



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, APRIL 2, 2019
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. FY 2019-2020 District Goals and Objectives – DRAFT

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 – DRAFT 2019-2020 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 new UPD Strategic Plan is in the process of being prepared and will be presented to the District in 2019 for acceptance by the Board of Commissioners. The 2007 UPD Strategic plan has been 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. FY 2019-2020 Goals include:

Planning for Parks & Recreation

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.

Community Values

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

Core Services

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.

Partnerships

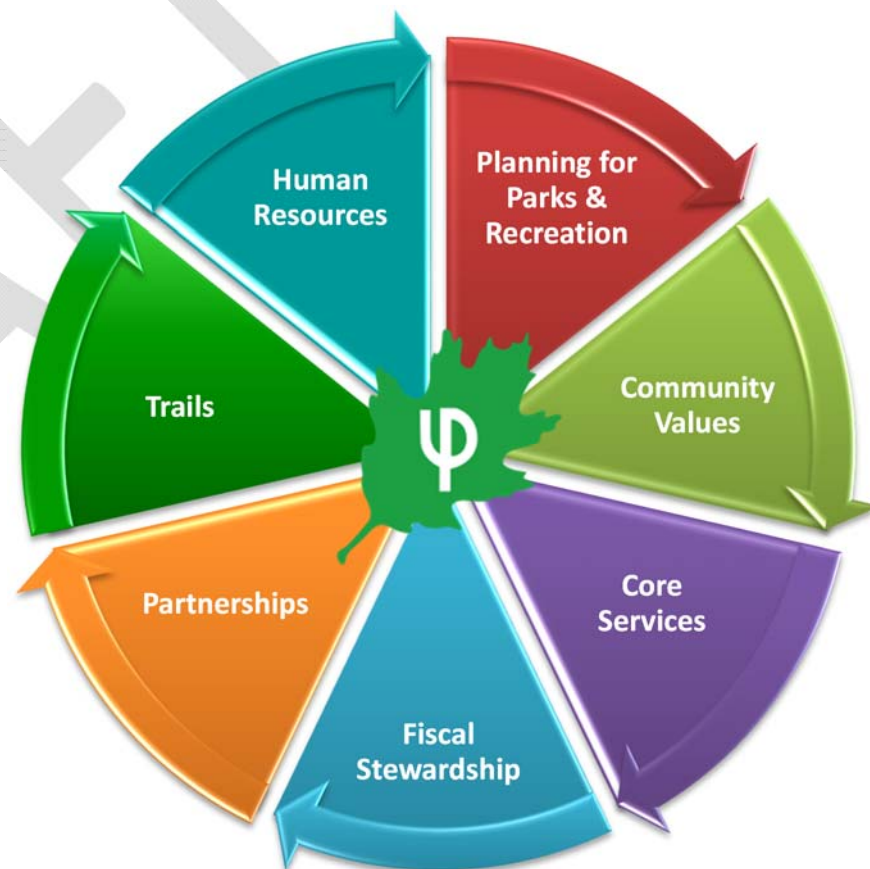
Objective: Leverage well-defined and equitable partnerships and sponsorships to maximize the utilization of District resources.

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

2019-2020 Fiscal Year

Planning for Parks and Recreation

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.

- UPD Strategic Plan 2020 – Complete and promote plan outcomes
- Complete 2019 UPD Capital Improvement Budget Projects
 - Crystal Lake Park (CLP)
 - Road analysis/one-way road system – Phase II
 - Lake restoration – Phase I
 - ITEP program – Park Street/Broadway Avenue construction
 - Sediment basin rehabilitation – Phase II landscape/slope stabilization
 - IDNR/UPD - Saline Branch improvements – rehabilitation project by state of Illinois
 - Meadowbrook Park
 - Gateway Interpretive – Farmstead area
 - Wandell Sculpture Garden – Entrance Garden; landscape/tree planting
 - Meadowbrook Park Farmhouse – Complete recommended improvement projects
 - Wandell Sculpture Garden – Install planned sculptures for 2019-2020
- Urbana Indoor Aquatic Center – “PoolPak” dehumidification system replacement—commissioning and operation
- Victory Park - High priority land acquisition and house demolition
- UPD - High priority hazard tree removals/pruning/tree planting – districtwide
- IDNR Safe Routes to School - Construction for Lohmann Park/Thomas Paine School trail
- UPD Health & Wellness Facility – Continue to plan and update program statement to guide the UPD in planning for the future of Urbana’s indoor recreation needs; continue planning efforts with local partners to assess site selection, prepare a “pro-forma” to determine needs for future development and operation of a new facility in Urbana
- Phillips Recreation Center Playground – complete replacement and landscape improvements; continue with other high priority improvements
- King Park - Complete painting of Jettie Rhodes Pavilion
- Leal Park - Complete parking lot expansion and path connections; enclose Gazebo for improved security
- Leal Park - Plan, design, install landscape buffer screening – east side
- Technology improvements – high priority recommendations from Technology Committee
- Operations – Small Equipment
- Recreation – Small Equipment
- UPD Mechanical Systems Replacement program (as needed)
- Hardscapes – Continue evaluation/study/recommendations; establish an annual, prioritized maintenance protocol and schedule for all UPD hardscapes: parking lots, courts, walks, and trails

- ADA - Update Urbana Park District's ADA Plan; focus on including any new updates to ADA standards
- Purchase UPD Showmobile; coordinate staff training for operation of the Showmobile
- UPD Fleet - Purchase proposed 2019-2020 UPD fleet/large equipment
- Submit applications to any appropriate local, state, federal grant programs for high priority capital improvement needs as district funds allow
- Meadowbrook Park – Proposed facilities/features at Meadowbrook park including: Wandell Sculpture Garden sculpture collection; focus on WSG Entrance Garden/Council Ring and WSG sculpture garden recognition and interpretation project
- Weaver Park/Kickapoo Rail Trail - Continue development at Weaver Park Trailhead Facility; focus on KRT donor recognition (in conjunction with Champaign County Forest Preserve District; continue landscape development
- UPD Master Plans - Provide park master plan updates for: Blair Park, Crystal Lake Park

Community Values

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

- Climate Change - Plan and develop objectives/strategies to better manage Climate Change including:
 - Prepare and promote Climate Change response plan to Urbana residents; provide educational materials to inform residents and visitors to Urbana parks and facilities
 - Addition of solar energy to appropriate UPD parks, facilities; Solar installation is planned for APNC
 - Install energy efficiencies including LED lighting, sensors, motors, etc. at appropriate parks/facilities Districtwide
 - Reduce use of fuel in UPD fleet; transition to new fleet/equipment with new fuel sources as available
 - Transition of non-native trees/landscapes to more native trees/landscapes to improve plant vigor, reduce water usage, and improve native habitat
 - Incorporate new technologies to assist in park and facility management to conserve all resources
 - Collaborate with other Districts, local agencies and partners to incorporate “best practices” for managing Climate Change
- “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*; Promote and brand “You Belong Here” standards for the UPD
- Champaign-Urbana Special Recreation (CUSR) - Implementation of CUSR Strategic Plan 2019-2020 Goals; focus on staff team building, high priorities from the plan
- Urbana Parks Foundation (UPF)- Plan joint annual meeting with Urbana Park District Board of Commissioners to coordinate current funding campaign
- Urbana School District (USD) and City of Urbana (City) – Coordinate and collaborate by hosting meetings with key staff to improve services to Urbana residents
- “UPD Best Practices” – on-going review and revisions to District standards to improve on-going policies and practices
- UPD board/staff working Study Groups - Support UPDAC Planning Study Group, Policy Study Group and Finance Study Group
- Diversity planning - Continue to improve diversity at the UPD with staff, board, UPDAC and UPF
- Revise and update “UPD Affiliate Organizations” program; focus on renewed partnerships and standards to leverage more cooperative efforts

- Continue to evaluate any state/federal changes in policies for any new UPD policy changes regarding transgender individuals; provide appropriate procedures, facilities signage recommendations, Capital Budget updates/impacts, and staff training to ensure proper implementation

Core Services

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
 - Community Special Events
 - Champaign Urbana Special Recreation (CUSR)
 - Environmental Stewardship
 - Facility Coordination
 - Communications/Public Information
 - “You Belong Here” - Underrepresented Groups
 - Outreach and Wellness
 - Visual and Performing Arts
 - Volunteer & Partnership Coordination
 - Youth and Teen Development
 - Youth Sports
 - Age-Friendly Programming
- SPLASH - Support and evaluate USD/UPD After School Programming (SPLASH): expansion, refinement, analysis for underrepresented participants and potential fundraising for the future;
 - Bike Friendly Community - 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 University Avenue MTD facility
 - Support other active bicycle awareness opportunities
 - Continue planning and coordination of new opportunities for Arts & Culture Matrix programming and events
 - Planning for the 2019 “Art Fair” at Crystal Lake Park with UPD, 40 North/and other groups
 - Planning for the 2019 “Downtown GetDown” music event series;
 - 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
 - Continue hosting multiple events with 40 North at the UPD for the Boneyard Arts Festival at: PRC, Meadowbrook, APNC

- Clark-Lindsey Village (CLV) - Continue to collaborate with CLV with our “Shared-Staff” position and promotion of community Age-Friendly programming
- UPD Green Team Matrix - Coordinate efforts of the UPD Green Team Matrix priorities; focus on climate change, expanding green practices and alternative energy sources/energy efficiency; Staff recommends to provide a review of the use and applications of chemicals/pesticides/fertilizers to reduce overall use and/or the selection of alternative products
- 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, sculpture/art/cultural feature and/or other collections
- On-going updates 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 discussions with Champaign County to assess the future situation at Brookens Gymnasium and/or any planned facility improvements
- Prepare a new lease agreement with Champaign County staff for on-going use at Brookens Gymnasium
- Expand UPD Aquatics program offerings to include: new Aquatics staff, Aquatics Camp, Diving Lessons, Special Events/Parties, Community CPR/First Aid, Jr. Lifeguard Program, Holiday Camps, Swim Stroke Clinics, Year Round Swim Team
- Collaborate with the University of Illinois’ Office of Recreation and Park Resources (ORPR) to research, develop and proved enhanced recreation and sport programming and services for the UPD to include these and other key principles:
 - Child Centered Programming – physical literacy, free play, alternative sports
 - Educate and Manage Parents – long term child/athlete development philosophy for the entire family
 - Coach Training – certification system, recognition, mentorship, elite sport organization support
 - Improved Development and Management of Facilities and Resources – facility/play inventory, Health&Wellness facility creation, sports field complex improvements, new partnerships
 - Promote Participatory Youth Sport Programs – expand sport offerings, mass participation
 - Improved Programming for “You Belong Here” participants – underserved populations, special needs populations, youth/teens, older adults
 - Other critical principles determined as an outcome of the analysis

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.*

- Continue staff training and implementation of a new BS&A financial software system
- Plan/prepare 2019 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 2020

- Continue promotion of UPD’s participation in city of Urbana’s TIF, Enterprise Zone and “Think Urbana” programs; Staff recommends a full review of the city of Urbana’s TIF program to help improve/determine the critical factors with our current TIF areas and finalize our approach for intergovernmental agreements on the new “Central” TIF and/or other additional financial activities
- Continue support for Urbana Realtor tours; focus on walking tours of neighborhoods, parks, schools and civic areas to attract more home builders/development to Urbana
- Continue UPD staff support for Urbana Parks Foundation – working committees: Administration, Finance, Fundraising, Marketing/Communications, Nominations
- Annually update Administrative Procedures Manual
- Continue to monitor Urbana’s tax support issue:
 - Develop appropriate financial strategies to prepare 2019 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 any 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 to forecast impacts on the UPD as a result of the increase to Minimum Wage to \$15/over 5 years
- Formalize our collaboration with City and Urbana School District regarding any major property tax objectors to monitor and provide accurate EAV/other information for revenue analysis
- Continue to implement UPD Financial Controls Procedures and support staff training (Fraud Prevention)

Partnerships

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

- Provide interactive staff assistance/support for the Urbana Park District Advisory Committee (UPDAC); Participate with UPDAC Study Group to plan and implement annual program of education, park and facility site visits and programming information
- Provide UPD staff assistance/support functions to the Urbana Parks Foundation; Focus for 2019-2020 will be on the “Public Phase” of the UPF fundraising campaign; Support for the UPF annual calendar of events
- Planning and implementation for on-going Bicycle Safety Education programming in partnership with MTD, Urbana School District, Champaign County Bikes and/or other local organizations
- Coordinate UPD efforts with Champaign County Community Coalition partners to:
 - Reduce community violence, improve community health & wellness, and support Urbana students and families
 - “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
- Plan and organize 2019 UPD Volunteer Appreciation event

- Continue leadership and support for the “One KRT” planning effort in Champaign and Vermillion Counties; Promote all aspects of KRT development, management and expansion efforts to provide a high quality regional trail network
- Continue working with donors to complete donor driven projects including: Wandell Sculpture Garden Landscape Plan, AMBUCS Park, Recreation programming/Youth Activities, Blair Park redevelopment and improvements
- Plan/coordinate 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, Pop Up Play, other neighborhood outreach efforts
 - Weaver Park – “Bike Month” in May/events
 - HEUNA Day in the Park – Victory Park
 - SUNA – Annual Neighborhood Association Meeting
 - Urbana Rotary – Peace Club Initiatives
 - Crystal Lake Park Neighborhood – collaborate with city of Urbana staff in proposed pilot study to improve neighborhoods/improve service delivery for local units of government
 - Other community projects/community groups as identified
- Collaborate with the School for Designing a Society to promote more Arts & Culture events in the CLP neighborhood/Urbana

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; Promote and develop high priority trails as identified in the plan: Blair Park, Crystal Lake Park, Lohmann
- Lead and coordinate the IDOT State Planning and Research Grant (SPR Grant) project to provide analysis on the expansion of the KRT from near Weaver Park to Lincoln Avenue in Urbana; Support all of the efforts of the grant partnership with UPD, City of Urbana, Champaign County Regional Planning Commission, Champaign County Forest Preserve District, Carle Foundation Hospital
- Submit any/all bicycle/pedestrian improvement grants with all local, state, federal levels as appropriate
- Continue to submit applications for Urbana Park District to be designated as a “Bicycle Friendly Business”/new classification
- Continue site visits/collaboration with other trail providers and networks to improve our regional trail networks; visit regional trail networks that include a shared “rail/trail” option
- Continue discussion to promote/plan for proposed “217 Greenway” Trail to connect downtown Urbana and downtown Champaign via existing rail line infrastructure; Review and share information provided by Landscape Architecture fall 2018 studio
- Support efforts by Champaign Park District and/or other local agencies to expand the KRT corridor west from Urbana to Champaign-to Farmer City and beyond and/or south toward Monticello

- Support planning efforts to acquire new/additional railroad corridor to provide future KRT corridor development
- Finalize traffic engineering analysis for CLP – for proposed shared-use park road for auto/bicycle/pedestrian access for CLP
- Promote and develop other high priority trail connections at the UPD

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 FY 2019-2020 UPD Employee Insurance package for benefit-eligible staff
- Conduct full compensation survey (wage and benefits) for UPD for full-time staff; Provide internal review and recommendations for wage/benefits for any eligible part-time/seasonal UPD staff
- Continue to create Employee Development Plans for all full-time staff
- On-going review of UPD Staffing Levels Report to include full-time, part-time, and/or seasonal/temporary staff as appropriate
- Plan/coordinate 2019 UPD Fall Retreat, Staff Training, Holiday/event gatherings
- Plan/coordinate all priority UPD safety and other required trainings
- Review/update UPD Employee Policy Manual annually
- Implement UPD Safety Standard Operating Procedures
- Continue to enhance UPD safety culture by working with the Safety Team Matrix to promote high priority training and education
- Continue to promote/enhance UPD cultural competencies education/training