



**CHAMPAIGN
PARK DISTRICT**

AGENDA

**SPECIAL BOARD MEETING
BRESNAN MEETING CENTER
706 Kenwood Road
Champaign, Illinois
Wednesday, May 25, 2016
5:30 p.m.**

A. CALL TO ORDER

B. COMMENTS FROM THE PUBLIC

C. DISCUSSION ITEMS

1. Virginia Theatre Ticket Fees
2. Staff Drug Testing Procedures and Policies
3. Board Priorities for FY16-17

D. CONSENT AGENDA

All items appearing below are considered routine by the Board and shall be enacted by one motion. If discussion is desired, that item shall be removed and discussed separately.

1. Policies
 - a. State Background Investigation Policy
 - b. Comprehensive Year-Round Recreation Policy
 - c. Abused and Neglected Child Reporting Policy
 - d. Abused and Neglected Child Reporting Procedures
 - e. Policy on Volunteers
 - f. Community Input Policy
 - g. Behavior Management Policy
 - h. Scholarship Policy
 - i. Comprehensive Assessment Policy
 - j. Program Statistics Policy

E. ACTION ITEMS

1. Approval of Budget Line Transfers
Staff recommends Board approval of line item transfers of the FY15-16 budget be made within funds where lines will exceed their original budget. The transfers do not affect the overall budget as other line items would be decreased within the same funds. This is being done to comply with the Park Code and for audit purposes.
2. Approval of New Positions
Staff recommends approval of a full-time 2 position for the coordination of the Youth Theatre program and reclassification of the Trash Recycling Worker position from a full-time 2 to a full-time 1 position.

3. Approval of the Strategic Plan

Staff recommends the Park Board approve the 2016-2019 Strategic Plan which includes the mission, vision, values, work culture, strategic goals and objectives.

F. COMMENTS FROM COMMISSIONERS

G. ADJOURN



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 25, 2016

SUBJECT: Virginia Theatre Ticket Fees

Background

At the April 27, 2016 Special Board meeting, staff reported that the Virginia Theatre charges its rental clients the following ticket service fees: \$750.00 Box Office Fee (flat), 4% Credit Card Commission, \$1.00 (per paid admission) Seat Advisor Box Office Fee (SABO), and \$1.00 (per paid admission) Restoration Fee.

Staff also reported that while increasing the Virginia's Restoration Fee would raise funds for repairs, capital projects, and purchases, an increase could raise ticket service charges paid by patrons, increase tax-payer subsidy of the Virginia, raise the cost of renting the theatre, and lessen the theatre's ability to compete for business among other facilities.

The Board directed staff to provide further examples of ticket fees from past Virginia Theatre events and to show the projected impacts of a Restoration Fee increase.

Prior Board Action

After discussion regarding ticket sales at the April 27, 2016 Special Board meeting, it was the consensus of the Board to keep the Virginia Theatre Restoration Fee at \$1.00 per paid admission for FY2017, and then examine a two tier approach for FY18.

Restoration Fee Increase Projected Impacts

Restoration Fee increases of 25 cents and \$1.00 are both projected for the following events:

2016 Ebertfest (Rental)

Gross Revenue: \$155,790
Total Ticket Fees paid: \$16,889
\$1 Restoration Fee: \$9,935

Projections:

\$1.25 Restoration Fee: \$12,419
\$2.00 Restoration Fee: \$19,870

Melissa Etheridge (Self-Produced)

Gross Revenue: \$55,257
Total Ticket Fees paid: \$2,872
\$1 Restoration Fee: \$884

Projections:

\$1.25 Restoration Fee: \$1,105
\$2.00 Restoration Fee: \$1,768

REO Speedwagon (Rental)

Gross Revenue: \$113,453
Total Ticket Fees paid: \$7,300
\$1 Restoration Fee: \$1,337

Projections:

\$1.25 Restoration Fee: \$1,671
\$2.00 Restoration Fee: \$2,674

Million Dollar Quartet (Self-Produced)

Gross Revenue: \$73,853
Total Ticket Fees paid: \$4,501
\$1 Restoration Fee: \$1,380

Projections:

\$1.25 Restoration Fee: \$1,725
\$2.00 Restoration Fee: \$2,760

Bill Maher (Rental)

Gross Revenue: \$85,540
Total Ticket Fees paid: \$6,420
\$1 Restoration Fee: \$1,153

Projections:

\$1.25 Restoration Fee: \$1,441
\$2.00 Restoration Fee: \$2,306

Capitol Steps (Self-Produced)

Gross Revenue: \$23,952
Total Ticket Fees paid: \$1,764
\$1 Restoration Fee: \$677

Projections:

\$1.25 Restoration Fee: \$846
\$2.00 Restoration Fee: \$1,354

Prepared by:

Steven Bentz
Director, Virginia Theatre

Reviewed by:

Joe DeLuce, CPRP
Executive Director

The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 17, 2016

SUBJECT: Staff Drug Testing Procedures and Policies

Background

In a recent Board discussion staff was asked to provide more information about drug testing employees who drive vehicles as part of their job functions. Currently, the Park District conducts pre-employment drug testing on all full-time 1 and full-time 2 employees at hire. In addition any employee who will be driving a vehicle or lifeguarding are also tested pre-employment. After an employee is hired there are three reasons they could be tested:

- 1.) Reasonable Suspicion
- 2.) Post-Accident
- 3.) They hold a Commercial Driver's License (CDL)

Those staff that hold a CDL are required by Department of Transportation regulations to be tested randomly. The Park District is part of a consortium of employers using Carle Occupational Medicine that randomly select employees for testing each quarter. In the past two years, the two Park District employees with a CDL have each been tested at least once with one of the employees being tested three times.

Other local agencies were contacted to determine if they randomly test employees and how they determine which employees are tested. The results are shown in the table below:

Agency	Random Testing
City of Champaign	CDL Drivers only
Champaign Unit 4	CDL Drivers only
Urbana Park District	CDL Drivers only
Decatur Park District	CDL Drivers and those that transport children and SRA participants
Peoria Park District	CDL Drivers only
Champaign County Forest Preserve District	CDL Drivers Only

Staff spoke with other drug testing medical offices and they do recommend a consortium for this size group, however it is not required. The City of Champaign uses Carle Occupational Medicine for their testing and they have created their own pool as they have 46 employees who are tested quarterly.

Randomly Drug Test All Staff Who Drive Park District Vehicles

Pros

- Reduce workplace accidents
- Minimize liability for employer
- Deterrence
- Identify employees in need of assistance

Cons

- Costs of testing
- Privacy concerns
- Potential impact on employee morale
- Does not completely eliminate the risk of staff being in accidents

Legal Opinions

Steve Kleinman, PDRMA Attorney, advised the Park District that it is legal to randomly test staff in safety sensitive positions – which arguably include any staff who drive a Park District vehicle. Park districts have discretion in determining which safety sensitive positions will be selected for any random testing pool – highlighting it is the safety sensitive *position* subject to the random testing policy. Kleinman recommends that if we include all positions where driving an agency vehicle is an essential job requirement, said positions should be included in the current consortium for CDL drivers.

Guy Hall, Park District Attorney, states the Park District can enact a substance abuse testing policy for all employees. It does not have to be identical to that for employees who hold a CDL. The testing can be for reasonable suspicion, post-accident, or randomly (safety-sensitive functions). The Drug Free Workplace Acts (federal and Illinois) address what governmental agencies must do in order to be contracting agencies or recipients of grants from the federal and state governments. A Non-DOT (Department of Transportation) program can mimic the DOT methods. The employer should also then include the drugs to be tested in the drug and alcohol policy and procedure. DOT regulations serve as a *mandatory minimum* for those covered by the regulations. Thus, a more expansive program is permissible. U.S. Department of Transportation Guidance indicates that the DOT testing program pools be separate from the Non-DOT testing program pools. The criteria for testing as a safety-sensitive function should be based on the respective employees' *job functions*, regardless of title. In the Non-DOT context, entities may look to the Substance Abuse and Mental Health Services Administration (SAMHSA) Guidelines. SAMHSA is part of the U.S. Department of Health and Human Services (HHS). In summary, entities not mandated by DOT regulations may use random drug and alcohol testing for employees who do not hold a CDL.

Prior Board Action

There has been no prior action on this subject other than passing previous employment policies regarding employees with a CDL and pre-employment drug testing.

Budget Impact

The cost is currently approximately \$600 per year for the administration of the consortium and testing. If more staff are added or the Park District were to create a pool the cost would increase significantly depending on the options chosen. The cost to drug test an employee is \$50 per test.

Prepared by:

Reviewed by:

Tammy Hoggatt
Director of Human Resources

Joe DeLuce, CPRP
Executive Director

The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 15, 2016

SUBJECT: Board Priorities FY17

Introduction

As part of the Illinois Accreditation process, the Park Board priorities must be updated and approved each year.

During the past few months as part of the Executive Director's evaluation process and determining priorities for FY17, the following board priorities were developed as Strategic Initiatives:

1. Heritage Park Project:

- Plan and develop phase 1 of the Heritage Park improvements.
- Begin the planning process to study the possible trail connection between Heritage Park and Kaufman Park.

2. Abbey Fields/Dodds Park Conversion

- Monitor and complete the conversion process through IDNR and the National Park Service.

3. Spalding Park

- Work with the Unit 4 School District on a potential plan towards shared use facilities.

4. Trails Master Plan

- Complete the Trails Master Plan and present to the Park Board for approval.

5. Organizational Excellence:

- Implement the use of dashboards and metrics to highlight key program, financial, human resources, and operational metrics.
- Report Card System—Establish system and evaluate all neighborhood and community parks in 2016-2017
- Staff/Team—Monitor retention percentage in four categories (1) Directors (2) Managers (3) coordinators and (4) staff. Keep retention levels at or below historical averages. Conduct Employee Satisfaction Survey with satisfaction level to be at or exceeding 75%.
- Financial Initiative—Increase revenue from non-tax sources by 20% or more of total revenue

Budget Impact

The capital and operating budgets include the funds to complete the Board Strategic Initiatives in FY17.

Prepared by:

Joe DeLuce
Executive Director

The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 18, 2016

SUBJECT: Distinguished Accreditation Program

Background

The Champaign Park District participates in the Illinois Distinguished Agency program which is sponsored by the Illinois Association of Park Districts and the Illinois Park and Recreation Association. The goal of the Illinois Distinguished Accreditation program is to improve the delivery of recreation services to the residents of Illinois through a voluntary comprehensive evaluation process. The desired result is to improve the quality of life for Illinois residents and to recognize those agencies that provide this quality service.

The Champaign Park District went through the initial accreditation in 1999 and was recognized as a distinguished agency from 2000 to 2005; recertified from 2006-2011; and recognized in the new accreditation process from 2012-2017. Now the Park District involved in the accreditation process for 2017-2022.

The process to apply for accreditation requires an application and a long list of standards which need to be met in order to be approved. As part of this process the Park Commissioners will be asked to review and approve numerous policies which need to be revised, updated or be created to meet the various standards.

Staff has revised the following Board policies:

- State Background Investigation Policy
- Comprehensive Year-Round Recreation Policy
- Abused and Neglected Child Reporting Policy
- Abused and Neglected Child Reporting Procedure
- Policy on Volunteers
- Community Input Policy
- Behavior Management Policy
- Scholarship Policy
- Comprehensive Assessment Policy
- Program Statistics Policy

Prior Board Action

The Park Commissioners renewed numerous policies in 2011 and have periodically reviewed policies over the past few years.

Budget Impact

None.

Recommended Action

Staff recommends Board approval of the policies above as presented.

Prepared by:

Cindy Harvey
Assistant to the Executive Director

Reviewed by:

Joe DeLuce, CPRP
Executive Director

CHAMPAIGN PARK DISTRICT

Criminal Background Investigations Policy

State Criminal Conviction Background Check

The Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning all applicants, and shall perform a criminal background check for applicants for all positions. Pursuant to statute, any conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the Park District. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) will be considered in relationship to the specific job. Applicants are not required to disclose sealed or expunged records of corrections. Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. All information concerning the record of convictions shall be confidential and will only be transmitted to those persons who are necessary to the decision process.

Pre-Employment Drug Test

~~Employees who are required to have a commercial drivers license (CDL) for their position with the Park District will be tested in accordance with the Park District's Controlled Substance and Alcohol Testing Policy which is located in the transportation manual. In addition, any employee required to drive participants in any District vehicle will be required to pass a drug screen.~~

Drivers License Abstract

~~Although employees are not generally required to have a driver's license as a condition of their employment, any employee who may be expected to drive either his personal vehicle or a Park District vehicle in the course of his normal duties will be required to have a valid Illinois driver's license with the proper classification for the vehicle(s) the employee is expected to operate. Before such an employee has started work, and generally on an annual basis thereafter, the Park District will request a driver's license abstract review from the Illinois Secretary of State's office. Furthermore, some job descriptions require a clean driving record. Review section 5 — 8, Travel and Vehicle Usage.~~

Approved by Board of Commissioners July 14, 1999
Revised by Board of Commissioners February 9, 2011
Revised by Board of Commissioners May 25, 2016

Timothy P. McMahon ~~Jane L. Solon~~, President

Joseph C. DeLuce ~~Bobbie Herakovich~~,
Executive Director

CHAMPAIGN PARK DISTRICT

Comprehensive Year-Round Recreation Policy

The ~~Champaign~~ Park District makes every effort to provide our community with programs and services that are balanced, customer-driven, and conceptually sound. The ~~Champaign~~ Park District's mission is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts. ~~provide quality parks and recreation for our community.~~ The services and programs provided by the ~~Champaign~~ Park District have been developed to support our mission. Determining what programs and services are provided has been done in a professional and systematic manner.

The ~~Champaign~~ Park District's Recreation Programs shall be based on:

- Conceptual foundations of play, recreation and leisure
- Meeting ~~the~~ recreational needs of our residents
- Year-round programs and services
- Community ~~O~~opportunities
- Agency philosophy and goals
- Experiences desirable for our participants

Planning, community research, outreach to targeted groups, benchmarking, evaluations, and other methods of customer feedback ensure that the programs offered meet community needs and develop the physical, mental, social, and environmental well-being of the participant. We collaborate with many public and private entities to provide these programs and services including educational institutions, the business community, non-profit agencies, and community users.

Quality recreation programs provide participants with a wide range of benefits that are linked to physical, mental, social, and/or spiritual development and well-being. They give individuals the opportunity to play, learn, grow, and socialize. Among the positive benefits attached to these types of programs are better overall health, both physically and psychologically, improved fitness, improved self-esteem and self reliance, increased energy, reduced stress, better sleep patterns, a sense of social belonging, and creating a balance between work and play.

The ~~Champaign~~ Park District provides a wide range of healthy recreation opportunities. Staff coordinates a number of initiatives and programs serving special populations, including people with disabilities, ethnic groups, and seniors. Additionally, permits are scheduled and facilitated for athletic fields and facilities used by a variety of sports organizations, schools, and athletic associations.

Diversity in programs is essential in order to meet the needs and desires of the community. Understanding that recreation is much more than sports and games, our programming staff has assembled programs that include a wide range of leisure, cultural, educational, and fitness activities. Age interests, costs, locations, and special needs are also taken into consideration when planning programs.

Approved by Board of Commissioners June 8, 2011
Revised by Board of Commissioners May 25, 2016

Timothy P. McMahon~~Newton H. Dodds~~,
President

Joseph C. DeLuce~~Bobbie Herakovich~~, Executive
Director

CHAMPAIGN PARK DISTRICT

Abused and Neglected Child Reporting Policy

It shall be the policy of the Board of Commissioners of the Champaign Park District to follow the provisions of the Illinois Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq.).

The Illinois Abused and Neglected Child Reporting Act provides guidelines for the reporting of child abuse and neglect, and in certain circumstances, the taking of protective custody of abused children. The Act mandates the Park District report suspected child abuse or neglect. Park District staff is required to report or cause a report to be made to the Illinois Child Abuse Hotline at 1-800-25-ABUSE or 1-800-252-2873 whenever they have reasonable cause to believe that a child known to them in their official capacity may be abused or neglected. Staff initiating the report should immediately notify their supervisor, department head or the Executive Director.

The Illinois Department of Children and Family Services definition of abuse is the mistreatment of children under the age of 18 by a parent or other reasonable caretaker. The mistreatment must cause injury or harm or must put the child at risk of harm. It can be physical, sexual or emotional. Neglect is when a parent or other responsible caretaker fails to provide adequate food, clothing, shelter or other basics for a child.

Park District staff working with children shall fill out the employee notification forms and follow Park District procedures and guidelines concerning the Abused and Neglected Child Reporting Act.

Approved by Board of Commissioners September 23, 1999
Revised by Board of Commissioners September 14, 2005
Revised by Board of Commissioners June 8, 2011
Revised by Board of Commissioners May 25, 2016

Timothy P. McMahon, Newton H. Dodds,
President

Joseph C. DeLuceBobbie Herakovich, Executive
Director

CHAMPAIGN PARK DISTRICT

Abused and Neglected Children Procedures and Guidelines

The Illinois Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq.) provides guidelines for the reporting of child abuse and neglect. Following are some general guidelines for child abuse detection and reporting.

Indicators/Warning Signs

1. A child may describe events that appear to be abusive.
2. A parent may tell you of family practices that are abusive.
3. A child may have injuries that are not consistent with the stated cause.
4. A child may have unusually frequent or serious injuries.
5. A child has frequent "unexplained" bruises and injuries.
6. A child is observed to have difficulty remaining seated.
7. A child's attitude and behaviors change dramatically.
8. A child appears to be routinely depressed, withdrawn or aggressive.
9. A child's school performance suddenly declines.
10. A child's social relationships adversely change.
11. A child becomes frequently truant both excused and unexcused.
12. A child may suddenly begin acting out more regularly.
13. A child may express otherwise unexplained fears of an older person or child.
14. A child's basic needs for food, shelter, medical or dental treatment and shelter may not be met.
15. A child may have knowledge of sexual matters that are not age appropriate.
16. A child may exhibit sexual acting out behaviors with adults, peers, and younger children.
17. A child may not want to or be afraid to go home after school.

THE "DO's" and "DON'Ts" in reporting suspected child abuse:

DO

1. Phone 1-800-25-ABUSE or 1-800-252-2873 as soon as you suspect child abuse or neglect.
2. Follow the instructions the Hotline employee gives.
3. Notify the Park District Executive Director immediately after the report has been made.

DON'T

1. Call the child's parent to ask if an allegation is true.
2. Tell the Hotline worker that your report is an EMERGENCY unless a child is in imminent danger of physical or mental abuse or neglect.
3. Try to investigate the complaint yourself. DO NOT GET PERSONALLY INVOLVED!
4. Wait a few weeks to see if the situation improves. ACT IMMEDIATELY — CONTACT THE HOTLINE AND LET PROFESSIONAL INVESTIGATORS DETERMINE IF YOUR SUSPICIONS ARE TRUE.
5. Tell everybody else in the program what you suspect. KEEP ANY INFORMATION YOU ARE AWARE OF TO YOURSELF AND APPROPRIATE SUPERVISORS!
6. Promise a child who confides in you that you won't tell anyone what he or she has said.
7. Ignore a child who makes a statement about abuse.
8. Let anyone else make your decision about whether to report. MAKE AN EDUCATED DECISION. DON'T LET EMOTIONS PLAY A PART IN THE PROCESS!

Revised by Board of Commissioners May 25, 2016

Timothy P. McMahon, President

Joseph C. DeLuce, Executive Director

CHAMPAIGN PARK DISTRICT

Policy on Volunteers

It shall be the policy of the Park District that volunteers will be an integral part of the staff structure of the Park District. Volunteers are to be utilized when it is beneficial not only to the Park District, but also to the residents of the Park District. Volunteers provide vital support to the Park District programs, serve as an economical work force, and provide expertise. Volunteers will be solicited as needed and records will be maintained. Volunteers will be oriented to the Park District and trained as necessary. All volunteers (except those working special events) shall be required to have a background check completed prior to any program participation.

Approved by Board of Commissioners July 14, 1999
Revised by Board of Commissioners September 14, 2005
Revised by Board of Commissioners July 13, 2011
Revised by Board of Commissioners May 25, 2016

Timothy P. McMahon, Newton H. Dodds, President
Herakovich, Secretary

Joseph C. DeLuce, ~~_____~~ Bobbie

CHAMPAIGN PARK DISTRICT

Community Input Policy

It is the policy of the Board of Commissioners of the Park District to encourage citizen interest and participation in the affairs of the Park District and therefore provides an opportunity for citizens to give their input at all Park Board Monthly Meetings. The Park District will also make every effort to solicit input regarding development of recreation programs, facilities, and parks. The Park Board also may create advisory committees for special programs, facilities, or opportunities. The Park Board may also appoint commissioner liaisons to community groups.

Approved by Board action	August 11, 1999
Revised by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	June 8, 2011

Revised by Board of Commissioners May 25, 2016

Timothy P. McMahon ~~Newton H. Dodds~~,
President

Joseph C. DeLuce, Executive Director

~~Bobbie Herakovich~~, Executive Director

CHAMPAIGN PARK DISTRICT

Behavior Management Policy

Equal Access

No eligible participant shall, on the basis of race, sex, creed, national origin, or disability be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage or opportunity.

Behavior

Participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make Park District programs safe and enjoyable for all participants. ***Additional rules may be developed for particular programs and athletic leagues as deemed necessary by staff.***

- Inappropriate behavior can include:
- Being disrespectful to other participants and staff, refusing to take direction from staff.
- Using abusive or foul language.
- Causing bodily harm to self, other participants, or staff.
- Misusing or abusing Park District~~CPD~~ equipment, supplies and facilities.

Discipline

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, prompt resolution will be sought specific to each individual's situation. The Park District reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others.

Procedure

Upon registration or entry into the program, the parent/guardian should be solicited for any information regarding special accommodations needed for the participant. The special accommodations section on the registration form should be reviewed and discussed with the parent by a staff member.

If any of these special accommodations are behavior related, the parent/guardian should be contacted for information about any behavior modification programs in place at school or home. A staff member from Champaign-Urbana Special Recreation (CUSR) should be contacted and they will work with the parents/guardian to utilize these in the program if feasible. Documentation should be maintained regarding any problem behaviors, special accommodations, and behavior modification programs. CUSR~~Champaign Urban Special Recreation~~ staff will make the determination if special assistance is needed for any individual in Park District programs, camps, and events.

Consequences for inappropriate behavior are:

1. *First Offense:* Participant will be removed from the group activity, receive a verbal warning that the exhibited behavior is inappropriate, and receive reinforcement of appropriate behavior. Participant may or may not return to the group, dependent upon severity of offense. Parent/guardian will be notified at pickup, and asked to sign "behavior report".
2. *Second Offense:* Participant will be removed from the group activity, receive a second verbal warning that the exhibited behavior is inappropriate, receive reinforcement of appropriate behavior. Participant may or may not return to the group, and will sit out for an appropriate period of time, dependent upon severity of offense. Parent/guardian will be notified at pickup that a second offense has occurred, reminded of the ramifications of a third offense, and asked to sign "behavior report".
3. *Third Offense:* The participant's parent/guardian will be called for immediate pickup, and the participant will be suspended from the program for up to five (5) days, without refund. When the participant is picked up, the appropriate staff will meet with the parent/guardian, discuss the incident and consequence, receive reinforcement of appropriate behavior, and revisit the ramifications of a fourth offense. The parent/guardian

will be asked to sign the "behavior report". (*If participant is not picked up/signed out within 30 minutes of the parent/guardian being contacted, the participant will be released into the custody of the Champaign Police Department.)

4. *Fourth Offense:* The participant's parent/guardian will be called for immediate pickup, and the participant will be suspended from that program permanently, without a refund for that particular session. If the participant is registered for any subsequent programs, the parent/guardian will be refunded their deposit/fees for those programs and the participant will not be allowed to participate in any other program at the **Champaign** Park District. When the participant is picked up, the appropriate staff will meet with the parent/guardian and discuss the incident and permanent suspension. The parent/guardian will be asked to sign the "behavior report". (*If participant is not picked up and signed out within 30 minutes of the parent/guardian being contacted, the participant will be released into the custody of the Champaign Police Department.)

Please note: *In cases of inappropriate behavior deemed extreme by staff, participants may be suspended or dropped from the program immediately, regardless of the number of previous offenses.*

Approved by the Board action _____ June 8, 2011

Revised by Board of Commissioners May 25, 2016

Timothy P. McMahon~~Newton H. Dodds~~, President

Joseph C. DeLuce~~Bobbie Herakovich~~, Executive Director

CHAMPAIGN PARK DISTRICT

Scholarship Policy

-The **Champaign** Park District strives to provide quality parks and recreation to all residents of Champaign, regardless of ability to pay. To achieve this, the **Champaign** Park District provides a limited number of scholarships to reduce or waive certain fees and charges for Champaign residents, ages 18 and under, to participate in Park District programs.

-To be eligible for this program, the **Champaign** Park District must receive a completed Scholarship Application along with a program registration form prior to the deadline for registration or start of program. Applicants must be a resident of Champaign submit utility bill or and Illinois driver's license or identification card, and provide verification of household income by submitting ~~pay stubs of those working in the household and~~ the first two pages of a current 4040 Federal Income Tax Return form and supporting W-2's or other tax form that verifies annual total household income. If total household income is equal to or less than the amounts on the income scale below residents may be eligible for discounts on recreational programs offered by the Park District (trips excluded). Household means a group of related or non-related individuals living as one economic unit and sharing living expenses, such as rent, clothes, food, medical, and utility bills.

Illinois Department of Human Services 01.02.01 - Income Guidelines, 2011-04-01

	Maximum Monthly Income (185% FPL*)
FAMILY SIZE - 2	\$2,247
FAMILY SIZE - 3	\$2,823
FAMILY SIZE - 4	\$3,400
FAMILY SIZE - 5	\$3,976
FAMILY SIZE - 6	\$4,553
FAMILY SIZE - 7	\$5,130
FAMILY SIZE - 8	\$5,706

*FPL=Federal Poverty Level

Confidential applications can be made to the Assistant Finance Director ~~Accounting Manager~~ for partial or full financial assistance. If it is found that a hardship exists which prevents them from paying the fee, the applicant will be granted a reduction in fee ~~or a complete waiver.~~

The Park District reserves the right to limit the amount of scholarships awarded to an individual during the program season particularly if the demand for scholarships by the community is high. Non-residents are not eligible for financial assistance.

Approved by Board of Commissioners

August 11, 1999

Revised by Board of Commissioners

June 8, 2011

Revised by Board of Commissioners

May 25, 2016

Timothy P. McMahon ~~Newton H. Dodds,~~
President

Joseph C. DeLuce ~~Bobbie Herakovich,~~
Executive Director

CHAMPAIGN PARK DISTRICT

Comprehensive Assessment Policy

The ~~Champaign~~ Park District is always re-evaluating and assessing the leisure needs of the ~~Champaign~~ Park District residents. The Park Board will review the changing needs of the community by conducting a comprehensive assessment study at least once every ten (10) years to assist in determining the direction of the Park District offerings. The study will include the economic conditions, population shifts, and changing social needs of the community.

Approved by Board action	August 11, 1999
Revised by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	June 8, 2011
<u>Revised by Board of Commissioners</u>	<u>May 25, 2016</u>

Timothy P. McMahon~~Newton H. Dodds~~, President
Director

Joseph C. DeLuce~~Bobbie Herakovich~~, Executive

CHAMPAIGN PARK DISTRICT

Program Statistics Policy

In order to ensure that the ~~Champaign~~ Park District is fulfilling its purpose and meeting the recreational needs of its community, the respective departments will maintain and review seasonal participation reports and year-end unique participation reports.

Within the Recreation Department, the Program Managers are responsible for submitting monthly reports on participation numbers for programs and facility usage to the Director of Recreation. The Director of Recreation will compile the statistics and provide Park District staff with monthly participation numbers for programs and facilities.

All narrative and statistical reports are due on the first Friday of the month for the prior month.

Revised by Board of Commissioners

October 24, 2005

Revised by Board of Commissioners

June 8, 2011

Revised by Board of Commissioners

May 25, 2016

Timothy P. McMahon~~Newton H. Dodds~~,
President

Joseph C. DeLuce~~Bobbie Herakovich~~, Executive
Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 18, 2016

SUBJECT: Approval for 2015-16 Budget Line Transfers

Background

In accordance with the Park District Code, the Board of Commissioners may approve the transfer of budget line transfers not to exceed 10% of the total appropriations specified in the Budget and Appropriations Ordinance by fund where expenditures exceed budget. The transfers do not affect the overall budget as other line items would be decreased within the same fund. This is completed annually to comply with the Park Code and for audit purposes.

The budget categories were the basis for the budget line transfers this year, rather than individual line items and programs. Total budget line transfers equal \$247,933 with 55% (\$136,308) of the changes occurring in the Museum Fund for the Virginia Theatre. Total revenues for the museum fund were more than anticipated due to additional performances at the VT during the year; which also resulted in additional expenditures. Transfers included \$55,551 of new revenues for the VT ticket sales and concessions to offset the increase in expenditures. Total expenditures remain below the total appropriations in each fund as noted on the summary schedule attached, and transfers made by fund were less than the 10% limit.

Prior Board Action

The Board of Commissioners adopted Ordinance No. 598 July 8, 2015 in the amount of \$18,007,678.

Budget Impact

No financial impact other than to match actual expenditures with budget line items.

Recommended Action

Staff recommends Board approval of line item transfers of the FY15-16 budget be made within funds where lines will exceed their adopted budget per the attached document.

Prepared by:

Reviewed by:

Andrea N. Wallace
Director of Finance

Joe DeLuce, CPRP
Executive Director

Champaign Park District
 Summary of FY15-16 Budget Line Transfers by Fund
 4/30/2016

	Original Budget	Original Budget Restated with Line Item Transfers	Transfers (Net to zero by fund), Value represents total Increases per attached report	Appropriations per Original Ordinance	Allowable Transfers - 10% of Appropriation	Does transfer meet legal maximum of 10%
<u>Operating Funds</u>						
General Fund 01	\$ 5,906,758	\$ 5,906,758	\$ -	\$ 6,792,770	\$ 679,277	YES
Recreation Fund 02	3,880,947	3,880,947	-	4,463,090	446,309	YES
Museum Fund 03	1,812,641	1,812,641	207,152	2,084,540	208,454	YES
CU Special Rec Fund 15	1,114,699	1,114,699	37,254	1,281,906	128,191	YES
<u>Special Revenue Funds</u>						
Tort/Insurance Fund 04	338,311	338,311	2,223	389,050	38,905	YES
IMRF Fund 06	335,000	335,000	-	385,250	38,525	YES
Audit Fund 08	20,450	20,450	-	23,520	2,352	YES
Activity & Affiliate Fund 11	9,091	9,091	909	10,450	1,045	YES
Special Donations Fund 12	67,175	67,175	-	77,250	7,725	YES
Social Security Fund 14	379,100	379,100	-	435,970	43,597	YES
Police Fund 19	19,890	19,890	-	22,870	2,287	YES
<u>Capital & Debt Service Funds</u>						
Paving & Lighting Fund 09	88,000	88,000	-	101,200	10,120	YES
Capital Improvement Fund 16	1,047,600	1,047,600	395	1,152,360	115,236	YES
Bond Amortization Fund 21	1,109,812	1,109,812	-	1,165,300	116,530	YES
Bond Proceeds Fund 22	1,709,167	1,709,167	-	1,965,540	196,554	YES
Land Acquisition Fund 24	-	-	-	500,000	50,000	YES
	\$ 17,838,641	\$ 17,838,641	\$ 247,933	\$ 20,851,066	\$ 2,085,107	

BUDGET AMENDMENT DETAIL REPORT FOR CHAMPAIGN PARK DISTRICT

Post Dates: 07/01/2015 to 04/30/2016

GL Number	POST DATE	DESCRIPTION	CHANGE TO BUDGET INCREASE (DECREASE)
03-01-001-53133	4/30/2016	MEDICAL HEALTH INSURANCE	(17,350.00)
03-01-001-70101	4/30/2016	DEPARTMENT HEAD	(22,130.00)
03-01-001-70301	4/30/2016	OFFICE STAFF/SUPPORT	383.00
03-01-001-70501	4/30/2016	MANAGERS/SUPERVISORS	(10,534.00)
03-01-001-71001	4/30/2016	PROGRAM/FACILITY DIR.	7,200.00
03-15-015-55350	4/30/2016	RECREATION/PROGRAM SUPPLIES	(2,059.00)
03-15-015-81503	4/30/2016	PT GENERAL STAFF	(8,500.00)
03-15-031-54202	4/30/2016	PRINTING AND DUPLICATING	3,085.00
03-15-031-54250	4/30/2016	EQUIPMENT RENTAL	(563.00)
03-15-032-54250	4/30/2016	EQUIPMENT RENTAL	1,201.00
03-15-032-54281	4/30/2016	CONTRACTUAL PERSONNEL	(300.00)
03-15-032-55350	4/30/2016	RECREATION/PROGRAM SUPPLIES	(50.00)
03-15-036-54201	4/30/2016	POSTAGE AND MAILING	(100.00)
03-15-036-54202	4/30/2016	PRINTING AND DUPLICATING	(355.00)
03-15-036-54206	4/30/2016	ADVERTISING/PUBLICITY	(900.00)
03-15-036-54281	4/30/2016	CONTRACTUAL PERSONNEL	50.00
03-15-036-81003	4/30/2016	PT PROGRAM DIRECTOR	115.00
03-15-068-70501	4/30/2016	MANAGERS/SUPERVISORS	22,920.00
03-15-068-71001	4/30/2016	PROGRAM/FACILITY DIR.	(1,863.00)
03-15-078-49115	4/30/2016	PROGRAM FEES	6,118.87
03-15-078-49115	4/30/2016	PROGRAM FEES	28,529.00
03-15-078-71001	4/30/2016	PROGRAM/FACILITY DIR.	202.00
03-15-078-82604	4/30/2016	PT VT RENTAL STAFF OT	10,800.00
03-15-140-71001	4/30/2016	PROGRAM/FACILITY DIR.	28.00
03-15-140-81403	4/30/2016	PT INSTRUCTOR	327.00
03-15-140-81403	4/30/2016	PT INSTRUCTOR	(67.00)
03-15-141-71001	4/30/2016	PROGRAM/FACILITY DIR.	83.00
03-15-143-71001	4/30/2016	PROGRAM/FACILITY DIR	241.00
03-15-143-81403	4/30/2016	PT INSTRUCTOR	5.00
03-15-177-55360	4/30/2016	MERCHANDISE FOR RESALE	3,187.00
03-30-019-71001	4/30/2016	PROGRAM/FACILITY DIR	148.00
03-30-030-55320	4/30/2016	BUILDING MAINTENANCE SUPPLIES	(4,100.00)
03-30-030-55322	4/30/2016	CLEANING /JANITORIAL SUPPLIES	300.00
03-30-030-70901	4/30/2016	CUSTODIAL	(224.00)
03-30-030-70902	4/30/2016	CUSTODIAL OT	48.00
03-30-030-80303	4/30/2016	PT OFFICE STAFF/SUPPORT	1,200.00
03-30-030-80903	4/30/2016	PT BUILDING SERVICE WORKER	2,550.00
03-30-030-83003	4/30/2016	ALLOWANCES/REIMBURSEMENTS	845.00
03-30-078-54280	4/30/2016	OTHER CONTRACTUAL SERVICES	28,500.00
03-30-078-54281	7/31/2015	MOVE \$ FOR FT1-ANDY HALL-CONTR	34,043.87
03-30-078-70101	4/30/2016	DEPARTMENT HEAD	24,130.00
03-30-078-70501	7/31/2015	MOVE \$ FOR FT1-ANDY HALL-CONTR	(34,043.87)
03-30-078-70501	4/30/2016	MANAGERS/SUPERVISORS	9,913.87

BUDGET AMENDMENT DETAIL REPORT FOR CHAMPAIGN PARK DISTRICT

Post Dates: 07/01/2015 to 04/30/2016

GL Number	POST DATE	DESCRIPTION	CHANGE TO BUDGET INCREASE (DECREASE)
03-30-078-80903	4/30/2016	PT BUILDING SERVICE WORKER	220.00
03-30-078-81503	4/30/2016	PT GENERAL STAFF	868.00
03-30-078-82603	4/30/2016	PT VT RENATL STAFF	204.00
03-30-078-82604	4/30/2016	PT VT RENTAL STAFF OT	140.00
03-30-095-81303	4/30/2016	PT ASST DIRECTOR/SUPVISORS	3,950.00
03-30-095-81703	4/30/2016	PT DAY CAMP STAFF/LIFE GUARD	(3,950.00)
03-50-033-81003	4/30/2016	PT PROGRAM DIRECTOR/SUPERVISOR	2,075.00
03-50-033-81403	4/30/2016	PT INSTRUCTOR	(13,556.00)
03-50-034-81003	4/30/2016	PT PROGRAM DIRECTOR/SUPERVISOR	(2,114.00)
03-60-078-82503	4/30/2016	PT VT HOUSE STAFF	(5,000.00)
03-60-099-71001	4/30/2016	PROGRAM/FACILITY DIR.	(1,367.00)
03-60-099-81503	4/30/2016	PT GENERAL STAFF	(1,572.00)
03-68-078-55360	4/30/2016	MERCHANDISE FOR RESALE	2,110.00
03-68-078-82503	4/30/2016	PT VT HOUSE STAFF	13,175.00
03-68-078-82504	4/30/2016	PT VT HOUSE STAFF OT	320.00
03-69-078-48100	4/30/2016	CONCESSION REVENUE	20,903.00
03-69-078-55350	4/30/2016	PROGRAM/RECREATION SUPPLIES	900.00
03-69-078-55360	4/30/2016	MERCHANDISE FOR RESALE	9,414.00
03-69-078-81503	4/30/2016	PT GENERAL STAFF	1,367.00
04-01-001-53132	4/30/2016	DENTAL INSURANCE	185.00
04-01-001-53133	4/30/2016	MEDICAL HEALTH INSURANCE	(723.00)
04-01-001-53134	4/30/2016	LIFE INSURANCE	80.00
04-01-001-54209	4/30/2016	CONFERENCE AND TRAVEL	(1,500.00)
04-01-001-55307	4/30/2016	BOOKS AND MANUSCRIPTS	1,563.00
04-01-001-70501	4/30/2016	MANAGERS/SUPERVISORS	395.00
11-80-001-54250	4/30/2016	EQUIPMENT RENTAL	(109.00)
11-80-001-54280	4/30/2016	OTHER CONTRACTUAL SERVICES	(800.00)
11-80-001-55349	4/30/2016	PLAQUES AWARDS & PRIZES	909.00
11-80-001-55309	4/30/2016	SAFETY SUPPLIES	(909.00)
11-80-001-55354	4/30/2016	FOOD SUPPLIES	909.00
15-25-001-53133	4/30/2016	MEDICAL HEALTH INSURANCE	(5,700.00)
15-25-001-54201	4/30/2016	POSTAGE AND MAILING	660.00
15-25-001-54205	4/30/2016	LEGAL PUBLICATIONS/NOTICES	500.00
15-25-001-54207	4/30/2016	STAFF TRAINING	360.00
15-25-001-54208	4/30/2016	MEMBERSHIPS, DUES AND FEES	540.00
15-25-001-54209	4/30/2016	CONFERENCE AND TRAVEL	(550.00)
15-25-001-54215	4/30/2016	PROFESSIONAL FEES	5,450.00
15-25-001-54236	4/30/2016	AUTO ALLOWANCE	110.00
15-25-001-54254	4/30/2016	SERVICE CONTRACTS	1,650.00
15-25-001-54264	4/30/2016	CELL PHONE EXPENSE	75.00
15-25-001-54265	4/30/2016	SUBSCRIPTIONS	300.00
15-25-001-54282	4/30/2016	INTERN STIPENDS	1,100.00
15-25-001-55301	4/30/2016	OFFICE SUPPLIES	(390.00)

BUDGET AMENDMENT DETAIL REPORT FOR CHAMPAIGN PARK DISTRICT

Post Dates: 07/01/2015 to 04/30/2016

GL Number	POST DATE	DESCRIPTION	CHANGE TO BUDGET INCREASE (DECREASE)
15-25-001-55303	4/30/2016	DUPLICATING SUPPLIES	(250.00)
15-25-001-55315	4/30/2016	STAFF UNIFORMS	(525.00)
15-25-001-55329	4/30/2016	OFFICE/ EQUIPMENT VALUE <\$10000	(2,300.00)
15-25-001-55350	4/30/2016	RECREATION/PROGRAM SUPPLIES	2,200.00
15-25-001-81503	4/30/2016	PT - INCLUSION AIDS ADA	12,250.00
15-25-001-83003	4/30/2016	ALLOWANCES/REIMBURSEMENTS	3,480.00
15-25-001-83003	4/30/2016	ALLOWANCES/REIMBURSEMENTS	3,500.00
15-25-051-54204	4/30/2016	STAFF MEETING	20.00
15-25-051-54207	4/30/2016	STAFF TRAINING	350.00
15-25-051-81703	4/30/2016	PT DAY CAMP STAFF/LIFE GUARD	(8,877.00)
15-25-052-81703	4/30/2016	PT DAY CAMP STAFF/LIFE GUARD	(3,700.00)
15-25-054-54281	4/30/2016	CONTRACTUAL PERSONNEL	(1,988.00)
15-25-055-54207	4/30/2016	STAFF TRAINING	(32.00)
15-25-055-54299	4/30/2016	FIELD/SPECIAL TRIPS	(1,017.00)
15-25-055-81003	4/30/2016	PT PROGRAM DIRECTOR\SUPERVISOR	(3,319.00)
15-25-055-81703	4/30/2016	PT DAY CAMP STAFF/LIFE GUARD	(4,649.00)
15-25-056-54206	4/30/2016	ADVERTISING/PUBLICITY	70.00
15-25-058-54285	4/30/2016	CONTRACTUAL ENTERTAINMENT	100.00
15-25-058-55350	4/30/2016	RECREATION/PROGRAM SUPPLIES	148.00
15-25-059-54207	4/30/2016	STAFF TRAINING	50.00
15-25-059-54299	4/30/2016	FIELD/SPECIAL TRIPS	1,464.00
15-25-059-55354	4/30/2016	FOOD SUPPLIES	(2,100.00)
15-25-059-55354	4/30/2016	FOOD SUPPLIES	(1,464.00)
15-25-061-54299	4/30/2016	FIELD/SPECIAL TRIPS	1,094.00
15-25-061-55350	4/30/2016	RECREATION/PROGRAM SUPPLIES	(154.00)
15-25-061-55354	4/30/2016	FOOD SUPPLIES	19.00
15-25-061-81403	4/30/2016	INSTRUCTORS/OVERNIGHT STAFF	(239.00)
15-25-064-54207	4/30/2016	STAFF TRAINING	300.00
15-25-064-81703	4/30/2016	PT DAY CAMP STAFF/LIFE GUARD	1,464.00
16-01-001-54215-16	4/30/2016	PROFESSIONAL SERVICES	395.00
16-01-001-61502-16	4/30/2016	TECHNOLOGY EQUIP REPLACEMENT	(395.00)



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 12, 2016

SUBJECT: Personnel Request

Background

The Champaign Park District (Park District) has 71 Full-Time 1 (FT1) positions and 9 Full-Time 2 (FT2) positions since September of 2013. Currently, the Park District has two open positions. The first is a FT2 Trash and Recycling Worker in Operations. The Park District will be opening this position for applications soon. The second is the FT1 Technical Manager position at the Virginia Theatre. This position was filled with an independent contractor with a one year agreement that will end in July 2016. The Park District will be accepting applications to fill this position within the next few months.

The Park District is pleased to have success in the Youth Theatre program and over the past few years it has been more successful with the consistency of one staff member directing the program. This position has been seasonal. However, the work load is now year round. In order to continue to grow this program, staff are recommending that the seasonal position be reclassified to an FT2. Patty Dudley is currently a year round part time employee working over 1,000 hours per year as the Youth Theatre Director. Patty has done an outstanding job leading this program to be one of the best year round programs in the Park District. In order for this program to continue its success, the Park District needs to support this program with a full-time 2 position. Patty Dudley would be the person to take this program to the next level.

With the increase in the number of parks and in preparation for future development, staff is requesting the reclassification of the Trash Recycling Worker from a FT2 to a FT1. It has become difficult for staff in this position working 32 hours per week with the amount of work and the employee in this position would be helpful in the winter months to assist with projects and snow removal.

The proposal would bring all Full-Time staff to 80 with 72 FT1 employees and 9 FT2 employees.

Pros

- The position will assist with the improvements in the Youth Theatre program and the efficiency of the Operations Department.
- The Youth Theatre position is currently working over 1,000 hours per year and the employee is already paying into the IMRF pension.
- The Youth Theatre position will allow the program to continue to grow and provide a great experience for the youth in the community
- The Trash Recycling Worker is already working 32 hours per week and receiving most benefits.

- The Trash Recycling Worker position will aid the Operations department during the winter months with projects and snow removal duties.

Cons

- The cost to cover the health insurance for the Youth Theatre position, increased hours and other related benefits.

Prior Board Action

No previous action.

Budget Impact

The position with Youth Theatre is an existing PT1 position. The annual impact to the budget including the increased hours, benefits and taxes will be approximately \$16,009.00. The Trash and Recycling Worker position is an existing FT2 position. The annual impact to the budget including increased hours, benefits and taxes will be approximately \$7,287.00. The total for both position would be \$23,296.00

Recommended Action

Staff recommends approval of the one FT2 position for the coordination of the Youth Theatre program and reclassification of the Trash Recycling Worker position from a FT2 to a FT1 position.

Prepared by:

Reviewed by:

Tammy Hoggatt
Director of Human Resources

Joe DeLuce, CPRP
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 19, 2016

SUBJECT: Strategic Plan 2016-2019

Introduction

The following strategic plan has been a work in progress over the past months. We started with a visioning session with Park Board and the Leadership team working with David Michael Moore to fine tune and develop the strategic initiatives, values, and many of the objectives.

The leadership team then met with the staff focus team (Manager, Supervisors, Department Heads, and Executive Director) to get their input and ideas. Those ideas were combined and all of the full time staff were given the opportunity to meet with the Executive Director and share their ideas and thoughts on the strategic plan.

Staff worked with Ron Vine, who developed and executed the 2012 Community Needs Assessment for the District to review our proposed strategic plan to make sure we were on track to meet the needs of the residents and to make sure we did not leave out any important goals or objectives.

Our in-house marketing team created the 2016-19 Strategic Plan Brochure which was distributed to the Park Board Members for review in April 2016. The next step in the process is for the Park Board to approve the 2016-19 Strategic Plan.

Once approved staff will develop tactics for the next 3 years for each of the objectives outlined in the strategic plan. Staff will update the Park Board once a year on the strategic plan accomplishments or as requested by the Park Board.

Budget Impact

The proposed 2016-17 Strategic Plan will have no additional effects on the operating or capital budgets other than items that have already been included in the FY17 budgets.

Recommended Action

Staff recommends the Park Board approve the 2016-2019 Strategic Plan that includes the mission, vision, values, work culture, strategic goals and objectives.

Prepared by:

Joe DeLuce
Executive Director

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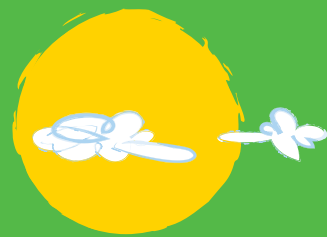
CHAMPAIGN
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2016-2019

CHAMPAIGN PARK DISTRICT
COMMUNITY-FOCUSED
STRATEGIC PLAN

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.....
2016-2019
.....

CHAMPAIGN PARK DISTRICT COMMUNITY-FOCUSED STRATEGIC PLAN

Welcome!

The Champaign Park District Board of Commissioners and staff are excited to share our new strategic plan with you. We're placing greater emphasis on learning about our residents' interests and preferences, and focusing on what will be most impactful for them and their well-being.

One of the main themes of the 2016-2019 Community-Focused Strategic Plan is building connections within our community. We realize that in order to provide legendary customer service, award-winning parks, and outstanding programs, it has to be a collective effort. We must make connections with community members and agencies, encourage first-time opportunities for participants, offer a variety of affordable programs that are available to everyone throughout their lives, and—most importantly—provide parks, recreation and arts that have a friendly and supportive atmosphere.

We want everyone in our community to explore, connect and excel throughout their lives, so that is where we are focusing our efforts for the next three years. We look forward to seeing growth in our community, and in our organization, by truly living our mission of improving the quality of residents' lives through positive experiences.

Joe DeLuce, CPRP
Executive Director

Tim McMahon
President
Board of Commissioners



Our Workplace Culture

FUN

Staff look forward to coming to work and enjoy what they do.

SUPPORTIVE

Staff support and care about each other like family and help make each other's job easier.

CREATIVE

Unafraid of failure, staff are willing to try new ideas and programs without risk and find ways to say "yes" to the right things.

PROFESSIONAL

As leaders in the parks and recreation field, staff demonstrate professionalism in the workplace every day.

PERSONABLE

Staff are likeable, courteous, easy to work with and deliver excellent customer service.

PROACTIVE

Staff do not have to be told what to do; they take initiative to get things done.

CHAMPAIGN
PARK DISTRICT





Mission

To enhance our community's quality of life through positive experiences in parks, recreation and the cultural arts

Vision

To consistently exceed community expectations



OUR VALUES



Important, shared principles that guide our organization's daily actions



Stewardship

We conduct our business fairly, transparently and with integrity.

We are fiscally responsible to our residents.

We strive to offer affordable programs and services for all residents.

We preserve natural resources and promote good conservation and stewardship practices.

We provide opportunities for health and wellness for our residents.

We strive to provide equal access for all users to all of our parks, facilities and programs.

We value and reward honest and forthright employees who provide excellent customer service and stewardship of public resources.



Organizational Excellence

We know and respect our roles and responsibilities and 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.

We recognize that being good is simply not good enough.

We promote staff development.

We follow best practices in providing quality parks, recreation and cultural arts.

We assure safety through a comprehensive risk management program.



Innovation

We value employees who present creative and proactive solutions to challenges.

We encourage doing things differently, progressively, creatively, and with an entrepreneurial spirit.

We value an innovative environment that enhances our community's parks and programs.

We value our ability to anticipate, influence, and embrace change.



← OUR VALUES →

Customer Service

We offer consistent, customer-focused service across the organization.

We strive to say YES! to our customers for the right things.

We actively seek and value customer feedback.

We care about our team members and customers.

Diversity

We provide quality parks, programs and services that meet the diverse needs of all ages and abilities in our community.

We embrace the diversity of our team.

We value diversity in all its forms and actively seek people with different perspectives and experiences.

We encourage inclusion.



-INSIGHTS-

FROM PARTICIPANT AND PUBLIC PERCEPTION SURVEYS AND STAKEHOLDER ASSESSMENTS

% OF HOUSEHOLDS WHO VISITED PARKS LAST YEAR

90% | 78% | 77%

VISITED CHAMPAIGN PARKS

PARK DISTRICTS ACROSS THE U.S.

PARK DISTRICTS IN ILLINOIS

ALSO 96% RATE CHAMPAIGN PARKS AS "EXCELLENT" OR "GOOD"

% OF HOUSEHOLDS WHO PARTICIPATED IN PROGRAMS LAST YEAR

38% | 30% | 39%

PARTICIPATED IN CHAMPAIGN PARK DISTRICT PROGRAMS

PARK DISTRICTS ACROSS THE U.S.

PARK DISTRICTS IN ILLINOIS

*STATISTICS DO NOT INCLUDE SPECIAL EVENTS



Community Feedback

MOST IMPORTANT PARKS, CULTURAL ARTS AND RECREATION FACILITIES

- Walking and biking trails
- Nature trails/nature parks
- Large community parks
- Small neighborhood parks
- The Virginia Theatre
- Outdoor swimming pools and water parks

MOST DESIRED INDOOR PROGRAMMING SPACES

- Walking and jogging track
- Aerobics/fitness/dance class space
- Weight room/cardiovascular equipment

TOP 5 CHARACTERISTICS PEOPLE ASSOCIATE WITH THE DISTRICT

- Community-oriented
- Affordable
- Fun
- For families
- Kid-focused

TOP 3 REASONS WHY PEOPLE CHOOSE DISTRICT PARKS, FACILITIES AND PROGRAMS

- Affordability
- Consistently good quality
- Convenience

WAYS THE DISTRICT CAN IMPROVE PARTICIPANT EXPERIENCE

- Increase public awareness
- More flexible scheduling
- More adult programs
- More parking

Accomplishments

We strive to utilize the community feedback we receive through Surveys, Community Needs Assessments, and Board Meetings. Below are accomplishments we have achieved with the help of our community's input.

- Virginia Theatre Historical Restoration
- Sholem Aquatic Center Renovation
- Completed New Leonhard Recreation Center
- Major Renovation of Douglass Park
- Universally-Designed and Accessible Playground Installed in Eisner Park
- Centennial Park Playground Renovation
- 10.5 Miles of Paths and Trails
- Robert C. Porter Family Park
- Human Kinetics Park
- Sunset Ridge Park

BOARD OF COMMISSIONERS

Timothy P. McMahon, President
Craig W. Hays, Vice President
Alvin S. Griggs, Commissioner
Barbara J. Kuhl, Commissioner
Jane L. Solon, Commissioner

OFFICERS

Cindy Harvey, Secretary
Gary G. Wackerlin, Treasurer
Guy C. Hall, Attorney





STRATEGIC GOALS & OBJECTIVES

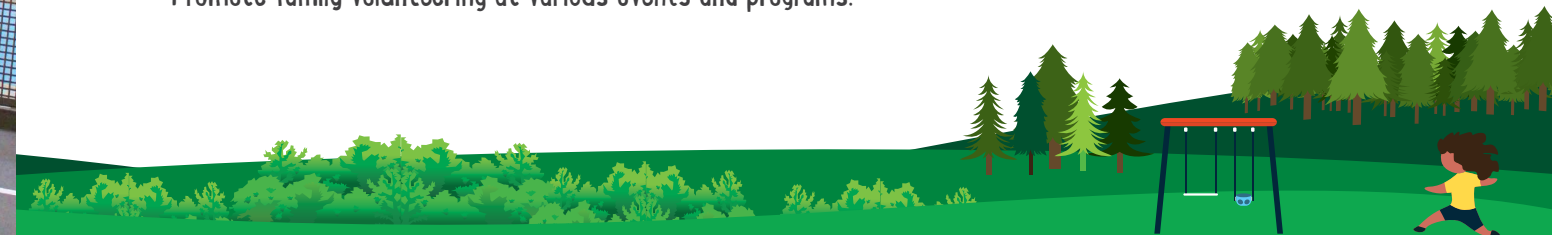
To continue to inspire staff innovation and community-driven planning, we have developed **FIVE STRATEGIC GOALS**. Specific objectives within each goal outline the path to fulfilling our mission statement through this new Strategic Plan.

1

PROVIDE A FAMILY-FRIENDLY ATMOSPHERE WHERE PARTICIPANTS FEEL WELCOME AND SAFE.

OBJECTIVES:

- Develop customer service standards and training.
- Develop both an internal and external culture of treating customers and co-workers/board members like family.
- Create new family-friendly park amenities.
- Develop a marketing plan to promote friendliness, safety and hospitality.
- Design and implement enhanced physical entrance/lobby and park front entrances to reflect friendly, welcoming, and safe themes.
- Provide equal access for all patrons to all parks, facilities and programs.
- Enhance the safety and security in each park and facility so all patrons feel safe.
- Develop a plan to hire/train multi-lingual staff and promote programs in a variety of languages.
- Create events & programs that highlight different cultures.
- Complete and implement a trails master plan.
- Promote family volunteering at various events and programs.



STRATEGIC GOALS & OBJECTIVES

2

PROVIDE FIRST-TIME OPPORTUNITIES FOR PARTICIPANTS TO TRY RECREATION AND CULTURAL ARTS PROGRAMS AND SERVICES.

OBJECTIVES:

- Train staff to make first-time participants feel important by enhancing the participant experience.
- Recognize and reward all staff for focusing on first-time users.
- Track new programming and equipment trends.
- Develop and implement a marketing plan to encourage first-time opportunities and a spirit of discovery.
- Improve internal customer service through staff training.
- Develop entry level positions for operations specialty roles (i.e. plumbing, electricians, HVAC).
- Develop strategies to give potential users a sample of programs and services.
- Develop opportunities to gather feedback for the needs and interests of various cultures/races/demographics.
- Identify sources to provide capital development funds for new parks, facilities and amenities.
- Increase the number of scholarships for first-time experiences.
- Create first-time opportunities for employment at the District.
- Better incorporate programming in parks and trails to encourage use of outdoor space.

STRATEGIC GOALS & OBJECTIVES

3

PROVIDE PARKS, RECREATION, AND CULTURAL ARTS THAT USERS CAN PARTICIPATE IN THROUGHOUT THEIR LIVES.

OBJECTIVES:

- Implement recommendations of the U of I Recreation, Sports, & Tourism evaluation of programs.
- Determine the level of service for parks, facilities and amenities to meet all residents' needs.
- Provide parks, amenities and facilities that serve all ages.
- Research new opportunities and aging trends for programs and facilities for various age groups.
- Provide intergenerational programming.
- Provide program scholarships from which all ages can benefit.
- Develop and implement programmatic, financial, human resources, operational and organizational dashboards.
- Update the District's Comprehensive Plan.
- Develop and promote health and wellness programs.
- Reach out to residents for input on new programs for all ages.
- Develop a five-year financial plan to accomplish sustainable parks and programs.



STRATEGIC GOALS & OBJECTIVES

4

PROVIDE PARKS, RECREATION AND CULTURAL ARTS THAT ARE AFFORDABLE FOR ALL.

OBJECTIVES:

- Find a balance of service vs. business.
- Define core programs and services.
- Update revenue philosophy and purchasing policy.
- Develop opportunities to increase non-tax-based revenues by increasing sponsorships, grants, and donations.
- Offer affordable programs, parks, and services.
- Develop creative and effective payment programs for participants.
- Reward the loyalty of participants.
- Evaluate fees for rentals and services.
- Develop effective strategies to make programs more affordable.
- Develop additional low-cost or free programs.
- Develop new fundraising programs for the Parks Foundation.

STRATEGIC GOALS & OBJECTIVES

5

PROVIDE OPPORTUNITIES TO CREATE COMMUNITY CONNECTIONS IN OUR PARKS, RECREATION, AND CULTURAL ARTS.

OBJECTIVES:

- Create a citizen advisory board for programs and services.
- Evaluate current community partnerships and develop new partnerships.
- Develop new family-focused special events or activities that bring residents together.
- Increase face-to-face connections with members of the community.
- Identify new opportunities to work with community groups.
- Involve community members and agencies in our programs and events.
- Create new programs, parks, facilities, amenities and services to connect with more people in the community.
- Develop new community and program partners by evaluating the community needs assessment results.
- Work with the school district on programs and services as part of the Community School Initiative.
- Develop open-street programs and other downtown events to bring community members together.
- Develop a District software application to create connections with and between users/residents.
- Increase financial and in-kind support of outside groups and agencies to provide programs and events.





CHAMPAIGN PARK DISTRICT FACILITIES



LEONHARD RECREATION CENTER

2307 Sangamon Drive
 217-398-2550 Phone
 217-398-2563 Fax
 711 Relay
 217-398-2589 Cancellation Line
 email: info@champaignparks.com
 www.champaignparks.com

Hours: M-F: 6a-10p
 Sa: 7a-10p
 Su: 9a-9p

BRESNAN MEETING CENTER

706 Kenwood Road
 Hours: M-F: 8a-5p

THE CAGE AT THE BICENTENNIAL CENTER

2112 W. Sangamon Drive • 217-722-9374
 www.cuatthecage.com
 email: info@cuatthecage.com

CHAMPAIGN PARK DISTRICT: DOG PARK

Southeast corner of Windsor & Rising Rd.
 Hours: Open daily dawn to dusk

DOUGLASS ANNEX

804 N. Fifth Street • 217-398-2572
 Office Hours: M-F: 9a-3p

DOUGLASS BRANCH LIBRARY

504 E. Grove Street • 217-403-2090

Hours: M-Th: 10a-8p
 Sa: 7a-10p
 Su: 9a-9p

DOUGLASS COMMUNITY CENTER

512 E. Grove Street • 217-398-2573
 Office Hours: M-F: 8a-5p

HAYS RECREATION CENTER

1311 W. Church Street • 217-398-2580
 Office Hours: M-F: 8a-5p

KAUFMAN LAKE BOATHOUSE

2612 W. Springfield Avenue

DODDS TENNIS CENTER

2802 Farber Drive • 217-352-6044

Hours: M-F: 7a-10p
 Sa/Su: 8:30a-10p

If courts are not in use after 9p, the Dodds Tennis Center may close early.

PRAIRIE FARM

2202 W. Kirby Avenue • 217-398-2583

SHOLEM AQUATIC CENTER

2205 W. Sangamon Drive • 217-398-2581

SPALDING PARK SKATEPARK

910 N. Harris Street
 Facility Hours: Daily, Dawn – Dusk

SPALDING RECREATION CENTER

910 N. Harris Street • 217-398-2577
 Office Hours: Contact Hays Recreation Center

SPRINGER CULTURAL CENTER

301 N. Randolph Street • 217-398-2376
 Office Hours: M-F: 8a-5p; Sat: 9a-3p

VIRGINIA THEATRE

203 W. Park Avenue • 217-356-9063

Box Office Hours: M-F: 10a-5:30p
 Office Hours: M-F: 8a-5:30p
 Program Hours: Program times vary

champaignparks.com

