



**PART II**  
**CLIENT'S RESPONSIBILITIES**

Client shall, at its expense, do the following in a timely manner so as not to delay the Services:

**A. Information/Reports**

Provide Clark Dietz with reports, studies, site characterizations, regulatory decisions and similar information relating to the Services that Clark Dietz may rely upon without independent verification unless specifically identified as requiring such verification.

**B. Representative**

Designate a representative for the project who shall have the authority to transmit instructions, receive information, interpret and define Client's requirements and make decisions with respect to the Services. **The Client representative for this Agreement will be Dan Olson, Director of Operations.**

**C. Decisions**

Provide all criteria and full information as to Client's requirements for the Services and make timely decisions on matters relating to the Services.

**D. Other**

Prepare any necessary reports and/or presentations for communications with the Champaign Park District Board.

**PART III  
COMPENSATION**

**A. Compensation**

1. Compensation to Clark Dietz for services rendered by employees working on the Project in accordance with PART I - SERVICES BY CLARK DIETZ of this Agreement will be at the hourly billing rates shown in the attachment, "Schedule of General Billing Rates". The total compensation authorized by this Agreement will not exceed \$48,330.00, and shall include the following:
  - a. Payment for outside consulting and/or professional services performed by a subconsultant will be at actual invoice cost to Clark Dietz plus ten percent for administrative costs. Clark Dietz will obtain written Client approval before authorizing these services.
  - b. Payment for expenses incurred directly on behalf of the Project at actual cost to Clark Dietz plus ten percent for administrative costs. Direct project expenses will be as defined in the attachment, "Schedule of Project Related Expenses".

**B. Billing and Payment**

1. Timing/Format
  - a. Invoices shall be submitted monthly for Services completed at the time of billing. Invoices shall be considered past due if not paid within 45 calendar days of the date of the invoice. Such invoices shall be prepared in a form supported by documentation required by the Client.
  - b. If payment in full is not received by Clark Dietz within 45 calendar days of the date of invoice, invoices shall bear interest at **one (1%) percent pursuant to the Prompt Payment Act** of the past due amount per month, which shall be calculated from the date of the invoice.
  - c. If the Client fails to make payments within 45 calendar days of the date of invoice or otherwise is in breach of this Agreement, Clark Dietz may suspend performance of services upon seven (7) calendar days' notice to the Client. Clark Dietz shall have no liability to the Client for any costs or damages as a result of suspension caused by any breach of this Agreement by the Client. Upon payment in full by the Client, Clark Dietz shall resume services under this Agreement, and the time schedule and compensation **may** be equitably adjusted **by the parties** to compensate for the period of suspension plus any other reasonable time and expense necessary for Clark Dietz to resume performance.
  - d. Client shall make payments to Clark Dietz using one of the following methods:
    - 1) CLARK DIETZ LOCKBOX:  
Clark Dietz, Inc.  
125 West Church Street  
Champaign, IL 61820
    - 2) ELECTRONIC FUNDS/ACH PAYMENT:  
Account Name : Clark Dietz, Inc  
Bank Name: Hickory Point Bank and Trust  
Address: 225 N. Water St.  
City/State/Zip: Decatur, Il 62523  
Account Number: 3911880  
ABA Routing Number: 071124805

3) WIRE TRANSFER (*\*Wire fees are the responsibility of the sending party*)

Bank Name: Hickory Point Bank and Trust  
Address: 225 N. Water St.  
City/State/Zip: Decatur, IL 62523  
ABA/Routing Number: 071124805  
Account Title: Clark Dietz, Inc.  
Account Address: 125 W. Church St.  
City/State/Zip: Champaign, IL 61820-3510  
Account Number: 3911880

2. Billing Records

Clark Dietz shall maintain accounting records of its costs in accordance with generally accepted accounting practices. Access to such records will be provided during normal business hours with reasonable notice during the term of this Agreement and for 3 years after completion.

## PART IV STANDARD TERMS AND CONDITIONS

1. **STANDARD OF CARE.** Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the services are performed. No warranty or guarantee, express or implied is provided, including warranties or guarantees contained in any uniform commercial code.
2. **CHANGE OF SCOPE.** The Scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by Clark Dietz and Client. Clark Dietz will promptly notify Client of any perceived changes of scope in writing and the parties shall negotiate modifications to this Agreement.
3. **DELAYS.** If events beyond the control of Clark Dietz, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of God or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement, such schedule shall be extended for a period equal to the delay. In the event such delay increases the cost or time required for Clark Dietz to perform its services, Clark Dietz and Client may agree to an equitable adjustment in compensation and extension of time.
4. **TERMINATION/SUSPENSION.** Either party may terminate this Agreement upon **thirty (30)** days written notice to the other party in the event of substantial failure by the other party to perform in accordance with its obligations under this Agreement through no fault of the terminating party. Client shall pay Clark Dietz for all Services rendered, excluding profit and termination expenses.
5. **REUSE OF INSTRUMENTS OF SERVICE.** All reports, drawings, specifications, computer data, field data notes and other documents prepared by Clark Dietz as instruments of service shall remain the property of Client since Client has commissioned and paid for the work and such instruments of service. Client shall retain all common law, statutory and other reserved rights, including the copyright thereto. Reuse of any instruments of service including electronic media, for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written authorization or adaptation by Clark Dietz for the specific purpose intended, shall be at Client's sole risk.
6. **ELECTRONIC MEDIA.** In developing and providing any drawings, reports, and data on any form of electronic media generated and furnished by Clark Dietz, it agrees that all such drawings, reports, and data are instruments of service under section 5. The Client agrees that Clark Dietz shall have no responsibility or liability to Client or others for any changes made by anyone other than Clark Dietz or for any reuse of the electronic files without the prior written consent of Clark Dietz. If Clark Dietz is required to expend additional effort to incorporate changes to the electronic file specifications made by the Client, such efforts shall be compensated for as Additional Services.  
  
In addition, the Client agrees to the fullest extent permitted by law, to indemnify and hold harmless Clark Dietz, its officers, directors, employees, and subconsultants (collectively, Clark Dietz) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of any changes made by anyone other than Clark Dietz or from any use or reuse by Client of the electronic files without the prior written consent of Clark Dietz.  
  
The Client is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed construction documents prepared by Clark Dietz and the electronic files, the signed or sealed hard-copy construction documents shall govern for the purposes of interpreting this Agreement. In accepting and utilizing any drawings, reports and data on any form of electronic media generated and furnished by Clark Dietz, the Client agrees that all such electronic files are instruments of service of Clark Dietz, who shall be deemed the author, and shall retain all common law, statutory law and other rights, without limitation, including copyrights.
7. **COST.** Any opinion of construction costs prepared by Clark Dietz is supplied for the general guidance of the Client only. Since Clark Dietz has no control over competitive bidding or market conditions, Clark Dietz cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Client.
8. **SAFETY.** Clark Dietz specifically disclaims any authority or responsibility for general job site safety and safety of persons other than Clark Dietz employees.
9. **RELATIONSHIP WITH CONTRACTORS.** Clark Dietz shall serve as Client's professional representative for the services and may make recommendations to Client concerning actions relating to Client's contractors. Clark Dietz specifically disclaims any authority to direct or supervise the means, methods, techniques, sequences or procedures of construction selected by Client's contractors.
10. **THIRD PARTY CLAIMS.** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or Clark Dietz. Clark Dietz's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against Clark Dietz because of this Agreement or the performance or nonperformance of services hereunder. The Client and Clark Dietz agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors and other entities involved in this Project to carry out the intent of this provision.
11. **MODIFICATION.** This Agreement, upon execution by both parties hereto, can be modified only by a written instrument signed by both parties.
12. **PROPRIETARY INFORMATION.** Information relating to the Project, unless in the public domain, shall be kept confidential by Clark Dietz and shall not be made available to third parties without written consent of Client, unless so required by court order.

13. **INSURANCE.** Clark Dietz shall maintain in effect at its sole expense the following insurance applicable to the work performed hereunder:
- a) **General Liability:** Commercial General Liability insurance with policy limits of not less than \$1,000,000.00 for each occurrence and \$2,000,000.00 in the aggregate for bodily injury and property damage. The policy shall be properly endorsed or have applicable riders as hereinafter described;
  - b) **Automobile Liability:** Automobile Liability insurance covering owned and rented vehicles operated by Clark Dietz with policy limits of not less than \$1,000,000 combined single limit and aggregate for bodily injury and property damage. The policy shall be properly endorsed and/or have appropriate riders as hereinafter described;
  - c) **Worker's Compensation:** Worker's Compensation insurance at the statutory minimum limits and Employers Liability with a limit of not less than \$1,000,000.00; and
  - d) **Professional Liability:** Professional Liability insurance in an amount not less than \$5,000,000.00.

Client, its commissioners, officers, agents, employees and volunteers shall be covered and named as additional insureds under the General Liability coverage which shall contain no special limitation on the scope of protection afforded to the additional insureds. The policy and/or coverage shall also contain a "contractual liability" clause.

Prior to beginning work, Clark Dietz shall furnish Client with certificate(s) of insurance and applicable policy endorsement(s) or riders, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. All certificates shall provide for thirty (30) days written notice to Client prior to cancellation or material change of any insurance referred to therein. Failure of Client to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Client to identify a deficiency from the evidence that is provided shall not be construed as a waiver of Clark Dietz's obligation to provide and maintain such insurance.

All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best and Co. and satisfactory to Client in its sole discretion.

All insurance coverage provided by Clark Dietz shall be primary coverage as to Client. Any insurance or self-insurance maintained by Client shall be in excess of the Clark Dietz's and shall not contribute to or with it.

Clark Dietz shall indemnify and hold harmless Client and its commissioners, officers, agents, employees, and volunteers from and against all claims, damages, losses, costs and expenses arising out of or resulting from the performance of the Clark Dietz's work, provided that any such claim, damage, loss, cost or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of property of any kind or character whatsoever, including the loss of use there from, and (ii) is caused in whole or in part by any wrongful or negligent act or omission of Clark Dietz, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except to the extent it is caused by Client. Such obligation shall not be construed to negate, abridge, or otherwise reduce any right or obligation to indemnify which would otherwise exist as to any party or person described herein. Clark Dietz shall similarly protect, indemnify and hold and save harmless Client, its commissioners, officers, agents, employees, and volunteers against and from any and all claims, costs, causes, actions and expenses incurred by reason of Clark Dietz's breach of any of its obligations under, or Clark Dietz's default in the performance of any provision of this Agreement.

14. **GOVERNING LAW AND VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without application of its conflict of laws principles. Venue for any action related to, arising from and/or connected with this Agreement shall be in Champaign County, Illinois.

15. **CONSEQUENTIAL DAMAGES.** Notwithstanding any other provision of this agreement, and to the fullest extent permitted by law, neither the Client nor Clark Dietz, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and Clark Dietz shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

16. **ACCESS.** Client shall provide Clark Dietz safe access to the project site necessary for the performance of the services.

17. **ASSIGNMENT.** The rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and inure to the benefit of any permitted assigns.

18. **HAZARDOUS MATERIALS.** Clark Dietz and Clark Dietz' consultants shall have no responsibility for discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances provided that, in the event Clark Dietz or any of its consultants become aware of any hazardous materials or substances, they shall promptly inform Client. If required by law, the Client shall accomplish all necessary inspections and testing to determine the type and extent, if any, of hazardous materials at the project site. Prior to the start of services, or at the earliest time such information is learned, it shall be the duty of the Client to advise Clark Dietz (in writing) of any known or suspected hazardous materials. Removal and proper disposal of all hazardous materials shall be the responsibility of the Client.

19. REMODELING AND RENOVATION. For Clark Dietz' services provided to assist the Client in making changes to an existing facility, the Client shall furnish documentation and information upon which Clark Dietz may rely for its accuracy and completeness. Unless specifically authorized or confirmed in writing by the Client, Clark Dietz shall not be required to perform or have others perform destructive testing or to investigate concealed or unknown conditions. The Client shall indemnify and hold harmless Clark Dietz, Clark Dietz' consultants, and their employees from and against claims, damages, losses and expenses which arise as a result of documentation and information furnished by the Client.
20. CLIENT'S CONSULTANTS. Contracts between the Client and other consultants retained by Client for the Project shall require the consultants to coordinate their drawings and other instruments of service with those of Clark Dietz and to advise Clark Dietz of any potential conflict. Clark Dietz shall have no responsibility for the components of the project designed by the Client's consultants.
21. NO WAIVER. No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate another section of this Agreement or operate as a waiver of any future default, whether like or different in character.
22. SEVERABILITY. The various terms, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.
23. STATUTE OF LIMITATION. To the fullest extent permitted by law, parties agree that, except for claims for indemnification, the time period for bringing claims under this Agreement shall expire *in accordance with the applicable statute of limitations provided for pursuant to Illinois law.*
24. DISPUTE RESOLUTION. In the event of a dispute arising out of or relating to this Agreement or the services to be rendered hereunder, Clark Dietz and the Client agree to attempt to resolve such disputes in the following manner: First, the parties agree to attempt to resolve such disputes through direct negotiations between the appropriate representatives of each party. Second, if such negotiations are not fully successful, the parties agree to attempt to resolve any remaining dispute by formal nonbinding mediation conducted in accordance with rules and procedures to be agreed upon by the parties. *Third, if the dispute or any issues remain unresolved after the above steps, the parties agree that any disputes will be resolved through court action.*

## LABOR HOUR ESTIMATE

**Project:** Champaign Park District Parkland Way Reconstruction from Perimeter Road to Mattis Avenue

**Date:** 10.14.2024  
**Estimator:** S. Widener

**Scope:** Phase I Preliminary Engineering for proposed reconstruction of Parkland Way (approximately 3,700 feet) designed in accordance with IDOT and DCEO guidelines. Scope of services limited to survey and environmental services.

Approximate Schedule:  
November 2024 - April 2025

ITEM	Sen. Proj. Mngr. P7	Project Manager P6	Proj Engr / Survey Tech P3 / T4	Design Engineer P2	Total	Expenses
<b>Data Collection (Total Project)</b>						
Set and traverse through control points, Parkland site calibration			4	4	8	
Vertical Control - level run and set benchmarks			4	4	8	
Topographic Survey - Identified Project Area (3,700 Feet)	2	2	32	4	40	\$ 500.00
Property Pin Search (Mattis Avenue)			2	2	4	
Structure Inspections (assume 12)			8	8	16	
ROW and property line research and approximation		2	2		4	
<del>Soil borings &amp; pavement core locations for geotechnical study and report.</del>						
Design JULIE and convert linework to CAD		2	4	16	22	
Download survey data, create basemap and TIN surface			6	2	8	
Site visit to take photos, drone flights and prepare photo catalog			4		4	\$ 100.00
			<b>Subtotal (Hours)</b>		<b>114</b>	
<b>Environmental Clearances (Total Project)</b>						
Coordination of Environmental Clearances (by others)	2	12	2		16	\$ 20,300.00
			<b>Subtotal (Hours)</b>		<b>16</b>	
<b>Phase I Preliminary Engineering</b>						
<del>Prepare ORD workspace and coordinate with project stakeholders.</del>						
<del>Develop design criteria.</del>						
<del>Obtain, review and summarize 5 year crash history.</del>						
<del>Obtain and review existing traffic counts including pedestrian and bicycle volumes.</del>						
<del>Develop existing typical sections.</del>						
<del>Evaluate existing multimodal connectivity within project study area.</del>						
<del>Conduct typical section study (Assume a maximum of 2 alternatives— Urban and Rural)</del>						
<del>Develop proposed typical sections (includes rigid pavement design).</del>						
<del>Determine preferred pathway alignment and logical termini (assume 2 alternatives).</del>						
<del>Develop existing and proposed traffic model, forecast, and summarize operations.</del>						
<del>Evaluate traffic calming solutions such as mini roundabouts, raised crosswalks, etc.</del>						
<del>Conduct milestone meeting with project stakeholders (assume 1 meeting).</del>						
<del>Establish horizontal and vertical alignments for roadway based on preferred alternative.</del>						
<del>Conduct location drainage study and report.</del>						
<del>Conduct lighting study and report.</del>						
<del>Analyze existing utilities and identify potential conflicts.</del>						
<del>Prepare a traffic management plan.</del>						
<del>Prepare preliminary plan sheets (assume 10 sheets @ 20 scale)</del>						
<del>Prepare conceptual marking/signing plan (assume 5 double plan sheets @ 20 scale)</del>						
<del>Prepare conceptual lighting plan (assume 10 sheets @ 20 scale)</del>						
<del>Prepare preliminary cross sections (assume 15 sheets @ 5 XS per sheet).</del>						
<del>Prepare design exception forms based on preferred alternative.</del>						
<del>Conduct milestone meeting with project stakeholders (assume 1 meeting).</del>						
<del>30% Plans— Prepare Cover Sheet (1 sheet)</del>						
<del>30% Plans— Prepare Typical Sections (assume 4 sheets)</del>						
<del>30% Plans— Refine Preliminary Plans (assume 10 sheets— see above)</del>						
<del>30% Plans— Refine Cross Sections (assume 15 sheets @ 5 XS per sheet— see above)</del>						
<del>Calculate preliminary quantities and prepare opinion of probable construction cost.</del>						
<del>Conduct milestone meeting with project stakeholders (assume 1 meeting).</del>						
<del>Conduct public information meeting (assume 1 meeting).</del>						
<del>Prepare abbreviated IDOT Project Development Report (PDR) and submit for review.</del>						
<del>Address PDR review comments and resubmit for approval.</del>						
			<b>Subtotal (Hours)</b>		<b>-</b>	

## LABOR HOUR ESTIMATE

**Project:** Champaign Park District Parkland Way Reconstruction from Perimeter Road to Mattis Avenue

**Date:** 10.14.2024  
**Estimator:** S. Widener

**Scope:** Phase I Preliminary Engineering for proposed reconstruction of Parkland Way (approximately 3,700 feet) designed in accordance with IDOT and DCEO guidelines. Scope of services limited to survey and environmental services.

Approximate Schedule:  
 November 2024 - April 2025

ITEM	Sen. Proj. Mngr. P7	Project Manager P6	Proj Engr / Survey Tech P3 / T4	Design Engineer P2	Total	Expenses
<b>Project Administration</b>						
General Project Administration (assume 6 months)	3	6			9	\$ 400.00
Design Team progress meetings (assume 1 meetings)	2	2	2	2	8	
Miscellaneous Coordination	2	2			4	\$ 100.00
				<b>Subtotal (Hours)</b>	<b>21</b>	
<b>Total (Hours)</b>	<b>11</b>	<b>28</b>	<b>70</b>	<b>42</b>	<b>151</b>	
<b>Total (Fee)</b>	<b>\$ 2,640</b>	<b>\$ 6,440</b>	<b>\$ 11,550</b>	<b>\$ 6,300</b>	<b>\$ 26,930</b>	<b>\$ 21,400</b>
<b>SUMMARY</b>						
Total Hours	11	28	70	42	151	
Hourly Billing Rate	\$ 240	\$ 230	\$ 165	\$ 150		
Total Fee	\$ 2,640	\$ 6,440	\$ 11,550	\$ 6,300	\$ 26,930	<b>\$ 48,330</b>
<b>Clarifications/Exclusions/Assumptions</b>						
-Includes Phase I Preliminary Engineering scope of services only. Phase II Final Design is <u>not included</u> and assumed to be added via contract supplement or separate agreement.						
-Assumes no changes with traffic channelization at Perimeter Road and Mattis therefore formal development of IDS's is <u>not included</u> in the scope of services.						
-Assumes an IDOT project development report will be required due to anticipated state/federal funding source.						
-Geotechnical engineering will be performed by ERI. Budget allowance of \$45,000 is included herein. Scope includes field work and IDOT geotechnical report.						
- Environmental Clearances will be performed by Fehr Graham. Proposed budget of \$20,300 is included herein. Scope includes ESR and PESA. Scope excludes PSI activities.						
-Traffic Counts will be performed by others. Budget allowance of \$5,000 is included herein. Scope includes traffic counts at two intersections (Mattis Avenue and Perimeter Road).						



June 18, 2024

Mr. Sean Widener, PE  
Clark Dietz, Inc.  
125 W. Church Street  
Champaign, Illinois 61820

**RE: Phase I Environmental Services  
Parkland Way Roadway Reconstruction and Pathway  
Champaign, Illinois 61821**

Dear Mr. Widener:

Fehr Graham is pleased to provide this proposal for Phase I Environmental services, which includes an Environmental Survey Request (ESR) for IDOT review and a Preliminary Environmental Site Assessment (PESA) on the Parkland Way Improvement Projects in Champaign, Illinois. It is our understanding this project includes the construction of a ten-foot-wide concrete path north of Parkland Way from Perimeter Road to Mattis Avenue and east of Mattis Avenue from Parkland Way to Hedge Road, as well as the reconstruction of Parkland Way from Mattis Avenue to the western jurisdictional limit. The roadway reconstruction work is being completed under DCEO funding. The pathway work is being completed under a combination of ITEP, DCEO, and local funding.

The following scope of work is proposed to assist Clark Dietz with environmental clearance on the project area:

## **SCOPE OF SERVICES**

### **Environmental Survey Request (ESR)**

Fehr Graham will prepare ESR exhibits and forms for IDOT review. Preliminary project submittals will be made to SHPO for cultural considerations and EcoCAT for biological considerations. In addition, Fehr Graham will complete the preliminary special waste assessment screening. Fehr Graham will require CAD files of the project area for completion of the ESR.

### **Preliminary Environmental Site Assessment (PESA)**

Based on the proposed project alignment and surrounding commercial and industrial site operations, we anticipate a PESA will be required.

The purpose of the PESA is to identify, to the extent feasible, Recognized Environmental Conditions (RECs) in connection with the properties abutting the highway project area. The PESA will be conducted as a reasonable and prudent investigation of the Property and adjacent properties to provide the client with the information necessary on which to base decisions concerning the environmental conditions along the right-of-way and adjacent sites along the proposed alignment. Although the PESA follows many of the same principles and methodologies of an ASTM E1527-21 Phase I Environmental Site Assessment, it is not designed to fulfill the All-Appropriate Inquiry requirements of the Small Business Liability Relief and Revitalization Act (SBLRRA), a 2001 amendment to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).

June 18, 2024

Mr. Sean Widener, Clark Dietz, Inc.

Phase I Environmental Screening – Parkland Pathway, Champaign, Illinois

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The PESA, in relation to highway projects, is utilized to identify environmental risks in order to protect human life and health, liability, reduce unexpected delays and construction considerations. The scope of work items that will be included in this assessment are as follows:

1. Identification of the “sites” contained within the Property, for adjoining, similar use properties, these sites may be combined for simpler reporting.
2. Conduct site reconnaissance to observe and evaluate exterior areas of the Property. Observe surrounding properties from public right-of-way areas.
3. Evaluate physical setting sources (site geology and hydrology) to assess the impact of potential contaminant migration as related to RECs at the Property and surrounding sites.
4. Evaluate natural features and hazards that may encumber the project.
5. Reviewing readily available historical data sources to develop a history of the previous use(s) of the Property and surrounding sites in an attempt to identify the likelihood of past uses having led to RECs. Historical data sources include historical aerial images, available Sanborn Fire Insurance maps, and historical topographic maps.
6. Reviewing the ASTM E1527-21 Standard Environmental Record Sources available through a database record search to identify RECs in connection with the Property and the general vicinity. If necessary, to allow for a detailed evaluation of environmental conditions related to the Property or a surrounding site. Record requests to local, state, and federal regulators are not included in the scope of the PESA, unless deemed necessary by the Environmental Professional conducting the assessment.

For the purpose of the PESA, these typical non-scope items and conditions (as described in ASTM E1527-21) may be discussed and declared as a *De minimis* condition or a REC if the Environmental Professional deems it necessary:

- An evaluation of asbestos-containing building materials, biological agents, cultural and historic resources, ecological resources, endangered species, health and safety, indoor air quality unrelated to releases of hazardous substances or petroleum products into the environment, industrial hygiene, lead-based paint, lead/nitrates in drinking water, mold, radon, regulatory compliance, and wetlands.
- Physical sampling and analysis of site soils, soil gas, groundwater, building, or other materials.

## EXCLUSIONS

The following tasks and items are **not** included in this scope of work but may be added for additional fees at the written request of Clark Dietz:

- » Preliminary Site Investigation (PSI) activities including but not limited to physical sampling and analysis of soil, groundwater, soil vapor, hazardous building materials, etc.
- » Clean Construction Demolition Debris (CCDD) evaluation and certification.
- » Onsite construction monitoring, inspection, or survey services.

June 18, 2024

Mr. Sean Widener, Clark Dietz, Inc.

Phase I Environmental Screening – Parkland Pathway, Champaign, Illinois

Page 3

## SCHEDULE

We will work diligently to complete the Phase I Environmental Screening and PESA within 120 days of authorization to proceed.

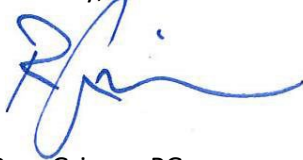
## FEES

• Environmental Survey Request	\$10,700.00
• Preliminary Environmental Site Assessment (PESA)	\$8,300.00
• Direct Expenses / Equipment	\$1,300.00
<b>Total</b>	<b>\$20,300.00</b>

I trust that the information we have provided is in line with your expectations. If you would like us to proceed, please contact me at your convenience and we will forward the appropriate contract documents for your signature.

If you should have any questions or concerns, please do not hesitate to contact me in the office at (815) 394-4700. Thank you for the opportunity.

Sincerely,



Ross Grimes, PG  
Project Manager

RAG:adn

Enclosure –

N:\Proposals\2024\Ross Grimes\Clark Dietz\Parkland PathWay\Parkland ESR & PESA Proposal.doc

**SCHEDULE OF GENERAL BILLING RATES**

**CLARK DIETZ, INC.**

January 1, 2024

<b><u>TITLE</u></b>	<b><u>HOURLY RATE</u></b>
Engineer 9	\$260.00
Engineer 8	250.00
Engineer 7	240.00
Engineer 6	230.00
Engineer 5	210.00
Engineer 4	180.00
Engineer 3	165.00
Engineer 2	150.00
Engineer 1	135.00
Technician 5	175.00
Technician 4	165.00
Technician 3	150.00
Technician 2	135.00
Technician 1	115.00
Intern	100.00
Clerical	105.00

**Notes:**

The rates in this schedule will be reviewed and adjusted as necessary but not sooner than six months after the date listed above. Rates include actual salaries or wages paid to employees of Clark Dietz plus payroll taxes, FICA, Worker's Compensation insurance, other customary and mandatory benefits, and overhead and profit. All project related expenses and subconsultants will be billed at 110% of actual cost to cover handling and administrative expenses.

SCHEDULE OF PROJECT RELATED EXPENSES

CLARK DIETZ INC.

January 1, 2024

Vehicles	
Autos	\$65.00/day or \$0.655/mile (per agreement)
Field Vehicles	\$65.00/day or \$0.655/mile (per agreement)
Survey Van	\$80.00/day or \$0.75/mile (per agreement)
Robotic Survey Equipment	\$20.00/hour
GPS Survey Equipment	\$30.00/hour
CADD Usage	\$20.00/hour
Drone Usage	\$35.00/hour
Regular Format Copies* (8.5"x11" or 11"x17")	\$0.10/copy
Color Copies* (8.5"x11")	\$0.50/copy
Color Copies* (11"x17")	\$1.50/copy
Large Format Plotting and/or Copying*	
(12"x18")	\$0.50/sheet
(22"x34" or 24"x36")	\$1.75/sheet
(30"x42")	\$2.50/sheet
(36"x48")	\$3.00/sheet
Large Format Scanning*	
(12"x18")	\$.30/sheet
(22"x34" or 24"x36")	\$1.00/sheet
(30"x42")	\$1.50/sheet
(36"x48")	\$2.00/sheet
Hotels & Motels	} At Cost
Meals	
Federal Express & UPS	
Public Transportation	
Film and Development Supplies	

Notes:

The rates in this schedule are subject to review and will be adjusted as necessary, but not sooner than six months after the date listed above. Certain rates listed with \* are for in-house production. Larger quantities will be sent to an outside vendor. All project related expenses and subconsultants will be billed at 110% of actual costs to cover handling and administrative expenses.



## REPORT TO PARK BOARD

**FROM:** Sarah Sandquist, Executive Director

**DATE:** October 23, 2024

**SUBJECT:** FY 2025/26 - 2036/37 Capital Improvement Plan Discussion

### **Purpose:**

The FY 2025/26 Capital Improvement Plan (CIP) Budget and the broader Capital Improvement Plan for 2026-2037 is based on two overarching goals: a systematic evaluation of potential projects and the need for a proactive approach to addressing the community's parks and recreation needs. These goals are grounded in ongoing operations and maintenance, with a primary objective of prioritizing improvements and care of existing assets.

### **Background:**

#### Completed and Ongoing Project Highlights:

In FY 2023/24 and FY 2025, the Champaign Park District (Park District) made significant progress on several key capital projects, focusing on both the enhancement of existing facilities and the initiation of new developments. Notable completed or ongoing projects include the Douglas Park Ballfield, Dodds Tennis Center Roof Replacement, Greenbelt Bikeway Connection Path, West Side Park Improvement, Johnston Park playground replacement, and the roof replacement for the Operations building. These efforts have set the stage for continued strategic improvements as outlined in the FY 2025-26 Capital Improvement Plan.

Most notably, the Park District achieved significant savings on the Dodds Tennis Center Roof Replacement. As a result, staff recommend utilizing the remaining funds to upgrade the Dodds complex roof to a tin material, which will provide a longer lifespan and overall better value. Additionally, the surplus will help fund necessary roof repairs for the Champaign Urbana Special Recreation (CUSR) building.

### **FY 2025/26 Overview:**

The FY 2025/26 CIP Plan addresses several immediate needs, including deferred maintenance and critical projects in facilities and parks. These include roof and playground replacements, and remodeling projects.

The CIP also includes new additions to the Park District, such as a pull-in and therapeutic stations at the CUSR building that increase usability, safety and accessibility; and design components to complete all phases of the original vision for the pickleball complex at Centennial Park.

The CIP includes several items to help appropriately plan for upcoming capital needs. A district-wide facilities assessment, and the Zahnd and Centennial Park Master Plans. Additionally, staff recommends design, architecture, and engineering on several projects. These requests will better align the Park District for future projects and possible grant funding opportunities.

Several of the construction projects will require ADA funding for a portion of the project, or the project in its entirety. The bulk of this funding will be used for CUSR, a playground, and the Hays

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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.**

Community Center kitchen. Staff will continue to address deficits from the existing ADA Transition Plan until the new plan is completed.

**Discussion:**

There is no action requested at this time. Information presented today is for discussion by the Board, with plans to seek action in December.

Prepared by:

Daniel J. Olson  
Director of Operations and Planning

Reviewed by:

Sarah Sandquist, CPRE  
Executive Director





Operations Shared lot Lane Replace	Lane-wide high Density Concrete in North Operations lot from John Street to fence.	\$220,000	
Sholem Locker Replacement	Locker replacements in hallway, locker rooms and possibly outside	\$50,000	
Sholem Boiler Replacements	All five pool heaters replaced	\$215,000	
Sholem Pump Replacement	Lazy River filter pump replacement	\$20,000	
Sholem Storage Shed		\$10,000	
Sholem S2 Access	S2 electronic access at bath house	\$50,000	
Virginia Theatre S2 Access	S2 electronic access at the Virginia	\$90,000	
Centennial Park Master Plan	To be completed concurrently with the Zahnd Master Plan	\$25,000	
Zahnd Park Master Plan	To be completed concurrently with the Centennial Master Plan	\$20,000	
Windscreen Replacement	Lindsay Tennis Courts at Centennial Park	\$12,000	
Clark Park Renovation	Requesting additional \$100,000 to existing FY2024-25 budget	\$100,000	
Pickleball Complex All Phases	Arcitctural, engineering, design and construction of all remaining phases including 6 more courts, restroom, parking lots, tournament covered court, lighting, sidewalks detention, etc. Total projected cost \$2,800,000	\$340,000	\$2,460,000
Parkland Way Engineering	Parkland Way Engineering	\$500,000	
Tennis Court Refurbishment	Crack filling and resurfacing of tennis at Hessel Park	\$130,000	
Playground Replacement	Replacement and ADA Upgrades to possibly Mullikin	\$280,000	
Power Bollards Porter Park	Electrical infrastructure of bollards with outlets southwest park	\$275,000	
Skate Park Study	Professional examination of upgrades at Spalding	\$10,000	
Basketball Replacement and ADA	Washington Park re-site and replacement of basketball court with ADA sidewalk.	\$142,000	
Roof Replacement	Douglass Community Center and Douglass Annex	\$360,000	
Floor Scrubber	Leonhard walk-behind floor scrubber	\$11,000	
Retaining Wall Replacement	Boulevard Trail Retaining Wall	\$122,000	
Electronic Sign	Martens Center LED electronic advertising sign	\$90,000	
Contingency	Unexpected expenditures related to capital items. Five percent of total capital.	\$227,500	
<b>TOTAL FY25/26</b>		<b>\$4,777,500</b>	
<b>PROJECT NAME FY26/27</b>	<b>DESCRIPTION</b>		<b>FY 26/27</b>
Hays Kitchen Remodel Design/Const.			\$211,000
Sholem Blue Slide Reseal			\$6,000
Dodds Tennis Center Exterior Walls	Wrap walls of building with new metal and insulation		\$700,000
Electronic Sign	Mini Park Church St. and Prospect Ave. LED advertising Sign		\$90,000
Dodds Park Soccer Lighting	Lighting on Fields 7 and 10. Makes use of some existing poles		\$200,000
Dodds Park Outdoor Sports Goals	Replacement of Dodds soccer goals.		\$14,000
Hessel Volleyball Resurfacing	Replacement of artificial turf on two courts		\$25,000
Hessel Park Flower Bed Replcement	South Flower Bed Replacement with concrete		\$30,000
Hosier and McCullom Bed Replace	New design, engineering, both sides of Staduim Drive		\$230,000
Zahnd Baseball Fields Lighting	Move to LED for both fields.		\$400,000
Springer Kitchen *	Renovation of kitchen, break and assembly area		\$80,900
Springer Basement Restroom	Renovation of two restrooms		\$80,900
Playground Replacement	One Playground		\$240,000
Virginia Theatre Terra Cotta	Repair Terra Cotta on the facility façade. Some are broken		\$50,000

Virginia Theatre East Lobby Reno. ^*	Concessions expansion and improvements in room and kitchen		\$750,000
West Side Bandshell Exclusion	Possibly do on an artist contract.		\$29,000
Commissioners Park Natural Area	Phase one of prairie planting		\$20,000
Sholem Rope and Netting	Rope and netting replacement throughout		\$29,000
Kaufman Boat House	Removal and Replacement of Boathouse		\$1,200,000
Contingency	Unexpected expenditures related to capital items. Five percent of total capital.		\$392,490
<b>TOTAL FY26/27</b>			<b>\$8,242,290</b>

PROJECT NAME FY27/28	DESCRIPTION			FY 27/28
Electronic Sign	Electronic LED sign at corner of Kirby and Crescent St.			\$100,000
Douglass Community Center Renov. *	Locker rooms, first floor restrooms, ADA compliance, stage, teen			\$600,000
Clark Park Tennis Refurbishment	Crack fill and resurface of two courts.			\$50,000
Carle at the Fields Trail Node #3	One each year installed over four years.			\$25,000
Wesley Post-construction Reno. *	Improvements after City's Boneyard Upgrades (path, playground,etc)			\$100,000
West Side Park Bandshell Iron Work	Possible artists contract. Exclusionary metal work.			\$89,000
Playground Replacements	Two playgrounds			\$550,000
Springer Tuckpoint Brick/Limestone	Porch is priority. Porch surface may also be included.			\$400,000
Virginia Theatre Interior Plaster	Wear, tear, humidity on plaster. Will need this amount every three years.			\$20,000
Martens Center	Parking Lot and Sidewalk resealing			\$60,000
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
Sholem Boiler Replacement				\$500,000
Boulevard Trail Retaining Wall Replacement	Old ties are disintegrated. Will need neighbors involvement.			\$55,900
Centennial Pickleball Complex Restrooms	Restroom/Concessions Building			\$390,000
Virginia Theatre Tuckpoint Exterior	West side of building in bad shape.			\$50,000
Contingency	Unexpected expenditures related to capital items. Five percent of total capital.			
<b>TOTAL FY27/28</b>				<b>\$3,154,900</b>

PROJECT NAME FY28/29	DESCRIPTION				FY 28/29
Douglass Annex Kitchen Remodel*~	Upgrade cabinets and counter depths if possible. Maybe dishwasher. To meet public health and ADA, may need designer.				\$55,000
Powell Park Path Additions*~	Expansion of internal paths including linking existing connections to city sidewalks.				\$80,000
Lindsay Court Refurbish	Eight courts				\$40,000
Playground Replacement	One playground				\$250,000
Springer Upper Level Restrooms	Renovation of two restrooms				\$85,900
Bark District Fencing Replacement	Major replacements all or parts				\$20,900
Eisner Park ADA Upgrade	Walkway through park east/west. ADA deficits. Ballfield improve				\$100,000
Operations Shed Exteriors	North and south sheds painting or re-skin options. Overhead door trim replacement (currently aluminum)				\$80,900
Carle At the Fields Trail Node #4	Mixed exercise and play node with Carle				\$25,000

Springer Kitchen Remodel (Instructional Kitchen)	Remodel to an instructional kitchen and new appliances and ADA					\$68,000
<b>TOTAL FY28/29</b>						<b>\$805,700</b>

PROJECT NAME FY29/30	DESCRIPTION					FY 29/30
Spalding Tennis	Refurbishment of six courts					\$80,000
Playground Replacement	One playground					\$240,000
Centennial Pickleball Complex	Refurbishment of eight courts.					\$80,000
<b>TOTAL FY29/30</b>						<b>\$400,000</b>

PROJECT NAME FY30/31	DESCRIPTION					FY30/31
Dodds 4-Plex Field Lighting	Move to LED					\$210,000
Playground replacement	One Playground					\$250,000
Bresnan Roofing	Roof and skylight replacement/repair					\$225,000
<b>TOTAL FY30/31</b>						<b>\$685,000</b>

PROJECT NAME FY31/32	DESCRIPTION					FY31/32
Playground Replacement	Two playgrounds					\$500,000
Springer Restoration Commitment	Two areas left that were committed to on original federal contract					\$230,000
Powell Park Sidewalk Linking	Connecting internal pathways to city's sidewalks through houses in two areas.					\$25,000
Leonhard Kitchenette Replacement	Replace sink, counter, cabinet and refrigerator in the party room.					\$18,000
<b>TOTAL FY31/32</b>						<b>\$773,000</b>

PROJECT NAME FY32/33	DESCRIPTION					FY32/33
Playground Replacement	One Playground					\$250,000
Dodds Tennis Curtains	Replace five curtains and mechanisms that separate courts.					\$45,000
<b>TOTAL FY32/33</b>						<b>\$295,000</b>

PROJECT NAME FY32/33	DESCRIPTION					FY33/34
Playground Replacement	One Playground					\$250,000
Leonhard Walking Track Resurfacing						\$35,000
<b>TOTAL FY33/34</b>						<b>\$285,000</b>

PROJECT NAME FY34/35	DESCRIPTION					FY34/35
Playground Replacement	Two playgrounds					\$550,000
Dodds 4-Plex Field Lighting	Move to LED					\$510,000
<b>TOTAL FY34/35</b>						<b>\$1,060,000</b>



## REPORT TO PARK BOARD

**FROM:** Sarah Sandquist, Executive Director

**DATE:** October 23, 2024

**SUBJECT:** Supplemental Report: Dodds Park Usage & Parkland Way Section by Section Repair Estimates.

### DODDS USAGE SINCE THE RANTOUL FAMILY SPORTS COMPLEX OPENED

The Rantoul Family Sports Complex opened on May 29, 2021. Staff recently took time to look at the general impact the complex opening has had on sports programming and rentals at Dodds Park. The chart below details the programming registration at Dodds since 2019. Staff concluded the only major impact the Rantoul Family Sports Complex has had on District programming was the loss of the Champaign County Church Softball League.

### PARK DISTRICT PROGRAMMING

	2019	2020	2021	2022	2023	2024	Notes
<b>Youth Softball League Participants</b>	41	Covid Cancellation	49	112	122	110	
<b>Travel Softball Teams</b>	N/A	N/A	N/A	N/A	1	2	New in 2023. U14 only in 2023. U12 and U14 in 2024.
<b>Youth Softball Clinic Participants</b>	N/A	11	91	66	68	61	Introduced in fall of 2020.
<b>Youth Softball Camp Participants</b>	N/A	N/A	N/A	N/A	19	N/A	Introduced and ran by Justice in 2023. Cancelled and sunset in 2024.
<b>Adult Softball Teams (Summer Leagues)</b>	75	Covid Cancellation	47	44	48	50	Rantoul ran adult leagues in 2022 but discontinued them after that due to field limitations.
<b>Adult Softball Teams (Fall Leagues)</b>	35	Covid Cancellation	18	22	25	24	Rantoul ran adult leagues in 2022 but discontinued them after that due to field limitations.
<b>Church Softball Teams (Summer Leagues)</b>	34	Covid Cancellation	0	0	0	0	The league moved to Rantoul Complex in 2021. They had 23 teams in the summer of 2024.
<b>Church Softball Teams (Fall Leagues)</b>	12	Covid Cancellation	0	0	0	0	The league moved to Rantoul Complex in 2021. They had 8 teams in the fall of 2024.

## RENTALS

Staff also looked at the impact on rentals at Dodds Park. Staff concluded that general rentals were minimally impacted for soccer, but tournament rentals were largely impacted for both soccer and softball. After the opening of the complex, the Park District lost Gameday USA baseball tournaments, ONE NATION Slow-pitch tournaments, and two annual IFC soccer tournaments which are now all offered at the Rantoul Family Sports Complex. Additionally, Soccer Planet previously rented Dodds's soccer fields to operate an adult soccer league. Soccer Planet now runs the adult soccer leagues in Rantoul.

	2019	2020	2021	2022	2023	2024	Notes
<b>3 and 4-Plex Tournaments</b>	7	0 - covid	8	5	4	4	Gameday USA moved their tournaments to Rantoul in 2022. One Nation Slow-pitch Softball Tournaments moved to Rantoul in 2023. Since 2022 we have only had girls fastpitch tournaments and Carle Kickball.
<b>Dodds Soccer Tournaments</b>	2	0- covid	1	0	0	0	IFC used to use Dodds for 2 tournaments a year and now they use Rantoul.
<b>Additional Dodds Softball field rentals</b>	52	17 (late start due to covid)	85	120	84	77	Unit 4 softball field renovations in 2022 lead to a rental spike.
<b>Additional Dodds Soccer Rentals (excluding IFC)</b>	5	0-covid	10	0	2	12	

## PARKLAND WAY SECTION BY SECTION REPAIR ESTIMATES

The FY21 capital improvement plan was the first year that included a slab replacement phased approach to repairing the condition of Parkland Way section by section. Plans initially included a request to repair three hundred (300) linear feet of the roadway at an estimated expense of \$100,000 per year over the course of thirteen (13) years. Two years would include estimates closer to \$500,000 due to a culvert crossing and the Mattis road intersection. Since FY21, costs have increased, and staff estimate the same slab replacement of three hundred (300) linear feet would cost \$150,000 today. The chart below highlights potential future expenses as presented through this phased approach. The chart accounts for potential increases in expenses overtime.

**PARKLAND WAY GENERALIZED REPLACEMENT COSTS**

Approx. 300 linear foot sections at a time.

<b>Fiscal Year</b>	<b>Requested Amount</b>
2026	\$150,000
2027	\$154,500
2028	\$159,135
2029	\$163,909
2030	\$168,826
2031	\$173,891
2032	\$179,108
2033	\$184,481
2034	\$190,016
2035	\$195,716
2036	\$201,587
2037	\$500,000
2038	\$500,000
<b>TOTAL</b>	<b>\$2,921,169</b>

Prepared by:

Jimmy Gleason  
Director of Facilities and Technology

Reviewed by:

Sarah Sandquist, CPRE  
Executive Director



## REPORT TO PARK BOARD

**FROM:** Sarah Sandquist, Executive Director

**DATE:** October 23, 2024

**SUBJECT:** Intergovernmental Agreement with Parkland College

### Background

The proposed intergovernmental agreement between Parkland College and the Champaign Park District (Park District) outlines the shared use and maintenance of roadway access points (Parkland Way and Perimeter Road) for the Parkland College campus and Dodds Park amenities.

The agreement seeks to codify terms as understood from the current state of shared use and maintenance. Important highlights include:

1. Snow Removal Responsibilities:

Currently, snow removal is managed by Parkland College. No financial contribution is being requested from the Park District at this time for this service.

2. Timely Notification of Road Closures:

Both parties agree to provide timely notifications regarding any planned road closures to avoid disruptions to park and campus users.

3. Maintenance of Property:

Each organization will be responsible for the maintenance of property within their respective jurisdictions. There is also an understanding that consistent road conditions must be maintained across all stretches of road, regardless of jurisdiction, to ensure uniformity for users.

4. Agreement Duration:

The agreement will have a term of 15+ years, ensuring long-term collaboration and stability for both parties.

5. Future Enhancements and Project Support:

Both organizations commit to engaging in discussions regarding potential future enhancements to the shared areas.

### Previous Board Action

None.

### Budget Impact

Varies depending upon the scope of maintenance or enhancement terms.

Discussion

Staff recommends the Board review the intergovernmental agreement draft to consider and share its opinion regarding the agreement's terms; specifically, duration, shared future maintenance, as well as any other terms it would propose to include.

Prepared by:

Reviewed by:

Jarrold Scheunemann  
Deputy Executive Director

Sarah Sandquist  
Executive Director



INTERGOVERNMENTAL AGREEMENT  
BETWEEN PARKLAND COLLEGE AND CHAMPAIGN PARK DISTRICT

This Intergovernmental Agreement (“Agreement”) is made and effective this \_\_\_\_ day of \_\_\_\_\_ 2024, by and between the BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 505 (PARKLAND COLLEGE) COUNTIES OF CHAMPAIGN, COLES, DEWITT, DOUGLAS, EDGAR, FORD, IROQUOIS, LIVINGSTON, MCLEAN, MOULTRIE, PIATT, VERMILION AND STATE OF ILLINOIS (hereinafter referred to as, “Parkland”), an Illinois Public Community College, and the CHAMPAIGN PARK DISTRICT, (hereinafter referred to as, “Park District”) an Illinois Municipal Corporation, both located in Champaign County, Illinois and hereinafter referred to as “Party” or “Parties”, as the case may be.

In consideration of the promises, covenants, and agreements set forth herein, the receipt and sufficiency of which are hereby acknowledged, the Parties state as follows:

WHEREAS, Section 10 of Article 7 of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.*, enable and authorize the Parties to enter into agreements between themselves to jointly perform any governmental service, function, activity, or undertaking; and

WHEREAS, Parkland and Park District each own contiguous roads abutting their respective properties at the Park District’s Dodds Park and Parkland’s campus, specifically known and understood to be designated and respectively named Perimeter Road and Parkland Way; and

WHEREAS, Parkland and Park District have from time to time in the past agreed to various forms of shared responsibility regarding the use, maintenance, and accessibility of the aforementioned roadways; and

WHEREAS, such agreements and understandings have prior hereto never been formerly reduced to writing in order for the Parties to proceed with mutually agreed upon conduct and responsibilities; and

WHEREAS, Parkland and Park District now desire to enter into an intergovernmental agreement for the purposes of identifying and specifying their intentions to mutually cooperate in a manner to enhance the use, maintenance, and accessibility of Perimeter Road and Parkland Way for the benefit of the community and those who utilize Parkland College and Park District facilities and amenities; and

WHEREAS, the Parties seek to set forth in this Agreement the purposes, powers, rights, objectives, and responsibilities of the Parties with respect to Perimeter Road and Parkland Way; and

WHEREAS, this Agreement is intended to be in the best interest of Parkland and Park District as it specifies the roles of each entity with respect to the areas identified herein.

NOW, THEREFORE, in consideration of the mutual promises, covenants, and terms set forth herein, the Parties agree as follows:

1. General Purpose. The purpose of this Agreement between Parkland and Park District is to provide the terms and conditions under which they shall respectively utilize, maintain, and make accessible Perimeter Road and Parkland Way and adjacent areas identified herein in accordance with the current and future standards of road construction and maintenance as promulgated by the City of Champaign, Illinois (“Champaign”), as such may be implemented and amended from time to time.

2. Term. This Agreement shall be in effect for a twenty (20) year period commencing \_\_\_\_\_, 2024 through \_\_\_\_\_, 2044, subject to renewals thereafter for subsequent twenty (20) year periods.

3. Access Points. The Parties recognize and agree that their respective patrons, students, employees, and citizens in general shall have access to Parkland College and Dodds Park by utilizing Perimeter Road and Parkland Way for the following: Dodds Park ballfields, soccer fields, Parkland College campus and associated facilities, Eddie Albert Gardens, Olympic Memorial, Greenbelt Bikeway, and Workers' Memorial.

4. Snow Removal. Parkland currently provides snow removal for Perimeter Road and Parkland Way together with adjacent parking lots and walkways, and it shall continue to do so during the term of this Agreement.

5. Road Closures. The Parties shall communicate in a timely way to address the need or requirement to close access to Perimeter Road and/or Parkland Way as the case may be. Such notification shall be accomplished by electronic mail and telephonic communication not less than \_\_\_\_ (\_\_\_) hours before any such closure, unless an emergency condition exists which requires a more expedient notice in the same manner.

6. Roadway Maintenance Cooperation. Each Party shall maintain its respective roadway in a good and sufficient manner according to Champaign standards in order for vehicular and other methods of transportation to use such roadways in recognition of their contiguity. The Parties shall undertake communications and develop consistent specifications and conditions for the roads and any repairs thereto during the term of this Agreement.

7. Future Maintenance, Repairs, and Enhancements. The Parties recognize that from time to time repairs, maintenance and enhancements to Parkland Way will be necessary, and that it is predominantly utilized as an access roadway for people to access the Parkland College campus. Accordingly, the Parties recognize and understand that with regard to any improvements to Parkland Way, Parkland shall contribute to the cost thereof in a manner which the Parties reasonably determine to be consistent with the volume, extent, nature, and use of Parkland Way by those using it as a means of ingress to and egress from Parkland College. Accordingly, Parkland shall make a financial commitment and contribution to the Park District upon the following bases:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Not less than one-third (1/3) of the cost of any such maintenance, repairs, or enhancements, as adopted pursuant to a resolution of the Parkland College Board of Trustees at its January 15, 1975 meeting.)

8. Reciprocal Responsibility for Damages to Property. The Parties shall be responsible for and shall pay for any damage they cause to each other's property arising in any manner out of this Agreement.

9. Insurance. The Parties shall maintain, at their expense, for so long as this Agreement remains in effect, a public liability and property damage insurance program which also names each other as an additional insured. This insurance shall be in at least the following amounts:

\$1,000,000.00 combined single limit/bodily injury or death per occurrence and \$2,000,000.00 annual aggregate;

\$1,000,000.00 combined single limit/property damage

The Parties shall file with each other a current certificate of insurance evidencing such coverage at the inception of this Agreement and annually thereafter as such insurance coverage is renewed. The Parties shall provide each other with suitable extensions and riders as necessary to afford and confirm such coverage. Such policies shall provide coverage on an occurrence and not claims made basis. All

certificates of insurance in connection herewith shall be furnished to the respective Party no later than seven (7) days prior to the commencement date of this Agreement. Such policies shall provide contractual liability coverage. Such insurance policies shall not be cancelled or amended without thirty (30) days prior written notice having been given to the respective Party. Any such cancellation shall form a basis for the Party to be indemnified and defended thereunder to obtain a renewal of such policy or acquire an alternative policy, for which the Party whose insurance has been cancelled shall reimburse the other. The respective trustees, commissioners, officers, employees, agents, representatives, and volunteers shall be covered as additional insureds under the general liability coverage which shall contain no special limitation on the scope of protection afforded to the additional insureds. Cancellation of any such coverage without a substitute policy containing the required coverage's being put in force, shall also be grounds for the non-cancelling Party to terminate this Agreement. At its option, the non-cancelling Party may continue such insurance at its cost and obtain reimbursement and repayment thereof from the other Party. In such event, the cancelling Party shall pay the amount due within ten (10) days. The Parties acknowledge that the Parties may from time to time change insurers; provided that, the other Party shall be provided with a certificate of such insurance otherwise conforming to and in compliance with the terms hereof, promptly upon such change. Failure to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure to identify a deficiency from the evidence that is provided shall not be construed as a waiver of the obligation to maintain such insurance. Each Party shall maintain in effect at its sole expense workers' compensation insurance that complies with applicable state and federal law.

10. Independent Contractor. Notwithstanding any other provision of this Agreement, the relationship between Parkland and Park District is, and shall remain, one of independent contractors. Nothing in this Agreement shall be construed to establish any relationship of employer/employee, partners, or joint venturers between the Parties, or of their respective employees, officers, agents or representatives. In addition, either Party may from time to time hire people to perform labor and other services for it, and any such person shall not be construed to be an employee, agent, or representative of, or contractor with, the other Party in any manner whatsoever. Furthermore, each Party does hereby acknowledge its obligations and shall remain responsible for the payment of all withholdings, insurance, or other amounts as may be required by law in connection with its hiring or contracting with any person, and shall in all respects hold the other harmless from and indemnify it for the payment of any such amounts.

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

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

12. Default and Termination. (a) This Agreement may be terminated by the Parties by a mutual written agreement at any time. (b) This Agreement may be terminated for cause in the event of a breach by a Party. In the event of a termination for cause, the non-breaching Party shall provide the breaching Party with a written notice informing the breaching Party of the nature of such cause and providing thirty

(30) days notice to cure. In the event the breaching Party fails to cure within such thirty (30) day period. The failure to cure shall be a basis for termination.

13. Severability. In the event any one or more of the provisions set forth in this Agreement shall be finally determined by a court of competent jurisdiction to be invalid, illegal, or unenforceable in any respect, such provision shall be deemed severed from this Agreement, and the validity, legality, or enforceability of the remaining provisions of this Agreement or any other application thereof shall not be affected or impaired thereby, and shall remain in effect.

14. Assignment - Binding Effect. Neither Party nor any subsidiary, successor, partner, employee, agent or affiliate shall assign or delegate any of their rights or responsibilities under this Agreement without the prior written consent of the other, which shall not be unreasonably withheld.

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

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

17. Notice. Any notices or other communication required or permitted under this Agreement shall be in writing and shall be (a) personally delivered requiring a signed receipt, or (b) sent by certified or registered United States mail, postage prepaid, return receipt requested, or (c) sent by overnight delivery to the address of the respective Party set forth herein utilizing a reputable courier. Such notice or communication shall be deemed given (i) if sent by personal delivery when delivered in person, (ii) if sent by certified or registered United States mail, four (4) days following deposit in the United States mail, or (iii) if sent by overnight delivery utilizing a reputable courier two (2) days following placement with such courier. Notice of change of address shall be given by written notice in the manner detailed in this Section. Unless otherwise agreed to in writing, any notice pursuant to this Agreement shall be sent to the following:

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

Parkland College  
Attn: President  
2400 W. Bradley Avenue  
Champaign, IL 61821

FAX: (217) 355-8421

FAX: \_\_\_\_\_

18. Digital Transmission. The Parties agree that each may rely, without investigation, upon the genuineness and authenticity of any document, including any signature or purported signature, transmitted digitally, without reviewing or requiring receipt of the original document. Each document or signature so transmitted shall be deemed an enforceable original. Upon request, the transmitting Party agrees to provide the receiving Party with the original document transmitted digitally; however, the Parties agree

that the failure of either Party to comply with such a request shall in no manner whatsoever affect the genuineness, authenticity, or enforceability of the document or this contract. Each Party waives and relinquishes as a defense to the formation or enforceability of any contract between the Parties, or provision thereof, the fact that a digital transmission was utilized.

19. Applicable Law and Venue. The Parties shall comply with all applicable federal, state and local laws, rules, regulations, ordinances, permit requirements pertaining to the completion of any improvement or repairs and ongoing operations of the Parties and any other compliance hereunder. Venue for any claim or action regarding this Agreement shall be Champaign County, Illinois.

20. Authority to Execute Documents. Each Party signing this Agreement warrants to the other Party, that they have the full power and authority to execute this Agreement on behalf of the Party for whom they sign.

21. Entire Agreement and Amendment. This Agreement and any written exhibit, amendment, or addendum to it constitute(s) the entire agreement between Park District and Parkland, and may be changed, modified, or amended only by mutual written agreement executed by the Parties.

IN WITNESS of this Agreement, the Parties hereto set their hands and seals and executed this Agreement effective as of the date and year first above written.

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 505 (PARKLAND COLLEGE) COUNTIES OF CHAMPAIGN, COLES, DEWITT, DOUGLAS, EDGAR, FORD, IROQUOIS, LIVINGSTON, MCLEAN, MOULTRIE, PIATT, VERMILION AND STATE OF ILLINOIS, an Illinois Public Community College

CHAMPAIGN PARK DISTRICT, an Illinois Municipal Corporation

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
President

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
Parkland Attorney

\_\_\_\_\_  
Park District Attorney



**PARKLAND COLLEGE**  
2400 WEST BRADLEY AVENUE CHAMPAIGN, ILLINOIS 61820 217/351-2233

William M. Staerke, President

January 27, 1975

Mr. Robert Toalson  
General Manager  
Champaign Park District  
706 Holiday Park Drive  
Champaign, Illinois 61820

Dear Bob:

The Parkland College Board of Trustees at its regular meeting on January 15, 1975, took the following actions:

- Adopted a resolution agreeing to pay one-third of the cost of the ~~Dodds~~ Park Road to the Parkland property line, and 100% of the costs of the road from that point into the Parkland campus.
- Approved the annexation of the Parkland College campus into the Champaign Park District. A description of the Parkland College land is enclosed.

We appreciate the splendid cooperation of the Champaign Park District, and look forward to the development of the park.

Sincerely yours,

William M. Staerke  
President

WMS/rjs

Enclosure