



AGENDA

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, 2021-04, 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=YS9tcGIEWjNvK1lPZlBOeEsxNE03Zz09>

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, February 24, 2021, and sent to joe.deluce@champaignparks.org.

**Wednesday, February 24, 2021
5:30 p.m.**

A. CALL TO ORDER

B. COMMENTS FROM THE PUBLIC

C. NEW BUSINESS

1. Approval of Quote for the Purchase of a Router
Staff recommends accepting the low quote that meets all specifications from Axiom, in the amount of \$9,154.00. **(Roll Call Vote)**
2. Approval of Change Order for Machine Roomless Traction Elevator for the Martens Center
Staff recommends accepting the upgraded proposal from Broeren Russo and authorizing the Executive Director to proceed with a change order to the original contract in the amount of \$5,415. **(Roll Call Vote)**

D. DISCUSSION ITEMS

1. FYE21 Capital Budget and the 2022-2027 Capital Improvement Plan
 - a. Update on Turf Infields Budget
 - b. Spalding Park Tennis Courts Concept and Cost Estimates

Special Board Meeting

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.

D. DISCUSSION ITEMS CONTINUED

- c. Pickleball Courts Cost Estimates
- d. Update on Tech Costs
- e. Update on the Plan for the Dog Park
- 2. Strategic Plan – 3rd Quarter Update
- 3. Updates to Board Policy Manual
 - a. Community Input Policy
 - b. Comprehensive Assessment Policy
 - c. Comprehensive Revenue Policy
 - d. Naming of Parks and Facilities Policy
 - e. Programs Evaluation Policy
 - f. Scholarship Policy

2. COMMENTS FROM COMMISSIONERS

3. ADJOURN



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: February 11, 2021

SUBJECT: Router Purchase

Introduction

The District manufactures our own wooden signs including park entrance signs, field signs, and some directional signage. This unit will replace a router and table that was manufactured and has been in use at the Park District since the 1970's. It has been rebuilt at least two times in the past three years.

Prior Board Action

The Board approved the FY 20/21 capital budget, with red line priorities, at the April 22, 2020 special meeting. The Board consented to bringing the router above red line at the September 23, 2020 Special Board Meeting.

Estimate Results

Estimates for a new router for manufacturing signs were requested from the vendors listed below. Packages for each router included the router, controller, table, software, bit set, maintenance kits and delivery of router.

Company	Make/Model	Estimate
Axiom	AR6 PRO V5	\$9,154.00
Axiom	AR8 PRO V5	\$9,705.00
Baileigh factory direct	WR-32	\$9,989.00
Baileigh on Sourcewell	WR-32	\$10,621.27

Budget Impact

The amount budgeted in the FY 20/21 capital budget for the router was \$9,000.00. We request that the \$154.00 over budget come from Contingency.

Recommended Action

Staff recommends accepting the low quote that meets all specifications from Axiom, in the amount of \$9,154.00.

Prepared by:

Daniel Olson
Director of Operations

Reviewed by:

Erin Dietmeier
Horticulture and Natural Areas Supervisor



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: February 24, 2021

SUBJECT: Martens Center – Elevator Upgrade

Introduction

On February 2, Broeren Russo reached out to staff asking if the Park District would like to consider an upgrade to the elevator for the Martens Center. The original design and contract specified the installation of a hydraulic driven elevator. The upgrade to be considered would be a machine-roomless (MRL) traction elevator.

Some benefits of the traction elevator vs hydraulic elevator include:

- Greater leveling speed and accuracy (hydraulics tend to take a second or two to match floor level)
- Machinery is at the top of the hoistway in lieu of the pit where it is susceptible to flooding or debris
- Greater energy efficiency (counterweighted system versus a hydraulic that pushes the full weight of the car)
- More usable storage space for the facility

Broeren Russo has vetted the proposal against the plans and specifications and the proposed unit works within the dimensions of the hoistway as planned, and is of the same electrical requirements planned. Ratio Architects have also been consulted and don't see any issues. Typically, the cost for this upgrade would be quite a bit more than proposed, which is why they reached out to see if it was an option the Park District wanted to consider.

Prior Board Action

The Board awarded Broeren Russo's bid, for the construction of the Martens Center, at the January 13, 2021 regular meeting.

Budget Impact

The cost of the upgrade, for just the elevator itself, would be \$5,415. Any other potential costs associated with adjustments to the surroundings are anticipated to be minimal. If accepted, Ratio & Broeren Russo would collaborate on adjustments to the plan and a formal RFP.

Recommended Action

Staff recommends accepting the upgraded proposal from Broeren Russo and authorizing the Executive Director to proceed with a change order to the original contract.

Prepared by:

Bret Johnson
Assistant Director of Operations

Reviewed by:

Andrew Weiss
Director of Planning

The background of the advertisement is a photograph of a multi-story building under construction. The structure is made of concrete and steel, with several floors visible. Yellow safety railings are installed on the balconies and walkways. The sky is clear and blue. The bottom portion of the image is overlaid with a blue gradient that contains the text.

KONE MONOSPACE[®] 300

AN AFFORDABLE TRACTION ELEVATOR SOLUTION FOR TWO TO FOUR FLOORS

Smart construction

Complete on time and on budget, thanks to planning assistance and efficient elevator installation

Effective communication

Plan for success from day one with expert support, simplified contracting processes and brief training prep

Strong safety

Our crews start safe and stay safe with our no-compromise approach

KONE MONOSPACE® 300

Low-rise construction often comes with high stakes. When you need a space-saving, affordable elevator solution that provides refined installation methods of elevator components, and helps to deliver a complete and on time installation, look no further. Optimized for two to four-story buildings, the KONE MonoSpace 300 has the key things you need to succeed: proven technology, smooth installation and a team with an exemplary safety record.

SMART CONSTRUCTION

With no need for temporary work platforms, block-outs, machine rooms, you save time and money along with minimizing coordination with other trades. You do not need a separate control space, as the elevator controller is located in the door jamb of the top landing. For single-car installations, hall fixtures can be integrated into the elevator doorframe to reduce complexity.

KONE 24/7 CONNECTED SERVICES

A KONE Care elevator maintenance agreement paves the way for the benefits of KONE 24/7 Connected Services*. This solution allows our teams to better predict issues and helps us take action before a potential shutdown occurs. For our customers and building tenants, KONE 24/7 Connected Services helps deliver full transparency – with upgraded reporting and communications on maintenance work – and peace of mind.

EFFECTIVE COMMUNICATION

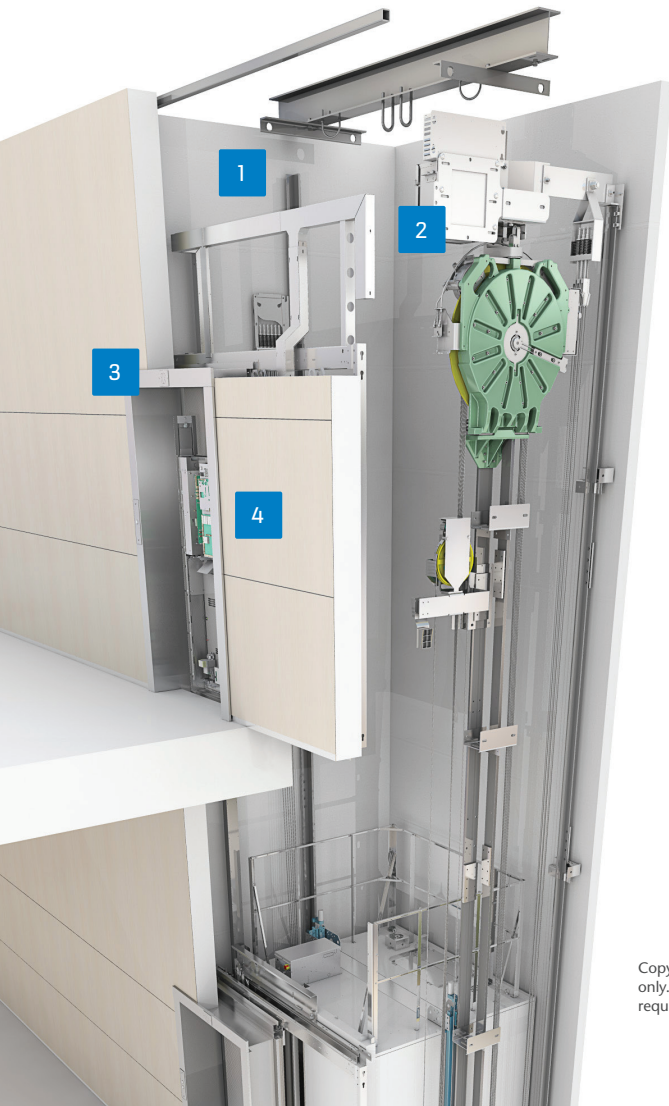
We're part of your team from day one, helping you plan for success with planning, budgeting, simplified contracting, project management and elevator construction. We provide brief, web-based training to make sure your team is properly prepared for the elevator installation.

STRONG SAFETY

With KONE you can rest assured that our work will start safe and stay safe. We make no compromises when it comes to safety and our exemplary safety record helps to inspire confidence and peace of mind. Our installation technicians hold weekly Toolbox Talks to discuss safety topics, and each and every one of our crews is required to demonstrate their safety procedure competencies in quarterly audit inspections.

INNOVATIVE DESIGN

- 1 KONE hoist beam and pit ladder**
Project-specific hoist beam and a pit ladder are provided by KONE and delivered to the site at the right time, eliminating extra coordination with other trades.
- 2 KONE EcoDisc® motor**
Because it's located at the top of the hoistway, the eco-efficient hoisting mechanism is not susceptible to ground flood damage.
- 3 Jamb-mounted fixtures**
Signalization and landing call buttons are quick and easy to install, speeding up the handover process.
- 4 Integrated Control Solution**
All control and logic components fit inside the top-floor wall, freeing up valuable building space.





CHAMPAIGN
PARK DISTRICT

Annual Capital Projects

FY22-FY27





Capital Projects FY22 Carryover Projects from FY 21

The following projects were approved in FY 21 and will not be completed by April 30, 2021, request is to move these projects to FY 22.

Carryover Projects	2020-21	2021-22	Description	Notes
Martens Center	\$3,000,000	\$7,000,000	40,000 sq. foot community center with a gym, innovation center, walking track, multi-purpose rooms, sound/video studio, group fitness rooms, kitchen, game room, and play room.	\$250,000 Capital Grant through the boys and girls club, LWCF grant and various donations. Waiting for the final approval for the \$250,000 Capital Grant. Received the \$120,000 LWCF Grant.
Human Kinetics Park	\$500,000	\$400,000	Development of a 10-acre park with sports fields, sport courts, playground, garden, shelter, water playground, and an 8-foot path.	OSLAD grant for \$400,000 and \$100,000 in donations and sponsorships. OSLAD grant deadline is May 2021.
Spalding Park Improvements		\$694,100	Improvements include lights, path, playground, shelter, and fitness equipment	\$347,000 OSLAD Grant, evaluating options on renovating he tennis courts. OSL:AD deadline is May 2022.
Lindsey Tennis Courts Improvements		\$589,100	Renovation of 8 tennis courts.	Used by both Unit 4 high schools and one of most used courts for open play and lessons
Bi-Centennial Project	\$700,000	\$100,000	Improvements to the old Leonhard Recreation Center for CUSR and other CPD programs.	\$100,000 Capital grant from the state through Scott Bennett. Waiting final approval from DCEO for \$100,000.
Greenway Bikeway Trail		\$735,500	Making the connection between Kaufman and Heritage Parks.	\$200,000 grant through the state bike path grant. Bike Path Grant deadline is May 2022.
Virginia Theatre HVAC		\$1,300,000	New HVAC system and life-safety improvements	\$750,000 Museum Grant Waiting final approval of the Museum Grant.
Virginia Theatre Tuckpointing & fire escape		\$150,000	East outside wall of the Virginia Theatre will be tuckpointed and the fire escape will be updated.	Project approved to be done while the VT is closed for COVID and construction
Flower Staging Area		\$40,300	Horticulture staff developing an improved staging area for flowers,	Project will help reduce costs of flowers as we can grow more of our own flowers.
Parkland Way Improvements		\$100,000	First phase of improving the condition of Parkland Way with new concrete.	\$100,000 towards the project every other year but we held off on the project in FY21
Tennis Center Ceiling Fans		\$14,000	Adding ceiling fans to the tennis court area.	Tennis Center does not have air conditioning.

Toalson Park Turf improvements		\$34,540	Additional leveling and improving the drainage in Toalson Park, also seeding the new improved area.	Removed the hill, now working towards an open play area that is level with good turf coverage.
Trailer purchase for use with animals at Prairie Farm		\$6,000	Purchase of trailer for use at Prairie Farm	Approved in FY20 but with pandemic, was carried over to FY21.
LRC Utility Access Drive off Kenwood Road		\$44,000	Provide paved access to west mechanical rooms by adding a service drive off of Kenwood Road.	Total project amount includes \$3,000 for professional fees.
Virginia Theatre Wayfinding Signage Study		\$18,000	Develop schematic designs for wayfinding signage at the theater to include signage options for the building's exterior, lobbies, restrooms, auditorium, and back stage areas.	Will include plans to address deficits in ADA signage throughout the building. Some portion of project may be covered by ADA funding.



Technology Annual and Non-Recurring Projects

Non-Recurring Projects are those that are single projects that are new projects or not part of routine replacements. This also includes the annual funds set aside for technology hardware replacements. As the totals vary by project, the line item will appear in the capital budget if it is \$10,000 or more; otherwise line item to be part of the operating budget for the specific facility.

Item	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Notes
Technology	Replace existing server, Replacing computers, servers						
Server Phone System		New District wide phone system					
Copier Replacement	Replacing 3 copiers						
Network Upgrades	Updating the Network in Douglass Center, Douglass Annex and Bresnan	Network lines for new phone system					
TOTALS	\$95,000	\$100,000	\$0	\$0	\$0	\$0	

Notes:

- Priorities will be assessed annually and results from Facility and Parks Report Cards will be considered.
- Projects include in-house work as well as contracted work.



Capital Projects Dog Park Improvements Plan

With controlled access added dog park membership has rapidly increased and revenues have nearly tripled compared to the prior year. Additionally, we are about to extend our lease with the Sanitary District to a 30-year lease. Staff feel with the high usage and increased revenue upgrades are needed to the park.

Fiscal Yr.	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Requested	Dog Park Shade Structures with sidewalk access (Phase 1 - \$22,500)	Fencing with multiple entry points for rotation – replaces temp fencing (\$45,000)	Dog Park Shade Structures (Phase 2 - \$22,000)			
Total Amt.	\$22,500	\$45,000	\$22,000			
Notes	Shade structures with seating is frequent request of patrons. Trees have been planted but are slow growing due to tough site conditions. To be installed by Staff. Phase 1 includes 1 shade structure in each dog area with sidewalk.	Evaluate use of the dog park after the pandemic before adding additional features.	Phase 2 adds multiple small shade structures to cover more area in the large dog park area.		--	

Additional plan notes:

1. Staff plan to add agility/play features through the regular budget and or available foundation funds as well to add to the user experience.
2. Staff plan to plant additional trees and work on turf improvement, but proper pathways and fencing with rotating entry ways will improve turf conditions as well.



Capital Projects

Dodds Softball Complex – Artificial Turf Infields

Staff propose renovating the Dodds Softball complexes to include artificial turf infields. The industry is quickly changing and artificial turf is becoming the new norm. Collegiate and High School fields are rapidly replacing natural turf with artificial turf and private complexes and Park Districts are following suit. In fact, Unit 4 is transitioning to all turf fields starting with the recent turf field at Spalding and Unity High School converted their baseball and softball infields to turf in 2019. Many opt for full field conversions, but some choose to turf only the infields to reduce project costs. Staff recommend turfing the infields and maintaining natural grass outfields, starting the with 4 Plex and then adding the 3 Plex after a year of evaluation. Artificial turf infields would be advantageous for the Champaign Park District for the following reasons:

- Drastic reduction in rainouts for leagues, programs, rentals, and tournaments
- Capture previously lost revenue for canceled programs/rentals
- Increased revenue due to expansion of leagues, programs, rentals, and tournaments and reductions of cancellations
- Improved customer satisfaction in our leagues and programs as one of our top complaints is cancellations due to rain
- Turf expands the playable season start time from mid-April to early March allowing us to elongate leagues or add leagues and programs to better serve our community and increase revenue
- Allows the Park District to maintain a high level of excellence in facilities and programs/leagues
- Increases practice time, rental time, and program time as turf allows for continuous play due to less field preparation needs
- Local baseball/softball teams will be able to get onto fields in early March, which is always a high demand, but often not feasible for dirt infield
- Ability to program the fields all day, which is a major challenge with dirt infields and the necessary preparation and turn over time between same day programming
- In the summer time we can run day time programs/camps and turn around and offer night leagues
- Reduces the burden and time needed for field preparation, allowing staff to be utilized in other necessary capacities
- Reduction of overtime needs for the ball field crew
- Tournaments and rentals can be scheduled earlier with confidence as we have not typically scheduled April tournaments due to weather concerns
- Local travel baseball and softball teams will be able to play more regularly and stay local for tournaments as we host more tournaments
- Turf is more attractive to renters and tournament hosts due to the reduction in rainout/cancelation potential
- Without turf we will lose a part of the market share to Rantoul due to the desire to play on turf and the close proximity, resulting in a loss of tourism dollars to Champaign
- With turf we will not only be able to maintain our tournaments, but also expand tournaments during unplanned programming times
- Great test for future sites like Dodds Soccer

Staff received numerous estimates and project the following costs. It would be most cost effective to do all 7 fields at one time, saving \$65,000-75,000 according to quotes, but staff recognize the large commitment and propose we start with the 4 Plex first since it already has LED lights and then renovate the 3 Plex after evaluating the success and financial results of the 4 plex project.

Fiscal Yr.	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Requested	Dodds 4 Plex Infield Turf (\$700,000) Turf Field Equipment (\$15,000)	Evaluate 4 plex success and financials	Dodds 3 Plex Infield Turf (\$550,000)			
Total Amt.	\$715,000		\$550,000			

Notes:

1. Rubber infill will need to be replaced about half way through the life cycle of the turf field (between year 6 and year 7) at \$5,000 per field for a total of \$20,000 in FY 27/28 or 28/29 for the 4 plex.
2. With the completion of the 4 plex field mix and chalk orders can be reduced by roughly \$5,000 per year.
3. Research shows that switching to turf will not decrease overall maintenance costs drastically, but will decrease maintenance time for staff, increase safety for players, and increase programming and revenue to offset renovation costs.
4. The infields would need to be replaced every 10-12 years, but comes with an 8-year warranty depending on the purchased product. Replacement costs are hard to predict due to forecasting costs 10-12 years out, but will be reduced due the infrastructure already being place. One reference we got said replacement costs would be 50-60% less than original construction.



Capital Projects Non-Recurring Projects

Non-Recurring Projects are those that are single projects that are new projects or not part of routine replacements. As the totals vary by project, the line item will appear in the capital budget if it is \$20,000 or more; otherwise line item to be part of the operating budget for the specific facility.

Item	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Notes
Springer Cultural Center Drainage	Drainage Engineering Study/Plan \$6,000	Drainage Correction Construction \$Unknown					
Dodds 4-Plex Fencing	Overhangs /backstops \$60,000						
Douglass Fencing	Community Meeting	Neighbor chain link \$50,000					Pricing is very rough estimate
Office Renovations	Operations \$2,000 Hays \$2,000 Bresnan Server Room \$3,500						
TOTALS	\$73,500	\$53,500	\$0	\$0	\$0	\$0	

Notes:

- Priorities will be assessed annually and results from Facility and Parks Report Cards will be considered.
- Projects include in-house work as well as contracted work.



Capital Projects Non-Rolling Equipment Plan

Fiscal Yr.	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Request	Flower Staging Area \$40,300 Hitch Mount Leaf Vac \$5,000 Floor Cleaner \$5,000	--	--	--	--	--
Total Amt.	\$50,300	--	--	--	--	--
Notes to Business Office	Flower Staging redlined from previous year. Floor cleaner is new for Bicentennial Center	--	--	--	--	--

Additional plan notes:

- None



Capital Projects Outdoor Basketball/Volleyball Court Replacement Plan

The District has a variety of asphalt and concrete basketball courts. Courts vary in size and number of goals.

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Request	Washington Park (1 court)	Clark (1 court) \$50,000 Douglass Resurface 2 Courts (\$110,000)	Powell (1 court)	Muliken (1/2 court) Turnberry Ridge (1/2 court)	Scott Park (1 court)	Hessel Volleyball (2 courts)
TOTALS	\$50,000	\$160,000	\$50,000	\$110,000	\$50,000	\$99,000
Notes for Business Office.	JD added Washington	Clark originally budgeted in 19/20. Moved to 22/23		Moved Scott out to next year. Moved Muliken and Turnberry from previous year.	Moved Scott from previous year.	

Notes:

- Clark Park put on hold to plan bigger area that includes playground, tennis, ADA, etc.

Outdoor Basketball Court Surfaces

The following is the suggested replacement schedule for the district's outdoor basketball court surfaces. Each project will include removal of the existing surface, excavation of sub-grade, installation of a new concrete surface, court striping, and new poles, backboards and rims. Barring unforeseen circumstances, each new surface should last 20 years.

<u>Location</u>	<u>Last Reconstruction</u>	<u>Capital Plan Year</u>
Clark Park (1 court)	1990/91	2018/19
Washington Park (1 court)	1988/89	2019/20 On hold by Exec. Director
Detention Basin (1 court)	1992/93	2019/20 On hold by Exec. Director
Powell Park (1 court)	1993/94	2020/21
Mulliken Park (1/2 court)	2006/07	2026/27
Turnberry Ridge Park (1/2 court)	2006/07	2026/27
Scott Park (1 court)	2009/10	2029/30
Toalson Park (1/2 court)	2009/10	2029/30
Sunset Ridge Park (1 court)	2011/12	2031/32
HK Park (1 court)	2014/15	2034/35
Eisner Park (1 court)	2014/15	2034/35
Glenn Park (1/2 court)	2014/15	2034/35
Wesley Park (2 courts)	2015/16	2035/36
Beardsley Park (1 court)	2016/17	2036/37
Douglass Park (2 courts)		
Hazel Park (1 court concrete)	2017 (actual year)	2037/38
Commissioners Park (1/2 court concrete)	2019	
Henry Michael Park (1/2 court concrete)	2019	
Spalding (1 court concrete)	2019	
Hessel Park Volleyball (2 courts)	Unk.	

Centennial Park (located on Dexter Field parking lot; to be moved as off as part of park master plan)



Capital Projects Outdoor Sports Lighting Replacement Plan

All projects listed below are replacements of existing lighting. We submit the following replacement plan for the budget.

Fiscal Yr.	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Request	Hessel Tennis, VBall, & Pickleball Courts	Dexter Field Replacement of existing wooden poles and HID fixtures	Dodds Soccer Fields 7 and 10	Zahnd baseball fields (2)	Spalding Tennis	Dodd's 4-plex
TOTALS	\$50,000	\$175,000	\$180,000	\$300,000	\$60,000	\$450,000
Notes to Business Office	--	--	--	--	May be completed jointly with Unit 4	--

Additional plan notes:

- This replacement plan includes LED lighting on outdoor athletic sites only.



Capital Projects Parking Lot Refurbishment Plan

Asphalt parking lot life expectancy is 20 to 25 years dependent upon use and maintenance. Routine maintenance includes sealcoating and crack filling which will be paid for from the Sealcoating and Striping capital budget line. Concrete parking lots generally have a 20 to 30 year lifespan dependent on use and weather conditions. This plan was newly added in FY 20/21.

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Request	None Requested	Centennial Lot L – Prairie Farm West. Expand lot and start over new. Centennial Lot M – Prairie Farm East Mill and new asphalt.	See Dog Park Improvement Plan	Hessel A – Pavilion Horseshoe. Milled and Back to asphalt	Centennial A – Operations North Lot. West strip only shared access with fire dept. Change from asphalt to HD concrete.	--
TOTALS	\$0	\$240,000	\$0	\$160,000	\$140,000	\$0
Notes to Business Office						

Additional plan notes:

- Priority areas were determined by the Parking Lot Condition Assessment.
- Sealcoating and striping allotted in different capital budget line.



Capital Projects Playground and Outdoor Exercise Equipment Replacement Plan

The District owns 33 playgrounds, many with multiple features, and two exercise trails/pods. Our replacement rotation has been greater than 20 years per playground for the past several years. This plan begins a process to get us closer to replacement every 20 years. One or two playgrounds will need to be replaced each year to keep up with the need. Each project will include removal of the existing structure, excavation of site, installation of a new structure, and installation of the chosen surfacing. Playground replacement priorities will be evaluated each year and timing of replacement may be changed.

	2021-22	2022/23	2023/24	2024/25	2025/26	2026/27
Request	Zahnd Robeson Spalding	Millage Wesley	Clark Johnston	Davidson Mayfair	Robeson Meadows West Turnberry	Mullikin Prairie Farm
TOTALS	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Notes to Business Office	Spalding rollover grant paid. Zahnd moved forward two years	JD moved Clark out one year. JD moved Wesley up from 24/25.	JD moved Clark from previous year. JD moved Mayfair out one year.	JD moved Davidson from three years earlier. JD move Mayfair from previous year. JD moved Robeson out one year. JD moved Wesley forward to 22/23.	JD moved Mullikin out one year. JD moved Robeson MW from previous year.	JD Removed Hazel from plan. JD moved Mullikin from previous year.

Notes:

1. Spalding costs not shown as they will be covered in the grant.
2. It has been agreed that one or two small pieces could be added to Dodds as needed on this schedule (not shown).

Outdoor Playground Structures Inventory

<u>Install Year</u>	<u>Location</u>	<u>Surface</u>
1996	Spalding	Fibar
1998	Clark	Fibar
1999	Zahnd	Fibar
2000	Robeson	Fibar
2001	Millage	Fibar
2002	Johnston	Fibar
2002	Mayfair	Fibar
2003	Wesley	Fibar
2003	Davidson	Fibar
2003	Turnberry Ridge	Fibar
2004	Robeson M. West	Fibar
2005	Mullikin	Fibar
2007	Prairie Farm	Fibar
2007	Centennial	Poured in Place
2009	Scott	Fibar
2009	Toalson	Fibar
2010	Hazel	Fibar
2010	Dodds	Fibar
2011	Garden Hills	Poured in Place
2011	Sunset Ridge	Fibar
2011	Porter	Fibar and PIP
2014	Eisner	Poured in Place
2014	Douglass Playground	Poured in Place
2014	Douglass Exercise Equip.	
2014	Powell	Fibar
2014	Glenn	Fibar
2016	Hessel	Fibar and PIP
2017	Beardsley	Fibar
2018	West Side	Fibar and PIP
2018 (FA)	Commissioners	Fibar
2019 (SP)	Henry Michael	Fibar
2019 (SU)	Noel	Fibar
2019 (FA)	Morrissey	Fibar
2020 (FA)	Bristol Playground	Fibar
2020 (FA)	Bristol Exercise Area	PIP



Capital Projects Recurring Maintenance - Facilities

Each year the District has several recurring maintenance needs, especially in areas of high use. As the totals vary by year, the line item will appear in the capital budget if it is \$20,000 or more; otherwise line item to be part of the operating budget for the specific facility.

Item	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Painting	\$30,000	\$40,000	\$20,100	\$20,100	\$15,000	\$15,000
Flooring	Springer Rms. 106 and 107 \$18,000 Bicentennial Foyer \$5,000	Operations tile hall and breakroom and office carpet \$25,000	Bicentennial Center two offices carpet \$26,000	Springer stair tread and lower hallway tile \$20,100	Leonhard Upper Classroom \$10,000 Springer Rm. 104 \$9,000	Bicentennial Center Epoxy in two locations \$12,000
HVAC	VT \$1,200,000 (\$750,00 grant) Douglass CC \$60,000	\$25,000 Hays	\$25,000	\$25,000	\$25,000	\$25,000
Notes to Business Office	Increased VT. Public Museum grant awarded. Increased Douglass costs. Cost is only for air handler. Added Bicentennial foyer carpet.	--	Added Bicentennial carpet two offices	--	Springer request submitted by Springer staff.	Added Bicentennial epoxy flooring two places.

Notes:

- Priorities will be assessed annually and results from Facility and Parks Report Cards will be considered.
- Projects include in-house work as well as contracted work.
- Painting funds will be used for interior and exterior projects.
- All general flooring projects above are replacements of current flooring.
- Recurring HVAC requests are a new addition in FY 20/21. It will be used for heating, cooling, and air handling.



Capital Projects Recurring Maintenance - Parks

Each year the District has several recurring maintenance needs, especially in areas of high use.

Fiscal Yr.	2021/22	2022/23	2023/24	2024/25	2025/26	2026/2027
Concrete	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Roadway	Patch \$6,000 Replace \$100,000 rolled over/red lined from 20/21	Patch \$6,000 Replace \$100,000	Patch \$6,000	Patch \$8,000 Replace \$100,000	Patch \$10,000	Patch \$8,000 Replace \$100,000
Sealcoat and Striping	\$25,000 Kaufman	\$40,000	\$30,100	\$32,100	\$15,000	\$20,000
Playground Surfacing	\$36,000	\$37,000	\$38,110	\$39,300	\$40,200	\$40,200
Park Amenities	\$30,000	\$40,000	\$20,000	\$22,000	\$22,000	\$25,000
Notes for Business Office	Seal coating reduced from \$46,000. Park sign budget merged into Park Amenities here on out.	Seal coating reduced from \$55,000.	--	--	--	--

Notes:

- Priorities will be assessed annually and results from Facility and Parks Report Cards and ADA Transition Plan will be considered.
- Projects include in-house work as well as contracted work.
- All line items above address safety issues.
- General concrete will add, improve, or repair sidewalks, paths, parking areas, shelter flooring, hard courts, stairwells, and trails.
- ADA projects and repairs will be funded through the ADA budget line.
- Roadway Replacement is for Parkland way based on quote from Cross (Jan. 8, 2020). Replaces twenty-four (approx. 11 X 15 ft²) road panels per budget year noted.
- Prayer for Rain general maintenance was removed beginning FY 20/21 and will be added as needed in future years.
- Park Amenities include but are not limited to, benches, waste and recycling receptacles, signs, pet waste stations, picnic tables, water fountains, etc.



Capital Projects Recurring Maintenance - Sports

Each year the District has several recurring maintenance needs, especially in areas of high use. Total costs will vary by year, but projects over \$20,000 will appear separately on the Capital Improvement Plan.

Fiscal Yr.	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Sports Field Mix	\$20,000	\$20,000	\$10,000	\$10,000	\$12,000	\$12,000
Fencing	\$25,000	\$25,000	\$25,000	\$15,000	\$15,000	\$18,000
Scoreboards	--	Douglass Gym (2) \$11,000	--	--	--	--
Soccer Goal Replacement		Dodds \$14,000 Dodds Lacrosse \$5,000	--	Dodds \$14,000	--	Neighborhoods \$8,000
Notes to Business Office	--	--	--	--	--	--

Notes:

- Projects include in-house work as well as contracted work.
- Sports field mix purchase includes infield and warning track mixes. Dexter most likely a priority in 2022.
- Fencing listed above are replacements of existing fencing. See CIP for larger fencing projects.
- Little League fields (with the exception of Zahnd) are not shown in this plan as fencing, scoreboards and field mix on those fields are the responsibility of Little League. Joe will discuss Little League field scoreboards with LL as a plan for the near future at Centennial LL fields needs to be discussed.



Capital Projects Rolling Equipment Replacement Plan

Rolling equipment is evaluated annually for future replacement. This replacement plan is for non-vehicular rolling equipment.

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Request	Pull behind mower \$15,000	Mower \$15,000	Utility Tractor and attachments \$35,000 Wood Chipper \$25,000 Ballfield Mower \$55,000	Backhoe	Wide Area Mower	Utility Tractor and attachments \$25,000
Total Amt.	\$15,000	\$15,000	\$115,000	\$100,000	\$50,000	\$25,000
Notes to Business Office	Replace Land Pride pull behind mower. Moved utility tractor two years later. Reduced from \$45,000.	Replace 2002 Kubota 2560. Added mower. Cost stayed same.	Replace JD 1445 tractor with mower and blade. Moved utility tractor from two years previous. Replacement of Vermeer wood chipper. Replacement of Toro ballfield mower. Increased from \$80,000	Replacement	Replace Toro Groundsmaster 4000	Replace 2007 Kubota 5000.

Additional plan notes:

- Details on equipment can be found within the capital equipment inventory.



Capital Projects Roofing Replacement Plan

Roofing projects have been a priority for the District for the past few years. In 2015, Garland began a review of roofing conditions throughout the District and developed a five-year plan for replacement priorities. This Capital Project Plan would complete Garland's recommendations in 2021/22.

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Request		Dodds Tennis Center \$???	Prairie Farm Trolley and Craft Barns \$28,000 Operations Building existing prior to construction \$150,000	Douglass Annex	Zahnd concession \$22,500 Dodds 4-plex concession \$22,500	Dodd's 3-plex concession if not new roof by that time.
Total Amount		\$???	\$178,000	\$100,000	\$45,000	\$15,000
Notes to Business Office		JD moved DTC from 21/22. Orig. Garland est. \$450,000. Evaluating the cost by a certified roof contractor		Decreased from \$150,000	Moved Dodds 3 plex out two years since holes are getting fixed with renovation. Decreased from \$85,000	--



Capital Projects Sholem Mechanical Improvements Plan

Funding is needed for replacement and improvement of mechanical equipment associated with the filter building at Sholem. The requested components are necessary for the health and safety of visitors.

Fiscal Yr.	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Requested	Body Slide Reseal (\$20,000) General Maintenance (\$25,000) Shade Cloth Replace (\$20,000) Kiddie Pool Shade (\$37,000)	General Maintenance (\$25,000) Lazy *River/Splash Painting (\$26,000) Intake Cover Replacements (\$7,000)	Raft Slide Reseal (\$20,100) General Maintenance (\$25,000)	General Maintenance (\$25,000)	Body Slide Reseal (\$22,000) Splash Intake Covers (\$2,600) General Maintenance (\$25,000)	General Maintenance (\$25,000) Splash Pool Intake Covers (\$3,000)
Total Amt.	\$65,000	\$58,000	\$50,100	\$25,000	\$49,600	\$27,000
Notes to Business Office	--	*Placeholder cost as of 1/11/20 Intake cover replacements = 166 total for Baby, Activity and Lazy River. Quote from Spear.	--	--	Possible larger regrout renovation in this year, but not requested in amount.	

Additional plan notes:

1. Water slides need to be recoated periodically to combat deterioration due to use, water and the elements.
2. The Virginia Graeme Baker Act of 2008 mandates the installation and regularly schedule replacement of pool drain covers in order to prevent entrapment.
3. Baby pool, activity pool and lazy river have mandatory 7 year intake cover replacements. Last replaced spring 2016. Total covers = 166.

4. Splash pool has a mandatory 15 year replacement. Last replaced in 2012. Total covers = 3.



Capital Projects Tennis Court Replacement Plan

The District owns 25 outdoor tennis/pickleball courts over eight different parks and six indoor courts. Two types of improvements are considered. REFURBISHMENTS include crack filling, rectifying ponding issues, color-coating and line striping. Barring any unforeseen circumstances, REFURBISHMENTS should last eight years. RENOVATIONS are larger projects that include removal of existing, excavation of sub-grade, installation of new court, surface finish, striping and net poles. Barring unforeseen circumstances, each RENOVATION should last 25 years with proper REFURBISHMENTS. Courts should have a maximum of three REFURBISHMENTS before RENOVATION is necessary. Parentheses denote number of courts.

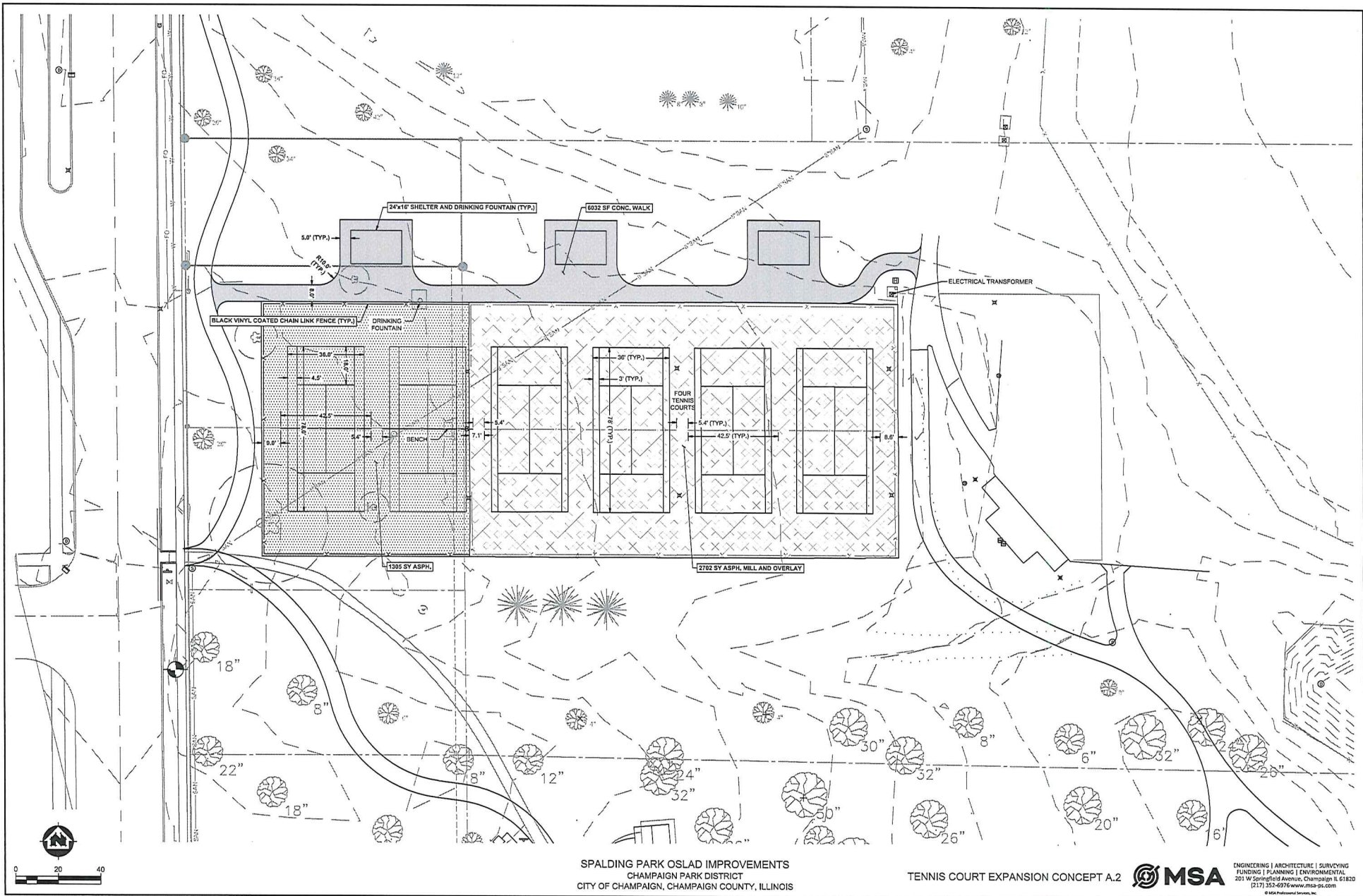
Fiscal Yr.	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Request	Lindsay renovation (8) Hessel Pickleball Court \$10,000	Clark refurb. (2)	Sunset Ridge Refurb (1)	Hessel refurb. (5)	Dodds Tennis Center (6)	Morrissey Court Warranty Work (4)
TOTAL	\$481,000	\$100,000	70,000	\$150,000	\$300,000	\$30,000
Notes for Business Office	Carried over from 20/21. Will need gates replaced for ADA.	--	--	--	Indoor court surfacing	--

Additional plan notes:

- Replacement of lighting, fencing and other infrastructure will be considered at time of RENOVATION, but may be budgeted separately unless noted.
- Hessel Pickleball court will be expanded into two (2) stand alone courts

**Champaign Park District
Tennis Court Inventory**

<u>Location (# of courts)</u>	<u>Last Renovated</u>	<u>Last Refurbished</u>	<u>FY Refurb/Renov</u>
Sunset Ridge Park (1)	2011/12 (new)	N/A	19/20 Refurb.
Eisner Park (1 synth)	1990/91	2008/09	On hold by Ex. Dir.
Centennial Park (Lindsey) (8)	1997/98	2006/07 2013/14	20/21 Refurb.
Clark Park (2)	1996/97	2014/15	21/22 Refurb.
Hessel Park (4)	2004/05	2016/17	24/25 Refurb.
Hessel Park Pickle Ball (1)			TBD
Spalding Park (4)	1995/96	2008/09 2016/17	On hold by Ex. Dir. Renov. (Unit 4 Agreement)
Morrissey Park (4)	1994/95	2008/09 2015/16 2020	22/23 Refurb.



SPALDING PARK OSLAD IMPROVEMENTS
 CHAMPAIGN PARK DISTRICT
 CITY OF CHAMPAIGN, CHAMPAIGN COUNTY, ILLINOIS

TENNIS COURT EXPANSION CONCEPT A.2



ENGINEERING | ARCHITECTURE | SURVEYING
 PLANNING | ENVIRONMENTAL
 203 W. Springfield Avenue, Champaign, IL 61820
 (217) 352-6976 www.msa-ps.com



PL01 DKT1 Monday, January 23, 2021 10:30:29 AM G:\11\23\BAPN\281104\CD\PL01.DWG Design.dwg

12431045

ENGINEER'S PRELIMINARY COST ESTIMATE

MSA PROFESSIONAL SERVICES
201 W. SPRINGFIELD AVE., SUITE 400
CHAMPAIGN, IL 61820

Notes
 Unit wt. used to calc. Asphalt = 112# / SY / inch

MUNICIPALITY: Champaign Park District
TOWNSHIP: Champaign
LOCATION: Spalding Park - Champaign

PROJECT: Spalding Park OSLAD tennis Court Improvements

MSA PROJECT NO: 12431045
DATE PREPARED: February 4, 2021

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
TENNIS COURT IMPROVEMENTS					
001	Mobilization, Insurance, Bonding	LS	1	\$6,400.00	\$6,400.00
002	Tree Removal	LS	4	\$600.00	\$2,400.00
003	Demolition and removal of existing fencing	LF	400	\$6.00	\$2,400.00
004	Removal of poles and tennis equipment	LS	1	\$1,600.00	\$1,600.00
005	Demolition and removal Lights and poles	EA	6	\$6,750.00	\$40,500.00
006	Milling existing court surfaces, 2" thick mill removal	SY	2,702	\$5.00	\$13,510.00
007	Removal of water fountain and conc. pad	LS	1	\$600.00	\$600.00
008	Excavation and dirtwork	CY	500	\$42.00	\$21,000.00
009	PCC walks, 6" on 4" base	SF	6,032	\$14.00	\$84,448.00
010	Overlay 2" Asphalt surface, approx. 2,702 SY	TON	303	\$122.00	\$36,966.00
011	New asphalt courts, 4" Binder / 2" Surface on 4" of CA-6, Approximately 1,305 SY	TON	439	\$145.00	\$63,655.00
012	6" perforated drain tile with sock	LF	840	\$10.00	\$8,400.00
013	Seal coat and markings, Acrylic surfacing	SY	4,007	\$15.00	\$60,105.00
014	Light poles, electrical and bases	EA	8	\$32,000.00	\$256,000.00
015	Shade shelters	EA	3	\$18,000.00	\$54,000.00
016	Poles, nets, equipment for 2 new tennis courts	EA	2	\$2,500.00	\$5,000.00
017	Water fountain and concrete pad	EA	1	\$5,750.00	\$5,750.00
018	12' high black vinyl coated chainlink fencing and gates, 1.75" mesh	LF	816	\$70.00	\$57,120.00
019	Hydroseeding	SY	2,460	\$2.35	\$5,781.00
SUPPLEMENTAL COSTS					
	Inlets	EA	2	\$1,100.00	\$2,200.00
020	12" storm PVC piping	LF	200	\$45.00	\$9,000.00
021	Silt fencing	LF	800	\$3.75	\$3,000.00
022	Concrete washout and removal	EA	1	\$1,500.00	\$1,500.00
SUBTOTAL FOR TENNIS COURT IMPROVEMENTS					\$741,335.00
CONTINGENCY 7%					\$51,893.45
SUBTOTAL OF CONSTRUCTION COST					\$793,228.45
ENGINEERING DESIGN AND BID PROCESS 7 % of SUBTOTAL					\$55,525.99
CONSTRUCTION PHASE 2 % of SUBTOTAL					\$15,864.57
TOTAL PROJECT COST					\$864,619.01



Capital Projects District-wide Vehicle Replacement Plan

The following is the suggested replacement schedule for the district's fleet vehicles. Barring unforeseen circumstances, fleet vehicles are replaced every 12 to 15 years, based upon age, repair history, mileage and appearance. The vehicle fleet is evaluated twice a year and changes to priorities may occur.

Fiscal Yr.	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Request	#55 Bucket Truck (O)	#67 Truck (O) #39 Truck (O) #48 Truck (O)	#25 Mini Bus (R) #38 Truck (O) #65 Truck (O) #47 Truck (O)	#23 Box Truck (R) #27 Truck (O) #35 Truck (O) #18 Truck (O) #52 Truck (O)	#45 Stake Bed (O) #31 SUV (R) #12 Truck (O) #68 Truck (O)	#16 SUV (R) #29 Truck (O)
TOTALS	\$99,000	\$98,000	\$160,000	\$180,000	\$178,000	\$80,000
Notes to Business Office	Moved two vehicles to next year. Reduced amount from \$150,000	Moved two vehicles from previous year. Moved four vehicles to next year.	Moved four vehicles from previous year. Moved five vehicles to next year.	Moved five vehicles from previous year. Moved four vehicles to next year.	Moved two vehicles to next year. Moved four from previous year.	Moved two vehicles from previous year.

Additional plan notes:

- All vehicles listed above are replacements.
- Although specific vehicles are suggested for replacement, the entire fleet will be evaluated twice a year and changes will be made based on need.
- For specific vehicle make and model, please refer to Vehicle Inventory.



Capital Projects Trail and Park Path Additions

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Trail/Park	North Champaign Trail	Pipeline Trail / Porter Park	Greenbelt Bikeway	Greenbelt Bikeway	Powell Park	Hazel Park
Project	Construct final trail segment west of Gordon Food Service Store.	Installation of bridge over Copper Slough connecting the Pipeline Trail and Porter Park.	Crosswalk improvement to connect Heritage Park and Dodds Park across W Bradley Ave	Crosswalk improvement to connect Kaufman Park and O'Malley's Alley Trail across W Springfield Ave	Expansion of internal paths including linking existing connections to city sidewalks.	Expansion of internal paths linking to city sidewalks.
Cost Estimate	\$50,000	\$300,000	\$80,000	\$80,000	\$80,000	\$150,000
Remarks	Applied for IDOT ITEP Grant 2 Nov 2020. To date, notice of award has not been determined.	Applied for IDNR Bike Path Grant 16 Mar 2020. To date, notice of award has not been determined.	Recommendation of CPD <i>Trails 5 Year Action Plan</i> to improve safety of the street crossing. Will require City of Champaign coordination.	Recommendation of CPD <i>Trails 5 Year Action Plan</i> to improve safety of the street crossing. Will require IDOT coordination.	Recommendation of CPD <i>Internal Paths Study</i> to increase access to and within the park.	Recommendation of CPD <i>Internal Paths Study</i> to increase access to and within the park.

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, Q3 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	Began initial planning for new building branding and promotion.
		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	Continue to work with videographer and create quick social media videos in house
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	Working with Third Side to develop options for a website remodel. Virginia Theatre website about to be updated due to ShoWare ticketing changes.
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	Creating branding for 100th Anniversary season
		Develop social media plan and standards to increase ticket sales to events.	Marketing Team	FY21	Working with Virginia Theatre staff to increase social media presence.

		Work with Virginia Theatre staff to promote the year-long celebration of the 100 th anniversary of the Virginia Theatre FY21/22.	Marketing Team	FY21-22	Have met multiple times to talk about the 100th Anniversary season, potential promotional strategies, and events.
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Blue = Previous Updates

Red = FY21, Q3 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. Received \$750,000 award notice for VT HVAC grant on November 18, 2020.

		Assess the impact of minimum wage increases and assist with strategy to manage costs over the next five years.	Finance Team	FY20	
2.2	Develop a budget process and system that is easy to implement and provides for efficiency and the effective overall operation of the Park District.	Continue with the budget philosophy where fund budgets need to be balanced with appropriate reserves in place for future commitments.	Finance Team	FY20	FY20 budget approved. FY21 budget process has begun – currently projected out 4/30 balances for current year.
					Budget approved 7/22/2020 and budget book was presented for approval 8/26/20.
		Continue to meet GFOA standards for the budget process and reporting.	Finance Team	FY20-22	Budget book presented for approval on 8/26/20. Budget submitted to GFOA for budget award.
		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	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. Q2 is 10.76%.
		When creating or updating plans, the Park District should evaluate the short- and long-term impacts to ensure the agency's financial sustainability.	Finance Team	FY21	
		Research and develop a five to ten year forecast for revenues and expenditures.	Finance Team	FY22	

Blue = Previous Updates

Red = FY21, Q3 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. Recent demographics have shown improvement in this area.
		Increase the efficiency, effectiveness, and value of our human resources systems, processes, and practices.	HR Team	FY21	Implementation has begun staff are clocking in on the new system and other pieces will be built out over the next two months.

		Provide greater transparency, communication, and accountability for human resources processes and services.	HR Team	FY22	Staff committee for communication has been developed. This committee has begun meeting.
3.2	Provide a safe and secure environment in parks, recreational facilities, services, and programs.	Create benchmarks for risk management measures and interventions such as incidents, patterns, and response times.	HR Team	FY20	Staff is working to identify benchmarks that will have the greatest impact on improvements
		Implement technology and creative solutions to mitigate risk in facilities and parks.	HR Team	FY21	Access control is being used at Bresnan, Leonhard, Dodds Tennis Center and the Dog Park. This Spring it will be expanded to Hessel Park.
		Maintain current standards, reporting and respond to new procedures provided by PDRMA.	HR Team	FY22	Staff is serving on PDRMA Risk Management committee to help set standards.
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	Five parks will have Wi-Fi this year. Network updates and improvements in wiring has been completed at Hays Center, Virginia Theatre, and has begun at Sholem Pool.
		Provide a secure computing environment that ensures data privacy and integrity and mitigates cyber-security threat.	HR Team	FY21	Staff have assessed cloud back-up solutions and have expanded the use of the current system.

		Evaluate and implement new technologies to improve operational efficiency.	HR Team	FY22	The New Paycom system will assist in the operational efficiency. In addition, the IT division has worked to keep all staff working during COVID-19.
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Blue = Previous Updates

Red = FY21, Q3 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, but not approved by the Board. Operations will continue to do regular routine and complete small work orders.
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	Alison in planning is doing this for the entire District.
		Develop methods for Operations employees to achieve and maintain professional certifications and memberships.	Operations Team	FY21	Staff trainings and conferences slowed due to COVID. 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	Major projects shared via email and direct reports meeting. Daily Operations Staff meetings on hold due to COVID.

Blue = Previous Updates

Red = FY21, Q3 Updates

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	Complete.
		Develop a master plan for various neighborhood and community parks.	Planning Team	FY21	Underway.
		Develop a plan to make improvements to Kaufman Park, Lake and Boathouse.	Planning Team	FY22	Underway.
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	Complete.
		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 Summer 2021, Human Kinetics Park construction beginning Spring 2021.

		Continue to develop the Greenbelt Bikeway trail project with new options and grants.	Planning Team	FY22	Underway; Clark Dietz in final phase of design and construction documents.
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	Complete.
		Develop procedures and systems for various project responsibilities, i.e. playgrounds, in house projects, etc.	Planning Team	FY21	Complete.
		Improve proactive communications and coordination with all departments. Also continue to improve Board presentations.	Planning Team	FY22	Complete.
		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	Underway; applied for North Champaign Trail ITEP Grant and Pipeline Trail to Porter Park Bike Path Grant.
		Assist with the planning for the Martens Center.	Planning Team	FY21	Complete.

Blue = Previous Updates

Red = FY21, Q3 Updates

Recreation

Strategic Initiative: Deliver innovative and customer-focused programming that promotes active healthy living and wellness.					
Goals		Objectives	Assignment	Time Frame	Update
6.1	Develop and implement an innovative and customer-focused approach to delivering excellent recreation programs and services.	Focus on quality over quantity in program offerings to grow participants and efficiency.	Recreation Team	FY20	Restructured Calls from Santa event to become Zoom with Santa to create a more personalized experience.
					Created walking light displays around Porter Park as part of Winter Nights at Porter Park.
					Made Holiday in Whoville event virtual so community could still participate. Added drive through concessions and meet the Grinch to still include an interactive personal touch while following COVID guidelines.
					Developed Preschool Program In A Bag at Springer for fall, winter, spring programming.

					<p>Continue to add new interactive content on Virtual Fun Facebook Page.</p>
					<p>Dance Arts revised curriculum to better meet needs of dance participants.</p>
					<p>Developed in person and virtual programming due to COVID including Virtual art shows.</p>
					<p>Added in person one-on-one pottery lessons.</p>
					<p>Developed Public Health safety plans for COVID.</p>
					<p>Added Book plays to Youth Theatre and workshops</p>

		<p>Develop robust health and wellness programs especially for the youth.</p>	<p>Recreation Team</p>	<p>FY21</p>	<p>Youth soccer clinic started to help with cancellation of Spring & Fall youth soccer seasons (2020). Participants enrolled in sessions totaled 75. Then offered internal led indoor soccer clinics for winter 2021 with 28 participants. Registration for 2021 youth soccer leagues open now.</p> <p>Added new winter youth softball clinics to be held indoors at LRC. Will be offering youth softball league again in 2021</p> <p>Started 1 on 1 hitting and pitching lessons in Phase 3 and have continued through winter. Winter sessions being held in LRC gym.</p> <p>Developed partnership with Project Athletes to offer indoor sports agility training classes for grades 3-8. Sessions currently going on with 32 kids enrolled.</p> <p>Offering virtual group fitness classes (Hatha Yoga and Boot Camp) and in person classes (Forever Fit) for adults.</p>
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					<p>Offering open gym pickleball and family open gym at Leonhard</p>
					<p>Youth hoops clinics offered as alternative to traditional season in 2021. Have 60 enrolled.</p>
		Connect more kids to nature.	Recreation Team	FY21	<p>Created virtual programs to get kids to visit area parks to recreate sculptures that are placed throughout the district.</p>
					<p>DCC March 16th SOD is themed, Bugging Out, which will connect participants to nature while learning about insects and their habitats.</p>
					<p>Created the Great Pumpkin Hunt where painted pumpkins were placed in over 32 different parks that kids had to find.</p>
					<p>Partnered with multiple local organizations to create the Great Artdoor project that placed art in various parks and gardens in the area to get kids and families to explore art outside.</p>

		Expand and enhance teen programs with input from teens.	Recreation Team	FY20-22	Expanded age range for Campers Explore to include 7 th graders.
					Restructured the Jr. Lifeguard program which increased attendance – Aquatics.
					<u>Teens Say:</u> 4 th performance scheduled for 3.1.20 at the VT with 10 girls participating.
					Developed partnership with Project Athletes to offer sports agility training classes for grades 6-8.
		Connect with teens digitally and creatively.	Recreation Team	FY20-22	Offered our first ever Esports league geared towards teens.
					Added an additional smart board with donor's funds to dance program.

					Added work out equipment for dance programming with donor funds.
6.2	Develop an employee on-boarding process for all recreation staff (full-time, part-time and seasonal).	Increase cross-training opportunities. Provide more internal training opportunities surrounding trends.	Recreation Team	FY20-22	Department of Revenue Facilities had numerous staff work in operations and HR due to COVID situation. Many staff learned about other areas.
					Special Events started working closely with Marketing to start up their own Virtual Fun Facebook page and started creating promotional and activity based videos with training from Marketing staff.
					Have had numerous staff cross train to be both receptionists and building service workers due to Covid. Additionally, a few staff are trained at both Leonhard and Dodds Tennis Center.
		Staff member from Springer was certified to teach CPR and First Aid.			
		Develop an interim plan and flow chart for staff to follow when necessary to fill-in for other staff.	Recreation Team	FY21	Staff Position Binders were updated for staff to fill-in as necessary.

					Through Covid staff have been working closely with each other learning each other's jobs to better step in when needed. Brittany has stepped in as the LRC interim Manager.
		Develop a comprehensive training program.	Recreation Team	FY20	Recreation staff training information is being updated with new guidelines based on current atmosphere.
6.3	Evaluate and upgrade facilities to meet customer and staff standards in order to provide outstanding programs and services.	Prioritize capital needs for facilities and programming. Implement non-capital improvement budget.	Recreation Team	FY20	Staff met to create list of capital projects and non-capital improvements. Meeting being set with staff to compile information for all facilities in one document
					LED lighting installed in lower level hallway at Springer Center increasing energy savings and light levels. Room 201 and dance studios to follow.
					Dog park improvements (entrance apron, chipped entry way, new parking lot gravel, and controlled access) have all been great improvements that have led to better satisfaction and increased membership.

		Update necessary equipment for all programs and associated facilities.	Recreation Team	FY21	New kiln purchased for Pottery Studio
					Develop Dance Arts parent viewing area, FY20
					Upgrade Dance Arts stereo system, FY20
					Purchase Dance Arts smartboard to upgrade the quality of the program, FY21
					Purchased another smartboard from donation fund. Added video option to pottery due to COVID.
		Evaluate space usage to determine and identify opportunities for under-utilized spaces.	Recreation Team	FY22	Art Smart room used in afternoons for expansion of Creative Playtime

					<p>Taped off and social distanced tables for safety.</p> <p>X's for social distancing on the front porch of Springer.</p>
					<p>Working on reconfiguring Hays Recreation Center for Senior programs once CUSR moves into their new facility.</p>
					<p>Assigned certain entry ways for different programming due to Covid. Utilized room 201 for preschool pick up.</p>
6.4	Provide opportunities for residents to live an active lifestyle and improve health and wellness levels.	Add video fitness related programs at various recreation centers to provide more opportunities for fitness.	Recreation Team	FY20	<p>Promote Dance classes as improving health, FY21</p>
					<p>Promote Dance classes as improving health, FY21</p>
					<p>Promote Fitness in Preschool, FY21</p>

		Develop additional fitness events and programs.	Recreation Team	FY21	<p>Zumba Bollywood introduced this fall. Interviews ongoing for additional programs</p>
					<p>Created 100 day Roll & Stroll challenges that were posted on Virtual Fun Facebook Page.</p>
		Create a community-wide health wellness campaign, possibly exploring with local partnerships.	Recreation Team	FY20	<p>Working with Welcoming Week Committee to provide recreational opp.'s for all residents of Champaign.</p>
					<p>Implemented 2nd Team Bundle Up Project with new participating businesses.</p>

Blue = Previous Updates

Red = FY21, Q3 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 (Completed), roof replacement (Completed), brick repair (Pending), and HVAC replacement (Pending).
		Upgrade the ticket software program for the Virginia Theatre, with an eye toward growth in sales and service.	Virginia Theatre Team	FY21	Completed: ShoWare software to be operational at theatre by 3/1/21.
		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 (suspended during period of theatre closure that began March, 2020)

		Plan and implement a celebration of the 100 th 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. Met with <i>Bat</i> production team in February, 2021.
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	Ongoing (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	Ongoing (but suspended during period of theatre closure): Mammoth Events, Nitelite Productions, and Innovative Arts leasing the theatre for rentals 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	Completed: FT Box Office Manager reports directly to Director, already increasing efficiency; 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	Received award of a Museum Grant for \$750,000 for the HVAC system.
		Create a business plan for the operation of the Virginia Theatre.	Virginia Theatre Team	FY20	Ongoing: business plan templates and supporting materials have been assembled, with the next step being initial draft of a plan.
		Develop plans for a revision and enhancement of theatre website, social media engagement, and e-	Virginia Theatre Team	FY20	Deferred to FY22.

Blue = Previous Updates

Red = FY21, Q3 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	Fundraising completed, Design completed, and construction to begin soon.
		Complete construction of Heritage Park.	Planning Team	FY20	Project Complete.
		Complete Construction of the Operations Shop facility.	Operations Team	FY20	Project Complete.
		Complete paths, lights and new playground at Spalding Park.	Planning Team	FY20	MSA in the process of designing plans for the improvements to Spalding Park.
		Greenbelt Bikeway: Apply for grants and finalize plans for construction.	Planning Team	FY22	Board approved contract with Clark Dietz to move forward with plan B.

8.2	Plan and develop capital projects.	CUSR Space Project, determine appropriate space and develop a plan.	Planning Team	FY20	Project underway, 50% completed.
		Phinney Branch Drainage District Project, work towards an overall agreement, a master plan and funding opportunities.	Planning Team	FY22	Project no longer under consideration.
		Develop a plan to design, engineer and upgrade or rebuild Parkland Way.	Planning Team	FY22	Moved to FY22 for construction.
		Maintain quality of existing facilities, parks and trails.	Leadership Team	FY20-22	New HVAC system completed at Springer Cultural Center.
8.3	Maintain the Virginia Theatre facility while producing quality programs and events.	Complete Sound Project at Virginia Theatre.	Planning Team	FY20	Project Complete.
		Complete Virginia Theatre roof project.	Operations Team	FY20	Project Completed.

		Reduce the tax support at the Virginia Theatre but maintain current entertainment levels.	Virginia Theatre Team	FY20-22	Theatre closed for FY21, with staff reassigned. Sound system installed through \$750,000 grant and new HVAC System approved for a \$750,000 grant.
8.4	Develop organizational excellence.	Continue to develop and produce Park and Facility Reports.	Leadership Team	FY21	Park Report Card completed in FY21.
		Develop a positive, professional, innovative, and fun work culture.	Leadership Team	FY20-22	Developing new training programs for leadership staff.
		Continue to produce annual Performance Measurement reports.	Leadership Team	FY20-22	Performance Measurement report completed for FY 20.
		Acquire Illinois Accreditation.	Leadership Team	FY22	Numerous policies have been updated as we continue the process.
8.5	Develop staff excellence.	Hire quality staff by opening all positions to everyone interested in applying.	Leadership Team	FY20-22	New hiring process implemented and all open positions have been advertised to the public.

		Develop quality leaders through training, mentoring, and coaching.	Leadership Team	FY20-22	All staff going through the Energy Bus training program.
		Continue to develop processes and systems to retain staff at greater than 90% every year.	Leadership Team	FY20-22	17 staff have retired or moved on from the District since May 1, 2020.
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	2021 Minimum Wages approved at the December board meeting.
		Maintain the 120-day reserves while providing funds to maintain facilities, parks, programs, services, and amenities at our current quality standards.	Leadership Team	FY20-22	On target to meet goal in FY21.
		Increase non-tax revenues to 25% to 30% of the operating budget.	Leadership Team	FY20-22	9.3% - Q1 much lower, minimal Q1 program revenue due to COVID-19 cancellations. Primary revenue sources - property taxes and interest income.



It is the policy of the Champaign Park District Board of Commissioners (Board) ~~of the Park District~~ to encourage citizen interest and participation in the affairs of the Park District and it therefore provides an opportunity for citizens to ~~give their input~~ address matters of interest at ~~all~~ Board ~~Monthly~~ Meetings. The Champaign Park District (Park District) ~~will also make every effort to~~ solicits citizen input regarding development of recreation programs, facilities, and parks. In addition, ~~t~~The Board ~~also may~~ may also create advisory committees for special programs, facilities, or opportunities. Furthermore, ~~T~~the Board may also appoint Commissioner liaisons to community groups.

~~Approved by Board action~~ Approved by Board of Commissioners

August 11, 1999

Revised by Board of Commissioners

September 14, 2005

Revised by Board of Commissioners

June 8, 2011

Revised by Board of Commissioners

May 25, 2016

Revised by Board of Commissioners

March 10, 2021

Craig W. Hays, President

Joseph C. DeLuce, Executive Director



It is the policy of the Champaign Park District Board of Commissioners (Board) to encourage citizen interest and participation in the affairs of the Park District and it therefore provides an opportunity for citizens to address matters of interest at Board Meetings. The Champaign Park District (Park District) also solicits citizen input regarding development of recreation programs, facilities, and parks. In addition, the Board may also create advisory committees for special programs, facilities, or opportunities. Furthermore, the Board may also appoint Commissioner liaisons to community groups.

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

August 11, 1999
September 14, 2005
June 8, 2011
May 25, 2016
March 10, 2021

Craig W. Hays, President

Joseph C. DeLuce, Executive Director



Comprehensive Assessment Policy

The Champaign Park District (~~Park District~~) ~~is always re-evaluating~~ regularly evaluates and ~~assessing~~ assesses the ~~leisure parks, recreation, and cultural arts~~ needs of ~~its the Park District~~ residents. The Champaign Park District Board of Commissioners (Board) will review the changing needs of the community by conducting a comprehensive assessment study at least once every ten (10) years to assist in determining the direction of the Park District ~~offerings~~ programs, activities, and events. The study will ~~include~~ assess the economic conditions, population ~~shifts~~ changes, and ~~changing health and wellness, conservation, and~~ social equity needs of the community.

Approved by Board Action <u>Board of Commissioners</u>	August 11, 1999
Revised by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	June 8, 2011
Revised by Board of Commissioners	May 25, 2016
<u>Revised by Board of Commissioners</u>	<u>March 10, 2021</u>

Craig W. Hays, President

Joseph C. DeLuce, Executive Director



Comprehensive Assessment Policy

The Champaign Park District (Park District) regularly evaluates and assesses the parks, recreation, and cultural arts needs of its residents. The Champaign Park District Board of Commissioners (Board) will review the changing needs of the community by conducting a comprehensive assessment study at least once every ten (10) years to assist in determining the direction of the Park District programs, activities, and events. The study will assess the economic conditions, population changes, and health and wellness, conservation, and social equity needs of the community.

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

August 11, 1999
September 14, 2005
June 8, 2011
May 25, 2016
March 10, 2021

Craig W. Hays, President

Joseph C. DeLuce, Executive Director



Philosophy of Policy

The mission of the Champaign Park District (Park District) is to enhance the community's quality of life through positive experiences in parks, recreation, and cultural arts. The Park District strives to provide recreation programs and services based on the interests and needs of residents, as interpreted by the staff and the Champaign Park District Board of Commissioners (Board). Other program, activity, and event criteria will include the availability of finances, facilities, and staffing; the nature of the activity; whether the program is in the best interest of the participants; and whether it promotes the goals and philosophies of the Park District.

Purpose of the Revenue Policy

The purpose of this policy is to address the Park District's needs as follows:

1. Create Self-Sustaining Services- Creating recreation services that are self-sustaining and will redirect tax revenues toward the administrative, capital, and operational needs of the Park District, as well as the provision of special community-wide events and programs.
2. Generate Greater Interest in Programs- People tend to show greater interest and appreciation for programs when they share the cost of their recreational those pursuits. Paying for the program yields a higher perceived value.
3. Assist with Discipline- Charging fees can assist in reducing the problems of discipline. For instance, fees can be assessed to discourage teams from skipping scheduled games.
4. Relieve the Burden on Taxpayer- Taxpayers should not be asked to meet the entire cost of providing programs and facilities, which involve considerable expense and serve a limited group of people with particular interests.
5. Improve Service and Quality- A fee often improves the quality of a program by funding more qualified instructors or better equipment.
6. Provide Reasonable, Consistent Fees- Fees shall be reasonable, consistent, and based on a variety of factors.

Fees are not designed to exclude participation, but shall be reasonably and competitively priced to cover the direct costs of the program. Any revenue a program which generates funds in excess of the direct costs will be retained by the Park District to aid in financing new equipment, scholarships, or offset the costs of programs that were less financially successful.

The Park District provides programs and sets fees in order to;

1. Make all programs, ~~and~~ activities, and events available to all residents regardless of race or ethnicity, sex, religion, gender identity, national origin, ethnicity, sexual orientation, age, disability, marital status, or socioeconomic status.
2. Provide trained instructors to enhance programs.
3. Provide safe equipment and clean facility space for participants.
4. Encourage participants to share in the planning and evaluation of programs, and provide a method for residents to submit suggestions regarding new program ideas.
5. Work cooperatively with other public and private agencies, clubs, and organizations to coordinate programs in the spirit of community cooperation.
6. Provide ongoing evaluation of programs, activities, events, and facilities by professional staff members.
7. Assess changing conditions, interests and needs of people by following program trends, and societal trends, and making changes accordingly.
8. Provide programs for individuals with varying levels of skill and ability.
9. Encourage formal and informal activities for individuals as well as group or team programs.
10. Promote skills and activities which individuals can continue independently.

11. Provide a reasonable balance between the number of indoor and outdoor activities.
12. ~~Afford~~ Provide opportunities for non-competitive as well as competitive activities.
13. Design programs to be accessible and of benefit to persons with disabilities, as well as provide flexibility in structuring activities so that accommodations may be made, when necessary.

Fees and Charges Guidelines

~~Fees and charges for all programs will be approved by the Board.~~ When program budgets are prepared, the following guidelines ~~will~~ shall be utilized in calculating various fees and charges.

All recreation programs and services ~~will~~ shall be developed with a goal of achieving reasonable recoupment of direct and indirect costs as follows:-

1. Youth Programs (17 & under)- Fees for youth should be set on a minimum cost basis unless that service is of such significance that other agencies also offer comparable services to meet the needs of residents. (i.e., day camps, day care)
2. Adult Programs (:18 & over)- Fees for adult programs shall be set to cover all expenses with minimum enrollment established for each program.
3. Senior Programs (62 & over)- Fees for seniors may be discounted.
4. Special Events (all ages)- There may be subsidized special events. The type of event and the number of residents participating should determine the amount of the subsidy.
5. Contractual Programs- A contractual program is regarded as any program for which the Park District outsources individuals and agencies to provide programs on a contract basis.;
6. Rentals- Rental fees shall be set on a revenue-generating basis.
7. Champaign-Urbana Special Recreation (CUSR) ~~will~~ shall account provide for one (1) staff person for every four (4) participants, and its budget ~~will~~ shall subsidize the additional staff necessary for programs.
8. CUSR programs identified as "trip," ~~will~~ shall be budgeted to break even financially to the extent reasonable.

Sources of Cost

When assessing fees, the Park District seeks to reasonably recoup direct and indirect costs of its programs. To provide unique opportunities to all residents, the Park District seeks additional funding from a variety of sources. Proceeds from the Taste of C-U, general donations on registration forms, and a \$1.00 service fee for all programs are designed to generate funds for the scholarship program. The Park District also seeks sponsorships and grants to offset the cost of programs, activities, facilities, and ~~special~~ events.

Direct Costs

Direct costs are costs that are integrally linked to a particular program. For example, direct costs are the total wages of those positions tied to a program and the supplies necessary to undertake for the program. Examples of direct wage costs include, instructors, scorekeepers, site supervisors, pool staff, day camp staff and bus drivers, but not full-time managers or coordinators. Examples of direct contractual service costs include, bulk mailings and entertainment, equipment, and field trip expenses. Supplies include items such as, uniforms or program supplies.

Indirect Costs

Indirect costs are generally costs spread across many programs or funds. Full time wages, benefits, general advertising and ~~FunFormation Program Guide~~ costs, capital purchases, office, first aid, and safety supplies are costs that cannot be linked to any ~~one particular~~ program, activity, or event.

Operating Costs

Operating costs are costs associated with running and managing a facility. ~~Some e~~Examples of operating costs are; heating and cooling costs, water, electricity, building administration, cleaning supplies, and personnel (linked to the building's daily operations. ~~These-Those~~ costs do not include major renovations, repairs, or large capital items.

The Park District has ~~moved to a program budget strategy which includes many direct and indirect costs in each program budget, and therefore, the reason exists to reasonably recoup direct and indirect costs for each program.~~ has moved in the direction of including direct and indirect costs for each program budget in order to recover reasonable costs within each program.

Scholarships

The Park District and the Champaign Parks Foundation may provide funds to support access to programs for Park District resident participants ~~who do not have the ability to support access to programs despite their inability~~ to pay program fees. The Park District ~~may~~ uses ~~some~~ surplus revenues from ~~the Taste of C-U certain events~~ to support a youth scholarship fund, ~~which is~~ Such funds are available to assist disadvantaged individuals to cover some or all of ~~the a program's costs associated with a program~~. The Park District also receives donations from local groups and agencies (one dollar (\$1.00) from each program registration and five dollars (\$5.00) per team fee), ~~and the P~~ program registration forms includes an opportunity for donations to the scholarship program. Scholarship applicants cannot be guaranteed fund availability, program registration, or choice of program location, but applications received early in each program semester are given favorable consideration. Scholarships are not available to non-residents of Champaign.

New Programs

Staff ~~will~~ shall seek to create quality programs, activities, and events for all residents that meet the guidelines for fees and charges in the Park District Revenue Policy. ~~Once~~ After a program, activity, or event has concluded, ~~a complete~~ evaluations shall be of the program will be undertaken and ~~a~~ recommendations will shall be submitted about whether to continue or terminate ~~a program~~.

Existing Programs

All existing programs, activities and events should be evaluated after each session concludes in order to assess it according to the following standards: financial benefit, participative success, safety, participant satisfaction, attendance goals, facility and equipment usage, as well as determine any benefits to the community. If a program has not met the above standards, minimum class size, or is not breaking even financially, ~~as indicated,~~ the Program Coordinator together with the Program Manager shall evaluate the program, afford the program one additional opportunity to succeed, or terminate the program.

The ~~Director of Recreation~~ Department Head and Program Managers (as needed) shall review the ~~program summaries~~ evaluations after each session ~~is concluded~~ to determine whether ~~each program they~~ meets the minimum participant and budget standards pursuant to this policy. Coordinators ~~will~~ shall be asked to describe or provide support for any programs, activities, or events not otherwise meeting the minimum guidelines.

~~Adopted by Board of Commissioners~~ Approved by Board of Commissioners

August 11, 1999

Revised by Board of Commissioners

October 12, 2005

Revised by Board of Commissioners

June 8, 2011

Revised by Board of Commissioners

October 12, 2016

Revised by Board of Commissioners

March 10, 2021

Craig W. Hays, President

Joseph C. DeLuce, Executive Director



Philosophy of Policy

The mission of the Champaign Park District (Park District) is to enhance the community's quality of life through positive experiences in parks, recreation, and cultural arts. The Park District strives to provide recreation programs and services based on the interests and needs of residents, as interpreted by the staff and the Champaign Park District Board of Commissioners (Board). Other program, activity, and event criteria include the availability of finances, facilities, and staffing; the nature of the activity; whether the program is in the best interest of the participants; and whether it promotes the goals and philosophies of the Park District.

Purpose of the Revenue Policy

The purpose of this policy is to address the Park District's needs as follows:

1. Create Self-Sustaining Services- Creating recreation services that are self-sustaining and will redirect tax revenues toward the administrative, capital, and operational needs of the Park District, as well as the provision of special community-wide events and programs.
2. Generate Greater Interest in Programs- People tend to show greater interest and appreciation for programs when they share the cost those pursuits. Paying for the program yields a higher perceived value.
3. Assist with Discipline- Charging fees can assist in reducing the problems of discipline. For instance, fees can be assessed to discourage teams from skipping scheduled games.
4. Relieve the Burden on Taxpayer- Taxpayers should not be asked to meet the entire cost of providing programs and facilities, which involve considerable expense and serve a limited group of people with particular interests.
5. Improve Service and Quality- A fee often improves the quality of a program by funding more qualified instructors or better equipment.
6. Provide Reasonable, Consistent Fees- Fees shall be reasonable, consistent, and based on a variety of factors.

Fees are not designed to exclude participation, but shall be reasonably and competitively priced to cover the direct costs of the program. Any revenue a program which generates funds in excess of the direct costs will be retained by the Park District to aid in financing new equipment, scholarships, or offset the costs of programs that were less financially successful.

The Park District provides programs and sets fees in order to;

1. Make all programs, activities, and events available to all residents regardless of race or ethnicity, sex, religion, gender identity, national origin, ethnicity, sexual orientation, age, disability, marital status, or socioeconomic status.
2. Provide trained instructors to enhance programs.
3. Provide safe equipment and clean facility space for participants.
4. Encourage participants to share in the planning and evaluation of programs, and provide a method for residents to submit suggestions regarding new program ideas.
5. Work cooperatively with other public and private agencies, clubs, and organizations to coordinate programs in the spirit of community cooperation.
6. Provide ongoing evaluation of programs, activities, events, and facilities by professional staff members.
7. Assess changing conditions, interests and needs of people by following program and societal trends, and making changes accordingly.
8. Provide programs for individuals with varying levels of skill and ability.
9. Encourage formal and informal activities for individuals as well as group or team programs.
10. Promote skills and activities which individuals can continue independently.

11. Provide a reasonable balance between the number of indoor and outdoor activities.
12. Provide opportunities for non-competitive as well as competitive activities.
13. Design programs to be accessible and of benefit to persons with disabilities, as well as provide flexibility in structuring activities so that accommodations may be made, when necessary.

Fees and Charges Guidelines

When program budgets are prepared, the following guidelines shall be utilized in calculating various fees and charges.

All recreation programs and services shall be developed with a goal of achieving reasonable recoupment of direct and indirect costs as follows:

1. Youth Programs (17 & under)- Fees for youth should be set on a minimum cost basis unless that service is of such significance that other agencies also offer comparable services to meet the needs of residents. (i.e., day camps, day care)
2. Adult Programs (:18 & over)- Fees for adult programs shall be set to cover all expenses with minimum enrollment established for each program.
3. Senior Programs (62 & over)- Fees for seniors may be discounted.
4. Special Events (all ages)- There may be subsidized special events. The type of event and the number of residents participating should determine the amount of the subsidy.
5. Contractual Programs- A contractual program is regarded as any program for which the Park District outsources individuals and agencies to provide programs on a contract basis.
6. Rentals- Rental fees shall be set on a revenue-generating basis.
7. Champaign-Urbana Special Recreation (CUSR) shall provide one (1) staff person for every four (4) participants, and its budget shall subsidize the additional staff necessary for programs.
8. CUSR programs identified as "trip," shall be budgeted to break even financially to the extent reasonable.

Sources of Cost

When assessing fees, the Park District seeks to reasonably recoup direct and indirect costs of its programs. To provide unique opportunities to all residents, the Park District seeks additional funding from a variety of sources. Proceeds from the Taste of C-U, general donations on registration forms, and a \$1.00 service fee for all programs are designed to generate funds for the scholarship program. The Park District also seeks sponsorships and grants to offset the cost of programs, activities, facilities, and events.

Direct Costs

Direct costs are costs that are integrally linked to a particular program. For example, direct costs are the total wages of those positions tied to a program and the supplies necessary to undertake the program. Examples of direct wage costs include, instructors, scorekeepers, site supervisors, pool staff, day camp staff and bus drivers, but not full-time managers or coordinators. Examples of direct contractual service costs include, bulk mailings and entertainment, equipment, and field trip expenses. Supplies include items such as, uniforms or program supplies.

Indirect Costs

Indirect costs are generally costs spread across many programs or funds. Full time wages, benefits, general advertising and Program Guide costs, capital purchases, office, first aid, and safety supplies are costs that cannot be linked to any particular program, activity, or event.

Operating Costs

Operating costs are costs associated with running and managing a facility. Examples of operating costs are; heating and cooling costs, water, electricity, building administration, cleaning supplies, and personnel (linked to the building's daily operations. Those costs do not include major renovations, repairs, or large capital items.

The Park District has moved in the direction of including direct and indirect costs for each program budget in order to recover reasonable costs within each program.

Scholarships

The Park District and the Champaign Parks Foundation may provide funds to support access to programs for Park District resident participants who do not have the ability to pay program fees. The Park District may use surplus revenues from certain events to support a youth scholarship fund. Such funds are available to assist disadvantaged individuals to cover some or all of a program’s costs. The Park District also receives donations from local groups and agencies (one dollar (\$1.00) from each program registration and five dollars (\$5.00) per team fee). Program registration forms include an opportunity for donations to the scholarship program. Scholarship applicants cannot be guaranteed fund availability, program registration, or choice of program location, but applications received early in each program semester are given favorable consideration. Scholarships are not available to non-residents of Champaign.

New Programs

Staff shall seek to create quality programs, activities, and events for all residents that meet the guidelines for fees and charges in the Park District Revenue Policy. After a program, activity, or event has concluded, evaluations shall be undertaken and recommendations shall be submitted about whether to continue or terminate.

Existing Programs

All existing programs, activities and events should be evaluated after each session concludes in order to assess it according to the following standards: financial benefit, participative success, safety, participant satisfaction, attendance goals, facility and equipment usage, as well as determine any benefits to the community. If a program has not met the above standards, minimum class size, or is not breaking even financially, the Program Coordinator together with the Program Manager shall evaluate the program, afford the program one additional opportunity to succeed, or terminate the program.

The Department Head and Program Managers (as needed) shall review the evaluations after each session to determine whether they meet the minimum participant and budget standards pursuant to this policy. Coordinators shall be asked to describe or provide support for any programs, activities, or events not otherwise meeting the minimum guidelines.

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

August 11, 1999
October 12, 2005
June 8, 2011
October 12, 2016
March 10, 2021

Craig W. Hays, President

Joseph C. DeLuce, Executive Director



**CHAMPAIGN
PARK DISTRICT**
Naming of Parks and Facilities Policy

The Park District Board of Commissioners (Board) shall select new names, or change existing names for new parks, buildings, facilities, ball athletic fields and courts, athletic fields, roads, gardens, pathways, trails, and other amenities, or when appropriate, change the name(s) of existing parks, buildings, facilities, ball fields, athletic fields, roads, pathways, trails, and other amenities of the Champaign Park District (Park District) in accordance with these guidelines or as otherwise determined by the Board. The Board is the final authority for any naming and/or renaming decision.

Commented [D01]: Possible consideration. I was educated that some areas set policy to where naming rights had to be a full majority (5 out of 5 commissioners) to help keep political parties from naming after political leaders.

I. Qualifying Names Criteria

The following criteria shall be use in determining the appropriateness of the naming designation;

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1. Geographic location of a facility
2. Outstanding feature
3. Adjoining subdivision
4. Individual, group, or historical event
5. Contribution for acquisition/development
6. Exceptional service in the Park District's interest

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Commented [D02]: Most places have moved to only naming for non-living individuals. The reason for this has been that after naming after a living individual, they have been the center of controversy or unlawful act. Sometimes prior to the naming occurring, but not found out until after.

II. Naming Parks and Recreation Facilities, and Amenities Naming Guidelines

The following guidelines will be used when naming a park or recreation facility:

Commented [D03]: "Permanent" would mean for all time when the first paragraph states name changes could be considered.

1. A permanent name shall be assigned as soon as possible to new parks, facilities and amenities;

2. Duplication of other places or facility names in the Park District shall not be considered;

Commented [D04]: This is oddly specific. Seems like we had a priority problem in the past. Can't we simply state "Name recommendations may come from public input or suggestions"

3. Recommendations for a name may come from neighborhood organizations in the same locality as the park or facility. Recommendations from other concerned citizens and special interest groups will also be considered. If no citizen recommendations are made or no consensus obtained, the Champaign Park District staff will initiate naming recommendations which may include a park naming contest;

4. Prominent geographic features or local reference points (i.e., hill, stream, lake, notable tree, street, community or neighborhood) shall be considered for a potential name;

Commented [D05]: Please see my comment on non-living individuals above.

5. Consideration for naming a park or facility in honor of an individual shall only be given if one of the following criteria has been met:

- a. For an individual (excluding state and nationally significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the park, facility or to the Park District overall.
- b. The suggested name may be accompanied by a biographical sketch, which shall provide evidence of contributions to the park, facility, or to the Park District overall.
- c. Major contribution must have been made to the Park District or Park District Foundation.
- d. Substantial donation to the Park District for park and recreational purposes wherein the donor stipulates a name as being consideration for the donation.
- e. Outstanding community leader who has made significant civic contributions to the community and has given highly productive support to the Park District; and

Commented [D06]: Some park districts are putting a sunset on naming rights as they don't know what the future will hold. They may be 50 or 100 years, but they have put a timeline in for reconsidering.

6. An existing name of a park and/or facility, particularly one of local or national importance or outstanding feature, shall not be changed unless there are extraordinary circumstances of local or

national interest.

Commented [D07]: This should be item one under "Renaming"

III. Renaming

1. The renaming of parks and facilities ~~is is~~ strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors;
2. ~~Only those parks and facilities named for location or subdivision shall be considered for renaming. Parks named by deed restrictions shall not be considered for renaming;~~
3. Parks ~~and~~ facilities ~~and amenities~~ named after individuals shall never be changed unless it is found that the ~~Individual's individual's~~ personal character is or was such that the continued use of the name ~~for a park or facility~~ would not be in the best interest of the community; and
4. In order for a park or a facility to be considered for renaming one of the following must occur:
 - a. The recommended name must qualify according to Section II. Naming Park and Recreation Facilities,
 - b. Be accompanied by a petition from the particular park or facility users, and
 - c. Be a directive of the Board.

Commented [D08]: Return needed here.

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Commented [D09]: This contradicts above statements

IV. Other Naming Alternatives

1. Parks and facilities that are donated to the Park District can be named by deed restrictions or contractual agreement with the donor. The naming and acceptance of land ~~is is~~ subject to the guidelines set forth in this policy and by the Board.
2. ~~Naming opportunities may include specific park features such as playground, picnic shelter, ball field or athletic field, et cetera to encourage private donations and shall be done with approval from the Board.~~
- 3.2. The purchasing of naming rights is possible. The duration of the naming rights opportunity shall be negotiated on a case-by-case basis, based upon the life span of the park, facility or amenity, and the financial commitment of the sponsor. Location and design of signage will be approved by both parties and made a part of any contract. Staff shall prepare a naming contract for approval by the Board. The expiration term shall be included in the contract, if applicable. If the contract is not renewed at the end of the term, the name will revert back to previous name.

Commented [D010]: This should be placed at the end of section 2.

Commented [D011]: Redundant to what has been said in the intro paragraph and also the paragraph below. Suggesting to remove it.

Commented [D012]: This should be placed as the last item in Section 2 – Naming guidelines.

Commented [D013]: With these three paragraphs moved or removed, we can delete section IV

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

September 10, 1997
 August 2001
 November 6, 2005
 July 12, 2006
 August 24, 2011
 September 9, 2015
 November 9, 2016
 February 10, 2021

Craig W. Hays, President

Joseph C. DeLuce, Executive Director



Program & Facilities Evaluations Policy

In order to fulfill the Champaign Park District's (Park District's) purpose of providing quality programs, activities, and events for the community, ~~the recreation department~~ each department will shall conduct written program evaluations for all-its programs, activities and events.

Staff ~~will shall~~ seek and receive input from participants, ~~and/or~~ their parents, and/or guardians in order to assess of all programs, activities, and events through evaluations. Each program coordinator ~~will shall~~ add their comments and suggestions ~~to the~~ regarding such evaluations. The evaluations ~~will shall~~ be reviewed by the supervising program manager and forwarded to their respective Department Head. ~~Director of Recreation.~~

All facilities that require fees, paid tickets, or memberships for entry shall conduct an annual evaluation to seek and receive input from users and members. Facility managers shall add comments and suggestions to the evaluations. The evaluations will be reviewed by the facilities' respective Department Heads.

~~All Individual~~ program evaluations are to be submitted to the Department Head ~~Director of Recreation~~ at the end of each seasonal program brochure period (fall, winter/spring and summer). The evaluations must be submitted within two-three (3) weeks ~~of the end of each program brochure period and summarized in each period report~~ of the conclusion of the program, activity, or event.

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

August 11, 1999
November 9, 2005
June 8, 2011
August 10, 2016
March 10, 2021

Craig W. Hays, President

Joseph C. DeLuce, Executive Director



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Individual program evaluations are to be submitted to the Department Head at the end of each seasonal program brochure period (fall, winter/spring and summer). The evaluations must be submitted within three (3) weeks of the conclusion of the program, activity, or event.

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Revised by Board of Commissioners	June 8, 2011
Revised by Board of Commissioners	August 10, 2016
Revised by Board of Commissioners	March 10, 2021

Craig W. Hays, President

Joseph C. DeLuce, Executive Director



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

To be eligible under this policy, the Park District must receive a completed Scholarship Application along with a program registration form prior to the deadline for registration or start of program, activity, or event. Applicants must be a resident of the Champaign Park District, submit a current utility bill, Illinois driver's license or identification card, and provide verification of household income by submitting the first two pages of the most recent Federal Income Tax Return form. If total household income is equal to or less than the amounts listed on the income scale below, residents may be eligible for discounts on programs offered by the Park District (trips excluded). Household means a group of related or non-related individuals living as one economic unit and sharing living expenses, such as rent, clothes, food, medical, and utility bills.

Commented [JWS1]: Wouldn't it be easier for all parties to only request a SNAP number?

Illinois Department of Human Services – Income Guidelines – 1/27/2021

Number of People in Your Household	Maximum Gross Monthly Income	Maximum Gross Monthly Income (Age 60 and Over or Disabled)
1	\$ 1,755	\$ 2,127
2	\$ 2,371	\$ 2,873
3	\$ 2,987	\$ 3,620
4	\$ 3,603	\$ 4,367
5	\$ 4,219	\$ 5,113
6	\$ 4,835	\$ 5,860
7	\$ 5,451	\$ 6,607
8	\$ 6,067	\$ 7,353
9	\$ 6,683	\$ 8,100
10	\$ 7,299	\$ 8,847
Each additional person add	\$ 616	\$ 747

Confidential applications can be made to the Assistant Finance Director for partial or full financial assistance. If it is determined that a hardship exists which prevents an applicable resident from paying the program-applicable fee, the applicant will-shall be granted a fee reduction in-fee.

The Park District reserves the right to limit the dollar amount of scholarships awarded to an individual or family during the applicable program season. Individuals who do not reside in Champaign are not eligible for financial assistance.

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