



# CHAMPAIGN PARK DISTRICT

## AGENDA

### SPECIAL MEETING

#### Location: REMOTE MEETING HELD VIA TELECONFERENCE

(As permitted by Governor Pritzker's Executive Order 2020-07, 2020-33, and Public Act 101-0640)

**Citizens may participate in the zoom meeting by going to the following web address:**

<https://us02web.zoom.us/j/81273434192?pwd=ODVmQ1BzMWtEUDVRTUVqNkFmN0tiZz09>

Meeting ID: 812 7343 4192

Password: 281715

One tap mobile

+13126266799,,81273434192#,,,,0#,,281715# US (Chicago)

Citizens will be offered an opportunity to speak to the Board during the public comment portion. To facilitate this and not have individuals speaking over one another, the Park District kindly requests that individuals wishing to address the Board via the conference line during public comment notify the Park District via email, as noted below, of their intent to address the Board. Alternatively, citizens may submit public comments by email prior to the Board meeting, to be announced by the Park Board President during the public comment portion of the meeting. Email submissions (notice of intent to speak or comment via email) should be submitted by Noon on Wednesday, June 24, 2020, and sent to [joe.deluce@champaignparks.org](mailto:joe.deluce@champaignparks.org).

**Wednesday, June 24, 2020  
5:30 p.m.**

#### A. CALL TO ORDER

#### B. PRESENTATIONS

1. Human Kinetics Park Design Presentation, Hitchcock Architects

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

#### D. NEW BUSINESS

1. Approval of Bid for Playground Surfacing  
Staff recommends accepting the lowest responsible bid and authorizing the Executive Director to purchase playground surfacing mulch from J & L Morris Trucking, LLC at a bid price of \$17.50 per cubic yard, or \$35,000 using the bid multiplier.
2. Approval of a Subrecipient Agreement between the City of Champaign and the Park District for the Community Matters Program  
Staff recommends approving the Subrecipient Agreement between the City of Champaign and the Park District for the Community Matters Program and authorizing the Executive Director to execute the agreement. The term of the agreement is from July 1, 2020 through June 30, 2021.
3. Approval of Updated Board Participation with External Entities Policy  
Staff recommends the approval of a policy designating a commissioner to serve on external entities, boards, committees, or as a representative at various meetings pursuant to Section I.6 of the Board Policy Manual which states, "The Board shall review policies every five years at a minimum and update as needed."

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**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.**

**E. Old Business**

1. Approval of Bids for Bicentennial Center CUSR Renovation

Staff recommends accepting the bids and authorizing the Executive Director to execute contracts with the respective lowest responsible bidders as follows: Bid Package 1 – Exterior General Trades: English Brothers, \$117,149, Bid Package 2 – Interior General Trades: Broeren Russo \$305,300, Bid Package 3 – Plumbing: Reliable Plumbing, \$39,880, Bid Package 4 – HVAC and Temperature Controls: Davis Houk Mechanical Inc, \$123,750, Bid Package 5: Aladdin Electric, \$112,967. The total cost of the five recommended bids for 2020 will be \$699,046 and funds will be allocated in the FY21 operating budget.

**F. DISCUSSION ITEMS**

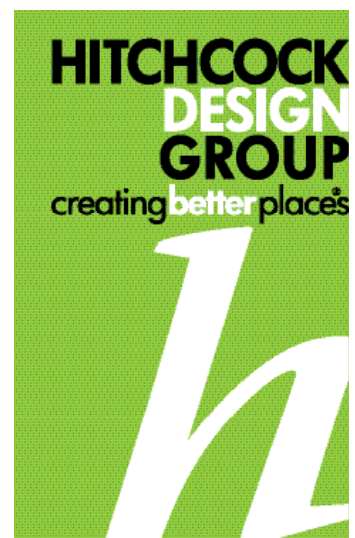
1. FY21 Annual Operating Budget
2. Strategic Plan

**G. COMMENTS FROM COMMISSIONERS**

**H. ADJOURN**

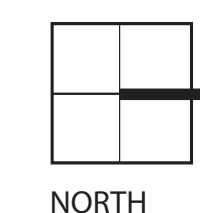
**Legend**

- (A) Connection to Boneyard Creek Trail
- (B) Detention Pond with Native Plantings
- (C) 8' Concrete Walk
- (D) Community Garden With Fence and Gates
- (E) Proposed Parking Lot
- (F) Entry Plaza
- (G) Playground with EWF Surfacing
- (H) 6' Secondary Pathway
- (I) Proposed Recreation Center
- (J) Existing Tree
- (K) Proposed Shade Tree
- (L) Splash Pad
- (M) Turf Volleyball Court
- (N) Futsal Court with Color Coat
- (O) Full Court Basketball with Color Coat
- (P) Picnic Shelter
- (Q) T-ball Field
- (R) U-6 Soccer Field
- (S) U-8 Soccer Field
- (T) Bench Pad with ADA Buddy Space

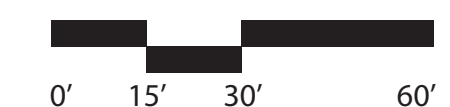


# Proposed Design Human Kinetics Park

Champaign, Illinois



SCALE: 1"=30'



ISSUE DATE: May 13, 2020  
All drawings are preliminary and subject to change.  
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PREPARED FOR:  
Champaign  
Park District



## Concept Plan - Summary

Date: Friday, June 19, 2020  
 RE: **Human Kinetics Park**

### Construction Costs

Contracting and General Requirements	1	LS	\$	53,957
Rough Carpentry	1	LS	\$	16,000
Signage	1	LS	\$	1,500
Play Field Equipment and Structures	1	LS	\$	58,250
Facility Water Distribution Piping	1	LS	\$	20,000
Exterior Lighting	1	LS	\$	15,800
Site Clearing	1	LS	\$	27,050
Earth Moving	1	LS	\$	132,000
Asphalt Paving	1	LS	\$	49,770
Concrete Paving and Curbs	1	LS	\$	230,250
Crushed Stone Paving	1	LS	\$	4,740
Playground Protective Surfacing	1	LS	\$	8,250
Chain Link Fences and Gates	1	LS	\$	10,000
Turf and Grasses	1	LS	\$	92,000
Plants	1	LS	\$	30,000
Storm Utility Drainage Piping	1	LS	\$	53,200
Sub drainage	1	LS	\$	22,000
Construction Costs Subtotal:				\$ 824,767

### Other Project Costs

design contingency (%)	1	LS	5.0%	\$	41,238
bid contingency (%)	1	LS	5.0%	\$	41,238
construction contingency (%)	1	LS	5.0%	\$	41,238
Subtotal:				\$	123,715
by owner items	1	LS		\$	126,000
Subtotal:				\$	126,000
Other Project Costs Subtotal:				\$	249,715

**Design / Engineering Costs**

data gathering services (geotech)	1	LS	\$ 5,000
A & E design services	1	LS	\$ 70,000
construction phase services	1	LS	\$ 2,500
reimbersable expenses	1	LS	\$ 1,000
construction testing services	1	LS	\$ 5,000
permitting agency fees		not included	
Design / Engineering Costs Subtotal:			\$ 83,500

**Project Funding**

Champaign Park District	1	LS	\$ 400,000
OSLAD Grant	1	LS	\$ 400,000
<i>Splash Pad Donation</i>	<i>1</i>	<i>LS</i>	<i>\$ 50,000</i>
Project Funding Subtotal:			\$ 850,000

**Total Project Cost**

<b>TOTAL PROJECT COST:</b>	<b>\$ 1,157,982</b>
<b>TOTAL BUDGET AVAILABLE:</b>	<b>\$ 850,000</b>
<b>DIFFERENCE:</b>	<b>\$ (307,982)</b>



## Concept Plan - Construction Costs

Date: June 19, 2020  
 RE: Human Kinetics Park

### Construction Costs

Section	Description	Estimated Quantity	Unit	Unit Cost	Extended Cost	Subtotal
<b>0 &amp; 1 Contracting and General Requirements</b>						
	contracting requirements	1	LS	3.0%	\$23,124.30	
	general requirements	1	LS	3.0%	\$23,124.30	
	layout	1	LS	1.0%	\$7,708.10	
Contracting and General Requirements Subtotals :						\$ 53,957

### 033000 Cast-in-Place Concrete

concrete footings - backstop	included in backstop installation	
concrete footings - splash pad	included in splash pad installation	
concrete footings - basketball	included in basketball installation	
concrete footings - volleyball	included in volleyball installation	
concrete footings - playground	included in playground installation	
concrete footings - picnic shelter	included in shelter installation	
Section Subtotal:		\$ -

### 061000 Rough Carpentry

raised garden beds	2	EA	\$ 5,000	\$ 10,000
garden beds	6	EA	\$ 1,000	\$ 6,000
Section Subtotal:				\$ 16,000

### 101400 Signage

interpretive sign	1	EA	\$ 1,500	\$ 1,500
Section Subtotal:				\$ 1,500

**116800 Play Field Equipment and Structures**

playground equipment (installation)	1	35%	\$	17,500	\$	17,500
splash pad equipment (installation)	1	50%	\$	12,500	\$	12,500
basketball equipment (installation)	1	75%	\$	2,250	\$	2,250
volleyball equipment (installation)	1	75%	\$	2,250	\$	2,250
picnic shelter (installation)	1	75%	\$	18,750	\$	18,750
site furnishings (installation)	1	25%	\$	5,000	\$	5,000
Section Subtotal:						\$ 58,250

**221113 Facility Water Distribution Piping**

water service tap and connection	1	LS	\$	4,000	\$	4,000
water service valve and box	1	LS	\$	2,000	\$	2,000
water meter	1	EA	\$	4,000	\$	4,000
RPZ backflow preventor	1	EA	\$	5,000	\$	5,000
2-inch water service	100	LF	\$	50	\$	5,000
Section Subtotal:						\$ 20,000

**265600 Exterior Lighting**

electrical service improvements	1	LS	\$	5,000	\$	5,000
electrical wiring and conduit	300	LF	\$	6	\$	1,800
panelboard	1	LS	\$	5,000	\$	5,000
picnic shelter light fixture	1	EA	\$	1,000	\$	1,000
picnic shelter GFI receptacle	4	EA	\$	750	\$	3,000
Section Subtotal:						\$ 15,800

**311000 Site Clearing**

remove trees	4	EA	\$	1,000	\$	4,000
clearing and grubbing	1,200	SF	\$	5	\$	6,000
tree protection	1	EA	\$	500	\$	500
temporary construction fence	500	LF	\$	4	\$	2,000
silt fence	2,000	LF	\$	4	\$	8,000
concrete washout	1	LS	\$	2,000	\$	2,000
stabilized construction entrance	1	LS	\$	2,000	\$	2,000
inlet protection	17	EA	\$	150	\$	2,550
Section Subtotal:						\$ 27,050

**312000 Earth Moving**

topsoil strip, stockpile, and respread (6")	4,000	CY	\$	12	\$	48,000
earthwork - cut and fill (6")	6,000	CY	\$	12	\$	72,000
amended topsoil for planting beds	200	CY	\$	60	\$	12,000
Section Subtotal:						\$ 132,000

**321216 Asphalt Paving**

asphalt paving - pedestrian	1,275	SY	\$	30	\$	38,250
color coat and markings - futsal	640	SY	\$	9	\$	5,760
color coat and markings - basketball	640	SY	\$	9	\$	5,760
Section Subtotal:						\$ 49,770

**321313 Concrete Paving and Curbs**

concrete paving, pedestrian	23,300	SF	\$	9	\$	209,700
concrete paving, splash pad	535	SF	\$	10	\$	5,350
concrete curb - playground	140	LF	\$	40	\$	5,600
thickened edge curb - playground	140	LF	\$	40	\$	5,600
tactile warnings	40	LF	\$	100	\$	4,000
Section Subtotal:						\$ 230,250

**321540 Crushed Stone Paving**

crushed stone, 6" depth	24	CY	\$	90	\$	2,160
limestone screenings, 3" depth	12	CY	\$	90	\$	1,080
filter fabric	150	SY	\$	10	\$	1,500
Section Subtotal:						\$ 4,740

**321816 Playground Protective Surfacing**

play surfacing - engineered wood fiber	165	CY	\$	50	\$	8,250
Section Subtotal:						\$ 8,250

**323113 Chain Link Fences and Gates**

backstop, coated	1	LS	\$	7,500	\$	7,500
chain link fencing, coated, 4FT	200	LF	\$	30	\$	6,000
chain link fence gate, coated, 4FT	4	EA	\$	1,000	\$	4,000
Section Subtotal:						\$ 10,000

**329200 Turf and Grasses**

turf grass seeding	22,000	SY	\$	3	\$	66,000
hydro mulching	20,000	SY	\$	1	\$	20,000
erosion control blanket	2,000	SY	\$	3	\$	6,000
Section Subtotal:						\$ 92,000

**329300 Plants**

shade tree	30	EA	\$	650	\$	19,500
evergreen tree	10	EA	\$	450	\$	4,500
ornamental tree	15	EA	\$	400	\$	6,000
Section Subtotal:						\$ 30,000



**334100 Storm Utility Drainage Piping**

manhole	1	EA	\$	4,250	\$	4,250
inlet	4	EA	\$	1,100	\$	4,400
15" flared end section	24	EA	\$	950	\$	22,800
rip rap below end sections	2	TN	\$	250	\$	500
storm sewer pipe - 15" HDPE	125	LF	\$	70	\$	8,750
storm sewer pipe - 12" HDPE	125	LF	\$	60	\$	7,500
storm sewer pipe - 8" PVC	100	LF	\$	50	\$	5,000

Section Subtotal: \$ 53,200

**334100 Sub drainage**

storm sewer pipe - 6" Perf. PVC	500	LF	\$	40	\$	20,000
cleanouts	8	EA	\$	250	\$	2,000

Section Subtotal: \$ 22,000

Construction Cost Subtotals : \$ 770,810

**Construction Costs Subtotal \$ 824,767**





## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** June 24, 2020

**SUBJECT:** Playground Surfacing Mulch Bid

### Background

This is a bid for the purchase of Playground Surfacing Mulch for the 2020/2021 fiscal year. This material is used within playgrounds as safety surfacing. This is a routine maintenance practice done yearly to assure adequate fall protection for users.

An invitation to bid was published in *The News-Gazette* and bids were opened and read aloud via Zoom on Friday, June 12, 2020. Six (6) bid packets were mailed to previous suppliers and three (3) bids were received with the result being:

BIDDER	BASE BID
J & L Morris Trucking, LLC., Fithian, IL	\$17.50/cu. Yd.
Stillwater Enterprises, Effingham, IL	\$17.90/cu. Yd.
F & W Lawn Care and Landscaping Company, Bloomington, IL	\$29.50/cu. Yd.

### Prior Board Action

The Park Board has approved this expenditure each fiscal year as part of the Capital Improvement Plan.

### Budget Impact

\$35,000 has been budgeted in the 2020/2021 Capital Improvement Plan for Playground Surfacing (FIBAR). The low bid price is \$.40 less per cubic yard than the 2019/2020 low bid price. The estimated amount necessary for the upcoming fiscal year is 2,000 cubic yards, or \$35,000.00 using the low bid multiplier.

### Recommended Action

Staff recommends accepting the low, responsible bid and authorizing the Executive Director to purchase playground surfacing mulch from J & L Morris Trucking, LLC. at a bid price of \$17.50 per cubic yard.

Prepared by:

Nathan Massey  
Special Projects Supervisor

Reviewed by:

Dan Olson  
Director of Operations



## REPORT TO PARK BOARD

**FROM: Joe DeLuce, Executive Director**

**DATE: June 18, 2020**

**SUBJECT: Community Matters Agreement with City of Champaign**

### Background

Since the summer of 2007, the Park District has been partnering with City of Champaign Neighborhood Services along with the City of Champaign Police Department as well as other Community Partners, to address the issues with various criminal incidents in the Garden Hills area involving young people. Our partnership over the years has assisted with improving the neighborhood infrastructures by providing recreation activities as alternatives to criminal activities for these young people.

The Park District responded by creating a series of events and activities on six Thursday nights throughout the summer. The Summer Thrills at Garden Hills was created as a series of special events for all ages. These events included movie nights, concerts, sports activities, and a variety of other fun events. The response from the neighborhood was fantastic and they wanted to see more activities and events in the park.

The Garden Hills area (West of Prospect Avenue, South of Bloomington Road, East of Mattis Avenue and North of Bradley Avenue) currently has over 700 students in elementary, middle school and high school. The Garden Hills area has very little park space or access to indoor recreation opportunities, therefore the need for something for these young people to do was great.

The City of Champaign, Champaign Unit 4 Schools, and the Park District discussed various possibilities and came up with an idea to create year-round programming for the Garden Hills residents based out of the Garden Hills Elementary School and park. A committee of staff members from the City, Unit 4, the United Way of Champaign County, and Park District met to create a pilot year-round program that met the needs of residents of the Garden Hills community.

City officials have been very pleased with the success of the programs offered during the past eleven years for the Garden Hills Neighborhood. The programs have been a true win-win partnership for the City, Park District, and Unit 4. The residents also are very excited about continuing the programs and have voiced their support.

During the summer of 2019, the committee of staff members were able to assist 255 children/youth from the targeted areas of Bristol, Garden Hills and Douglass Park.

Proposal for the Summer 2020 - Summer Youth Program (formerly called Camps)

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**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.**

The Champaign Park District has requested funding through the Community Matters grant program for the 2020-2021 fiscal year in the following ways:

- Ten (10) total spots per week for our Douglass Summer Youth Program at the Douglass Community Center (BTW) for a total of seven (7) weeks;
- Ten (10) total spots per week at the Leonhard Recreation Center for a total of seven (7) weeks, and
- Ten (10) total spots for the Summer Youth Program held at the Springer Cultural Center for a total of seven (7) weeks.

Douglass (BTW), Leonhard, and Springer's Summer Youth Programs are designed for youth ages 6 to 13. 2020 camp dates have been scheduled (per approved guidelines) to be hosted June 22, 2020 – August 7, 2020. The Summer Youth Program will run Monday through Friday, 9am-3:30pm. The locations that our Summer Youth Program will serve includes the following neighborhoods/park areas: Beardsley, Bristol, Douglass Park, Grammercy Park, Countrybrook Apts., Towncenter and Garden Hills.

Our weekly themes will remain the same, however, activities will be adjusted to meet social distancing guidelines as established by CU Public Health. The guidelines also require an intense and thorough daily cleaning and disinfecting schedule for each site. Due to this fact, staff will be hired to exclusively serve in this role to meet established guidelines.

#### Back to School Bash

In addition to providing funding for our Summer Youth Program, staff also requested funding for one (1) community engagement focused special event at Douglass Park. CPD's annual event called *Champaign-Urbana Days* has been canceled for this year and a very important aspect of this event included providing resources to families and children in the community who are preparing to go back to school. Staff would like to host a two (2) hour event in August 2020 to be able to provide services, school supplies and potentially school/athletic physicals for students in the community. Staff will work cooperatively with Unit 4, local health care providers, and other identified partners to host this event for as many families that CPD is able to serve.

#### Fine Arts Program

The Champaign Park District has partnered with Jenette Jurczyk, creative director of That's What She Said, on building a That's What Teens Say program. That's What Teens Say is a three-day workshop intended to build confidence, communication, and empowerment in young women. During the three-day intensive workshop, the young women develop, write, and perform their own personal story with the assistance of mentors from the community. The final product of the stories are then performed on stage with the support and encouragement of their friends, family, and fellow teens. CPD hosted the workshop in November 2018, March 2019, and in February of 2020, the program was hosted at the Historic Virginia Theatre! We continue to work with our community partners and supporters to grow the program. Tentative dates for this coming year are in November 2020 and February 2021.

#### Budget Impact

The City will provide funding through the Community Development Block Grant (CDBG) for the summer day camp programs at Douglass Park/BTW, Springer Cultural Center and the Leonhard Recreation Center; a community focused event, and a Fine Arts program in the amount of \$47,910 from July 1, 2020 through June 30, 2021. The funds will be allocated as follows: \$42,910 for 30 children/youth to attend the Summer Youth Program location of their choice each week; \$3,000 for a community focused special event/back to school bash; and \$2,000 for the Fine Arts Program. Any funds remaining in the current budget from the City will be carried over from FY21.22 to the summer day camp program.

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Recommended Action

Staff recommends approval of the Subrecipient Agreement between the City of Champaign and the Park District for the Community Matters Program. The term of the agreement is from July 1, 2020 through June 30, 2021.

Prepared by:

Reviewed by:

Jameel Jones, CGSP  
Director of Recreation

Joe DeLuce, CPRP  
Executive Director



~~Champaign Park District~~  
Board Involvement in External Entities Policy

From time to time, the Champaign Park District Board of Commissioners may designate a commissioner to serve on external entities, boards, committees, or as a representative at various meetings. Serving in such capacity facilitates communication and provides interaction with governmental and other entities of importance to the Park District mission ~~of the District~~. The Board hereby designates the President as its primary representative to external entities, boards, or committees. In the event the President is unavailable, the Board hereby designates the Vice President to likewise represent the Board. The Board may also, within its discretion and based upon the information available to it and commissioner interest in serving, designate any other commissioner(s) to so serve, ~~within its discretion and based upon the information available to it and commissioner interest in serving~~. However, no commissioner shall be authorized to approve or commit the Park District to any course of action involving such outside entities, boards, or committees without first obtaining approval direction from the entire Board ~~as a whole~~. This policy shall not limit the participation or involvement of the Executive Director, or staff who are appointed by the Executive Director, to serve with such entities, boards, or committees as otherwise directed or suggested by the Board; provided that, the Executive Director's authority is exercised within the parameters approved by the Board.

Approved by the Board of Commissioners, June 10, 2015  
Revised by the Board of Commissioners, June 24, 2020

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



OLD BUSINESS FROM 6/10/20  
FOR REFERENCE PURPOSES

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** June 10, 2020

**SUBJECT:** Bicentennial CUSR Renovation

### Introduction

The Bicentennial Center, built in 1976, has remained relatively unchanged through its forty-four year history. It was previously dedicated as the original Patricia Leonhard Recreation Center and for the last six years has been under lease by "The Cage", with the primary use of educating baseball and softball players of all ages. That lease ended at the end of April 2020.

Previously, the Spalding Recreation Center was the primary location for much of the Champaign Urbana Special Recreation (CUSR) programming. In 2018, that building was turned over to the Unit 4 school district and demolished for renovation of the Champaign Central Baseball field. Since that time, CUSR has made use of various locations for their programming.

Examination of Bicentennial Center as space for CUSR began in late 2019. Engineers examined the building as well as soil around and under the building and it was found to be suitable as a new home for CUSR.

Several companies have already been selected to partner in this renovation project. Broeren Russo, Inc. was chosen to be the Construction Manager. This is the first time that CPD has used a construction manager on a project. Architectural Expressions LLP was chosen as the architect.

The renovations target asset protection, ADA, and projects providing access and comfortability to patrons. The main components of the bid include ADA remodel, HVAC replacement and addition, and roof work.

### Prior Board Action

The Board approved the project in the FY 2019 Capital budget.

### Bid Results

A total of five bid packets were issued for the renovation. An invitation to bid was published in *The News-Gazette* and distributed directly to known contractors in the area. The bids were opened and read aloud on May 27, 2020. All low and responsible bidders were contacted to ensure that they knew the entire scope of the project and could complete the work as stated. The bid results for each bid packet are tabulated on attached pages.

### Budget Impact

A total of \$806,000 was budgeted for construction from the Special Recreation Levy. We have verified that \$100,000 in discretionary funding has been allotted in the state budget by Senator Scott Bennett, for this project. We have applied for a DCEO Fast Track Grant for \$800,000. Award notification is forthcoming.

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We estimate fees, testing and contingencies for the project to be \$208,617 as shown below.

AE Fees (6% @ minimum \$800,000 budget per contract)	\$48,000
Permit Fee (0.5%)	\$ 3,599
General Conditions (5.3% @ min. \$800,000 budget)	\$42,400
CM Fee (4% @ min. \$800,000 budget)	\$32,000
MEP Contingency (10% of MEP bids)	\$27,826
Contingency (7.5%)	\$53,992
Asbestos Testing	\$ 800
<b>TOTAL FEES</b>	<b>\$208,617</b>

Recommended Action

Staff recommends accepting the low, responsible bidder for each of the following bid packages:

**Bid Package 1 – Exterior General Trades.**

Accept English Brothers base bid of	\$121,049
and the voluntary alternate deduction of	\$ - 3,900
<b>for a total contract price of</b>	<b>\$117,149</b>

**Bid Package 2 – Interior General Trades.**

Accept Broeren Russo base bid of	\$187,460
and alternate 1 (Action synchro flooring gym and halls) for	\$ 69,000
and alternate 3 (Wall build and insulation gym) for	\$ 2,600
and alternate 4 (Paint existing interior windows, doors, frames) for	\$ 3,900
and alternate 5 (Paint in six rooms) for	\$ 7,700
and alternate 6 (Paint CMU walls in room 103)	\$ 7,400
and alternate 7 (Ceiling tile in walkway along room 103)	\$ 7,500
and alternate 8 (Gym divider curtain)	\$ 19,740
<b>for a total contract price of</b>	<b>\$305,300</b>

**Bid Package 3 – Plumbing.**

Accept Reliable Plumbing base bid of	\$ 39,880
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**Bid Package 4 – HVAC and Temperature Controls.**

Accept Davis Houk Mechanical Inc. base bid of	\$123,750
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**Bid Package 5 – Electric and Fire Alarm.**

Accept the Aladdin Electric base bid of	\$ 79,885
and alternate 1 (LED lights in 11 interior rooms and exterior) for	\$ 20,265
and alternate 2 (Deduct for non-vandal proof lights in three rooms) for	\$ -1,660
and 3 (Data work per drawings) for	\$ 14,477
<b>for a total contract total of</b>	<b>\$112,967</b>

<b>Making a Total Bid Package Price of</b>	<b>\$699,046</b>
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Prepared by:  
Daniel Olson  
Director of Operations

Reviewed by:  
Joe DeLuce  
Executive Director

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**Bicentennial Center Bid Tab for Bid Package 1 – Exterior General Trades**

<b>Bidder</b>	<b>Base Bid</b>	<b>Voluntary Alternate</b>
Petry Kuhne Co.	\$148,400	--
Felmley Dickerson	\$210,000	--
<b>English Brothers</b>	<b>\$121,049</b>	<b>-\$3,900</b> Leave flashing
Commercial Builders	\$166,215	\$3,000 New landscape wall
Broeren Russo	\$134,260	<b>-\$3,900</b> Leave flashing

**Bicentennial Center Bid Tab for Bid Package 2 – Interior General Trades**

<b>Bidder</b>	<b>Base Bid</b>	<b>Alt. 1 Action Synchro Floor</b>	<b>Alt. 2 Dex-O- Tex Floor</b>	<b>Alt. 3 Stud wall gym</b>	<b>Alt. 4 Paint existing windows doors, frames</b>	<b>Alt. 5 Paint six rooms</b>	<b>Alt. 6 Paint room 103</b>	<b>Alt. 7 Ceiling tile replace hall</b>	<b>Alt. 8 Gym curtain</b>	<b>Alt. 9 Deduct for no CMU repair in 2 rooms</b>
D. Joseph Construction	\$274,000	\$79,000	--	\$11,000	\$24,000	\$13,000	\$24,500	\$19,000	\$16,000	\$0
Petry Kuhne Co.	\$238,000	\$77,100	\$69,800	\$14,800	\$7,300	\$5,325	\$9,500	\$22,800	\$15,300	-\$1,200
English Brothers	\$178,000	\$77,380	\$198,000	\$6,600	\$6,050	\$12,100	\$8,500	\$6,700	\$19,500	-\$340
Commercial Builders	\$237,000	\$75,215	\$74,190	\$12,400	\$7,200	\$3,370	\$2,380	\$11,220	\$15,260	-\$1,259
Broeren Russo	\$187,460	\$69,000	\$65,590	\$2,600	\$3,900	\$7,700	\$7,400	\$7,500	\$19,740	-\$1,180

**Bicentennial Center Bid Tab for Bid Package 3 – Plumbing**

<b>Bidder</b>	<b>Base Bid</b>
A & R Mechanical	\$68,227
Davis Houk	\$66,000
United Mechanical	\$62,850
Reliable Plumbing	\$39,880

**Bicentennial Center Bid Tab for Bid Package 4 – HVAC and Temperature Controls**

<b>Bidder</b>	<b>Base Bid</b>	<b>Alt. 1</b> Deduct for different RTU's (not Carrier)
A & R Mechanical	\$197,730	-\$3,000
<b>Davis Houk Mechanical</b>	<b>\$123,750</b>	<b>\$0</b>
United Mechanical	\$179,560	-\$7,200
Reliable Plumbing	\$234,280	--

**Bicentennial Center Bid Tab for Bid Package 5 – Electric and Fire Alarm**

<b>Bidder</b>	<b>Base Bid</b>	<b>Alt 1 LED Lights throughout</b>	<b>Alt 2 Deduct for non-vandal proof lights in three rooms</b>	<b>Alt 3 Data conduit/lines as drawn</b>	<b>Deduct Alt 3 Running only data conduit</b>
Aladdin Electric	\$79,885	\$20,265	-\$1,660	\$14,477	-\$5,570
Remco Electric	\$107,640	\$33,960	-\$1,680	\$24,820	-\$6,470
Davis Electric	\$107,900	\$23,055	-\$1,660	\$25,205	-\$7,502

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 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 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 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. **Revenue Facilities**- Deliver innovative and customer focused programming that promotes active healthy living and wellness while generating revenues.
7. **Recreation** - Deliver innovative and customer-focused programming that promotes active healthy living and wellness.
8. **Virginia Theatre** - Become the theatre that brings the community together for outstanding experiences.
9. **Board/Leadership Team** - Maintain our current standards while striving for excellence by providing outstanding leadership and visions for future improvement.

Light Blue = Previous Updates

Red = FY20, Q4 Updates

## 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	Update
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	Continue to meet seasonally.
	Improve the Program Guide descriptions, layout, and proofing system.	Marketing Team	FY21	Under assessment.
	Implement a marketing plan for Champaign-Urbana Special Recreation.	Marketing Team	FY22	
	Develop a community-wide engagement strategy.	Marketing Team	FY22	
	Continue to focus on videography to highlight the Park District.	Marketing Team	FY20-22	FY21 contract secured, preparing for virtual programming & new program/park highlights.
1.2 Utilize technology to enhance communications, registration numbers, and ticket purchasing throughout the Park District.	Develop and implement an app for the Park District.	Marketing Team	FY20	App released with promotion for downloads in progress.
	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 Park District's websites.	Marketing Team	FY22	
1.3 Improve timeline management for Virginia Theatre promotion to	Develop marketing standards and templated branding for events.	Marketing Team	FY20	Some standards set for CPD produced shows.

	increase ticket sales by an average of 20% per event.	Develop social media plan and standards to increase ticket sales to events.	Marketing Team	FY21	<b>Working with Virginia Theatre staff to increase social media presence.</b>
		Work with Virginia Theatre staff to promote the year-long celebration of the 100 <sup>th</sup> anniversary of the Virginia Theatre FY21/22.	Marketing Team	FY21-22	<b>Events on hold given COVID, planning virtual celebrations.</b>

Light Blue = Previous Updates  
 Red = FY20, Q4 Updates

**Finance**

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

Goals		Objectives	Assignment	Time Frame	Update
2.1	Maximize funding opportunities.	Continuously evaluate and improve processes to maximize efficiencies related to purchasing.	Finance Team	FY20	Ongoing.
		Seek opportunities to grow revenues from non-property tax sources such as grants, foundations, corporate contributions and sponsorships.	Finance Team	FY21	Applied for two new grants during May 2020 (Public Museum for VT HVAC and DCEO Rebuild Illinois for BiCentennial Center).
		Assess the impact of minimum wage increases and assist with strategy to manage costs over the next five years.	Finance Team	FY20	Reviewing proposed part-time & seasonal rate increases and analyzing impact of 5/1 vs 7/1 increase date for the 2020 rates.
2.2	Develop a budget process and system that is easy to implement and provides for efficiency and the effective overall operation of the Park District.	Continue with the budget philosophy where fund budgets need to be balanced with appropriate reserves in place for future commitments.	Finance Team	FY20	FY20 budget approved. FY21 budget process has begun – currently projected out 4/30 balances for current year.  Working on final

					<b>budget numbers and budget book for June 10 board meeting.</b>
		Continue to meet GFOA standards for the budget process and reporting.	Finance Team	FY20-22	<b>Board approved the budget book on 11/25/19.</b>
		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 25% to 30% and look to increase this percentage in future years.	Finance Team	FY20-22	<b>28.25% projected through Q4.</b>
		When creating or updating plans, the Park District should evaluate the short- and long-term impacts to ensure the agency's financial sustainability.	Finance Team	FY21	
		Research and develop a five to ten year forecast for revenues and expenditures.	Finance Team	FY22	

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### 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	Update
3.1	Continue to align staff positions, recruitment, and selection within organizational goals.	Attract, develop, and support a diverse community of Park District employees who are engaged in their work, and motivated to perform at their full potential.	HR Team	FY20	The goal is set to match or exceed the demographics of the residents of Champaign. Staff is working on analytics. <b>Pre and post COVID-19.</b>
		Increase the efficiency, effectiveness, and value of our human resources systems, processes, and practices.	HR Team	FY21	<b>Recommending purchase of HR software suite this fall.</b>
		Provide greater transparency, communication, and accountability for human resources processes and services.	HR Team	FY22	Staff committee for communication has been developed.
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	Staff is working to identify benchmarks that will have the greatest impact on improvements
		Implement technology and creative solutions to mitigate	HR Team	FY21	<b>Access control has been expanded in two facilities and the Dog Park, we will</b>

		risk in facilities and parks.			<b>expand to 2 other buildings this FY.</b>
		Maintain current standards, reporting and respond to new procedures provided by PDRMA.	HR Team	FY22	<b>Staff is serving on PDRMA Risk Management committee to help set standards.</b>
3.3	Proactively equip the Park 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	<b>Five parks will have Wi-Fi this year. Network updates and improvements in wiring is currently underway in 2 facilities.</b>
		Provide a secure computing environment that ensures data privacy and integrity and mitigates cyber-security threat.	HR Team	FY21	<b>Staff is assessing cloud back-up solutions.</b>
		Evaluate and implement new technologies to improve operational efficiency.	HR Team	FY22	<b>Recommending purchase of HR Suite software this fall.</b>



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**Operations**

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

Goals		Objectives	Assignment	Time Frame	Update
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	Project completed.
		Assist with the design and upgrade/rebuild the Kaufman Lake Boathouse.	Operations Team	FY22	Project has been placed on the District Capital Improvements Plan.
		Master plan to fix/improve infrastructure at Prairie Farm.	Operations Team	FY22	Master Planning in Board Review.
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	Operations Standards Manual under review. Staff attending trainings and certifications.
		Evaluate the level of full-time Operations employees against the Park 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	Staff attending trainings. Part-time staff training and conference approval process initiated. Arborist certifications continue. Several staff taking or renewing Pesticide Application Licensing.
4.3	Improve communications about projects between Operations and Planning staff.	Develop and implement procedures to ensure both departments are involved in initial project planning strategies.	Operations Team	FY21	Both attend projects meetings. Both update projects sheets. Individualized meetings occur for specific projects.
		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 and Planning staff.	Operations Team	FY20	<b>Project sheets are shared quarterly with Operations staff.</b>
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## Planning

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

Goals		Objectives	Assignment	Time Frame	Update
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	Finished Prairie Farm Master Plan; Board to consider at 2/26/2020 meeting.
		Develop a master plan for various neighborhood and community parks.	Planning Team	FY21	
		Develop a plan to make improvements to Kaufman Park, Lake and Boathouse.	Planning Team	FY22	
5.2	Continue to develop a consistent trail system by connecting parks with trails and following the Park District Trail Plan.	Work to complete the trail connections with the Carle at the Fields Trail and other trails in the area.	Planning Team	FY20	Carle at the Fields Trail construction within Zahnd Park to be completed Spring 2020; connection pathway construction to begin Summer 2020.
		Continue to add loop trails and plans for new loop trails in new parks on a case by case basis.	Planning Team	FY21	Noel Park pathway completed. Spalding Park paths OSLAD grant awarded.
		Continue to develop the Greenbelt Bikeway trail project with new options and grants.	Planning Team	FY22	Bike Grant was awarded for bike trail connection.
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	Planning Coordinator position beginning its second successful year.

	Develop procedures and systems for various project responsibilities, i.e. playgrounds, in house projects, etc.	Planning Team	FY21	<b>ADA policies and procedures approved by the park board.</b>
	Improve proactive communications and coordination with all departments. Also continue to improve Board presentations.	Planning Team	FY22	<b>Ongoing process.</b>
	Develop a five-year priority plan for OSLAD Grants and possible PARC Grants. Also develop a plan for possible trail and bike path grants.	Planning Team	FY21	<b>Possible OSLAD application priorities complete; PARC Grant application for Martens Center submitted.</b>
	Assist with the planning for the Martens Center.	Planning Team	FY21	<b>Continuing Martens Center schematic design meetings with Ratio Architects.</b>

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**Recreation**

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

Goals		Objectives	Assignment	Time Frame	Update
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	<p><b>Developed Youth Programs In A Bag at Springer and Douglass due to COVID-19.</b></p> <p><b>Developed Preschool Program In A Bag at Springer.</b></p> <p><b>Dance Arts revised curriculum to better meet needs of dance participants.</b></p>
		Develop robust health and wellness programs especially for the youth.	Recreation Team	FY21	<p><b>Cancelled Mini Tri for this summer due to declining numbers and were set to replace it with an Inflatable race prior to Covid. This was going to be a family focused fitness event. Will offer Inflatable race in future.</b></p>

			<p>Youth softball numbers were up and the program was being developed prior to COVID.</p> <p>Started 1 on 1 hitting and pitching lessons in Phase 3 to help with loss of girls fastpitch season cancellation. 65 lessons set up in the first week.</p> <p>Got outdoor tennis private lessons and leagues going as soon as possible with COVID openings.</p>	
	Connect more kids to nature.	Recreation Team	FY21	<p>Created virtual programs to get kids to visit area parks to recreate sculptures that are placed throughout the district.</p>
	Expand and enhance teen programs with input from teens.	Recreation Team	FY20-22	<p>Expanded age range for Campers Explore to include 7<sup>th</sup> graders; LRC camp designed field trip schedule around teen requests – LRC Day Camp.</p> <p>Restructured the Jr. Lifeguard program which increased attendance – Aquatics.</p>

					Teens Say: 4 <sup>th</sup> performance scheduled for 3.1.20 at the VT with 10 girls participating.
		Connect with teens digitally and creatively.	Recreation Team	FY20-22	Offered our first ever Esports league geared towards teens.
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	Department of Revenue Facilities had numerous staff work in operations and HR due to COVID situation. Many staff learned about other areas.
		Develop an interim plan and flow chart for staff to follow when necessary to fill-in for other staff.	Recreation Team	FY21	Staff Position Binders were updated for staff to fill-in as necessary.
		Develop a comprehensive training program.	Recreation Team	FY20	Recreation staff training information is being updated with new guidelines based on current atmosphere.
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	Prioritized capital projects based on COVID pandemic, determining key needs vs. needs to be considered for later. LED lighting installed in lower level hallway at Springer Center increasing energy savings and light levels. Room 201 and dance studios to follow.

		Update necessary equipment for all programs and associated facilities.	Recreation Team	FY21	<p><b>Filter/Pump updates at Sholem. Will be filling the pool this summer to test out pumps.</b></p> <p><b>Added wind screens to tennis court at Sunset Ridge.</b></p> <p><b>Operations re-upholstered several benches with new vinyl seats.</b></p> <p><b>Pottery Studio sink had additional faucet added to assist participants during classes and clean up procedures.</b></p>
		Evaluate space usage to determine and identify opportunities for under-utilized spaces.	Recreation Team	FY22	<p><b>Utilizing the batting cage at Zahnd for programming purposes for first time with 1 on 1 fast pitch hitting and pitching lessons.</b></p>
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	<p><b>50+ programs utilize a video for chair exercises as necessary (both Hays and Annex).</b></p> <p><b>Fitness on Demand is being planned for next FY in the capital projects plan. -LRC/GROUP</b></p>



					FITNESS
		Develop additional fitness events and programs.	Recreation Team	FY21	<p><b>Yoga and Bootcamp in the Park starting June 15, 2020.</b></p> <p><b>Will be hosting Pop-up fitness events start late spring.</b></p>
		Create a community-wide health wellness campaign, possibly exploring with local partnerships.	Recreation Team	FY20	<p><b>Working with Welcoming Week Committee to provide recreational opp.'s for all residents of Champaign.</b></p> <p><b>Implemented 2<sup>nd</sup> Team Bundle Up Project with new participating businesses.</b></p>



					CPD executed an amended agreement in August 2019 extending the theatre’s ticketing agreement with SABO through June 2022.
		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	New approach is implemented. For example, once the fall 2019 calendar was booked with nine major touring events, the fall calendar was closed to additional bookings.
		Plan and implement a celebration of the 100 <sup>th</sup> anniversary of the Virginia Theatre.	Virginia Theatre Team	FY21-22	Met with CUTC and with independent producer Jeff Goldberg to develop initial plans for two major special events in the theatre’s centenary season – a season opener and an anniversary celebration. Looking at possible banners to help celebrate the 100 <sup>th</sup> year of the VT. Plans for the anniversary presentation of The Bat are underway, with a budget and production staff drafted as of 1/7/20.
7.2	Establish a plan to strive toward operational self-sufficiency at the Virginia Theatre, where annual taxpayer subsidy is	Pursue business relationships and partnerships with Live Nation, JAM, and other major national production companies to incorporate their offerings into future Park District programming, to maximize ROI in House-presented events.	Virginia Theatre Team	FY21	In progress: Live Nation is currently presenting events at the VT, with more under discussion, and JAM is in talks about

	minimized.				a rental of the theatre. In November 2019, Frank Productions (FPC) hosted its first event at the Virginia in over ten years with a sold-out performance by Indigo Girls. FPC is a subsidiary of Live Nation and also acts as parent company to National Shows 2, Nashville.
		Pursue relationships/partnerships with new regional and national event promoters, to increase diversity and strength in rental programs.	Virginia Theatre Team	FY20	In progress: Mammoth Events, Nitelite Productions, and Innovative Arts have all started (or returned to) leasing the theatre for rental shows and partnerships in the 19/20 season.
		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	FT Box Office Manager now reports directly to Theatre Director, a change that is already increasing efficiency and which has freed up the Sales Manager to focus more on marketing and ad sales.
7.3	Support and pursue improvements to the physical plan of the Virginia Theatre as well as its marketing tools.	Work with Planning and Operations staff to support renovation and maintenance efforts for projects to possibly include: roof replacement, HVAC upgrade, wayfinding signage, sound, and lighting upgrades.	Virginia Theatre Team	FY20	<b>The VT roof project is now completed. The sound system upgrade has begun, with steel work to launch June 15 and substantial</b>

				<p><b>completion of the entire project set for September 30. The HVAC study was completed and the park board authorized staff to pursue grant support for the project. An IDNR Museum Grant was applied for in May, 2020, to potentially fund the HVAC upgrade.</b></p>
	Create a business plan for the operation of the Virginia Theatre.	Virginia Theatre Team	FY20	<p><b>Business plan templates and supporting materials have been assembled, with the next step being initial draft of a plan.</b></p>
	Develop plans for a revision and enhancement of theatre website, social media engagement, and e-newsletter services.	Virginia Theatre Team	FY20	<p><b>In progress: working with Marketing once FY20 budget approved.</b></p>

Light Blue = Previous Updates

Red = FY20, Q4 Updates

**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	Update
8.1	Complete capital projects in a timely manner and within budget.	Complete fundraising, design/development and construction of the Martens Center.	Martens Team	FY21-22	<b>In the Design Development Phase. Still waiting on PARC grant.</b>
		Complete construction of Heritage Park.	Planning Team	FY20	Contractor has completed park path and shoreline improvements. Plants along shoreline to be planted in spring 2020.
		Complete Construction of the Operations Shop facility.	Operations Team	FY20	Project Completed
		Complete paths, lights and new playground at Spalding Park.	Planning Team	FY20	\$347,000 50% matching grant has been approved by IDNR, working on paperwork.
		Greenbelt Bikeway: Apply for grants and finalize plans for construction.	Planning Team	FY22	Grant awarded waiting for final paperwork. Working on railroad crossing with the city and/or private land owner.
8.2	Plan and develop capital projects.	CUSR Space Project, determine appropriate space and develop a plan.	Planning Team	FY20	<b>Project out to bid, work to begin in June 2020.</b>
		Phinney Branch Drainage District Project, work towards an overall agreement, a master plan and funding opportunities.	Planning Team	FY22	Meeting held with the Knights Templar, City, School District and Park District. No progress or updates since the meeting.
		Develop a plan to design, engineer and upgrade or rebuild Parkland Way.	Planning Team	FY22	Included in Capital Budget for \$100,000 every other year for consideration.

		Maintain quality of existing facilities, parks and trails.	Leadership Team	FY20-22	Operations staff continue to update facilities, parks and trails throughout the year.
8.3	Maintain the Virginia Theatre facility while producing quality programs and events.	Complete Sound Project at Virginia Theatre.	Planning Team	FY20	Contract awarded work to begin on May 26, 2020.
		Complete Virginia Theatre roof project.	Operations Team	FY20	Completed.
		Reduce the tax support at the Virginia Theatre but maintain current entertainment levels.	Virginia Theatre Team	FY20-22	Theatre staff cut over \$81,000.00 in expenses from proposed FY20 Virginia budget while maintaining robust House-presented series and active rental program.
8.4	Develop organizational excellence.	Continue to develop and produce Park and Facility Reports.	Leadership Team	FY21	Planning to do a park report card of all parks during the summer of 2020.
		Develop a positive, professional, innovative, and fun work culture.	Leadership Team	FY20-22	A communications task force subcommittee is working on several goals to increase and improve communication, as well as holding staff accountable to guidelines for timely response.
		Continue to produce annual Performance Measurement reports.	Leadership Team	FY20-22	Performance measurement report for FY 20 to be completed May/June 2020.
		Acquire Illinois Accreditation.	Leadership Team	FY22	Plan to continue with the Illinois Accreditation process.
8.5	Develop staff excellence.	Hire quality staff by opening all positions to everyone interested in applying.	Leadership Team	FY20-22	We continue to open all positions to the public and in-house staff.
		Develop quality leaders through training, mentoring, and coaching.	Leadership Team	FY20-22	A communications task force subcommittee is focusing on staff adaptability and flexibility while seeking to find positive approaches and also limits to non-productive forms of communication.

		Continue to develop processes and systems to retain staff at greater than 90% every year.	Leadership Team	FY20-22	<b>FY20 13.41% of 62 staff moved on to other jobs outside of the District.</b>
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	<b>Working on the plan for increases over the next five years!</b>
		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	<b>April 2020 – Met.</b>
		Increase non-tax revenues to 25% to 30% of the operating budget.	Leadership Team	FY20-22	<b>28.25% projected through Q4.</b>