



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 4, 2018
6:30-8:00 PM
PLANNING AND OPERATIONS FACILITY
1011 E. KERR AVENUE
URBANA, ILLINOIS 61802**

Board Study Sessions are designed for the Board to study, review, and discuss specific topics. Actions are not taken during a Study Session unless specifically noted within 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.
- IV. Discussion Items**
 - A. Goals 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.

URBANA PARK DISTRICT STRATEGIC INITIATIVES AND ACTIONS 2018-2019 Fiscal Year

The Urbana Park District (UPD) has served the community for more than 100 years. The district has had tremendous success in creating a park system of nearly 600 acres, a wide variety of park types, and both indoor and outdoor recreation facilities. The district has been successful in offering a variety of recreation programs, reaching thousands of people annually. A number of challenges have come with this success.

A Strategic Plan was adopted by the district in 2007. Strategic initiatives and actions outlined in the plan and supported with the approval in 2009 of a 15¢ rate increase will help the district address these challenges and position the district for the next century of service. A second rate increase of 11¢ was approved by the voters in April 2010 to construct, operate and maintain the Crystal Lake Park Family Aquatic Center.

The district's strategic initiatives and actions are based in the following areas with corresponding objectives:

Community Mandates

Objective: Meet the community's priorities for value and environmental emphasis by acquiring, maintaining, improving and providing safe, high quality, accessible parks, recreation facilities and programs.

Value-Driven Standards

Objective: Deliver a balanced system of high quality parks, facilities and programs by adopting and applying value-driven standards.

Levels of Service

Objective: Define and deliver levels of core park and recreation programs and services to meet the needs of a diverse community.

Fiscal Stewardship

Objective: Maintain fiscal responsibility and financial strength by managing District resources to maximize the delivery of core services and to plan for future priority needs.

Leveraged Partnerships

Objective: Leverage well-defined and equitable partnerships and sponsorships to maximize the utilization of District resources.

Trails

Objective: Coordinate and promote the planning, development, and construction of all trail types based on the Urbana Park District Trails Master Plan.

Human Resources

Objective: Provide a comprehensive wage and benefit package for all UPD employees; Promote staff development opportunities to include performance training, employee safety and wellness programs, continuing education and appropriate certifications for our workforce.



Districtwide/Executive Strategic Initiatives – Visioning, Innovation, Renovation, and Transitions

Community Mandates

Objective: Meet the community's priorities for value and environmental emphasis by acquiring, maintaining, improving and providing safe, high-quality, accessible parks, recreation facilities and programs.

- Complete 2018-2019 major approved UPD Capital Improvement Projects
 - Crystal Lake Park (CLP)
 - Road analysis/one-way system
 - Lake restoration (planning)
 - Park Street trail – ITEP program
 - Sediment basin rehabilitation – landscape/slope stabilization
 - Meadowbrook Park
 - Gateway Interpretive – Farmstead area
 - Bridge painting
 - Phillips Recreation Center – siding replacement, kitchen renovation, landscape renovation
 - Urbana Indoor Aquatic Center – dehumidification system replacement – roof top unit
 - Weaver Park – Trailhead facility development
 - High priority land acquisition – KRT (Kickapoo Rail Trail), Weaver Park area
 - High priority hazard tree removals/pruning/tree planting – districtwide
- Continue engineering/planning for Park Street/Broadway Avenue sections of trail at Crystal Lake Park with City of Urbana – ITEP Grant
- Technology improvements – high priority recommendations from Technology Committee
- Continue evaluation/study/recommendations, and establish a prioritized maintenance protocol and schedule for all UPD hardscapes: parking lots, courts, walks, and trails
- Preliminary planning and discussion with UPD, Champaign-Urbana Special Recreation (CUSR), and Champaign Park District to update both districts' ADA Plans; focus on including any updates to ADA standards; focus on selecting a consultant and cost for plan update
- Submit applications to any appropriate local, state, federal grant programs for high priority capital improvement needs as district funds allow
- UPD staff support for 2018-2019 Urbana Park District Advisory Committee (UPDAC) programs: Phillips Recreation Center, Crystal Lake Park, Athletics & Wellness Program, Anita Purves Nature Center/Busey Woods, New Member Orientation and other programs recommended
- UPD board/staff support for UPDAC Planning Study Group—program development, committee improvements, UPDAC team development
- Enhance the Wandell Sculpture Garden sculpture collection; focus on Entrance Garden/Council Ring and sculpture garden recognition and interpretation
- Continue development at Weaver Park Trailhead Facility; focus on construction of parking lot, fencing, signage, donor recognition, landscape development; coordinate UPD efforts with KRT partners: Champaign County Forest Preserve District (CCFPD), City of Urbana
- Planning for next UPD Strategic Plan; focus on visioning, community involvement, parks, programs and events

Value Driven Standards

Objective: Deliver a balanced system of high quality parks, facilities and programs by adopting and applying value-driven standards.

- UPD implementation of the Action Plan from report: *UPD: Increasing Involvement Among Underrepresented Groups in Parks and Recreation Programs*; focus on implementation of key findings from report
- Implementation of CUSR Strategic Plan – 2018-2019 Goals; focus on staff team building, CUSR Manager onboarding
- Joint annual meeting/planning with Urbana Parks Foundation (UPF) to improve and coordinate funding for high priority needs
- Joint meeting/planning with Urbana School District (USD) on current and future park/school sites, implementation of underrepresented needs, shared facility opportunities, after school programming, or other key topics to be determined
- Joint planning with City of Urbana key staff to improve access to park district services; continued efforts to jointly renew efforts to provide bicycle patrols with Urbana Police Department to improve community policing goals
- Final selection for any new sculptures for Wandell Sculpture Garden/other parks and facilities
- Review of UPD Policies, Best Practices, Business Standards, Fiscal Analysis to update/improve UPD business operations (former DAAC program)
- Plan, evaluate and communicate UPD Health & Wellness Facility program statement to guide the UPD in planning for the future of Urbana’s indoor recreation needs
- Continue to evaluate any state/federal policies for any new UPD policy regarding transgender individuals; provide appropriate procedures, facilities signage recommendations, Capital Budget updates/impacts and staff training to ensure proper implementation
- Review and update the UPD Special Use Permit form, procedures and staff training to provide better delivery of service to our residents; focus on providing public-friendly information on marches/gatherings in the parks; use of UPD parks and facilities
- Review, evaluate and revise UPD Affiliate Organizations program; focus on renewed partnerships and standards to leverage more cooperative efforts

Levels of Service

Objective: Define and deliver levels of core park and recreation programs and services to meet the needs of a diverse community.

In 2007, it was established—through community input—that the Core program areas to focus on include:

- | | |
|--|--|
| • Aquatics | • Fitness and Wellness |
| • Community Special Events | • Visual and Performing Arts |
| • Champaign Urbana Special Recreation (CUSR) | • Volunteer & Partnership Coordination |
| • Environmental Stewardship | • Youth Sports |
| • Facility Coordination | • Youth and Teen Development |
| • Communications/Public Information | • Age-Friendly Programming |
| • Underrepresented Groups | |
- Support and evaluate USD/UPD After School Programming (SPLASH): expansion, refinement, analysis for underrepresented participants and potential fundraising for the future/supplement after school program funding sources (i.e. 21st Century Grant – federal funding, other sources); collaborate with Urbana School District (USD) options for a fundraising event to help support and/or expand after school programs utilizing the Weaver Park/Kickapoo Rail Trail (KRT)
 - Support area-wide bicycle events, education and promotion by:

- Planning and implementation for bicycle education opportunities with SPLASH/after school programs, UPD summer camp program and/or UPD special events
- Provide more community bike events including promotion of local bike races, CycloCross events at Weaver Park, bike-in movies and/or other activities
- Support Champaign County Bikes efforts to promote bicycle interests by assisting with the annual Bike Month in May and/or other opportunities
- Support Mass Transit District (MTD) bike education at their new MTD facility
- Support other active bicycle awareness opportunities
- Continue planning and coordination of new opportunities for Arts & Culture Matrix programming and events
 - Preliminary planning to investigate the potential for an “Art Fair” for the future working with the Urbana Arts Commission, 40 North and/or other groups
 - Continue working with USD and the Urbana Free Library and/or other partners on art-themed events and activities
 - Planning to expand UPD music events at CLP/Champaign County Fairgrounds and/or other venues
 - Seek/obtain program/event support grants from the city of Urbana’s Arts Commission to provide more arts and cultural events in Urbana;
 - Visit Illinois-area “Art Tours” to determine the potential for local art-themed tours of parks and facilities in our area
- Coordinate efforts of the newly formed UPD Green Team Matrix priorities; focus on expanding green practices and alternative energy sources/energy efficiency
- Evaluate and identify options for potential interpretive tools to be used by the public for self-guided visits to our parks and facilities; focus on interpretive services for UPD plants, animals, art, and/or other collections
- Update ActiveNet tool to refine/improve customer service/problem solving
- Continue planning efforts with local municipal partners for the proposed UPD Health & Wellness facility with board, UPDAC and community to determine UPD needs; continue to track situation at Brookens Gymnasium with Champaign County staff to determine future use at Brookens and/or any planned facility improvements

Fiscal Stewardship

Objective: *Maintain fiscal responsibility and financial strength by managing District resources to maximize the delivery of core services and to plan for future priority needs.*

- Selection, purchase, and implementation of a new financial software system
- Plan/prepare 2018 Bond Sale, Levy, Audit, and other critical financial activities including 2019-2020 FY Budget
- Prepare 2019 UPD Capital Improvement Program Budget
- Update UPD 5 Year Capital Programs Plan and incorporate it into the proposed UPD Strategic Plan
- Continue promotion of UPD’s participation in city of Urbana’s TIF, Enterprise Zone and Think Urbana programs
- Continue support for Urbana Realtor tours; focus on walking tours of neighborhoods, parks, schools and civic areas to attract more home buyers to Urbana

- Continue Urbana Parks Foundation Support – 5 working committees: Administration, Finance, Fundraising, Marketing/Communications, Education
- Annually update Administrative Procedures Manual
- Continue to monitor Urbana’s tax support issue:
 - Develop appropriate financial strategies to prepare 2018 UPD Levy to capture all appropriate new construction to Urbana tax roll
 - Develop appropriate financial strategies to manage outcomes regarding local hospitals’ charity care as determined by the judicial process assigned to this case
 - Develop an effective communication plan upon the final outcome of the tax support case; share with residents, community groups, UPDAC, UPD Board, UPF Trustees, IAPD, local officials, elected representatives
 - Develop appropriate budget planning and analysis of any potential Illinois statewide property tax freeze; provide careful review of any House or Senate bills forward for final votes
- Continue to implement UPD Financial Controls Procedures and support staff training (Fraud Prevention)

Leveraged partnerships

Objective: *Leverage well-defined and equitable partnerships and sponsorships to maximize the utilization of District resources.*

- Provide UPD staff assistance/support functions to the Urbana Parks Foundation for both the Silent Phase and Public Phase of the fundraising campaign
- Planning and implementation for new Bicycle Safety Education programming in partnership with MTD, Urbana School District, Champaign County Bikes and/or other local organizations at MTD facility headquarters
- Coordinate UPD efforts with Champaign County Community Coalition partners to:
 - Reduce community violence, improve community health & wellness, and support Urbana students and families
 - Target and implement creative approaches to UPD efforts to reach out to more underrepresented groups/individuals—based on Community Coalition/UPD annual goals
- Continue collaborative effort with the City of Urbana regarding permanent storage of lake sediments at the Urbana landfill site
- Identify, research, and evaluate all appropriate public and/or private opportunities to incorporate solar/alternative energy sources into UPD parks and facilities infrastructure
- Plan and organize 2018 UPD Volunteer Appreciation event
- Continue leadership and support for area trail planners to promote/construct high priority trail projects; work together to promote high priority trail projects
- Continue working with donors to complete donor driven projects including: Wandell Sculpture Garden Landscape Plan, Friendship Grove Nature Playscape, AMBUCS Park, Youth Activities and Development, Phillips Recreation Center improvements
- Plan for joint activities/events with community/neighborhood groups
 - Jettie Rhodes Day – King Park
 - Scarecrow Fest at AMBUCS Park with AMBUCS

- UCAP Participation and Assistance with city of Urbana and Urbana School District
- Community Coalition events – Walk As One, other neighborhood outreach efforts
- HEUNA Day in the Park – Victory Park
- SUNA – Annual Neighborhood Association Meeting
- Other community groups as identified
- Explore opportunities for collaboration with the School for Designing a Society

Trails

Objective: *Coordinate and promote the planning, development, and construction of all trail types based on the Urbana Park District Trails Master Plan.*

- Continue to promote and implement UPD Trails Master Plan high priority projects
- Submit any/all bicycle/pedestrian improvement grants with all local, state, federal levels as appropriate
- Submit application for Urbana Park District to be designated as a Bicycle Friendly Business
- Lead and finalize KRT Transportation Analysis with UPD, Regional Planning Commission, City of Urbana and CCFPD
- Continue discussion to promote/plan for proposed 217 Greenway Trail to connect downtown Urbana and downtown Champaign via existing rail line infrastructure
- Support efforts by Champaign Park District and/or other local agencies to expand the KRT corridor west from Urbana to Champaign and/or south toward Monticello
- Support planning efforts to acquire new/additional railroad corridor to provide future KRT corridor development
- Coordinate traffic engineering analysis for CLP – for proposed shared-use park road for auto/bicycle/pedestrian access for CLP

Human Resources

Objective: *Provide a comprehensive wage and benefit package for all UPD employees; Promote staff development opportunities to include performance training, employee safety and wellness programs, continuing education and appropriate certifications for our workforce.*

- Plan/prepare 2019 UPD Employee Insurance package for benefit-eligible staff
- Review/recommend full compensation survey for UPD for part-time and/or full-time staff
- Continue to create Employee Development Plans for all full-time staff
- Evaluate UPD Staffing Levels Report to include full-time, part-time, and/or seasonal/temporary staff as appropriate
- Plan/coordinate 2018 UPD Fall Retreat
- Plan/coordinate all priority UPD safety and/or other required training
- Review/update UPD Employee Policy Manual annually
- Implement UPD Safety Standard Operating Procedures
- Continue to enhance UPD safety culture

- Continue to promote/enhance UPD cultural competencies education/training