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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, DECEMBER 5, 2023  
6:30 PM  
PLANNING & OPERATIONS FACILITY  
1011 E. KERR AVENUE  
URBANA, IL 61802**

*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**

**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 statement at this time within the public participation rules of the Board.*

**IV. Discussion**

**A. Health and Wellness Updates**

**B. Annual Calendar Review**

**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.

# UPD Board Annual Actions for 2024

(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

- # Evaluation of Executive Director using current FY goals

### 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 2024

(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
- CUSR to highlight FY 24-25

## 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

None

### Budget Actions

None

### Other Actions

None

## June

### Goal/Evaluation Cycle Actions

None

### Budget Actions

None

### Other Actions

- Annual action to annex territory into UPD as appropriate (Matt)
- Appoint new UPDAC "class"

# UPD Board Annual Actions for 2024

(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

### Other Actions

- Update Lease Agreement for 2808 S. Race Street
- # 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

None

## September

### Goal/Evaluation Cycle Actions

None

### Budget Actions

None

### Other Actions

- UPDAC "Class Kickoff"

## October

### Goal/Evaluation Cycle Actions

None

### Budget Actions

None

### Other Actions

- BINA hearing for annual bond sale when required (Speer Financial)
- Review of annual audit
- Action to accept Annual Comprehensive Financial Report
- Review of tax levy options for coming FY (review in October study session first)
- Action on resolution determining the amount to be raised by taxation

# UPD Board Annual Actions for 2024

(These are items not done every month)

## November

### Goal/Evaluation Cycle Actions

None

### Budget Actions

- Approve annual capital project budget & CIB revisions

### Other Actions

- Approval of annual non-referendum bond sale ordinance
- Review Board Annual Actions for the next FY
- Appoint a board representative to the IAPD annual meeting
- Hold public hearing regarding the tax levy (Truth in Taxation)
- Action to approve tax levy for the coming FY

## December

### Goal/Evaluation Cycle Actions

- Preliminary discussion to determine UPD mission goals and strategic goals for coming 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 any updates to Safety Manual and Policy Manual
- ADA Transition Plan update