

Skokie Park District Goals 2020-21

Final (updated June 2021)

	Start Date	End Date	Responsible Staff	Core Value/ Mission Statement Focus	Status	Comments
Administration						
Update refund and pass hold request procedures to accommodate online and phone in options	Jul-20	Sep-20	Labus/Amato	Service	Complete	Activity Modification Form and Refund Policy have been updated. A Fitness First Pass Modification and Renewal fillable digital form has been created.
Reevaluate fee assistance program and provide online access on website	Aug-20	Sep-20	Matos/Labus/Bottorff	Inclusiveness	Complete	Fee assistance application, scales, and information has been updated. Information is now available on the SPD website.
Complete a district wide equity audit (if funding is available)	Aug-20	Dec-20	Tuft/Marquardt	Service	Underway	Proposal signed, begin in June 2021
Provide SEED training for additional staff members through Skokie Cares	Oct-20	Apr-20	Tuft	Service/Inclusiveness	Complete	Michelle Tuft, Mary Amato, Corrie Guynn and Breanne Labus completed.
Determine use of forest preserve property along Church Street	Dec-20	Apr-21	Tuft/Guynn	First Rate Facilities	On hold	Planning is on hold.
Begin Distinguished Agency reaccreditation process	Oct-20	Oct-22	Admin Team	Innovation/Commitment	Complete	Process underway, will complete in fall 2021
Enhance staff trainings by providing tools and universal templates for staff to use	May-20	Apr-21	Labus	Teamwork/Commitment	Complete	COVID-19 Staff Training PowerPoint is available for staff to customize for facility trainings. Budget worksheets provided to Facility Managers to require staff to follow.
Upload all new hire paperwork on applitrack for digital completion	Jul-20	Sep-20	Hunt/Labus	Service	Complete	IT created forms to be uploaded in applitrack.
Update camp survey to provide guidance for 2021 summer camp offerings	Aug-20	Apr-20	Labus	Service/Commitment/ Innovation	Complete	Survey for camp 2021 was sent to parents and posted on social media in October 2020.
Implement a walking and movement initiative program community wide for fall 2020.	Aug-20	Sep-20	Labus	Service/Innovation Community	Complete	GO! Skokie Program began September 1, 2020. There were 280+ people registered.
Develop and implement a Juneteenth program with assistance of various community groups	20-Nov	May-21	Marquardt	Partnerships/Inclusiveness	Complete	Planning is done. Event scheduled June 19.
Implement alcohol policy throughout the district	20-Jul	Aug-20	Marquardt	Service	Complete	The Board approved the Alcohol ordinance on August 18.
Work with Oakton Center Manager to provide ACE's training to staff	Aug-20	May-21	Marquardt/Haben	Teamwork/Commitment	Moved to 2021-22	
Enhance evaluation procedures for programs and events	Sep-20	Apr-21	Labus	Service	Complete	Rate Our Programs, Services, and Facilities survey has been updated and is available/fillable on the webpage instead of using survey monkey. A QR code is linked to the survey for quick and easy access for the customers.
Capital Improvement Projects						
Note: Some capital projects are under facility goals						
Laramie Park - construction and closeout	Oct-19	Jan-21	Guynn	First Rate Facilities	Complete	
Oversee installation of backstops at Lyon/Laramie east	May-20	Oct-20	Guynn	First Rate Facilities	Complete	
Devonshire roof replacement	Oct-20	Apr-21	Guynn/Hacker/Horwitz	First Rate Facilities	Complete	
Asphalt Improvements-Devonshire/Sequoia/TLC/Lorel basketball court/Central path/SPTC/Weber/Laramie west lot	May-20	Aug-20	Guynn	First Rate Facilities	Complete	
Replace floor tile, various rooms	May-20	Jul-20	Hansen/Guynn	First Rate Facilities	Complete	
Park Services						
Develop a formal Commemoration Program for memorial benches, tree donations and brick donations at Skokie Heritage Museum, Veteran's Park and the Skatium	May-20	Oct-20	Guynn/Kirland/Ames/ Catania/Hanson/Marketing	Service	Complete	This program went live in late summer 2020 and has been used for several bench plaques, bricks and trees already.
In-house removal of playground equipment, sand surfacing, amenities and installation of new amenities and play surfacing at Gross Point/Navajo/Carol/Tecumseh	Feb-20	Apr-20	Guynn/Hacker/Ames/Gacki	Innovation/First Rate Facilities	Complete	
Oversee contracted installation of playground equipment at Gross Point/Navajo/Carol/Tecumseh	Mar-20	Jun-21	Guynn/Hacker	First Rate Facilities	Complete	
Install LED Sports Lighting-Terminal/Laramie/SSP	Sep-20	Apr-21	Guynn	Environmental Stewardship	Complete and carried forward to 2021-22	The lighting at Terminal is complete. The other two sites are budgeted for 21/22.
Plan and bid out playground equipment and installation for 2021	Nov-20	Feb-20	Guynn	First Rate Facilities	Underway	
Implement the Illinois Clean Energy Foundation Pollinator grant turning two acres of turf into pollinator friendly plants	Jul-20	Jun-21	Guynn/Ames/Hallm/Nano	Environmental Stewardship/Beautiful Open	Started and carried forward to 2021-22	
Purchase and install backup cameras on all remaining vehicles that do not currently have them	Aug-20	Apr-21	Hacker/Andruk	Safety	On hold	This project is on hold.
Develop and implement an Integrated Pest Management Plan	20-May	May-20	Guynn/Ames	Environmental Stewardship/Openness	Complete	
Complete web-based GIS amenity layer	May-20	Apr-21	Guynn	Innovation	Ongoing	The data entry is over 85% complete and will be ongoing as new amenities are installed and old ones are removed or replaced.

Skokie Park District Goals 2020-21

Final (updated June 2021)

	Start Date	End Date	Responsible Staff	Core Value/ Mission Statement Focus	Status	Comments
Begin underdrainage audit-all parks	Jul-20	TBD	Hacker/Guynn	Service	Ongoing	Structure locations are being identified and confirmed then staff will begin to camera the lines.
Business Services/IT						
Meet or exceed FY 2021 budgets	May-20	May-21	Staff/Schmidt	Sound Fiscal Management	Ongoing	
Finish FY 2020 audit	Jul-20	Sep-20	Portillo/Schmidt	Sound Fiscal Management	Complete	
Evaluate current performance review system and modify if so determined.	Aug-20	Mar-21	Seebacher/Schmidt	Innovation	Moved to 2021-22	
Develop and implement a formalized onboarding program for PT and FT staff.	Aug-20	Mar-21	Committee/Seebacher	Innovation	Complete	This project has launched.
Continue to improve flow/accuracy of invoice processing	May-20	Dec-20	BS Staff/Kirland/Hunt	Sound Fiscal Management	Ongoing	
Organize Office 365, eliminate duplication of files and streamline the system	May-20	Jan-21	Hunt/Kirland	Innovation	Ongoing	
Create/revamp intranet site	May-20	Aug-20	Hunt/Kirland	Innovation/Service	Complete	
Provide at least one training program for FT staff on Diversity	Sep-20	Apr-21	Seebacher/Marquardt	Inclusiveness/Service	Moved to 2021-22	Scheduled in June 2021
Automate POOCH Park Gates	20-May	Jul-20	IT Staff / Runkle	Innovation	Complete	
Reduce printing and paper usage	20-May	Apr-21	All Business Services Staff	Environmental Stewardship	Ongoing	
Investigate change in financial software	Oct-20	Apr-21	Hunt/Schmidt	Sound Fiscal Management	Moved to 2023-24	
Improve DHS Billing and stay on top of it	May-20	Apr-21	Matos/Schmidt	Sound Fiscal Management	Complete	Pamela zerd has taken over SPACE DHS billing as well as Learn and Play. Ann Perez and Iris Levin are handling camp.
Recreation, Revenue Facilities, Safety and Marketing						
<u>Athletics</u>						
Partner with the High Schools to offer two new athletic camps.	Dec-20	Jan-21	DeLeonardis	Service	Moved to 2021-22	Delayed due to COVID-19
Develop and implement a new marketing plan for Sports Park East	Oct-20	Dec-20	DeLeonardis/Bottorff/Marquardt	Service	Moved to 2021-22	
Increase league offerings to highlight Laramie Park	Aug-20	Feb-21	DeLeonardis	Service	Complete	This year, 32 teams participated in summer and fall baseball/softball which included 21 Colt, Palomino, Thoroughbred and High School baseball teams from surrounding communities
Develop and implement a new marketing plan for Laramie Park	Aug-20	Feb-21	DeLeonardis/Bottorff/Marquardt	Service	Complete	
Develop league survey to determine potential "pod" system for youth basketball scrimmages that will conform to COVID-19 guidelines.	Dec-20	Apr-20	DeLeonardis/Bottorff/Marquardt	Service	Not Possible	Due to COVID guidelines this was not possible
<u>Skokie Heritage Museum</u>						
Bell tower repairs	Apr-21	Jun-21	Guynn/Hacker/Hanson	First Rate Facilities	Moved to 2021-22	This project is planned for summer of 2021.
Tuckpointing	Aug-20	Apr-21	Guynn/Hanson	First Rate Facilities	Moved to 2021-22	
Update Skokie Heritage Museum's Operation Manual	May-20	Apr-21	Hanson	Service	Moved to 2021-22	
Update Skokie Heritage Museum's Emergency Action Plan	May-20	Feb-21	Hanson	Commitment	Complete	Completed February 2021
Develop two new online exhibits with Omeka	May-20	Apr-21	Hanson	Innovation	Complete	First exhibit to be completed mid -May; 2nd for August 2021
Develop two new school "field trip" options that are not in-person	Aug-20	Apr-21	Hanson	Innovation	Complete	Working on through Summer for Fall 2021; history of skokie kids and adult version of slide show completed to be used virtually or in-person at schools; waiting on video editing completion for video
<u>Oakton Community Center</u>						
Continue lighting replacement project by updating and adding lights on 2nd floor.	Nov-20	Apr-21	Haben	Environmental Stewardship/First Rate Facilities	Moved to 2021-22	Will complete when funding allows.
Develop New Culture Welcome Packet for Festival of Cultures	Jan-21	Apr-21	Zeid/Haben	Openness/Service	Moved to 2021-22	No Festival due to COVID.
RTU Replacement	Jun-21		Guynn/Hacker	First Rate Facilities	Moved to 2021-22	
Address park entry sign	Aug-21	Apr-21	Haben/Ames	First Rate Facilities	Complete	The sign was moved forward several feet.

Skokie Park District Goals 2020-21

Final (updated June 2021)

	Start Date	End Date	Responsible Staff	Core Value/ Mission Statement Focus	Status	Comments
Create two new programs and offering methods to implement in the winter and spring program guide	Jul-20	Apr-21	Oakton Team	Innovation	Complete	Winter complete (Santa Zoom and Family Nights) and spring (Bicycle Night).
Create new rules and regulations for senior lounge area	Jul-20	Sep-20	Haben/Fletcher	Service/Commitment/ Openness	Complete	Senior lounge rules and membership were implemented in Fall 2020.
Establish fillable registration forms and packets for SPACE for school year 21/22	Sep-20	Feb-21	Haben/Sakellaris/IT	Service	Complete	Online registration and fillable forms available for school year 21/22 registration.
Implement remote fintrac stations at SPACE sites for 21/22 school year	Jan-21	Apr-21	Haben/Sakellaris/IT	Service	Moved to 2021-22	Delayed due to COVID/no SPACE offered
<u>Devonshire Cultural Center</u>						
Update Devonshire Cultural Center Operations Manual	Sep-20	Apr-21	Devonshire Team	First Rate Facilities, Integrity & Teamwork	Moved to 2021-22	
Implement weekly supervisor meetings that include COVID-19 updates and add information to staff trainings	Jul-20	Apr-21	Horwitz	Commitment/Service	Complete	Staff met weekly to discuss updates and any changes to COVID19 protocol.
Create two new programs and offering methods to implement in the winter and spring program guide	Jul-20	Apr-21	Horwitz/Watson/Flintz	Innovation	Complete	Winter-DDE Bway Show, Valentine Baking, Family Night Art, Valentine Heart Attack, Radio Disaster Show, Holiday Carolers & Script Reading Happy Hours. Spring-Master Dance Workshop, Create & Bake, Spring Baking, Needle Felting Gnomes, Oklahoma, Cultural Arts Spring Break Camps, Onstage/Backstage & Show Choir.
Evaluate building hours and staffing during periods of high and low building activity and make adjustments where needed	Jul-20	Apr-21	Horwitz	Commitment/Service/ Innovation	Complete	Building hours were adjusted to accommodate limited programming hours. Staffing expenses were reduced approximately 75% (office staff) and 45% (maintenance staff) compared with budget.
Research and find three tools and products to increase efficiency of cleaning procedures	Jul-20	Apr-21	Sampath	First Rate Facilities	Complete	Implemented tools and products into cleaning procedures including backpack vaccum, disinfectant spray system and flat top mop.
<u>Tot Learning Center</u>						
Install accessible sidewalks from play areas to main walk	Aug-20	Apr-21	Guynn	First Rate Facilities/Accessibility	Complete	
Install split level unit	Aug-20	Oct-21	Hacker	First Rate Facilities	Moved to 2021-22	
Add age-appropriate outdoor curriculum and activities for all classrooms. Bring nature activities into the classroom	Jun-20	Oct-20	Khan	Innovation	Complete	
Research and bring online early childhood education webinars for staff	20-Jun	Apr-20	Khan	Commitment	Complete	
Work with DCFS to create separate sections for crawlers and non-crawlers in the infant classroom; if DCFS does not allow normal enrollment #s.	Jul-20	Sep-20	Khan	Safety	Complete	
<u>Emily Oaks Nature Center</u>						
Implement the Illinois Clean Energy Foundation solar panel grant	Jul-20	Apr-21	Guynn/Hansen	Innovation/Commitment	Ongoing	The panels have been installed and are operational. The educational signage is being completed and then the grant closeout documents will be submitted.
Seek to generate revenues options to make up the loss of revenue due to COVID-19 by creating two new offerings in winter and spring	Jul-20	Apr-21	EONC Team	Innovation/Sound Fiscal Management	Complete	
Safely and effectively run Growing Sprouts during the school year for morning and afternoon session	Sep-20	Apr-21	Hansen	Commitment/Service	Complete	
Analyze drainage issues and pond overflow, modify as needed	Jul-20	Apr-21	Hansen/Guynn	First Rate Facilities	Moved to 2021-22	
<u>Dammrich Rowing Center</u>						
Collaborate with North Suburban Rowing Crew to offer new rowing programs	Aug-20	Oct-20	Runkle	Service	Moved to 2021-22	
<u>Skatium</u>						
Initiate ice rink renovation in 2021	20-Aug	21-Sep	von Helms/Marquardt	First Rate Facilities	Moved to 2021-22	PARC grant has been secured and planning has begun.
Develop and implement a prioritized list of strategies targeting a three-year implementation to build hockey offerings through classes and leagues.	20-Sep	23-Sep	Glickman	Service	Moved to 2021-23	
Increase skating programming for adult skaters by offering new on and off ice classes and competition	20-Sep	20-May	Hathway	Service	Complete	New adult class added
Increase secondary offerings for Basic Skills level skaters	20-Sep	May-20	Hathway	Service	Moved to 2021-22	Looking to reconfigure Tuesday and Thursday schedule starting Fall of 2021 to maximize program offerings. Access to camp opened up for lower level skaters.
Update all training manuals for Ice operations to include COVID-19 guidelines and protocols	Apr-20	May-20	von Helms	Commitment/Teamwork	Complete	
Re-evaluate ice rental policy and implement	May-20	Apr-21	von Helms	Sound Fiscal Management	Complete	New pricing policy begins summer of 2021.
<u>Aquatics</u>						

Skokie Park District Goals 2020-21

Final (updated June 2021)

	Start Date	End Date	Responsible Staff	Core Value/ Mission Statement Focus	Status	Comments
Install domestic hot water heater at Devonshire	Nov-20	Apr-21	Runkle	First Rate Facilities	Complete	
Work with sponsorship coordinator to secure sponsorship advertising on bucket and tubes.	Jan-21	Apr-21	Runkle/Bottorff	Sound Fiscal Management	Moved to 2021-22	
Replace dive well gutters	Sep-20	Sep-20	Runkle	First Rate Facilities	Complete	
Repair dive well cracks	Aug-20	Oct-20	Runkle	First Rate Facilities	Complete	
Sand blast and paint dive well pool	Oct-20	Oct-20	Runkle	First Rate Facilities	Complete	
SWP replace domestic hot water heater	Nov-20	Apr-21	Runkle	First Rate Facilities	Moved to 2021-22	
SWP sand blast and paint bucket pool	Jun-20	Jun-20	Runkle	First Rate Facilities	Complete	
SWP replace Life guard chairs	Jun-20	Jun-20	Runkle	First Rate Facilities	Complete	
<u>Golf</u>						
Update all training manuals for the golf operations including cashier protocols, driving range, mini-golf and batting cage operations.	May-20	Jul-20	Lee	Service	Complete	
Improve use of social media to promote SPD golf throughout the year by increasing posts at least once a month.	May-20	Ongoing	Lee	Service/Innovation	Ongoing	
Establish Facebook/Twitter plan to include postings by at least 12 times per year.	May-20	Ongoing	Lee	Service/Innovation	Ongoing	
Redesign golf guide with marketing department.	Sep-20	Dec-20	Lee/Bottorff	Commitment	Moved to 2021-22	
Research and develop golf feeder program co-op between SPD, District 219 and Tam Golf Course.	Aug-20	Dec-20	Lee	Service/Innovation	Moved to 2021-22	Delayed due to Covid
Work with marketing to develop new promotional materials that target corporate rentals.	Oct-20	Dec-20	Lee/Bottorff/Marquardt	Sound fiscal management	Moved to 2021-22	Delayed due to Covid
<u>Marketing</u>						
Identify areas for improvement on all websites, including the primary district site.	Jul-20	Apr-21	Bottorff	Service/Innovation	Complete	
Lead a three-hour marketing seminar for all rec and facilities staff	Jul-20	Apr-21	Bottorff/ Pozner / Walker	Commitment/Service	Moved to 2021-22	Delayed due to COVID
Up the district's social media game, led by the new coordinator, with more frequent and interesting posts.	Jul-20	Apr-21	Bottorff/Keating	Service/Innovation	Complete	
Transition more district advertising from print to social media.	Jul-20	Apr-21	Bottorff/Pozner	Service/Innovation	Complete	
Permanently add activity links to all online program guides.	Jul-20	Apr-21	Bottorff/Pozner	Commitment/Service	Complete	
Convert pdf online forms to e-forms	Jul-20	Apr-21	Bottorff/Walker	Commitment/Service	Complete	
Coordinate marketing message for facility rentals with alcoholic beverages.	Aug-20	Dec-20	Bottorff/Marquardt	First Rate Facilities, Service, Fiscal Management	Moved to 2021-22	
Create new marketing plans for Oakton and Skatium.	Dec-20	Dec-20	Bottorff/Haben/von Helms	Service/Innovation	Moved to 2021-22	
<u>Weber/Fitness First</u>						
Renovate 1st floor west and 2nd floor bathrooms	Oct-20	Apr-21	Guynn/Amato	First Rate Facilities	Complete	The west bathrooms were repainted. The 2nd floor bathrooms will be repainted. Larger purchases (counters, sinks, hardware) are on hold.
Update current Fitness First membership hard copy forms; create new online forms and transition cus	Sep-20	Apr-21	Amato/Bever	Service/Commitment	Complete	
Create an onboarding and training system for part time staff at Weber Customer Service desks	Sep-20	Apr-21	Amato/Wilson	Commitment/Teamwork	Complete	
Implement building cleaning protocols for maintenance and custodians including training, building	Sep-20	Apr-21	Amato/Rizzo/Pietrukaniec	Commitment/Teamwork	Moved to 2021-22	Cleaning Protocols, including cleaning charts have been completed. Zones are complete but not in use with the lowered maintenance staff schedule and building use. Quarterly projects and maintenance training still need to be completed.
Research new nightly cleaning companies and options. Implement if necessary.	Sep-20	Apr-21	Amato	Service	Moved to 2021-22	Move to 21/22. We will utilize WLC maintenance for all cleaning. This will be revisited when Weber begins to generate revenue.
Improve the online gymnasium schedule	Sep-20	Apr-21	Amato/DeLeonardis	Service	Moved to 2021-22	