# CHAMPAIGN PARK DISTRICT

**AGENDA**
**SPECIAL MEETING**
**BRESNAN MEETING CENTER**
**706 Kenwood Road**
**Champaign, Illinois**
**Wednesday, July 26, 2023**
**5:30 P.M.**

**A. CALL TO ORDER**

**B. PRESENTATION**

1.  William Owens – Amilia: SmartRec Software

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

**D. OLD BUSINESS**

1.  Approval of a Resolution in Recognition of a Staff Member

2.  Approval of Intergovernmental Agreement with City of Champaign for Hedge Park
    Staff recommends approval of an Intergovernmental agreement with the City of Champaign for Hedge Park.

**E. DISCUSSION ITEMS**

1.  SmartRec Software
2.  General Grant Opportunities

**F. COMMENTS FROM COMMISSIONERS**

**G. EXECUTIVE SESSION**

The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body; (2) collective negotiating matters involving the public body; and (5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

**H. RETURN TO REGULAR MEETING**

**I. ADJOURN**

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**REPORT TO PARK BOARD**

**FROM:**     **Sarah Sandquist, Executive Director**

**DATE:**     **July 26, 2023**

**SUBJECT: Approval of Agreement with the City for Hedge Park**

Background
The City of Champaign (City) approached the Park District in September of 2022 with the idea of incorporating a one-acre park development within the larger $36M Hedge Road Detention Basin Project in the Garden Hills neighborhood to be completed by fall of 2025. The City hired Clark Dietz Inc. to design the flood mitigation project, with Hitchcock Design Group (HDG) detailing the overall landscape and features in the park component. The City presented the overall concept at the November 9th, 2022, Regular Meeting. HDG has met periodically with the City and Park District Staff and Commissioners to edit park amenities and layout, with the last iteration attached. The design reflects a number of revisions, particularly within the last few months, addressing long-term durability of amenities and maintenance concerns. The attached plan highlights the following features and amenities: basketball goal, drinking fountain with mister, fitness equipment, grill, playground including net climber and swings, reading circle, shade structure, shade trellis, splash pad, and "Sutu" interactive ball wall.

A draft Intergovernmental Agreement has been prepared by Park District Counsel and City Attorney, with update attached as an exhibit to this memo.

Prior Board Action
*June 28, 2023 – Study Session:* The Board reviewed and discussed Hedge Park's design elements, recreation amenities and a draft of an intergovernmental agreement with the City of Champaign.

*July 12, 2023 – Regular Meeting:* The Board reviewed a draft of the intergovernmental agreement. Approval of the agreement was tabled until the City's requested revisions to the agreement have been received.

Recommended Action
Staff recommend approval of an Intergovernmental agreement with the City of Champaign for Hedge Park.

Prepared by:                                        Reviewed by:

Jarrod Scheunemann                           Sarah Sandquist
Director of Administrative Services        Executive Director

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CHAMPAIGN
PARK DISTRICT

**REPORT TO PARK BOARD**

**FROM:** **Sarah Sandquist, Executive Director**

**DATE:** **July 26, 2023**

**SUBJECT: General Grant Opportunities Discussion**

Background
The Illinois Department of Natural Resources (IDNR) will accept applications for the Open Space Land Acquisition and Development (OSLAD) grant and Land, Water, and Conservation Fund (LWCF) grant between July 3, 2023, to August 31, 2023, this year. OSLAD funding is limited to outdoor recreation amenities and this year the budget for OSLAD grants is $56,000,000 about twice the normal funding for the grant. Applications including a diversity of amenities are typically the most competitive, but a wide variety of project types are awarded. The grant is a 50% matching grant with the maximum award/reimbursement of $600,000. The time frame for completing an OSLAD grant funded project is normally two years from the time of award.

Budget Impact
The Park District is responsible for funding an entire project—typically up to $800,000—and under the OSLAD program would be reimbursed 50% (historically up to $400,000, but now a $600,000 maximum request is available) from the program. Grant awards for acquisition projects through LWCF are available for up to $1,725,000.

Discussion
Staff requests the Board direct staff about whether they should present grant application options for the Board to consider at a future meeting.

Prepared by:                                          Reviewed by:


Jarrod Scheunemann                          Sarah Sandquist
Director of Administrative Services          Executive Director

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**REPORT TO PARK BOARD**

**FROM:**     **Sarah Sandquist, Executive Director**

**DATE:**     **July 20, 2023**

**SUBJECT:**  **SmartRec by Amilia Report for Discussion**

Background

In 2005, the Park District transitioned to RecTrac as its registration software. Over the years RecTrac has become increasingly complicated and challenging to use for both staff and registrants. Additionally, the company was acquired by new ownership a few years ago and the IT and customer support has declined in the past few years, resulting in poor customer experience. A recent Park District User Engagement Survey highlights the poor user experience. When community members were asked to, "Share how much you agree with this statement: It is easy to register for Champaign Park District programs online," the Park District received an average score of 70/100 with 27% of participants rating the ease of registration as 50/100 or below.

With growing frustrations, staff pursued alternative options over the past few years in search of customer-friendly registration software. In 2022, staff received several software demonstrations and found SmartRec by Amilia. Staff have spent the past year diligently reviewing options, completed numerous demos, and have spoken with multiple other park districts to determine the best solution moving forward. SmartRec has emerged as the leader and after extensive research and engagement, staff believe the software is a great fit for the Park District and its future plans.

Staff view the SmartRec transition as one piece in a broader marketing plan that is being developed and implemented. This plan will provide the Park District with a new way to tell its story and attract patrons to programs through the elimination of the program guide, an updated website, and a registration software switch to SmartRec. SmartRec is a user-friendly, customer focused, software that creates a pleasant and polished online registration process. The software is mobile optimized, can be embedded directly on the Park District's website, and contrary to many other software solutions out there, will fit well with the new marketing strategy.

Budgetary Impact
Amilia traditionally charges $799/month plus 1% of all transactions on the software, and credit card fees of 2.75% plus a $0.30 per month transaction invoice. However, they have offered two introductory discounts options:

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1. Waive the monthly fee of $799 for 2 years, a $19,176 savings.
2. Reduce the monthly fee to $399/month for 5 years, a $24,000 savings.

In addition to the above ongoing fees, the Park District has multiple discounted options to consider for onboarding packages:

Premium Plan:
- Full Price: $7,000
  - Special Rate Virtual: $1,000
  - Special Rate (onsite training included): $4,000

Platinum Plan
- Full Price: $12,000
  - Special Rate Virtual: $4,000
  - Special Rate (onsite training included): $7,000

Finally, the District would have a one-time expense of $12,600 to purchase thirty (30) new credit card terminals. All other existing technology including cash drawers, cameras, and receipt printers are compatible with the new software.

For comparison, RecTrac cost the Park District $13,696.25 in FY22/23 with a base fee of $11,208.75 and $2,487.50 for six additional training and support calls. To date in this fiscal year the Park District has paid $12,273.24 for the base fee and has not required any additional invoiced support calls but does anticipate future training or support calls. Additionally, the Park District is a limited plan member which does not include all available modules, which are available with additional fees. SmartRec includes access to all features and unlimited IT support in their plan, with no hidden fees.

Conclusion
A contract is currently in review by Attorney Hall and staff plan to bring the contract back for approval on August 9. Prior to board action staff are seeking guidance on the two monthly options and the onboarding package options. Staff recommend the following options:

1. Reduce the monthly fee to $399/month for 5 years, a $24,000 savings.

2. Platinum Plan with onsite training included for $7,000.


Prepared by:                                          Reviewed by:

Jimmy Gleason                                         Sarah Sandquist
Director of Revenue Facilities                        Executive Director

Chelsea Norton
Director of Marketing & Development

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# Your Onboarding Includes

Enterprise

## Starter
*3 months* **$3,000**

**Business Process Analysis**
- Up to **3** hours of business assessment workshops

**Project Coordination**
- Weekly status call (30-min) with your Implementation Consultant

**Training**
- Full access to Amilia University
- Up to **8** hours of training webinars with your Implementation Consultant
- Access to webinar recordings

**Consulting**
- Up to **6** hours of consulting calls

## Premium
*4 months* **$7,000**

**Business Process Analysis**
- Up to **6** hours of business assessment workshops

**Project Management**
- Assigned project manager
- Weekly status call (60-min)
- Meeting agendas, minutes, action items reports
- Detailed project Gantt chart

**Training**
- Full access to Amilia University
- Up to **12** hours of training webinars with your Implementation Consultant
- Access to webinar recordings

**Consulting**
- Up to **9** hours of consulting calls

## Platinum
*5 months* **$12,000**

**Business Process Analysis**
- Up to **8** hours of business assessment workshops

**Project Management**
- Assigned project manager
- Weekly status call (60-min)
- Meeting agendas, minutes, action items reports
- Detailed project Gantt chart

**Training**
- Full access to Amilia University
- Up to **16** hours of training webinars with your Implementation Consultant
- Access to webinar recordings

**Consulting**
- Up to **12** hours of consulting calls

**Change Management**
- Change Management workshop (0.5 day) for Leadership team