



**AGENDA
URBANA PARK DISTRICT BOARD OF COMMISSIONERS
BOARD STUDY SESSION
TUESDAY, FEBRUARY 1, 2011
6:00-7:30 PM
ANITA PURVES NATURE CENTER
1505 N. BROADWAY
URBANA, ILLINOIS 61801**

PLEASE NOTE THE CHANGE IN START TIME FOR THIS MEETING.

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 social economic health of the community.*

Board Study Sessions are designed for the Board to study, review and discuss specific topics. Actions are not taken during a Study Session.

- I. Call to Order
- II. Audience Participation
Any member of the public may make a brief statement at this time.
- III. Discussion
 - A. Discussion of Pool Referendum Information and Process
 - B. Discussion of a Donor Program to Support a Future Pool Project
 - C. Discussion Regarding Follow-up from the 2010 Board Self-Evaluation
 - D. Discussion of 2011-2012 FY Goals
- IV. Direction to Staff
- V. Adjourn

For Executive Session agendas

No further business will be conducted after the Executive Session except to adjourn the Study Session.

DATE	EVENT	ACTION/NOTES	ASSIGNED	DAYS
PARK DISTRICT - REFERENDUM INFORMATION - ACTION CALENDAR				
APRIL 5, 2011 REFERENDUM FOR POOL				
DATE	X EVENT	ACTION/NOTES	ASSIGNED	DAYS
25-Apr	Joint UPDAC/Board Meeting			-20
24-Apr	Thank Yous			-19
12-Apr	Regular Board Meeting			-7
6-Apr	celebrate			-1
5-Apr	Board Study Session			0
5-Apr	ELECTION DAY		EVERYONE	0
1-Apr	E-newsletters to listserves Apr		Dana	4
30-Mar	summer brochures delivered			5
22-Mar	UPDAC Meeting			14
14-Mar	Early voting begins			22
14-Mar	publish copy of ballot in NG with explanation staff available 30 min before meeting to review plan and ballot question w/interested public	the ballot does not have the word "pool" in it, publish as required by County Clerk	Vicki, Tim, Corky, Derek, Ellen, Dana	22 27
8-Mar	Regular Board Meeting			27
1-Mar	Board Study Session			34
4-Mar	Chamber after hours			31
Mar	E-newsletters to listserves Mar		Corky, Andy Dana, others?	
Mar	meet w/Broadway St. neighbors		Tim	
Mar	information letter to present and former UPDAC re pool referendum		Vicki, Ellen Dana	
Mar	fliers at all facilities			
Mar	info postcard to all district participants		Dana/Corky	
Mar	info postcard to all Park Pals	about 3000, e-post card w/e-mail address or post	Dana/Ellen	
Mar	displays set up at Brookens, UIAC, APNC, Phillips	about 400, e-post card w/e-mail address or post	Dana/Corky	
Mar	LWV forum		Vicki/Deb/Nancy	
Mar	coffee w/CLV		Vicki/Deb/Nancy	

DATE	X	EVENT	ACTION/NOTES	ASSIGNED	DAYS
Mar		Guest editorial in NG		assign to ?	
Mar		update signatures on all e-mails		Dana/staff	
Mar		info on bottom of all receipts	Remember to Vote on April 5.	Phillips	
Mar		possible Kacich column re wording of ballot question		Vicki, Dana	
28-Feb		Info signs, banners, in parks, also fliers	all will have the same message	Dana/Corky	35
22-Feb		UPDAC Meeting			41
14-Feb		1 page message, concept, letter to UPDAC	past and present	Vicki, Ellen	49
10/11- Feb		School conference days	staff at MS, volunteers at elementary	Corky, Andy	53-52
8-Feb		Regular Board Meeting			55
8-Feb		staff available 30 min before meeting to review plan and ballot question w/interested public		Vicki, Tim, Corky, Derek, Ellen, Dana	56
7-Feb		"Ask me about . . ." stickers		Dana/staff	61
3-Feb		Final changes to Leisure Guide			52
2-Feb		Board Study Session			53
1-Feb		President's letter for Leisure Guide	include ballot question	Michael	54
Feb		E-newsletters to listserves Feb		Dana	
Feb		Media coaching Board		Dana/Vicki	
Feb		Media coaching staff		Dana/Vicki	
Feb		Media coaching interested UPDAC		Dana/Vicki	
Feb		1-2 info page(s) in Leisure Guide, reminders to VOTE		Dana	
Feb		info meetings w/Mayor, City Council		Board/Vicki	
Feb		info meetings w/City staff		Vicki/Tim/Corky	
Feb		design "Where is the pool?" Quest		Rec staff	
Feb		Registrars	Pat, Donna, Terrence, Caty		
Feb		tape UPTV w/Tony, Commissioner, citizen		Dana, Corky	
25-Jan	X	UPDAC Meeting			69
14-Jan	X	Signatures on all staff e-mails		Dana/staff	80
14-Jan	X	File question with County Clerk		Betsy	80
14-Jan	X	Q&A on website			80
14-Jan	X	1-page fact sheet on website + color concept			80

DATE	X	EVENT	ACTION/NOTES	ASSIGNED	DAYS
14-Jan	X	ballot wording on website		Betsy, Dana	80
11-Jan	X	Regular Board Meeting			83
Jan	X	1-page fact sheet + color concept at all facilities		Dana/Corky	
Jan	X	E-newsletters to listserves Jan	short note re pool	Dana	
19-Jan	X	Info meeting w/Nadiators		Corky	
1-Jan	X	Pool image on scoreboard display at UIAC		Corky	
14-Dec	X	Regular Board Meeting	set rate increase	Board	
		Date to be determined			
Mar		DI editorial board	Vicki, Nancy, Deb A	Dana, Vicki	
Mar		interview with Jeff Bossert	Vicki, Nancy, Deb A	Dana, Vicki	
		UBA bus tour	Vicki, Ellen	Vicki, Ellen	
Mar		news article in NG	Vicki, Dana, Nancy	Vicki, Dana	
Mar		meet w/John Foreman, Tom Kachich	Vicki, Michael, Nancy	Vicki	
Mar		WILL interview w/Dave Inge	Vicki, Nancy, Deb A	Vicki, Dana	
Mar		meet w/TV media		Vicki, Dana	
		park signs: Vote April 5, Urbana Park District, Pool Referendum		Dana, Ops	
		Logo - Vote April 5, Pool Referendum			

BUDGET PLANNING CALENDAR 2011-2012

Date	Task	Notes
Jul. 12	Public hearing on Budget and Appropriation Ordinance	
Jun. 14	Draft Budget and Appropriation Ordinance	
May. 1	Fiscal year 2011/2012 begins	
Apr. 12	Draft/preliminary budget to board for comments	Major funds only, loose leaf binder
Apr. 12	Finalize wage and salary with Board	No wage and salary study at this time
Mar. 14-25	Meet w/Dottie to balance department budgets	
Mar. 2	Present wage and salary recommendations to board	Include merit recommendations
Mar. 1-25	Determine merit awards	
Feb. 28	Draft budgets to Dottie for entry into AS400	
Feb. 7-25	Meet w/Vicki re department budgets	
Jan. 28	Deadline to submit merit recommendations	
Jan. 11	Finalize district-wide goals and objectives w/Board	
Jan. 3-28	Complete evaluations, training documentation	Include self evaluations
Jan. 3-28	Meet w/Vicki re department/division priorities, accomplishments	summarize FY 2010 goals, new strategic initiatives, expansion of existing services
Jan. 3	Identify proposed district-wide goals and objectives	
Dec. 14	Identify capital improvement priorities w/Board	
Dec. 14	Review fees and charges and present recommendations to Vicki	

ASSIGNMENTS

Assigned	Task	Notes
Corky	Minimum wage changes	
Dottie/Tim	Utilities: natural gas, electricity, water	
Corky	Postage	
Vicki/Dotti	Departmental budget targets	
Dottie	Budget history documents	
Dottie	Interest income estimates	

GOALS AND OBJECTIVES

Mission Based - What we always do.

Strategic Based - What we want to do differently.

INCREASES (MORE THAN STANDARD INCREASE, NEW OR EXPANDED SERVICE)

Submit with a cover memo to Vicki

Budget

Each division should submit justification for increase. Include the following information:

Purpose of increase

Funds required

Justification

Relationship to Strategic Plan or Core Service

Fees and Charges

Purpose of increase

Justification

Salary, Wage and Merit Increases - Regular Employees

Increases for these will be budgeted in the Administration Department Budget.

These will be distributed into program budgets after determined by the Board.

New salaries and wages will begin the first pay in May.

Review of wages and salaries may not be completed prior to adoption of 2011-12 FY budget.

Wage increases for seasonal employees should be included in program budgets.

Justification for wage increases for seasonal employees should include justification memo.

PRELIMINARY 2011-2012 STRATEGIC INITIATIVES AND PROJECTS

An annual work plan consists of two components. First is the "mission based" component - doing what we always do to maintain existing levels of service. Second is the "strategic based" component – what we want to do differently to focus on priorities and to improve service, efficiency and effectiveness.

Proposed strategic based initiatives for FY 2011-2011:	(Lead is in bold)	Yrs.
1 Identify and implement actions for the Board/Leadership Team development.	Board, ED, Admin Team	2
2 Complete Distinguished Agency Accreditation.	Admin, Rec, P&O	1
3 Initiate future plans for northeast corner of Crystal Lake Park including a future outdoor pool.	Admin, Rec, P&O	2
4 Work with the Technology Team to complete a district-wide technology assessment. Develop and implement a phased plan.	Business, Marketing, Rec, P&O	2
5 Implement the plans identified by the Customer Service/Business Functions Matrix Team.	Business, Marketing, Rec, P&O	2
6 Create payroll processing centers in each department.	Business, Rec, P&O	1
7 Provide support for and coordination with the Urbana Parks Foundation.	ED, Development, P&O	cont
8 Coordinate site master plan update and playground replacement for AMBUC's Park.	ED, Development, P&O	2
9 Implement a purchasing card (P-card) system in each department for budget-based, program level purchasing.	Business, Rec, P&O	1
10 Coordinate reuse planning for 901 Broadway.	Admin, P&O	2
11 Engage an outside payroll service to issue pay checks, pay employer/employee taxes, prepare all payroll reports.	Business	1
12 Reorganize accounting functions.	Business	2
13 Research and apply for strategically important grants.	Development	2
14 Establish a Human Resources function for the district.	ED	1
15 Identify gaps in service for Marketing and Public Information. Initiate actions to close gaps. Expand relations with local media.	Marketing	2
16 Complete relocation to the new Planning and Operations Facility.	P&O	2
17 Implement a maintenance management program.	P&O	2
18 Fill the position and train a new Facility Supervisor.	P&O (Facilities)	1
19 Initiate Environmental Stewardship Matrix Team	Rec (Museum), P&O	1
20 Develop a comprehensive district wide interpretive plan. Begin with plans for Meadowbrook Park. including the stream corridor, and Busey Woods Gateway Trail.	Rec (Museum), P&O (Natural Areas)	2
21 Manage the Emerald Ash Borer (EAB) infestation.	P&O (Grounds)	cont
22 Continue improvement project in Crestview Park.	P&O (Grounds)	2
23 Create a "one-stop shop" at the UIAC.	Rec (Aquatics)	1
24 Reevaluate the light system in the UIAC.	P&O (Aquatics)	2
25 Involve the community by creating sport-specific advisory committees.	Rec (Athletics)	1
26 Expand community-wide events in neighborhood and community parks.	Rec (Community)	2
27 Enhance UPD's community wellness outreach and involvement.	Rec (Health-Wellness)	2

Projects 2010-2011-2012-2013-2014-2015

CLP pool concept plan	2010
Kerr Street Planning and Operations Facility	2010, 2011, 2012
King Park internal trails	2011, 2012
Possible design and construction of outdoor pool	2011, 2012
Possible demolition of old pool	2011, 2012
Meadowbrook Park Interpretive Center	2011, 2012
Hickory Street circulation and storage	2011
Blair Park tennis court lighting	2011
Busey Woods Access path	2011
Possible 901 reuse	2012
APNC roof replacement	2012
AMBUC's Park Playground	2012
Leal Cottage porch replacement	2012
Lake House siding	2012
Prairie Bleachers	2012
Prairie Play Rehab	2013
Meadowbrook Park pavillion painting	2013
Chief Shemauger Park improvements	2013
Blair Park improvements	2014
CLP evaluation of infrastructure	2015
AMBUC's trails	2015
Wheatfield playground	2015

All Years

Funding for land acquisition	
Equipment replacement program	
Emerald Ash Borer and hazard tree removal/pruning	at least thru 2013
Scottswood Benefit Assessment	thru 2013
UIAC contractual requirement	thru 2017

Other priority projects to be determined

Demolition of old CLP pool	2012
Reuse of 901 N. Broadway	2013
CLP NE area utilities	
CLP NE area drive, parking, lighting	
CLP NE area playground	
CLP NE area pavilion/restroom	
Wheatfield Park Playground	