



AGENDA
SPECIAL MEETING
Bresnan Meeting Center
706 Kenwood Road
Champaign, Illinois
Wednesday, April 24, 2019
5:30 p.m.

A. CALL TO ORDER

B. PRESENTATIONS

1. Prairie Farm Master Plan, Recreation, Sport & Tourism Students

C. COMMENTS FROM THE PUBLIC: *Comments must be limited to not more than three (3) minutes.*

D. NEW ITEMS

1. Approval of Bid for Rental of Portable Toilets
Staff recommends that the Board accept the bid for rental of portable toilets and authorize the Executive Director to execute a contract with the lowest responsible bidder, Gulliford Services, Inc. dba Illinois Portable Toilets, in the amount of \$25,000 per year for a two (2) period with the option to renew for one (1) additional year.
2. Approval of an Intergovernmental Agreement between the City of Champaign and Champaign Park District for Human Kinetics Park
Staff recommends approve an Intergovernmental Agreement for the Construction, Maintenance and Use of Facilities at Human Kinetics Park between the City of Champaign and the Champaign Park District.
3. Approval of an Agreement between the Park District and The Carle Foundation
Staff recommends approving an Agreement between the Park District and The Carle Foundation to maintain a portion of the Carle at the Field trail system.
4. Approval of a Resolution Establishing Authority for the Executive Director to Execute Change Orders
Staff recommends approval of a resolution establishing the Executive Director's authority to execute contracts including change orders, amendments, and/or time extensions as it relates to specific projects approved by the Board for FY20.
5. Approval of the Park District FY20 Facility Fee Schedule
Staff recommends approval of the Facility Fee Schedule for May 1, 2019 through April 30, 2020.
6. Approval of Extending the Contract for Dental and Life Insurance
Staff recommends extending the contract for dental and life insurance for one month with the Principal Financial Group and authorizing the Executive Director to execute extension.
7. Approval of Personnel Requests
Staff recommends approval to change the Virginia Theatre Box Office Manager from a Full-Time 2 position to a Full-Time 1 position and the full-time 2 Fabricator position to a full-time Sports Field 1 position, effective when the FY20 Operating budget is approved.

8. Approval of FY20 Wage Increases for Full-time Staff and Position Classifications and Ranges
Staff recommends approval of a wage increase for all qualified full-time 1 and full-time 2 employees and the position classification and ranges.

E. DISCUSSION ITEMS

1. Strategic Plan

F. COMMENTS FROM COMMISSIONERS

G. EXECUTIVE SESSION

The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS Park. 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.

H. RETURN TO REGULAR MEETING

I. ADJOURN



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: April 18, 2019

SUBJECT: Bid for Rental of Portable Toilets

Background

The Park District requested bid for rental of portable toilets for special events, sports events, parks and various programs for a firm, fixed price for a two (2) year period, from May 1, 2019 through April 30, 2021, with an option to renew for one (1) additional year.

Prior Board Action

At the March 9, 2016 Regular meeting, the Board awarded a bid to Midwest Pottyhouse, Inc. in the amount of \$15,255.00 per year for a two (2) year period with the option to renew for (1) additional year.

At the April 11, 2018 Regular meeting, the Board approved authorizing the Executive Director to execute a one (1) year renewal option with Midwest Pottyhouse, Inc for rentable of portable toilets for programs and events in FY18/19 in the amount of \$17,292.50.

Bid Results

Bids were opened and read aloud on April 16, 2019. Two (2) bids were received. The results are as follows:

Bidder	Bid Amount
Gulliford Services, Inc. dba Illinois Portable Toilets, Urbana	\$25,000
Midwest Pottyhouse, Inc., Champaign, IL	\$25,570

Budget Impact

This is an annual expenditure and funds will be allocated in the FY20 budget. The cost for the rental of portable toilets for the past few years were: \$17,349.00 in FY16/17; \$16,948.25 FY17/18; and \$15,035.50 FY18/19 to date.

Recommended Action

Staff recommends that the Board accept and award the bid for the rental of portable toilets and authorize the Executive Director to enter into a contract with the lowest responsible bidder, Gulliford Services, Inc. dba Illinois Portable Toilets in the amount of approximately \$25,000, depending on the number of events, per year for a two (2) year period with the option to renew for one (1) additional year.

Prepared by:

Reviewed by:

Jameel Jones
Director of Recreation

Joe DeLuce
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: April 16, 2019

SUBJECT: Human Kinetics Park Intergovernmental Agreement with City of Champaign

Background

A number of parks in north Champaign intersect with the Boneyard Creek and the City's ongoing effort to mitigate its stormwater flooding. At the April 11, 2018, Regular Board Meeting, Assistant City Engineer Eleanor Blackmon and City Engineer Dave Clark, along with John Dabrowski of Farnsworth Group presented the City's Boneyard Creek North Branch Improvement Project, which extends along the creek from Neil Street to University Avenue. Since then, City and Park District staff have coordinated the design effort when needed and addressed short-term construction issues as well as long term maintenance items. The final agreement is attached for reference.

Prior Board Action

March 13, 2019 Regular Board Meeting—Board discussed the item but no formal action has been taken.

Budget Impact

Specific maintenance items are detailed in the attached agreement.

Recommendation

Park District Attorney has reviewed the final version with no objections; staff recommends approving the Human Kinetics Park Intergovernmental Agreement with City of Champaign.

Prepared by:

Reviewed by:

Andrew Weiss
Director of Planning

Joe DeLuce
Executive Director

AN INTERGOVERNMENTAL AGREEMENT
FOR THE CONSTRUCTION, MAINTENANCE AND USE OF FACILITIES
AT HUMAN KINETICS PARK
(INCLUDING A STORMWATER DETENTION FACILITY)
(CHAMPAIGN PARK DISTRICT – CITY OF CHAMPAIGN, ILLINOIS)

This Intergovernmental Agreement is entered into this _____ day of _____, 2019
by and between the City of Champaign, Illinois, a Municipal Corporation (“City”), and the
Champaign Park District, a Municipal Corporation (“Park District”), collectively referred to as
the “Parties”.

WITNESSETH:

WHEREAS, the City and Park District are body politics and corporate of the State of Illinois and
authorized to enter into an intergovernmental agreement pursuant to Article VII of the Illinois
Constitution of 1970 and Section 1 of the Intergovernmental Cooperation Act, 5 ILCS 220/1, for
the benefit of both entities; and

WHEREAS, Human Kinetics Park was established by the Park District at 1501 North Market
Street; and

WHEREAS, in 1997, the City and Park District entered into an Intergovernmental
Agreement for the Maintenance and Use of Property Adjacent to the Boneyard Creek Channel
(Not Including Stormwater Detention Facilities); and

WHEREAS, the 1997 agreement established that the City intended to acquire the Boneyard
Creek Channel and adjacent property in order to perform channel improvements and channel
maintenance; and

WHEREAS, the 1997 agreement established that the property adjacent to the channel was
necessary for said City purposes and was also available for other compatible park purposes,

including, but not limited to, recreation, non-motorized transportation and ornamental landscaping and open space; and

WHEREAS, the City intends to construct the Boneyard Creek North Branch Improvements Project (the Project) upon the City-owned property along the Boneyard Creek between University Avenue and Neil Street, including a connection to the adjacent Human Kinetics Park north of Walnut Street; and

WHEREAS, the Project at and near Human Kinetics Park includes the construction of stormwater management improvements including Boneyard Creek reconstruction, creek bank stabilization, dry stormwater detention, storm sewers, an overlook, benches, outcrop stone, and native and traditional landscaping; and

WHEREAS, the Project includes the retrofit of an existing detention basin at Human Kinetics Park to provide a stopping point along the Boneyard Creek trail, including construction of an overlook; and

WHEREAS, the improved Human Kinetics detention basin will be primarily on Park District property, the outlet to the basin will be on City owned property, and the overlook will be on the property line; and

WHEREAS, in addition to providing a stopping point along the Boneyard Creek trail, the detention provided by the Project at the improved Human Kinetics dry detention basin and the downstream Bristol detention basin provide 100-year detention for the watershed, including the proposed Martens Center improvements; and

WHEREAS, the City and Park District wish to set forth their understanding as to how stormwater improvements will be constructed in the Human Kinetics Park and which body

politic owns the improvements after construction and which is responsible for future maintenance and rehabilitation of the improvements; and

WHEREAS, the City and Park District find that the terms of this Agreement will allow ease of administration and of the future operation and maintenance of Human Kinetics Park and the adjacent section of the Boneyard Creek trail in the Project area; and

WHEREAS, the City requires suitable authority or conveyance(s) from the Park District on a portion of Human Kinetics Park for the purpose of reconstruction of the existing detention basin, construction of the concrete overlook partially on Park District property, and the installation of landscaping; and

NOW, THEREFORE, the Park District and City agree as follows:

Section 1. Boneyard Creek North Branch Improvement Project. The City will be responsible for the design, construction and installation of all Project improvements within the Project Area, including those located at and near Human Kinetics Park. The Project in the vicinity of Human Kinetics Park includes the construction of stormwater management improvements including Boneyard Creek reconstruction, creek bank stabilization, dry stormwater detention, storm sewers, an overlook, benches, outcrop stone, and native and traditional landscaping, all of which will be installed by the City substantially in accordance with the approved final plans and specifications for the Boneyard Creek North Branch Improvements - Phase D, Project No. 14230900-53010-0745.

Section 2. City Responsibilities. As part of this Agreement, the City will be responsible for the following items:

- Design, construction, installation and funding of all the Project improvements including those located within Human Kinetics Park, as described in Section 1 of this Agreement and shown in Exhibit A.
- Maintenance, rehabilitation, and replacement of all hardscape, specifically, the concrete overlook with benches near the north end of Walnut and the southwest corner of Human Kinetics Park. Hardscape also includes outcrop stone installed by the Project.
- Maintenance, rehabilitation, and replacement of the detention basin outlet, including outcrop stone, on City owned property east of Walnut Street.
- Maintenance, rehabilitation, and replacement of the traditional plantings on the south side of the overlook.
- Installation, maintenance, rehabilitation, and replacement of a trash can and recycling can adjacent to the concrete overlook, including trash and recycling collection.
- Snow removal and goose dropping removal on the concrete overlook and approach sidewalk from the Boneyard Creek trail. Such maintenance shall be performed at the same level as provided for the adjacent Boneyard Creek trail.

Section 3. Park District Responsibilities. As part of this Agreement, the Park District will be responsible for the following items:

- Post-construction ownership of, maintenance and rehabilitation of the dry detention basin, including the portion of such detention basin on City owned property as depicted in Exhibit A Sheet C10.01. Maintenance and rehabilitation includes erosion repair and tree, native vegetation, and turf maintenance and rehabilitation.
- Funding, design, installation and maintenance of dog waste bag holders and signs at the Park District's discretion.

Section 4. Temporary Construction Easement. The Park District, for and in consideration of ONE DOLLAR (\$1.00) and other good and valuable consideration, in hand paid, and the conditions and agreement hereinafter contained, hereby gives, grants, and conveys to the City of Champaign, Illinois, a municipal corporation, a temporary easement, privilege, right and authority to work, erect, construct, install and/or lay all of the improvements detailed in Section 1 of this Agreement on the Park District land commonly known as Human Kinetics Park and conduct all other activities necessary to complete the construction of the Project.

Section 5. Easement. The Park District, for and in consideration of ONE DOLLAR (\$1.00) and other good and valuable consideration, in hand paid, and the conditions and agreement hereinafter contained, hereby gives, grants, and conveys to the City of Champaign, Illinois, a municipal corporation, a ninety-nine (99) year easement, privilege, right and authority to erect, construct, install and/or lay all of the concrete overlook improvements detailed in Section 1 of this Agreement on the Park District land commonly known as Human Kinetics Park. Thereafter the City shall use, operate, inspect, repair, maintain, and replace the concrete overlook improvement. The Park District shall have the opportunity to participate in any design processes that the City conducts for future improvement rehabilitation or replacement and the Park District will have the right to approve the plans before the bid process and construction begins.

Section 6. Indemnification. Notwithstanding any other term of this Agreement and regardless of any insurance obtained by the Park District for the benefit of the City, the Park District hereby waives, releases and shall protect and defend the City and acknowledges that the City shall not be liable for, and the Park District shall indemnify and hold the City (including all of its agents, officers and employees) harmless from any loss, liabilities, damages, suits, actions, claim, demands, expenses, attorney's fees, and costs of every kind and nature incurred by or

asserted or imposed against the City or its agents, officers and employees during or after the completion of the Project arising out of or in connection with any use, non-use, possession, occupation, existence, condition, operation, design, construction, maintenance, or management of or on or in connection with the Park District maintained portion of improvements by reason of any accident, injury including death, or damage to any person or property however caused, other than by the sole negligence or willful misconduct of the City or its officers, employees or agents. In a like manner, the City shall hold harmless, indemnify and defend the Park District and its commissioners, officers, employees, agents, representatives, and volunteers on the same terms as set forth above in this Section 5 for any and all loss, liabilities, damages, suits, actions, claims, demands, expenses, attorney's fees, and costs of every kind and nature incurred by or asserted or imposed against the Park District or its commissioners, officers, employees, agents, representatives, and volunteers, or any of them, by reason of any accident, injury including death, or damage to any person or property however caused, other than by the sole negligence or willfulness misconduct of the Park District or its commissioners, officers, employees, agents, representatives, and volunteers during or after completion of the Project arising out of or in connection any use, non-use, possession, occupation, existence, condition, operation, design, construction, maintenance or management of or on or in connection with the City-owned and maintained portion of the improvements.

Section 7. Insurance. The Park District shall maintain, at its sole expense, for so long as this Agreement remains in effect, a public liability and property damage insurance program which names the City as an additional insured. This insurance shall be in at least the following amounts:

\$1,000,000.00 combined single limit/bodily injury or death

\$300,000.00 combined single limit/property damage

The Park District shall file with the City Clerk a current certificate of insurance evidencing such coverage at the inception of this Agreement and annually thereafter as such insurance coverage is renewed. The City shall provide the same coverage on the same terms, which names the Park District as an additional insured, with suitable extensions and riders as necessary to afford and confirm such coverage. All certificates of insurance in connection herewith shall be furnished to the respective Party no later than seven (7) days prior to the commencement date of this Agreement. Such insurance policies shall not be cancelled or amended without thirty (30) days prior written notice having been given to the respective Party. Any such cancellation shall form a basis for the Party to be indemnified and defended thereunder to obtain a renewal of such policy or acquire an alternative policy, for which the Party whose insurance has been cancelled shall reimburse the other.

Section 8. Term, Breach and Termination. This Agreement shall remain in general effect. In the event that either Party breaches, defaults in the performance of, or otherwise fails to comply with this Agreement, the other Party may provide notice of such breach, default or non-performance and then permit sixty (60) days after the effective date of notice to cure. The failure to cure shall be a basis for termination. The Parties may otherwise terminate this Agreement by further mutual agreement between them.

Section 9. Notice. All notices required pursuant to this Agreement shall be in writing, and shall be deemed to have been given on the date and at the time they are sent by certified mail, return receipt requested, to the respective Party at the addresses set forth below, or at such other place address as the Parties shall provide to each other in writing. In addition, any such notice

shall be contemporaneously sent by the first class regular U.S. Mail, as well as by e-mail or facsimile transmission at the address(es) or number set forth below:

City of Champaign
City Manager
102 North Neil Street
Champaign, Illinois 61820
E-Mail: _____
Facsimile Number: _____

Champaign Park District
Executive Director
706 Kenwood Road
Champaign, Illinois 61821
E-Mail: _____
Facsimile Number: _____

Section 10. Assignment. This Agreement shall not be assigned or delegated by either Party to any subsidiary, successor, partner, employee, agent or affiliate without the prior written consent of the other Party which shall not be unreasonably withheld.

Section 11. Applicable Law and Venue. The City shall comply with all applicable federal, state and local statutes, rules, regulations, and ordinances with regard to the performance of carrying out of the terms of this Agreement. In the event of any claim or lawsuit regarding this Agreement, Champaign County, Illinois, shall be the appropriate venue for such claim or suit.

Section 12. Severability. In the event one or more of the provisions contained in this Agreement shall be determined by court of law having appropriate jurisdiction to be invalid, illegal, or unenforceable in any respect, such provision shall be deemed severed from this Agreement and the validity, legality or enforceability of the remaining provisions of this Agreement or any other application thereof shall not be affected or impaired thereby, and shall remain in effect.

Section 13. Waiver. Failure to insist upon strict compliance with any of the terms, covenants or conditions of this Agreement shall not be deemed a waiver of that term, covenant or condition, nor shall a failure to insist upon strict compliance with any right or power at any one time or times be deemed a waiver or relinquishment of any such term, covenant, condition or right or power at any other time or times.

Section 14. Counterparts. This Agreement shall be executed in any number of counterparts, each of which shall be deemed to be an original.

Section 15. Entire Agreement and Amendment. This Agreement and any terms or specifications attached hereto or otherwise referred to herein constitute the entire agreement between the Parties pertaining to the subject matter hereof and supersede all prior or contemporaneous agreements and understandings either oral or written of the Parties in connection herewith. No modification of this Agreement shall be effective unless made in writing, signed by both Parties and dated after the date hereof.

IN WITNESS of this Agreement, the Parties hereto set their hands and seals and executed this Agreement the date and year first above written.

CITY OF CHAMPAIGN

CHAMPAIGN PARK DISTRICT

City Manager

President

ATTEST:

ATTEST:

City Clerk

Secretary

(SEAL)

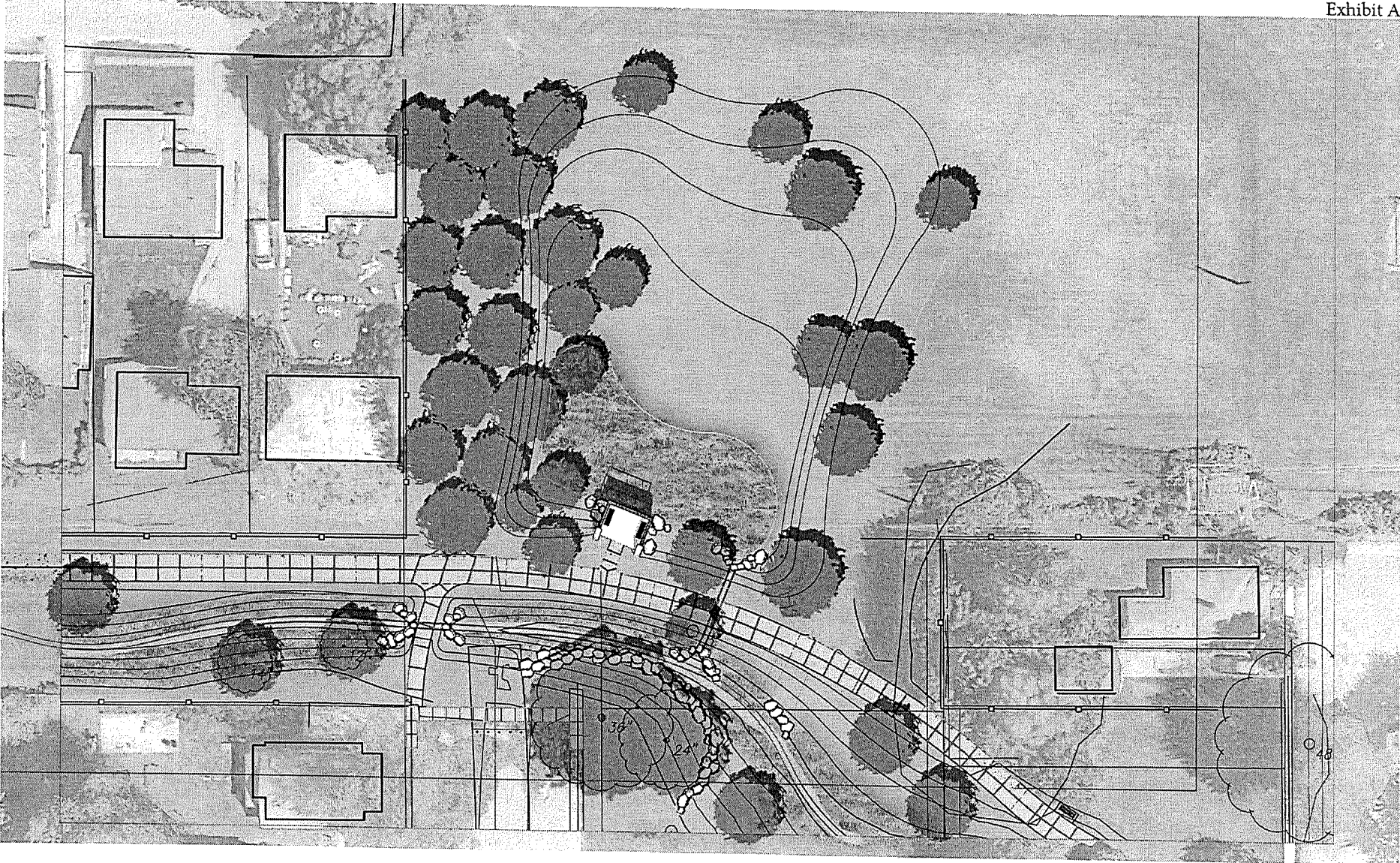
(SEAL)

APPROVED AS TO FORM FOR CITY:

APPROVED AS TO FORM FOR PARK
DISTRICT

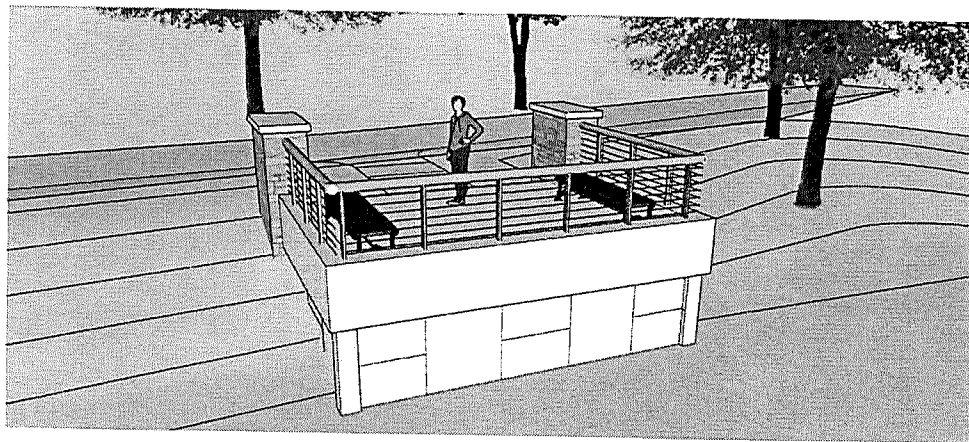
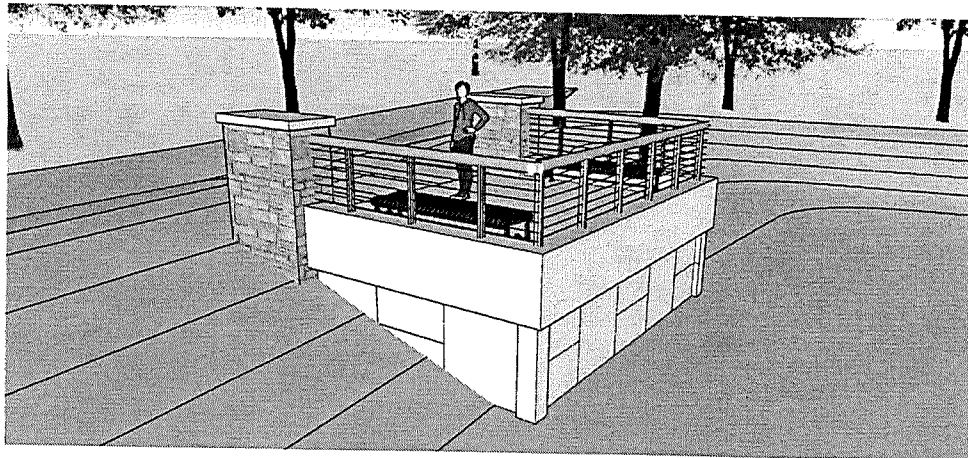
City Attorney

Its Attorney



HUMAN KINETICS SITE PLAN

Exhibit A



HUMAN KINETICS DECK
BONEYARD CREEK NORTH BRANCH | CHAMPAIGN, IL

June 2018





Farnsworth GROUP

2211 WEST BRADLEY AVENUE
CHAMPAIGN, ILLINOIS 61821
(217) 352-7408 / info@f-w.com

www.fw.com
Engineers | Architects | Surveyors | Scientists

SWT DESIGN
7722 Big Bend Blvd.
St. Louis, MO 63119

LIN ENGINEERING, LTD.
Consulting Engineers

WES ENGINEERING SERVICES
CONSULTING ENGINEERS



DATE: Description:

0 10 20 40
SCALE: 1"=20'

PROJECT:
City of Champaign, Illinois

Boneyard - North Branch - PHASE D

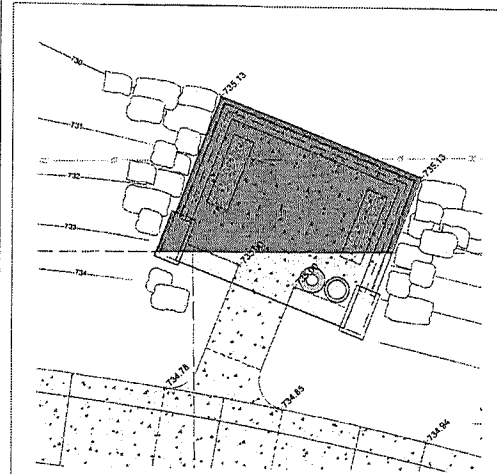
DATE: 01/15/2019
DESIGN/DRAWN:
REVIEWED:
FIELD BOOK NO.:

HUMAN KINETICS INTERGOVERNMENTAL AGREEMENT

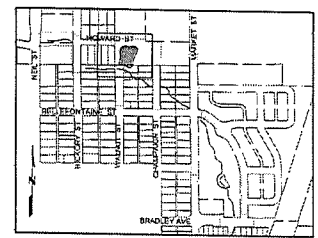
EXHIBIT A

PROJECT NO.: 0150740.00

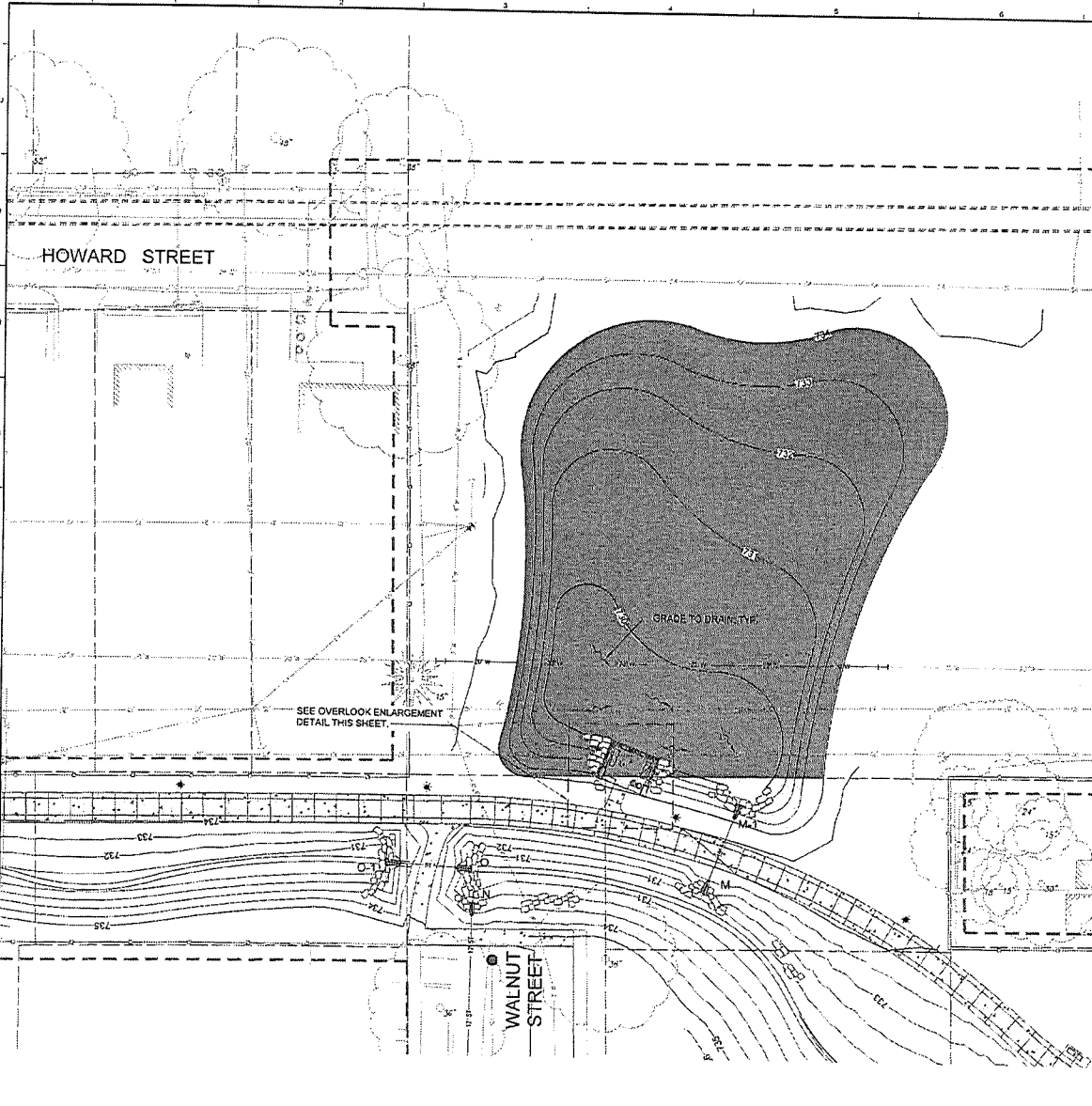
PARK DISTRICT PROPERTY
 CITY PROPERTY



1 OVERLOOK ENLARGEMENT
SCALE: 1"=5'

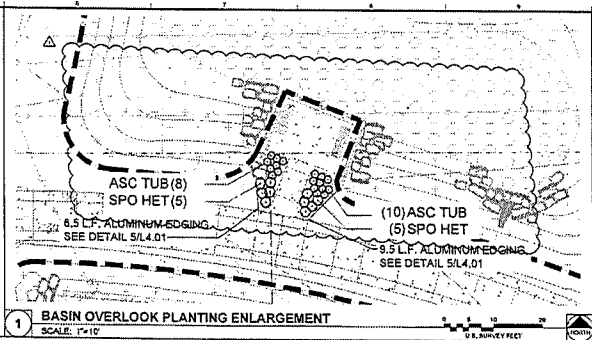
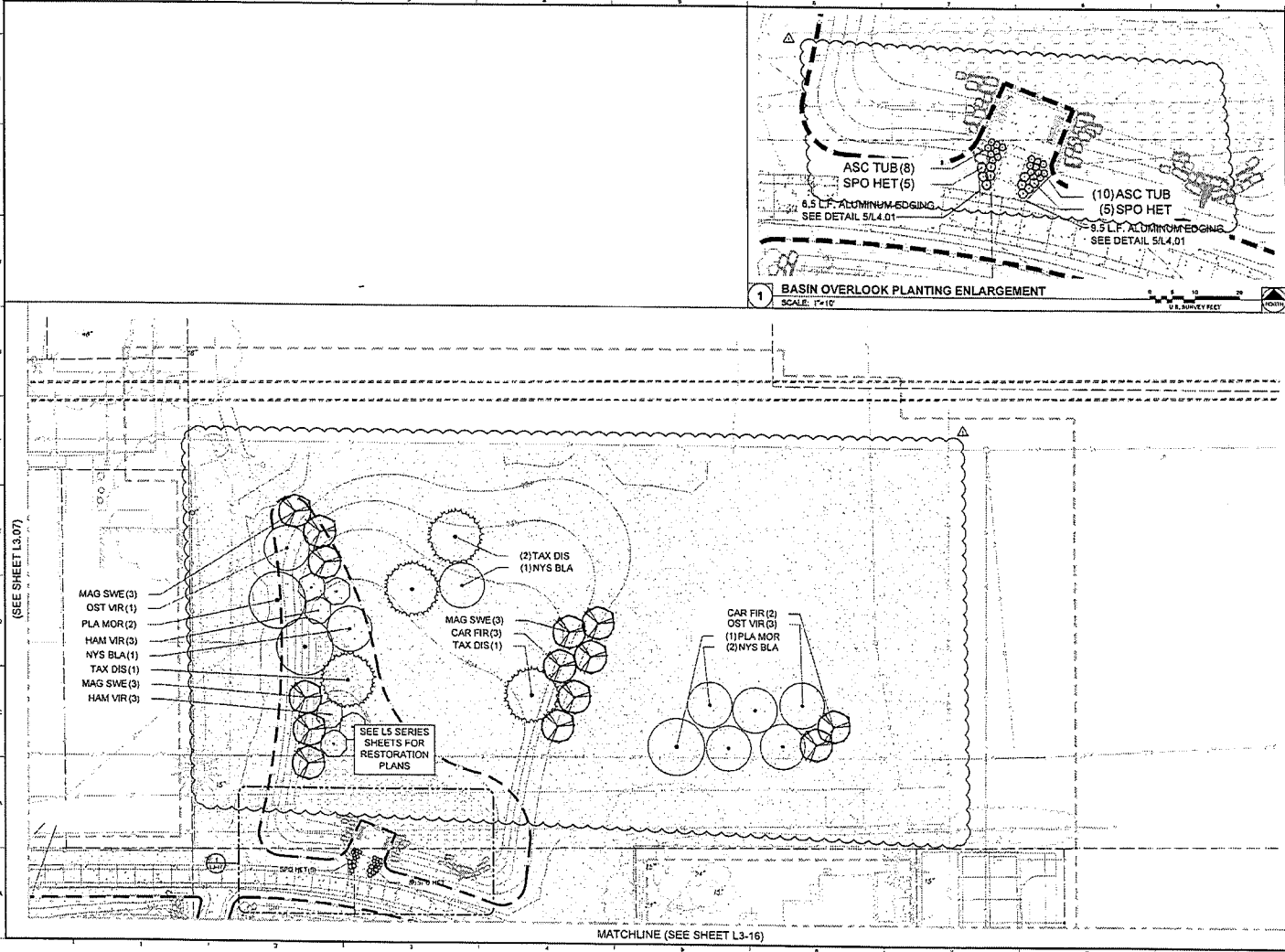


Key Map
Not to Scale



HUMAN KINETICS BASIN GRADING PLAN
SCALE: 1"=20'

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2711 WEST MADLEY AVENUE
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7700 Kings Road Blvd.
St. Louis, MO 63119

LIN ENGINEERING, LTD.
Consulting Engineers

WES ENGINEERING & SERVICES
CONSULTING ENGINEERS

Applied Geotechnical Services, Inc.

DATE: 01/15/2019
DESIGN/DRAWN: MAB
REVIEWED: BSB
FIELD BOOK NO.: -

PLANTING PLAN - REACH L

L3.06

PROJECT NO.: 0100746.00



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: April 18, 2019

SUBJECT: Carle at the Fields Trail Maintenance Agreement with the Carle Foundation

Background

Since September of 2017 Park District staff has been working with Carle Foundation and the City of Champaign concerning short and long-term issues of Carle at the Fields Trail. The agreement process has been an intricate matter; even though most of the trail construction is complete, some of the completed portions are on yet-to-be-annexed property. That is, portions of the completed trail are on property outside of the Champaign Park District boundary. The final version of the trail maintenance agreement with Carle, attached here for reference, addresses the short and long-term concerns of both the annexed and yet-to-be-annexed portions of the trail.

Prior Board Action

No Board action has been taken regarding the Carle maintenance agreement, but in a related matter, the Board approved a separate Carle at the Fields trail maintenance agreement with the City of Champaign at the February 27, 2019 Special Board Meeting.

Budget Impact

Generally speaking, the Park District will maintain portions of the trail within the annexed property at its expense; the Park District will maintain portions of the trail within the unannexed property at Carle's expense, and the attached agreement addresses the scope and quantity of those maintenance items. The specifics are detailed in the attached maintenance agreement and its attachments.

Recommendation

Park District Attorney has reviewed the final version with no objections; staff recommends approving the Carle at the Fields Trail maintenance agreement with Carle.

Prepared by:

Reviewed by:

Andrew Weiss
Director of Planning

Joe DeLuce
Executive Director

**AGREEMENT BETWEEN
CHAMPAIGN PARK DISTRICT AND THE CARLE FOUNDATION**

THIS AGREEMENT is made and entered into effective this ____ of April 2019, by and between the Champaign Park District, an Illinois municipal corporation (hereinafter referred to as, "Park District"), whose principal address is 706 Kenwood Road, Champaign, Illinois, and The Carle Foundation, an Illinois non-profit corporation (hereinafter referred to as, "Carle"), whose principal address is 611 W. Park St., Urbana, IL, 61801, for the purpose of maintaining a portion of the Carle At The Fields trail system (hereinafter referred to as the "Trail" or "Trails", as the case may be).

WITNESSETH:

In consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:

Section 1 – General Purpose. The purpose of this Agreement between the Park District and Carle is to provide the terms and conditions wherein the Park District will maintain certain portions of the Trails that have not been annexed into the City of Champaign as detailed in Exhibit A, in accordance with the standards of the Park District.

Section 2 – Term. This Agreement shall be in effect for a two (2) year period commencing April 24, 2019 through April 23, 2021.

Section 3 – Permitted Uses. Both Parties shall allow the Trails to be open and used by the public (without charge) during all times of the year, pursuant to Park District policies. Carle shall allow the Park District to maintain the Trails to the standards of the Park District.

Section 4 – Carle Responsibilities. Carle shall:

- A. Allow the Park District access to the Trails for the purposes of any applicable use, maintenance or inspection.
- B. Provide a single lump sum payment of Six thousand dollars (\$6,000.00) to the Park District to provide identification signs, regulatory signs, trash receptacles, benches, pet waste stations, mile markers, and other amenities as agreed upon.
- C. Provide an annual payment of Six thousand two hundred seventy-seven dollars (\$6,277.00) to the Park District in order to maintain the Trails in accordance with Park District standards.
- D. Repair, replace and maintain infrastructure associated storm water within this Trails maintenance agreement area, at no cost to the Park District.
- E. Repair, replace and maintain infrastructure associated with irrigation systems and other potable water systems within the maintenance agreement area, at no cost to the Park District. Furthermore, it shall be responsible for any water detention, retention or pond areas.
- F. Maintain, with service providers, and pay for all public utilities within the Trails maintenance agreement area, including but not limited to electrical, sewer, storm water and natural gas, at no cost to the Park District.

- G. Repair, replace and maintain its benches and other amenities or structures, unless they are damaged by the Park District.

Section 5 – Champaign Park District Responsibilities. Park District shall:

- A. Allow Carle access to the Trails for purposes of any use.
- B. Undertake the activities set forth herein with regard to the Trails, which shall for the purpose of this Agreement be deemed to include the path within the thirty (30) foot trail corridor.
- C. Not erect or cause to be erected any permanent buildings, facilities, or structures in the Trails area.
- D. Be responsible for completing an annual inspection of the conditions of the Trails.
- E. Maintain the Trails system to Park District standards for trails, including snow removal (based on Park District scheduling) and mowing, within the thirty (30) foot Trail corridor. The Park District will work with the current landscape contractor to mow the thirty (30) foot Trail corridor for the duration of this Agreement.
- F. Be responsible for the collection and removal of refuse from the Trail area.
- G. Shall be responsible for placement and continued maintenance and restocking of supplies of pet waste stations along the Trail area.
- H. Be permitted to stockpile snow during snow removal processes in designated Carle owned areas, which shall be approved by the Parties. Deicing material shall not be used.
- I. Control or remove unwanted or detrimental vegetation in accordance with park industry standards consistent with appropriate management practices, but shall not provide turf treatments.
- J. Maintain landscaped/mulched areas within the thirty (30) foot Trail corridor. The Park District shall work with the landscape contractor regarding its responsibilities with mulch landscaped areas and Carle shall pay the cost of mulch to meet Carle landscaping standards.
- K. Be responsible for tree care and maintenance within the Trail maintenance area, after the current private planting and care contract/warranty period terminates.
- L. Coordinate any Special Use permits for the Trail with the applicable Carle representative. Such Carle representative shall be required to approve any event scheduled by the Park District, which shall not be unreasonably withheld.

Section 6 – Supervision. Activities on the Trail may require Park District and Carle staff to work jointly to complete maintenance projects. Both Parties shall provide supervision and support when reasonably requested.

Section 7 – Responsibility for Damages to Carle Property. The Park District shall be responsible for and shall pay for any damage it causes to Carle property arising in any manner out of the use or occupation of the Trails pursuant to this Agreement.

Section 8 – Rules, Laws, and Ordinances. The Parties shall comply with any and all applicable laws, ordinances and Park District rules in performing the terms of this Agreement.

Section 9 – Insurance. Carle shall keep in full force and effect at all times during this Agreement a comprehensive general liability insurance policy, with contractual liability coverage, with minimum limits of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate together with property damage insurance of not less than \$1,000,000. All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best and Co. and shall be reasonably satisfactory to Park District. All insurance coverage provided by Carle shall be primary insurance as to Park District. Any insurance or self-insurance maintained by Park District shall be in excess of Carle's insurance and shall not contribute with it. Park District, its commissioners, officers, employees, agents, representatives, and volunteers shall be covered as additional insureds under the general liability coverage which shall contain no special limitation on the scope of protection afforded to the additional insureds. The policy and/or coverage shall also contain a "contractual liability" clause and shall contain appropriate endorsements, extensions or riders necessary to assure coverage. Carle shall provide a certificate of such insurance as may be applicable from time to time, identifying the coverages and information required herein. The policy shall not be cancelled or amended without at least ten (10) days prior written notice having been given to Park District. Cancellation of any such coverage without a substitute policy containing the required coverage's being put in force, shall be grounds for Park District to immediately terminate this Agreement with no further rights afforded Carle. At its option, Park District may continue such insurance at its cost and obtain reimbursement and repayment thereof from Carle. In such event, Carle shall pay the amount due within ten (10) days of payment by Park District. The Parties acknowledge that Carle may from time to time change insurers; provided that, Park District shall be provided with a certificate of such insurance otherwise conforming to and in compliance with the terms hereof, promptly upon such change. Failure of Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Park District to identify a deficiency from the evidence that is provided shall not be construed as a waiver of Carle's obligation to maintain such insurance. Carle shall maintain in effect at its sole expense workers' compensation insurance that complies with applicable state and federal law.

Section 10 – Independent Contractors. Notwithstanding any other provision of this Agreement, the relationship between Carle and Park District is, and shall remain, one of independent contractors. Nothing in this Agreement shall be construed to establish any relationship of employer/employee, partners, or joint venturers between the Parties, or of their respective employees, officers, agents or representatives. In addition, Park District may from time to time hire people to perform labor and other services for it, and any such person shall not be construed to be an employee, agent, or representative of, or contractor with, Carle in any manner whatsoever. Furthermore, Park District does hereby acknowledge its obligations and shall remain responsible for the payment of all withholdings, insurance, or other amounts as may be required by law in connection with its hiring or contracting with any person, and shall in all respects hold Carle harmless from and indemnify it for the payment of any such amounts.

Section 11 – Mutual Hold Harmless and Indemnification. The Park District shall indemnify, defend and hold harmless Carle and any of its trustees, directors, officers, employees, agents, volunteers and representatives from and against any and all liability, loss, costs, causes of actions, demands, attorney fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against Carle that arises solely from an act, failure or omission on the part of Park District, or any of its commissioners, officers, employees, agents, representatives, and volunteers in carrying out the terms of this Agreement.

Carle shall indemnify, defend and hold harmless Park District and any of its commissioners, directors, officers, employees, agents, representatives, and volunteers from and against any and all liability, loss, costs, causes of actions, demands, attorney's fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against Park District that arises solely from an act, failure or omission on the part of Carle or any of its trustees, directors, officers, employees, agents and representatives in carrying out of the terms of this Agreement.

Section 12 – Default and Termination. . (a) This Agreement may be terminated by the Parties by a mutual written agreement at any time. (b) This Agreement may be terminated for cause in the event of a breach by a Party. In the event of a termination for cause, the non-breaching Party shall provide the breaching Party with a written notice informing the breaching Party of the nature of such cause and providing ten (10) days notice to cure. In the event the breaching Party fails to cure within such ten (10) day period, then the non-breaching Party shall send a further notice informing the breaching Party that this Agreement is terminated. (c) Either Party may terminate this Agreement upon providing a thirty (30) day written notice to the other Party..

Section 13 – Severability. In the event any one or more of the provisions set forth in this Agreement shall be finally determined by a court of competent jurisdiction to be invalid, illegal, or unenforceable in any respect, such provision shall be deemed severed from this Agreement, and the validity, legality, or enforceability of the remaining provisions of this Agreement or any other application thereof shall not be affected or impaired thereby, and shall remain in effect.

Section 14 – Assignment - Binding Effect. Neither party nor any subsidiary, successor, partner, employee, agent or affiliate shall assign or delegate any of their rights or responsibilities under this Agreement without the prior written consent of the other, which shall not be unreasonably withheld.

Section 15 – Waiver. Failure to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement, shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of the right or power at all or any other times.

Section 16 – Entire Agreement and Amendment. This Agreement and any written exhibit, amendment, or addendum to it constitute(s) the entire contract between Park District and Carle, and may be changed, modified or amended only by mutual written agreement executed by the Parties.

Section 17 – Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original.

Section 18 – Notice.

Any notices or other communication required or permitted under this Agreement shall be in writing and shall be (a) personally delivered, or (b) sent by certified or registered United States mail, postage prepaid, return receipt requested, or (c) sent by overnight delivery by a reputable courier to the address of the Party set forth herein or (d) telecopied to the facsimile number of the Party set forth in this Section. Such notice or communication shall be deemed given (i) if sent by personal delivery or by overnight courier, when delivered in person, (ii) if sent by telecopier, when evidence of successful transmission by telecopier has been received by sender or, (iii) in the case of mailed notice, four (4) days following deposit in the United States

mail. Notice of change of address shall be provided by written notice in the manner detailed in this Section.

Champaign Park District
Attn: Executive Director
706 Kenwood Road
Champaign, IL 61821
FAX: (217) 355-8421

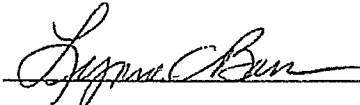
Carle Foundation Hospital
Attn: President/CEO
611 W. Park Street
Urbana, IL 61801
FAX: 217-383-3018

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed effective as the day and year first above written.

Champaign Park District,
a municipal corporation

The Carle Foundation,
an Illinois non-profit corporation

By: _____

By: 

Name: _____
(print name)

Name: Lynae C Barnes
(print name)

Title: _____

Title: COO - Hospital
Sr UP - Facilities

Date: _____

Date: 4/18/2019

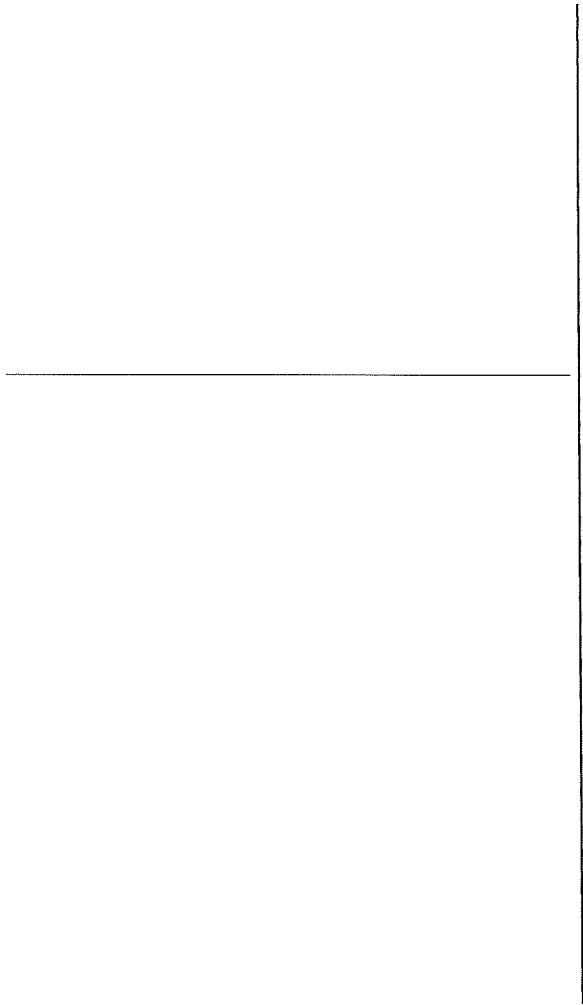
ATTEST:

Cindy Harvey, Secretary

**EXHIBIT A
SITE MAP**

See Attachment

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REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: April 16, 2019

SUBJECT: Approval of a Resolution Establishing Authority for the Executive Director to Execute Change Orders

Background

The Champaign Park District has on a regular basis ongoing projects which oftentimes require revisions and changes due to unforeseen circumstances at the time the contract was signed or germane to the original contract as signed or is in the best interests of the Park District and authorized by law. It would cause considerable delay to a project if every change in a contract required Board approval before action could be taken. Staff believes that it would be in the Park District's best interests and administrative convenience for the Board to delegate authority to the Executive Director to modify ongoing contracts through change orders, amendments, and/or time extensions as it relates to specific projects. Such contractual obligation shall not exceed \$20,000. The Board shall confirm, approve and ratify at its next regular board meeting any and all change orders or series of change orders which increase or decrease any such contract amount by a total of \$10,000 or more or the time of completion by a total of 30 days or more.

Prior Board Action

At the November 14, 2018 Regular Board meeting, the Board approved a resolution establishing authority for the Executive Director to execute change orders effective until April 30, 2019.

Budget Impact

The increase/decrease cost to a contract in accordance with the authority granted by the Board.

Recommended Action

Staff recommends Board approval of a resolution establishing authority for the Executive Director to execute contracts including change orders, amendments, and/or time extensions as it relates to specific projects effective until April 30, 2020.

Prepared by:

Cindy Harvey
Assistant to the Executive Director

Reviewed by:

Joe DeLuce, CPRP
Executive Director

Champaign Park District

RESOLUTION

WHEREAS, the Champaign Park District is a municipal corporation located in Champaign County, Illinois, and is a park district organized and operating pursuant to the provisions of the Park District Code (70 ILCS 1205/1-1 et seq.); and

WHEREAS, the Board of Commissioners of the Champaign Park District has approved various capital projects;

WHEREAS, the Board of Commissioners of the Champaign Park District award contracts for specific projects to the lowest responsible bidder;

WHEREAS, from time to time the appropriate officers of the Champaign Park District may be unavailable to execute the necessary contracts or other related documents including change orders due to circumstances that call for prompt action in order to meet completion deadlines;

WHEREAS, the Board of Commissioners of the Champaign Park District has determined that the Executive Director may, from time to time, execute contracts and all related documents including change orders, amendments and/or time extensions; and

WHEREAS, the Board of Commissioners of the Champaign Park District has decided to clarify and grant authority to the Executive Director to execute contracts including change orders on behalf of the Champaign Park District related to specific projects approved by the Board;

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Champaign Park District hereby authorizes the Executive Director to execute all contracts including change orders, amendments, and/or time extensions as they relate to specific projects. The Executive Director shall obtain a written determination that one or more of the following exists at the time: (1) the circumstances necessitating the change in performance were not reasonably foreseeable at the time the contract was signed, or (2) the change is germane to the original contract as signed, or (3) the change is in the best interests of the Champaign Park District and authorized by law. Such contractual obligation shall not exceed \$20,000; and provided further that, the Board of Commissioners shall be informed of the nature and extent of all such contracts in the manner and form that it deems necessary and appropriate within its sole discretion, and shall confirm, approve and ratify at its next regular board meeting any and all change orders or series of change orders which increase or decrease any such contract amount by a total \$10,000 or more or the time of completion by a total of 30 days or more, effective until April 30, 2020.

APPROVED by the President and Board of Commissioners of the Champaign Park District this 24th day of April 2019.

(SEAL)

ATTEST:

APPROVED:

By: _____
Cindy Harvey, Secretary

By: _____
Craig W. Hays, President



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director
DATE: April 16, 2019
SUBJECT: Facility and Park Fee Schedule

Background

Over the years the Park Board has approved the various facility fees separately. Staff would be bringing all facility fees to the Park Board for review and approval and we will continue to do so each spring. The following fees highlighted in "red" are recommended for approval and all fees in "black" will remain unchanged for 2019-20 and some additional requests for 2020-21.

Facility and Park Fee Highlights/Recommendations

All rentals have a two hour minimum + \$100 damage deposit. **Change to \$50 damage deposit for small party rentals. The \$100 damage deposit turns many renters away. Maintain \$100 damage deposit for all larger rentals.**

Leonhard Recreation Center Fees

Annual membership rates **Proposed fees effective January 1, 2020**

Non-walking infants are free

Individual (R/NR)	\$80/\$120	90/135
Family of 2 or 3 (R/NR)	\$160/\$240	180/270

Each additional family member after 3 (R/NR) **38/57**

Senior Age 55+ (R/NR) **70/105**

Card Fee (R/NR) \$5 per family member

Applies to the first time a Leonhard membership is purchased or any time a card is replaced.

Monthly Option for LRC Memberships

MEMBERSHIP TYPE	R	NR	Annual cost comparison for Residents
Individual	\$8 10	\$12 15	\$96 vs. \$80 120 vs. 90
Family of 2-3	\$16 20	\$24 30	\$192 vs. \$160 240 vs. 180
Additional Family			
Member	\$3 4	\$4.5 6	\$36 vs. \$30 48 vs. 38
Senior	\$6 8	\$9 12	\$72 vs. \$60 96 vs. 70

The Leonhard Recreation staff costs will rise tremendously with the increase in minimum wage. If the Park District is going to continue to provide the same level of programs and services, staff needs to increase fees to maintain current budget expenditures. Staff recommends increasing membership fees to help keep pace with the impending minimum wage increases.

Currently, the Leonhard Recreation Center has over 2,000 members, but approximately 300 of them are silver sneakers (no word on whether there will be an increase in these fees) and many are monthly members that do have a year round membership but only for winter seasons. So assuming the Park District have at least 1,500 paying members year round, the Park District needs to increase it fees over \$9 a person to stay at the same level.

Daily Admission Fee

For those without a membership, there is a \$5/\$10 (R/NR) Daily Admission Fee. The daily admission fee includes the use of the indoor playground, walking track, open gym, and weight room.

~~Supervised Play Time~~

~~Date _____ Day _____ Time _____~~

~~5/1-9/13* Tu/W/Th 5:30-8:30p~~

~~*Not available on major holidays~~

~~Fee (R/NR): Free with membership; \$5.00 for non-members~~

The Supervised Play Time has not been very successful with only a small number of the overall members taking advantage of the program. The staff estimate a loss of over \$9,000 per year to continue to provide this service. Staff is recommending that the Supervised Play Time service be phased out.

Showmobile Fees

\$200 refundable deposit to reserve

\$500 (\$550) for profit rate or \$350 (\$400) non-profit rate (flat fee)

\$60/hr (\$80) for staffing (this starts the moment the stage arrives on site until it is pulled off site)

Additional charges may be added if they need additional equipment.

\$350/day (\$400) for large generator

\$25/day (\$35) for small generator

\$25/day (\$35) for sound equipment

Staff is recommending the above increase for the use of the showmobile to help cover the increased fuel costs and staff that work the Showmobile.

Shelter rent rental increments

Shelters are rented in ~~four~~ two hour increments.

Portable Potty-House Unit Fees

Acquiring portable potty-houses are the sole responsibility of permit holder and/or renter **and must be approved by the Champaign Park District.**

Dog Park Fees

Membership is for one calendar year (January 1 to December 31).

Fees are not pro-rated, with exception to midseason discount.

One Dog (Resident): \$38 ~~(\$40)~~

One Dog (Non-resident): \$57 ~~(\$60)~~

Each Additional Dog: \$6 ~~(\$8)~~

Replacement Tag: \$10 ~~(\$12)~~

August 1 – November 30 memberships are discounted half price.

Staff is working with the Urbana Park District to increase their dog park fees as both park districts work together to provide joint memberships to both dog parks.

Sholem Aquatic Center Fees (2019)

Daily Admission Fees	(R/NR)
Individual	\$6/\$9
3 & under	Free
Twilight Rate	\$4/\$6
Friday Rate	\$4/\$6
5 Punch Card	\$25/\$40
10 Punch Card	\$50/\$80

Sholem Aquatic Center Fees (May 2020)

Daily Admission Fees	(R/NR)
Individual	\$7/\$10.50
3 & under	Free
Twilight Rate	\$5/7.50
Friday Rate	\$5/7.50
5 Punch Card	\$30/\$45
10 Punch Card	\$60/\$90

For next year, staff is recommending to increase the entry fees by \$1 for residents and a \$1.50 for non-residents. The increase would help offset staffing costs as the minimum wage rises. In July 2020, the minimum wage will be \$1.75 per hour higher than the current rate. Staff is also working with Urbana Park District on having the same or similar entry fees. The increase would encourage more users to purchase an annual pass.

Dodds Indoor Tennis Center

The recommendation is to increase the 18-week permanent court time Monday-Friday, 7am-9am, fees from \$234 to \$270 and increase the weekend 18-week permanent court time fee from \$270 to \$306. Raising the weekend permanent court time fee would make the hourly rate the same as the current member random court time rate (\$17/hour). The 18-week fees we currently charge are well below the Atkins Tennis Center on campus. The Atkins Tennis Center currently charges \$408 for Monday-Friday, 7am-9am, permanent court time and the same rate for the weekend.

Sports Field Rental

Sports Fields Fees (Effective Spring 2020)

Field Name	Practice Rate	Game Rate	Supervisor	Lights
Dexter	\$15/2hr	\$30/2hr \$35	\$10/hr (\$11)	\$10/hr \$15/hr
Dodds 3-Plex	\$45/2hr	\$80/2hr \$85	\$10/hr (\$11)	\$10/hr \$15/hr
Dodds 4-Plex	\$45/2hr	\$80/2hr \$85	\$10/hr (\$11)	\$10/hr \$15/hr
Zahnd Little League	\$15/2hr	\$40/2hr \$45	\$10/hr (\$11)	\$10/hr \$15/hr
Zahnd Pony	\$15/2hr	\$50/2hr \$55	\$10/hr (\$11)	\$10/hr \$15/hr
Seaman	\$35/2hr	\$70/2hr \$75	N/A	N/A
Dodds Soccer	\$35/2hr	\$70/2hr \$75	\$10/hr (\$11)	N/A \$15/hr

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.

Staff is recommending a small increase to sports field's rental fees to cover increase in ballfield crew staff costs in prepping fields. The increase would also help cover the increased costs in minimum wages for site staff and electrical costs for lights.

Virginia Theatre

Marketing Fee: \$250 FLAT (brochure, website listing, social media & eBlast marketing)

*Note that touring attractions booked into the Virginia Theatre by 501(c)3 non-profits **and governmental agencies** will be billed at the Touring Commercial Attraction rate.

**Champaign Park District
Fee Schedule
May 1, 2019 to April 30, 2020**

Current Fees Facility	Current/Proposed Fees CPD Residents	Current/Proposed Fees Non-Profits
Bresnan Center	\$45 per hour	\$35 per hour
Douglass Annex	\$45 per hour	\$35 per hour
Douglass Annex Kitchen	\$40 + room rental	\$30 + room rental
Douglass Library	\$45 per hour	\$35 per hour
Douglass Library Kitchen	\$35 + room rental	\$30 + room rental
Douglass Gymnasium	\$60 per hour	\$45 per hour (\$30 ½ gym)
Hays Center	\$45 per hour	\$35 per hour
Hays Center Kitchen	\$30 + room rental	\$25 + room rental
Kaufman Lake Boathouse	\$40 per hour	\$30 per hour
Kaufman Lake Fire Ring	\$45 flat rate	\$35 flat rate
Spalding Recreation Center	\$45 per hour	\$35 per hour
Springer Cultural Center	\$45 per hour	\$35 per hour
Springer Cultural Center	\$30 per add room	\$25 per add room
Springer Cultural Kitchen	\$40 + room rental	\$35 + room rental
Leonhard Activity Room	\$50 per hour	\$40 per hour
Leonhard Gymnasium	\$120 per hour full gym	\$90 per hour full gym
Leonhard Gymnasium	\$60 per hour half gym	\$45 per hour half gym
Leonhard Gymnasium	\$30 per hour ¼ gym	\$22.50 per hour ¼ gym
Leonhard Group Fitness	\$30 per hour	\$22.50 per hour
Leonhard Party Room	\$50 per hour	\$35 per hour
Hayrack Ride Rental	\$75 for the first hour and \$50 for each additional hour	
Trolley Ride Rental	\$100 for the first hour and \$75 for each additional hour	

All rentals have a two hour minimum + \$100 damage deposit.

All rentals have a two hour minimum + \$100 damage deposit for large rentals.

\$50 damage deposit for small party rentals.

Change to \$50 damage deposit for small party rentals. The \$100 damage deposit turns many renters away. Maintain \$100 damage deposit for all larger rentals.

Non-profit organizations with a 501(c)(3) status only designation will qualify for defined rates below. Those organizations are, but not limited to: Boys & Girls Club, Scouts, DSC, Family Service, Mental Health, NAACP, United Way Agencies, and the Urban League. A \$100 damage deposit is required for all rentals by non-profit organizations.

Governmental Agencies are provided free use of facilities when no staff is required to be on site. Agencies included: City of Champaign, Unit 4 Schools, CU Public Health, Champaign Public Library, MTD, and the CU Sanitary District, etc. Governmental agencies must provide a \$100 damage deposit on all rentals and may be charged additional fees depending on their requests. University of Illinois is not subject to a damage deposit nor pre-payment.

Facility	Current Fees CPD Residents	Current Fees Non-Profits
West Side Park Gazebo	\$25 per hour	\$20 per hour
Hessel Pavilion	\$30 per hour	\$25 per hour
Centennial Pavilion	\$30 per hour	\$25 per hour
Douglass Pavilion	\$25 per hour	\$20 per hour
Porter Park Shelter	\$25 per hour	\$20 per hour
Hessel Small Shelters	First come first serve or \$20 reservation fee	
Toalson Shelter	First come first serve or \$20 reservation fee	
Sunset Ridge Park Shelter	First come first serve or \$20 reservation fee	
Zahnd Park Shelter	First come first serve or \$20 reservation fee	
Powell Park Shelter	First come first serve or \$20 reservation fee	
Scott Park Shelter	First come first serve or \$20 reservation fee	
Turnberry Ridge Shelter	First come first serve or \$20 reservation fee	
Spalding Park Shelter	First come first serve or \$20 reservation fee	
Mullikin Park Shelter	First come first serve or \$20 reservation fee	
Millage Park Shelter	First come first serve or \$20 reservation fee	
Mattis Park Shelters	First come first serve or \$20 reservation fee	
Morrissey Park Shelter	First come first serve or \$20 reservation fee	

- If an individual would like to make sure they have a smaller shelter in our parks they can pay a \$20 reservation fee or take a chance on a first come first serve opportunity. If they pay the \$20 reservation fee, they would receive a written permit that states the day and time they have the shelter reserved. Staff would do no extra work on these shelters, as the idea is to give patrons the option to reserve a shelter or try to get it for free on a first come, first serve basis.
- Shelters are rented in ~~four~~ **two** hour increments.
- Non-Resident Rates: 50% more than the resident rate.
- Urbana Residents are considered CPD Residents.
- Site Supervisor is included in the rental for any indoor facility.
- University of Illinois is not subject to a damage deposit nor pre-payment.

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Portable Potty-House Unit Fees

Acquiring portable potty-houses are the sole responsibility of permit holder and/or renter **and must be approved by the Champaign Park District**".

Indoor Facilities Holiday Fees

Double the costs of normal rates listed above; requires that staff are available. Holidays include New Year's Eve, New Year's Day, MLK Day, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve and Christmas Day. Other days/dates that are deemed Holidays by the CPD will apply.

Special Event Fees

Up to 25 persons per day	No Fee
Up to 200 persons per day	\$100
Up to 400 persons per day	\$200
Up to 800 persons per day	\$400
Over 1000 persons per day	\$500

Additional fees may be assessed for very large events to cover various logistics and Park District costs.

Staff costs will be charged to hold a special event in any Champaign Park District facility or park to individuals and groups charging fees to produce revenues (concert, fundraiser, charity events, etc.).

Tent Permit Fee - \$25 per tent per day

Groups and individuals must have a permit to erect a tent. Location of tent and/or tents must be approved by Director of Operations or Maintenance Supervisor. Placement locations for tents, porta-potties, stages, etc., must be approved by the Champaign Park District.

Showmobile Fees

\$200 refundable deposit to reserve

\$500 (~~\$550~~) for profit rate or \$350 (~~\$400~~) non-profit rate (flat fee)

\$60/hr (~~\$80~~) for staffing (this starts the moment the stage arrives on site until it is pulled off site)

Additional charges may be added if they need additional equipment.

\$350/day (~~\$400~~) for large generator

\$25/day (~~\$35~~) for small generator

\$25/day (~~\$35~~) for sound equipment

Sports Fields Fees (Effective Spring 2020)

Field Name	Practice Rate	Game Rate	Supervisor	Lights
Dexter	\$15/2hr	\$30/2hr \$35	\$10/hr (\$11)	\$10/hr \$15/hr
Dodds 3-Plex	\$45/2hr	\$80/2hr \$85	\$10/hr (\$11)	\$10/hr \$15/hr
Dodds 4-Plex	\$45/2hr	\$80/2hr \$85	\$10/hr (\$11)	\$10/hr \$15/hr
Zahnd Little League	\$15/2hr	\$40/2hr \$45	\$10/hr (\$11)	\$10/hr \$15/hr
Zahnd Pony	\$15/2hr	\$50/2hr \$55	\$10/hr (\$11)	\$10/hr \$15/hr
Seaman	\$35/2hr	\$70/2hr \$75	N/A	N/A
Dodds Soccer	\$35/2hr	\$70/2hr \$75	\$10/hr (\$11)	N/A \$15/hr

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.

Tournament fees are provided per request or contractual agreements may have different fees per the agreement.

Dodds Tennis Center Fees

Memberships

Individual (Ages 18-54)	R/\$50 NR/\$75
Family (2-4 members)	R/\$80 NR/\$120
Each additional family member	R/\$10 NR/\$15
Senior (Ages 55+)	R/\$30 NR/\$45
Full-time Students	R/\$30 NR/\$45
Rental fee for all the courts/tennis facility	\$100 per hour

Permanent Court Time

M-F	18-week fee
7-9a	\$234 \$270
9a-5:30p	\$306
5:30-10p	\$342

Weekends	18-week fee
All times	\$270 \$306

Random Court Time

Time: M-F, 7a-5:30p, Member fee: \$17/hour	Guest fee: \$19/hour
Time: M-F, 5:30-10p, Member fee: \$19/hour	Guest fee: \$23/hour
Time: Sa-Su, All day, Member fee: \$17/hour	Guest fee: \$19/hour

Sholem Aquatic Center Fees (2019)

<u>Daily Admission Fees</u>	<u>(R/NR)</u>
Individual	\$6/\$9
3 & under	Free
Twilight Rate	\$4/\$6
Friday Rate	\$4/\$6
5 Punch Card	\$25/\$40
10 Punch Card	\$50/\$80

Sholem Aquatic Center Fees (May 2020)

<u>Daily Admission Fees</u>	<u>(R/NR)</u>
Individual	\$7/\$10.50
3 & under	Free
Twilight Rate	\$5/7.50
Friday Rate	\$5/7.50
5 Punch Card	\$30/\$45
10 Punch Card	\$60/\$90

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.

Season Pool Pass

	Sale Price Valid through 4/30/18	Regular Fee (R/NR)
Individuals	\$80/\$120	\$90/\$135
Family of 2-3	\$150/\$225	\$175/\$262.50
Family of 4	\$180/\$270	\$205/\$307.50
Family of 5	\$210/\$315	\$235/\$352.50
Add family members	\$30/\$45	\$30/\$45
Senior (Ages 55+)	\$60/\$90	\$70/\$105
Replacement Fob	\$5/\$5	\$5/\$5

50% off all pool passes on or after 7/16/18

After-Hours Rentals at Sholem Aquatic Center

- "Ultimate Beach Party" (full-facility rental). Fee (R/NR): \$365/\$550 per hour
 - "Surf's Up!" (limited to the river and the three slides). Fee (R/NR): \$230/\$345 per hour
 - "Summer Nights" (limited to the main pool and lap lanes). Fee (R/NR): \$195/\$295 per hour
- Each has a minimum two hour rental.

Leonhard Recreation Center Fees

Annual membership rates **Proposed fees effective January 1, 2020**

Non-walking infants are free

Individual (R/NR)	\$80/\$120	90/135
Family of 2 or 3 (R/NR)	\$160/\$240	180/270

Each additional family member after 3 (R/NR) \$30/\$45 **38/57**

Senior Age 55+ (R/NR) \$60/\$90 **70/105**

Card Fee (R/NR) \$5 per family member

Applies to the first time a Leonhard membership is purchased or any time a card is replaced.

Monthly Option for LRC Memberships

MEMBERSHIP TYPE	R	NR	Annual cost comparison for Residents
Individual	\$8 10	\$12 15	\$96 vs. \$80 120 vs. 90
Family of 2-3	\$16 20	\$24 30	\$192 vs. \$160 240 vs. 180
Additional Family			
Member	\$3 4	\$4.5 6	\$36 vs. \$30 48 vs. 38
Senior	\$6 8	\$9 12	\$72 vs. \$60 96 vs. 70

Daily Admission Fee

For those without a membership, there is a \$5/\$10 (R/NR) Daily Admission Fee. The daily admission fee includes the use of the indoor playground, walking track, open gym, and weight room.

~~Supervised Play Time~~

~~Date Day Time~~

~~5/1-9/13* Tu/W/Th 5:30-8:30p~~

~~*Not available on major holidays~~

~~Fee (R/NR): Free with membership; \$5.00 for non-members~~

Program Tree Fees

A donation of \$250 to the Champaign Parks Foundation, covers the cost of the tree, the installation by staff, and the maintenance of the tree for the duration of its life. An additional donation of \$200 will purchase a 9 x 5 cast bronze plaque to personalize the tree in the park.

Eddie Albert Garden Plots Fees

Date	Location	Plot Size	Fee (R/NR)
4/2-10/28	Dodds Park	20' x 20' plot	\$30/\$45
4/2-10/28	Dodds Park	20' x 30' plot	\$40/\$60
1/1-12/31	Dodds Park	20' x 20' plot	\$40/\$60

Dog Park Fees

Membership is for one calendar year (January 1 to December 31).

Fees are not pro-rated, with exception to midseason discount.

One Dog (Resident): \$38 ~~(\$40)~~

One Dog (Non-resident): \$57 ~~(\$60)~~

Each Additional Dog: \$6 ~~(\$8)~~

Replacement Tag: \$10 ~~(\$12)~~

August 1 – November 30 memberships are discounted half price.

Virginia Theatre Fees

Public Events:

Touring Commercial Attractions	\$3,950.00 FLAT
Local Commercial Attractions	\$2,950.00 FLAT
Not-for-Profit Events*	\$1,950.00 FLAT

Private Events:

Meetings, 30 or fewer attending	\$50.00 (2 hour max, single lobby use, no outside catering or drink service allowed)
Meetings, 31-100 attending	\$75.00 (4 hour max, single lobby use)
Meetings in auditorium	\$1,500.00 (incl. lobby use)
Photo Shoots	\$75.00 (2 hour max)
Private Party/Reception, East Lobby	\$250.00 (4 hour max, single lobby use)
Private Party/Reception, Mezzanine Lobby	\$300.00 (4 hour max, single lobby use)
Private Party/Reception, Front-of-House	\$1,000.00 (4 hour max, auditorium not included)
Private party, Stage	\$1,500.00 (incl. lobby use)
Private Screening (film rights not included)	\$1,000.00 (parties of 100 or fewer, no public promotion or ticketing allowed)

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.

Marketing Fee:

\$250 FLAT (brochure, website listing, social media & eBlast marketing)

*Note that touring attractions booked into the Virginia Theatre by 501(c)3 non-profits **and governmental agencies** will be billed at the Touring Commercial Attraction rate.

Resident/Non Resident Fees

Residents living within the boundaries of the Park District regularly support park facilities and programs through property taxes. People living within the Champaign and Urbana Park District boundaries pay the “resident (R)” fee. Persons residing outside these districts will pay 50% more than the resident rates – “non-resident (NR)”. Fees charged for programs are used to offset part of the costs for special instructors, facility costs and program supplies.

Non-resident fees at 50% for all programs over \$100. Any program costing over \$100 would have a maximum non-resident fee of \$50.

Program Fees

Program fees and concession fees are based on the Park District’s Revenue Policy. All programs and concession fees must be approved by the Executive Director.



**CHAMPAIGN
PARK DISTRICT**

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: April 19, 2019

SUBJECT: Group Dental and Life Insurance One Month Renewal

Background

The Champaign Park District currently provides Dental and Life insurance for only full-time 1 (FT1) employees. Currently 70 FT1 employees are eligible for the group dental and life insurance plans.

The Principal Financial Group (Principal) is the Park District's current Dental and Life Insurance carrier. USI Insurance Services have assisted in brokering quotes from several carriers as the initial renewal rates from Principal includes an increase of 3%. Park District staff along with the broker would like to take an additional month to review and negotiate rates with some of the carriers before bringing an agreement for the Board to consider.

Prior Board Action

At the April 11, 2018 Regular meeting, the Board approved the contract for life and dental benefits with Principal with a 3% decrease. The agreement ends April 30, 2019.

Budget Impact

The one month extension will include the 3% increase proposed by Principal.

Recommended Action

Staff recommends approval of a one month extension of the contract with Principal Financial Group for dental and life insurance until May 31, 2019 to allow staff to negotiate with Principal and other carriers.

Prepared by:

Reviewed by:

Tammy Hoggatt, SPHR SHRM-SCP
Director of Human Resources

Joe DeLuce, CPRP
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuca
DATE: April 24, 2019
SUBJECT: Personnel Requests

Box Office Manager, Virginia Theatre

Background

The Virginia Theatre is requesting to change the current Full-Time 2 Box Office Manager position to a Full-Time 1 Box Office Manager position. Continued rapid growth in theatre rentals and in Park District/House-presented events has led staff to make this request.

Changing the Virginia Theatre Box Office Manager role from a Full-Time 2 to a Full-Time 1 position will allow this employee to put greater focus on essential administrative work that is currently being done in part by the theatre Director, including building and maintaining shows in the ticketing platform, managing VIP Hold programs and special discounts, and other client services in the ticketing platform. A Full-Time 1 Box Office Manager will also be able to devote more time to valuable training and supervision of box office staff for an increasing number of shows, discounting options, and special offers. And lastly, a Full-Time 1 Box Office Manager position will further allow the theater to reduce its dependence on Part-Time staff by cutting the number of Part-Time hours clocked when the Box Office Manager is present in the facility.

Prior Board Action

The Virginia Theatre Box Office Manager position was converted from a Part-Time 2 position to a Full-Time 2 position in 2012.

Budget Impacts

This request would result in \$5,977.00 in additional wages and non-wage expense being added to the annual budget, an increase which would be partly offset by capping Part-Time box office hours.

Position	Hr. Rate	Salary	Payroll Tax	IMRF	Health/Dental/Life	Total Cost
FT-2 Office Manager <i>(Current)</i>	\$16.84	\$29,756	\$2,276	\$1,705	\$2,000	\$35,737
FT-1 Box Office Manager <i>(Proposed)</i>	\$16.84	\$35,027	\$2,680	\$2,007	\$2,550*	\$42,264

**Current employee has reimbursement, however the employee could choose the Park District plan at \$7,627 annually*

In FY19, part-time staff accounted for over 3,000 hours worked (or approximately 58 hours per week) in the Virginia Theatre box office, at a total cost of over \$30,000.00. Once new Illinois Minimum Wage increases are enacted, the same number of hours will cost Park District \$45,000.00. With a Full-Time 1 Box Office Manager in place, the facility would cap the number of scheduled Part-Time box office hours at an average of 50 per week, which would result (in FY20) in a \$4,160.00 cost savings. Once the State Minimum Wage hits \$15.00 an hour that savings would be increased to \$6,240.00, outstripping the additional wages paid to a Full-Time 1 Box Office Manager.

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.

Sports Field Worker, Operations

Background

The Operations department is requesting to change the recently vacated Full-time 2 Fabricator position to a Full Time 1 Sports Fields 1 position. A substantial increase in Special Projects responsibilities and a decreasing need with specialty fabrication has led to this request.

For example, the Special Projects division has taken the lead on park and trail inspections, as well as playground inspections and audits. These items alone have added several weeks of work to the annual responsibilities. The playground replacement plan was recently updated to include all 33 playgrounds and a re-evaluation of those replacements essentially doubling replacement efforts over the next seven years. Programming of sports fields continues to increase including an entirely new football season that began last summer at Douglass Park. The high level of care that goes into all field upkeep and maintenance needs to be maintained. The Special Projects division has and will continue to have substantial responsibilities in the recently added parks as well as future expansion. The Special Projects division continues to have substantial ADA responsibilities.

Prior Board Action

No previous action

Budget Impact

This request would move a Full Time 2 Position to a full time 1 position with an approximate \$2,654 cost savings to the position while adding about 400 hours of time to be worked.

	Hr. Rate	Salary	Payroll Tax	IMRF	Health/Dental/Life	Total Cost
Fabricator	22.35	37,190	2,845	2,131	2,000	\$ 44,166
Sports Fields	14.00	29,120	2,213	1,660	8,518	\$ 41,511

Recommended Action

Staff recommends approval to change the Virginia Theatre Box Office Manager from a Full-Time 2 position to a Full-Time 1 position and the full-time 2 Fabricator position to a full-time Sports Field 1 position, effective when the FY20 Operating budget is approved.

Prepared by:

Prepared by:

Reviewed by:

Steven Bentz
Virginia Theatre Director

Daniel Olson
Director of Operations

Joe DeLuce
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuca, Executive Director
DATE: April 2, 2019
SUBJECT: Full-Time Staff Wage Increases Fiscal Year 2020

Introduction

It has been the policy of the Park Board of Commissioners and the Executive Director to recognize that employees are our greatest resource and to compensate them fairly while being conscious of the Park District's budget. The Park District employs 81 FT employees, 72 FT1's and 9 FT2's, this includes the Executive Director and CUSR. This past year the staff have excelled and I feel they warrant a merit increase. I am recommending the Board approve a merit increase to reward full time 1 and 2 staff for their accomplishments.

Prior Board Action

Fiscal Year	% Approved Increase	\$ Approved Increase Pool	% Proposed for FY 2020	\$ Proposed for FY 2020
2008-09	4.00%	\$ 90,000		
2009-10	2.50%	\$ 62,965		
2010-11	2.30%	\$ 57,500		
2011-12 ^A	2.20%	\$ 59,343		
2012-13	3.20%	\$ 96,707		
2013-14	3.50%	\$ 90,968		
2014-15	3.00%	\$ 97,000		
2015-16	3.00%	\$ 90,500		
2016-17	2.50%	\$ 73,955		
2017-18	2.50%	\$ 76,188		
2018-19	3.00%	\$ 96,308		
A	This was a one-time bonus to eligible employees as determined by the Executive Director			
NOTE	Each year wage increases include all FT1 and FT2 positions, except the Executive Director and CUSR staff.			

Background

The Park District has been providing merit increases only since 2005. Prior to that year, staff received a cost-of-living increase in May and a merit increase in September each year. Staff no longer receive a cost-of-living increase. The merit increases have been used to motivate and compensate employees for their performance.

During this fiscal year, the turnover is at 8.95%. Retaining a loyal, satisfied staff is important to the Park District for continuity and to provide excellent services to the public. Our goal remains to be focused on maintaining the turnover rate below 10% and improve our retention of outstanding employees. Providing competitive wages will assist Park District leadership with this goal.

Last fiscal year the Board approved an increase pool of \$96,308 which was 3.0% of overall wages. The CPI for the FY2019-20 tax levy year is 2.1%.

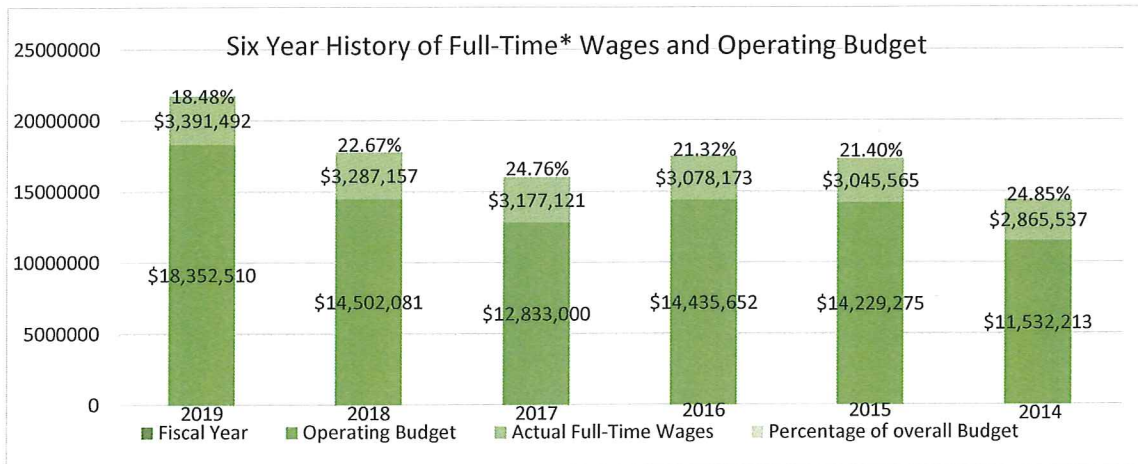
The Park District is predicted to come close to budget for full time wages by the end of the current fiscal year. The amount budgeted for wages for these position in FY18-19 is \$3,390,922. The projected wages at the end of the FY18-19 is \$3,391,492.

The Park District is waiting to be notified from the County Clerk’s office regarding an expected tax revenue increase for FY20. In addition, the State of Illinois will be increasing the minimum wage on January 1, 2020 from \$8.25 to \$9.25 per hour. Based on 2018 data this increase is expected to cost the Park District an additional \$1,189 in FY20.

Current wages are at \$3,289,806 annually, which includes all Park District staff and excludes the Executive Director, CUSR staff and two vacant positions. The CUSR administrative board will recommend an increase for CUSR staff that will be reflected in the Park District budget which will be presented to the Park Commissioners for approval, but generally it is the same as the Park District’s increase.

The current wages, \$3,289,806 are used to calculate the proposed percentage increase. The increase pool excludes any positions that will not be receiving an increase due to position changes or they have not been in the position for more than six months. Any positions that have been here less than one year, but more than six months will receive a prorated increase. Those prorated increases have been calculated into the options provided.

Below is a chart summarizing the operating budget approved by the Board for the past five (5) years along with the actual/projected full time wages (excluding the Executive Director and CUSR staff) for the past five (5) years and the percentage these wages are of the operating budget.



- * Wages include Park District staff and excludes the Executive Director, CUSR staff and any vacant positions
- * 2019 includes transfers of \$6,591,101 for capital projects that is compared to \$2.6 million in the prior year.
- * Operating Budget is the requested budget total of appropriations for all funds EXCEPT for CUSR

Last year the starting pay classifications remained steady while increasing only the cap. The salary classification document is used by staff to ensure each position is paid within the proper range. This year the recommendation is to increase the classification starting range and the cap by the CIP (2.1%). All employees with wages over the cap for this classification are provided with a bonus and not a wage increase. Staff who are slightly under the cap, but would go over with an increase will receive the increase up to the cap and then provided a bonus for the remaining amount. There are potentially four employees who will be over the cap if there is a wage increase of more than 2.1%.

Where possible, staff over the classification cap are given the opportunity to develop skills and work toward more responsible positions to bring their wages within the pay range. The proposed classification changes are a part of the FY20 budget, as well as attached to this document.

Increases for staff are based on performance scores on a 5.0 scale. If a merit increase is provided by the Board of Commissioners staff with scores at 3.6 or higher will have earned the full percentage increase. Those with a score of 2.6 to 3.59 will be provided the full increase less .5 percent. Those with a score of 1.6 to 2.59 will have 1 percent deducted and any staff below 1.6 will not receive an increase. Performance evaluations are wrapping up in the next week.

In the chart below is a list of what other local agencies are providing or considering for their staff this fiscal year.

2018 Performance/Wage Increase Survey

District/Municipality	Approved or Proposed Increase	Notes
City of Champaign	2.5% COLA	Proposed to the City Council for non-bargaining staff.
Champaign County Forrest Preserve District	2.5% COLA was given last fall. Expecting to increase by the CPI next year.	Adjustments were made to their pay scale that increased laborer pay grades between 11% and 12.5%
Urbana Park District	The Commissioners are considering 3.1%.	They will also be adjusting all ranges by 2%.
Urbana-Champaign Sanitary District	3.10% COLA plus some staff will receive merit increases.	Effective May 1, 2019
Champaign Unit #4 Schools	Proposed 3.0% increase for non-union staff	Proposed to the School Board

Potential Budget Impact

Listed below are several options for the Board to consider. All suggested increases have been based on the current wages of \$3,289,806 (all full time 1 and 2 positions except the Executive Director, CUSR staff, and two vacant positions). All employees will be evaluated based on performance goals or standards, and if eligible, would receive a performance increase.

Options	Percent Increase	Cost Over Current Wages
Option 1	3.5% increase	\$113,082
Option 2	3.25% increase	\$105,005
Option 3	3.0% increase	\$96,927
Option 4	2.75% increase	\$88,850
Option 5	2.5% increase	\$80,773

Recommended Action

I recommend the Board approve Option 3, up to a 3.0% increase for all qualified FT1 & FT2 employees, and the increase in position classification for FY20 by 2.1%.

Prepared by:

Reviewed by:

Tammy Hoggatt
Director of Human Resources

Joe DeLuce
Executive Director

POSITION CLASSIFICATION	FY18-19 STARTING WAGE RANGE	FY18-19 WAGE MAXIMUM	PROPOSED FY19-20 STARTING WAGE RANGE	PROPOSED FY19-20 WAGE MAXIMUM
CLASSIFICATION I				
Building Service Worker	\$12.24/hour (\$25,459)	\$20.28/hour (\$42,182.)	\$12.50/hour (\$26,000)	\$20.71/hour (\$43,077)
Dance Arts Director *FT2	TO		TO	
Grounds Worker I	\$14.69/hour (\$30,555)		\$15.00/hour (\$31,200)	
Horticulture Worker I				
Maintenance Worker I				
Receptionist I *FT1 and FT2				
Special Projects Worker I				
Sports Field Worker I				
Trash/Recycling Worker - *FT2				
Youth Theatre Program Director				
CLASSIFICATION II				
Accounting Clerk *FT1 and FT2	\$13.04/hour (\$27,123)	\$21.08/hour (\$43,846)	\$13.31/hour (\$27,693)	\$21.52/hour (\$44,767)
Administrative Assistant	TO		TO	
Box Office Manager - *FT2	\$15.39/hour (\$32,011)		\$15.71/hour (\$32,683)	
CUSR Receptionist				
Douglass Adult & Senior Coordinator				
Grounds Worker II				
Horticulture Worker II				
Maintenance Worker II				
Receptionist II				
Special Projects Worker II				
Sports Field Worker II				
VT Front Of House Coordinator				
CLASSIFICATION III				
Accounts Payable Coordinator	\$15.80/hour (\$32,864)	\$25.55/hour (\$53,144)	\$16.13/hour (\$33,554)	\$26.09/hour (\$54,267)
Adult Sports Coordinator	TO		TO	
Aquatics Coordinator	\$18.96/hour (\$39,436)		\$19.36/hour (\$40,269)	
Aquatics/Tennis Coordinator				
Building Service Worker Supervisor				
Cultural Arts Coordinator				
CUSR Adult Program Coordinator				
CUSR Athletics & Volunteer Coordinator				
CUSR Recreation Inclusion Coordinator				
Douglass Park Program Coordinator				
Fabricator *FT2				
Facility Coordinator				
Graphic Designer				

Grounds Specialist				
Horticulture Specialist				
Human Resources Coordinator				
Maintenance Specialist				
Marketing Administrative Coordinator				
Natural Areas Specialist				
Park Planner I				
Preschool Programs Supervisor				
Special Events/Volunteer Coordinator				
Special Project Specialist				
Sports Field Foreman				
Trade Specialist- ALL (Carpentry, Electrical, HVAC, Mechanic, Pools/Plumbing)				
VT Front-of-House Coordinator				
Youth Sports Coordinator				
CLASSIFICATION IV				
Cultural Arts Manager	\$17.77/hour (\$36,961)	\$28.74/hour (\$59,779)	\$18.14/hour (\$37,738)	\$29.34/hour (\$61,035)
CUSR Program Manager	TO		TO	
Douglass Park Manager	\$21.32/hour (\$44,346)		\$21.76/hour (\$45,261)	
Horticulture Specialist II				
Trade Specialists II ALL (Carpentry, Electrical, HVAC, Mechanic, Pools/Plumbing)				
LRC Facility Manager				
Park Planner II				
Risk Manager				
Special Events/Volunteer Manager				
VT Sales and Public Relations Manager				
VT Technical Manager				
CLASSIFICATION V				
Development Director	\$20.30/hour (\$42,224)	\$32.83/hour (\$68,286)	\$20.73/hour (\$43,118)	\$33.52/hour (\$69,722)
Head Tennis Professional	TO		TO	
Horticulture & Natural Areas Supervisor	\$24.36/hour (\$50,669)		\$24.87/hour (\$51,733)	
Maintenance/Grounds Supervisor				
Special Projects Supervisor				
DEPARTMENT DIRECTORS AND ASSISTANT DIRECTORS				
	Market	Market	Market	Market

CHAMPAIGN PARK DISTRICT

2019 TO 2022
STRATEGIC
PLAN

*Maintaining Standards while
Striving for Excellence*



CHAMPAIGN
PARK DISTRICT

Adopted by Board of Commissioners
May 2019



Mission, Vision & Values

Mission Statement: 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.

Vision Statement: The Vision of the Champaign Park District is to provide the community with parks, trails, facilities, and programs to promote their pursuit of wellness and healthy living.

Values

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

1. 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 enhance 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.
- **We care for the valuable resources we have in our people and places.**

2. Organizational Excellence

- We know and respect our roles and responsibilities and work together to accomplish our goals.
- ~~We collaborate 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.

3. 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 our ability to anticipate, influence and embrace change.~~
- **We are adaptable and value our ability to anticipate, influence and embrace change.**
- **We encourage new ideas that lead to responsible solutions.**

4. Customer Service

- We offer consistent, customer-focused service across the organization.
- We strive to say YES to our customers when the request falls within our mission and vision.
- We actively seek and value customer feedback.
- We care about our customers and team members.
- **We provide exceptional support to our employees and patrons.**

5. 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.
- We encourage, **support, and seek to influence social equity.**
- **We strive to offer a variety of opportunities for everyone.**

6. Collaboration

- **We collaborate with other agencies and groups throughout the community to accomplish our goals.**
- **We focus on building a better community every day.**

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 requests that fall within our mission and vision.

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.

Strategic Initiatives

1. **Marketing** - Provide transparent, accurate, and timely information to the community through delivery of integrated marketing activities.
2. **Finance** - Build a responsive, financially sustainable District by aligning resources to community needs.
3. **Human Resources, Risk Management and Technology** - Provide exceptional service and resources to keep employees safe, empowered, and engaged. Provide park and facility users with a safe environment. Enhance the employee and park user experience through innovative technology.
4. **Operations** - Provide safe, distinctive and well-maintained parks, facilities, programs, and trails.
5. **Planning** - Develop facility, park, and trail plans that align resources with community needs.
6. **Recreation** - Deliver innovative and customer-focused programming that promotes active healthy living and wellness.
7. **Virginia Theatre** - Become the theatre that brings the community together for outstanding experiences.
8. **Board/Leadership Team** - Maintain our current standards while striving for excellence by providing outstanding leadership and visions for future improvement.

Marketing and Communications

Strategic Initiative: Provide transparent, accurate, and timely information to the community through delivery of integrated marketing activities.

Goals		Objectives	Assignment	Time Frame	Outcome
1.1	Enhance marketing and communication efforts for all programs, services, and facilities offered.	Work with Program Coordinators on a seasonal basis to develop marketing plans for identified program focus areas.	Marketing Team	FY20	
		Improve the Program Guide descriptions, layout, and proofing system.	Marketing Team	FY21	
		Implement a marketing plan for CUSR.	Marketing Team	FY22	
		Develop a community-wide engagement strategy.	Marketing Team	FY22	
		Continue to focus on videography to highlight the District.	Marketing Team	FY20-22	
1.2	Utilize technology to enhance communications, registration numbers, and ticket purchasing throughout the District.	Develop and implement an app for the District.	Marketing Team	FY20	
		Perform a SWOT analysis of online and mobile registration to look for opportunities to make registration easier for consumers.	Marketing Team	FY21	
		Continue to improve and update the District's websites.	Marketing Team	FY22	
1.3	Improve timeline management for Virginia Theatre promotion to increase ticket sales by an average of 20% per event.	Develop marketing standards and templated branding for events.	Marketing Team	FY20	
		Develop social media plan and standards to increase ticket sales to events.	Marketing Team	FY21	
		Work with Virginia Theatre Staff to promote the year-long celebration of the 100 th anniversary of the Virginia Theatre FY21/22.	Marketing Team	FY21-22	

Finance

Strategic Initiative: Build a responsive, financially sustainable Park District by aligning resources to community needs.

Goals		Objectives	Assignment	Time Frame	Outcome
2.1	Maximize funding opportunities.	Continuously evaluate and improve processes to maximize efficiencies related to purchasing.	Finance Team	FY20	
		Seek opportunities to grow revenues from non-property tax sources such as grants, foundations, corporate contributions and sponsorships.	Finance Team	FY21	
		Assess the impact of minimum wage increases and assist with strategy to manage costs over the next five years.	Finance Team with Human Resources	FY20	
2.2	Develop a budget process and system that is easy to implement and provides for efficiency and the effective overall operation of the District.	Continue with the budget philosophy where fund budgets need to be balanced and a surplus when possible with appropriate reserves in place for future commitments.	Finance Team	FY20	
		Continue to meet GFOA standards for the budget process and reporting.	Finance Team	FY20-22	
		Continue to educate the Board and staff on the best practices for budgeting and financial management.	Finance Team	FY22	
2.3	Develop sustainable financial plans.	Maintain non-tax revenues of 23% and look to increase this percentage in future years.	Finance Team	FY20-22	
		When creating or updating plans, the District should evaluate the short- and long-term impacts to ensure the agency's financial sustainability.	Finance Team	FY21	
		Continue with the budget philosophy where fund budgets need to be balanced and a surplus when possible with appropriate reserves in place for future commitments.	Finance Team	FY22	

FY2020 (May 2019-April 2020), FY2021 (May 2020-April2021), FY 2022 (May 2021-April 2022)

	Perform full inventory of capital assets compared to listing with fixed asset software.	Finance Team	FY22	
	Research and develop a five to ten year forecast for revenues and expenditures.	Finance Team	FY22	

Human Resources, Technology, and Risk Management

Strategic Initiative: Provide exceptional service and resources to keep employees safe, empowered, and engaged. Provide park and facility users with a safe environment. Enhance the employee and park user experience through innovative technology.

Goals		Objectives	Assignment	Time Frame	Outcome
3.1	Continue to align staff positions, recruitment, and selection within organizational goals.	Attract, develop, and support a diverse community of District employees who are engaged in their work, and motivated to perform at their full potential.	HR Team	FY20	
		Increase the efficiency, effectiveness, and value of our Human Resources systems, processes, and practices.	HR Team	FY21	
		Provide greater transparency, communication, and accountability for Human Resources processes and services.	HR Team	FY22	
3.2	Provide a safe and secure environment in parks, recreational facilities, services, and programs.	Create benchmarks for risk management measures and interventions such as incidents, patterns, and response times.	HR Team	FY20	
		Implement technology and creative solutions to mitigate risk in facilities and parks.	HR Team	FY21	
		Maintain current standards, reporting and respond to new procedures provided by PDRMA.	HR Team	FY22	
3.3	Proactively equip the District and staff through innovative and effective technologies, resources, and services.	Maintain and enhance connectivity and technological solutions to employees and customers.	HR Team	FY20	
		Provide a secure computing environment that ensures data privacy and integrity and mitigates cyber-security threat.	HR Team	FY21	
		Evaluate and implement new technologies to improve operational efficiency.	HR Team	FY22	

Operations

Provide safe, distinctive and well-maintained parks, facilities, programs, and trails.

Goals		Objectives	Assignment	Time Frame	Outcome
4.1	Progress towards resolving issues with our top three infrastructure priorities.	Focus on the upgrades and improvements to the Operations facilities.	Operations Team	FY22	
		Assist with the design and upgrade/rebuild the Kaufman Lake Boathouse.	Operations Team	FY22	
		Master plan to fix/improve infrastructure at Prairie Farm.	Operations Team	FY22	
4.2	Develop and retain talented employees at levels that exceed national standards.	Encourage Operations employees at all levels to stay current with best management practices.	Operations Team	FY20	
		Evaluate the level of full-time Operations employees against the District size, acreage, and number of facilities.	Operations Team	FY20	
		Develop methods for Operations employees to achieve and maintain professional certifications and memberships.	Operations Team	FY21	
4.3	Improve communications about projects between Operations and Planning.	Develop and implement procedures to ensure both departments are involved in initial project planning strategies.	Operations Team	FY21	
		Develop and communicate timelines for each major project and compare them to one another.	Operation Team	FY21	
		Distribute monthly project updates sheet to all Operations staff.	Operations Team	FY20	

Planning

Strategic Initiative: Develop park, trail, and facility plans by aligning resources with community’s needs.

Goals		Objectives	Assignment	Time Frame	Outcome
5.1	Create or update facilities, parks, and trail plans.	Master plan to fix/improve infrastructure at Prairie Farm. Common consensus on direction for the Farm with logical funding scope.	Planning Team	FY20	
		Develop a master plan for Clark Park.	Planning Team	FY21	
		Develop a plan to make improvements to Kaufman Park and Lake.	Planning Team	FY22	
5.2	Continue to develop a consistent trail system by connecting parks with trails and following the CPD Trail Plan.	Work to complete the trail connections with the CATF Trail and other trails in the area.	Planning Team	FY20	
		Continue to add loop trails and plans for new loop trails in new parks on a case by case basis.	Planning Team	FY21	
		Continue to develop the Greenbelt Bikeway trail project with new options and grants.	Planning Team	FY22	
5.3	Improve planning systems, methods, and organization function at a very high level.	Define roles and responsibilities for each of the planning staff.	Planning Team	FY20	
		Develop procedures and systems for various project responsibilities, i.e. playgrounds, in house projects, etc.	Planning Team	FY21	
		Improve proactive communications and coordination with all departments. Also continue to improve Board presentations.	Planning Team	FY22	
5.4	Focus on the following projects over the next three years.	Phinney Branch Park Project, develop an agreement, plan, and timeline.	Planning Team	FY20	

	Develop a 5 year priority plan for OSLAD Grants and possible PARC Grants. Also develop a plan for possible trail and bike path grants.	Planning Team	FY21	
	Assist with the planning for the Martens Center.	Planning Team	FY21	

Recreation

Strategic Initiative: Deliver innovative and customer-focused programming that promotes active healthy living and wellness.

Goals		Objectives	Assignment	Time Frame	Outcome
6.1	Develop and implement an innovative and customer-focused approach to delivering excellent recreation programs and services.	Focus on quality over quantity in program offerings to grow participants and efficiency.	Recreation Team	FY20	
		Develop robust health and wellness programs especially for the youth.	Recreation Team	FY21	
		Connect more kids to nature.	Recreation Team	FY21	
		Expand and enhance teen programs with input from teens.	Recreation Team	FY20-22	
		Connect with teens digitally and creatively.	Recreation Team	FY20-22	
6.2	Develop an employee on-boarding process for all recreation staff (full-time, part-time and seasonal).	Increase cross-training opportunities. Provide more internal training opportunities surrounding trends.	Recreation Team	FY20-22	
		Develop an interim plan and flow chart for staff to follow when necessary to fill-in for other staff.	Recreation Team	FY21	
		Develop a comprehensive training program.	Recreation Team	FY20	
6.3	Evaluate and upgrade facilities to meet customer and staff standards in order to provide outstanding programs and services.	Prioritize capital needs for facilities and programming. Implement non-capital improvement budget.	Recreation Team	FY20	
		Update necessary equipment for all programs and associated facilities.	Recreation Team	FY21	
		Evaluate space usage to determine and identify opportunities for under-utilized spaces.	Recreation Team	FY22	
6.4	Provide opportunities for residents to live an active lifestyle and improve health and wellness levels.	Add video fitness related programs at various recreation centers to provide more opportunities for fitness.	Recreation Team	FY20	

FY2020 (May 2019-April 2020), FY2021 (May 2020-April2021), FY 2022 (May 2021-April 2022)

	Develop additional fitness events and programs.	Recreation Team	FY21	
	Create a community-wide health wellness campaign, possibly exploring with local partnerships.	Recreation Team	FY20	

Virginia Theatre

Strategic Initiative: Become the theatre that brings the community together for outstanding experiences.

Goals	Objectives	Assignment	Time Frame	Outcome	
7.1	Develop and implement customer focused programs and services at the Virginia Theatre.	Renovate East lobby to provide second permanent concessions and liquor service area in theatre, to assist with long lines and provide better service.	Virginia Theatre Team	FY21	
		Upgrade the ticket software program for the Virginia Theatre, with an eye toward growth in sales and service.	Virginia Theatre Team	FY20	
		Theatre Director takes a more active role in curating facility calendar so that rentals and House-presented events are succeeding to their greatest extent and are not overwhelming the interest and budget of area patrons.	Virginia Theatre Team	FY22	
		Plan and implement a celebration of the 100 th anniversary of the Virginia Theatre.	Virginia Theatre Team	FY21-22	
7.2	Establish a plan to strive toward operational self-sufficiency at the Virginia Theatre, where annual taxpayer subsidy is minimized.	Pursue business relationships and partnerships with Live Nation, JAM, and other major national production companies to incorporate their offerings into future CPD programming, to maximize ROI in House-presented events.	Virginia Theatre Team	FY21	
		Pursue relationships/partnerships with new regional and national event promoters, to increase diversity and strength in rental programs.	Virginia Theatre Team	FY20	
		Revise theatre staffing to flatten out structure, minimizing redundancy and adding focus on Box Office and administrative work, to support growing rental and House-presented activity while increasing efforts to recruit advertisers and sponsors.	Virginia Theatre Team	FY20	
7.3	Support and pursue improvements to the physical plan of the Virginia	Work with Planning and Operations to support renovation and maintenance efforts for projects to possibly include: roof replacement, HVAC upgrade,	Virginia Theatre Team	FY20	

FY2020 (May 2019-April 2020), FY2021 (May 2020-April2021), FY 2022 (May 2021-April 2022)

	Theatre as well as its marketing tools.	wayfinding signage, sound, and lighting upgrades.			
		Create a business plan for the operation of the Virginia Theatre.	Virginia Theatre Team	FY22	
		Develop plans for a revision and enhancement of theatre website, social media engagement, and e-newsletter services.	Virginia Theatre Team	FY22	

Park Board/Leadership Team

Strategic Initiative: Maintain our current standards while striving for excellence by providing outstanding leadership and vision for future improvement.

Goals	Objectives	Team Assignment	Time Frame	Outcome	
8.1	Complete capital projects in a timely manner and within budget.	Martens Center: complete fundraising, design/development and construction.	Martens Team	FY21-22	
		Heritage Park: Complete construction.	Andrew	FY20	
		Operations Facility: Complete Construction.	Dan	FY20	
		Spalding Park: Complete paths, lights and new playground.	Bridgette	FY20	
		Greenbelt Bikeway: Apply for grants and finalize plans for construction.	Andrew	FY22	
8.2	Plan and develop capital projects.	CUSR Space Project, determine appropriate space and develop a plan.	Joe/Jameel/Andrew	FY20	
		Phinney Branch Drainage District Project, work towards an overall agreement, a master plan and funding opportunities.	Joe/Andrew	FY22	
		Develop a plan to design, engineer and upgrade or rebuild Parkland Way. Eventually turn over road to the City of Champaign.	Board, Joe, Andrew/ Dan	FY22	
		Maintain quality of existing facilities, parks and trails.	Board, Admin, Leadership Team	FY20-22	
8.3	Maintain the Virginia Theatre facility while producing quality programs and events.	Complete Sound Project at Virginia Theatre.	Steven/Laura	FY20	
		Complete Virginia Theatre Roof Project.	Dan/Bret/Steven	FY20	
		Reduce the tax support at the Virginia Theatre but maintain current entertainment levels.	Steven/ Laura	FY20-22	

FY2020 (May 2019-April 2020), FY2021 (May 2020-April2021), FY 2022 (May 2021-April 2022)

8.4	Develop organizational excellence.	Continue to develop and produce Park and Facility Reports.	Leadership Team	FY21	
		Develop a positive, professional, innovative, and fun work culture.	Leadership Team	FY20-22	
		Continue to produce annual Performance Measurement reports.	Leadership Team	FY20-22	
		Acquire CAPRA or Illinois Accreditation.	Cindy, Joe, CAPRA Team	FY22	
8.5	Develop staff excellence.	Hire quality staff by opening all positions to everyone interested in applying.	Leadership Team	FY20-22	
		Develop quality leaders through training, mentoring, and coaching.	Leadership Team	FY20-22	
		Continue to develop processes and systems to retain staff at greater than 90% every year.	Leadership Team	FY20-22	
		Encourage staff to bring everything they have every day they come to work!	Leadership Team	FY20-22	
8.6	Maintain a financially sustainable District.	Develop a plan to implement the new minimum wages while maintaining our mission, vision, values, and financial operation goals.	Leadership Team	FY20-22	
		Maintain the 120 day reserves while providing funds to maintain facilities, parks, programs, services, and amenities at our current quality standards.	Leadership Team	FY20-22	
		Increase non-tax revenues to 25% to 30% of the operating budget.	Leadership Team	FY20-22	