



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
BOARD STUDY SESSION
TUESDAY, SEPTEMBER 1, 2020
6:30 PM**

REMOTE MEETING VIA ZOOM

VIDEO LINK: <https://us02web.zoom.us/j/82810468293>

PHONE: (312) 626-6799

MEETING ID: 828 1046 8293

PASSWORD: 480231

Board Study Sessions are designed for the Board to study, review and discuss specific topics. Actions are not typically taken during a Study Session, unless specifically noted on the agenda.

I. Call to Order and Introductions

A. Remote Attendance

The Board is suspending the usual Remote Attendance Policy, and is allowing all commissioners to attend remotely pursuant Illinois Public Act 101-0640. Though commissioners will be conducting the meeting remotely, the regular meeting location (Urbana Park District Planning and Operations Facility at 1011 E. Kerr Avenue, Urbana, IL 61802) will be open to the public.

II. Accept Agenda

III. Public Comment

Any member of the public may make a brief statement at this time within the public participation rules of the Board. Please see the attached document for details regarding attendance and public comment via Zoom.

IV. Discussion

A. Diversity, Equity, and Inclusion

V. Comments from Commissioners

VI. Adjourn

Note: This Meeting Agenda and its 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.

Public Input for Urbana Park District Study Session Meeting (Tuesday, September 1, 2020)

MEETING ID: 828 1046 8293

PASSWORD: 480231

Anyone can attend the meeting virtually via Zoom. The regular meeting location at 1011 E. Kerr Avenue, Urbana, IL will also be open for public attendance and comment, though the meeting itself will be conducted remotely. Any member of the public may make a brief statement during the Public Comment portion of the agenda. Per Board rules, comments will have a two minute time limit. The Board accepts comments, but neither the Board nor staff will respond to individual comments during the meeting.

You will be able to use a phone to call in:

- Join by calling (312) 626-6799.
- Callers will then be asked to enter the Meeting ID number followed by the # key. The Meeting ID number is 828 1046 8293.
- Enter meeting password 480231, followed by the # key.
- We ask that you please mute yourself until the time for public comment.
- You can toggle between mute and unmute by dialing *6.

You will be able to use a computer to address the Urbana Park District Board using Zoom:

- Make sure you have a microphone on your computer if you wish to speak. Please identify yourself for the record if you do speak.
- You do not need to install software to use Zoom. You can click "Join from your browser." It appears that Zoom prefers for users to download and install their meeting client software on your computer. Use whichever option you are most comfortable with, and note it may be browser-specific.
- You see the meeting video stream through Zoom and hear people talking. The link to join by computer is:
<https://us02web.zoom.us/j/82810468293?pwd=QTJaZlpuWHlyNOlOdFVuNOpodTQvQT09>
- If you do not want to be seen, please turn off your webcam video feed, as everyone connected will be able to see you and your background.
- This Zoom session will be recorded as part of the record.
- We ask that you please mute yourself until the time for public comment.
- We will not be using the Chat or Participant windows for this meeting.
- You can find tutorials and help information here: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>.

If you are unable to call or video in to the Zoom Meeting, or would prefer to write in, public input can also be received before the meeting via email. Please submit your comments via email by 6:30 pm to tabartlett@urbanaparks.org – these will be read per Urbana Park District Board rules and time limits.

ORGANIZATION AND OPERATION

The Urbana Park District, organized in 1907, is a separate unit of local government - a municipal corporation which operates under the Statutes of the State of Illinois. It is governed by a five member Board of Commissioners elected to six year terms in biennial public elections. The Park District also has a Citizen Advisory Committee composed of eighteen members representing all areas of Urbana and a wide variety of interests.

The Urbana Park District annually reviews its mission, values and objectives in order to ensure that its public is served in the best possible way. The mission represents a general statement of purpose, while the values represent an ethical structure in which the Park District operates. The goals are actual program and operational activities the Park District plans to accomplish in the next 12 to 18 month period.

The entire statement serves a threefold purpose. It allows the public, through the Urbana Park District Advisory Committee, to have a voice in the operations of the District. It informs the residents of the community as to the intent of Park District policy. It provides a set of standards by which the Board and staff can evaluate their performance.

VISION

To expand the District's legacy of delivering parks, natural areas, recreation facilities and programs that improve the quality of life, sense of community and value for residents and users.

MISSION STATEMENT

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 overall health of the community.

OUR COMMUNITY VALUES

The Urbana Park District is value based, customer oriented, and quality driven. The Board of Commissioners and the staff strongly believe and are committed to the values that honesty is the best policy and that one should treat others the way one would like and expect to be treated.

Following are overall principles and values of the Urbana community related to the delivery of parks and recreation facilities and services:

- Sense of community and pride
- Strong environmental ethic
- Promote/support diversity in community
- Education is a priority
- Enhanced quality of life
- Fiscal stewardship
- Protection and preservation of natural and built environment
- Good value and service delivery
- Availability of facilities, programs and services
- Value of leisure time
- Leveraging of resources and partnerships

Based on the vision, mission and community values, strategic objectives were developed to further articulate the desired outcome of the Urbana Park District strategic plan.



You Belong Here promotes the creation of welcoming and supportive park and recreation experiences for everyone, while encouraging an inclusive and responsive staff culture. This celebrates inclusion regardless of age, ethnicity, culture, income, ability, lifestyle, interests—everyone and anyone belongs here!

More effectively reach and communicate with community members for whom English is a second language.

- Secure French- and Spanish-speaking staff to increase translation offerings to include French and Spanish (Recreation – Outreach & Wellness)
- Seek and hire bilingual speaking staff/volunteers to assist with program implementation (Recreation – Environmental)
 - Recruit at least one Chinese-speaking volunteer each May to assist with communications at Nature Day Camp by June 2021
 - Adapt 10% of the current exhibits by April 2021 to include text translation in Spanish and utilize new technology, such as QR codes and language translations apps, in at least three new or updated Anita Purves Nature Center interpretation projects
 - Hire bilingual Environmental Education Leader to present five dual-language School Tour/Naturalist in the Classroom programs by April 2021
- Ensure by April 2021 that all future Anita Purves Nature Center interpretive messaging and signs include bilingual versions (Recreation – Environmental)
- Complete the Take a Walk exhibit by October 2020 that will include the Spanish language version (Recreation – Environmental)
- Once safe, work with Community to have “You Belong Here” spoken in several different languages, record that on video, and share that on various media (Recreation – Marketing)
- Create signage at both aquatic facilities to post rules and regulations in Spanish, and work with Marketing to post both aquatics facilities’ rules and regulations in multiple languages to the Urbana Park District’s website (Recreation – Aquatics)

Strive to create an environment in which all UPD staff appreciate and promote the importance of diversity and inclusion.

- Participate in at least two educational opportunities to increase staff knowledge of issues of diversity, equity, and inclusion of people of color in Urbana (Districtwide)
- Contract with a diversity consultant to evaluate the District’s hiring practices to create a written plan to increase diversity in the workforce (Districtwide)
- Create a new cross-departmental committee titled the You Belong Here Matrix Team to focus on increasing diversity, equity, inclusion, and customer service throughout the district (Districtwide)
- Collaborate with staff at Champaign-Urbana Special Recreation by June 2021 to provide annual training for all UPD summer camp staff on the inclusion of children with specific needs (Recreation – Environmental)
- Facilitate transition, beginning May 2021, of two or more teens annually from Junior Counselor program to part-time/seasonal staff (Recreation – Environmental)

- Develop and implement two high school SPLASH environmental sessions during the 2021 school year that encourage teens to take on planning and leadership responsibilities and excites them so that they consider parks and recreation as a professional path (Recreation – Environmental)
- Collaborate with Community Programs to host open houses at Phillips Recreation Center to introduce new audiences (Latinx, LGBTQ) to UPD facilities and offerings (Recreation – Outreach & Wellness)
- Collaborate with Environmental Education Coordinator and UP Center to increase LGBTQ offerings (Recreation – Outreach & Wellness)
- Nurture relationships with Summer Youth Employment, Care4U, and Urbana High School to expand/diversify part-time workforce (Recreation – Outreach & Wellness)
- Create an in-house method for customers to register online with our assistance (Recreation – Community Programs)

Seek opportunities in which UPD can bring activities to neighborhoods and be responsive to interests of community groups.

- Work with matrix team comprised of UPD staff and Champaign-Urbana Special Recreation to host more CUSR programming at UPD (Recreation – Outreach & Wellness)
- Collaborate with outside organizations (CUSR, Community Choices, etc.) to create inclusive programming and employment (Recreation – Aquatics)
- Implement part-time staff training on diversity, cultural awareness, disabilities, etc. for a better and more thorough understanding of differences and expectations (Recreation – Aquatics)
- Promote inclusive culture through UPDAC, staff, and board (Planning & Operations – Project/Planning)
- Advance interior design concepts that present the Urbana Indoor Aquatic Center as a welcoming environment that is representative of the Urbana community and the “You Belong Here” brand (Planning & Operations – Aquatics Maintenance)
- Actively recruit people to serve on UPDAC from historically underrepresented groups/neighborhoods by having an UPDAC table at various Outreach & Wellness events (Administration – Development)
- Coordinate UPD efforts with Champaign County Community Coalition partners to:
 - Reduce community violence, improve community health & wellness, and support Urbana students and families by participating in monthly meetings of the administration committee and programming committee of the Coalition
 - “You Belong Here” – target and implement creative approaches to UPD efforts to reach out to more underrepresented groups/individuals based on Community Coalition/UPD annual goals with four outreach activities in King/Crystal Lake Parks, Lierman, Silver/Vawter, and Perkins Rd neighborhoods (Districtwide)
- Respond to community interests in sustainability, climate action, and environmental education by developing at least three new events, projects, or initiatives with the help of partnering organizations by April 2021 (Recreation – Environmental)
- Provide discounted daytime gym Space to Neighborhood Connections and work on collaborations for other events (Recreation – Athletics)
- Seek donations or resources to purchase adverse weather gear for student use during programs by September 2021 (Recreation – Environmental)

- Increase presence at other area events, malls, and festivals – especially non-traditional environmental groups/agencies, and work with Outreach Manager to have an environmental community outreach presence with at least five new contacts by April 2021 (Recreation – Environmental)
- Utilize positions on boards for Lierman Neighborhood Action Committee, Healthy Champaign County, 40 North, and C.I.R.C.L.E. to cross-promote UPD programs and initiatives to inform and impact a broader audience (Recreation – Outreach & Wellness)
- Plan and implement new neighborhood-based programming in at least two new locations with new Carle P.A.R.K. in conjunction with Champaign-Urbana Public Health District and Carle Mobile Wellness Unit (Recreation – Outreach & Wellness)
- Collaborate with Urbana School District Family Academic Supports and Engagement Leaders to better disseminate information and gain feedback on UPD programs, events, and services (Recreation – Outreach & Wellness)
- Create a UPD steering committee comprised of advocates from neighborhoods and/or populations to receive guidance on how Urbana Park District can serve their neighborhood needs (Recreation – Outreach & Wellness)
- Find funding for Thomas Paine, Yankee Ridge, and Wiley schools to expand SPLASH after school programs once per week during the school year (Recreation – Community Programs)
- Use Clark-Lindsey’s wheelchair-transport bike for accessible age-friendly programming at Meadowbrook Park (Recreation – Community Programs)
- Provide Urbana School District with assistance in Urbana Middle School PE classes, Boys and Girls Swim Team, and Boys and Girls Track Team for cross-training (Recreation – Aquatics)
- Assess the needs and resources in order to offer third grade swim lessons to every Urbana student in FY22 by creating a needs assessment report and budget (Recreation – Aquatics)

Advance efforts that make UPD parks and facilities more welcoming for everyone.

- Safely welcome back the community post COVID-19 with phased re-opening of facilities and programming according the Governor’s Restore Illinois plan (Districtwide)
- Collaborate with partners on community age-friendly programming and Center for Health, Aging, and Disability (CHAD) initiatives (Districtwide) by assisting with implementation of Phase 1 of the CHAD Age Friendly plan
- Engage more with Champaign-Urbana Special Recreation (CUSR) (Districtwide)
 - Space needs during Bicentennial Center renovations – camps and programming
 - Alternating hosting of annual events (Cupcake 5k, CUSR annual awards banquet, etc.)
- “You Belong Here” – UPD implementation of the next phase of the Action Plan from report: *UPD: Increasing Involvement Among Underrepresented Groups in Parks and Recreation Programs* (Districtwide)
- Review and revise the “You Belong Here” section in the strategic plan to align with our shared Black Lives Matter initiatives (Districtwide)
- Work toward development of a UPD mobile application by researching and testing applications from at least three different vendors during FY 21 (Districtwide)

- Improve customer service by measuring staff and customer response time (via email, return phone call, Facebook messenger) and setting a goal of one business day by November 2020 (Recreation – Environmental)
- Improve customer service by presenting at least one bi-annual customer service focused staff training by March 2021 (Recreation – Environmental)
- Collaborate with external partners by April 2021 to provide at least three new public programs led by guest presenters (Recreation – Environmental)
- Create and maintain new social media accounts for UrVana to highlight weekly schedule of appearances and share event photos (Recreation – Outreach & Wellness)
- Increase LGBTQ+ programming by adding: LGBTQ event (homecoming dance/masquerade ball), LGBTQ senior’s soup night, “queering up the parks” event during pride month (October) (Recreation – Community Programs)
- Collaborate with UP Center, GSAs at local schools, and other LGBTQ-friendly organizations: host “Talk it UP” sessions at Phillips (Recreation – Community Programs)
- Add an adult prom event where childcare will be provided to facilitate a fun social event for parents (Recreation – Community Programs)
- Research and develop programming to help celebrate all backgrounds (Recreation – Aquatics)
- Work with community groups and organizations to create welcoming and interesting programming at both aquatic facilities (Recreation – Aquatics)
- Re-launch a video campaign that promotes “You Belong Here” (Recreation – Marketing)
- Provide more information (videos, article, social media photos) about lesser-known parks (Recreation – Marketing)
- Once open, work with APNC, Health and Wellness, Community, and Aquatics to develop videos that promote UPD programs, events and rentals (Recreation – Marketing)
- Refresh “You Belong Here” handouts for community outreach events (Recreation – Marketing)
- Share more information (videos, articles, social media photos) about lesser-known parks (Recreation – Marketing)
- Install gender inclusive signs for restrooms (Planning & Operations – Facilities)
- Add park signage that provides a more vibrant and welcoming space through the use of pictures or images (Planning & Operations – Project/Planning)
- Complete comprehensive review of remaining ADA Transition Plan items (Planning & Operations – Project/Planning)
- Install new ADA benches for tribute program that are available at all parks (Planning & Operations – Construction)
- Place a permanent customer service station at CLPFAC (Planning & Operations – Construction)
- Recruit potential interns for Urbana Park District departments to create engaging opportunities for learning and supporting park district staff in development and provision of programs (Administration – Development)
- Work with staff members, UPDAC Planning Study Group, and members of UPDAC to coordinate monthly meetings and recruit new members (Administration – Development)

Other Goals

- Establish and organize UPDAC Friends Group and begin planning for June 2021 UPDAC 50th anniversary celebration (Districtwide)
- Plan and organize 2020 UPD Volunteer Appreciation event (Districtwide)
- Complete updates to the UPD Affiliate Organizations Program; focus on renewed partnerships and standards to leverage more cooperative efforts (Districtwide)
- Initiate preliminary planning with Champaign County, City of Urbana, Urbana School District to identify potential shared projects such as storm water management, road/path work, accessible street parking, shared IT services, and community events, to improve community services and collaborate on capital development (Districtwide)
- Document current participation and increase participation in local, area, and regional career promotion for parks and recreation and promote the field by creating our own UPD career expo and/or participating in the Champaign Public Library job fair (Districtwide)