



CHAMPAIGN PARK DISTRICT

AGENDA

STUDY SESSION

BRESNAN MEETING CENTER
706 Kenwood Road, Champaign, Illinois
Wednesday, June 24, 2015
5:30 p.m.

A. CALL TO ORDER

B. CPD HIGHLIGHTS

C. COMMENTS FROM THE PUBLIC

D. OLD BUSINESS

1. FY15-16 Proposed Budget

E. DISCUSSION ITEMS

1. FY15-16 Proposed Planning Projects
2. FY15-16 Proposed Board/Executive Director Goals

F. BOARD COMMENTS

G. EXECUTIVE SESSION

The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS, 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body, 120/2(c)(5) for the purchase or lease of real property for the use of the public body, 120/2(c)(6) for the setting of a price for sale or lease of property owned by the public body, and 120/2(c)(11) litigation affecting the public body.

H. RECONVENE INTO OPEN SESSION

I. ADJOURN

Champaign Park District FY 2015/16 Proposed Budget - for Discussion purposes

Budget Summary – All Funds

	Actual 2013/14	Projected Unaudited 2014/15	Budgeted 2015/16	% Change
Beginning Fund Balance	\$ 10,182,001	\$ 8,759,751	\$ 11,660,578	
<u>Revenues & Other Financing Sources</u>				
Real Estate Taxes	11,531,588	11,688,071	11,293,330	-3.38%
Corporate Replacement Taxes	275,043	287,885	287,885	0.00%
Interest Income	17,196	27,266	25,000	-8.31%
Program Income/User Fees/Memberships	1,786,187	2,012,905	2,180,925	8.35%
Swim Pass/Daily Admissions	305,960	276,065	303,165	9.82%
Concessions Income	176,558	206,737	198,539	-3.97%
Rental Income	156,966	271,518	230,439	-15.13%
Grant Proceeds	1,720,061	1,853,442	768,500	-58.54%
Special Receipts & Other Reimbursements	253,279	255,028	299,239	17.34%
Scholarships/Sponsors	130,625	83,375	76,925	-7.74%
Transfers In (including From Foundation)	1,160,659	2,471,898	2,902,012	17.40%
Bond Receipts	47,719	-	-	0.00%
Total Revenues And Other Sources	17,561,841	19,434,190	18,565,959	
<u>Expenditures and Other Financing Uses</u>				
Full-Time Personnel	2,911,438	3,064,071	3,237,506.00	5.66%
Part-Time/Seasonal Personnel	1,733,436	1,925,063	2,284,139	18.65%
Employee Benefits	1,323,063	2,205,327	1,494,641	-32.23%
Contractual Services	1,639,786	1,747,357	2,214,458	26.73%
Commodities and Supplies	847,856	925,541	1,100,097	18.86%
Utilities	515,277	539,379	637,773	18.24%
Insurance	199,175	198,705	197,824	-0.44%
Maintenance & Repairs	-	275,682	496,159	79.98%
Debt Service Principal	375,000	385,000	400,000	3.90%
Debt Service Interest	123,559	145,214	131,417	-9.50%
Transfers Out (including To Foundation)	1,160,659	2,471,898	2,902,012	17.40%
Capital Expenditures	8,154,842	2,650,126	2,799,660	5.64%
Total Expenditures	18,984,091	16,533,363	17,895,686	
Revenues Over (Under) Expenditures	(1,422,250)	2,900,827	670,273	
Ending Fund Balance	\$ 8,759,751	\$ 11,660,578	\$ 12,330,851	

<This page left blank intentionally>

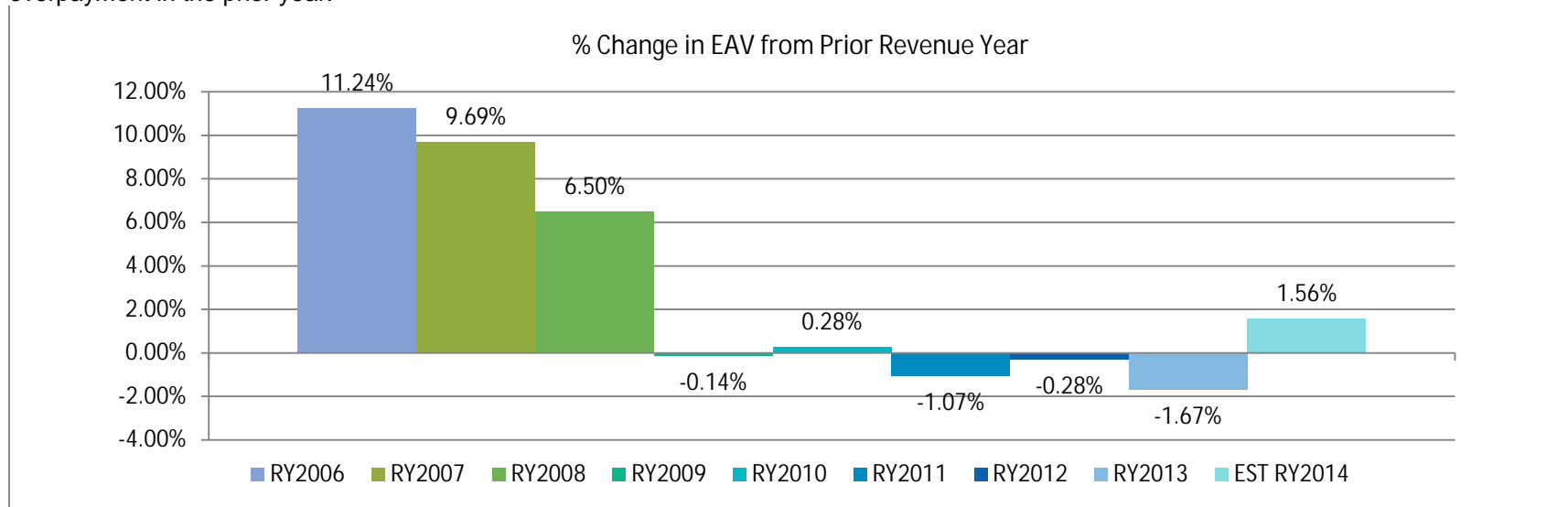
Champaign Park District FY 2015/16 Proposed Budget - for Discussion purposes

BUDGET ANALYSIS

The Champaign Park District has prepared a balanced budget for Fiscal Year 2015/16. A balanced budget is a budget where operating revenues meet or exceed operating expenses. Reserve balances are not considered an operating revenue source. This budget is balanced despite budgeted expenditures being higher than budgeted revenues as budgeted expenditures include the current year capital expenditures, and carryover capital expenditures, as well as utilization of reserve balances to make decrease future financing expenditures. The priorities for the year involve addressing the needs of the Park District by being more effective and efficient in the pursuit of excellence. It reflects the priorities set by the Park Board of focusing on land acquisition, open space expansion, trails, park and facility development, improved programming at the Virginia Theatre, and continuing to emphasize the high standards and best practices implemented by the Park District over the years.

CARRYOVER/RESERVE BALANCE – The District has reached the goal of providing a minimum of four months of operating reserves in all of the main operating funds – the General, Recreation and Museum Funds. The staff and Board have been studying how best these excess balances can be used and are looking at a number of capital projects, which could be funded with these reserve dollars. As such, staff presented the Board of Commissioners with information to commit a portion of these funds for future capital projects. The other tax-supported operating funds – Liability Insurance, IMRF and Social Security – started the year with at least a four month reserve. In December 2014, the Board directed staff to pay off the unfunded IMRF liability that existed, which was completed utilizing a portion of this carryover to cover the expenditures.

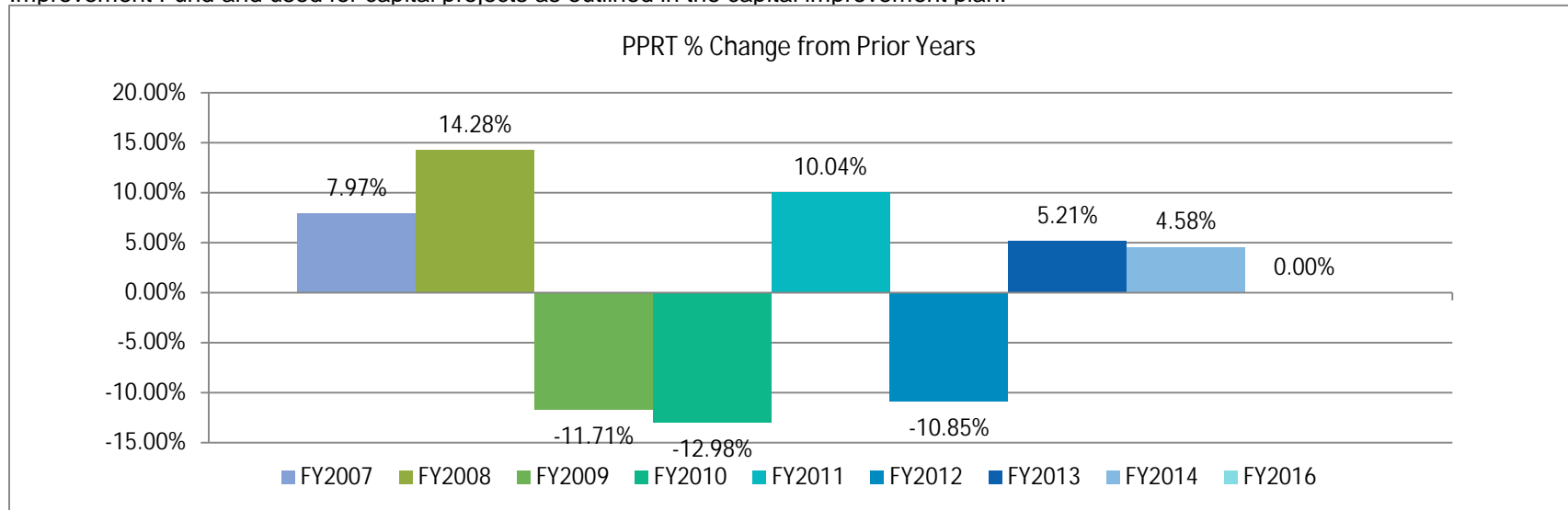
REAL ESTATE TAXES – These taxes account for 72% of the District’s total revenues excluding transfers, which is consistent with past years. Tax revenues are budgeted to decrease \$394,741 (3.38%) from the prior year actual due to the abatement filed on the bond proceeds property tax levy which resulted in an overpayment in the prior year.



In calendar year 2014, also referred to as revenue year (RY), the assessed valuation of the District increased 1.56% or \$23,470,567 from the previous year. As the District received additional property tax revenue in FYE2015 due to the refunding of the alternate revenue bonds during June 2013, the District abated this overage in the debt service/bond fund for RY2014, payable in 2015-16.

Champaign Park District FY 2015/16 Proposed Budget - for Discussion purposes

REPLACEMENT TAXES (PPRT)– The amount of personal property replacement tax (PPRT) revenue received from the State of Illinois for FY 2014/15 was higher than the budget. The volatility of this revenue source and due to the time of preparing the FY 2015/16 budget, the Illinois Department of Revenue had not projected future tax for the upcoming year; as such funding levels were maintained at same level for budget purposes. All receipts for this line item is credited to the Capital Improvement Fund and used for capital projects as outlined in the capital improvement plan.



INTEREST INCOME – Funds were reinvested from a low-yield account earning 0.01% annually to higher-yield investments only maintaining what is necessary in the lower earning account for immediate cash needs. Investing for longer periods of time than one-year has resulted in higher earnings while maintaining adequate cash on hand to meet cash flow needs of the District. Revenue for FY 2015/16 is budgeted similar to prior year with anticipation of reducing cash on hand in FY 2015/16.

PROGRAM INCOME – Program income comes from a variety of sources – youth and sport day camps; preschool and after school programs; adult and youth sport leagues; tennis programs; facility programs such as fitness, dance and birthday programs; movies and events at the Virginia Theatre; special events such as the Taste of C-U, and special recreation programs and activities. During the past several years the Youth Theatre program has continued to be successful producing on average three performances each year and actual revenue coming in at nearly 70% more than budgeted for last year. The 8.84% estimated increase in this category consists of multiple items as follows: 1) Increase in adult softball by \$6,000 as prior year actuals increased from budget. This figure budgeted is more in line with the last several years; 2) Increase of \$15,000 for sports camps; 3) Increase of \$8,500 for programming at Douglass Community Center for youth and adults; 4) Increase of \$10,000 for Leonhard Center afterschool programs; 5) Increase of \$8,000 for school days out program; 6) Increase of \$10,000 for Taste of C-U event; 7) Increase of \$13,300 for ticket sales for the dance performances offered; 8) Increase of \$11,000 for art smart for kids programming; 9) Increase of \$15,000 for creative kids programming; 10) Net increase of \$61,600 for Virginia Theatre events; 11) Addition of \$13,000 in new funding through C-U Special Recreation contract with Choices related to specialized summer day camp being offered.

SWIM PASS/DAILY ADMISSIONS AND CONCESSIONS INCOME –Budgeting for the pool and concessions is a challenge given the uncertainty in the number of pool patrons and unpredictability in the weather all combined with a downward trend over the last few years. To err on a more conservative budget for FY 2015/16, staff projected revenues to be more than the past year, but still less than actual for FY 2013/14. This year's budget is set to increase 9.82% over last year's actual. In comparison, the budget has always been set at the maximum amount of potential revenue based on no closures, which is highly unlikely. This year's revenue target is much more in line with actual past performance.

SPECIAL RECEIPTS – Special receipts include money received from the City of Champaign in lieu of property taxes on the Kraft property, TIF District reimbursement, proceeds from the sale of hay at Abbey Fields, as well as any easement fees collected during the year. These amounts stay fairly constant with a slight increase

Champaign Park District FY 2015/16 Proposed Budget - for Discussion purposes

projected for 2015-16. The TIF District is set to expire in 2017, therefore the funding for the Capital Projects fund will diminish approximately \$64,900 annually with future fiscal year ending April 30, 2018.

OTHER REIMBURSEMENTS - Other reimbursements are mainly program expenses reimbursed from Virginia Theatre renters such as the University of Illinois for the Ebertfest event. As stated previously, program fees are projected to increase at the Virginia Theatre with an emphasis booking the venue year-round with performances, local groups, businesses, etc. Ball field rental rates were reduced towards the end of FY 2014/2015 to provide better customer service to our residents resulting in a \$14,875 reduction in revenues for FY 2015/16. In addition FY 2014/15 included softball tournament rental revenues of \$8,240 which is not scheduled to recur in FY16. The net increase is due to the estimated reimbursements on events hosted at the Virginia Theatre, which vary by performance contract.

GRANT PROCEEDS – The District has been awarded grant revenues of \$300,000 for the Douglass Park redevelopment. This grant, however has been suspended by the Governor of the State of Illinois. As of the April 30, 2015, these funds remain suspended. Staff will complete the grant requirements for reimbursement once project is completed, but none of this revenue has been included in the budget as timing is unknown. In addition, a grant for the Virginia Theatre of \$750,000 for lighting and sound is also suspended. The Virginia Theatre grant funds have been included in the capital fund budget along with the related expenditures; however if the grant is not awarded, then the project will not occur. The Illinois Arts Council grant application for FY 2015/16 was not completed, resulting in a reduction of grant revenue from the prior year of \$8,950 for Museum Fund programs.

SCHOLARSHIPS/SPONSORSHIPS – This line item includes sponsorship money for Taste of C-U, C-U Days, and other special events. Scholarship funds are received from program fees along with the Can You Swing \$5 program. In addition, scholarship funds are raised by the Champaign Parks Foundation, and forwarded to the District to use towards various program fees. FY2015/16 budgeted revenues are 7.74% less than prior year due to a 67% decrease in the amount from one large sponsorship for the music festival. Sponsorships were recently assigned to one staff person internally, however due to multiple factors sponsorship efforts for FY 2015/16 special events began late. The biggest challenge was that sponsorships were re-assigned too late, there was a vacancy in special events briefly and the majority of the sponsors targeted had already allocated their calendar year 2015 funds. It is the intention to target sponsors well in advance for FY 2016/17 special events and have those sponsorships set before the end of the FY 2015/16.

DONATIONS – Donations are directed to the Champaign Parks Foundation.

EXPENDITURES

FULL-TIME PERSONNEL –During FY 2014/15 the Board adopted a new policy redefining full-time employees in accordance with the Affordable Care Act guidelines. As such several new categories were created to better track positions and the benefits associated with each classification. Full-time personnel now consist of FT1 and FT2 categories. FT1 replaces the Full-Time personnel category in the prior years and is reflected of any employee that is scheduled to work 37.5 hours or more per week. This category receives all benefits offered by the District. The District's budget for FY 2015/16, which includes CUSR employees, includes 71 full-time employees, which is increased from the budgeted total of 70 in the prior year. The additional FT1 is due to the needs at CUSR. The employee originally an FT2, was reclassified June 2015. Three of the seventy-one positions remain unfilled as of the beginning of FY 2015/16. An additional increase over prior year effect of annualized increases distributed throughout the fiscal year as a result of promotions or taking on additional responsibilities. The budgeted amount is based on factors such as being fully staffed for the entire year, the merit pool approved by the Board, estimates of amounts due staff on leave or at termination and the cost of new hires as well as recent staffing changes effective in June 2015.

PART-TIME PERSONNEL – The FT2 classification replaces the prior Regular Part-Time category, of which there were 9 budgeted for, and there were 10 in the prior year. The difference is a result of one individuals being moved to FT1 status as previously mentioned. For simplicity, the FT2 positions remain in the part-time/seasonal budget line item. In addition, the remaining part-time seasonal staff are included in this category, as well as year-round part-time staff. As with full-time personnel, the part-time/seasonal personnel line item is budgeted at peak levels, however in the current year the historical average was also considered in setting the budget amount. In the past, this amount was always based on full staffing with no early closures or cancellations which resulted in a much higher budget figure than actual results. To be more in line with past experience and projections of the future, a different approach was taking for FY 2015/16 and a percentage of staff's original budget request was utilized.

Champaign Park District FY 2015/16 Proposed Budget - for Discussion purposes

EMPLOYEE BENEFITS – This includes social security taxes, IMRF, allowances for cell phones/vehicles, health, dental, life, vision insurance, as well as taxable fringe benefits selected by staff. Examples of District taxable fringe benefits defined by the Internal Revenue Service (IRS) include pool passes, Leonhard recreation membership passes, fitness reimbursements, value of life insurance over \$50,000 as deemed by the IRS calculations. FY 2014/15 was the first year that these benefits were taxed to the employees due to new leadership. The total cost is projected to decrease 32.23% for FY 2015/16. Excluding the one-time IMRF payment of \$859,160 from the calculation changes the actual comparable increase in benefits to 11%. This is consistent with the increases in benefit costs, shift of regular part-time staff to full-time 2 status, additional health insurance benefits annualized for an entire year, increase in staffing due to the new affordable care act rules for any employee that averages more than 30 hours per week for a set period of time, and increase the number of employees enrolled in IMRF from 80 to 90 from April 2014 to current. This is due to employees working more than scheduled hours and reaching the 1,000 hour eligibility factor for enrollment. An additional \$15,000 was included in IMRF expenditures to capture any accelerated payments that may be required throughout the year. Numerous individuals are eligible to retire within the next five years; more specifically about three to four for the upcoming budget year. Overall premiums for health insurance, dental, vision, and life increased less than 1%. The District budgets health insurance as though everyone eligible will elect coverage. This becomes a factor when budgeted regular part-time positions elect not to participate, thereby reducing the expenditure to the District. Of course some benefits, such as IMRF and social security are calculated on wages, therefore as personnel increases a similar increase is reflected in benefits.

CONTRACTUAL SERVICES – Contractual Services include any type of professional service or contract that the District has entered into. This includes but is not limited to, professional fees, architects and engineering services, audit services, legal services, mowing contract, credit card fees for processing program fees collected, sales tax fees paid on concessions, annual maintenance fees associated with software, licenses, dues and memberships, equipment rentals, conference travel and contractual entertainment. Other line items are to help with the deferred maintenance and to plan future projects (engineering fees, other professional fees, building repairs, and service and grounds contracts). Fiscal year 2015-16 expenditures increased 27% over the prior year. The increase of \$467,000 is comprised of the following: 1) consulting expenditures increased \$52,000 for new accounting software implementation costs that are in addition to the actual capital expenditure; 2) marketing division increased the printing and duplicating line item by \$8,000 over the prior year to pay for new logos on vehicles, park signs, awareness campaigns; 3) staff training increased \$10,000 to provide more opportunities for local training to enhance staff's skills specific to their area of work; 4) conference and travel increased \$34,500. In the past the executive director, director of finance were budgeted for national conferences, whereas a limited number of staff from coordinator and above attended the state IPRA/IAPD conference in January. For FY 2015/16 directors have included \$1,000 per full-time staff member to attend a conference specific to their work area, which is new. 5) fees for architects, engineers and professionals increased \$120,000 over prior year actual to allow for more planning of longer-term projects so readily available should future grant opportunities arise. The fees also account for contracts signed but not completed for professional fees prior to April 30, 2015 for Human Kinetics trails, Garden Hills trails, and Heritage Park. 6) contractual entertainment increased \$126,583 from prior year comprising of added \$18,000 for Taste of C-U performers, added \$6,000 for music festival performers, added \$3,000 for C-U Days performers, and increase of \$100,000 more than prior year for Virginia Theatre entertainment acts in anticipation of hosting more of our own house produced events; and 7) Field/special trips expenditures is specific to teen programs, senior program trips and most recently summer day camps as well as the school day out program. There is a fee to attend these trips and likewise program fees are budgeted to help offset the costs. FY 2015/16 budget for field trips is 8% less than the prior year as one less trip was planned for the Douglass senior program next year.

COMMODITIES AND SUPPLIES – Basic line items such as office supplies, building maintenance and landscape supplies, cleaning and janitorial supplies and repair parts remain constant as District facilities, equipment and programs continue to grow and age, including the Aquatic Center Pool operation. Costs of chemicals and plant materials are to maintain the turf and tree program. Increases in program and food supplies are increases in costs to run the current programs and to enhance ones such as those run by CUSR including the new Choices contract described under "program Fees" above. FY 2015/16 expenditures are 19% more than in the prior year. This increase of \$174,500 is due to 1) Leonhard Recreation daycamps and school day out programs have increased more than expected, therefore costs at that facility are 10% higher than in the prior year to account for cleaning, recreation, food, building supplies; 2) fuel increased \$21,000 for operations crew as well as fuel for daycamp bus(es) and vehicles used for programming and the expected fluctuation in gas prices; 3) operations staff will be changing their uniforms from green to blue as based on staff/committee consensus. New uniforms will be purchased for all operations staff, both full-time and part-time during the fiscal year. Full-time staff will receive a \$500 allowance, and part-time staff will be around \$250. The increase budgeted for these changes is \$15,000; 4) landscape supplies budget is \$13,000 more than prior year and includes construction fencing, seed mats for erosion control, as well as parts to repair irrigation equipment and tree inventory supplies. These items had been budgeted for in the prior year but not fully expended; 5) landscape maintenance budget in

Champaign Park District FY 2015/16 Proposed Budget - for Discussion purposes

current year includes \$30,000 for park fertilizer that was budgeted for in prior year but not all purchased due to timing and staffing constraints. Those expenditures have been re-budgeted for in FY 2015/16; and 6) server and hardware replacements continue to be budgeted, however added \$7,500 for the replacement of credit card machines to upgrade for new technology and standards effective in fall 2015.

UTILITIES – Staff was conservative in budgeting this current year in order to cover the always-increasing utility costs. Overall utilities are projected to increase 18%. The District is part of an electric and gas cooperative which does help to reduce costs. The addition of the spray pad at Douglass Park in FY 2014/15 increased the water budget by \$14,200 based on operating seven days per week at five hours each day. The pool budget for water and utilities is based on maximum capacity and most likely will come in under budget. An additional \$4,500 was added for storm water utility fee estimate for Leonhard Recreation Center, which was not added to the invoice for the prior year as project wasn't completed. As more green space is converted to non-permeable surfaces, the District can expect the annual fee for the storm water utility fee to increase above the current amount of \$19,500.

INSURANCE – Insurance expenditure is budgeted at similar levels to the prior year. The insurance pool with PDRMA has been very beneficial to the District in many ones. The most significant benefit is sharing the risk with a larger group of employers thereby reducing the impact of large premium increases. Overall the expenditure for the District is set to decrease 0.44% from the prior calendar year. The premiums have decreased 0.68% over the last two years.

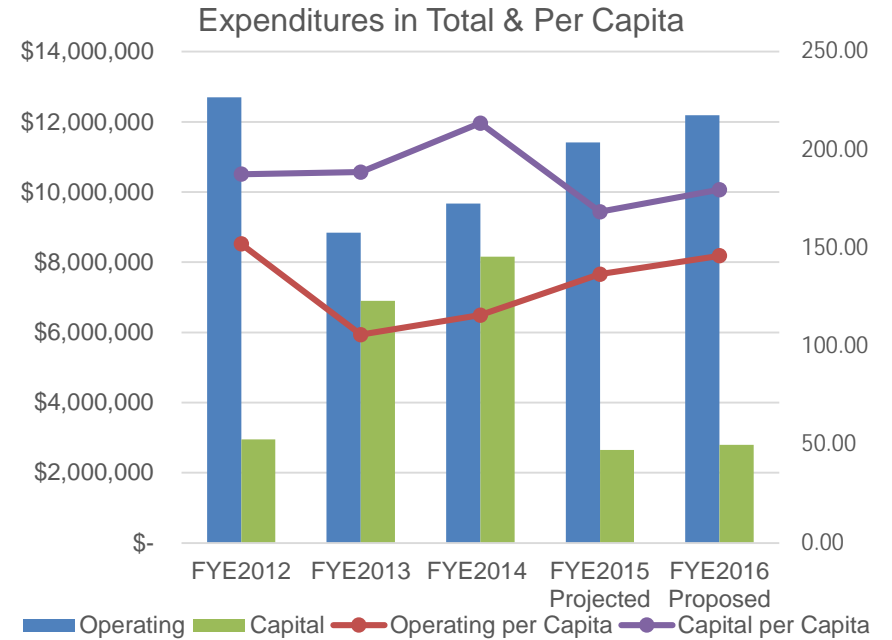
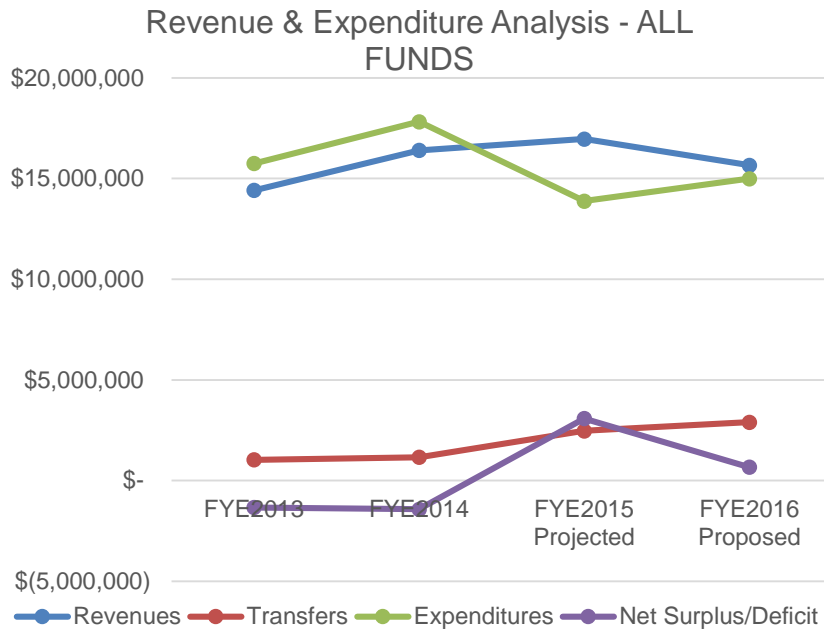
MAINTENANCE AND REPAIRS – Beginning in FY 2014/15 routine and periodic maintenance and repairs were segregated from the capital budgets and a separate budget line established to better track those annual and periodic expenditures. This mostly consist of general concrete, park amenities, roadway repairs, fibar for playgrounds, sports field mix for the ball fields, along with periodic carpet replacement, HVAC repairs, etc. To see the full listing of items budgeted in FY 2015/16 please refer to the capital and debt section of this document. There were several projects budgeted at the pool for FY 2014/15 that were not completed until FY 2015/16. As such, those expenditures have been added to the capital and maintenance budget approved by the Board in March 2015, and detailed in the capital and debt section of the budget book. Therefore while the increase over the prior year is reflected as 80% increase, in reality had the original budget of \$542,679 been expended in the prior year rather than \$275,682, there would have actually decreased.

DEBT SERVICE – Total debt service for principal and interest in FY2015/16 is 0.23% less than the prior year. As additional principal is paid annually, interest expenditure is reduced. The amount paid is set by the bond amortization schedule in the loan documents.

CAPITAL EXPENDITURES – The District has \$2,799,660 budgeted for capital expenditures. More detail on the capital programs and project schedule is available in the Capital and Debt section of this document. It should also be pointed out that \$511,370 of the capital expenditures relate specifically to the District and Urbana Park District's portion of Special Recreation capital/ADA projects. The remaining amount reflects both new capital expenses approved in March 2015 as well as capital projects that were in process but not completed at April 30, 2015.

Overall, we believe the financial condition of the District is excellent. Targeted operating reserve balances have been not only reached, but maintained for over two years and budgeted to be maintained in the future. Operating budgets are balanced. Overall reserves are projected to end 2015-16 at over \$12.3 million, which far exceeds the 120-day reserve requirement for even the main operating funds.

Champaign Park District FY 2015/16 Proposed Budget - for Discussion purposes



The data expressed in the "Expenditures in Total & per Capita" chart above on the right represents how the District is utilizing its resources based on the total population within the District. The census estimate for 2013 of 83,424 was utilized for FYE2016 calculations. This is a benchmark that can be utilized to compare the District to other park districts throughout the State as a measurement tool.

Rank	Project	Description	Time Frame	Construction Cost Estimate	Consultant	Pros	Cons	Remarks
1	Operations and Planning Shop expansion (design)	Decision to proceed with design development of existing Planning and Operations facility upgrade and expansion.	FY 16	N/A	Architect	Would provide for more efficient and effective Park District operation.	Consideration process for a new operations building and yard elsewhere would delay improvements needed now.	For design development and opinion of construction cost only, to determine future funding.
2	Spalding Park master plan (design, possible construction consideration)	Decision to proceed with design development of new park pathways, sprayground, ballfield lighting, skatepark expansion.	FY 16 (Budgeted)	\$\$\$\$	Engineer	Would accomplish this long-held Board priority.	Waiting for Unit 4 School District decision, consideration, or collaboration.	Park master plan would accommodate open space footprint for a future, as-yet undetermined, facility.
3	Hessel Park playground	New playground and safety surfacing south of existing; existing to remain until new playground is operational.	FY 16 (Budgeted)	\$\$	Engineer	Existing playground is 20 years old and in need of replacement. Playground would be designed and constructed in phase one.		Designed and constructed in FY 16. Engineering for earthwork/topo only.
4	Hessel Park sprayground	New and expanded sprayground on site of existing; construction after new playground is operational.	FY 16-17	\$\$	Engineer	Existing sprayground is 20 years old and in need of replacement. Sprayground would be constructed in phase two.		Designed in FY 16, but constructed in FY 17. Engineering for earthwork/topo only.
5	Hessel Park restrooms and path	Remove the existing restrooms and add new restrooms; connector path from pavilion to restrooms, playground.	FY 16-17	\$\$	Engineer	New park paths and restrooms would be ADA compliant. Construction would occur in phase three.		Designed in FY 16, but constructed in FY 17. Engineering for earthwork/topo only.
6	Trevitt-Finch Park retaining wall	Replacement of existing wood retaining walls.	FY 16 (Budgeted)	\$	In House	Needs replacement--timbers will be replaced with new concrete.		
7	Douglass Park little league fencing	Replacement of existing ballfield fence.	FY 16 (Budgeted)	\$	In House	Needs replacement--fence will be movable to accommodate C-U days.		
8	Garden Hills Park path	New accessible park pathway.	FY 16 (Budgeted)	\$\$	MSA Professional Services	Would provide greater access for residents who have been awaiting completion of park path plan.		
9	Trails of Abbey Fields Park	Decision to proceed with design development of new park pathways, playground, landscaping.	FY 16	N/A	In House	Would develop recreational land per IDNR within three years of Dodds Park material handling land exchange.	Dedicated, but small, group of neighbors may not justify large initial development costs.	
10	Henry Michael Park	Decision to proceed with design development of park master plan; construction of initial grading, drainage, and landscaping.	FY 16	\$	MSA	Would pre-position modest park development phases as neighborhood grows.	Park development would occur incrementally, not all at once.	Initial design and construction work would be grading, drainage, and landscaping.
11	Heritage Park master plan (design)	Decision to proceed with design development of expanded park pathway and boardwalk, natural wetland area; possible work with City of Champaign drainage project.	FY 16	N/A	Landscape Architect	Would have CPD design interests established if/when City expands Garden Hills drainage plans.		For design development and opinion of construction cost only, to determine future funding.
12	Sholem Aquatic Center expansion decision	Decision on the completing the Sholem Aquatic Center Master Plan.	FY 16	N/A	Architect	Would complete Sholem Aquatic Center master plan.	Incremental cost; long term maintenance.	Needs consensus on when and how to proceed, if at all.
13	Kaufman Park/Heritage Park link (design)	Decision to proceed with design development of Greenbelt Bikeway connection beneath Interstate 74 and adjacent to railroad.	FY 17	N/A	Engineer	Would fulfil long-awaited need to link Greenbelt Bikeway in a safe manner.	Difficult to collaborate with IDOT or railroad rights-of-way.	For design development and opinion of construction cost only, to determine future funding.
14	Town Center Park basketball court	New full court basketball, benches, drinking fountain.	FY 17	\$	In House	Would provide closer recreation space and opportunity for Town Center apartment residents.	Long-term basketball court maintenance commitment.	
15	Centennial Park master plan (design, possible construction consideration)	New park pathway connections; shelters, skatepark, volleyball, et cetera.	FY 17	\$\$\$\$	Hitchcock Design Group	Constructing the pathways, at least, would connect amenities in the park.		Master plan components need to be finalized with consensus, to determine future funding.
16	Kaufmann Lake pavilion	Decision to proceed with design development of new pavilion, rest rooms, and storage adjacent to accessible pier.	FY 17	\$\$	Engineer	Would replace aging, underutilized facility, and provide needed rest rooms. Pavilion would generate rental revenue.	Long-term facility maintenance commitment.	
17	Douglass Park amphitheater	Replacement of existing wood retaining wall seating; grading.	FY 17	\$	In House	Needs replacement--timbers will be replaced with new concrete.		
18	Hazel Park north and west fencing	Replacement of existing perimeter fence.	FY 17	\$	In House	Needs replacement.		
19	Douglass Park "Back 40" fencing	Replacement of existing perimeter fence.	FY 17	\$	In House	Needs replacement.		

Cost Range Estimate: (\$) 0-100,000 (\$\$) 100,000-500,000 (\$\$\$) 500,000-750,000 (\$\$\$\$) 750,000-1,000,000 (\$\$\$\$\$) 1,000,000 +

Facility	Park
----------	------

Champaign Park District

BOARD/EXECUTIVE DIRECTOR GOALS
2015-2016

June 24, 2015

Mission, Vision & Values

Vision: The vision of the Champaign Park District is to consistently exceed community expectations.

Mission: Our mission is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.

Value Statements: Our values, listed below, are shared principles that serve to guide our daily actions:

1. Accountable

- We conduct our business fairly and with integrity.
- We are fiscally and environmentally responsible.
- We value honest and forthright employees that provide excellent customer service and stewardship of public resources.
- We accept responsibility and consequences for our actions.

2. Collaborative

- We know and respect our roles and responsibilities.
- We respect and value our internal and external customers' opinions and expertise in order to deliver the best parks and programs.
- We work together to accomplish our goals.
- We work with other agencies and groups throughout the community to accomplish our goals.
- We encourage all residents to participate in planning, designing, and advocating for parks and recreation.

3. Innovative

- We value employees that present creative and proactive solutions for solving challenges.
- We encourage doing things differently, progressively, creatively, and with an entrepreneurial spirit.
- We value an innovative environment which enhances our community's parks and programs.
- We value our ability to anticipate, influence, and embrace change.

4. Responsive

- We make ourselves available when customers call or visit.
- We provide quality parks, programs, and services that meet the diverse needs of all ages and abilities in our community.
- We actively seek and value customer feedback.
- Our systems and procedures are user friendly.
- We complete assignments and projects on time and within budget.

Strategic Plan Goals

1. **Environmental and Natural Resources** - Expand environmental efforts and natural resource stewardship.
2. **Risk Management** - Provide the safest possible environment for the public and employees.
3. **Technology** - Improve the delivery of the programs and services for residents and staff through comprehensive, cost-effective, innovative, reliable, and secure technology services and solutions.
4. **Marketing** - Provide transparent, accurate, and timely information to the community through delivery of integrated marketing activities.
5. **Finance** - Build a responsive, financially sustainable Park District by aligning resources to community needs.
6. **Human Resources** - Develop a strong and inclusive workforce that represents the community we serve through professional standards.
7. **Operations** - Provide safe, distinctive, and well-maintained parks and facilities.
8. **Planning** - Develop parks, trails, and facility plans by aligning resources with community's needs.
9. **Recreation** - Deliver innovative and customer-focused programming.

10. **Historical and Cultural Resources** - Expand historical and cultural resource stewardship.
11. **Best Practices** - Continue to serve our residents as effectively and efficiently as possible.

Park Board Priorities FY 2013-2015 (*ended in FY15*)

Land Acquisition Open Space Expansion

- Establish guidelines for “acres per resident” standard.
- Define expansion areas for additional Open Space.
- Determine types of additional Open Space needed.
- Determine use or trade of land in southwest Champaign.

Park and Facility Development

- Completion and successful programming of the new Leonhard Recreation Center.
- Determine fate of existing Leonhard site.
- Establish and execute plan for redevelopment of Douglass Park.
- Establish and execute plan for redevelopment of Spalding Park.
- Evaluate aquatic needs and establish an aquatic plan for the District.

Virginia Theatre

- Insure the successful programming of the Theatre.
- Establish a plan which strives toward operational self-sufficiency of the Virginia Theatre.

Continuing “Best Practices” emphasis particularly as it relates to

- Establishing and monitoring efficient and effective measurement benchmarks.
- Emphasizing Board and staff development, staff retention and succession and enhancing communication skills throughout the Park District.
- Maintaining open space, facilities and trails at the high standards the Champaign residents have come to enjoy and expect.

Park Board/Executive Director Goals FY 2015-2016 *(Proposed)*

Land Acquisition/Open Space Expansion

- Deliver all support materials needed for board discussion/decision making on completing the Trails Master Plan. (Strategic Plan Goal 8)
- Deliver all support materials needed for board discussion/decision making on purchasing or acquiring open space for one new park. (Strategic Plan Goal 8)
- Finalize the IDNR and National Park Service approval of the conversion of the 6.4 acres at Dodds Park. (Strategic Plan Goal 8)

Park and Facility Development

- Deliver all support materials needed for board discussion/decision making on completing a capital project plan by January 31st for the next fiscal year's projects. (Strategic Plan Goal 8)
- Deliver all support materials needed for board discussion/decision making on completing a master plan for Centennial Park. (Strategic Plan Goal 8)
- Deliver all support materials needed for board discussion/decision making on completing a master plan for Spalding Park. (Strategic Plan Goal 8)
- Deliver all support materials needed for board discussion/decision making on completing an aquatics master plan to include continued improvements at Sholem Aquatic Center along with other proposed aquatic amenities. (Strategic Plan Goal 8)

Virginia Theatre

- Reduce the tax support by 15% at the Virginia Theatre. (Strategic Plan Goal 9)

Best Practices and Data-Based Decision Making

- Complete a comprehensive evaluation of recreation programs. (Strategic Plan Goal 9)
- Complete a review and update of the process/system for contracts. (Strategic Plan Goal 11)
- Deliver all support materials needed for board discussion/decision making on developing a new three year (2015-2018) strategic plan. (Strategic Plan Goal 11)
- Deliver all support materials needed for board discussion/decision making on developing and implementing programmatic, financial, human resources, operational, and organizational dashboards and metrics. (Strategic Plan Goal 11)
- Develop a formalized "report card" for parks and amenities and provide the Board a written report. (Strategic Plan Goal 7)

- Complete an employee satisfaction survey with a goal of 85% employee satisfaction. (Strategic Plan Goal 11)
- Develop a year-round employee education and development program. (Strategic Plan Goal 11)
- Reduce employee turnover by 10%. (Strategic Plan Goal 11)
- Deliver all support materials needed for board discussion/decision making on the formation of citizen's advisory committees. (Strategic Plan Goal 11)
- Implement the installation and use of a new financial software program. (Strategic Plan Goal 5)
- Prepare for and submit NRPA Gold Medal Application. (Strategic Plan Goal 4)