



**SPECIAL BOARD MEETING  
REMOTE MEETING HELD VIA TELECONFERENCE**

The President of the Board of Commissioners has determined that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act is not practical or prudent because of the COVID-19 disaster.

*(As permitted by Governor Pritzker's Executive Order 2020-07, 2020-33, 2020-39, 2020-44, and Public Act 101-0640)*

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

<https://us02web.zoom.us/j/85482935175?pwd=YS9tcGIEWjNvK1IPZIBOeEsxNE03Zz09>

For online video access, please use the following Meeting ID and Password when prompted:

Meeting ID: 854 8293 5175

Password: 094510

Alternatively, the meeting may be accessed by telephone at:

1-312-626-6799, If prompted for the following items, please enter:

Meeting ID: 854 8293 5175, followed by the # symbol

Password: 094510, followed by the # symbol

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, September 23, 2020, and sent to [joe.deluce@champaignparks.org](mailto:joe.deluce@champaignparks.org).

**Wednesday, September 23, 2020  
5:30 p.m.**

**A. CALL TO ORDER**

**B. COMMENTS FROM THE PUBLIC**

**C. NEW BUSINESS**

1. Approval of Bid for Dodd's Park 3-Plex Restroom & Concessions Renovation  
Staff recommends awarding Base Bid plus Re-Roofing Alternate 1 to Roessler Construction in the amount of \$156,095.00 and to authorize the Executive Director to enter into the contract.
2. Approval of a Ballot Box Master License Agreement with Champaign County  
Staff recommends authorizing the Executive Director to execute an Intergovernmental agreement with County Clerk's office for the placement of ballot boxes in Centennial and Douglass Parks.

**D. DISCUSSION ITEMS**

1. Strategic Plan Updates for Q1 FYE21
2. Application for ITEP Grant – Gordon Food area
3. Updates to Employee Handbook Policies and Board Policy Manual Policies
  - a. Hiring of Relatives Policy
  - b. Romantic or Sexual Relationships Policy
  - c. Distribution of Board Material Policy
  - d. Intergovernmental Cooperation Policy
  - e. Meeting Agenda Format Policy
  - f. Overtime and Compensatory Time Policy

**Special Board Meeting  
September 23, 2020  
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4. Property Tax Levy Discussion
5. Capital Plan Discussion
  - a. Spalding Park Tennis Courts
  - b. FY21 and FY22

**E. COMMENTS FROM COMMISSIONERS**

**F. ADJOURN**



**REPORT TO PARK BOARD**

**FROM:** Joe DeLuce, Executive Director

**DATE:** September 18, 2020

**SUBJECT:** Dodds Three Plex Building Renovation Bid Award

Background

As part of FYE 21 Capital Projects \$145,555 is budgeted for Dodds Three Plex Renovation.

Prior Board Action

*April 22, 2020 Special Board Meeting*—Board approved FYE 21 Capital Budget.

Bid Results

Sealed bids were opened 10:30am Wed Sept 16 2020 with results as shown:

<b>Bidding Contractor</b>	<b>Base Bid (\$)</b>	<b>Alternate 1 (\$)</b>	<b>Total Bid (\$)</b>
Roessler Construction	146,250.00	9,845.00	156,095.00
Petry Kuhne	142,300.00	14,900.00	157,200.00
English Brothers	149,595.00	16,560.00	166,155.00
Commercial Builders	167,530.00	13,770.00	181,300.00
A and R Services	165,848.00	17,643.22	183,491.22
D Joseph Company	212,900.00	13,800.00	226,700.00

Budget Impact

The Re-Roofing Alternate was included in a Bid Addenda at the request of the Operations Department since the building is scheduled for a new roof within the CIP. While Petry Kuhne's Base Bid is within the project budget, Roessler Construction's Total Bid includes a good value add alternate roofing price, with the benefit of the re-roofing being done during the building renovation construction.

Recommendation

Staff recommends awarding Base Bid plus Re-Roofing Alternate 1 to Roessler Construction in the amount of \$156,095.00 and to authorize the Executive Director to enter into the contract.

*Timeline*—start construction in October with project completion in December 2020.

Prepared by:

Reviewed by:

Andrew Weiss  
Director of Planning

Joe DeLuce  
Executive Director



# REIFSTECK REID

ARCHITECTURE.  
CONSTRUCTION MANAGEMENT.  
INTERIORS.

September 17, 2020

Mr. Andrew Weiss  
Director of Planning  
Champaign Park District  
706 Kenwood Rd  
Champaign, IL 61821

Re: Bid Results and Recommendations  
Dodds 3-Plex Restroom Renovation

Dear Mr. Weiss,

Bids were obtained for the project indicated above for the site work and renovation of the Dodds 3-Plex Restroom facility.

A total of fifty (50) plan holders, including subcontractors and suppliers, downloaded or requested bidding sets through the Reifsteck Reid & Company Architects hosted ftp website. Bids were received September 16, 2020 at 10:30 am. A total of six (6) bids from contractors were received, which is a good number. With the option of accepting an alternate, there are two lowest apparent successful bidders, one for the base bid work and one for the sum total of the base bid and the alternate. These are as follows:

Base bid only option:

Petry-Kuhne	Base Bid:	\$142,300
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Sum total of base bid and alternate option:

Roessler Construction	Base Bid:	\$146,250
	Alternate #1:	\$9,845
	Total with Alternate #1:	\$156,095

The sum total of base bid and alternate for Petry-Kuhne is \$157,200.

In our opinion, the closeness in range of bid results of five out of the six bidders indicates that the documents were sufficient for providing competitive bids. RRCo's OPC was \$157,000, not including the alternate. These five bids ranged from 9.4% below to 6.7% above the OPC, while the sixth bidder was 36% above.

We have worked with both Petry-Kuhne and Roessler Construction on many projects and have found them to be professional in their dealings. To date their work has satisfied our expectations. Based on the information above we recommend would recommend either of them to complete the work.

Respectfully submitted,

Brant Muncaster, Project Manager

Attachments: Bid Tab

Lincolnshire Center Suite #4, 909 Arrow Road, Champaign, IL 61821 Tel 217.351.4100 877.351.4106 Fax 217.351.4111 www.rr-arch.com

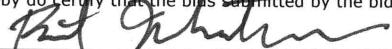
**Dodds 3-Plex Restroom Renovation**

Project # 201983

Bid Opening  
9/16/2020  
10:30am

	Bid Security / Check Number/ 10%	Undertaking of Insurance	Affirmative Action	Addenda Received			Base Bid	Alt Bid 1	Total Bid
				1 8/27/2020	2 9/10/2020				
1 English Brothers Company	✓	✓	✓	✓	✓		\$ 149,595	\$ 16,560	\$ 166,155.00
2 Petry-Kuhne Company	✓	✓	✓	✓	✓		\$ 142,300	\$ 14,900	\$ 157,200.00
3 V. Joseph Construction	✓	✓	✓	✓	✓		\$ 212,900	\$ 13,800	\$ 226,700.00
4 Commercial Builders	✓	✓	✓	✓	✓		\$ 167,530	\$ 13,770	\$ 181,300.00
5 A & P Services	✓	✓	✓	✓	✓		\$ 165,848	\$ 17,643.22	\$ 183,491.22
6 Roessler Construction	✓	✓	✓	✓	✓		\$ 146,250	\$ 9,845	\$ 156,095.00
7							\$	\$	\$
8							\$	\$	\$
9							\$	\$	\$
10							\$	\$	\$
11							\$	\$	\$
12							\$	\$	\$
13							\$	\$	\$
14							\$	\$	\$
15							\$	\$	\$

I hereby do certify that the bids submitted by the bidders whose names are recorded above were opened, read and recorded at the

  
Architect/Engineer



**REIFSTECK  
REID**

ARCHITECTURE.  
CONSTRUCTION MANAGEMENT.  
INTERIORS.

**ATTENDANCE RECORD**

Project: **Dodds 3-Plex Restroom Renovation**  
 Meeting Description: **Bid Opening**  
 Date: **9/16/2020**  
 Time: **10:30 am**  
 Place: **Bresnan Meeting Center, 706 Kenwood Rd, Champaign, IL**

**Attendants**

Name & Title	Representing	Phone Number	E-mail Address
<u>Brant Muncaster</u>	<u>Reifsteck Reid &amp; Company</u>	<u>217-351-4100</u>	<u>bmuncaster@rr-arch.com</u>
<u>Todd Wiparzal</u>	<u>CBZ</u>	<u>398-2202</u>	<u>TODD@CBZ-BC.COM</u>
<u>RT Hynds</u>	<u>EBLO</u>	<u>356-0594</u>	<u>rhynds@englishbrothers.com</u>
<u>Randi Jones</u>	<u>A&amp;R Services</u>	<u>217-367-4227</u>	<u>rjones@ar-mech.com</u>
<u>James Bowers</u>	<u>Petry-Kuhne</u>	<u>217 356 3743</u>	<u>jbowers@petry-kuhne.com</u>
<u>Jered Humm</u>	<u>DJCC</u>	<u>309-678-9338</u>	<u>Jeredhumm@DJoseph.com</u>
<u>Dan Olson</u>	<u>CPD</u>	<u>217 369-5860</u>	<u>dan.olson@champaignparks.org</u>
<u>Jared Schuurmans</u>	<u>CPD</u>	<u>217 390 5851</u>	<u>jared.schuurmans@champaignparks.org</u>
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# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** September 23, 2020

**SUBJECT:** Ballot Boxes

### Background

The County Clerk reached out to the District staff to request the placement of ballot boxes for residents to drop off their ballots near their homes within our parks. The request included placing ballot boxes at Douglass Park and Centennial Park so residents could drive up or walk up and place their ballots in a secure box.

The term of this Agreement shall be for a period of one hundred eighty (180) days from the effective date and the agreement is subject to the right of either party to terminate the agreement with thirty days' (30) days' written notice.

The County Clerk requested an Intergovernmental agreement which has been prepared by Attorney Hall and is attached for your review.

### Prior Board Action

No previous board action has been taken on this item.

### Budget Impact

The costs to purchase the boxes, placement of the ballot boxes and the maintenance of the boxes will be the responsibility of the County Clerk's office.

### Recommendation

Staff recommends the Park Board approve the IGA with the County Clerk's office for the placement of ballot boxes in Centennial and Douglass Parks.

Prepared by:

Joe DeLuce, CPRP  
Executive Director

Reviewed by:

Jarrod Scheunemann  
Assistant to the ED

## **ELECTION BALLOT BOX MASTER LICENSE AGREEMENT**

(Champaign Park District – Champaign County)

THIS ELECTION BALLOT BOX MASTER LICENSE AGREEMENT is being made and entered into on the first date that it is fully executed by all of the parties hereto, by and between the CHAMPAIGN (“Park District”) and CHAMPAIGN COUNTY (“County”).

WHEREAS, 10 ILCS 5/2B-20(e) authorizes election authorities to establish secure collection sites for the postage-free return of vote by mail ballots.

WHEREAS, the State Board of Elections has established additional guidelines for the security of such collection sites.

WHEREAS, the guidelines include, among other things, the establishment of 24-hour ballot collection sites.

WHEREAS, the County proposes to install a ballot box on a Park District Property or Right-of-Way.

WHEREAS, the Intergovernmental Cooperation Act, 5 ILCS 220/1 et. seq. and Section 8-11 of the Illinois Park District Code, authorize the Park District to enter into agreements with other governmental entities to permit the use of Park District property or rights-of-way for the construction, operation, and use of facilities thereon.

WHEREAS, the desired location for the ballot box is depicted on the attached map, which may be updated from time to time, if more locations are added by agreement of the parties.

WHEREAS, the Park District agrees to grant to the County a license to install a ballot box on a portion of Park District Property or Right-of-Way, subject to the conditions set forth herein and in compliance with applicable regulations and state and federal law.

NOW, THEREFORE, in consideration of the foregoing and the mutual promises and covenants contained herein, the Park District and the County hereby agree as follows:

### **Article 1. Definitions.**

- 1.1 **Agreement** means this Election Ballot Box Master License Agreement made and entered into the date that it is fully executed by the parties.
- 1.2 **Ballot Box** means the election ballot collection box, in-ground post, and concrete pad located and installed on a portion of Park District Property or Right-of-Way.
- 1.3 **Park District** means the Park District of Champaign, Illinois.
- 1.4 **County** means the Champaign County, a municipal corporation of the State of Illinois.
- 1.5 **Property or Right-of-Way** means the portion of the street, sidewalk, parkway, or park owned and controlled by the Park District for public purposes.
- 1.6 **Site Map** means the documents depicting the location of a Ballot Box.
- 1.7 **Site Plans** means the design and construction plans to construct and install a Ballot Box.

### **Article 2. Responsibilities of the Park District.**

- 2.1 **Grant of License.** The Park District grants to the County a license to construct, install, maintain and use a Ballot Box located in a section of Property or Right-of-Way as



depicted in the Site Map attached hereto as **Exhibit A**. The footprint of the Ballot Box shall no greater than 24" x 30" x 36". Additional locations to construct, install, maintain, and use a Ballot Box may be approved from time-to-time by execution of an addendum signed by the County Executive (or designee) and the Park District's Executive Director (or designee). The rights granted to the County shall be subordinate to the Park District's use of the Property or Right-of-Way.

- 2.2 Effective Date; Term.** This Agreement shall be effective upon the date it is fully executed. The term of this Agreement shall be for a period of one hundred eighty (180) days from the effective date subject to the right of either party to terminate the agreement with thirty days' (30) days' written notice pursuant to the Termination provisions of Section 6.1 herein. This Agreement may be amended from time-to-time by further agreement of the parties.

### **Article 3. Responsibilities of the County.**

- 3.1 Ballot Box.** The County agrees to install, maintain, and operate a Ballot Box as depicted in the Specifications attached hereto as **Exhibit B** and in accordance with 10 ILCS 5/2B-20(e) as well as the associated guidelines published by the State Board of Elections. Ballot Boxes at additional locations may be approved from time-to-time by execution of an addendum signed by the County Executive (or designee) and the Public Works Director (or designee). The installation plan for the Ballot Box shall be approved by the Public Works Director (or designee) before installation by the County commences. All design, construction, installation, and maintenance activity shall be at the County's sole cost and expense.
- 3.2 Identification and Inspection of Property or Right-of-Way.** The County is solely responsible for determining whether the Property or Right-of-Way is safe, suitable, and appropriate for the installation, maintenance, and operation of a Ballot Box and shall inspect the Property or Right-of-Way prior to and subsequent to the installation of a Ballot Box to determine the suitability of the Property or Right-of-Way for any contemplated use and to identify any potential safety hazards or dangerous conditions. Once installation of a Ballot Box begins, the County certifies that it has inspected the Property or Right-of-Way and further certifies that the Property or Right-of-Way is safe for installation, maintenance, and operation of a Ballot Box. The County shall take all reasonable measures to protect citizens, volunteers, staff, participants, spectators, electors, voters, balloters, visitors, guests, officials, and like or similar persons, from known safety hazards or potential risks. The County shall promptly advise the Park District of any known safety hazard(s) or potentially dangerous condition(s) associated with the Property or Right-of-Way on which a Ballot Box is installed.
- 3.3 Maintenance of Property or Right-of-Way and Ballot Box.** The County shall maintain the Property or Right-of-Way and Ballot Box depicted in Exhibits A and B in a good and operating condition, free from accumulation of snow, ice, and debris. All maintenance, repair and replacement required under this Agreement will be performed in a timely and

workmanlike manner at the sole cost and expense of the County. Nothing in this Agreement shall obligate the Park District to notify the County of the need for maintenance, repair, or replacement prior to the County's completion of any maintenance, repair, or replacement in and around the Property or Right-of-Way and Ballot Box. Upon notice of termination of this Agreement, the County shall remove the Ballot Box subject to this Agreement within thirty (30) days otherwise the Park District has the right to remove the Ballot Box and seek reimbursement for the costs of removal, which shall be paid within a reasonable time.

- 3.4 Removal or Relocation.** In the event that the Park District determines that it is reasonably necessary to remove or relocate a Ballot Box for the construction, repair, maintenance, or installation of any Park District improvement in or upon the Property or Right-of-Way, the County shall be required to do so at its sole cost within thirty (30) days of written notification of same. The County shall respond to any such request in good faith and in a reasonable and timely manner. If the County denies such request, then the parties shall work in good faith to resolve such dispute. Any unresolved dispute is subject to the dispute resolution provisions herein. This Section shall survive termination of this Agreement.
- 3.5 Insurance.** The County shall maintain Commercial General Liability (CGL) insurance with a limit of liability of \$1,000,000 each occurrence and in the aggregate. The CGL insurance shall cover liability arising from premises, operations, independent contractors, and personal and advertising injury. There shall be no endorsement or modification of the CGL to make it excess over other available insurance. The "Park District of Champaign, its commissioners, officers, employees, and agents" shall be included as insured under the CGL insurance. The insurance shall apply as primary insurance. A certificate of insurance together with applicable riders, endorsements, or additional insured terms demonstrating such insurance coverage shall be attached as **Exhibit C**.
- 3.6 Assignment; Transfer.** The privileges granted under this Agreement may not be assigned or transferred to any other governmental unit without the express written approval of the Park District. Such approval shall not be unreasonably withheld. Acceptance of payment from a person or entity other than the County shall not constitute a waiver of this provision.

**Article 4. Indemnification.**

- 4.1 County Indemnification of Park District.** The County will defend, indemnify and hold harmless the Park District, its commissioners, officers, employees, and agents from and against all claims, damages, liabilities and expenses (including, without limitation, reasonable attorneys' fees and costs) that are incurred, sustained by, or claimed against the Park District in connection with any damages arising from this Agreement, including but not limited to loss of life, personal injury, infringement of rights, or property damage, arising from the exercise of the rights granted herein, except to the extent caused by the gross negligence or willful misconduct of the Park District, or its contractors, agents,

licensees or employees. This Section shall survive termination of this Agreement. In connection with any indemnification hereunder, the Park District will tender to the County the defense of any claim made against the Park District that is subject to indemnification hereunder in sufficient time to avoid prejudice to the County, for handling by counsel of the Park District's selection and reasonably acceptable to the County. Notwithstanding the foregoing, the County retains all defenses and immunities provided by the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101, *et seq.*

**Article 5. Default and Remedies.**

**5.1 Breach or Default.** Unless otherwise provided herein, in the event of a breach/default of this Agreement by a party, such breaching/defaulting party shall, upon written notice from the other party, cure or remedy such breach/default immediately. In the event the breaching/defaulting party has not cured the breach/default or made a good faith effort to do so within thirty (30) days of said notice, the aggrieved party may institute such proceedings as it deems necessary to cure and remedy such breach/default. Under no circumstances shall the County or a third party be entitled to damages in the form of specific performance, punitive damages, reliance, expectation, compensatory, or any other damages incurred or related to this Agreement. Uncured default by any party to this Agreement shall entitle the aggrieved party reasonable attorneys' fees, costs, and related expenses directly incurred due the breach/default of this Agreement.

**5.2 Cumulative Remedies.** The rights and remedies of the parties to this Agreement shall be cumulative of each other and of rights and remedies under other provisions of applicable regulations and state and federal law. Exercise of one or more rights or remedies shall not waive or bar exercise of any other, unless expressly waived in writing.

**Article 6. Termination.**

**6.1 Right of Termination.** Each party has the right to terminate all or part of this Agreement upon thirty (30) days prior written notice to the other party.

**A. Rescission.** Upon termination of this Agreement by either party, the grant of benefits to the County shall be rescinded pursuant to this Agreement.

**B. Removal and Restoration.** If this Agreement is terminated by either party or it is cancelled due to the County's default or breach, then the County shall pay for the costs to remove the Ballot Box and restore the Property or Right-of-Way to at least as good a condition as it was existing prior to the construction, installation, maintenance and use of the Property or Right-of-Way by the County. Reimbursement of costs shall be undertaken pursuant to Section 3.3 herein. This Section and Section 4.1 shall survive termination of this Agreement.

**Article 7. General Conditions.**

- 7.1 **Applicable Laws.** Except as otherwise provided herein, this Agreement shall not be construed to reduce the effectiveness of any laws, resolutions, or ordinances applicable to the County or Park District. Any claims arising directly or indirectly from this Agreement shall be litigated in accordance with the laws of the State of Illinois in the Champaign County Circuit Court; provided that, the Parties shall first undertake Dispute Resolution pursuant to Section 7.5 of this Agreement.
- 7.2 **Third Party Beneficiaries.** This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind or character whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish, give rise to, or impose any legal duty to any third party.
- 7.3 **Severability.** If any provision of this Agreement is rendered invalid for any reason, such invalidation shall not render any other provision invalid if it can be given effect without the invalid provision.
- 7.4 **Merger.** This Agreement contains all the terms and conditions relating to the agreements of the parties, and no oral representations, covenants or agreements existing between the parties other than those herein stated.
- 7.5 **Time.** The parties agree that time is of the essence to the performance by said parties of the terms and conditions of this Agreement.
- 7.6 **Dispute Resolution.** In the event a dispute arises regarding the interpretation of the provisions of this Agreement, or breach thereof, the parties shall make a good faith effort to resolve such dispute. If the parties are unable to resolve the dispute within sixty (60) days from when written notice of such dispute was sent, then the parties shall submit the dispute to mediation. The selection of the mediator and the mediation process shall be governed by the rules of the Uniform Mediation Act, 710 ILCS 35/1, *et seq.* Each party shall bear its own costs, including half of the costs invoiced by the mediator.
- 7.7 **Notice.** Any written notice under this Agreement shall be sent and be effective the day of mailing via certified mail, or upon personal service to the following parties as designated:

For the Park District: Executive Director  
 Champaign Park District  
 706 Kenwood Road  
 Champaign, IL 61820

For County: County Executive  
 Champaign County  
 1776 East Washington Street  
 Urbana, Illinois 61802

- 7.8 **Signatures.** This Agreement may be executed in counterparts, each of which shall be deemed an original. Facsimile, pdf, or other electronic signature (e.g. DocuSign) shall be deemed to have the same legal effect as an original ink signature.

IN WITNESS WHEREOF, the Park District and the County have caused this Agreement to be executed by the parties as of the dates written below.

<p>CHAMPAIGN COUNTY</p> <p>By: _____ County Executive</p> <p>Date: _____</p> <p>Approved as to form: _____ State's Attorney</p>	<p>CHAMPAIGN PARK DISTRICT</p> <p>By: _____ Executive Director</p> <p>Date: _____</p> <p>Approved as to form: _____ Park District Attorney</p>
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**LIST OF EXHIBITS**

**A. Site Map**

**B. Ballot Box Specifications**

**C. Insurance Certificate**

**EXHIBIT A**  
**Site Map**

**EXHIBIT B**  
**Ballot Box Specifications**



**EXHIBIT C**  
**Certificate of Insurance**

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.

Blue = Previous Updates  
 Red = FY21, Q1 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. Zoom planning meetings going well.
		Improve the Program Guide descriptions, layout, and proofing system.	Marketing Team	FY21	Stopped printing for remainder of fiscal year and assessing whether we should print in future or not. Digital proofing going well.
		Implement a marketing plan for Champaign-Urbana Special Recreation.	Marketing Team	FY22	
		Develop a community-wide engagement strategy.	Marketing Team	FY22	Promoting app as first step to engage entire community.
		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 increase ticket sales by an average of 20% per event.	Develop marketing standards and templated branding for events.	Marketing Team	FY20	<b>Some standards set for CPD produced shows.</b>
		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>

Blue = Previous Updates  
 Red = FY21, Q1 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). Applied and received a local CURE Grant from DCEO in amount not to exceed \$30,000. Applied for DCEO Rebuild Illinois Regional Economic Development Grant Martens Center for \$2,000,000 in August.
		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	<b>FY20 budget approved. FY21 budget process has begun – currently projected out 4/30 balances for current year.</b>  <b>Budget approved 7/22/2020 and budget book was presented for approval 8/26/20.</b>
		Continue to meet GFOA standards for the budget process and reporting.	Finance Team	FY20-22	<b>Budget book presented for approval on 8/26/20.</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. 9.3% for Q1 much lower as not much program revenue was received in Q1 due to cancellations of programming with Covid-19. Primary revenue source was through property taxes and interest income.</b>
		When creating or updating plans, the Park District should evaluate the short- and long-	Finance Team	FY21	

		term impacts to ensure the agency's financial sustainability.			
		Research and develop a five to ten year forecast for revenues and expenditures.	Finance Team	FY22	

Blue = Previous Updates  
 Red = FY21, Q1 Updates

**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. Pre and post COVID-19. Currently the applicants exceed the demographics and the hiring system has been overhauled to try to improve demographics of the current staff.
		Increase the efficiency, effectiveness, and value of our human resources systems, processes, and practices.	HR Team	FY21	Recommending purchase of HR software suite this fall.
		Provide greater transparency, communication, and accountability for human resources processes and services.	HR Team	FY22	Staff committee for communication has been developed. This committee will begin meeting again this fall.
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	HR Team	FY21	Access control has been expanded in two facilities and the Dog Park, we will expand to The Tennis

		mitigate risk in facilities and parks.			<b>Center other buildings this Fall.</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 several facilities. This fall the Virginia Theatre will have a new network system.</b>
		Provide a secure computing environment that ensures data privacy and integrity and mitigates cyber-security threat.	HR Team	FY21	<b>Staff have assessed cloud back-up solutions and have expanded the use of the current system.</b>
		Evaluate and implement new technologies to improve operational efficiency.	HR Team	FY22	<b>Recommending purchase of HR Suite software this fall.</b>

Blue = Previous Updates

Red = FY21, Q1 Updates

## 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 complete.
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 trainings and conferences slowed due to COVID. 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	Many major projects on hold by request of Board due to COVID. Timelines constantly changing for outside reasons as well.

		Distribute monthly project updates sheet to all Operations and Planning staff.	Operations Team	FY20	<b>Major projects shared via email and direct reports meeting. Operations Staff meetings on hold due to COVID.</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	Master Plan complete.
		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	Underway; September 2020 completion.
		Continue to add loop trails and plans for new loop trails in new parks on a case by case basis.	Planning Team	FY21	Underway; Spalding Park construction beginning Fall 2020, Human Kinetics Park construction beginning Spring 2021.
		Continue to develop the Greenbelt Bikeway trail project with new options and grants.	Planning Team	FY22	Underway; working with Clark Dietz and CN Railway to provide solution.
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	Not hiring vacant Park Planner position. Position moved to operations.
		Develop procedures and systems for various project responsibilities, i.e. playgrounds, in house projects, etc.	Planning Team	FY21	Planning assumed ADA Coordinator duties.
		Improve proactive communications and coordination with all departments. Also	Planning Team	FY22	Underway.

		continue to improve Board presentations.			
		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>Priority plan complete; PARC and Bike grants submitted to IDNR.</b>
		Assist with the planning for the Martens Center.	Planning Team	FY21	<b>Underway; design development.</b>





					<p>programming to meet guidelines for in person youth and adult classes.</p> <p>Revised Summer Youth Program for safe in person youth activities.</p> <p>Revised Youth Theatre Program's into Book Plays to be filmed.</p> <p>Revised Town and Country Art Show and held it virtually and will continue to hold shows virtually.</p>
		Develop robust health and wellness programs especially for the youth.	Recreation Team	FY21	<p>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.</p> <p>Offered a youth softball clinic for hitting and defense for the first time.</p> <p>Offered a new youth soccer clinic in partnership with IFC this</p>

			<p><b>summer.</b></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. Added clinics in phase 4.</p>
<p>Connect more kids to nature.</p>	<p>Recreation Team</p>	<p>FY21</p>	<p>Created virtual programs to get kids to visit area parks to recreate sculptures that are placed throughout the district.</p> <p><b>LRC Day Camp offered a nature-based week this summer to connect kids to nature.</b></p> <p><b>Created virtual events on new CPD Virtual Fun Facebook page such as Oh Gnome You Didn't! Where kids must find clues to track Gnorbit down in different parks</b></p>

			<p>and trails.</p> <p>Created ABCPD's giving a fun way for kids and families to learn about our different parks, trails, and amenities throughout the district.</p>
	Expand and enhance teen programs with input from teens.	Recreation Team	<p>FY20-22</p> <p>Restructured the Jr. Lifeguard program which increased attendance – Aquatics.</p> <p>We are running a modified That's What Teens Say program in Nov. 2020.</p>
	Connect with teens digitally and creatively.	Recreation Team	<p>FY20-22</p> <p>Offered our first ever Esports league geared towards teens.</p> <p>Special Events created Virtual Fun Facebook page that includes how to cooking videos, trivia, science experiments, virtual field trips, including many additional virtual and hands on activities.</p>

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	<b>Department of Revenue Facilities had numerous staff work in operations and HR due to COVID situation. Many staff learned about other areas.</b>
		Develop an interim plan and flow chart for staff to follow when necessary to fill-in for other staff.	Recreation Team	FY21	<b>Staff Position Binders were updated for staff to fill-in, as necessary.</b>
		Develop a comprehensive training program.	Recreation Team	FY20	<b>Recreation staff training information is being updated with new guidelines based on current atmosphere.</b>
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	<b>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.</b>  <b>Dog park improvements (entrance apron, chipped entry way, new parking lot gravel, and controlled access) have all been great improvements that</b>

					<p>have led to better satisfaction and increased membership.</p>
		<p>Update necessary equipment for all programs and associated facilities.</p>	<p>Recreation Team</p>	<p>FY21</p>	<p><b>Filter/Pump updates at Sholem. Will be filling the pool this summer to test out pumps. Pool was filled and systems tested this summer.</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> <p><b>Added a disinfecting piece of equipment for Covid</b></p> <p><b>Purchased new mats to upgrade the Zahnd batting cage for lesson and rentals.</b></p>

		Evaluate space usage to determine and identify opportunities for under-utilized spaces.	Recreation Team	FY22	Utilizing the batting cage at Zahnd for programming purposes for first time with 1 on 1 fast pitch hitting and pitching lessons.
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	50+ programs utilize a video for chair exercises as necessary (both Hays and Annex). On Hold.  Developed a keep in shape video for dance students.
		Develop additional fitness events and programs.	Recreation Team	FY21	Yoga and Bootcamp in the Park implemented for first time.  Created 100-day Roll n' Stroll Facebook challenge encouraging people to stay active for 100 days.
		Create a community-wide health wellness campaign, possibly exploring with local partnerships.	Recreation Team	FY20	Working with Welcoming Week Committee to provide recreational opp.'s for all residents of Champaign.  Implemented 2 <sup>nd</sup> Team Bundle Up Project with new participating businesses.

					<p><b>Partnership with CPD, UPD, 40North, Spurlock Museum, and Urbana Culture and Arts Program to create the Great ARTdoors Project.</b></p> <p><b>Providing opportunity for local artists to display art in underserved areas.</b></p> <p><b>Developed Public Health Plans for each program.</b></p> <p><b>Created opportunities for youth jointly with Community Matters.</b></p>
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Blue = Previous Updates

Red = FY21, Q1 Updates

## Virginia Theatre

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

Goals	Objectives	Assignment	Time Frame	Update	
7.1	Develop and implement customer focused programs and services at the Virginia Theatre.	Renovate the East Lobby Kitchen to provide a second concessions and liquor service area within the current kitchen space.	Virginia Theatre Team	FY21	Project is currently tabled while CPD focuses on sound system upgrade, roof replacement, and pending HVAC replacement.
		Upgrade the ticket software program for the Virginia Theatre, with an eye toward growth in sales and service.	Virginia Theatre Team	FY20	Seat Advisor going out of Business, staff looking for a new ticketing system.
		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 but suspended during period of theatre closure that began March, 2020.
		Plan and implement a celebration of the 100 <sup>th</sup> anniversary of the Virginia Theatre.	Virginia Theatre Team	FY21-22	Developing plans for two major special events in the theatre's centenary season: a season opener and an anniversary celebration. Plans for the anniversary presentation of <i>The Bat</i> (historic stage play) are underway, with a budget and production staff drafted as of 1/7/20. Meeting again

					with <i>Bat</i> producer Jeff Goldberg, late Aug, 2020.
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 Park District programming, to maximize ROI in House-presented events.	Virginia Theatre Team	FY21	Continuing (but suspended) during period of theatre closure: Live Nation has been presenting events at the VT, with more under consideration.
		Pursue relationships/partnerships with new regional and national event promoters, to increase diversity and strength in rental programs.	Virginia Theatre Team	FY20	Continuing (but suspended) during period of theatre closure: Mammoth Events, Nitelite Productions, and Innovative Arts have all returned to leasing the theatre for rental shows and partnerships.
		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	Park Board approved contracts for the design of the HVAC system and the fire escape and tuckpointing projects.
		Create a business plan for the operation of the Virginia Theatre.	Virginia Theatre Team	FY20	Business plan templates and supporting materials have been assembled,

				<b>with the next step being initial draft of a plan.</b>
	Develop plans for a revision and enhancement of theatre website, social media engagement, and e-newsletter services.	Virginia Theatre Team	FY20	<b>Deferred to FY22.</b>

Blue = Previous Updates

Red = FY21, Q1 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	Ongoing; design development, awaiting PARC grant determination. Applied for Rebuild Illinois grant for \$2 million.
		Complete construction of Heritage Park.	Planning Team	FY20	Project complete; beginning two-year landscape maintenance contract for native shoreline plantings.
		Complete Construction of the Operations Shop facility.	Operations Team	FY20	Project Completed.
		Complete paths, lights and new playground at Spalding Park.	Planning Team	FY20	MSA approved by the Park Board to begin design and bid documents
		Greenbelt Bikeway: Apply for grants and finalize plans for construction.	Planning Team	FY22	Underway; working with Clark Dietz and CN Railway to provide solution.
8.2	Plan and develop capital projects.	CUSR Space Project, determine appropriate space and develop a plan.	Planning Team	FY20	Bids approved by the Park Board, finalizing contracts to begin work asap!
		Phinney Branch Drainage District Project, work towards an overall agreement, a master plan and funding opportunities.	Planning Team	FY22	Project no longer in consideration!
		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. On hold with COVID 19 issues and budget.
		Maintain quality of existing facilities, parks and trails.	Leadership Team	FY20-22	Capital Projects include updating facilities.
8.3	Maintain the Virginia Theatre facility while producing	Complete Sound Project at Virginia Theatre.	Planning Team	FY20	October 2020 Project Completion.

	quality programs and events.	Complete Virginia Theatre roof project.	Operations Team	FY20	<b>Project Completed.</b>
		Reduce the tax support at the Virginia Theatre but maintain current entertainment levels.	Virginia Theatre Team	FY20-22	<b>Theatre closed for FY21, with staff reassigned.</b>
8.4	Develop organizational excellence.	Continue to develop and produce Park and Facility Reports.	Leadership Team	FY21	<b>Park Report Card to be completed by October 2020.</b>
		Develop a positive, professional, innovative, and fun work culture.	Leadership Team	FY20-22	<b>Department Heads reading the Energy Bus on being more positive!</b> Staff are working on a customer service manual and a training program.
		Continue to produce annual Performance Measurement reports.	Leadership Team	FY20-22	<b>Performance Measurement report completed for FY 20.</b>
		Acquire Illinois Accreditation.	Leadership Team	FY22	<b>Working on updating policies and procedures.</b>
8.5	Develop staff excellence.	Hire quality staff by opening all positions to everyone interested in applying.	Leadership Team	FY20-22	<b>Implemented new procedures for recruiting, hiring, and diversifying our staff.</b>
		Develop quality leaders through training, mentoring, and coaching.	Leadership Team	FY20-22	<b>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.</b>
		Continue to develop processes and systems to retain staff at greater than 90% every year.	Leadership Team	FY20-22	<b>FY20- 13.41% of 81 staff moved on to other jobs outside of the District in FY20.</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,	Leadership Team	FY20-22	<b>FY 20 goal met.</b>

		parks, programs, services, and amenities at our current quality standards.			
		Increase non-tax revenues to 25% to 30% of the operating budget.	Leadership Team	FY20-22	<p><b>28.25% projected through Q4.</b></p> <p><b>9.3% for Q1 much lower as not much program revenue was received in Q1 due to cancellations of programing with Covid-19. Primary revenue source was through property taxes and interest income.</b></p>



**REPORT TO PARK BOARD**

**FROM:** Joe DeLuce, Executive Director

**DATE:** September 18, 2020

**SUBJECT:** North Champaign Trail ITEP Grant application

Background

Illinois Transportation Enhancement Program (ITEP) is a program offered periodically by the Illinois Department of Transportation (IDOT) with the goal of providing alternate modes of transportation improving the quality of life for communities. Local agencies may apply up to \$2M projects, with the deadline for application submittals on November 2, 2020.

A portion of the North Champaign Trail is on a north/south tract of land (PIN 41-14-36-350-017) the Park District owns directly east of the Menards retail store. The southern portion of the trail, directly behind (west of) Gordon's Food Service retail store, was never constructed (see attachment). The Park District's Trail plan identifies this segment to be completed with monies coming from the Trail and Park Path Additions fund. Construction of this segment is a very good contender for the grant; ITEP is not a recreational trail grant but a grant aimed at alternate transportation networks that improve connection between residential and commercial zones. The path itself is a straightforward 8-foot-wide by 400-foot-long site cast concrete construction.

Prior Board Action

No Prior Board Action.

Budget Impact

The Park District would prepare construction documents in house and bid the work, estimated at \$36,000 construction cost. The time between grant application and grant award—and executed grant agreement, for that matter—is unknown, but would probably fall within FYE22. When awarded, the ITEP program is an 80% reimbursement of actual construction cost.

Discussion

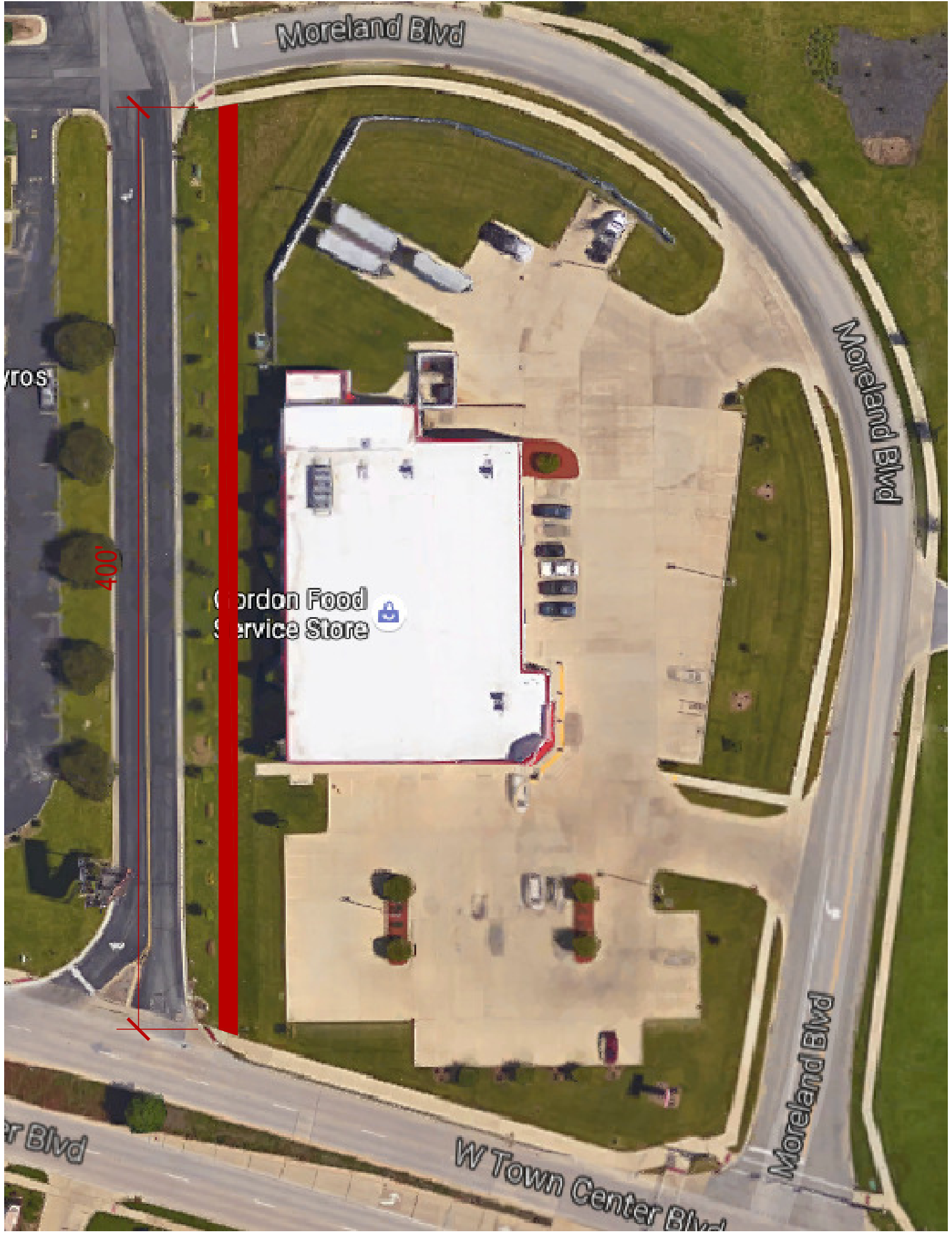
A resolution of financial commitment for the North Champaign Trail Extension is required in order to apply for the ITEP Grant. The purpose of discussion is to gain Board consensus and direction on bringing a resolution to action at the upcoming Regular Board Meeting scheduled for October 14th.

Prepared by:

Reviewed by:

Andrew Weiss  
Director of Planning

Joe DeLuce  
Executive Director



Moreland Blvd

Moreland Blvd

Gordon Food Service Store

400'

Blvd

W Town Center Blvd

Moreland Blvd





## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** September 15, 2020

**SUBJECT:** Updates to Board Policies

### Background

The Board Policy Manual has established a routine process for the Park Board to review and revise its policies. The "Distinction Between Board Policies and Administrative Procedures" policy incorporated a standard for review within "five years at a minimum and update as needed." On July 22, 2020, the Board began this renewal and review process for all of its policies. The Board will be requested to review and revise (if necessary) policies on a monthly basis until the entire manual has been reviewed.

### Prior Board Action

The Board previously reviewed the Hiring of Relatives Policy at the 08.26.20 Special Board Meeting. Revisions and clarifications were requested by Board members and this policy was tabled for future discussion in light of comparability and compatibility with the Romantic Relationships Policy.

### Budget Impact

There is no cost associated with these policy updates.

### Discussion

Staff requests the Board review the following policies 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."

- A. Hiring of Relatives Policy
- B. Romantic or Sexual Relationships Policy
  
- C. Distribution of Board Material Policy
- A. Intergovernmental Cooperation Policy
- B. Meeting Agenda Format Policy
- C. Overtime and Compensatory Time Policy

Prepared by:

Reviewed by:

Jarrod Scheunemann  
Assistant to the Executive Director

Joe DeLuce  
Executive Director



## Hiring of Relatives Policy

The employment of relatives can be a positive experience for the [Champaign Park District \(Park District\)](#) and staff if structured in a proper manner. This policy is designed to reasonably assure that the best interests of the taxpayers, Park District, and other employees are well served when [the Park District makes employment decisions involving](#) relatives of [its Commissioners, Executive Director, Department Director and other](#) current employees. ~~are hired.~~ In addition, the policy is designed to protect [individual members of a family employees](#) from having or being perceived to have a conflict of interest with respect to relatives who may become employed, [reassigned, transferred or promoted](#) by the Park District. With this understanding, it is also acknowledged that the employment of relatives can cause concern and unease in the workplace, including without limitation, charges or perceptions of favoritism, retaliation, fear of retaliation, conflict of interests, family discord, morale issues, and scheduling conflicts that may ~~result in disadvantages to the~~ [adversely affect](#) Park District and its employees. Recognizing these considerations, the Park District has adopted this policy.

### Definitions

For the purposes of this policy, Close Relative shall be defined to include the following relationships, whether established by consanguinity (blood relationship), marriage, or ~~legal action.~~ [law](#): mother, father, spouse, civil union partner, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, step-parent, half-sibling, step-child, grandparent, grandchild, aunt, uncle, niece, ~~or,~~ nephew [or legal guardian](#).

[For the purposes of this policy, a prohibited conflict of interest shall exist when a Close Relative works in the direct line of supervision of another Close Relative or a Close Relative has the ability to influence the Park District's decision to hire, assign, transfer, promote or make other employment-related decisions affecting a Close Relative.](#)

### Conditions on Hiring of Relatives

This policy shall be considered when hiring, assigning, transferring, ~~or promoting~~ [or setting compensation for](#) an employee. [Such employment-related decisions shall always be based on individual merit, and Close Relatives shall not be hired in lieu of a competitive recruitment effort or to the detriment of a better-qualified candidate.](#) ~~The Accordingly, the~~ Executive Director or his/her designee shall examine all hiring recommendations that involve an employee's Close Relative. ~~Accordingly, the Executive Director and~~ shall make the decision whether to hire a particular person when a Close Relative is already employed. In making such a decision, the Executive Director shall be guided by and will not hire Close Relatives, if the employment relationship would result in any of the following ~~conditions~~ [Conditions](#):

1. Creating a supervisor/subordinate relationship with a Close Relative.;
2. Resulting in Close Relatives working in the same department, [with the exception of seasonal and part-time staff who have been approved by the Executive Director and are not in a supervisory role for their Close Relative.](#);
3. Having more than two Close Relatives working for the Park District simultaneously.;
4. Having the potential for creating an adverse impact on work performance, morale or operations of other Park District employees. ~~,~~ [or](#)

5. Creating either an actual, or the appearance of a conflict of interest prohibited by this policy.

Employees who become Close Relatives ~~or establish a romantic relationship~~ while employed by the Park District may continue employment as long as the relationship does not result in the development or creation of one of the aforementioned Conditions in the workplace. In the event one of the Conditions does occur, the Executive Director, with the assistance of Director of Human Resources, will endeavor to find a suitable position within the Park District to which one of the employees may be transferred and for which the employee is qualified; provided that, the creation of a position shall not be required of the Park District or the Executive Director. If other suitable employment within the Park District is not feasible, then the employees in question may be permitted to determine which of them must resign from employment; provided that, the Executive Director determines, in his/her sole discretion, that granting such permission is in the best interests of the Park District. If the employees cannot make a decision, the Park District's Executive Director or his/her designee shall decide in his/her sole discretion who will remain employed.

Close Relatives of the Commissioners, Executive Director, or Department Directors shall not be employed by the Park District; provided that, the Park District may permit Close Relatives of Department Directors to be employed in seasonal positions as long as none of the Conditions identified herein exists.

In the event a current employee's Close Relative applies for employment with the Park District, that person shall be required to undergo the standard Park District hiring process, including without limitation, written application, interview, and reference and background checks.

Approved by the Board of Commissioners, September 9, 2015

Revised by the Board of Commissioners, ~~July 22, 2020~~ October 14, 2020

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



## **Hiring of Relatives Policy**

The employment of relatives can be a positive experience for the Champaign Park District (Park District) and staff if structured in a proper manner. This policy is designed to reasonably assure that the best interests of the taxpayers, Park District, and other employees are well served when the Park District makes employment decisions involving relatives of its Commissioners, Executive Director, Department Director and other current employees. In addition, the policy is designed to protect employees from having or being perceived to have a conflict of interest with respect to relatives who may become employed, reassigned, transferred or promoted by the Park District. With this understanding, it is also acknowledged that the employment of relatives can cause concern and unease in the workplace, including without limitation, charges or perceptions of favoritism, retaliation, fear of retaliation, conflict of interests, family discord, morale issues, and scheduling conflicts that may adversely affect Park District and its employees. Recognizing these considerations, the Park District has adopted this policy.

### **Definitions**

For the purposes of this policy, Close Relative shall be defined to include the following relationships, whether established by consanguinity (blood relationship), marriage, or law: mother, father, spouse, civil union partner, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, step-parent, half-sibling, step-child, grandparent, grandchild, aunt, uncle, niece, nephew or legal guardian.

For the purposes of this policy, a prohibited conflict of interest shall exist when a Close Relative works in the direct line of supervision of another Close Relative or a Close Relative has the ability to influence the Park District's decision to hire, assign, transfer, promote or make other employment-related decisions affecting a Close Relative.

### **Conditions on Hiring of Relatives**

This policy shall be considered when hiring, assigning, transferring, promoting or setting compensation for an employee. Such employment-related decisions shall always be based on individual merit, and Close Relatives shall not be hired in lieu of a competitive recruitment effort or to the detriment of a better-qualified candidate. Accordingly, the Executive Director or his/her designee shall examine all hiring recommendations that involve an employee's Close Relative and shall make the decision whether to hire a particular person when a Close Relative is already employed. In making such a decision, the Executive Director shall be guided by and will not hire Close Relatives, if the employment relationship would result in any of the following Conditions:

1. Creating a supervisor/subordinate relationship with a Close Relative;
2. Resulting in Close Relatives working in the same department, with the exception of seasonal and part-time staff who have been approved by the Executive Director;
3. Having more than two Close Relatives working for the Park District simultaneously;
4. Having the potential for creating an adverse impact on work performance, morale or operations of other Park District employees; or
5. Creating either an actual, or the appearance of a conflict of interest prohibited by this policy.

Employees who become Close Relatives while employed by the Park District may continue employment as long as the relationship does not result in the development or creation of one of the aforementioned

Conditions in the workplace. In the event one of the Conditions does occur, the Executive Director, with the assistance of Director of Human Resources, will endeavor to find a suitable position within the Park District to which one of the employees may be transferred and for which the employee is qualified; provided that, the creation of a position shall not be required of the Park District or the Executive Director. If other suitable employment within the Park District is not feasible, then the employees in question may be permitted to determine which of them must resign from employment; provided that, the Executive Director determines, in his/her sole discretion, that granting such permission is in the best interests of the Park District. If the employees cannot make a decision, the Park District's Executive Director or his/her designee shall decide in his/her sole discretion who will remain employed.

Close Relatives of the Commissioners, Executive Director, or Department Directors shall not be employed by the Park District; provided that, the Park District may permit Close Relatives of Department Directors to be employed in seasonal positions as long as none of the Conditions identified herein exists.

In the event a current employee's Close Relative applies for employment with the Park District, that person shall be required to undergo the standard Park District hiring process, including without limitation, written application, interview, and reference and background checks.

Approved by the Board of Commissioners      September 9, 2015  
Revised by the Board of Commissioners      October 14, 2020

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director

## 6-17 ROMANTIC OR SEXUAL RELATIONSHIPS

Consenting "romantic" or sexual relationships between a supervisor/manager and an employee ~~is~~are contrary to the best interests of the Park District. Accordingly, the Park District strongly discourages such ~~relationships~~relationships and any conduct that may reasonably be expected to lead to the formation of a ~~"romantic" or sexual relationships~~such relationships.

The Park District does not intend to inhibit social ~~interaction~~interactions (such as lunches or dinners or attendance at entertainment events), ~~that) between employees, which are or should be an important part or extensions~~aspects of the ~~working environment; and the professional relationship between colleagues.~~The policy articulated ~~above~~herein is not to be relied upon as justification or excuse for a supervisor's/manager's refusal to engage in such social ~~interaction~~interactions with employees.

~~If in the event~~ a romantic or sexual relationship between a supervisor/manager and a subordinate employee ~~should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager develops, the employees shall promptly to disclose the existence of the relationship to the either employee's department head. The employee may make or the Executive Director. If the disclosure as well, but the burden of doing so shall be upon the supervisor/manager. This made to a department head, the department head shall inform the Executive Director and of the relationship. The Executive Director or their designee shall be responsible for informing others with a need to know of the existence of the relationship, including all persons responsible for the either employee's work assignments. In the event the Executive Director enters into a romantic or sexual relationship with any Park District employee, the Executive Director shall promptly disclose the existence of such a relationship to the Board of Commissioners and Director of Human Resources.~~

Upon being informed or learning of the existence of such a relationship, the Park District ~~may~~shall take any ~~actions it deems~~appropriate. ~~At a minimum, However, regardless of whether further action is taken, the supervisor/manager and the employee and supervisor/manager will~~shall not thereafter be permitted to work together on the same matters (including matters pending at the time ~~of the Park District learns of the relationship or the disclosure of the relationship is made), and the supervisor/manager must withdraw from participation). Moreover, the Park District will take immediate steps to terminate the supervisory relationship between the parties and implement an alternative means of supervision in activities or decisions (including but not limited to, hiring, evaluations, promotions, compensation, work assignments and discipline) that may order to prevent any reward or disadvantage any to an employee with whom the supervisor/manager has or has had such a relationship. an intimate relationship. A supervisor/manager shall not make any decisions relating to the hiring, evaluation, promotion, compensation, work assignments or discipline of an employee with whom he or she has had a romantic or sexual relationship.~~

~~In addition, and in~~ order for the Park District to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that he or she has been adversely affected by such a relationship is encouraged to make his or her views about the matter known to the department head, the Director of Human Resources, or the Executive Director.

This policy shall apply without regard to ~~the gender and without regard to the~~gender identity or sexual orientation of the participants in a relationship of the kind described.

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The Park District does not intend to inhibit social interactions (such as, lunches or dinners or attendance at entertainment events) between employees, which are important aspects of the professional relationship between colleagues. The policy articulated herein is not to be relied upon as justification or excuse for a supervisor’s/manager’s refusal to engage in such social interactions with employees.

In the event a romantic or sexual relationship between a supervisor/manager and a subordinate employee develops, the employees shall promptly disclose the existence of the relationship to either employee’s department head or the Executive Director. If the disclosure is made to a department head, the department head shall inform the Executive Director of the relationship. The Executive Director or their designee shall be responsible for informing others with a need to know of the relationship, including all persons responsible for either employee’s work assignments. In the event the Executive Director enters into a romantic or sexual relationship with any Park District employee, the Executive Director shall promptly disclose the existence of such a relationship to the Board of Commissioners and Director of Human Resources.

Upon being informed or learning of the existence of such a relationship, the Park District shall take any actions it deems appropriate. However, regardless of whether further action is taken, the supervisor/manager and the employee shall not thereafter be permitted to work together on the same matters (including matters pending at the time the Park District learns of the relationship or the disclosure of the relationship is made). Moreover, the Park District will take immediate steps to terminate the supervisory relationship between the parties and implement an alternative means of supervision in order to prevent any reward or disadvantage to an employee with whom a supervisor/manager has or has had such an intimate relationship. A supervisor/manager shall not make any decisions relating to the hiring, evaluation, promotion, compensation, work assignments or discipline of an employee with whom he or she has had a romantic or sexual relationship.

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This policy shall apply without regard to the gender, gender identity or sexual orientation of the participants in a relationship of the kind described.



### Distribution of Board Material Policy

Board of Commissioners meeting material shall be mailed, emailed, posted to an electronic site, or delivered to Board members the Friday before the Board meeting to allow time for study of items on the agenda.

The material shall include the minutes of previous meetings, the agenda for the coming meeting, and as well as reports and ~~proposals materials~~ that will need advance study and matters which are proposed for action.

~~Upon request, local news media representatives and citizens may also obtain copies of Board materials from the Executive Director's office. Meeting material may be accessed through the Park District's website or copies may be requested from the Executive Director's office.~~

Approved by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	July 13, 2011
Revised by Board of Commissioners	August 10, 2016
<u>Revised by Board of Commissioners</u>	<u>October 14, 2020</u>

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director





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Revised by Board of Commissioners	July 13, 2011
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Revised by Board of Commissioners	October 14, 2020

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



**CHAMPAIGN  
PARK DISTRICT**  
**Intergovernmental Cooperation Policy**

**Intergovernmental Cooperation**

In order to promote and enhance efficient use of tax dollars and effective delivery of park, facility and recreation services, the Board of Commissioners and staff shall strive to develop intergovernmental cooperation agreements with local, state, and federal government agencies.

**Lending of Equipment**

Lending and borrowing of equipment are common among governmental entities such as park districts, cities and school districts. The ~~a~~Administrative staff will be empowered to both lend and/or borrow equipment when it is deemed necessary by ~~a~~Administrative staff and approved by the Executive Director (~~Director~~). The ~~A~~administrative staff and ~~Executive~~Director are similarly empowered to establish fair and equitable charges for lending specialized pieces of equipment and authorized to lend such equipment without charging the requesting governmental entity, which in turn, should reciprocate on a like basis at a later date. Appropriate written agreements should be developed, as applicable.

Approved by Board of Commissioners	November 9, 2005
Revised by Board of Commissioners	July 13, 2011
Revised by Board of Commissioners	August 10, 2016
<u>Revised by Board of Commissioners</u>	<u>October 14, 2020</u>

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



## **Intergovernmental Cooperation Policy**

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Approved by Board of Commissioners  
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November 9, 2005  
July 13, 2011  
August 10, 2016  
October 14, 2020

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



## Meeting Agenda Format Policy

The Executive Director (Director) shall be responsible for preparing the agenda for each meeting, in cooperation with the President of the Board of Commissioners (Board). The ~~final~~ agenda to be utilized, with supporting documentation, will be provided to the Board the Friday before the Bboard meeting.

Agenda changes shall be made by formal request to the ~~Executive Director~~, after conferring. The Director shall confer with the Board President prior to amending the agenda; ~~no~~ Aadditions may not be made to the agenda less than forty-eight (48) hours before the Board meeting, except in cases of emergency that are consistent with the Open Meetings Act.

Approved by Board of Commissioners	September 15, 2005
Revised by Board of Commissioners	July 13, 2011
Revised by Board of Commissioners	August 10, 2016
<u>Revised by Board of Commissioners</u>	<u>October 14, 2020</u>

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



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Agenda changes shall be made by formal request to the Director. The Director shall confer with the Board President prior to amending the agenda. Additions may not be made to the agenda less than forty-eight (48) hours before the Board meeting, except in cases of emergency that are consistent with the Open Meetings Act.

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



## Overtime and Compensatory Time Policy

The Champaign Park District (Park District) compensates all employees in accordance with the Fair Labor Standards Act (FLSA). In calculating overtime, the Park District exceeds the FLSA requirements.

### Definitions:

Exempt Employee - An employee to whom the overtime provisions of FLSA do not apply.

Non-Exempt Employee - An employee subject to the overtime provisions of FLSA.

Workweek - The workweek begins at 12:~~01:00~~ 00 a.m. Monday and ends at ~~12:00 midnight~~ 11:59 p.m. the following Sunday.

### Eligibility:

Non-exempt employees are entitled to overtime compensation or compensatory time off at the rate of one and one-half times their ~~established pay rate~~ regular rate of pay for work in excess of 40 hours in a single workweek. The FLSA does not require leaves of absence such as vacation leave or sick leave to be considered as hours worked for overtime purposes. Exempt employees are not eligible for overtime pay. A non-exempt employee will be eligible for compensatory time off only if the Park District and non-exempt employee agree to the accrual and use of compensatory time off before overtime work is performed.

### Overtime Obligations and Approval

Because of the nature of parks and recreation occupations and the public services to be rendered, employees may be required to work more than a number of standard hours per workweek. Depending on the Park District's work needs, employees may be required to work overtime with reasonable notice. Employees are required to work overtime when necessary, and any employee's unwillingness or refusal to do so may be cause for disciplinary action, up to and including termination.

For all non-exempt employees, prior approval of the employee's immediate supervisor is required before any non-exempt employee works overtime. Employees working overtime without approval may be subject to disciplinary action.

### Payment of Compensatory Time Off

Upon separation from employment, any employee who has accrued compensatory time off shall be paid for any unused compensatory time off in accordance with the FLSA and its implementing regulations.

Approved by Board of Commissioners  
Revised by Board of Commissioners  
Revised by Board of Commissioners

February 9, 2011  
August 10, 2016  
October 14, 2020

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director

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Approved by Board of Commissioners

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February 9, 2011

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October 14, 2020

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Craig W. Hays, President

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Joseph C. DeLuce, Executive Director



## REPORT TO PARK BOARD

**FROM:** Joe DeLuca, Executive Director  
**DATE:** September 17, 2020  
**SUBJECT:** Discussion on Property Taxes to be Levied for FY2022

### Timeline

Process Start Date: September  
 Date filed with the County Clerk: December 22, 2020  
 Process End Date: December 2020  
 Levy Requested: TBD

### Background

Each year Staff calculate an estimate for property taxes to be levied and present to the Board of Commissioners at the October regular meeting. The pandemic has created numerous programming and operational changes for the current budget year. It is important to discuss how the Board would like to move forward so the best scenarios are presented for consideration in October. In years past Staff have prepared three different scenarios as follows:

- S1 Historically done by Staff, and recommended by finance professionals, as well as trade associations, which is to maximize the levy by estimating the extension to capture the legal rate limitation increase allowed once the final EAV is calculated.
- S2 Based on estimated limited rate calculated by Staff which allows for some the new growth added in current RY for new construction, enterprise zone or TIF's.
- S3 Based on the new estimated EAV using the prior year tax rate. This does not maximize the benefit of the new construction EAV added in current year.

The discussion item is whether there is another scenario Staff should consider when putting together the numbers for the October meeting, such as keeping the levy value the same or reducing the amount. Key factors impacting the operating budget for FYE2022 will include:

- The impact of the minimum wage increases that are now compounded as those increases were not as prevalent in FYE2021 due to pandemic.
- The impact COVID-19 will have on programming for summer 2021.
- Potential for reduced EAV, or tax disputes given the pandemic, although these effects may not be as immediate.

The table below represents historical information over the past three years for a starting point.

Data Element	2017 (FY2019)	2018 (FY2020)	2019 (FY2021)	2020 (FYE2022)
Property Taxes Extended	\$12,581,418	\$13,044,398	\$13,686,950	0
\$ Increase	\$620,765	\$462,980	\$642,552	0
Consumer Price Index	2.1%	2.1%	1.9%	2.3%
Tax Rate per \$100	0.7149	0.7149	0.7193	
EAV	1,774,495,522	1,833,110,779	1,902,815,253	0
% EAV Change	5.8%	7.8%	3.8%	0
Actual Operating Expenditures (excludes transfers)	\$13,624,189	\$16,511,107	\$20,479,816	

**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.**



Budget Impact

None at this time, however this is an estimate for taxes to be levied and collected for FYE2022.

Recommended Action

Staff is seeking Board consensus on the preferred scenario(s) in preparing the property tax levy for the next fiscal year.

Prepared by:  
Andrea N. Wallace, CPA  
Director of Finance

Reviewed by:  
Joe DeLuce, CPRP  
Executive Director



## REPORT TO PARK BOARD

**FROM: Joe DeLuce, Executive Director**

**DATE: September 23, 2020**

**SUBJECT: Capital Budget FY21 and FY22 Discussion**

### Introduction

As we enter the seventh month of the COVID-19 Pandemic, the staff would like to discuss with the Park Board Members the current FY21 Capital Projects and the proposed Capital Projects in FY22. The FY22 budget could be affected by the residents not being able to pay their property taxes or seeking a reduction in the EAV of their properties. The goal is to work towards a Capital Project Plan that works for the District's budget, but continues to maintain our parks, facilities, and paths. We also would like to complete as many of the current projects as possible; especially the projects associated with our general obligation bonds. We would like to move forward to purchase the equipment within the current projects which are outlined below.

### Background

*\*Funded through bond proceeds from prior year(s)*

**The following Board approved projects will be completed by April 30, 2021:**

1. CUSR Bi-Centennial Center	\$900,000
2. Virginia Theatre re-wiring project	\$30,000
3. Virginia Theatre Sound Project	\$750,000
4. Sholem Filters	\$50,100
5. Carle at the Fields Path Connections	\$72,024
6. BMC/Hessel Park Tennis/Pickleball ADA Paths	\$22,870
7. Dodds 3 plex restrooms and ADA work	\$157,354
8. Springer HVAC Project	\$130,100
9. Roof Projects (3)	\$15,300
10. Replace Vehicles (includes \$46,211 prior yr)	\$126,311
11. Morrissey Tennis Courts (completed)	\$118,000
12. Heritage Park (Phase 1 completed)	\$124,730
13. Greenbelt Bikeway Bridge (completed)	\$29,650
14. Network Equipment Upgrades (completed) Tech	\$50,000

15. Purchase new Mowers (Completed)	\$15,918
16. Mobile App final payment (completed)	\$8,575
17. Martens Center – Building	\$750,000
18. Human Kinetics Park Improvements	\$80,000
<b>Total</b>	<b>\$3,430,932</b>

**Proposed FY21 Capital Projects Requested to be complete in FY21**

1. Communication Radios	\$15,110
2. Dodds Softball Fencing	\$48,100
3. Sports Scoreboards at Zahnd Park	\$16,000
4. Outdoor Lighting Dodds Softball	\$33,100
5. Douglass Amphitheater sitting walls	\$15,000
6. Soccer Goals	\$14,000
7. Flooring at Hays Center and Virginia Theatre	44,000
8. Router for sign making	\$9,000
<b>Total</b>	<b>\$194,310</b>

**FY21 Projects that will carry over to FY22 (these projects will be the capital project plan for FY22 plus our annual routine projects including fiber, painting, concrete, technology, etc. not shown below.**

1. Martens Center (\$3,250,000 c/o from 2021)	\$8,529,536
2. Human Kinetics Park OSLAD	\$820,000
3. Greenbelt Bikeway Path	\$735,500
4. Spalding Park Improvements (Tennis Courts?)	\$694,100
5. Virginia Theatre HVAC and Life Safety Project	\$1,200,000
6. Toalson Park Turf and Drainage Project	\$34,440
7. VT Fire Escape & Tuckpointing Project	\$150,000
8. Flower Staging Project	\$40,300
9. LRC Utility Access Drive	\$40,000
10. Outdoor Basketball Court Centennial Park	\$50,100
11. Parkland Way Improvements	\$100,100
12. North Champaign Trail	\$145,100
13. Clark Park Playground and ADA access paths	\$210,100
14. Lindsay Tennis Courts	\$589,100
15. Prairie Farm (Design/Plan?)	\$15,000
16. Fitness on Demand	\$15,000
17. Dodds Tennis Center Fans	\$14,000
<b>Total</b>	<b>\$13,382,376</b>

Budget Impact

The funds for the projects above, except for FYE2022 items have been factored into the current year FYE2021 budget and are available for use. Funds not expended this year will carry-over into the following fiscal year.

Discussion

Staff is seeking direction from the park board members on Capital Projects for the remainder of FY21 and FY22.

Prepared by:

Joe DeLuce  
Executive Director

Reviewed by:

Andrea Wallace  
Director of Finance