



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
SPECIAL BOARD MEETING
THURSDAY, SEPTEMBER 17, 2020
5:30 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. Accept Agenda

III. Public Comment

Any member of the public may make a brief comment at this time.

IV. Adjourn to Executive Session

Executive Sessions are closed meetings and may be held subject to the restrictions of the Open Meetings Act.

V. Reconvene Regular Board Meeting

A. Action to Approve Resolution 2020-08, Fiscal Year 2020-2021 Annual Compensation Actions

VI. 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.

RESOLUTION NO. 2020-08

RESOLUTION TO APPROVE 2020-2021 ANNUAL COMPENSATION ACTIONS

WHEREAS, the Board of Commissioners annually authorizes the wage and salary schedule and ranges for positions, any annual increase in wages and salaries, an annual merit award allowance, and other employee compensation;

WHEREAS, the Executive Director is responsible for recommending annual compensation actions as a part of the budget process;

WHEREAS, the Executive Director has responsibility for maintenance of the salary and wage schedule;

WHEREAS, the Executive Director has recommended annual compensation actions as a part of the budget process and which are detailed in the attached memorandum; as Exhibit A;

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

Section 1: The actions set forth above are incorporated by reference.

Section 2: The Urbana Park District approves annual compensation actions recommended by the Executive Director as described in Exhibit A which is attached.

Adopted this 17th day of September, 2020.

URBANA PARK DISTRICT

By: _____
Board President

Secretary

(SEAL)

EXHIBIT A

MEMORANDUM

TO: BOARD OF COMMISSIONERS
FROM: ALEX IVANOVA ON BEHALF OF TIM BARTLETT
SUBJECT: ANNUAL COMPENSATION ACTIONS
DATE: SEPTEMBER 17, 2020
CC: CATY ROLAND, CORKY EMBERSON, TIM BARTLETT, DEREK LIEBERT

The Board of Commissioners annually authorizes the wage and salary schedule and ranges for positions, any annual increase in wages and salaries, an annual merit award allowance and other employee compensation. The Executive Director recommends annual compensation actions as a part of the budget process. The Executive Director is responsible for maintaining the wage and salary schedule.

Recommendation #1: Annual Wage and Salary Actions effective _____.

- A __% Annual Increase (comprised of a 1.9% CPI Adjustment and a __% Market Adjustment) for FY21 for eligible employees.
- Occupational groups are defined as Administrative, Technical-Professional, Support-Service and Management.
- Salary ranges for FY21 have been adjusted by 2% per Leading Edge's recommendation. Salary ranges are split into 4 quartiles, the first and second quartiles are below the market salary of each grade, the third and fourth quartiles are at or above the market salary of each grade.
- Quartile adjustments, designed to move those employees who are below the market/target range, are:
 - 1st quartile adjustment: greater than 4 years in current position: an additional 2% increase.
 - 1st quartile adjustment: less than 4 years in current position: an additional 1% increase.
 - 2nd quartile adjustment: greater than 7 years in current position: an additional 1% increase.
 - 2nd quartile adjustment: less than 7 years in current position: an additional 0.5% increase.
 - 3rd and 4th quartile: Annual Increase only.
 - Beyond 4th quartile: CPI Adjustment only.
- Approve Quartile Adjustments? _____
- No performance merit award allowance.

Recommendation #2: Cell phone allowance remains at \$25 per month.

Recommendation #3: The health insurance opt-out incentive is 2,100.02 for the current calendar year.

Recommendation #4: The District follows the mileage rate set by the IRS which changes with the calendar year. The current rate is: \$0.575 per mile to reflect 2020 IRS guidelines. The rate is updated every year effective January 1.

Recommendation #5: Car Allowance for the Executive Director remains at \$8,280. Car Allowance for the Superintendent of Recreation remains at \$6,930. Car allowance for the Superintendent of Business Services recommended at \$5,000.