



It is the mission of the Urbana Park District to:

- Improve the quality of life of its citizens through a responsive, efficient, and creative park and recreation system,*
- Pursue excellence in a variety of programs, parks and special facilities that contribute to the attractiveness of neighborhoods, conservation of the environment and the overall health of the community.*

NOTICE AND AGENDA OF MEETING
URBANA PARK DISTRICT BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
TUESDAY, JANUARY 8, 2019
EXECUTIVE SESSION - 6:30 PM
REGULAR BOARD MEETING - 7:00 PM
PLANNING AND OPERATIONS FACILITY
1011 E. KERR AVENUE
URBANA, ILLINOIS 61802

- I. Call to Order**
 - A. Remote Attendance
The Board may authorize, by a voice vote of the physically present board members, any Commissioner wishing to attend remotely, pursuant to the UPD Remote Attendance Policy (Ord 2017-03).
- II. Adjourn to Executive Session**
Executive Sessions are closed meetings and may be held subject to the restrictions of the Open Meetings Act.
- III. Reconvene Regular Board Meeting**
 - A. Announce Determination to Release Executive Session Minutes and Destroy Recordings
The Board will announce its determination to release Executive Session Minutes and destroy recordings in accordance with the Open Meetings Act.
- IV. Accept Agenda**
- V. Public Comment**
Any member of the public may make a brief statement at this time within the public participation rules of the Board.
 - A. Public Comment
 - B. UPD New Staff Introductions
- VI. Urbana Park District Advisory Committee (UPDAC) Report – No December Meeting/No Report**
UPDAC is an advisory committee appointed by the Board of Commissioners. The members of UPDAC are appointed for staggered three-year terms.

VII. Consent Agenda

All action and information items appearing below are considered routine by the Board and shall be enacted by one motion. If discussion is desired, that item shall be removed and discussed separately. Commissioners have had an opportunity to review these items prior to the Board Meeting.

- A. Approval of the Minutes of the December 4, 2018 Study Session Meeting
- B. Approval of the Minutes of the December 6, 2018 Joint Board Meeting with Champaign Park District for Champaign-Urbana Special Recreation (CUSR)
- C. Approval of the Minutes of the December 11, 2018 Regular Board Meeting
- D. Monthly Reports
These are monthly reports from each department of the district.
 - 1. Administration (Executive Director, Business, Development/Volunteers, Human Resources)
 - 2. Planning/Operations (Planning, Project Management, Facilities, Grounds, Aquatics)
 - 3. Recreation (Aquatics, Athletics, Community Programs, Environmental Programs, Public Information/Marketing, Champaign-Urbana Special Recreation–CUSR)
- E. Approval of the Monthly Paid Accounts Payable
This report is available for review by each Commissioner.
- F. Approval of Commissioner Travel, Meal, and Lodging Expenses
In accordance with the Local Government Travel Expense Control Act, all commissioner travel, meal, and lodging expenses must be approved by the board prior to travel on district business.
- G. Approval of Employee Travel, Meal, and Lodging Expenses
In accordance with the Local Government Travel Expense Control Act, employee travel, meal, and lodging expenses must be approved by the board prior to travel on district business if the amount is in excess of \$1,000.
- H. Action to Approve Ordinance 2019-01 Authorizing the Sale/Disposal of Personal Property
Per state law, any property no longer required for district business must be declared as surplus and disposed of in a manner stipulated by Board policy.

Action on any item removed from the Consent Agenda will be taken during Old or New Business as appropriate.

VIII. Reports

- A. Financial Reports
These are financial reports that are reviewed by the board each month. The board must take action to accept the Treasurer's Report.
 - 1. Fund Balance Budget Report
 - 2. Monthly Budget with History
 - 3. Action on Treasurer's Report
 - 4. Supplemental Report of Cash
 - 5. Capital Budget Report
- B. Executive Director
This is an opportunity for the Executive Director to provide special information to the Commissioners.

C. President

This is an opportunity for the President to make a comment.

1. Review of upcoming meeting agenda

D. Liaison Reports

1. Finance Study Group
(meets as needed to discuss financial matters of the District)
2. UPD Policy Study Group
(meets as needed to discuss policy matters of the District)
3. Urbana Parks Foundation Representative
(Reports on Park Foundation activities)
4. UPDAC Planning Study Group
(meets as needed to coordinate and enhance Board-UPDAC activities and communication)

IX. Old Business

- A. Review 2019 Annual Actions Calendar
- B. Action on any Old Business removed from the Consent Agenda

X. New Business

- A. Action to Award Portable Stage
- B. Action to Accept an Audit Services Agreement with Martin Hood, LLC
- C. Action on any New Business removed from the Consent Agenda

XI. Comments from Commissioners

XII. Adjourn

Note: The Meeting Agenda and Supporting Materials are on the UPD website at <http://www.urbanaparks.org/documents/index.html>; choose the “Public Meetings” category and search for the meeting information you wish to download.

URBANA PARK DISTRICT BOARD OF COMMISSIONERS
MINUTES – BOARD STUDY SESSION
TUESDAY, DECEMBER 4, 2018
6:30 PM-8:00 PM
PLANNING AND OPERATIONS FACILITY
1011 E. KERR AVENUE
URBANA, ILLINOIS 61802

The study session meeting of the Urbana Park District Board of Commissioners was held Tuesday, December 4, 2018 at the Planning and Operations Facility, 1011 E. Kerr Avenue, Urbana, IL at 6:30 pm. The notice and agenda of the meeting were posted at the park district administrative office and at the location of the meeting. Copies of the notice and agenda were received by each commissioner of the district and by local newspapers, radio, and television stations at least forty-eight hours before the meeting in compliance with the Open Meetings Act of the State of Illinois. A copy of the notice and agenda is attached to the minutes. Also available for inspection are all documents that were reviewed or approved at the meeting.

COMMISSIONERS	PRESENT	ABSENT
President Michael Walker		X
Vice-President Nancy Delcomyn	X	
Commissioner Lashaunda Cunningham		X
Commissioner Roger Digges	X	
Commissioner Meredith Blumthal		X

Also present were Tim Bartlett, Executive Director;
Derek Liebert, Planning and Operations Superintendent;
Corky Emberson, Recreation Superintendent;
Caty Roland, Business Manager;
Allison Jones served as Recorder.

I. Call to Order

Vice-President Delcomyn served as chair of the meeting and called the meeting to order at 6:36 PM.

A. Remote Attendance

There was no remote attendance requested.

II. Accept Agenda

Noting a lack of quorum, Vice-President Delcomyn stated the Board would postpone discussion and place all items on a future agenda.

III. Public Comment

There were no comments from members of the public.

IV. Discussion Items

A. Goals Review

To be addressed at a later meeting.

V. Comments from Commissioners

There were no further comments from Commissioners.

VI. Adjourn

Vice-President Delcomyn adjourned the meeting at 6:36 PM.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: _____

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
CHAMPAIGN PARK DISTRICT BOARD OF COMMISSIONERS
MINUTES – CHAMPAIGN-URBANA SPECIAL RECREATION JOINT BOARD MEETING
THURSDAY, DECEMBER 6, 2018
5:30 PM
HAYS RECREATION CENTER
1311 W. CHURCH
CHAMPAIGN, IL 61821**

The Champaign-Urbana Special Recreation (CUSR) Joint Board Meeting of the Urbana Park District Board of Commissioners and Champaign Park District Board of Commissioners was held Thursday, December 6, 2018 at the Hays Recreation Center, 1311 W. Church, Champaign, IL at 5:30 pm. The notice and agenda of the meeting were posted at the park districts' administrative offices and at the location of the meeting. Copies of the notice and agenda were received by each commissioner of the districts and by local newspapers, radio, and television stations at least forty-eight hours before the meeting in compliance with the Open Meetings Act of the State of Illinois. A copy of the notice and agenda is attached to the minutes.

UPD COMMISSIONERS	PRESENT	ABSENT
President Michael Walker		X
Vice-President Nancy Delcomyn	X	
Commissioner Lashaunda Cunningham	X	
Commissioner Roger Digges	X	
Commissioner Meredith Blumthal	X	

CPD COMMISSIONERS	PRESENT	ABSENT
President Craig Hays	X	
Vice-President Tim McMahon		X
Commissioner Jane Solon	X	
Commissioner Barbara Kuhl		X
Commissioner Kevin Miller	X	

Also present were:

Tim Bartlett, Executive Director, UPD;
Corky Emberson, Recreation Superintendent, UPD;
Joe DeLuce, Executive Director, CPD;
Jameel Jones, Director of Recreation, CPD;
Christina Mott, Youth & Teen Coordinator, CUSR;
Grace Rolnicki, Inclusion Coordinator, CUSR;
Rachel Voss, Hays Center Receptionist, CUSR;
Kyle Shartzter, Athletics & Volunteer Coordinator, CUSR; and
Allison Jones served as Recorder, UPD.

A. CALL TO ORDER

Commissioner Delcomyn and President Hays called the meeting to order at 5:30 PM.

B. INTRODUCTIONS

1. Introduction of CUSR staff
2. Introduction of Board Members

Staff and Board Members introduced themselves.

C. PUBLIC COMMENTS

There were no comments from members of the public.

D. PRESENTATIONS

1. CUSR Year-end Review

Jameel Jones noted that this was a year of transition for CUSR, with multiple staff changes. He noted the changes haven't affected CUSR's level of service or passion for participants and accomplishing goals, and that the year included growing participation numbers and new programs.

CUSR staff Christina Mott, Grace Rolnicki, Rachel Voss, and Kyle Shartzter reviewed program and participation details for 2018, including strategic plan highlights for 2018 and goals for 2019, new fundraisers, community partnerships, inclusion services, youth and teen programs, Mustang Athletics, and adult programming and special events. Staff also reviewed participation numbers, new program and special event analysis, information on transportation services, scholarship information, and awards received. Staff also showed several videos of CUSR activities, including the adult theater program and the Cupcake Run promotion. The Boards made positive comments about the programming and noted their full support for CUSR activities. Jameel Jones noted that the Spring CUSR Banquet now covers sports and annual awards, and all are invited to attend.

E. NEW BUSINESS

1. Approval of setting December 5, 2019 at 5:30 PM as the date and time for the next Joint Champaign & Urbana Park Districts Board Meeting.

COMMISSIONER SOLON MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO APPROVE THE JOINT BOARD MEETING DATE FOR 2019. ALL SAID "AYE", MOTION CARRIED UNANIMOUSLY.

F. COMMENTS FROM COMMISSIONERS

Board members thanked CUSR staff for their excellent work and encouraged staff to come to the Boards with any needs they have.

G. ADJOURN

COMMISSIONER SOLON MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO ADJOURN THE MEETING. ALL SAID "AYE", MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 6:11 PM.

URBANA PARK DISTRICT

Michael W. Walker, President
Urbana Park District

Tim Bartlett, Secretary
Urbana Park District

Date Approved: _____

CHAMPAIGN PARK DISTRICT

Craig Hays, President
Champaign Park District

Cindy Harvey, Secretary
Champaign Park District

Date Approved: _____

URBANA PARK DISTRICT BOARD OF COMMISSIONERS
MINUTES - REGULAR BOARD MEETING
TUESDAY, DECEMBER 11, 2018
7:00 PM
PLANNING AND OPERATIONS FACILITY
1011 E. KERR AVENUE
URBANA, ILLINOIS 61802

A regular meeting of the Urbana Park District Board of Commissioners was held Tuesday, December 11, 2018, at the Planning and Operations Facility, 1011 E. Kerr Avenue, Urbana, IL at 7:00 p.m. The notice and agenda of the meeting were posted at the park district administrative office and at the location of the meeting. Copies of the notice and agenda were received by each commissioner of the district and by local newspapers, radio, and television stations at least forty-eight hours before the meeting in compliance with the Open Meetings Act of the State of Illinois. A copy of the notice and agenda is attached to the minutes. Also available for inspection are all documents that were reviewed or approved at the meeting. UPTV taped the meeting for future airing.

COMMISSIONERS	PRESENT	ABSENT
President Michael Walker	X	
Vice-President Nancy Delcomyn	X	
Commissioner Lashaunda Cunningham	X	
Commissioner Roger Digges	X	
Commissioner Meredith Blumthal	X	

Also present were Tim Bartlett, Executive Director;
Corky Emberson, Superintendent of Recreation;
Caty Roland, Business Manager;
Ellen Kirsanoff, Development Manager;
Derek Liebert, Superintendent of Planning and Operations;
Elsie Hedgspeth, Outreach and Wellness Manager;
Ashley Dennis, Outreach and Wellness Coordinator;
Kara Dudek, Park Planner;
Alex Ivanova, Human Resources Manager;
Andy Rousseau, Project Manager;
Allison Jones served as Recorder.

I. Call to Order

President Walker called the meeting to order at 7:01 PM.

A. Remote Attendance

There was no request for remote attendance.

II. Accept Agenda

COMMISSIONER CUNNINGHAM MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO ACCEPT THE AGENDA AS PRESENTED. ALL SAID "AYE," MOTION CARRIED.

III. **Public Comment**

A. Public Comment

There were no comments from members of the public.

B. Urbana Park District – Staff Introductions

1. Ashley Dennis, Outreach and Wellness Coordinator

Elsie Hedgspeth introduce Ashley Dennis, the UPD's new Outreach and Wellness Coordinator.

IV. **Urbana Park District Advisory Committee (UPDAC) Report**

Melissa Logsdon, UPDAC Chair, provided a report of the November UPDAC meeting.

V. **Consent Agenda**

A. Approval of the Minutes of the November 6, 2018 Study Session Meeting

B. Approval of the Minutes of the November 13, 2018 Regular Board Meeting

C. Monthly Reports

1. Administration

2. Planning/Operations

3. Recreation

D. Approval of the Monthly Paid Accounts Payable

E. Action to Accept the Philanthropy Report and Gifts Listed with Gratitude

F. Action on Ordinance 2018-15 Authorizing the Disposal/Sale of Personal Property

G. Action on Resolution 2018-17 Accepting Revisions to the Urbana Park District Safety Manual

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO APPROVE ALL OF THE ACTION ITEMS ON THE CONSENT AGENDA AND ACCEPT ALL THE INFORMATION ITEMS LISTED ON THE CONSENT AGENDA IN AN OMNIBUS MANNER. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

VI. **Reports**

A. Financial Reports

1. Fund Balance Budget Report

Caty Roland presented the Fund Balance Budget Report.

2. Monthly Budget with History

Caty Roland presented the Monthly Budget with History.

3. Action on Treasurer's Report

Caty Roland presented the Treasurer's Report.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO ACCEPT THE TREASURER'S REPORT FOR AUDIT. ALL SAID "AYE," MOTION CARRIED.

4. Supplemental Report of Cash

Caty Roland presented the Supplemental Report of Cash.

5. Capital Budget Report

Caty Roland reviewed changes to the Capital Project Budgets.

Andy Rousseau provided updates on several projects, including the James Room remodel, which is delayed but scheduled to be completed by February, the Crystal Lake Park open house, the Crystal Lake rehabilitation kick-off meeting with the design team, and finally proposals for demolition and testing for the Grossbach property. Derek Liebert presented an update on the Crystal Lake Park one-way road study and 2019 Hazard Tree work.

B. Executive Director

1. Proposed Art Fair
2. Sculpture Updates
3. Other Updates

Director Bartlett provided an update on several projects, including:

- New downtown Urbana art events,
- Fundraising and work with the Urbana Parks Foundation,
- New sculptures at several parks, including Leal, and AMBUCS, and in Meadowbrook in 2019,
- Public Art League events,
- An update from the most recent UPDAC meeting,
- Sports Study in the works,
- Summer program planning with Krannert Art Museum,
- The UPD Senior Club holiday event,
- The March 2019 Legislative Breakfast to be hosted by UPD,
- A meeting in Bloomington-Normal, IL regarding their Constitution Trail.

C. President

1. Review of upcoming meeting agenda

President Walker noted there is no January Study Session and then reviewed the Regular Board Meeting agenda.

D. Liaison Reports

1. Finance Study Group

President Walker noted the Finance Study Group will be meeting on 1/4/19.

2. UPD Policy Study Group

Commissioner Blumthal noted that the UPD Policy Study Group met before the Board Meeting and discussed policy updates and goals, including a policy statement regarding records and record keeping.

3. Urbana Parks Foundation Representative

Commissioner Digges noted that the UPF held a meeting on 12/10/18. He stated that they elected officers, provided updates on the fundraising Campaign, discussed their holiday party, as well as a February 2019 community outreach event for youth scholarship families, the March 2019 Annual Dinner, and other future fundraising events.

4. UPDAC Planning Study Group

Director Bartlett provided an update on his meeting with Melissa Logsdon, UPDAC Chair, and their planning efforts for topics for discussion for UPDAC 2019 meetings.

VII. **Old Business**

A. Action on any Old Business Removed from the Consent Agenda

There was no old business removed from the Consent Agenda.

VIII. **New Business**

A. Action to Approve Ordinance 2018-13 Abating the Levy of Property Taxes on Urbana Park District General Obligation Park Bonds (Alternate Revenue Source), Series 2010 (Build America Bonds)

Caty Roland provided an overview of bond abatement process, which is an annual action.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO APPROVE ORDINANCE 2018-13 ABATING THE LEVY OF PROPERTY TAXES ON URBANA PARK DISTRICT GENERAL OBLIGATION PARK BONDS (ALTERNATE REVENUE SOURCE), SERIES 2010 (BUILD AMERICA BONDS). A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

B. Action to Approve Ordinance 2018-14 Abating the Levy of Property Taxes on Urbana Park District General Obligation Park Bonds (Alternate Revenue Source), Series 2011A

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN TO APPROVE ORDINANCE 2018-14 ABATING THE LEVY OF PROPERTY TAXES ON URBANA PARK DISTRICT GENERAL OBLIGATION PARK BONDS. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

C. Review and Accept the Annual Priority Projects Report to the Urbana Parks Foundation
Director Bartlett provided an overview of the Annual Priority Projects document to be presented to the Urbana Parks Foundation. Board and staff discussed other formats and ways to present the information in order to maximize impact.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO ACCEPT AND FORWARD THE 2019 ANNUAL PRIORITY PROJECTS REPORT TO THE URBANA PARKS FOUNDATION. ALL SAID "AYE," MOTION CARRIED.

D. Review Annual Board Actions Calendar

The Board discussed adjusting the UPDAC schedule and will approve the updated actions calendar in January.

E. Action to Accept the 2019 Annual Meeting Calendar

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO ACCEPT THE 2019 ANNUAL MEETING CALENDAR FOR REGULAR BOARD MEETINGS, STUDY SESSIONS, JOINT MEETINGS, AND UPDAC MEETINGS. ALL SAID "AYE," MOTION CARRIED.

F. Action to Approve Construction Engineering and Construction Contingency for Park Street Path Project

Andy Rousseau provided an update on the timeline and process for continuing with the Park Street Path project, including a completion goal of June 2019.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO APPROVE CONSTRUCTION ENGINEERING CONTINGENCY IN THE AMOUNT OF 15% (\$5,622), AND APPROVE CONSTRUCTION CONTINGENCY IN THE AMOUNT OF 15% (\$66,376) FOR THE ILLINOIS TRANSPORTATION ENHANCEMENT PROGRAM FOR THE “PARK STREET: SHARED USE PATH PROJECT” IN CRYSTAL LAKE PARK. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

G. Action to Approve James Room Remodeling Contingency Increase

Andy Rousseau provided an overview and update on the work at the Phillips Recreation Center’s James Room, and explained the need for additional project contingency.

COMMISSIONER CUNNINGHAM MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPROVE INCREASING THE CONSTRUCTION CONTINGENCY AMOUNT FOR THE JAMES ROOM REMODELING PROJECT FROM 10% TO 15%, AN AMOUNT OF \$18,300. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

H. Action on Phillips Recreation Center Playground Equipment Replacement

Andy Rousseau provided an overview of the need for new playground equipment at the Phillips Recreation Center, community input on the design, and next steps for the project.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO AWARD THE PHILLIPS RECREATION CENTER PLAYGROUND EQUIPMENT BID FOR DESIGN #2 IN THE AMOUNT OF \$74,732 AND ASSIGN A 15% CONTINGENCY OF \$11,210. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

I. Review of 2018 Urbana Park District ADA Transition Plan – Completed Projects

Kara Dudek reviewed the 2018 ADA Transition Plan, including areas of success in removing barriers, both large and small. She noted on-going maintenance work to keep areas in compliance, as well as larger, one-time projects. She also noted outreach with other experts in the field and commented positively on UPD’s ongoing effort to eliminate barriers of access for all patrons. Finally, Kara reviewed plans to continue the work for 2019, including projects at a variety of locations.

J. Action on any New Business removed from Consent Agenda

There was no new business removed from the Consent Agenda.

X. Comments from Commissioners

Board and staff discussed impact on the relationship between the UPD Board and the USD #116 Board in light of recent changes.

Commissioner Delcomyn inquired about the cancellation of a water aerobics class.

Commissioner Digges commented positively on the staff doing tree removal in the Meadowbrook sculpture garden area and how tidy they were keeping the area. Derek Liebert commented on the additional planting of 259 trees in the park through the end of the project.

XI. Adjourn

President Walker adjourned the meeting at 8:46 PM.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: _____

Administration Department Report

TO: Urbana Park District Board of Commissioners

FROM: Timothy A. Bartlett, Executive Director

DATE: January 8, 2019

RE: December 2018 Administration Department Report

Tim Bartlett – Executive Director

2019 PROJECT UPDATES

Climate Change

In 2018, UPD staff have continued discussion on our focus on climate change issues. As you know, the City of Urbana have staff specifically working on sustainability issues, including climate change. The UPD for many years has served as a leader in environmental and quality of life issues, including climate change. However, we recommend at this time that we be more deliberate in our many opportunities to maintain public interest in our growing concerns about climate change. As you may have noticed, there have been several articles in the *News-Gazette* about the impacts of climate change. The primary concern is the impact we are seeing on crops and plant growth. Our main economy is tied to agriculture, which is tied to the various earth systems in place. Staff are working on ways to bring the topic of climate change more into the daily operations of the District. There are a number of ways we can connect our daily actions to the impact on our environment. To be sure, we are making a lot of changes regarding our vehicle purchases, equipment, native plant selections, solar energy interests, fuel/energy consumption, and in other big impact areas. There are other ways to communicate opportunities as well—product and material selections, processes, acquisition of items, shipping and handling, educational materials, events and activities, etc. We are committed to making 2019 more about our role and opportunity in bringing climate change issues into our daily conversations.

Mental Health

I am reaching out to our Champaign County Mental Health leadership to look at more ways we could partner in bringing parks and programming into what our Mental Health board is experiencing—more of our local populations needing services. UPD staff will be attending a Forest Bathing program offered by the Morton Arboretum in February. The facts indicate that regular intervals of walking/sitting in nature with a focus on relaxation can improve an individual's mental health. Staff believes that we have multiple parks sites like Busey Woods, Meadowbrook Park, and Perkins Road Park Site that are ideal outdoor laboratories to offer relaxation programs. This could be very helpful to clients linked to our mental health system in Champaign County. My hope is that a new partnership could be formed to serve citizens in a wide variety of ways to help improve our overall sense of well-being and mental health.

Brookens Gym

UPD staff will be working with staff at Champaign County to begin the process of updating and renewing our facility lease agreement for use of parts of POD 400 at the Brookens Administrative Center. My hope and plan is to work with the newly elected County Executive to renew our discussion on the future role of the UPD at the Brookens facility. As a reminder—Brookens Gym and the Sports Complex (fields) attract our highest number of annual patrons served at the UPD at one site. We know how important the gym and surrounding fields are to the UPD. Our plan is to secure our next window of future uses at

Administration Department Report

this site and, at the same time, work with the county on any efforts to improve or relocate our facilities depending on the county's plans and needs. We have had a least one preliminary discussion and I'll be setting up times to continue this process in 2019.

ORPR – Athletic Program Analysis

UPD staff is working with Champaign Park District staff in putting together a proposal for ORPR to provide an analysis on our current and future approaches to offering sports and athletics. We received a draft proposal from ORPR; however, the project cost was prohibitive. Our plan is to continue our discussion with ORPR staff in an effort to break down the process into smaller, more affordable segments for the UPD. Our hope is to work directly with CPD in an effort to improve what we offer, how we promote our activities, and how we message back to the public on the values and lasting outcomes of offering public programming. CPD staff also commented that the first proposal cost estimate for the study was at a high rate. I believe this effort and study would be an ideal area to work with our own UPDAC. In our initial introduction with UPDAC at the November 2018 meeting, we had a lot of interest in this topic. I plan to see if we can phase in this study. We would be able to benefit from the public input and the process involved to improve what we offer, and shore up our basic philosophies about recreational services offered in Urbana.

Business Services – Caty Roland, Business Manager

General

In December, the Business Office prepared to abate the collection of property taxes for Alternate Revenue Source Bonds, which were sold in June of 2010 and May of 2011. Proceeds from the 2018 GO Bond sale were received December 5. Human Resources and Accounting staff facilitated open enrollment and updated payroll information for employee elections to participate in the district's group health insurance plan and elective enrollment in dental, vision, and supplemental life insurance, qualifying out of pocket medical expenses, and dependent care reimbursements. Federal and state income tax withholding tables were updated for calendar year 2019 to begin the first paycheck of January.

Accounting Software

Accounting staff is furiously preparing for onsite implementation of the new system. The district's chart of accounts has been restructured and a cross-walk that references the old and new account numbers was created to facilitate the transition. The preliminary database was received in late December and staff began to perform acceptance testing of the new system. We are still working on configuring the system, and this work will continue onsite.

We are excited to welcome BS&A's implementation team. Implementation Specialists will arrive January 9 to begin installation and training on the new system. Module-specific classroom-style trainings will be held with staff users January 15-18 for financials and on February 14 and 21 for payroll and HR. City IT will provide ten computers for use during these group trainings. The system is set to go live on January 22 with no new accounting entries going into the old system after January 17. On-site training will continue through the month of February.

Human Resources - Alexandra Ivanova, Human Resources Coordinator

In the month of December, Urbana Park District staff reviewed benefits packets in order to complete the open enrollment process. Packets were due back on December 14, 2018, with changes to plans taking effect on January 1, 2019. Coordination continues to implement changes and manage all medical and

Administration Department Report

ancillary updates for 2019. In staffing, the Urbana Park District began the planning stages for summer hiring. During early stages, this includes working with supervisors to update seasonal and intermittent position descriptions for the upcoming summer season and posting these positions on the District's external website.

UPD Development - Ellen Kirsanoff, Development Manager

No report.

Planning and Operations Report

TO: Urbana Park District Board of Commissioners

FROM: Derek Liebert, Superintendent of Planning and Operations

CC: Tim Bartlett, Executive Director

DATE: January 8, 2019

RE: December 2018 Planning and Operations Report

Superintendent of Planning and Operations

Showmobile

For several years, staff have been discussing the possibility of purchasing a new showmobile. We currently rent a large one from Knox Entertainment for large events like Jettie Rhodes Day, and we use a smaller platform stage for more frequent events such as neighborhood nights. The former is expensive to rent and takes a long time to assemble but has a wow factor that appeals to large audiences. The latter is also very difficult to assemble and has limitations for larger events. As part of the districts outreach initiative, the Recreation Department is interested in hosting more large free musical events. There is also interest in bringing more events back to Crystal Lake Park as improvements get underway. Staff have budgeted for a new stage out of the 2019 Capital Budget and next year's Recreation Operating Budget. At the last NRPA conference staff collected information on mobile stage manufactures and have had several follow-up planning meetings.

The two stages that we most seriously considered are the Stageline stage (which is similar to what we rent for Jettie Rhodes) and the Century Industries Stage which was on display at NRPA and has advantages in ease of assembly. We considered the smallest of each of the two manufactures line and after discussing with recreation and operating staff, felt that ease of assembly was paramount. The Stageline takes close to an hour to assemble/disassemble at Jettie Rhodes and the staff that have assisted note it is the sort of activity that would require a dedicated staff to become familiar with because of its complexity. The Century Stage could easily be assembled by any one of a number of our full time staff and would make end of the day breakdown much more efficient. The price of the two stages is comparable. Century has the added advantage of being based out of southern Indiana where service and parts would be more readily available. Stageline is based out of Canada.

Having considerable experience with Stageline from Jettie Rhodes Day, staff conducted a site visit to Century and were impressed by what we saw and felt comfortable moving forward with specifying the Century Industries model. Staff also learned that the production cycle for this stage had several orders in cue already and the lead-time is extended out to late spring/early summer. In order to have the stage ready for the coming performance season, it would be necessary to bid the stage quickly and in time for an award at the January board meeting. The stage has been bid and will be presented for approval at the January board meeting.

Facilities Supervisor Shane Newell

Phillips Recreation Center

Phillips Recreation Center was closed for maintenance from December 10th through December 25th, and staff performed numerous tasks which included drywall repair, touch-up painting, ceiling tile replacement, floor polishing, cove base cleaning, dusting, floor mat cleaning, restroom fixture cleaning, sport court floor cleaning, and mirror cleaning.

Planning and Operations Report

Lake House Incident

On December 6th police were dispatched to the Lake House at approximately 9:00 a.m. for damage to several exterior windows. The unknown offender damaged 4 window screens/frames and forced open a window by kicking it. An exterior door was opened but police believe no entry was made. The officers took finger and foot prints but did not find any evidence on scene. Total repair costs are estimated at \$1,000.

Grounds Supervisor Rich McMahon

Grounds

We're learning that the weather will tell us when leaf-mulching is done instead of relying on the actual amount of leaves on the ground. One month ago, we thought we'd be done mulching leaves "by the end of the week", and we would have been if the weather had turned and forced us to be done. But here we are, at the beginning of January, with mild temperatures and no snow on the ground, so the mowing crew continues to chip away at the leaves when they can. The recent phase of tree removals at Wandell Sculpture Garden was completed in two weeks. This included the removal of 24 trees and the grinding of the accompanying stumps. Much care was taken to make as little mess as possible which was a challenge as the ground was constantly soft and wet, and we had multiple trucks and heavy pieces of equipment out there almost every day. The project went about as smoothly as could be expected, and park visitors stayed off the closed section of the path while the work was being done. Also at Meadowbrook, we were able to get the garden plots tilled, barely. Once again the soft, wet conditions made that process a little more precarious than it might have been at a warmer, drier time of year.

Construction Supervisor Keith Ewerks

Sculptures

We have installed a large sculpture at Ambucs Park by Barry Hehemann called Fourth of Firth of Forth. It is a great addition to our sculpture program, and Barry is great to work with. He will be back sometime in the spring to freshen up the paint on his piece. Take a look at it, it anchors that end of Ambucs Park.

Signs

We have installed the Wandell Sculpture Garden sign at Meadowbrook Park at the end of Vine St. It looks great! Rich and the grounds crew will be installing some landscaping around the sign this spring. The signs for Weaver Trail Head and Ambucs Accessible playground are ready to be sandblasted and the KRT logo and Ambucs group logo have been ordered that will be installed on these signs. Hope to sandblast these signs soon now that I am back from the holidays.

Budget

We have started the budget process for year 2019. I am working with both Recreation and Ops staff to come up with the projects that we would like to complete in 2019 so we can budget for them. The budget task is one of those that takes a lot of thought and quite a bit of time to complete. But by taking our time, I feel we do a good/accurate job of stewarding Urbana residents' resources.

Upcoming Projects

Here is what is coming up in the next few months on our projects list;

Install plaque rocks at Ambucs, Meadowbrook

Installation of a new playground at Phillips Recreation Center

Pergola over SE patio at Phillips Recreation Center

Planning and Operations Report

Aquatics Facilities Supervisor Joseph Schmidt

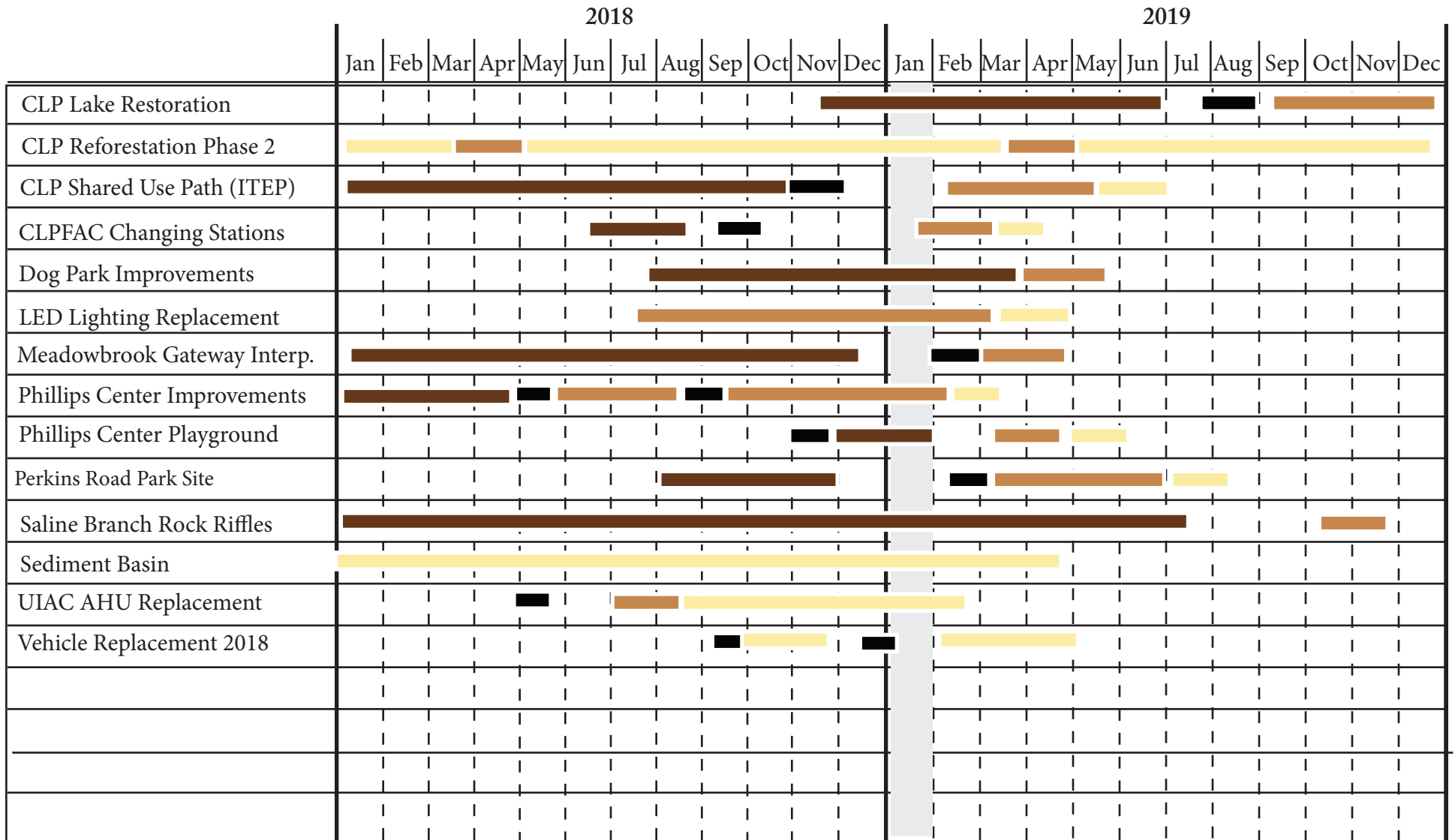
UIAC

New recycled plastic lifeguard chairs were purchased for the Urbana Indoor Aquatic Center. A replacement impeller was ordered for the competition pool filter circulation pump. The impellers were inspected on all five pool equipment pumps. The autofill solenoid for the building heat water circulation system was replaced. The PoolPak dehumidification unit received a new main controller with updated firmware. The aquatics matrix team met to discuss the FY 2019-2020 budget.

CLPFAC

Off-season monitoring of the Crystal Lake Park Family Aquatic Center is ongoing. Staff held a pre-construction meeting to plan work for new changing rooms. The impellers were inspected on all ten pool equipment pumps. The aquatics maintenance technician earned an Illinois State Pool Operator certification. Additional staff are scheduled to complete the ISPO exam on January 8th, 2019.

CAPITAL PROJECT TIMELINE



Future Projects		Legend A&E Design Out to Bid Estimated Construction Period Closeout & Maintenance
Blair Park Improvements	Winter 2018/2019 planning	
King Park Paviion Painting	Spring/Summer 2019	
Leal Park Gazebo Study	Winter/Spring 2019	
Meadowbrook Council Ring	Winter/Spring 2019	

Recreation Report

TO: Urbana Park District Board of Commissioners

FR: Corky Emberson, Superintendent of Recreation

CC: Tim Bartlett, Executive Director

DT: January 8th, 2018

RE: December 2018 Recreation Report

Superintendent of Recreation

Fiscal Year 2020 – Staff are in the process of completing preparations for the next fiscal year. Coordinators have completed the yearly program worksheets, and the first draft recreation budget will be finalized towards the end of January. Along with the budget, staff must complete reports of program fees for the next fiscal year and their respective program area's goals and objectives. This is also the time for recreation staff to review the previous calendar year's program evaluations and statistics. The Superintendent will be in the process of review and completion of the many reports in the next month.

Public Information and Marketing

Public Information Manager Mark Schultz – The Urbana Park District had a successful media campaign to promote our "Move MS" program – a partnership with U of I experts. The program helps multiple sclerosis patients exercise at their own speed. We had the U of I program lead on WCIA-TV, and in the News-Gazette. We also produced a video and shared it on social media; the program lead was thrilled with the responses. She said some people came to the informational open house with the newspaper clipping or mentioned that they saw her on TV. We accomplished this without spending any advertising dollars.

We have begun the first stages of refreshing the look of our web site. Look for refreshed graphics and visuals in the spring of 2019. In addition, marketing will work with Anita Purves Nature Center leaders to promote the 40th anniversary of APNC.

Aquatics

Aquatics Manager Leslie Radice – The Aquatics department has begun planning for the summer months already. Movies are being discussed, along with any new programs/events that may be possible. Past managers are being contacted to see what their plans are for the upcoming summer. From there, a total number of needed managers will be known. Management is hoping that a good number of shift managers from last year will be back this year again. This helps with the transition and training of new upcoming managers. Lifeguard classes also start next month. One is held during winter break, spring break, and multiple during April, May and June.

Recreation Report

Community

Community Program Manager Janet Soesbe – Community Program Manager Janet Soesbe – This month the manager held several meetings with the Executive Board of the Urbana Park District Senior Club to address some issues we have been having with the travel segment of the Club. In response to some repeated issues with communication and turning in travel reports, the current Travel Chair (an appointed position) was asked to step down. The Manager worked with the Executive Board and the Constitution and By-laws Chair to draft a new volunteer job description, the Travel Treasurer. Splitting the job responsibilities into two, where one person handles all payments and refunds plus processes reports and bank statements, and the other position acts as host on trips and books travel arrangements and locations. The Club has over 300 members, many of whom only travel with us and do not attend Club potlucks or other functions. We want to make sure we are handling their reservations responsibly and ensure that everyone has an enjoyable time with us. Over the years, our trips have been a highlight for many people and we want to bring those numbers back up and bring the complaints and issues to an end.

Community Program Coordinator, Niki Hoesman – All SPLASH programs came to a close this month and began Holiday Camp at the Lake House. Dance classes and have also finished all of their sessions with many returning folks already registered for the next session. A main focus for this month has been preparing for the coming year. New goals and objectives have been defined as well as summer camp preparation and plans to increase our “art” presence in Urbana. We are working to create an onboarding packet for new SPLASH hires. Read Across America planning is in full swing as we are securing acts for the main stage entertainment as well as contacting community stakeholders to participate.

Age-Friendly Resource Specialist, Jacob Johnston – The Age-Friendly Resource Specialist spent most of his office time planning the 2019 schedule and preparing for the January-April season. The Age-Friendly Ukulele Workshop scheduled for March has already filled up and will reach just over ten of Urbana’s aging adults. Sign-ups for the Age-Friendly iPad 101 class has been slower moving, however, there is still plenty of time. Even if the iPad class reaches only half of the maximum expected attendance it will still be well worth it to those in attendance and will be a great learning opportunity for Jacob in many ways. Jacob met with Janet Soesbe, Laura Edwards, and Sara Hawkins to begin preparations for our upcoming Age-Friendly IPRA presentation. The group is excited to be able to brag about the awesome, new position and its impact on aging adults in our community.

Community Programs and Rentals:

- The Phillips Recreation Center had 5 rentals, which met a total of 9 times, and facility uses other than UPD programs.
- The Phillips Recreation Center had 645 visitors, 315 people attending programs excluding fitness, and 165 people attending rentals for a total of 1,339 people using our facility including fitness programs.
- The Lake House was rented 2 times, with a total attendance of 115 and total revenue of \$595.

Environmental

Environmental Program Manager Judy Miller – The manager worked on redesigning sections of the environmental department budget to align with the new budget program the administrative team is implementing. The garden program and the interpretive services section of the budget will be new in fiscal year 20. These new sections will better able staff to track expenses. A section for interpretation will include exhibits, natural areas and animal care and adoption. The public program section will add a section for the Friendship Grove Nature Playscape.

Recreation Report

Environmental Public Program Coordinator Savannah Donovan – The coordinator has concluded another year of monthly Traveling Naturalist programs for senior citizens and adults with limited mobility at the Windsor of Savoy and the Champaign-Urbana Nursing and Rehab Center (CUNR). One-time programs were also conducted at Carriage Crossing Champaign and Clark-Lindsey Village. Environmental programs at these locations are especially catered to adults who are not able to spend much time, if any, outdoors. Special accommodations make these programs accessible and enjoyable for adults with different physical or mental challenges. At the Windsor of Savoy, PowerPoint presentations include large photos and simple text, as many individuals have vision impairments. At CUNR, large photos are printed and personally walked around for each individual to see up close. At both locations, presentation content is augmented with hands-on artifacts (such as furs, bones, or feathers) and nature sounds (such as bird or frog calls) whenever appropriate. The coordinator makes sure that every individual can hear the presentation and has the opportunity to ask questions and share their own knowledge or memories. These specialized programs meet an underserved audience (age 55 and better) and address the coordinator's goal to cater public programs to special needs audiences. A total of 501 individuals were served at 26 such programs in 2018. The coordinator has scheduled monthly programs to continue at both facilities in 2019.

Environmental Education Coordinator Chelsea Prah – The coordinator has begun revamping environmental education program offerings. Changes include additional school tour program topics, allowing teachers to choose which natural area they would like to visit, expanding Naturalist in the Classroom topics to an on-site option, and offering a custom program opportunity to best fit educator's curriculum needs. These changes will be reflected in the Educational Services Brochure (ESB), a printed publication that environmental staff distributes to teachers in areas school (K-5) as a way for them to browse the nature center's educational program and service opportunities. This year the coordinator is renaming the publication, Nature Connections, in order to recapture our audience's interest. The coordinator is also developing a repertoire of environmental education programs designed for middle school and high school grade levels. She will market these programs to teachers and schools through a separate pamphlet. Both publications will be distributed in mid-March to Urbana-Champaign teachers, as well as surrounding rural area schools.

Environmental Office Manager Nicole Hilberg – The office manager spent time this month refunding Organic Gardeners' Deposits. An online survey is sent to all gardeners to see if they will be returning for the 2019 garden season and how they want to receive their garden deposit refund, if applicable. Of the ninety-six gardeners only ten gardeners did not earn back their deposit due to not meeting requirements stipulated in the garden manual. Customers who do not fill out the online survey must be contacted via email or phone. If gardeners are returning in the 2019 season, their deposit is put as a credit on their Activenet account where they can use it for the next garden deposit or any other park district reservation or registration. Many customers prefer to receive the deposit credit via credit card or check so paperwork is done accordingly.

Environmental Programs and Anita Purves Nature Center Rentals:

- The Nature Center hosted 11 onsite programs that served 110 people this month.
- The Nature Center was rented 23 times. The total number of people using the Center for rentals and meetings was 169.
- The Nature Center welcomed 772 persons visiting or participating in programs at the Center.
- The Nature Center staff coordinated and conducted 7 offsite programs (Traveling Naturalist and Naturalist in the Classroom programs) for 161 people this month.

Recreation Report

Outreach and Wellness

Outreach & Wellness Manager Elsie Hedgspeth –In the beginning of December, the Outreach & Wellness department hosted an informational open house for the new MOVE MS-Jump Start exercise program which will be launching in January 2019. A total of 11 people (7 MS patients and 4 caretakers) attended the informational open house during which the instructor provided insight on the schedule and structure of what the 8-week program will entail. The attendees were also provided with a tour of the Phillips Recreation Center and participated in a sample workout in the dance/fitness room.

In the weeks following the open house, all 7 of the MS patients have registered for the MOVE MS-Jump Start program. The Urbana Park District is eager to welcome these participants and their caretakers in to the Phillips Recreation Center and provide a welcoming environment in which they can work toward better health. During the 8-week program, the participants will gain exposure and familiarity to exercise formats including Zumba, yoga, Pilates, yoga, and weight training.

Outreach & Wellness Coordinator Ashley Dennis – For the month of December the Outreach and Wellness Department focused on programming and stocking the new kitchen at Phillips Rec Center. I have worked in a commercial kitchen for most of my life with my mom being a caterer, so I was able to offer my expertise. After compiling a list of the supplies that we already had and making a list of what was still needed, we made a trip to Ikea to gather organizational ideas and to purchase table settings, storage containers and select bakeware.

Our department helped brainstorm possible programs that would be successful in our kitchen and researched what was already offered locally. In the search for an instructor for these programs, Chef Adam Wisnewski reached out to us, and brought lunch in for our staff. We discussed with him any programs he would be able to teach, and what he thought would be most successful. We researched and touched base with other program leaders to teach courses including Sip & Savor, Paint Like Me, and an Essential Oil Bug Spray Workshop.

My focus as we near the end of 2018 has been filling out budget worksheets and deciding what fitness equipment needs replaced. I also obtained the rights for the movie event we will be holding in January for the Lierman Neighborhood at Brookens Gym.

Fitness Programs:

- There were 336 unique land fitness class visits (214 at Phillips Recreation Center, 57 at Brookens Gymnasium, and 65 at Anita Purves Nature Center).
- There were 245 unique aquatic fitness class visits at the Urbana Indoor Aquatic Center.

URBANA PARK DISTRICT

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GENERAL PAID ACCOUNTS PAYABLE
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
<u>LIABILITIES</u>		
AFLAC		
ATTN REMITTANCE PROCESSING	AFLAC PAYABLE	379.78
	DEC PREMIUM	
DAVID ALBERS	REFUND CLEARING ACCOUNT	75.00
	LKHS DEPOSIT	
DELTA DENTAL OF ILLINOIS-RISKHEALTH	INSURANCE PAYABLE	968.00
	DENTAL JAN	
	HEALTH INSURANCE PAYABLE	79.31
	VISION JAN	
JERRY HESS	REFUND CLEARING ACCOUNT	15.00
	GARDEN REFUND	
JENNIFER LOTTON	REFUND CLEARING ACCOUNT	90.00
	GARDEN REFUND	
JEFF MARTIN	REFUND CLEARING ACCOUNT	45.00
	GARDEN REFUND	
KATE MCLEAN	REFUND CLEARING ACCOUNT	30.00
	GARDEN REFUND	
PROTEC INSURANCE COMPANY	LIFE INSURANCE PAYABLE	143.60
	SUPPL LIFE JAN	
GINA SMITH	REFUND CLEARING ACCOUNT	45.00
	LKHS DEPOSIT	
	REFUND CLEARING ACCOUNT	30.00
	LKHS REFUND	
SETSUKO TAIRA	REFUND CLEARING ACCOUNT	30.00
	GARDEN REFUND	
<u>AGENCY ADMINISTRATION AND</u>		
BENEFIT PLANNING CONSULTANTS, INC		
	BENEFITS ADMINISTRATION FEES	200.00
	ANNUAL RENEWAL FEE	
	BENEFITS ADMINISTRATION FEES	90.00
	JAN ADMIN FEES	
	BENEFITS ADMINISTRATION FEES	15.00-
	DEC ADMIN FEES ADJ	
CALL ONE	TELEPHONE	57.30
	ADMN FAX DEC	
CITY TECH USA INC	DUES ONLY	350.00
	PUBLIC SALARY MMBRSH-IA	
CONSOLIDATED COMMUNICATIONS	TELEPHONE	119.95
	ADMN PHONE DEC	
FASPRINT OF CENTRAL ILLINOIS	OFFICE SUPPLIES	765.87
	ADMN WINDOW ENVELOPES	
ALEX IVANOVA		
PETTY CASH CUSTODIAN	MISCELLANEOUS SERVICES	51.00
	ORDINANCE RECORDING	

URBANA PARK DISTRICT

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GENERAL PAID ACCOUNTS PAYABLE
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
I3 BROADBAND	INTERNET/WIFI	104.98
	ADMN INTRNT DEC	
	INTERNET/WIFI	164.90
	CITY INTRNT DEC	
MAILFINANCE, INC	POSTAGE	204.00
	LEASE PYMT JAN-MAR	
MEYER CAPEL A PROFESSIONAL CORPORATION	ATTORNEY	2,650.00
	NOV LEGAL SERV	
NEWS-GAZETTE INC	PUBLISH LEGAL NOTICES	77.18
	PRC PLYGRND BID AD	
	PUBLISH LEGAL NOTICES	490.82
	LEVY NOTICE	
PIATO CAFE INC	STAFF MEETINGS & RECOGNITION	40.00
	POLICY STUDY MTG EXP	
PROTEC INSURANCE COMPANY	MEDICAL AND LIFE INSURANCE	47.34
	BASIC LIFE JAN	
TLC TERMITE & PEST CONTROL INC	MISCELLANEOUS SERVICES	80.00
	TERMITE INSPECT	
URBANA POSTMASTER	POSTAGE	200.00
	BULK PERMIT ADDT'L POSTAGE	
<u>ADMINISTRATION</u>		
PROTEC INSURANCE COMPANY	MEDICAL &/OR LIFE INSURANCE	10.01
	BASIC LIFE JAN	
<u>SCULPTURE GARDEN</u>		
NASH CRANE SERVICE INC	CONTRACTUAL SERVICES	825.00
	CRANE RENTAL	
<u>PARK ADMIN, SHOP & GARAGE</u>		
EXPRESS PRESS	EMPLOYEE UNIFORMS	335.11
	SWEATSHIRTS	
ILLINI FS, INC	PARTS-TRACTORS	2,189.00
	BACKHOE TIRES	
	GASOLINE	1,152.23
	UNLEADED(824 GAL) NOV	
	GASOLINE	1,678.69
	DIESEL(438 GAL) NOV	
MARTIN EQUIPMENT OF ILLINOIS INC	MISCELLANEOUS	940.48
	BACKHOE SEAL REP'RS	
MIDWEST FIBER RECYCLING	LANDFILL/GARBAGE SERVICE	211.00
	RECYCLING NOV	
PROTEC INSURANCE COMPANY	MEDICAL AND LIFE INSURANCE	160.70
	BASIC LIFE JAN	

URBANA PARK DISTRICT

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GENERAL PAID ACCOUNTS PAYABLE
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
REPUBLIC SERVICES #729	LANDFILL/GARBAGE SERVICE	164.63
	EMPTY DUMPSTER DEC	
VULCAN CONSTRUCTION MATERIALS	SUPPLIES ON HAND	22.04
	CA-7 STONE	
WINZER CORPORATION	SHOP TOOLS & SUPPLIES	127.86
	SHOP INVENTORY	
<u>OPERATIONS OFFICE</u>		
AT&T MOBILITY	INTERNET/WIFI	27.53
	ARBOR IPAD JAN	
COMCAST CABLE	INTERNET/WIFI	17.40
	CABLE TV SERV JAN	
CONSOLIDATED COMMUNICATIONS	TELEPHONE	220.97
	KERR PHONE DEC	
I3 BROADBAND	INTERNET/WIFI	164.98
	KERR INTRNT DEC	
<u>BLAIR PARK</u>		
CONSTELLATION NEW ENERGY INC		
ELECTRIC	ELECTRIC	58.80
	BLAI ELE NOV	
	ELECTRIC	117.46
	BLAI ELE NOV	
ILLINOIS-AMERICAN WATER CO	WATER	57.98
	BLAI WTR NOV	
	WATER	60.90
	BLAI WTR NOV	
CITY OF URBANA		
LANDSCAPE RECYCLING CENTER	LANDSCAPE WASTE/BRUSH PROCESSIN	20.00
	BRUSH PROCESSING OCT	
	PLANT MATERIALS, PEAT MOSS	100.00
	MULCH/COMPOST OCT	
	LANDSCAPE WASTE/BRUSH PROCESSIN	13.50
	BRUSH PROCESSING NOV	
URBANA-CHAMPAIGN SANITARY		
DISTRICT	SANITARY FEE	12.85
	BLAI SANIT NOV	
<u>BROOKENS</u>		
MIDWEST POTTYHOUSE	RENTAL OF EQUIPMENT	24.00
	EXTRA SERV HCAP NOV	
<u>CANADAY PARK</u>		
CONSTELLATION NEW ENERGY INC		
ELECTRIC	ELECTRIC	32.93
	CANA ELE NOV	

URBANA PARK DISTRICT

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GENERAL PAID ACCOUNTS PAYABLE
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
ILLINOIS-AMERICAN WATER CO	WATER	40.71
	CANA WTR NOV	
MIDWEST POTTYHOUSE	RENTAL OF EQUIPMENT	24.00
	EXTRA SERV HCAP NOV	
<u>CARLE PARK</u>		
AT&T	INTERNET/WIFI	45.31
	CARL WIFI JAN	
CONSTELLATION NEW ENERGY INC		
ELECTRIC	ELECTRIC	47.58
	CARL ELE NOV	
ILLINOIS-AMERICAN WATER CO	WATER	25.44
	CARL WTR NOV	
NUTOYS LEISURE PRODUCTS INC	LUMBER AND HARDWARE	316.00
	SWING PARTS	
CITY OF URBANA		
LANDSCAPE RECYCLING CENTER	LANDSCAPE WASTE/BRUSH PROCESSIN	42.50
	BRUSH PROCESSING OCT	
	LANDSCAPE WASTE/BRUSH PROCESSIN	45.50
	BRUSH PROCESSING NOV	
<u>CRYSTAL LAKE PARK</u>		
AMEREN IP	ELECTRIC	70.05
	CLPK ELE NOV	
	ELECTRIC	152.68
	CLPK ELE NOV	
ILLINOIS-AMERICAN WATER CO	WATER	191.56
	CLPK WTR DEC	
	WATER	25.44
	CLPK WTR DEC	
MIDWEST POTTYHOUSE	RENTAL OF EQUIPMENT	308.00
	EXTRA SERV HCAP NOV	
	RENTAL OF EQUIPMENT	308.00
	EXTRA SERV REG NOV	
CITY OF URBANA		
LANDSCAPE RECYCLING CENTER	LANDSCAPE WASTE/BRUSH PROCESSIN	157.50
	BRUSH PROCESSING OCT	
	LANDSCAPE WASTE/BRUSH PROCESSIN	370.00
	BRUSH PROCESSING NOV	
	PLANT MATERIALS, PEAT MOSS	50.00
	MULCH/COMPOST NOV	
<u>117 FRANKLIN ST</u>		
AMEREN IP	ELECTRIC	24.88
	FRNK ELE NOV	
	NATURAL GAS	75.73
	FRNK GAS NOV	

URBANA PARK DISTRICT

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GENERAL PAID ACCOUNTS PAYABLE
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
ILLINOIS-AMERICAN WATER CO	WATER FRNK WTR DEC	25.88
URBANA-CHAMPAIGN SANITARY DISTRICT	SANITARY FEE FRNK SANIT NOV	12.70
<u>HICKORY STREET SITE</u>		
CONSTELLATION NEW ENERGY INC ELECTRIC	ELECTRICITY HKRY ELE NOV	164.22
URBANA-CHAMPAIGN SANITARY DISTRICT	STORMWATER UTILITY FEE STORMWATER FEE NOV	96.83
<u>KERR ST. OPERATIONS BUILDING</u>		
AMEREN IP	NATURAL GAS KERR GAS NOV	641.70
CONSTELLATION NEW ENERGY INC ELECTRIC	ELECTRIC KERR ELE NOV	1,258.57
ILLINOIS-AMERICAN WATER CO	WATER KERR FIRE DEC	58.62
	WATER KERR WTR DEC	218.70
	WATER KERR WTR DEC	.01
REMCO ELECTRICAL CORP	ELECTRICAL KERR LED UPGRADE	12,013.44
URBANA-CHAMPAIGN SANITARY DISTRICT	SANITARY FEE KERR SANIT NOV	45.81
<u>KING PARK</u>		
AMEREN IP	ELECTRIC KING ELE NOV	204.91
ILLINOIS-AMERICAN WATER CO	WATER KING WTR DEC	60.90
	WATER KING WTR DEC	21.03
CITY OF URBANA LANDSCAPE RECYCLING CENTER	LANDSCAPE WASTE/BRUSH PROCESSIN BRUSH PROCESSING NOV	22.50
URBANA-CHAMPAIGN SANITARY DISTRICT	SANITARY FEE KING SANIT NOV	3.21
<u>LEAL PARK</u>		
AMEREN IP	NATURAL GAS LEAL GAS DL NOV	96.61

URBANA PARK DISTRICT

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GENERAL PAID ACCOUNTS PAYABLE
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
CONSTELLATION NEW ENERGY INC		
ELECTRIC	ELECTRIC	75.48
	LEAL ELE NOV	
	ELECTRIC	135.12
	LEAL ELE NOV	
CONSTELLATION NEWENERGY		
GAS DIVISION LLC	NATURAL GAS	51.98
	LEAL NAT GAS NOV	
ILLINOIS-AMERICAN WATER CO	WATER	35.38
	LEAL WTR DEC	
CITY OF URBANA		
LANDSCAPE RECYCLING CENTER	PLANT MATERIALS, PEAT MOSS	100.00
	MULCH/COMPOST NOV	
URBANA-CHAMPAIGN SANITARY		
DISTRICT	SANITARY FEE	14.86
	LEAL SANIT NOV	
<u>LOHMANN PARK</u>		
CITY OF URBANA		
LANDSCAPE RECYCLING CENTER	LANDSCAPE WASTE/BRUSH PROCESSIN	13.50
	BRUSH PROCESSING NOV	
<u>MEADOWBROOK PARK</u>		
CONSTELLATION NEW ENERGY INC		
ELECTRIC	ELECTRIC	128.02
	MBK ELE NOV	
	ELECTRIC	32.93
	MBK ELE NOV	
	ELECTRIC	52.67
	MBK ELE NOV	
	ELECTRIC	58.60
	MBK ELE NOV	
ILLINOIS-AMERICAN WATER CO	WATER	53.49
	MBK WTR NOV	
	WATER	65.75
	MBK WTR NOV	
	WATER	110.58
	MBK WTR NOV	
	WATER	132.66
	MBK WTR NOV	
MIDWEST POTTYHOUSE	RENTAL OF EQUIPMENT	360.00
	EXTRA SERV HCAP NOV	
	RENTAL OF EQUIPMENT	168.00
	EXTRA SERV REG NOV	
<u>PATTERSON PARKLET</u>		
CITY OF URBANA		
LANDSCAPE RECYCLING CENTER	MISCELLANEOUS	9.00
	BRUSH PROCESSING OCT	

URBANA PARK DISTRICT

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GENERAL PAID ACCOUNTS PAYABLE
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
URBANA-CHAMPAIGN SANITARY DISTRICT	STORMWATER UTILITY FEE STORMWATER FEE NOV	17.40
<u>PRAIRIE PARK</u>		
CONSTELLATION NEW ENERGY INC	ELECTRIC	30.15
ELECTRIC	NIGHT LIGHT NOV	
	ELECTRIC	1,133.71
	PRAI ELE NOV	
ILLINOIS-AMERICAN WATER CO	WATER	21.03
	PRAI WTR NOV	
	WATER	110.58
	PRAI WTR NOV	
MIDWEST POTTYHOUSE	RENTAL OF EQUIPMENT	48.00
	EXTRA SERV HCAP NOV	
	RENTAL OF EQUIPMENT	24.00
	EXTRA SERV REG NOV	
<u>SUNNYCREST TOT LOT</u>		
CONSTELLATION NEW ENERGY INC	ELECTRIC	32.93
ELECTRIC	TOT ELE NOV	
<u>VICTORY PARK</u>		
CONSTELLATION NEW ENERGY INC	ELECTRIC	32.93
ELECTRIC	VICT ELE NOV	
ILLINOIS-AMERICAN WATER CO	WATER	25.44
	VICT WTR NOV	
	WATER	21.03
	VICT WTR NOV	
<u>WEAVER PARK</u>		
MIDWEST POTTYHOUSE	RENTAL OF EQUIPMENT	59.00
	RENTAL REG NOV	
CITY OF URBANA		
LANDSCAPE RECYCLING CENTER	LANDSCAPE WASTE/BRUSH PROCESSIN BRUSH PROCESSING NOV	16.00
<u>LARSON PARK</u>		
ILLINOIS-AMERICAN WATER CO	WATER	25.44
	LARS WTR DEC	
<u>AMBUCS PARK</u>		
CONSTELLATION NEW ENERGY INC	ELECTRIC	109.48
ELECTRIC	AMBC ELE NOV	

URBANA PARK DISTRICT

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GENERAL PAID ACCOUNTS PAYABLE
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
ILLINOIS-AMERICAN WATER CO	WATER	25.44
	AMBC WTR DEC	
MIDWEST POTTYHOUSE	RENTAL OF EQUIPMENT	96.00
	EXTRA SERV HCAP NOV	
CITY OF URBANA		
LANDSCAPE RECYCLING CENTER	LANDSCAPE WASTE/BRUSH PROCESSIN	50.00
	BRUSH PROCESSING OCT	
	LANDSCAPE WASTE/BRUSH PROCESSIN	18.00
	BRUSH PROCESSING NOV	
URBANA-CHAMPAIGN SANITARY DISTRICT		
	STORMWATER UTILITY FEE	161.65
	STORMWATER FEE NOV	
	SANITARY FEE	15.68
	AMBC SANIT NOV	
DOG PARK		
AMEREN IP	ELECTRIC	33.14
	DOG ELE DEC	
ILLINOIS-AMERICAN WATER CO	WATER	110.58
	DOG WTR NOV	
KEYES-DAVIS CO	MAINTENENCE SUPPLIES	1,310.80
	DOG TAGS	
MIDWEST POTTYHOUSE	RENTAL OF EQUIPMENT	192.00
	EXTRA SERV HCAP NOV	
URBANA-CHAMPAIGN SANITARY DISTRICT		
	STORMWATER UTILITY FEE	43.60
	STORMWATER FEE NOV	
	TOTAL:	\$38,983.63

URBANA PARK DISTRICT

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RECREATION PAID ACCOUNTS PAYABLE
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
<u>ADMINISTRATION</u>		
PROTEC INSURANCE COMPANY	MEDICAL & LIFE INSURANCE BASIC LIFE JAN	16.27
<u>PUBLIC INFO/MARKETING</u>		
AMERICANEAGLE.COM	WEBSITE	2,250.00
	WEBISTE HOSTING/MAINT	
	WEBSITE	5,000.00
	WEBSITE UPGRADE #1	
BIGG SUCCESS	ADVERTISING	65.00
	ON HOLD MESSAGE DEC	
DEX.YP		
DEX MEDIA	ADVERTISING	20.30
	YELLOW PAGES NOV	
NEWS-GAZETTE INC	ADVERTISING	755.10
	TT ADS	
NEXSTAR MEDIA GROUP INC		
DBA WCIA/WCIX/ILLINOISHOMEPAADVERTISING		154.00
	SHOP LOCAL AD-NOV	
<u>PROGRAM BROCHURE</u>		
INDIANA PRINTING & PUBLISHING	PROGRAM GUIDE	10,381.00
	PRINT PROG GUIDE	
URBANA POSTMASTER	POSTAGE PROGRAM GUIDE	307.45
	BROCHURE ADDT'L POSTAGE	
<u>DEPARTMENT ADMINISTRATION</u>		
CALL ONE	TELEPHONE	57.40
	PRC FAX DEC	
CONSOLIDATED COMMUNICATIONS	TELEPHONE	94.70
	PRC PHONE DEC	
DAVIS FLOOR SANDING & REFINISHING	MISCELLANEOUS	2,920.00
	REFINISH WOOD FLR	
I3 BROADBAND	INTERNET/WIFI	104.98
	PRC INTRNT DEC	
MAILFINANCE, INC	POSTAGE	204.00
	LEASE PYMT JAN-MAR	
PROTEC INSURANCE COMPANY	MEDICAL AND LIFE INSURANCE	86.16
	BASIC LIFE JAN	
JANET SOESBE	MILEAGE REIMBURSEMENT	40.88
	REIMB MILEAGE	
<u>PHILLIPS MAINTENANCE</u>		
AMEREN IP	NATURAL GAS	137.76
	PRC GAS DL NOV	

URBANA PARK DISTRICT

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RECREATION PAID ACCOUNTS PAYABLE
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
CONSTELLATION NEW ENERGY INC ELECTRIC	ELECTRIC PRC ELE NOV	618.16
CONSTELLATION NEWENERGY GAS DIVISION LLC	NATURAL GAS PRC NAT GAS NOV	113.98
ESS CLEAN INC	JANITORIAL PRC JANIT OCT/NOV	3,650.00
ILLINOIS-AMERICAN WATER CO	WATER PRC FIRE DEC	26.31
	WATER PRC WTR DEC	25.44
	WATER PRC WTR DEC	89.95
REPUBLIC SERVICES #729	SANITARY SERVICE EMPTY DUMPSTER DEC	164.05
CITY OF URBANA LANDSCAPE RECYCLING CENTER	LANDSCAPE WASTE/BRUSH PROCESSIN BRUSH PROCESSING NOV	50.00
URBANA-CHAMPAIGN SANITARY DISTRICT	SANITARY FEE PRC SANIT NOV	79.97
<u>CLUB AND DROP IN</u>		
PREMIER PRINT GROUP, INC BUSINESS OFFICE	POSTAGE DEC NEWS LABELS	65.00
URBANA POSTMASTER	POSTAGE SR NEWS POSTAGE JAN	123.78
<u>POOL MANAGEMENT</u>		
AMEREN IP	NATURAL GAS MEC BLD GAS NOV	277.28
	NATURAL GAS BATH HS GAS DEC	54.68
CONSOLIDATED COMMUNICATIONS	TELEPHONE CLPL PHONE DEC	18.94
CONSTELLATION NEW ENERGY INC ELECTRIC	ELECTRIC BATH HS ELE NOV	433.61
	ELECTRIC MEC BLD ELE NOV	444.45
ILLINI RADIO GROUP	ADVERTISING CLPL SUMMER ADS	129.00
ILLINOIS-AMERICAN WATER CO	WATER CLPK WTR DEC	322.17

URBANA PARK DISTRICT

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RECREATION PAID ACCOUNTS PAYABLE
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
URBANA-CHAMPAIGN SANITARY DISTRICT	SANITARY FEE CLPL SANIT NOV	4.41
<u>BROOKENS GYMNASIUM</u>		
CALL ONE	TELEPHONE BRKN FAX DEC	57.18
CONSOLIDATED COMMUNICATIONS	TELEPHONE BRKN PHONE DEC	37.88
ESS CLEAN INC	JANITORIAL BRKN JANIT OCT/NOV	3,440.00
<u>TURKEY TROT</u>		
PROJECT TE MAURICE E MEHLING	T-SHIRTS TT SHIRTS	76.92
<u>LAKE HOUSE MANAGEMENT</u>		
AMEREN IP	NATURAL GAS LKHS GAS DL NOV	161.17
	ELECTRIC LKHS ELE NOV	245.18
CONSOLIDATED COMMUNICATIONS	TELEPHONE LKHS PHONE DEC	6.32
CONSTELLATION NEWENERGY GAS DIVISION LLC	NATURAL GAS LKHS GAS DL NOV	154.58
ILLINOIS-AMERICAN WATER CO	WATER LKHS WTR DEC	74.76
I3 BROADBAND	INTERNET/WIFI LKHS INTRNT DEC	104.98
<u>LAKE HOUSE MAINTENANCE</u>		
F E MORAN INC		
ALARM & MONITORING SERVICES	MISCELLANEOUS ALARM PANEL BATTERIES	47.96

TOTAL: \$33,693.11

URBANA PARK DISTRICT

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SPECIAL RECREATION PAID ACCOUNTS PAYABLE
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
<u>ADMINISTRATION</u>		
CHAMPAIGN PARK DISTRICT	TRANS TO CPD,SR JOINT PROGRAMS SR TAX RECV NOV/DEC'18	3,573.84
	TRANS CPD,SR JT PROG EMP.BENEFIT SR TAX RECV NOV/DEC'18	944.99
	TRANS CPD,SR URBANA ADA ACCT SR TAX RECV NOV/DEC'18	3,514.46
TOTAL:		\$8,033.29

URBANA PARK DISTRICT

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CAPITAL IMPROVEMENTS PAID ACCOUNTS PAYABLE
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
<u>2018 CAP.BUDGET-BONDS/DON.MISC</u>		
DIRTWORKS TRUCKING & EXCAVATING CO	EMER.ASH BORER/HAZARD TREE WORK MBK STUMP GRINDING	42.50
<u>2018 SPECIAL PROJ.BOND SALES</u>		
DUCE CONSTRUCTION CO	CONTINGENCY LEAL PATH #2	3,561.56
<u>2018 SPECIAL PROJ.GRANTS/DONAT</u>		
COUNTY ASPHALT CO INC	WEAVER PARK KRT TRAILHEAD FR DO WVR LOT STRIPING	665.00
<u>2019 CAP.BUDGET-BONDS/DON.MISC</u>		
DIRTWORKS TRUCKING & EXCAVATING CO	EMER.ASH BORER/HAZARD TREE WORK MBK STUMP GRINDING	2,112.50
<u>2019 SPECIAL PROJ.BOND SALES</u>		
BERNS, CLANCY & ASSOCIATES PROFESSIONAL CORP	TRAILS PROJECTS LHMN PATH DESIGN #1	2,400.00
<u>2017 CAP.BUDGET BONDS/DON.MISC</u>		
AMERICANEAGLE.COM	TECHNOLOGY WEBSITE UPGRADE #1	1,600.00
BIG JOHN GRILLS & ROTISSERIES	OPERATIONS SMALL EQUIPMENT GAS GRILL COMBO	6,104.63
<u>2017 SPECIAL PROJ.BOND SALES</u>		
FEHR GRAHAM ENGINEERING & ENVIRONMENTAL	CONTINGENCY CLPK ONE WAY STUDY #8 CONTINGENCY CLPK ONE WAY STUDY #9	1,110.00 2,266.00
ILLINOIS ENVIRONMENTAL PROTECTION AGENCY	TRAILS PROJECTS ITEP EPA PERMIT FEE	250.00
TOTAL:		\$20,112.19

URBANA PARK DISTRICT

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BOND, PRIN, AND INT. PAID ACCOUNTS PAYABLE
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
<u>BOND, PRIN, & INT EXPENSES</u>		
COMMERCE TRUST COMPANY	GO BOND PRINCIPAL & INTEREST PY	635,145.00
	GO BOND SER 2017 PRINC	
	GO BOND PRINCIPAL & INTEREST PY	10,381.40
	GO BOND SER 2017 INTER	
PARK RIDGE COMMUNITY BANK		
ATTEN WAYNE S PAVLICEK, CFO	GO BOND PRINCIPAL & INTEREST PY	168,350.00
	GO SER 2016 PRINC	
	GO BOND PRINCIPAL & INTEREST PY	1,119.53
	GO SER 2016 INTER	
SPEER FINANCIAL, INC	PAYING AGENT FEES	268.75
	2018 CONTINUING DISCLOSURE	
<u>SERIES 2010 BABS REBATE BONDS</u>		
THE BANK OF NEW YORK		
MELLON TRUST COMPANY	ALTERNATE REV.BOND PRINC.&INTER	345,000.00
	SER 2010 PRINC	
	ALTERNATE REV.BOND PRINC.&INTER	139,726.25
	SER 2010 INTER	
<u>SERIES 2011 CL PARK AR BONDS</u>		
THE BANK OF NEW YORK		
MELLON TRUST COMPANY	CLP ARB 2011 PRINC.& INTEREST	215,000.00
	SER 2011A PRINC	
	CLP ARB 2011 PRINC.& INTEREST	128,950.01
	SER 2011A INTER	

TOTAL: \$1,643,940.94

URBANA PARK DISTRICT

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LIABILITY PAID ACCOUNTS PAYABLE
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
<u>LIAB. INSURANCE EXPENSES</u>		
ARENDS & SONS	VEHICLE INSURANCE	814.06
	JD 1570 MOWER SEAL/GLASS	
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY	UNEMPLOYMENT	755.88
	4TH QTR UNEMP TAX	
ALEX IVANOVA PETTY CASH CUSTODIAN	CONTRACTUAL-CRIMINAL CHECKS BACKGROUND CHECK	40.00
JOHNSON CONTROLS FIRE PROTECTION LP	SERVICE CONTRACTS/REPAIRS APNC FIRE ALARM INSPECT	3,120.22
THYSSENKRUPP ELEVATOR	SERVICE CONTRACTS/REPAIRS APNC ANNUAL HYDROLIC TEST	400.00
TOTAL:		\$5,130.16

URBANA PARK DISTRICT

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ILLINOIS MUN. RET. PAID ACCOUNTS PAYABLE
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
<u>IMRF EXPENSES</u>		
ILLINOIS MUNICIPAL		
RETIREMENT FUND	IMRF PAYMENTS	31,718.95
	DEC CONTRIBUTIONS	
	TOTAL:	\$31,718.95

URBANA PARK DISTRICT

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MUSEUM PAID ACCOUNTS PAYABLE
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
<u>MUSEUM FUND EXPENSES</u>		
ALLISON JONES	MILEAGE REIMBURSEMENT REIMB MILEAGE	111.94
<u>NATURE CENTER</u>		
CALL ONE	TELEPHONE APNC FAX DEC	57.26
CONSOLIDATED COMMUNICATIONS	TELEPHONE APNC PHONE DEC	56.82
I3 BROADBAND	INTERNET/WIFI APNC INTRNT DEC	104.98
JUDITH MILLER	MILEAGE REIMBURSEMENT REIMB MILEAGE	24.96
NEXSTAR MEDIA GROUP INC DBA WCIA/WCIX/ILLINOISHOMEPAADVERTISING	SHOP LOCAL AD-NOV	153.00
PROTEC INSURANCE COMPANY	MEDICAL AND LIFE INSURANCE BASIC LIFE JAN	35.87
<u>NATURE CENTER MAINTENANCE</u>		
AMEREN IP	NATURAL GAS APNC GAS DL NOV	183.08
CONSTELLATION NEW ENERGY INC ELECTRIC	ELECTRIC APNC ELE NOV	538.14
CONSTELLATION NEWENERGY GAS DIVISION LLC	NATURAL GAS APNC NAT GAS NOV	187.57
ESS CLEAN INC	JANITORIAL APNC JANIT OCT/NOV	3,210.00
ILLINOIS-AMERICAN WATER CO	WATER APNC WTR NOV	78.47
	WATER APNC WTR NOV	110.58
JOHNSON CONTROLS FIRE PROTECTION LP	EQUIPMENT STROBE ALARM LIGHTS	1,470.00
REPUBLIC SERVICES #729	WASTE & RECYCLING EMPTY DUMPSTER DEC	209.51
<u>ADULT PROGRAMS</u>		
DELIGHT FLOWER FARM C/O MAGGIE TAYLOR	CONTRACTUAL SERVICES WREATH MAKING WRKSH	706.65
<u>LOAN BOXES</u>		
CHAMPAIGN COUNTY AUDUBON SOCIETY	EQUIPMENT & SUPPLIES OWL PUPPETS	63.00

URBANA PARK DISTRICT

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MUSEUM PAID ACCOUNTS PAYABLE
FOR THE MONTH OF DECEMBER 2018

VENDOR NAME

LINE ITEM/DESCRIPTION

AMOUNT

TOTAL: \$7,301.83

URBANA PARK DISTRICT

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PAID ACCOUNTS PAYABLE
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
PETER FAGAN	CONTRACTUAL SERVICES "MARKER" PYMT 1 OF 2	5,000.00
	TOTAL:	\$5,000.00

URBANA PARK DISTRICT

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INDOOR POOL PAID ACCOUNTS PAYABLE
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
<u>POOL MANAGEMENT</u>		
AMEREN IP	NATURAL GAS	1,489.15
	UIAC GAS DL NOV	
CALL ONE	TELEPHONE	57.18
	UIAC FAX DEC	
CONSOLIDATED COMMUNICATIONS	TELEPHONE	75.76
	UIAC PHONE DEC	
CONSTELLATION NEW ENERGY INC		
ELECTRIC	ELECTRIC	6,715.23
	UIAC ELE NOV	
CONSTELLATION NEWENERGY		
GAS DIVISION LLC	NATURAL GAS	2,340.40
	UIAC NAT GAS NOV	
ILLINOIS-AMERICAN WATER CO	WATER	114.36
	UIAC FIRE DEC	
	WATER	653.24
	UIAC WTR NOV	
I3 BROADBAND	INTERNET/WIFI	104.98
	UIAC INTRNT DEC	
NEXSTAR MEDIA GROUP INC		
DBA WCIA/WCIX/ILLINOISHOMEPAADVERTISING/PRINTING		153.00
	SHOP LOCAL AD-NOV	
PROTEC INSURANCE COMPANY	MEDICAL AND LIFE INSURANCE	12.95
	BASIC LIFE JAN	
URBANA-CHAMPAIGN SANITARY		
DISTRICT	SANITARY FEE	272.08
	UIAC SANIT OCT	
<u>POOL MAINTENANCE</u>		
MINERAL MASTERS CORP	POOL CHEMICALS	158.51
	SAFE ACID	

TOTAL: \$12,146.84

URBANA PARK DISTRICT

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GENERAL PAID PURCHASE CARD
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
<u>ASSETS</u>		
AMAZON.COM	SALES TAX RECEIVABLE	1.25
	PC SALES TAX-NAH	
GO PUFF	ACCOUNTS RECEIVABLE-EMPLOYEES	11.02
	PC PERSONAL PURCH-ELP	
TEPPER ELECTRIC SUPPLY CO	SALES TAX RECEIVABLE	3.35
	PC SALES TAX-JWF	
<u>AGENCY ADMINISTRATION AND</u>		
CAFE' MOXO	MEETING EXPENSES 3RD PARTY	31.63
	PC GOVERNOR'S HOME TOWN AWARD	
COURIER CAFE	TRAVEL & TRAINING	31.50
	PC ADMN MTG-TAB/DAL/RAE	
	MEETING EXPENSES 3RD PARTY	30.75
	PC SCULPTURE MTG EXP-TAB/DAL	
FRONTSTREAM		
GIFTWORKS PAYMENTS	FUND DEVELOPMENT-FOUNDATION DEV	45.00
	PC DONOR SFTWR NOV	
GOVERNMENT FINANCE		
OFFICERS ASSOC.	DUES ONLY	435.00
	PC GFOA ACHIEV CERTIF	
HYATT HOTELS THE LODGE	TRAVEL & TRAINING	179.85
	PC LEGAL SYMP HOTEL-AI	
	TRAVEL & TRAINING	115.05
	PC LEGAL SYMP DINNER	
	TRAVEL & TRAINING	179.85
	PC LEGAL SYMP HOTEL-CRR	
	TRAVEL & TRAINING	179.85
	PC LEGAL SYMP HOTEL-TAB	
ILLINOIS PARK AND		
RECREATION ASSOCIATION	DUES ONLY	244.00
	PC IPRA MMBRSHIP-TAB	
	TRAVEL & TRAINING	300.00
	PC IPRA CONF REGIS-TAB	
ILLINOIS TOLLWAY		
I-PASS	TRAVEL & TRAINING	40.00
	PC FUND I-PASS	
MEIJER	FUND DEVELOPMENT-FOUNDATION DEV	18.70
	PC UPF TREES	
ROGARDS OFFICE PRODUCTS		
ROGARDS OFFICE PLUS	OFFICE SUPPLIES	64.20
	PC OFC SUPPL	
THE UPS STORE #2833	POSTAGE	6.48
	PC SHPG	
CITY OF URBANA	FUND DEVELOPMENT-FOUNDATION DEV	25.00
	PC UPF TABLE	

URBANA PARK DISTRICT

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GENERAL PAID PURCHASE CARD
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
WALGREENS	OFFICE SUPPLIES PC CARD	6.29
<u>ADMINISTRATION</u>		
FRONTSTREAM		
GIFTWORKS PAYMENTS	SUBSCRIPTIONS PC DONOR SFTWR NOV	45.00
ILLINOIS PARK AND RECREATION ASSOCIATION	DUES ONLY PC IPRA MMBRSHIP-ERK	244.00
	PER DIEM & TRAINING PC IPRA CONF REGIS-ERK	300.00
40NORTH/88WEST	MEETING EXPENSES 3RD PARTY PC ACE AWARDS	20.00
<u>UPDAC</u>		
MEIJER	SUPPLIES PC UPDAC CARDS	14.00
<u>INFORMATION TECHNOLOGY</u>		
HUMANITY INC	SOFTWARE/MAINTENANCE FEES PC PAYROLL PROG	102.00
NATIONAL SOFTWARE INC	SOFTWARE/MAINTENANCE FEES PC 1095 REPORTING SFTWR	499.95
<u>SCULPTURE GARDEN</u>		
UNITED RENTALS (NORTH AMERICA) INC	CONTRACTUAL SERVICES PC LIFT RENTAL	727.00
<u>PARK ADMIN, SHOP & GARAGE</u>		
ADVANCE AUTO PARTS	PARTS-TRUCK, AUTO PC WIPER BLADES/STARTER	213.95
	OIL, LUBRICANTS, ANTIFREEZE PC ANTIFREEZE/WASHER FLUID	85.82
AMERICAN PLANNING ASSOC.	DUES ONLY PC APA DUES-KAD	95.00
ARENDS HOGAN WALKER AHW LLC	PARTS-MOWING EQUIPMENT PC MOWER PIN/BOWL/GUARD	72.01
	PARTS-MOWING EQUIPMENT PC BELT/WHITE MARKER	167.90
BLAIN'S FARM & FLEET	SHOP TOOLS & SUPPLIES PC QUICK LINK	1.39
	SHOP TOOLS & SUPPLIES PC BITS/DRIVERS	44.98
	SAFETY SUPPLIES PC RESPIRATOR	9.98

URBANA PARK DISTRICT

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GENERAL PAID PURCHASE CARD
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE</u> <u>ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
	SHOP TOOLS & SUPPLIES	8.04
	PC TUBES/SWITCH/COUPLER	
	SHOP TOOLS & SUPPLIES	11.97
	PC PAINT	
	SHOP TOOLS & SUPPLIES	46.86
	PC QUICK LINKS/CHAIN	
	TREE MAINTENANCE SUPPLIES	254.35
	PC STAKES/CAGING/CABLE TIES	
	TREE MAINTENANCE SUPPLIES	97.00
	PC STAKES	
CRANE ALLEY	MEETING EXPENSES 3RD PARTY	45.75
	PC SCULPTURE MTG EXP-TAB/DAL	
DUST AND SON OF CHAMPAIGN CTY	PARTS-SMALL ENGINES	23.00
	PC SPARK PLUG/OIL	
	ARBOR SUPPLIES	85.96
	PC CHAINSAW CHAINS	
	CONTRACT SRV-SMALL ENGINES	67.50
	PC CHAIN SHARPENING	
	OIL, LUBRICANTS, ANTIFREEZE	30.20
	PC OIL	
	PARTS-SMALL ENGINES	5.91
	PC SPARK PLUG	
	PARTS-MOWING EQUIPMENT	25.98
	PC TRIMMER LINE	
	SHOP TOOLS & SUPPLIES	32.32
	PC SNOWBRUSH/GAS CAN	
	ARBOR SUPPLIES	18.97
	PC TREE WEDGES	
FAST SIGNS	PARK EQUIPMENT	145.80
	PC PROTECT BELONGINGS SIGN	
FELDKAMPS TOWING	CONTRACTUAL SVR TRUCKS/AUTO	40.00
	PC TOW M-20	
HARBOR FREIGHT TOOLS USA, INC	PARTS-SMALL ENGINES	29.99
	PC TIRE	
	SHOP TOOLS & SUPPLIES	12.99
	PC MECHANICS GLOVES	
HYATT HOTELS THE LODGE	PER DIEM & TRAINING	179.85
	PC LEGAL SYMP HOTEL-DAL	
ILLINOIS PARK AND RECREATION ASSOCIATION	DUES ONLY	244.00
	PC IPRA DUES-DAL	
	DUES ONLY	244.00
	PC IPRA DUES-KAD	
	PER DIEM & TRAINING	245.00
	PC IPRA CONF REGIS-DAL	
ILLINOIS TOLLWAY I-PASS	PER DIEM & TRAINING	40.00
	PC FUND I-PASS	

URBANA PARK DISTRICT

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GENERAL PAID PURCHASE CARD
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
INTERNATIONAL SOCIETY OF ARBORICULTURE	DUES ONLY	180.00
	PC ISA/IAA MMBRSHP-RAM	
MENARDS	SHOP TOOLS & SUPPLIES	19.77
	PC GRABBER/PLIERS/SLEDGE	
SHELL OIL	GASOLINE	3.58
	PC BLOWER GAS	
SHERWIN WILLIAMS CO	SAFETY SUPPLIES	19.49
	PC DUST MASKS	
SITE ONE LANDSCAPE SUPPLY	SHOP TOOLS & SUPPLIES	32.50
	PC SOD STAPLES	
UNIVERSITY OF ILLINOIS	PER DIEM & TRAINING	150.00
	PC PESTICIDE TEST-DPJ/BCJ/JAH	
<u>OPERATIONS OFFICE</u>		
AT-A-GLANCE		
ACCO BRANDS	OFFICE SUPPLIES	396.67
	PC PLANNERS	
FAST SIGNS	PLANNING PROJECT SUPPLIES	155.70
	PC PUBLIC MTG SIGNS	
	OFFICE SUPPLIES	15.00
	PC KERR DOOR SIGN	
ROGARDS OFFICE PRODUCTS		
ROGARDS OFFICE PLUS	OFFICE SUPPLIES	405.94
	PC OFC SUPPL	
SCHNUCKS	OFFICE SUPPLIES	39.84
	PC OFC SUPPL	
THE UPS STORE #2833	PLANNING PROJECT SUPPLIES	45.68
	PC SRTS GRANT SHPG	
	POSTAGE	16.27
	PC SHPG	
WALMART		
WALMART COMMUNITY	PLANNING PROJECT SUPPLIES	51.35
	PC PUBLIC MTG EXP	
<u>BROOKENS</u>		
CDC PAPER & JANITOR SUPPLY CO	JANITORIAL & CLEANING	1,356.18
	PC JANIT SUPPL	
CHEMICAL MAINTENANCE, INC	JANITORIAL & CLEANING	255.00
	PC BUFFING PADS	
	JANITORIAL & CLEANING	102.14
	PC HAND CLNR	
<u>BUSEY WOODS</u>		
KANKAKEE NURSERY	RESTORATION SUPPLIES	145.00
	PC BSWD TREES	

URBANA PARK DISTRICT

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GENERAL PAID PURCHASE CARD
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
RURAL KING	CHEMICALS	41.98
	PC HERBICIDE	
	RESTORATION SUPPLIES	21.93
	PC GLOVES/SPRAYER	
<u>CRYSTAL LAKE PARK</u>		
TEPPER ELECTRIC SUPPLY CO	ELECTRICAL	37.24
	PC LAMPS	
<u>KERR ST. OPERATIONS BUILDING</u>		
SCHNUCKS	JANITORIAL AND CLEANING	24.47
	PC CLNG WIPES	
<u>KING PARK</u>		
COUNTRY ARBORS		
NURSERY, INC.	PLANT MATERIALS, PEAT MOSS	66.00
	PC TREES	
<u>LOHMANN PARK</u>		
KANKAKEE NURSERY	PLANT MATERIALS, PEAT MOSS	373.00
	PC LOHM TREES	
<u>MEADOWBROOK PARK</u>		
ARMSTRONG LUMBER COMPANY	LUMBER AND HARDWARE	22.30
	PC LUMBER	
FAST SIGNS	LUMBER AND HARDWARE	96.00
	PC PRAI RULES SIGN	
MENARDS	LUMBER AND HARDWARE	119.64
	PC SPLIT RAIL FENCE	
	LUMBER AND HARDWARE	26.39
	PC LUMBER	
<u>AMBUCS PARK</u>		
FREENOTES HARMONY PARK	LUMBER AND HARDWARE	186.36
	PC MUSICAL HRDWR	
	TOTAL:	\$10,932.61

URBANA PARK DISTRICT

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RECREATION PAID PURCHASE CARD
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
<u>ASSETS</u>		
GO PUFF	SALES TAX RECEIVABLE	1.71
	PC SALES TAX-ELP	
MICHAELS	SALES TAX RECEIVABLE	3.74
STORE #2052	SALES TAX-ELP	
	SALES TAX RECEIVABLE	15.30-
	PC SALES TAX REF'D-KMD	
<u>ADMINISTRATION</u>		
MAILCHIMP	SUBSCRIPTIONS	75.00
	PC E-NEWSLETTER	
<u>PUBLIC INFO/MARKETING</u>		
NATIONAL PEN CO	MISCELLANEOUS	458.90
	PC MARKETING PENS	
SMARTPRESS.COM	PRINTING	112.04
	PC BUSINESS CARDS-AMD/MJB	
UPCLOSE MARKETING & PRINTING	PRINTING	215.90
	PC SCHL FLYERS	
<u>DEPARTMENT ADMINISTRATION</u>		
AMAZON.COM	COMPUTER SUPPLIES	44.00
	PC KEYBOARD/MOUSE	
AMTRAK	PER DIEM & TRAINING	15.00
	PC IPRA TRAIN-RAE	
	PER DIEM & TRAINING	7.50
	PC IPRA TRAIN-LAR	
HYATT HOTELS THE LODGE	PER DIEM & TRAINING	179.85
	PC LEGAL SYMP HOTEL-RAE	
ILLINOIS PARK AND	DUES ONLY	244.00
RECREATION ASSOCIATION	PC IPRA MMBRSH-P-JLS	
	DUES ONLY	244.00
	PC IPRA MMBRSH-P-EMH	
	DUES ONLY	244.00
	PC IPRA MMBRSH-P-RAE	
	DUES ONLY	122.00
	PC IPRA MMBRSH-P-LAR	
	PER DIEM & TRAINING	102.50
	PC IPRA CONF REGIS-LAR	
	PER DIEM & TRAINING	205.00
	PC IPRA CONF REGIS-RAE	
ROGARDS OFFICE PRODUCTS		
ROGARDS OFFICE PLUS	OFFICE SUPPLIES	74.27
	PC PAPER/ERASER/POST-ITS	

URBANA PARK DISTRICT

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RECREATION PAID PURCHASE CARD
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
WALMART		
WALMART COMMUNITY	OFFICE SUPPLIES	12.88
	PC OFC SUPPL	
	OFFICE SUPPLIES	32.72
	PC OFC SUPPL	
<u>PHILLIPS MAINTENANCE</u>		
CHEMICAL MAINTENANCE, INC	MISCELLANEOUS/ FLOOR	883.10-
	PC FLR SCRBR REP'R REF'D	
<u>POOL MAINTENANCE</u>		
KULLY SUPPLY	PLUMBING	129.32
	PC WATER FOUNTAIN PARTS	
SPEAR CORPORATION	PLUMBING	146.30
	PC HYDROSTAT/WRENCH	
	ELECTRICAL	175.18
	PC UV PARTS	
<u>SCHOOL'S OUT DAYS</u>		
ARROWHEAD LANES	CONTRACTUAL SERVICES	65.40
	PC FIELD TRIP ADMISS	
AT&T	EQUIPMENT & SUPPLIES	25.00
	PC WIFI HOTSPOT	
HOBBY LOBBY STORES, INC	EQUIPMENT & SUPPLIES	174.38
	PC ACTIVITY SUPPL	
NETFLIX	EQUIPMENT & SUPPLIES	13.99
	PC RAIN DAY MOVIE	
SAM'S CLUB	EQUIPMENT & SUPPLIES	58.86
	PC CAMP SNACKS	
SCHNUCKS	EQUIPMENT & SUPPLIES	18.45
	PC CAMP EXP	
VERIZON	EQUIPMENT & SUPPLIES	44.86
	PC CAMP PHONE	
WALMART		
WALMART COMMUNITY	EQUIPMENT & SUPPLIES	17.53
	PC ACTIVITY SUPPL	
<u>BIRTHDAY PARTIES</u>		
AMAZON.COM	EQUIPMENT & SUPPLIES	20.14
	PC PINATA	
	EQUIPMENT & SUPPLIES	137.02
	PC BDAY PARTY SUPPL	
HOBBY LOBBY STORES, INC	EQUIPMENT & SUPPLIES	44.91
	PC ACTIVITY SUPPL	
MICHAELS		
STORE #2052	EQUIPMENT & SUPPLIES	25.26
	PC TREASURE BOXES	

URBANA PARK DISTRICT

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RECREATION PAID PURCHASE CARD
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
PARTY CITY	EQUIPMENT & SUPPLIES	56.88
	PC CANDY/DECORATIONS	
<u>SPLASH PROGRAM</u>		
AMAZON.COM	SUPPLIES	304.03
	PC SPLASH SUPPL	
	SUPPLIES	119.00-
	PC PRIME REF'D	
	SUPPLIES	9.99
	PC KINETIC SAND	
COUNTY MARKET		
DBA NIEMANN FOODS INC	SUPPLIES	36.20
	PC ACTIVITY SUPPL	
CURTIS ORCHARD	SUPPLIES	49.96
	PC DONUTS/CIDER	
DOLLAR TREE STORES, INC		
STORE #2460	SUPPLIES	8.00
	PC ACTIVITY SUPPL	
	SUPPLIES	6.00
	PC FLOUR/TABLECOVERS	
GO PUFF	SUPPLIES	24.87
	PC MARSHMALLOWS	
HARVEST MARKET	CONTRACTUAL	30.00
	PC FIELD TRIP ADMISS	
	SUPPLIES	6.54
	PC CANDY	
HOBBY LOBBY STORES, INC	SUPPLIES	26.26
	PC ACTIVITY SUPPL	
	SUPPLIES	34.76
	PC CRAFT SUPPL	
	SUPPLIES	31.93
	PC CARDSTOCK	
ILLINOIS AFTERSCHOOL NETWORK	CONTRACTUAL	61.80
	PC WEBINAR FEE	
LOWES	SUPPLIES	14.16
	PC FOAM TUBING	
MEIJER	SUPPLIES	82.39
	PC ACTIVITY SUPPL	
MICHAELS		
STORE #2052	SUPPLIES	61.60
	PC ACTIVITY SUPPL	
	SUPPLIES	170.02-
	PC SPLASH SUPPL	
	SUPPLIES	25.94
	PC ANIMAL MASKS	
	SUPPLIES	11.97
	PC SAND	

URBANA PARK DISTRICT

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RECREATION PAID PURCHASE CARD
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
SCHNUCKS	SUPPLIES	13.74
	PC ACTIVITY SUPPL	
	SUPPLIES	5.45
	PC SKITTLES/ORANGES	
	SUPPLIES	5.28
	PC CAKE MIX/PARCHMENT PAPER	
TARGET	SUPPLIES	21.97
	PC FOOD COLOR/FUNNEL/ASPRIN	
UNIVERSITY OF ILLINOIS ILLINI UNION	CONTRACTUAL	79.46
	PC FIELD TRIP ADMISS	
WALMART		
WALMART COMMUNITY	SUPPLIES	95.26
	PC ACTIVITY SUPPL	
	SUPPLIES	151.48
	PC ACTIVITY SUPPL	
	SUPPLIES	25.64
	PC ACTIVITY SUPPL	
	SUPPLIES	22.91
	PC ACTIVITY SUPPL	
	SUPPLIES	190.72
	PC ACTIVITY SUPPL/GAMES	
	SUPPLIES	136.24
	PC ACTIVITY SUPPL	
	SUPPLIES	53.68
	PC BAKING CLASS SUPPL	
<u>WELLNESS EVENTS</u>		
SNAPCHAT	EQUIPMENT & SUPPLIES	12.20
	PC SNAP FILTER	
<u>OUTREACH & WELLNESS ADMIN</u>		
AMTRAK	TRAVEL & TRAINING	15.00
	PC IPRA TRAIN-EMH	
ILLINOIS PARK AND RECREATION ASSOCIATION	TRAVEL & TRAINING	205.00
	PC IPRA CONF REGIS-EMH	
<u>ADULT VOLLEYBALL</u>		
GRAHAM'S TROPHIES	AWARDS	25.00
	PC VBALL TROPHY	
<u>C-U BASEBALL</u>		
BSN SPORTS		
SPORT SUPPLY GROUP	EQUIPMENT & SUPPLIES	234.45
	PC BASEBALLS	

URBANA PARK DISTRICT

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RECREATION PAID PURCHASE CARD
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
<u>BROOKENS GYMNASIUM</u>		
WALMART		
WALMART COMMUNITY	EQUIPMENT & SUPPLIES PC GYM TAPE/CALENDAR	27.76
<u>TURKEY TROT</u>		
SAM'S CLUB	EQUIPMENT & SUPPLIES PC TT SUPPL	147.12
WALMART		
WALMART COMMUNITY	EQUIPMENT & SUPPLIES PC TT SUPPL	29.90
<u>LAKE HOUSE MANAGEMENT</u>		
WALMART		
WALMART COMMUNITY	OFFICE SUPPLIES PC FIRESTARTERS	9.33
<u>LAKE HOUSE MAINTENANCE</u>		
BLAIN'S FARM & FLEET	ELECTRICAL PC LIGHT HOLDERS	7.98
CU HARDWARE CO	ELECTRICAL PC LIGHT HOOKS	.20
MENARDS	ELECTRICAL PC GUTTER HOOKS	7.98
TOTAL:		\$4,711.22

URBANA PARK DISTRICT

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CAPITAL IMPROVEMENTS PAID PURCHASE CARD
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
<u>2017 CAP.BUDGET BONDS/DON.MISC</u>		
ARMSTRONG LUMBER COMPANY	CONTRUCTION CREW PROJECTS	10.16
	PC SCREWS	
	CONTRUCTION CREW PROJECTS	53.76
	PC REBAR	
MENARDS	CONTRUCTION CREW PROJECTS	55.92
	PC SAND	
	CONTRUCTION CREW PROJECTS	12.32
	PC HARDWARE	
SILVER MACHINE SHOP	CONTRUCTION CREW PROJECTS	280.00
	PC SS BRACKETS	
TOTAL:		\$412.16

URBANA PARK DISTRICT

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LIABILITY PAID PURCHASE CARD
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
<u>LIAB. INSURANCE EXPENSES</u>		
DUST AND SON OF CHAMPAIGN CTYUPD	VEHICLE INS. CLAIM	176.33
	PC TRUCK REP'R PARTS	

TOTAL: \$176.33

URBANA PARK DISTRICT

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MUSEUM PAID PURCHASE CARD
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
<u>NATURE CENTER</u>		
BLAIN'S FARM & FLEET	EQUIPMENT	200.00
	PC STAKES	
EBAY	COMPUTER SUPPLIES	300.84
	PC IPAD/CASE/SCREEN PROTECT	
	COMPUTER SUPPLIES	74.95
	PC MONITOR	
ROGARDS OFFICE PRODUCTS		
ROGARDS OFFICE PLUS	OFFICE SUPPLIES	251.71
	PC SUPPL	
WALMART		
WALMART COMMUNITY	OFFICE SUPPLIES	42.49
	PC SUPPL	
<u>NATURE CENTER MAINTENANCE</u>		
BATTERY GUY	ELECTRICAL	40.62
	PC BATTERIES	
BLAIN'S FARM & FLEET	ELECTRICAL	1.09
	PC LAMP HOLDER	
TEPPER ELECTRIC SUPPLY CO	ELECTRICAL	153.48
	PC BALLAST	
	ELECTRICAL	18.52
	PC LAMPS	
<u>EXHIBITS</u>		
AMAZON.COM	SUPPLIES	9.99
	PC KINETIC SAND	
DEANS GRAPHICS INC	SUPPLIES	50.00
	PC ANIMAL CAGE SIGN	
MCCORMICK DISTRIBUTING & SERVICE INC	SUPPLIES	73.29
	PC HOT CHOCOLATE	
NATIONAL WILDLIFE FEDERATION	SUPPLIES	119.00
	PC HABITAT GARDEN CERT	
THE UPS STORE #2833	SUPPLIES	32.93
	PC SHPG	
<u>MGMT. & VOLUNTEERS</u>		
SCHNUCKS	SUPPLIES	30.56
	PC NAC SNACKS	
<u>RENTALS</u>		
ROGARDS OFFICE PRODUCTS		
ROGARDS OFFICE PLUS	SUPPLIES	30.14
	PC NAPKINS	

URBANA PARK DISTRICT

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MUSEUM PAID PURCHASE CARD
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
<u>FAMILY PROGRAMS</u>		
AMAZON.COM	EQUIPMENT & SUPPLIES PC SCISSORS	16.99
<u>BIRTHDAY PARTIES</u>		
AMAZON.COM	EQUIPMENT & SUPPLIES PC MARKERS	56.92
WALMART WALMART COMMUNITY	EQUIPMENT & SUPPLIES PC FLOUR	2.24
<u>PRESCHOOL CLASSES</u>		
HARVEST MARKET	EQUIPMENT & SUPPLIES PC MUSHROOMS	4.96
<u>PUBLIC PROGRAM ADMINISTRATION</u>		
AMAZON.COM	SUPPLIES, EXHIBIT MATERIALS PC SUPPL	124.73
	SUPPLIES, EXHIBIT MATERIALS PC FELT/SOCKS	34.67
	SUPPLIES, EXHIBIT MATERIALS PC FABRIC TAPE	3.92
ETSY.COM	SUPPLIES, EXHIBIT MATERIALS PC OWL FORMS	15.00
ROGARDS OFFICE PRODUCTS ROGARDS OFFICE PLUS	SUPPLIES, EXHIBIT MATERIALS PC SPRAY BOTTLE	11.43
SAILFIN PET SHOP INC	SUPPLIES, EXHIBIT MATERIALS PC TOAD/TURTLE FOOD	10.66
UNIVERSITY OF ILLINOIS VETERINARY TEACHING HOSPITALS	SUPPLIES, EXHIBIT MATERIALS PC QUASI VET ANNUAL/MEDS	362.98
WALMART WALMART COMMUNITY	SUPPLIES, EXHIBIT MATERIALS PC TURTLE FOOD	31.57
<u>LOAN BOXES</u>		
AMAZON.COM	EQUIPMENT & SUPPLIES PC SELFIE STICK	7.39
<u>TAKE A CHILD OUTSIDE WEEK</u>		
SWANK MOTION PICTURES	CONTRACTUAL SERVICES PC MOVIE RIGHTS	350.00

TOTAL: \$2,463.07

URBANA PARK DISTRICT

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PARK HOUSES PAID PURCHASE CARD
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
2808 S RACE ST		
RURAL KING	PEST CONTROL	13.47
	PC BAIT STATIONS	

TOTAL: \$13.47

URBANA PARK DISTRICT

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INDOOR POOL PAID PURCHASE CARD
FOR THE MONTH OF DECEMBER 2018

<u>VENDOR NAME</u>	<u>LINE ITEM/DESCRIPTION</u>	<u>AMOUNT</u>
<u>POOL MANAGEMENT</u>		
AMAZON.COM	FIRST AID	52.49
	PC FIRST AID	
AMTRAK	PER DIEM & TRAINING	7.50
	PC IPRA TRAIN-LAR	
ILLINOIS PARK AND RECREATION ASSOCIATION	DUES ONLY	122.00
	PC IPRA MMBRSH-P-LAR	
	PER DIEM & TRAINING	102.50
	PC IPRA CONF REGIS-LAR	
MEIJER	OFFICE SUPPLIES	30.77
	PC OFC SUPPL	
SAM'S CLUB	FIRST AID	149.21
	PC GLOVES/FIRST AID	
STAPLES	OFFICE SUPPLIES	19.98
	PC OFC SUPPL	
<u>POOL MAINTENANCE</u>		
ACME TOOLS.COM	SMALL TOOLS	51.48
	PC BATTERIES	
BLAIN'S FARM & FLEET	MISCELLANEOUS SUPPLIES	9.88
	PC PAINT MARKERS	
CDC PAPER & JANITOR SUPPLY CO	JANITORIAL	362.28
	PC JANIT SUPPL	
CHAMPAIGN DO-IT-BEST HARDWARE	LUMBER AND HARDWARE	36.02
	PC DOOR STOPS	
	MISCELLANEOUS SUPPLIES	24.00
	PC BATTERIES/CLOCK/WALL BASE	
CONNOR CO	PLUMBING	41.49
	PC FLOOR DRAIN COVER	
FILTER SERVICES INC	HVAC/DEHUMIDIFICATION	258.35
	PC POOLPAK FILTERS	
HOME DEPOT	LUMBER AND HARDWARE	101.36
	PC DOOR STOPS	
	SMALL TOOLS	248.17
	PC SMALL TOOLS	
INTERSTATE ALL BATTERY CENTER	ELECTRICAL	110.50
	PC BATTERIES	
KAIVAC INC	JANITORIAL	448.03
	PC KAIVAC PARTS	
MENARDS	MISCELLANEOUS SUPPLIES	16.99
	PC BATTERIES	

TOTAL: \$2,193.00



Urbana Park District

Travel, Meal, and Lodging Expense Reimbursement Form

Name: Lashaunda Cunningham

Title/Position: Park Commissioner

Name & Date of the Activity/Event: IPRA Conference: January 24-26

Description of the purpose of the expense: Continuing education and networking in the field of parks and recreation.

Reimbursement Expenses (Estimated Costs or Actual Costs – **submit as soon as travel approved**):

****No expenses will be reimbursed without a receipt***

Mileage or Fuel Reimbursement: N/A Airfare: N/A

Parking: N/A Hotel/Lodging: \$433.23

Meals (as calculated on Per Diem Form: \$79

Other Transportation (bus, train, taxi, shuttle, etc.): \$34

Total Expenses to Exceed \$1,000? (circle one, if YES, needs board approval): YES **NO**

Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

Executive Director's Signature: _____ Date: _____

Board Approval: _____ Date: _____



Urbana Park District

Request for Travel Per Diem

Per diem is the allowance given to an employee to cover meal expenses while traveling for work. Per diem eliminates the need for employees to prepare, and employers to reconcile a detailed expense report with supporting receipts to document amounts spent on meals while traveling for business. Instead, employers pay employees a standard daily rate without regard to actual expenditure. Per diem is the preferred method of reimbursement for employee meals during business travel.

Per diem form must be submitted before departure or within one week after. Meals will be covered as follows:

- Any meals not covered as part of conference/training/event are eligible. Please mark out any meals that are provided as part of the registration fee.
- If departing prior to 6AM, breakfast is eligible. If returning after 6PM, dinner is eligible.
- Rates are determined by IRS guidelines for Urbana, IL; currently set to \$46 per day.
- The District has designated the following breakdown of amounts per meal:
 - Breakfast: \$9
 - Lunch: \$15
 - Dinner: \$22

When P-Card is acceptable for staff meals:

- Intended for designated staff events/meal meetings. (i.e. UPD hosted dinner at IPRA)
- ALL tips not to exceed 20% (including, but not limited to taxi cabs, food, deliveries, etc.)
- When P-Card is used, sales tax is not permitted.

Name: Lashaunda Cunningham

Seminar or Travel Title: IPRA Conference

Location: Chicago, IL

Date & Time Leaving: Thursday, January 24, 2019 @ 10am

GL Code: _____

Date	Breakfast (\$9) Leaving	Lunch (\$15)	Dinner (\$22)	Total for Day
<u>1/24</u>	<u>after 6am</u>	<u>x</u> Awards	<u>x</u>	<u>\$37</u>
<u>1/25</u>	<u>x</u>	<u>Luncheon</u>	<u>UPD Dinner</u>	<u>\$9</u>
<u>1/26</u>	<u>x</u>	<u>x</u>	<u>Closing Social</u>	<u>\$24</u>
<u>1/27</u>	<u>x</u>	<u>back in C-U</u>	<u>back in C-U</u>	<u>\$9</u>
Total Requested				<u>\$79</u>

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____



Urbana Park District

Travel, Meal, and Lodging Expense Reimbursement Form

Name: Roger Digges

Title/Position: Park Commissioner

Name & Date of the Activity/Event: IPRA Conference: January 24-26

Description of the purpose of the expense: Continuing education and networking in the field of parks and recreation.

Reimbursement Expenses (Estimated Costs or Actual Costs – **submit as soon as travel approved**):

****No expenses will be reimbursed without a receipt***

Mileage or Fuel Reimbursement: N/A Airfare: N/A

Parking: N/A Hotel/Lodging: \$433.23

Meals (as calculated on Per Diem Form: \$79

Other Transportation (bus, train, taxi, shuttle, etc.): \$34

Total Expenses to Exceed \$1,000? (circle one, if YES, needs board approval): YES **NO**

Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

Executive Director's Signature: _____ Date: _____

Board Approval: _____ Date: _____



Urbana Park District

Request for Travel Per Diem

Per diem is the allowance given to an employee to cover meal expenses while traveling for work. Per diem eliminates the need for employees to prepare, and employers to reconcile a detailed expense report with supporting receipts to document amounts spent on meals while traveling for business. Instead, employers pay employees a standard daily rate without regard to actual expenditure. Per diem is the preferred method of reimbursement for employee meals during business travel.

Per diem form must be submitted before departure or within one week after. Meals will be covered as follows:

- Any meals not covered as part of conference/training/event are eligible. Please mark out any meals that are provided as part of the registration fee.
- If departing prior to 6AM, breakfast is eligible. If returning after 6PM, dinner is eligible.
- Rates are determined by IRS guidelines for Urbana, IL; currently set to \$46 per day.
- The District has designated the following breakdown of amounts per meal:
 - Breakfast: \$9
 - Lunch: \$15
 - Dinner: \$22

When P-Card is acceptable for staff meals:

- Intended for designated staff events/meal meetings. (i.e. UPD hosted dinner at IPRA)
- ALL tips not to exceed 20% (including, but not limited to taxi cabs, food, deliveries, etc.)
- When P-Card is used, sales tax is not permitted.

Name: Roger Digges

Seminar or Travel Title: IPRA Conference

Location: Chicago, IL

Date & Time Leaving: Thursday, January 24, 2019 @ 10am

GL Code: _____

Date	Breakfast (\$9) Leaving	Lunch (\$15)	Dinner (\$22)	Total for Day
<u>1/24</u>	<u>after 6am</u>	<u>x</u> Awards	<u>x</u>	<u>\$37</u>
<u>1/25</u>	<u>x</u>	<u>Luncheon</u>	<u>UPD Dinner</u>	<u>\$9</u>
<u>1/26</u>	<u>x</u>	<u>x</u>	<u>Closing Social</u>	<u>\$24</u>
<u>1/27</u>	<u>x</u>	<u>back in C-U</u>	<u>back in C-U</u>	<u>\$9</u>
Total Requested				<u>\$79</u>

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____



Urbana Park District

Travel, Meal, and Lodging Expense Reimbursement Form

Name: Tim Bartlett

Title/Position: Executive Director

Name & Date of the Activity/Event: IPRA Conference: January 22-27, 2019

Description of the purpose of the expense: Continuing education and networking in the field of parks and recreation.

Reimbursement Expenses (Estimated Costs or Actual Costs – **submit as soon as travel approved**):

****No expenses will be reimbursed without a receipt***

Mileage or Fuel Reimbursement: N/A Airfare: N/A

Parking: N/A Hotel/Lodging: 722.02

Meals (as calculated on Per Diem Form: \$180

Other Transportation (bus, train, taxi, shuttle, etc.): \$31

Total Expenses to Exceed \$1,000? (circle one, if YES, needs board approval): YES **NO**

Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

Executive Director's Signature: _____ Date: _____

Board Approval: _____ Date: _____



Urbana Park District

Request for Travel Per Diem

Per diem is the allowance given to an employee to cover meal expenses while traveling for work. Per diem eliminates the need for employees to prepare, and employers to reconcile a detailed expense report with supporting receipts to document amounts spent on meals while traveling for business. Instead, employers pay employees a standard daily rate without regard to actual expenditure. Per diem is the preferred method of reimbursement for employee meals during business travel.

Per diem form must be submitted before departure or within one week after. Meals will be covered as follows:

- Any meals not covered as part of conference/training/event are eligible. Please mark out any meals that are provided as part of the registration fee.
- If departing prior to 6AM, breakfast is eligible. If returning after 6PM, dinner is eligible.
- Rates are determined by IRS guidelines for Urbana, IL; currently set to \$46 per day.
- The District has designated the following breakdown of amounts per meal:
 - Breakfast: \$9
 - Lunch: \$15
 - Dinner: \$22

When P-Card is acceptable for staff meals:

- Intended for designated staff events/meal meetings. (i.e. UPD hosted dinner at IPRA)
- ALL tips not to exceed 20% (including, but not limited to taxi cabs, food, deliveries, etc.)
- When P-Card is used, sales tax is not permitted.

Name: Tim Bartlett

Seminar or Travel Title: IPRA Conference

Location: Chicago, IL

Date & Time Leaving: Tuesday, January 22, 2019 @ 6am

GL Code: _____

Date	Breakfast (\$9)	Lunch (\$15)	Dinner (\$22)	Total for Day
<u>1/22</u>	<u>x</u>	<u>x</u>	<u>x</u>	<u>\$46</u>
<u>1/23</u>	<u>x</u>	<u>x</u>	<u>x</u>	<u>\$46</u>
<u>1/24</u>	<u>x</u>	<u>x</u>	<u>x</u>	<u>\$46</u>
<u>1/25</u>	<u>x</u>	<u>Awards Luncheon</u>	<u>UPD Dinner</u>	<u>\$9</u>
<u>1/26</u>	<u>x</u>	<u>x</u>	<u>Closing Social</u>	<u>\$24</u>
<u>1/27</u>	<u>x</u>	<u>back in C-U</u>	<u>back in C-U</u>	<u>\$9</u>
			<u>Total Requested</u>	<u>\$ 180</u>

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

ORDINANCE NO. 2019-01

ORDINANCE AUTHORIZING DISPOSAL/SALE OF PERSONAL PROPERTY

WHEREAS, the Urbana Park District in Champaign County, Illinois, is a district organized and existing under the Park District Code of the State of Illinois, as amended; and

WHEREAS, Section 8-22 of the Park District Code provides: "Whenever a Park District owns any personal property that in the opinion of three-fifths of the members of the board then holding office is no longer necessary, useful to, or for the best interests of the park district, three-fifths of the park board then holding office, at any regular meeting, by ordinance, may authorize the conveyance or sale of that personal property in any manner that they may designate, with or without advertising the sale." and,

WHEREAS, the items listed on the Exhibits attached hereto are no longer useful to the Urbana Park District.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Urbana Park District in Champaign County, Illinois, that staff is authorized to use one or more of the marked alternatives to dispose of the items listed on Exhibits attached hereto:

_____ Put the items listed on Exhibit ____ up for auction with other local units of government and junk any items not sold.

 X Arrange for the items listed on Exhibit A to be sold on consignment by an auctioneer and donate or junk any items not sold.

_____ Attempt to sell the items listed on Exhibit ____ on EBay and junk any items not sold.

_____ Sell the items listed on Exhibit ____ for one dollar (\$1.00) or more and junk any items not sold.

 X Donate the items listed on Exhibit B and junk any items not accepted.

_____ Junk the items listed on Exhibit ____ .

Any items junked are to be offered to a recycler before being hauled to disposal site.

Upon the roll being called, the following Park Commissioners voted AYE:

Upon the roll being called, the following Park Commissioners voted NAY:

Adopted by the Commissioners of the Urbana Park District in Champaign County, Illinois, at a regular meeting thereof, held on the 8th day of January 2019.

URBANA PARK DISTRICT

By: _____
Board President

(SEAL)

ATTEST:

Secretary

Exhibit A

Two (2) Tubs of Costumes Marked "Community Cheer" (PRC)

Two (2) Love Seats (PRC)

Five (5) Padded Chairs (PRC)

Book Shelf (PRC)

G.E. Stove (PRC)

Box of Assorted Books (PRC)

Two (2) Wood End Tables (PRC)

Wall Clock (Leal)

Two (2) Cameras (Leal)

Towable Gas Grill (Kerr)

Truck Salt Spreader (Kerr)

Shuffleboard Equipment (Kerr)

Snow Blower from Franklin St. House (Kerr)

Spreader from Franklin St. House (Kerr)

Four (4) Live Traps from Franklin St. House (Kerr)

Electric Leaf Blower from Franklin St. House (Kerr)

Electric Hedge Trimmer from Franklin St. House (Kerr)

Smithco Ball Diamond Machine (Kerr)

Metal Wedding Trellis (Kerr)

Three (3) Milwaukee Hard Shell Tool Cases (Kerr)

Four (4) Dewalt Hard Shell Cases (Kerr)

Four (4) Dewalt Circular Saws and Cases (Kerr)

Four (4) Dewalt Tool Kits and Cases (Kerr)

Three (3) Dewalt Drills and Cases (Kerr)

Dewalt Corded Sawzall and Case (Kerr)

Seven (7) Empty Plastic Tool Cases (Kerr)

Empty Metal Milwaukee Tool Case (Kerr)

Metal Craftsman Tool Box (Kerr)

Tool Tote Carry Bag (Kerr)

One Tub of Misc. Power Tools, Chargers & Batteries (Kerr)

Two (2) Leather Punch Tools (Meadowbrook House)

Simplex Time Card Machine (CLP Pool)

Two (2) Boxes of Time Card Blanks (CLP Pool)

Six (6) Time Card Racks (CLP Pool)

Shure Dynamic Microphone (CLP Pool)

Two (2) JBL P.A. Speakers (Lake House)

Refrigerator (Lake House)

Freezer (Lake House)

Bag of letters for Info Case (APNC)

Exhibit B

Four (4) bicycles

	ACTUAL 2017-2018	BUDGET 2018-2019	PRELIMINARY UNAUDITED YTD 12-31-18 8 months	
GENERAL FUND TAX MONIES	1,919,021	1,964,400	1,935,418	
POLICE FUND TAX MONIES	9,957	6,170	6,099	
RECREATION FUND TAX MONIES	2,028,547	2,076,660	2,045,878	
SPECIAL RECREATION TAX MONIES	219,715	224,510	221,597	
MUSEUM FUND TAX MONIES	728,179	841,890	829,465	
BOND PRINCIPAL AND INTEREST TAX MO	800,532	817,190	805,069	
AUDIT FUND TAX MONIES	23,896	27,500	27,107	
LIABILITY FUND TAX MONIES	388,982	390,070	384,238	
IMRF FUND TAX MONIES	269,499	275,020	271,067	
SOCIAL SECURITY FUND TAX MONIES	249,585	254,810	250,737	
TOTAL PROPERTY TAX	6,637,913	6,878,220	6,776,675	
CORPORATE REPLACEMENT TAX MONIES	144,869	120,000	76,652	
URBANA TIF REIMBURSEMENT	110,022	110,000	0	
INTEREST	70,119	59,740	29,510	
FACILITY RENTAL	167,374	173,070	84,317	
GRANTS	108,121	105,140	113,151	
SALES	9,202	21,060	27,392	
FEES	998,389	1,059,690	763,920	
DONATIONS, MISCELLANEOUS	881,619	1,801,300	781,497	
TOTAL REVENUES	9,127,628	10,328,220	<u>8,653,114</u>	
SALARIES - FULL TIME	2,252,773	2,384,850	1,502,338	
SALARIES - PART TIME	903,985	1,061,870	759,181	
SUPPLIES AND EQUIPMENT	429,425	594,380	300,268	
CONTRACTUAL SERVICES	1,077,562	2,569,500	1,399,662	
INSURANCE	615,167	784,930	470,227	
IMRF PAYMENTS	396,283	420,000	276,061	
FICA PAYMENTS	237,673	274,500	170,794	
UTILITIES	334,531	343,280	213,346	
MISCELLANEOUS	346,256	266,790	72,804	
TOTAL OPERATING EXPENSES	6,593,655	8,700,100	5,164,681	
CAPITAL OUTLAY	80,490	31,300	0	
DEBT PAYMENTS PRINCIPAL AND INTERE	1,900,380	1,913,480	1,913,468	
TOTAL EXPENDITURES	8,574,525	10,644,880	<u>7,078,149</u>	
EXCESS(DEFICIT) REV OVER EXP	553,103	316,660-	<u>1,574,965</u>	Difference (+)
TRANSFER FROM MUSEUM FUND	320,000	390,000	390,000	
TRANSFER FROM GENERAL FUND	1,039,200	1,033,910	1,033,910	
TRANSFER FROM RECREATION FUND	959,440	956,000	920,000	
TRANSFER FROM REPLACEMENT TAX	140,000	140,000	75,000	
TRANSFER FROM INCOME INVESTMENT	0	500	500	
TRANSFER FROM TRUST FUND	6,810	3,500	0	
TRANSFER FROM OTHER FUNDS	8,570	22,000	0	
DISBURSEMENTS TO OTHER FUNDS	2,505,799-	2,845,910-	<u>2,649,165-</u>	
TOTAL OTHER SOURCES (USES)	31,779-	300,000-	<u>229,755-</u>	
NET CHANGE IN FUND BALANCE	521,324	616,660-	<u>1,345,210</u>	Change after 8 months
FUND BALANCE BEGINNING OF YEAR	0	0	5,387,421	
FUND BALANCE 12-31-18	0	0	6,732,631	

**Sum-1
Operating and
Bond Payments**

CAPITAL IMPROVEMENT FUND SUMMARY

Page 2

	ACTUAL	BUDGET	PRELIMINARY	
	2017-2018	2018-2019	UNAUDITED YTD	
			12-31-18	
			8 months	
INTEREST	4,829	3,500	4,889	
GRANTS	0	0	69,876	
DONATIONS, MISCELLANEOUS	222,778	216,300	23,711	
TOTAL REVENUES	227,607	219,800	98,476	
CAPITAL OUTLAY	814,077	1,726,300	665,517	
TOTAL EXPENDITURES	814,077	1,726,300	665,517	
EXCESS(DEFICIT) REV OVER EXP	586,470-	1,506,500-	567,041-	Difference (-)
TRANSFER FROM OTHER FUNDS	31,779	300,000	229,755	
ISSUANCE OF DEBT	710,000	710,000	738,065	
TOTAL OTHER SOURCES (USES)	741,779	1,010,000	967,820	
NET CHANGE IN FUND BALANCE	155,309	496,500-	400,779	Change after 8 months
FUND BALANCE BEGINNING OF YEAR	0	0	1,724,323	
FUND BALANCE 12-31-18	0	0	2,125,102	

Sum-2
Capital Projects

	ACTUAL 2017-2018	BUDGET 2018-2019	PRELIMINARY UNAUDITED YTD 12-31-18 8 months	
GENERAL FUND TAX MONIES	1,919,021	1,964,400	1,935,418	
POLICE FUND TAX MONIES	9,957	6,170	6,099	
RECREATION FUND TAX MONIES	2,028,547	2,076,660	2,045,878	
SPECIAL RECREATION TAX MONIES	219,715	224,510	221,597	
MUSEUM FUND TAX MONIES	728,179	841,890	829,465	
BOND PRINCIPAL AND INTEREST TAX MO	800,532	817,190	805,069	
AUDIT FUND TAX MONIES	23,896	27,500	27,107	
LIABILITY FUND TAX MONIES	388,982	390,070	384,238	
IMRF FUND TAX MONIES	269,499	275,020	271,067	
SOCIAL SECURITY FUND TAX MONIES	249,585	254,810	250,737	
TOTAL PROPERTY TAX	6,637,913	6,878,220	6,776,675	
CORPORATE REPLACEMENT TAX MONIES	144,869	120,000	76,652	
URBANA TIF REIMBURSEMENT	110,022	110,000	0	
INTEREST	74,948	63,240	34,399	
FACILITY RENTAL	167,374	173,070	84,317	
GRANTS	108,121	105,140	183,027	
SALES	9,202	21,060	27,392	
FEES	998,389	1,059,690	763,920	
DONATIONS, MISCELLANEOUS	1,104,397	2,017,600	805,208	
TOTAL REVENUES	9,355,235	10,548,020	<u>8,751,590</u>	
SALARIES - FULL TIME	2,252,773	2,384,850	1,502,338	
SALARIES - PART TIME	903,985	1,061,870	759,181	
SUPPLIES AND EQUIPMENT	429,425	594,380	300,268	
CONTRACTUAL SERVICES	1,077,562	2,569,500	1,399,662	
INSURANCE	615,167	784,930	470,227	
IMRF PAYMENTS	396,283	420,000	276,061	
FICA PAYMENTS	237,673	274,500	170,794	
UTILITIES	334,531	343,280	213,346	
MISCELLANEOUS	346,256	266,790	72,804	
TOTAL OPERATING EXPENSES	6,593,655	8,700,100	5,164,681	
CAPITAL OUTLAY	894,567	1,757,600	665,517	
DEBT PAYMENTS PRINCIPAL AND INTERE	1,900,380	1,913,480	1,913,468	
TOTAL EXPENDITURES	9,388,602	12,371,180	<u>7,743,666</u>	
EXCESS(DEFICIT) REV OVER EXP	33,367-	1,823,160-	<u>1,007,924</u>	Difference (+)
TRANSFER FROM MUSEUM FUND	320,000	390,000	390,000	
TRANSFER FROM GENERAL FUND	1,039,200	1,033,910	1,033,910	
TRANSFER FROM RECREATION FUND	959,440	956,000	920,000	
TRANSFER FROM REPLACEMENT TAX	140,000	140,000	75,000	
TRANSFER FROM INCOME INVESTMENT	0	500	500	
TRANSFER FROM TRUST FUND	6,810	3,500	0	
TRANSFER FROM OTHER FUNDS	40,349	322,000	229,755	
DISBURSEMENTS TO OTHER FUNDS	2,505,799-	2,845,910-	2,649,165-	
ISSUANCE OF DEBT	710,000	710,000	<u>738,065</u>	
TOTAL OTHER SOURCES (USES)	710,000	710,000	<u>738,065</u>	
NET CHANGE IN FUND BALANCE	676,633	1,113,160-	<u>1,745,989</u>	Change after 8 months
FUND BALANCE BEGINNING OF YEAR	0	0	7,111,744	
FUND BALANCE 12-31-18	0	0	8,857,733	

**Sum-3
All Funds
District-Wide**

	ACTUAL 2017-2018	BUDGET 2018-2019	PRELIMINARY UNAUDITED YTD 12-31-18 8 months	
GENERAL FUND TAX MONIES	1,919,021	1,964,400	1,935,418	
URBANA TIF REIMBURSEMENT	110,022	110,000	0	
INTEREST	40,747	40,000	16,050	
FACILITY RENTAL	17,832	18,000	13,516	
GRANTS	10,219	5,540	5,538	
SALES	38	0	43	
FEES	11,109	10,600	7,414	
DONATIONS, MISCELLANEOUS	48,238	39,200	40,110	
TOTAL REVENUES	2,157,226	2,187,740	<u>2,018,089</u>	
SALARIES - FULL TIME	1,281,338	1,348,820	867,404	
SALARIES - PART TIME	83,710	145,250	69,550	
SUPPLIES AND EQUIPMENT	166,646	270,905	128,513	
CONTRACTUAL SERVICES	248,774	558,905	204,946	
INSURANCE	193,458	236,190	114,748	
UTILITIES	117,718	129,920	64,042	
MISCELLANEOUS	50,478	67,330	34,668	
TOTAL OPERATING EXPENSES	2,142,122	2,757,320	<u>1,483,871</u>	
EXCESS(DEFICIT) REV OVER EXP	15,104	569,580-	<u>534,218</u>	Difference (+)
TRANSFER FROM MUSEUM FUND	320,000	390,000	390,000	
TRANSFER FROM RECREATION FUND	920,000	920,000	920,000	
TRANSFER FROM REPLACEMENT TAX	140,000	140,000	75,000	
TRANSFER FROM INCOME INVESTMENT	0	500	500	
DISBURSEMENTS TO OTHER FUNDS	1,039,200-	1,033,910-	<u>1,033,910-</u>	
TOTAL OTHER SOURCES (USES)	340,800	416,590	<u>351,590</u>	
NET CHANGE IN FUND BALANCE	355,904	152,990-	<u>885,808</u>	Change after 8 months
FUND BALANCE BEGINNING OF YEAR	0	0	2,431,415	
FUND BALANCE 12-31-18	0	0	3,317,223	

	ACTUAL 2017-2018	BUDGET 2018-2019	PRELIMINARY UNAUDITED YTD 12-31-18 8 months	
RECREATION FUND TAX MONIES	2,028,547	2,076,660	2,045,878	
INTEREST	4,154	4,000	2,060	
FACILITY RENTAL	129,615	135,210	64,510	
GRANTS	1,700	1,600	5,200	
SALES	9,153	21,000	27,325	
FEES	737,523	776,970	561,489	
DONATIONS, MISCELLANEOUS	57,276	44,870	37,629	
TOTAL REVENUES	2,967,968	3,060,310	<u>2,744,091</u>	
SALARIES - FULL TIME	616,406	656,540	412,273	
SALARIES - PART TIME	520,630	576,820	465,227	
SUPPLIES AND EQUIPMENT	171,619	188,665	120,203	
CONTRACTUAL SERVICES	288,512	341,005	246,788	
INSURANCE	79,798	99,610	47,997	
UTILITIES	90,714	86,220	69,035	
MISCELLANEOUS	174,283	183,690	13,071	
TOTAL OPERATING EXPENSES	1,941,962	2,132,550	<u>1,374,594</u>	
EXCESS(DEFICIT) REV OVER EXP	1,026,006	927,760	<u>1,369,497</u>	Difference (+)
TRANSFER FROM OTHER FUNDS	6,418	17,000	0	
DISBURSEMENTS TO OTHER FUNDS	959,440-	956,000-	<u>920,000-</u>	
TOTAL OTHER SOURCES (USES)	953,022-	939,000-	<u>920,000-</u>	
NET CHANGE IN FUND BALANCE	72,984	11,240-	<u>449,497</u>	Change after 8 months
FUND BALANCE BEGINNING OF YEAR	0	0	594,497	
FUND BALANCE 12-31-18	0	0	1,043,994	

	ACTUAL 2017-2018	BUDGET 2018-2019	PRELIMINARY UNAUDITED YTD 12-31-18 8 months	
MUSEUM FUND TAX MONIES	728,179	841,890	829,465	
INTEREST	2,411	1,400	740	
FACILITY RENTAL	5,974	5,110	2,856	
GRANTS	700	0	500	
SALES	0	30	6	
FEES	112,654	105,310	101,594	
DONATIONS, MISCELLANEOUS	12,084	22,370	6,238	
TOTAL REVENUES	862,002	976,110	<u>941,399</u>	
SALARIES - FULL TIME	247,703	268,020	161,454	
SALARIES - PART TIME	106,311	138,450	99,248	
SUPPLIES AND EQUIPMENT	32,933	71,460	16,227	
CONTRACTUAL SERVICES	53,106	80,460	33,851	
INSURANCE	36,791	35,900	18,785	
UTILITIES	17,680	18,100	11,013	
MISCELLANEOUS	7,237	10,570	3,567	
TOTAL OPERATING EXPENSES	501,761	622,960	<u>344,145</u>	
EXCESS(DEFICIT) REV OVER EXP	360,241	353,150	<u>597,254</u>	Difference (+)
TRANSFER FROM OTHER FUNDS	2,152	5,000	0	
DISBURSEMENTS TO OTHER FUNDS	320,000-	390,000-	<u>390,000-</u>	
TOTAL OTHER SOURCES (USES)	317,848-	385,000-	<u>390,000-</u>	
NET CHANGE IN FUND BALANCE	42,393	31,850-	<u>207,254</u>	Change after 8 months
FUND BALANCE BEGINNING OF YEAR	0	0	341,187	
FUND BALANCE 12-31-18	0	0	548,441	

	ACTUAL 2017-2018	BUDGET 2018-2019	PRELIMINARY UNAUDITED YTD 12-31-18 8 months	
FACILITY RENTAL	7,653	8,000	135	
GRANTS	250	0	10,364	
SALES	11	30	18	
FEES	150,559	166,810	93,423	
DONATIONS, MISCELLANEOUS	566,012	1,156,410	602,075	
TOTAL REVENUES	724,485	1,331,250	<u>706,015</u>	
SALARIES - FULL TIME	105,929	106,410	60,212	
SALARIES - PART TIME	193,280	199,650	125,156	
SUPPLIES AND EQUIPMENT	57,397	52,240	32,515	
CONTRACTUAL SERVICES	183,060	784,380	611,583	
INSURANCE	37,347	44,630	12,775	
IMRF PAYMENTS	20,677	15,000	6,054	
FICA PAYMENTS	22,908	19,500	7,412	
UTILITIES	108,419	109,040	69,256	
MISCELLANEOUS	2,278	3,900	2,137	
TOTAL OPERATING EXPENSES	731,295	1,334,750	<u>927,100</u>	
EXCESS(DEFICIT) REV OVER EXP	6,810-	3,500-	<u>221,085-</u>	Difference (-)
TRANSFER FROM TRUST FUND	6,810	3,500	<u>0</u>	
TOTAL OTHER SOURCES (USES)	6,810	3,500	<u>0</u>	
NET CHANGE IN FUND BALANCE	0	0	<u>221,085-</u>	Change after 8 months
FUND BALANCE BEGINNING OF YEAR	0	0	5	
FUND BALANCE 12-31-18	0	0	221,080-	

GL59C RUN DATE: 1/02/19

December is 8/12 = 67%

URBANA PARK DISTRICT
BUDGET ANALYSIS AS OF: 12/31/2018

TOTAL All Funds, District Wide	12/31/18 YTD	TOTAL BUDGET	TOTAL VARIANCE	% OF BUDGET	12/31/17 YTD	% OF BUDGET	12/31/16 YTD	% OF BUDGET	12/31/15 YTD	% OF BUDGET
GENERAL AND POLICE FUND TAX MONIES	1,941,517	1,970,570	29,053-	98.53	1,928,978	99.85	1,844,535	99.73	1,850,761	99.77
RECREATION FUND TAX MONIES	2,045,878	2,076,660	30,782-	98.52	2,028,547	99.84	1,941,320	99.72	1,945,526	99.75
SPECIAL RECREATION TAX MONIES	221,597	224,510	2,913-	98.70	219,715	100.03	209,585	99.58	209,734	99.47
CORPORATE REPLACEMENT TAX MONIES	76,652	120,000	43,348-	63.88	88,932	63.52	80,898	57.78	91,051	65.04
MUSEUM FUND TAX MONIES	829,465	841,890	12,425-	98.52	728,179	99.85	696,035	99.69	788,940	99.77
BOND PRINCIPAL AND INTEREST TAX MONIES	805,069	817,190	12,121-	98.52	800,532	99.85	794,721	99.76	790,215	99.74
AUDIT FUND TAX MONIES	27,107	27,500	393-	98.57	23,896	101.21	25,000	98.97	16,419	100.48
LIABILITY FUND TAX MONIES	384,238	390,070	5,832-	98.50	388,982	99.76	369,157	99.80	241,298	99.73
IMRF FUND TAX MONIES	271,067	275,020	3,953-	98.56	269,499	99.75	279,430	99.83	249,498	99.85
SOCIAL SECURITY TAX MONIES	250,737	254,810	4,073-	98.40	249,585	99.89	249,312	99.76	224,251	99.63
TRANSFER FROM MUSEUM FUND	390,000	390,000	0	100.00	320,000	100.00	320,000	100.00	400,000	100.00
TRANSFER FROM GENERAL FUND	1,033,910	1,033,910	0	100.00	1,039,200	100.00	1,530,350	100.00	1,301,350	100.00
TRANSFER FROM RECREATION FUND	920,000	956,000	36,000-	96.23	920,000	95.89	800,000	95.44	813,440	95.96
TRANSFER FROM REPLACEMENT TAX	75,000	140,000	65,000-	53.57	69,000	49.29	80,000	57.14	133,000	80.61
TRANSFER FROM INCOME INVESTMENT	500	500	0	100.00	0	49.29	0	57.14	3,000	100.00
TRANSFER FROM RECREATION PROGRAMS	0	0	0	100.00	0	49.29	0	57.14	0	100.00

GL59C RUN DATE: 1/02/19

URBANA PARK DISTRICT
BUDGET ANALYSIS AS OF: 12/31/2018

TOTAL All Funds, District Wide (con't)	12/31/18 YTD	TOTAL BUDGET	TOTAL VARIANCE	% OF BUDGET	12/31/17 YTD	% OF BUDGET	12/31/16 YTD	% OF BUDGET	12/31/15 YTD	% OF BUDGET
TRANSFER FROM CAPITAL IMPROVEMENTS	0	0	0	100.00	0	49.29	0	.00	40,000	100.00
TRANSFER FROM TRUST FUNDS	0	3,500	3,500-	.00	0	.00	0	.00	31,330	77.68
TRANSFER FROM OTHER FUNDS	229,755	322,000	92,245-	71.35	0	.00	0	.00	16,611	91.43
URBANA TIF REIMBURSEMENT	0	110,000	110,000-	.00	0	.00	32,096	21.69	344,912	459.88
INTEREST	34,399	63,240	28,841-	54.39	24,967	41.56	18,873	43.89	11,333	73.69
FACILITY RENTAL	84,317	173,070	88,754-	48.72	97,461	58.59	93,385	55.17	101,841	67.56
GRANTS	183,027	105,140	77,887	174.08	107,621	20.10	113,475	99.10	115,620	71.42
BOND SALES	738,065	710,000	28,065	103.95	710,000	100.00	710,000	100.00	710,000	100.00
SALES	27,392	21,060	6,331	130.07	7,150	82.56	5,951	61.29	6,133	55.00
FEES	763,920	1,059,690	295,770-	72.09	869,935	83.34	842,455	82.88	773,346	78.01
DONATIONS, MISCELLANEOUS	805,208	2,017,600	1,212,392-	39.91	505,950	41.61	411,695	48.47	303,876	36.99
REVENUE	12,138,820	14,103,930	1,965,112-	86.07	11,398,129	85.00	11,448,273	91.69	11,513,485	94.18
SALARIES - FULL TIME	1,502,338	2,384,850	882,512-	63.00	1,498,106	64.15	1,397,972	64.92	1,433,247	69.23
SALARIES - PART TIME	759,181	1,061,870	302,689-	71.49	728,843	70.30	774,253	78.15	770,376	83.55
SUPPLIES AND EQUIPMENT	300,268	594,380	294,112-	50.52	274,698	51.93	304,020	48.52	287,548	54.68
CONTRACTUAL SERVICES	1,399,662	2,569,500	1,169,840-	54.47	774,298	61.96	739,506	72.24	663,997	67.58

GL59C RUN DATE: 1/02/19

URBANA PARK DISTRICT
BUDGET ANALYSIS AS OF: 12/31/2018

TOTAL All Funds, District Wide (con't)	12/31/18 YTD	TOTAL BUDGET	TOTAL VARIANCE	% OF BUDGET	12/31/17 YTD	% OF BUDGET	12/31/16 YTD	% OF BUDGET	12/31/15 YTD	% OF BUDGET
INSURANCE AND BONDS	470,227	784,930	314,703-	59.91	454,102	56.00	456,845	59.54	479,803	58.50
UTILITIES	213,346	343,280	129,934-	62.15	200,206	58.13	184,041	55.00	191,197	57.23
MISCELLANEOUS	72,804	266,790	193,986-	27.29	126,106	40.46	94,810	35.86	85,836	34.61
DISBURSEMENTS TO OTHER FUNDS	2,649,165	2,845,910	196,745-	93.09	2,348,200	84.65	2,730,350	95.52	2,738,731	97.27
BOND FUND EXPENDITURES Capital Improvements & Bond Payments	2,578,985	3,639,780	1,060,796-	70.86	2,445,404	62.46	2,250,081	61.86	2,655,116	80.66
CAPITAL EXPENDITURES	0	31,300	31,300-	.00	80,490	94.69	0	.00	0	.00
IMRF	276,061	420,000	143,939-	65.73	263,307	65.01	254,040	62.73	247,575	57.64
FICA PAYMENTS	170,794	274,500	103,706-	62.22	167,327	62.09	162,772	61.54	165,358	62.99
EXPENSE	10,392,831	15,217,090	4,824,262-	68.30	9,361,087	66.55	9,348,690	70.15	9,718,784	76.50
TOTAL	1,745,989	1,113,160-	2,859,150		2,037,042		2,099,583		1,794,701	

GL59C RUN DATE: 1/02/19

URBANA PARK DISTRICT
BUDGET ANALYSIS AS OF: 12/31/2018

TOTAL	General Fund	12/31/18 YTD	TOTAL BUDGET	TOTAL VARIANCE	% OF BUDGET	12/31/17 YTD	% OF BUDGET	12/31/16 YTD	% OF BUDGET	12/31/15 YTD	% OF BUDGET
GENERAL	FUND TAX MONIES	1,935,418	1,964,400	28,982-	98.52	1,919,021	99.84	1,836,840	99.74	1,840,659	99.76
	TRANSFER FROM MUSEUM FUND	390,000	390,000	0	100.00	320,000	100.00	320,000	100.00	400,000	100.00
	TRANSFER FROM RECREATION FUND	920,000	920,000	0	100.00	920,000	100.00	800,000	100.00	813,440	100.00
	TRANSFER FROM REPLACEMENT TAX	75,000	140,000	65,000-	53.57	69,000	49.29	80,000	57.14	133,000	80.61
	TRANSFER FROM INCOME INVESTMENT	500	500	0	100.00	0	49.29	0	57.14	3,000	100.00
	TRANSFER FROM RECREATION PROGRAMS	0	0	0	100.00	0	49.29	0	57.14	0	100.00
	TRANSFER FROM CAPITAL IMPROVEMENTS	0	0	0	100.00	0	49.29	0	.00	0	100.00
	TRANSFER FROM OTHER FUNDS	0	0	0	100.00	0	49.29	0	.00	0	100.00
	URBANA TIF REIMBURSEMENT	0	110,000	110,000-	.00	0	.00	32,096	21.69	344,912	459.88
	INTEREST	16,050	40,000	23,950-	40.13	8,197	26.44	6,731	26.92	3,485	87.13
	FACILITY RENTAL	13,516	18,000	4,485-	75.09	17,062	94.79	17,652	98.07	18,238	113.99
	GRANTS	5,538	5,540	2-	99.96	10,219	150.28	10,591	119.67	6,423	99.89
	SALES	43	0	43	99.96	38	150.28	0	119.67	0	99.89
	FEES	7,414	10,600	3,186-	69.94	8,445	85.56	8,589	87.02	7,379	74.76
	DONATIONS, MISCELLANEOUS	40,110	39,200	910	102.32	35,492	95.54	38,301	165.45	41,402	253.22
	REVENUE	3,403,589	3,638,240	234,652-	93.55	3,307,474	94.15	3,150,800	94.09	3,611,938	107.69

GL59C RUN DATE: 1/02/19

URBANA PARK DISTRICT
BUDGET ANALYSIS AS OF: 12/31/2018

TOTAL General Fund (con't)	12/31/18 YTD	TOTAL BUDGET	TOTAL VARIANCE	% OF BUDGET	12/31/17 YTD	% OF BUDGET	12/31/16 YTD	% OF BUDGET	12/31/15 YTD	% OF BUDGET
SALARIES - FULL TIME	867,404	1,348,820	481,416-	64.31	856,752	65.29	780,796	64.36	798,852	68.44
SALARIES - PART TIME	69,550	145,250	75,700-	47.88	74,593	50.06	72,695	61.42	84,525	73.13
SUPPLIES AND EQUIPMENT	128,513	270,905	142,392-	47.44	103,158	41.64	104,249	40.21	107,609	43.86
CONTRACTUAL SERVICES	204,946	558,905	353,959-	36.67	146,266	31.63	154,201	51.37	159,698	54.91
INSURANCE AND BONDS	114,748	236,190	121,442-	48.58	118,500	48.51	110,920	50.03	119,460	47.06
UTILITIES	64,042	129,920	65,878-	49.29	66,952	53.04	68,210	57.77	60,916	51.44
MISCELLANEOUS	34,668	67,330	32,662-	51.49	25,665	41.30	36,825	57.63	30,125	57.99
DISBURSEMENTS TO OTHER FUNDS	1,033,910	1,033,910	0	100.00	1,039,200	100.00	1,530,350	100.00	1,301,350	100.00
EXPENSE	2,517,781	3,791,230	1,273,449-	66.41	2,431,086	66.73	2,858,246	74.73	2,662,535	75.12
TOTAL	885,808	152,990-	1,038,797		876,388		292,554		949,403	

GL59C RUN DATE: 1/02/19

URBANA PARK DISTRICT
BUDGET ANALYSIS AS OF: 12/31/2018

TOTAL Recreation Fund	12/31/18 YTD	TOTAL BUDGET	TOTAL VARIANCE	% OF BUDGET	12/31/17 YTD	% OF BUDGET	12/31/16 YTD	% OF BUDGET	12/31/15 YTD	% OF BUDGET
RECREATION FUND TAX MONIES	2,045,878	2,076,660	30,782-	98.52	2,028,547	99.84	1,941,320	99.72	1,945,526	99.75
TRANSFER FROM MUSEUM FUND	0	0	0	98.52	0	99.84	0	99.72	0	99.75
TRANSFER FROM GENERAL FUND	0	0	0	98.52	0	99.84	0	99.72	0	99.75
TRANSFER FROM REPLACEMENT TAX	0	0	0	98.52	0	99.84	0	99.72	0	99.75
TRANSFER FROM RECREATION PROGRAMS	0	0	0	98.52	0	99.84	0	99.72	0	99.75
TRANSFER FROM CAPITAL IMPROVEMENTS	0	0	0	98.52	0	99.84	0	99.72	0	99.75
TRANSFER FROM TRUST FUNDS	0	0	0	98.52	0	99.84	0	.00	31,330	100.00
TRANSFER FROM OTHER FUNDS	0	17,000	17,000-	.00	0	.00	0	.00	12,941	90.41
URBANA TIF REIMBURSEMENT	0	0	0	.00	0	.00	0	.00	0	90.41
INTEREST	2,060	4,000	1,940-	51.50	1,386	69.30	1,439	143.90	311	31.10
FACILITY RENTAL	64,510	135,210	70,700-	47.71	71,161	55.06	67,686	50.51	73,103	62.23
GRANTS	5,200	1,600	3,600	325.00	1,450	55.06	1,325	50.51	0	62.23
SALES	27,325	21,000	6,325	130.12	7,110	84.64	5,628	58.93	6,080	60.26
FEES	561,489	776,970	215,481-	72.27	644,884	83.74	632,168	84.95	557,982	77.87
DONATIONS, MISCELLANEOUS	37,629	44,870	7,241-	83.86	45,802	133.53	36,741	96.03	34,804	206.55
REVENUE	2,744,091	3,077,310	333,219-	89.17	2,800,340	93.90	2,686,307	93.15	2,662,077	93.14

GL59C RUN DATE: 1/02/19

URBANA PARK DISTRICT
BUDGET ANALYSIS AS OF: 12/31/2018

TOTAL Recreation Fund (con't)	12/31/18 YTD	TOTAL BUDGET	TOTAL VARIANCE	% OF BUDGET	12/31/17 YTD	% OF BUDGET	12/31/16 YTD	% OF BUDGET	12/31/15 YTD	% OF BUDGET
SALARIES - FULL TIME	412,273	656,540	244,267-	62.79	414,260	62.19	403,748	65.41	415,921	69.98
SALARIES - PART TIME	465,227	576,820	111,593-	80.65	436,842	76.66	470,804	85.90	451,343	91.68
SUPPLIES AND EQUIPMENT	120,203	188,665	68,462-	63.71	124,290	67.94	131,269	70.90	125,147	80.23
CONTRACTUAL SERVICES	246,788	341,005	94,217-	72.37	226,998	88.46	194,158	78.34	180,392	69.44
INSURANCE AND BONDS	47,997	99,610	51,613-	48.18	48,079	49.56	40,966	46.31	63,836	54.24
UTILITIES	69,035	86,220	17,185-	80.07	67,873	81.94	52,090	59.71	65,790	83.26
MISCELLANEOUS	13,071	183,690	170,619-	7.12	7,389	4.11	10,886	5.98	7,516	4.18
DISBURSEMENTS TO OTHER FUNDS	920,000	956,000	36,000-	96.23	920,000	95.89	800,000	95.44	813,440	95.96
IMRF	0	0	0	96.23	0	95.89	0	95.44	6,076	135.02
FICA PAYMENTS	0	0	0	96.23	0	95.89	0	95.44	17,885	99.36
EXPENSE	2,294,594	3,088,550	793,956-	74.29	2,245,731	74.99	2,103,921	75.29	2,147,346	78.10
TOTAL	449,497	11,240-	460,737		554,609		582,386		514,731	

GL59C RUN DATE: 1/02/19

URBANA PARK DISTRICT
BUDGET ANALYSIS AS OF: 12/31/2018

TOTAL Museum Fund	12/31/18 YTD	TOTAL BUDGET	TOTAL VARIANCE	% OF BUDGET	12/31/17 YTD	% OF BUDGET	12/31/16 YTD	% OF BUDGET	12/31/15 YTD	% OF BUDGET
MUSEUM FUND TAX MONIES	829,465	841,890	12,425-	98.52	728,179	99.85	696,035	99.69	788,940	99.77
TRANSFER FROM RECREATION FUND	0	0	0	98.52	0	99.85	0	99.69	0	99.77
TRANSFER FROM OTHER FUNDS	0	5,000	5,000-	.00	0	.00	0	.00	3,670	95.23
URBANA TIF REIMBURSEMENT	0	0	0	.00	0	.00	0	.00	0	95.23
INTEREST	740	1,400	660-	52.86	373	26.64	191	51.62	76	25.33
FACILITY RENTAL	2,856	5,110	2,254-	55.89	4,228	88.08	3,747	75.24	2,942	59.08
GRANTS	500	0	500	55.89	700	88.08	0	75.24	0	59.08
SALES	6	30	25-	20.00	0	.00	20	66.67	12	40.00
FEES	101,594	105,310	3,716-	96.47	109,551	111.92	92,125	94.52	87,209	81.53
DONATIONS, MISCELLANEOUS	6,238	22,370	16,132-	27.89	6,802	139.67	6,385	82.81	4,541	83.94
REVENUE	941,399	981,110	39,712-	95.95	849,833	101.12	798,503	98.60	887,390	97.27
SALARIES - FULL TIME	161,454	268,020	106,566-	60.24	160,740	64.01	148,424	67.17	155,915	72.06
SALARIES - PART TIME	99,248	138,450	39,202-	71.69	90,086	76.37	88,802	75.42	90,979	73.64
SUPPLIES AND EQUIPMENT	16,227	71,460	55,233-	22.71	14,981	43.25	15,562	41.39	11,641	47.65
CONTRACTUAL SERVICES	33,851	80,460	46,609-	42.07	28,737	81.78	16,887	48.00	21,208	49.56
INSURANCE AND BONDS	18,785	35,900	17,115-	52.33	25,019	45.66	25,156	51.40	23,193	58.90

GL59C RUN DATE: 1/02/19

URBANA PARK DISTRICT
BUDGET ANALYSIS AS OF: 12/31/2018

TOTAL Museum Fund (con't)	12/31/18 YTD	TOTAL BUDGET	TOTAL VARIANCE	% OF BUDGET	12/31/17 YTD	% OF BUDGET	12/31/16 YTD	% OF BUDGET	12/31/15 YTD	% OF BUDGET
UTILITIES	11,013	18,100	7,087-	60.85	9,771	51.86	10,046	56.25	8,627	53.78
MISCELLANEOUS	3,567	10,570	7,003-	33.75	3,345	22.77	4,018	28.46	3,938	31.16
DISBURSEMENTS TO OTHER FUNDS	390,000	390,000	0	100.00	320,000	100.00	320,000	100.00	400,000	100.00
EXPENSE	734,145	1,012,960	278,815-	72.48	652,679	77.04	628,895	77.41	715,501	81.75
TOTAL	207,254	31,850-	239,103		197,154		169,608		171,889	

GL59C RUN DATE: 1/02/19

URBANA PARK DISTRICT
BUDGET ANALYSIS AS OF: 12/31/2018

968 1 URBANA INDOOR AQUATIC CENTER	12/31/18 YTD	TOTAL BUDGET	TOTAL VARIANCE	% OF BUDGET	12/31/17 YTD	% OF BUDGET	12/31/16 YTD	% OF BUDGET	12/31/15 YTD	% OF BUDGET
TRANSFER FROM CAPITAL IMPROVEMENTS	0	0	0	.00	0	.00	0	.00	40,000	100.00
TRANSFER INTEREST FROM TRUST FUNDS	0	3,500	3,500-	.00	0	.00	0	.00	0	.00
INTEREST	0	0	0	.00	0	.00	0	.00	0	.00
FACILITY RENTAL	135	8,000	7,865-	1.69	810	10.13	100	1.67	3,358	55.97
GRANTS	10,364	0	10,364	.00	0	.00	0	.00	0	.00
SALES	18	30	12-	60.00	2	.87	303	233.08	41	3.98
FEES	93,423	166,810	73,387-	56.01	107,055	64.53	109,573	66.41	120,776	76.44
DONATIONS, MISCELLANEOUS	602,075	1,156,410	554,335-	52.06	80,670	15.91	95,912	19.22	46,378	11.35
REVENUE	706,015	1,334,750	628,735-	52.89	188,537	27.41	205,888	30.53	210,553	33.81
SALARIES - FULL TIME	60,212	106,410	46,198-	56.58	65,373	65.47	59,307	62.66	62,155	68.72
SALARIES - PART TIME	125,156	199,650	74,494-	62.69	127,268	64.18	141,821	69.38	143,511	75.87
SUPPLIES AND EQUIPMENT	32,515	52,240	19,725-	62.24	31,599	59.69	50,618	37.78	41,456	43.08
CONTRACTUAL SERVICES	611,583	784,380	172,797-	77.97	78,943	55.97	76,406	136.56	32,937	63.71
INSURANCE AND BONDS	12,775	44,630	31,855-	28.62	22,263	54.02	23,117	61.48	24,185	64.29
UTILITIES	69,256	109,040	39,784-	63.51	55,610	47.72	53,695	48.17	55,864	46.33
MISCELLANEOUS	2,137	3,900	1,763-	54.79	866	22.21	2,868	106.22	1,589	61.59

GL59C RUN DATE: 1/02/19

URBANA PARK DISTRICT
BUDGET ANALYSIS AS OF: 12/31/2018

968 1 URBANA INDOOR AQUATIC CENTER (con't)	12/31/18 YTD	TOTAL BUDGET	TOTAL VARIANCE	% OF BUDGET	12/31/17 YTD	% OF BUDGET	12/31/16 YTD	% OF BUDGET	12/31/15 YTD	% OF BUDGET
IMRF	6,054	15,000	8,946-	40.36	12,313	82.09	12,503	83.35	12,935	86.23
FICA PAYMENTS	7,412	19,500	12,088-	38.01	14,737	75.57	15,386	78.90	15,733	80.68
EXPENSE	927,100	1,334,750	407,650-	69.46	408,972	59.42	435,721	64.53	390,365	62.68
TOTAL	221,085-	0	221,085-		220,435-		229,833-		179,812-	



Urbana Park District
Treasurer's Report at December 31, 2018

Printed on 1/2/2019

Fund	Cash on Hand	Chase Cking	Busey Savings*, Chase Svngs* (operations)	Busey With* Chase Svngs* Commerce CD* Busey CD*	Illinois Funds*	Park Pool*	Due(To)/From Other Funds	Fund Total
900 General	100.00	300,034.65	657,470.12	1,747,261.56	838,604.25	926,129.13	7,431.17	4,477,030.88
905 Recreation	400.00	255,586.75	348,932.88	256,182.62	300,052.80	11.53	0.00	1,161,166.58
907 Special Recreation	0.00	25.96	21.07	0.00	0.00	0.00	0.00	47.03
910 Capital Improvement	0.00	243,310.21	635,583.91	246,000.00	1,000,176.00	33.23	0.00	2,125,103.35
911 CL Pool Renewal	0.00	49,761.60	950.11	75,000.00	0.00	0.00	0.00	125,711.71
912 Land Acquisition	0.00	27,131.29	4,091.60	0.00	0.00	0.00	0.00	31,222.89
915 Working Cash	0.00	300.43	125,034.29	0.00	0.00	0.00	0.00	125,334.72
920 Bond P & I	0.00	53,493.19	19,971.56	2,730.03	50,008.80	0.00	0.00	126,203.58
925 Audit	0.00	7,830.11	3,009.35	10,084.92	0.00	0.00	0.00	20,924.38
930 Liability	0.00	50,726.44	108,553.34	906.03	100,017.60	1.57	0.00	260,204.98
935 IMRF	0.00	59,847.37	109,748.92	50,896.09	20,003.52	50,043.87	0.00	290,539.77
937 Social Security	0.00	80,516.01	32,255.57	125,797.70	0.00	11.53	0.00	238,580.81
940 Museum	100.00	138,158.32	200,685.88	191,098.99	0.00	11.53	0.00	530,054.72
942 Police	0.00	14.59	1,348.91	50,048.64	10,001.76	11.53	0.00	61,425.43
943 Park House	0.00	14,788.48	0.00	0.00	0.00	10.00	0.00	14,798.48
949 Scholarship Fund	0.00	6,840.67	0.00	0.00	0.00	0.00	0.00	6,840.67
953 Perkins Road	0.00	5,569.15	5,879.27	249,246.17	70,000.00	0.00	0.00	330,694.59
955 Meadowbrook Park	0.00	22,242.45	63.83	0.00	0.00	0.00	0.00	22,306.28
960 English Trust	0.00	36,559.26	0.00	465,336.56	0.00	0.00	0.00	501,895.82
965 CPPRT	0.00	117.40	1,480.52	0.00	29,226.08	0.00	0.00	30,824.00
966 Hall Sculpture Fund	0.00	5,489.45	3,449.46	0.00	0.00	0.00	0.00	8,938.91
968 Urbana Indoor Pool	200.00	41,839.77	0.00	0.00	0.00	0.00	0.00	42,039.77
970 Payroll	0.00	12,574.47	0.00	0.00	0.00	0.00	(6,431.17)	6,143.30
980 Interim	0.00	1,000.00	0.00	0.00	0.00	0.00	(1,000.00)	0.00
Total	800.00	1,413,758.02	2,258,530.59	3,470,589.31	2,418,090.81	976,263.92	0.00	10,538,032.65

*Interest bearing savings, money market, certificates of deposit or managed accounts
Investments with Busey Wealth Management are listed at cost with values as of 12/31/18



**Urbana Park District
Investments by Institution at December 31, 2018**

Printed on 1/2/2019

			<u>Gross</u>	<u>Fees</u>
Busey Bank	Savings Account**	249,807.00	0.18%	
Chase Savings-Operations	Collateralized Savings **	2,008,723.59	0.28%	
Busey Wlth Mgmt-(English Pool)	Investment Fund *	465,336.56	2.73%	0.40%
Illinois Funds	Investment Pool **	2,418,090.81	2.33%	
Park Pool-Money Mkt.	Money Market**	263.92	2.07%	
Park Pool CD's	Four 1-Year CD's	976,000.00	2.21%	0.15%
Busey Investment Services CD's	Four CD's	999,246.17	2.10%	
	Range from 3 to 9 months, interest rates from 2.00% to 2.20%			
Commerce Bank CD's	Nine CD's	900,116.95	2.25%	
	Range from 3 to 36 months, interest rates from 1.95% to 2.45%			

Set Aside Reserves for Hospitals

Presence Hosp,Chase Savings	Collateralized Savings **	20,006.58	0.28%
Presence Hosp,Commerce Bank CDs	Nine CD's	1,085,883.05	2.25%
	Subtotal Reserves for Hospitals	1,105,889.63	

Grand Total Investments **9,123,474.63**

* Busey Wlth Management investments are 12/31/18 ending balances shown at cost. Interest for December is included.

** Does not include December interest Busey Savings and Park Pool. Includes December interest Chase Savings and Illinois Funds.



**Urbana Park District
Interfund Loans at December 31, 2018**

Fund	Amount	Due to	Due from	Reason
General	6,431.17		Payroll	Balance
7,431.17	1,000.00		Interim	Balance
Payroll	(6,431.17)	General		Balance
Interim	(1,000.00)	General		Balance



**Urbana Park District
Disbursements in December 2018**

Fund	To	For	Amount
General	Payroll	Payroll 12/7/18	52,305.26
	Payroll	Payroll 12/21/18	50,044.72
	Payroll	Payroll Holiday/Longevity	3,987.55
	Vendor	Vendor Payments	49,916.24
Recreation	Payroll	Payroll 12/7/18	32,345.75
	Payroll	Payroll 12/21/18	34,142.76
	Vendor	Vendor Payments	38,404.33
Special Recreation	Vendor	Property Tax Transfer CPD CUSR	8,033.29
Capital Improvement	Vendor	Vendor Payments	20,524.35
Bond Fund	Vendor	Bond Payments	1,643,672.19
Bond Fund	Vendor	Vendor Payments	268.75
Liability	Vendor	Vendor Payments	5,306.49
IMRF	Vendor	Dec IMRF Contributions (less PR deductions)	22,126.18
Social Security	Payroll	Payroll 12/7, Employer portion	8,026.41
	Payroll	Payroll 12/213, Employer portion	7,804.05
	Payroll	Payroll Holiday/Longevity, Employer	388.27
Museum	Payroll	Payroll 12/7/18	11,239.62
	Payroll	Payroll 12/21/18	11,800.85
	Payroll	Payroll Longevity	1,086.74
	Vendor	Vendor Payments	9,764.90
Park House	Payroll	Payroll	90.00
Park House	Vendor	Vendor Payments	13.47
Robin Hall Sculpture	Vendor	Vendor Payments	5,000.00
Indoor Pool	Payroll	Payroll 12/7/18	11,622.30
	Payroll	Payroll 12/21/18	11,837.09
	Vendor	Vendor Payments	14,339.84
Total all disbursements			<u><u>2,054,091.40</u></u>



Urbana Park District
Supplemental Report of Cash Grouped by Use of Funds at December 31, 2018

Printed on 1/2/2019

Fund Name/ Type of Use	Cash on Hand	Chase Checking	Busey Svngs, Chase Svngs-operations	Busey Wealth Chase Svngs Commerce CD Busey CD	Illinois Funds	Park Pool	(Less Presence Hosp.)	Total Spendable Cash in Fund	Loans Due(To)/From Other Funds	Add back Presence	Fund cash IF no loans & no hospital set-asides
Daily Operating Funds:											
900 General	100	300,035	657,470	1,747,262	838,604	926,129	(1,093,145)	3,376,455	7,431	1,093,145	4,477,031
970 Payroll	0	12,574	0	0	0	0	0	12,574	(6,431)		6,143
980 Interim	0	1,000	0	0	0	0	0	1,000	(1,000)		0
								3,390,030	36%		4,483,174 43%
905 Recreation	400	255,587	348,933	256,183	300,053	12	(6,183)	1,154,984	0	6,183	1,161,167
940 Museum	100	138,158	200,686	191,099	0	12	(1,099)	528,956	0	1,099	530,055
								1,683,940	18%		1,691,221 16%
949 Scholarship Fund	0	6,841	0	0	0	0	0	6,841	0		6,841
965 CPPRT ⁽¹⁾	0	117	1,481	0	29,226	0	0	30,824	0		30,824
915 Working Cash	0	300	125,034	0	0	0	0	125,335	0		125,335
								162,999	2%		162,999 2%
Subtotal three above								5,236,969	56%		6,337,395 60%
Business-Type Fund											
968 Urbana Indoor Pool	200	41,840	0	0	0	0	0	42,040	0		42,040
Subtotal Enterprise Funds								42,040	0%		42,040 0%
											would be cash overdraft
Total four sections above								5,279,008	56% of total cash		6,379,435 61%
Restricted Special Needs:											
907 Special Recreation	0	26	21	0	0	0	0	47	0	0	47
920 Bond P & I	0	53,493	19,972	2,730	50,009	0	(2,730)	123,474	0	2,730	126,204
925 Audit	0	7,830	3,009	10,085	0	0	(85)	20,839	0	85	20,924
930 Liability	0	50,726	108,553	906	100,018	2	(906)	259,299	0	906	260,205
935 IMRF	0	59,847	109,749	50,896	20,004	50,044	(896)	289,644	0	896	290,540
937 Social Security	0	80,516	32,256	125,798	0	12	(798)	237,783	0	798	238,581
942 Police	0	15	1,349	50,049	10,002	12	(49)	61,377	0	49	61,425
Specific need funds								992,463	11%		997,926 9%
910 Capital Improvement	0	243,310	635,584	246,000	1,000,176	33	0	2,125,103	0		2,125,103
911 CL Pool Renewal		49,762	950	75,000	0	0	0	125,712	0		125,712
912 Land Acquisition	0	27,131	4,092	0	0	0	0	31,223	0		31,223
943 Park House	0	14,788	0	0	0	10	0	14,798	0		14,798
Specific capital funds								2,296,836	24%		2,296,836 22%
Total two sections above								3,289,299	35% of total cash		3,294,762 31%
Restricted Gifts/ Donation:											
955 Meadowbrook Park	0	22,242	64	0	0	0	0	22,306	0%	0	22,306 0%
Perkins Road Park Site development											
953 Perkins Road	0	5,569	5,879	249,246	70,000	0	0	330,695	4%	0	330,695 3%
Indoor Pool's revolving cash requirements											
960 English Trust	0	36,559	0	465,337	0	0	0	501,896	5%	0	501,896 5%
Sculpture donations											
966 Hall Sculpture Fund	0	5,489	3,449	0	0	0	0	8,939	0%	0	8,939 0%
Total five sections above								863,836	9% of total cash		863,836 8%
Grand Total	800	1,413,758	2,258,531	3,470,589	2,418,091	976,264	(1,105,890)	9,432,143	100%	0	1,105,890 10,538,033 100%

Notes:

1) CPPRT is the Corporate Personal Property Replacement Tax.

Investments with Busey Wealth Management are listed at cost with values as of 12/31/18

CAPITAL BUDGET 2019
910-3

	Nov. 13, 2018 Approved Original Budget 2018	12/31/19	YTD Total	Probable Committed	(Over) or Under budget
REVENUES					
GO Bond Sales - Dec 2018	740,140	738,065 *	738,065	738,065	0
Tributes & Donations	12,000		0	12,000	12,000
CUSR UPD ADA Capital Fund (FY 2018-2019)	65,000		0	65,000	65,000
Donations-Showmobile (UPF)	50,000		0	50,000	50,000
Total Revenues	867,140	738,065	738,065	865,065	127,000
EXPENDITURES FOR CAPITAL PROJECTS					
<u>Improvements to Parks</u>					
Tributes & Donations	12,000		0	12,000	12,000
Cost of Issue	10,700		0	10,700	10,700
Emerald Ash Borer and Hazard Tree Work	10,000	2,113 *	2,113	10,000	7,888
Construction Crew Projects	10,000		0	10,000	10,000
Technology	20,000		0	20,000	20,000
Operations Small Equipment	5,000		0	5,000	5,000
Recreation Small Equipment	5,000		0	5,000	5,000
UPD Mechanical Replacement Schedule	10,000		0	10,000	10,000
Trails Projects	40,000	2,400 *	2,400	40,000	37,600
Hardscapes & Fencing (CLP)	40,000		0	40,000	40,000
UIAC - UPD Share of Capital Expenses	20,000		0	20,000	20,000
PRC Playground	85,000		0	85,000	85,000
King Pavilion Painting	16,000		0	16,000	16,000
UPD ADA Capital Projects - Park Improvements/Transition	65,000		0	65,000	65,000
Subtotal	348,700	4,513	4,513	348,700	
<u>Equipment</u>					
Showmobile	0		0	0	0
Contingency for Vehicle and Equipment Replacement	100,000		0	100,000	100,000
Subtotal	100,000	0	0	100,000	
<u>Crystal Lake Park Improvements</u>					
CLP Improvements fr Bonds	0		0	0	0
CLP Improvements fr Grants	0		0	0	0
CLP Improvements fr Donations/Contributions	0		0	0	0
Subtotal	0	0	0	0	
<u>Contingency (remainder not listed below)</u>					
	418,440		0	416,365	416,365
	0		0	0	0
Subtotal	418,440	0	0	416,365	
Total Expenditures	867,140	4,513	4,513	865,065	860,553

CAPITAL BUDGET 2018

910-2

	Nov. 13, 2018 Approved Revision #2 Budget 2018	Year Ended 04/30/18	12/31/18	YTD Total	Probable Committed	(Over) or Under budget
REVENUES						
GO Bond Sales - Dec 2017	710,000	710,000		710,000	710,000	0
Transfer from English Fund (UPD Share, UIAC PoolPak)	300,000	31,779	229,755	261,534	300,000	38,466
Transfer from General Fund (103 Grossbach Purch)	89,000			0	89,000	89,000
Tributes & Donations	12,000	1,100	7,688	8,788	12,000	3,212
Donations-AMBUCS Berns Tribute	7,077	7,077		7,077	7,077	0
Donations-AMBUCS Berns Tribute (UPF)	0		100 *	100	100	0
Auction of 2-Ton Dump Truck	2,500		4,489 *	4,489	4,489	0
CUSR UPD ADA Capital Fund (FY 2018-2019)	65,000			0	65,000	65,000
CUSR UPD ADA Special Distribution (fr Reserves)	45,000			0	45,000	45,000
IDOT Contrib.-303 W University Ave Easements	81,700			0	81,700	81,700
Donations-Meadowbrook Gateway (UPF)	50,000			0	50,000	50,000
Donations-Weaver KRT Trailhead (UPF)	36,000	36,000		36,000	36,000	0
Donations-Weaver KRT Trailhead	100		100	100	100	0
Donations-Lohmann Disc Golf	1,000		1,000	1,000	1,000	0
Donations-Lohmann Cricket Pitch	2,600		2,600	2,600	2,600	0
Total Revenues	1,401,977	785,955	245,732	1,031,688	1,404,066	372,378
EXPENDITURES FOR CAPITAL PROJECTS						
Improvements to Parks						
Tributes & Donations	12,000	453	1,619	2,072	12,000	9,928
Cost of Issue	9,800	9,800		9,800	9,800	0
Emerald Ash Borer and Hazard Tree Work	10,000		10,000 *	10,000	10,000	0
Construction Crew Projects	10,000			0	10,000	10,000
Technology	10,000			0	10,000	10,000
Operations Small Equipment	5,000		1,740	1,740	5,000	3,260
Recreation Small Equipment	5,000	504		504	5,000	4,496
UPD Mechanical Replacement Schedule	10,000			0	10,000	10,000
Trails Projects	58,200			0	58,200	58,200
Hardscapes & Fencing (King Park Basketball)	50,000	7,188	36,907	44,095	50,000	5,905
UIAC UPD Share of Capital Expenses	20,000			0	20,000	20,000
UIAC UPD Share PoolPak Replacement, fr English Fund	300,000	31,779	229,755	261,534	300,000	38,466
MBK Bridge Painting	10,555		10,555	10,555	10,555	0
MBK Gateway, fr Donations	50,000	5,850		5,850	50,000	44,150
PRC Improvements - Siding	0			0	0	0
PRC Improvements - Landscaping	10,000	1,826	4,140	5,966	10,000	4,034
UPD ADA Capital Projects - Park Improvements/Transition	10,000			0	10,000	10,000
UPD ADA Capital Projects - PRC James Room	55,000			0	55,000	55,000
UPD ADA Special Dist - PRC James Room (fr Reserves)	45,000			0	45,000	45,000
AMBUCS Improvements fr Donations (Berns Tribute)	7,077			0	7,177	7,177
Weaver-KRT Trailhead Project fr Donations	36,100		30,133 *	30,133	36,100	5,967
Lohmann Disc Golf fr Donations	1,000		1,000	1,000	1,000	0
Lohmann Cricket Pitch fr Donations	2,600		2,468	2,468	2,600	132
Victory Park-103 Grossbach Dr Purchase & Demo	89,000		66,975	66,975	89,000	22,025
Subtotal	816,332	57,399	395,292	452,692	816,432	
Equipment						
1-ton Dump Truck	0			0	46,165	46,165
72" Mower	30,975		30,975	30,975	30,975	0
Showmobile - Add'l	0			0	1,367	1,367
Contingency for Vehicle and Equipment Replacement	44,025			0	0	0
Subtotal	75,000	0	30,975	30,975	78,507	
Crystal Lake Park Improvements						
CLP Improvements fr Bonds	98,072			0	93,293	93,293
Water Quality	19,072	6,058	17,793 *	23,851	23,851	0
CLP Improvements fr Grants	0			0	0	0
CLP Improvements fr Donations/Contributions	0			0	0	0
Subtotal	117,144	6,058	17,793	23,851	117,144	
Contingency (remainder not listed below)						
Leal Park Path	368,651			0	363,571	363,571
	24,850		28,412 *	28,412	28,412	0
Subtotal	393,501	0	28,412	28,412	391,983	
Total Expenditures	1,401,977	63,457	472,472	535,929	1,404,066	868,137

CAPITAL BUDGET 2017
910-9

	Apr. 10, 2018 Approved Revision #4 Budget 2017	Year Ended <u>04/30/17</u>	Year Ended <u>04/30/18</u>	<u>12/31/18</u>	YTD Total	Probable Committed	(Over) or Under budget
REVENUES							
GO Bond Sales - Dec 2016	710,000	710,000			710,000	710,000	0
Tributes & Donations	10,620	2,900	7,720		10,620	10,620	0
Donation, Sunnycrest Tot Lot Playground Equip	2,300		2,300		2,300	2,300	0
Donations-Urbana Parks Fdn (Kimpel 4 of 4)	5,600		5,600		5,600	5,600	0
CUSR UPD ADA Capital Fund (FY 2017-2018)	62,553		4,824	1,190 *	6,014	62,553	56,539
Grants-ITEP CLP Park Street Path	426,600			69,876	69,876	426,600	356,724
Donations-CLP Restoration	275	275			275	275	0
Donations-CLP Park Street Path (Carle)	107,000				0	107,400	107,400
Donations-CLP Seditment Basin City of Urbana Contrib.	200,000		90,766		90,766	200,000	109,234
Donations-AMBUCS Improvements	10,000		4,163		4,163	4,163	0
KRT Connectivity Study IGA-City of Urb Contrib.	6,166			6,166	6,166	6,166	0
KRT Connectivity Study IGA-CCFPD Contrib.	3,500		3,122	378	3,500	3,500	0
Misc-Scottswood Drainage District Refund	44,790	44,790			44,790	44,790	0
Auction of Skidsteer	25,250		25,250		25,250	25,250	0
Total Revenues	1,614,654	757,965	143,745	77,610	979,320	1,609,217	629,897
EXPENDITURES FOR CAPITAL PROJECTS							
<u>Improvements to Parks</u>							
UPD ADA Capital Projects - Park Improvements/Transition	62,553		4,824	1,190	6,014	62,553	56,539
Tributes & Donations	10,620	85	7,397	3,138	10,620	10,620	(0)
Cost of Issue	8,500	8,500			8,500	8,500	0
Emerald Ash Borer and Hazard Tree Work	15,000		12,705	2,295	15,000	15,000	0
Construction Crew Projects	20,000			1,231 *	1,231	20,000	18,769
Technology	20,000			5,939 *	5,939	20,000	14,061
Operations Small Equipment	10,000		3,592	6,105 *	9,697	10,000	303
Recreation Small Equipment	10,000	4,206	888	695	5,789	10,000	4,211
Trails Projects (CLP / ITEP Overage)	40,000			250 *	250	40,000	39,750
UPD Mechanical Replacement Schedule	10,000		8,000		8,000	10,000	2,000
Hardscapes & Fencing (Larson Tennis Court)	40,000		40,000		40,000	40,000	0
UIAC - UPD Share of Capital Expenses	40,000		8,838		8,838	40,000	31,162
Planning Studies & Initiatives (KRT Traffic Study)	25,000		16,497	8,503	25,000	25,000	0
CLP Demolition of 901 N. Broadway	62,609	8,738	53,870		62,608	62,609	1
Crystal Lake Park Improvements fr. Donations	275				0	275	275
CLP Reforestation-Parks Fdn Donation (Kimpel 3 of 4)	5,600	1,721	3,279	90	5,090	5,600	510
CLP Park Street Path ITEP fr Grant Funds	426,600		69,876	14,871	84,747	426,600	341,853
CLP Park Street Path ITEP fr Contributions (Carle)	107,000		17,469	3,718	21,187	107,400	86,213
CLP Sediment Basin-fr City of Urbana Contrib.	200,000	100,851	23,552	(3,554)	120,850	200,000	79,150
AMBUCS Improvements fr Donations	10,000		2,000	2,163	4,163	4,163	0
Sunnycrest Tot Lot Playground Equip fr Donations	2,300		2,300		2,300	2,300	0
Subtotal	1,126,057	124,101	275,088	46,633	445,822	1,120,620	
<u>Equipment</u>							
2017 Toyota Prius M-21	22,756	22,857	(101)		22,756	22,756	0
Bobcat Compact Track Loader	8,575	8,575			8,575	8,575	0
Bobcat Tilt Trailer	8,303	8,303			8,303	8,303	0
Avant Lift	35,176		35,176		35,176	35,176	0
2 x 72" John Deere Mowers	56,428		56,428		56,428	56,428	0
2017 Dodge Ram 1500 M-13	22,539		22,539		22,539	22,539	0
M-13 Toolbox	780		780		780	780	0
Vehicle Decals	57		57		57	57	0
Snowplow attachment	1,694		1,694		1,694	1,694	0
M-13 Radio	938		938		938	938	0
Contingency for Vehicle and Equipment Replacement	0				0	0	0
Subtotal	157,247	39,735	117,512	0	157,247	157,247	
<u>Contingency (remainder not listed below)</u>							
Larson Tennis Court-add'l	96,888				0	92,958	92,958
CLP Rain Garden Improvements-Bioswale Add'l	23,500		23,500		23,500	23,500	(0)
CLP Rain Garden Improvements-Bioswale Add'l	2,153		2,153		2,153	2,153	0
Dog Park concrete driveway approach	2,280		2,280		2,280	2,280	0
Kerr precast concrete panels caulking	5,358		5,358		5,358	5,358	0
Binkerd Asbestos, Demolition, Seeding, Well Sealing	32,121		32,121	1,500	33,621	33,621	(0)
CLPFAC/APNC Parkinglot sealing	19,050		19,050		19,050	19,050	0
Crystal Lake Improvements	150,000		23,756	16,523 *	40,279	150,000	109,721
APNC Bioswale Project - Add'l	0		636	1,794	2,430	2,430	0
Subtotal	331,350	0	108,854	19,817	128,671	331,350	0
Total Expenditures	1,614,654	163,836	501,454	66,450	731,740	1,609,217	877,477

CAPITAL BUDGET 2016
910-8

	Nov. 13, 2018 Approved Revision #5 Budget 2016	Year Ended 04/30/16	Year Ended 04/30/17	Year Ended 04/30/18	12/31/18	YTD Total	Probable Committed	(Over) or Under budget
REVENUES								
Transfer from General Fund	500,000		500,000			500,000	500,000	0
GO Bond Sales - Dec 2015	710,000	710,000				710,000	710,000	0
Donations, Memorials, Special Requests	23,691	8,600	10,675	4,416		23,691	23,691	0
Donations, Urbana Parks Fdn (Kimpel 3 of 4)	5,000	0	5,000			5,000	5,000	0
Donation, Phillips Recreation Center (Houston)	35,050	0	35,050			35,050	35,050	(0)
CUSR UPD ADA Capital Fund (FY 2016-2017)	56,666	2,500	47,348	6,818		56,666	56,666	0
Auction of Wide Area Mower	13,755	0	13,755			13,755	13,755	0
Total Revenues	1,344,162	721,100	611,828	11,233	0	1,344,162	1,344,162	0
EXPENDITURES FOR CAPITAL PROJECTS								
<u>Improvements to Parks</u>								
UPD ADA Capital Projects - Park Improvements/Transition	56,666	10,347	44,678	1,641		56,666	56,666	0
Memorials & Special Requests	23,691		17,587	1,423	4,681	23,691	23,691	0
Cost of Issue	8,100	7,750	350			8,100	8,100	0
Scottswood Drainage Assessment Payment #15 of 15	0					0	0	0
Emerald Ash Borer and Hazard Tree Work	15,000		9,690	5,310		15,000	15,000	0
Construction Crew Projects	20,000		4,090	6,008	9,903	20,000	20,000	0
Technology	20,000		9,245	10,200	555	20,000	20,000	0
Operations Small Equipment	10,000		6,321	3,679		10,000	10,000	(0)
Recreation Small Equipment	10,000	5,245	4,755			10,000	10,000	0
Crystal Lake Park Improvements fr. Bonds	23,925	1,545	9,005	13,375		23,925	23,925	0
Crystal Lake Park Improvements fr. General Fund Trans	500,000					0	500,000	500,000
CLP Lake Sediment Basin	50,000		50,000			50,000	50,000	0
CLP Reforestation-Parks Fdn Donation (Kimpel 3 of 4)	5,000		2,159	2,841		5,000	5,000	0
Trails Projects (CLP/Overage for ITEP)	21,800	300	21,500			21,800	21,800	0
MBK Hickman Wildflower Walk	15,000	14,985	15			15,000	15,000	0
UPD Mechanical Replacement Schedule	10,000		5,659	4,341		10,000	10,000	0
CLP Road Repairs	15,000		15,000			15,000	15,000	0
CLP Nature Playscape	10,000		10,000			10,000	10,000	0
Brookens Gym Floor	0					0	0	0
Hardscapes (Larson Tennis Court)	40,000		13,189	26,811		40,000	40,000	0
UIAC - UPD Share of Capital Expenses	40,000		21,207	18,793		40,000	40,000	0
Phillips Recreation Center Improvements	10,000		10,000			10,000	10,000	0
Phillips Recreation Center Improvements fr. Donations	35,050		35,050			35,050	35,050	0
Subtotal	939,232	40,172	289,500	94,421	15,139	439,231	939,232	
<u>Vehicles and Equipment</u>								
M-18	25,538	25,102	437			25,538	25,538	(0)
Wide Area Mower	55,420	55,420				55,420	55,420	(0)
M-42 Tool Box	622		622			622	622	0
Bobcat Compact Track Loader	82,175		82,175			82,175	82,175	0
Subtotal	163,755	80,522	83,234	0	0	163,756	163,755	
<u>Contingency (remainder not listed below)</u>								
	0					0	0	0
Blair Baseball Backstop Fencing	12,460	3,870	8,590			12,460	12,460	0
Leal Gazebo/PRC Roof Design Services	4,750		4,750			4,750	4,750	0
Leal Gazebo Roof Construction	36,100		30,400	5,700		36,100	36,100	0
Phillips Recreation Center Improvements-add'l	837		837			837	837	0
CLP Lake Sediment Basin-add'l	46,810		34,232	12,578		46,810	46,810	(0)
Crystal Lake Improvements	4,875			4,875		4,875	4,875	0
Phillips Recreation Center Siding	79,608			29,706	49,902	79,608	79,608	(0)
King Park Bankshot Basketball	29,523			300	29,223	29,523	29,523	0
Meadowbrook Bridge Painting - Additional	13,265				13,265	13,265	13,265	0
Phillips Recreation Center James Room - Additional	12,947				12,751	12,751	12,947	197
Subtotal	241,175	3,870	78,809	53,159	105,141	240,979	241,175	
Total Expenditures	1,344,162	124,564	451,543	147,579	120,279	843,965	1,344,162	500,197



MEETING REMINDERS:

- **January 22, 2019 UPDAC Meeting (Kerr) @ 7:00 pm**
 - PRC improvement updates
- **February 5, 2019 Study Session (Kerr) @ 6:30 pm**
 - School for Designing a Society
 - Goals Review
- **February 12, 2019 Regular Board Meeting (Kerr) @ 7:00 pm**
 - Annual Recreation Statistics Report
 - Semi-annual review of status regarding strategic initiatives
 - Bid approvals – TBD
- **February 26, 2019 UPDAC Meeting (Kerr) @ 7:00 pm**
 - “Your Taxes”
- **SAVE THE DATE - March 11, 2019 Legislative Breakfast (Phillips Recreation Center) @ 8:00 am**

For Your Calendar:

DATE	DAY(S)	TIME	ACTIVITY	LOCATION
January 24-26	Thurs-Sat		IAPD/IPRA Annual Conference	Hyatt Regency Chicago
Today-May 3	Daily		Register your children for summer camp by May 3rd for Super Early Bird pricing	Online at urbanaparks.org or through the Phillips Recreation Center 505 W. Stoughton – Urbana (367-1544, ext. 1)
Feb 9	Saturday	6-8 pm	Family Date Night (See page 48 of the Jan-Apr Program Guide for more info)	Phillips Recreation Center (register online or call 367-1544, ext. 1)
Exhibition Dates: Feb. 9 (Noon) to Feb. 17, 2019 (Noon)	Daily during mall hours	Entries accepted thru Jan 30, 2019 at 6 pm @ Phillips Rec Center	Best In Show Photographic Print Competition – entry forms available at Phillips Rec Center	Lincoln Square, Urbana
March 11	Monday	8-10:00 am	Legislative Breakfast	Phillips Recreation Center

UPD Board Annual Actions for 2019

(These are items not done every month)

January

Goal/Evaluation Cycle Actions

None

Budget Actions

None

Other Actions

- # Semi-annual review of past executive session minutes and recordings (Executive Session)(Matt)
- # Action to release past executive session minutes or destroy recordings (Executive Session) (Matt)

No Study Session in January

February

Goal/Evaluation Cycle Actions

- Semi-annual review of status of strategic initiatives
- Evaluation of district's goal achievement for FY ending

Budget Actions

- Discuss preliminary budget plan and possible goals

Other Actions

- Annual Recreation Statistics Report – BOARD MTG

March

Goal/Evaluation Cycle Actions

- Submission of Draft State of District Report for FY ending
- # Self-evaluation of Board Team (Board and Director)
- # Evaluation of Executive Director using current FY goals
- # Final agreement on list of goals for Board Team and ED for the coming FY

Budget Actions

- # Receive wage, salary, merit recommendations from Administration Team (Executive Session)

Other Actions

- None

April

Goal/Evaluation Cycle Actions

None

Budget Actions

- Authorize wage, salary and merit actions for coming FY budget
- Accept preliminary budget for coming FY

UPD Board Annual Actions for 2019

(These are items not done every month)

(April cont.)

Other Actions

- Revise current year capital projects budget as needed
- Approve ordinance adjusting the combined budget and appropriation ordinance as needed to balance funds
- Approve resolution designating committed ending fund balances
- Review UPDAC nominations status and make contact assignments
- Discuss preliminary UPDAC charge for next year

May

Actions for the Annual and Regular Board Meeting

- Certify and swear in newly elected commissioners (odd numbered years)
- Elect board officers for the year
- Annual UPD appointments:
 1. Secretary and Assistant Secretary
 2. Treasurer (and Assistant Treasurer if available)
 3. Attorney
 4. Auditor
 5. Recorder (Business Manager or designee)
- Appoint commissioners to standing committees
- Appoint commissioner representative(s) to UPDAC and UPF
- Appoint representative(s) to Urbana TIF review board
- Appoint UPD members of UIAC joint management team and the CUSR administration board
- Appoint UPD FOIA and OMA officers and ADA Coordinator
- Other annual appointments and assignments as needed

Goal/Evaluation Cycle Actions

Receive State of District Report

Budget Actions

None

Other Actions

June

Goal/Evaluation Cycle Actions

None

Budget Actions

None

Other Actions

- Annual action to annex territory into UPD as appropriate (Matt)
- Approve prevailing wage ordinance for the year (Matt)
- Review and discuss projects or charges for UPDAC

UPD Board Annual Actions for 2019

(These are items not done every month)

July

Goal/Evaluation Cycle Actions

None

Budget Actions

- Hold public hearing on combined budget and appropriation ordinance
- Adopt and approve budget
- Revise current year capital projects budget as needed

Other Actions

- # Semi-annual review of past executive session minutes and recordings (Executive Session) (Matt)
- #Action to release past executive session minutes or destroy recordings (Executive Session) (Matt)

No Study Session in July

August

Goal/Evaluation Cycle Actions

None

Budget Actions

None

Other Actions

- Appoint new UPDAC “class”

September

Goal/Evaluation Cycle Actions

None

Budget Actions

None

Other Actions

None

October

Goal/Evaluation Cycle Actions

- Semi-annual review of status of strategic initiatives

Budget Actions

None

Other Actions

- BINA hearing for annual bond sale when required (Speer Financial) (Next time is tentatively 2019)
- Review of annual audit
- Action to accept Comprehensive Annual Financial Report (CAFR)
- Review of tax levy options for coming FY
- Action on resolution determining the amount to be raised by taxation

UPD Board Annual Actions for 2019

(These are items not done every month)

November

Goal/Evaluation Cycle Actions

- Hold public hearing regarding the tax levy (Truth in Taxation)
- Action to approve tax levy for the coming FY
- Discussion of preliminary goals for next FY

Budget Actions

- Approve annual capital project budget

Other Actions

- Presentation of preliminary capital projects and budget for next FY
- Approval of annual non-referendum bond sale ordinance
- ADA Transition Plan update
- Review Board Annual Actions for the next FY
- Appoint a board representative to the IAPD annual meeting
- Review and discuss projects or charges for UPDAC

December

Goal/Evaluation Cycle Actions

- Preliminary discussion to determine UPD mission goals and strategic goals for coming FY
- # Determine preliminary list of goals for Board Team and ED for the next FY

Budget Actions

- Action to abate property taxes for Alternate Revenue Source Bonds

Other Actions

- Action to accept annual meeting calendar
- Closing on annual bond sale
- Review and accept priority projects report to Urbana Parks Foundation
- Approve updates to Safety Manual

Memo

To: Urbana Park District Board of Commissioners
From: Andy Rousseau, Project Manager
Copy: Tim Bartlett, Executive Director
Derek Liebert, Superintendent of Planning and Operations
Date: January 8, 2019
Re: Action to Award Portable Stage

I. Statement of Situation

The Urbana Park District continues to provide performance space at a variety of parks throughout the year. This program area has seen growth in recent years with the increase in Neighborhood Nights, addition of bike events, and opportunities to reach out to the underserved through a variety of events in neighborhoods.

The District typically utilizes portable platforms as a stage for these opportunities. In the previous few years, staff have researched the potential for the purchase of a portable stage, or “Showmobile”. This would enable quicker and easier setup and takedown, and a more visible presence at events for the District and sponsorship opportunities. Additionally, for events where the UPD would be a sponsor or partner, utilizing the stage would ensure that the District is more prominent and noticeable.

II. Statement of work

The bid package was let on December 18, 2018 and the bid opening was held at 9am on January 3, 2019.

Requested bid options are as follows:

1. All weather transport package
2. Decorative stage skirt
3. Deck tie downs
4. Storage Compartments
5. Hitch caster wheel
6. Electrical Upgrade
7. Hanging truss light bar
8. Vertical banner and marquee banner hardware
9. Exterior graphic fabrication, design by owner.
10. Spare push-button power remote control (wired)

Bids were sent to four companies, and one bid on the portable stage met the required specifications.

Century’s model of the portable stage was extensively reviewed prior to the bid. Staff conducted a number of reference checks with other organizations who utilize the Century model portable stage. Two staff members traveled to southern Indiana to review an actual unit and test the functionality of setup and takedown.

References and the staff inspection were very positive and left the group feeling extremely comfortable moving forward with this model.

III. Budget

The 2019 capital budget includes \$100,000 for the purchase of a new portable stage. \$50,000 comes from bond funds within the 2019 CIB, and the additional \$50,000 from a Recreation Fund transfer from FY 20. Additional funds needed for the purchase will come from the 2018 CIB Vehicles & Equipment line, and the contingency of 5% from the 2019 CIB general contingency. The new portable stage will be delivered after May 1, 2019, ensuring payment in the next fiscal year.

Portable Stage Purchase	\$101,367.00
5% Contingency	\$ 5,068.00
Total Revenue	\$106,435.00

2018 CIB Vehicles & Equipment	\$ 1,367.00
2019 CIB Contingency	\$ 5,068.00
2019 CIB Bond Funds	\$ 50,000.00
FY 20 Rec. Fund Transfer to CIB	\$ 50,000.00
Total Revenue	\$106,435.00

IV. Detail of Bids

New Portable Stage

BIDDER/ VEHICLE	BASE BID	TOTAL OPTIONS	TOTAL
Century Industries	\$78,050	\$23,317	\$101,367

V. Recommendation

Staff recommend the Board of Commissioners award the bid of \$78,050 for a portable stage with options #1-10, bringing the total to \$101,367, and a 5% contingency of \$5,068 to Century Industries of Sellersburg, IN.

Memo

To: Board of Commissioners

From: Caty Roland, Business Manager

Subject: Results of Request for Proposal to Extend the Engagement for Auditing Services for Fiscal Years Ending April 30th 2019, 2020, and 2021

Date: January 8, 2019

CC: Tim Bartlett, Executive Director

The business office requested from the public accounting firm of Martin Hood, LLC a proposal for the cost to extend auditing services for a period of an additional three years ending with the audit of fiscal year 2021.

The proposed fees schedule is detailed below.

Martin, Hood, Friese & Associates, LLC	FY 2019	FY 2020	FY 2021	Fees for three years
Proposed fees:	\$23,000	\$23,500	\$24,000	\$70,500

Recommendation

Staff recommends that a three-year contract for fiscal years 2019, 2020 and 2021 be awarded to Martin Hood, LLC at a cost of \$70,500 for the three-year period.

November 8, 2018

Urbana Park District
Attn: Mr. Tim Bartlett, Executive Director, and
Ms. Caty Roland, Business Manager
Darius E. Phebus Administration Building
303 West University Avenue
Urbana, Illinois 61801

Dear Tim and Caty:

We are very pleased to have this opportunity to make this proposal to continue as the external auditor for the Urbana Park District (the District) for 2019 through 2021. We believe that an extension would be a great opportunity for both parties for the following reasons:

- Smooth transition for District employees – The District will be converting its accounting software during Fiscal Year 2018. Elimination of the Request for Proposal (RFP) process would allow District staff to focus their efforts on the conversion and its effectiveness, rather than allocating time to the RFP process.
- No learning curve – Our audit team is very familiar with the District's procedures and the District's retiring accounting software, which will make the transition to the new account structure less intensive for us as compared to a potentially new auditor. This will allow District staff to continue to perform their daily duties without the additional responsibilities of training a new audit team with a new firm.

We understand the services to be provided include:

- The audit of the financial statements of the District
- The compilation of the annual financial report to be filed by the District with the Illinois Comptroller's Office



We propose that Mitch Schluter will take over for Mark Czys as Engagement Partner and maintaining Greg Douglas as the Senior Manager. The In-charge Auditor for the engagement will be Maddie Eisenmenger, who has been on your audit engagement team the past two years. In addition, if the District's Board would like to rotate the Engagement Partner position to another Martin Hood partner in the future in order to have a "fresh set of eyes" at the helm on the engagement, we have available either Jeff Livesay or David Hood, both of whom have extensive governmental audit experience.

In making our estimate of the costs of the services to be provided, we have taken into consideration the anticipated cooperation of your staff and the assumption that unexpected circumstances will not be encountered during the engagements. The following situations are examples of unexpected circumstances:

- Significant changes in your management or accounting personnel who participate in the audit process
- Significant changes in the scope of your operations (such as major bond issues, major grants, additional opinion units, federal grant expenditures over \$750,000 triggering the single audit requirements, total federal and state grant expenditures exceeding \$300,000 triggering the Illinois GATA requirement for us to use *Governmental Auditing Standards*, issued by the Comptroller General of the United States) or the audit related tasks the District will perform
- Additional accounting, audit, and compliance requirements beyond those currently applicable to the District. The currently applicable requirements we are aware of as of this date include:
 - GASB statements through GASB Statement Number 90
 - AICPA Audit Standards through Standard Number 133
 - Compilation of the District's Annual Financial Report filing with the Illinois Comptroller
- Additional supplemental schedules beyond those presented for FY18 plus the GATA required Consolidated Year-end Financial Report (CYEFR) supplemental schedule
- **Significant additional** time needed in the audit or in preparing the financial statements, notes, and supplemental schedules related to:
 - The transition to the new chart of accounts
 - Reconciling the GATA CYEFR supplemental schedule to the audited financial statements in order to issue our "in-relation to" opinion on that schedule as required by GATA

- Adopting GASB 75 for your Other Post-Employment Benefit plan – for example, resulting from problems with the actuarial report.

Our proposed fees below already incorporate basic costs we expect in implementing the three items noted above for FY19.

We have also taken into consideration that the audit fieldwork will be scheduled sometime in the period of June 15 to July 31 each year unless we mutually agree that an earlier or later fieldwork period is beneficial for each party.

We propose the following fees for the audits of the financial statements and AFR compilations of the Urbana Park District for the years ending April 30:

2019	\$ 23,000
2020	23,500
2021	24,000

Note that the cost of any audit procedures we may be required to perform on the Urbana Parks Foundation (UPF) financial statements, which are audited by other auditors, would be in addition to the above fees. Such fees have ranged from \$270 to \$1,310 annually since UPF was added as a discretely presented component unit.

The above fee schedule is negotiable prior to your approval of the extension, if necessary. The above fees include all charges for professional and administrative staff necessary to provide the services identified above and all out-of-pocket expenses on this engagement. If any significant unexpected circumstances occur, we will negotiate a new fee at that time. This proposal is subject to the firm's standard client and engagement acceptance procedures, including the execution of a mutually agreed-upon engagement letter.

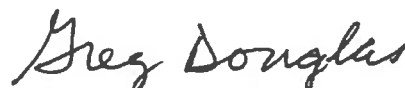
Again, we appreciate the opportunity to present this proposal to the Urbana Park District and we hope this will continue our mutually beneficial relationship. Martin Hood LLC takes great pride in auditing a local governmental entity like the Urbana Park District that has such a major impact on the daily life of our community. Please call us with any questions that you may have regarding our proposal. We look forward to hearing from you.

Sincerely,

MARTIN HOOD LLC



Mitchell R. Schluter, CPA
Partner



Gregory J. Douglas, CPA
Senior Manager