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

# indicates executive session activity

Revised: April 1, 2011; August 2, 2012; August 28, 2012; December 10, 2013;
April 9, 2014; Nov. 19, 2014; December 8, 2015; December 13, 2016, December 7, 2017; January 3, 2019; November 8, 2019;
November 22, 2022, November 2023
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

# indicates executive session activity
Revised: April 1, 2011; August 2, 2012; August 28, 2012; December 10, 2013;
April 9, 2014; Nov. 19, 2014; December 8, 2015; December 13, 2016, December 7, 2017; January 3, 2019; November 8, 2019;
November 22, 2022, November 2023
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
- ADA Transition Plan update