

## Skokie Park District Goals 2021-22

May 1, 2021

	Start Date	End Date	Responsible Staff	Core Value/ Mission Statement Focus	Status	Comments
<b>Administration</b>						
Complete a district wide equity audit	May-21	Apr-22	Tuft/Marquardt	Service	In-progress	
Determine use of forest preserve property along Church Street	Oct-21	Apr-22	Tuft/Guynn	First Rate Facilities		
Complete Distinguished Agency reaccreditation process	May-21	Oct-21	Admin Team	Innovation/Commitment	In-progress	
The recreation department will create and implement one new Multi-Cultural Holiday event or series celebrating a variety of holidays for the diverse Skokie community in Winter 2021.	May-21	Jan-22	Labus/Rec	Inclusiveness		
The recreation department will create and implement four new programs, events, or workshops in the Summer 2021, Fall 2021, Winter 2022, and Spring 2022 brochures that will cover a variety of ages and themes	May-21	Apr-22	Labus/Rec	Innovation		
Collaborate with IT department to restructure the Camp Parent Survey in Office365 to send camp families at the conclusion of the camp 2021 season that will better collect useful information and feedback that can be implemented in camp 2022.	Jun-21	Sep-22	Labus/Hunt	Service/Commitment		
Create a Program Analysis tool for full-time staff to internally evaluate and improve programs, events, and camps on an annually basis beginning in Spring 2022.	Sep-21	Apr-22	Labus/Rec	Service/Commitment		
Conduct a Full-Time in person safety training day	May-21	Apr-22	Marquardt/Runkle	Service/Commitment		
Create QR Code Inspections throughout District	1-Aug	Apr-21	Marquardt/Runkle	Innovation		
Develop and implement Skokie's first Juneteenth Event	1-May	Jun-21	Marquardt	Inclusiveness	underway	
Provide at least one training program for FT staff on DEI	1-May	Oct-21	Marquardt	Inclusiveness	underway	scheduled for June 2021
Work with Oakton Center Manager to provide ACE's training to staff.	1-May	Jan-22	Marquardt/Haben	Service		
Lead two ACE's sessions with Skokie Community members.	1-May	Apr-22	Marquardt	Service		
Work with DEI consultant(s) to develop a Diversity Committee and serve as committee head.	1-May	Nov-21	Marquardt	Inclusiveness		
Oversee the Skatium renovation project.	1-Oct	Aug-22	Marquardt/Guynn/VonHelms	First Rate Facilities		
<b>Capital Improvement Projects</b>						
<b>Note: Some capital projects are under facility goals</b>						
Playground/Park renovations at Hamlin, Peccia, Playtime, Pohatan and Shabonee	May-21	Aug-21	Guynn	First Rate Facilities/Leisure/ Sound Fiscal Management	Underway	
Plan for Lorel and Menominee playground renovations	Sep-21	Feb-21	Guynn	First Rate Facilities		
Emerson basketball court relocation/park improvements	May-21	Aug-21	Guynn	First Rate Facilities/Leisure		
Hamlin sports courts replacement/reconfiguration	Jun-21	Oct-21	Guynn	First Rate Facilities/Leisure		
Asphalt improvements-Hamlin, Devonshire, TLC, Navajo, Peccia, Pohatan, Emerson, Park Services, Oakton tennis lot, Lockwood path	Jun-21	Aug-21	Guynn	First Rate Facilities		
Tennis court crack repair-Skokie Park Tennis Center, Main/Hamlin Tennis Center, Emerson	Jun-21	Aug-21	Guynn	First Rate Facilities/Leisure	Underway	
<b>Park Services</b>						
Install LED Sports Lighting at Laramie and Sports Park	Jul-21	Nov-21	Guynn	Environmental Stewardship		
Implement the Illinois Clean Energy Foundation Pollinator grant turning two acres of turf into pollinator friendly plants	May-21	Nov-21	Guynn/Ames/Hallm/Nano	Environmental Stewardship/Beautiful Open	Underway	The project has begun with approximately one of two acres planted. The Hamlin site is in the process of being planted.
Purchase and install backup cameras on all remaining vehicles that do not currently have them	Jul-21	Dec-21	Hacker/Andruk	Safety	On hold	
Complete web-based GIS amenity layer	May-21	Apr-21	Guynn	Innovation	Ongoing	The data entry is over 90% complete and will be ongoing as new amenities are installed and old ones are removed or replaced.
Begin underdrainage audit-all parks	Jul-21	Apr-21	Hacker/Guynn	Service	Ongoing	Structure locations are being identified and confirmed after which we will begin to camera the lines.

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Little Free Library installation	1-Jun	Aug-21	Guynn	Innovation/Commitment/ Community Partnerships		
Cricket pitch installation	1-May	Jun-21	Guynn	Leisure		
Vehicle purchases-stake bed, supervisor pickup, dump truck	1-May	Nov-21	Guynn	Service		
Develop web-based public facing tree inventory with select amenity items and park info	1-Jun	Dec-21	Guynn	Innovation		
<b>Business Services/IT</b>						
Meet or exceed FY 2021-2022 budgets	May-21	Apr-22	Staff/Schmidt	Sound Fiscal Management	Ongoing	
Complete FY 2021 audit	Jul-21	Oct-21	Portillo/Schmidt	Sound Fiscal Management	Ongoing	
Improve bank reconciliation timing	May-21	Apr-22	Portillo/Schmidt	Sound Fiscal Management	Ongoing	
Finance Skatium project	Jan-22	Jan-22	Schmidt	First rate Facilities	Started	
Revise/Update Performance Review System	Aug-21	Apr-22	Seebacher/Schmidt/Tuft	Innovation/Commitment		
Annual update to Investment Policy if needed	Mar-22	Mar-22	Schmidt	Sound Fiscal Management		
Provide at least one full time training program for Full time staff	Oct-21	Oct-21	Seebacher/Schmidt	Innovation/Commitment		
Find a New Time and Attendance System	May-21	Aug-21	IT/HR/PR /Accounting Teams	Sound Fiscal Management	In Process	
Update the IT policy	Sep-21	Apr-22	Hunt/Schmidt	Sound Fiscal Management		
Investigate online waiting room for camp registration	Jul-21	Nov-21	Hunt/Schmidt	Service/Innovation		
<b>Recreation, Revenue Facilities, Safety and Marketing</b>						
<b><u>Athletics</u></b>						
Partner with the High Schools to offer two new athletic camps.	Dec-20	Oct-21	DeLeonardis	Service		
Develop and implement a new marketing plan for Sports Park East	Oct-20	Aug-21	DeLeonardis/Bottorff/Marquardt	Service		
Develop and implement a table tennis tournament	Oct-21	Dec-21	DeLeonardis	Innovation/Service		
Develop and implement instructional spring cricket program	Mar-22	Apr-22	DeLeonardis	Service		
Develop league survey to determine potential "pod" system for youth basketball scrimmages that will conform to COVID-19 guidelines.	Dec. 20	Oct-21	DeLeonardis/Bottorff/Marquardt	Service		Will offer after summer camps 2021 and start up instruction program in Fall 2021
<b><u>Skokie Heritage Museum</u></b>						
Bell tower repairs	Apr-21	Jun-21	Guynn/Hacker/Hanson	First Rate Facilities		This project is planned for summer of 2021.
Update Skokie Heritage Museum's Operation Manual	May-20	May-21	Hanson	Service	In-progress	
Tuckpointing	Aug-21		Guynn/Hanson	First rate Facilities	In-progress	
UV window treatment	Aug-21		Guynn/Hanson	First Rate Facilities	In-progress	
Incorporate two new contractual after school educational programs into the Museum offerings.	May-21	Feb-22	Hanson	Innovation		
Look into the feasibility of obtaining an INDR Museum grant to develop the green area into an archive and educational space.	May-21	Apr-22	Hanson	Service		
Develop two "How-to" in person or virtual workshops to programming options.	May-21	Apr-22	Hanson	Innovation		
<b><u>Oakton Community Center</u></b>						

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Continue lighting replacement project by updating and adding lights on 2nd floor.	Nov-20	Apr-22	Haben	Environmental Stewardship/First Rate Facilities		Roll over from 20/21.
Develop New Culture Welcome Packet for Festival of Cultures	Jan-21	Apr-22	Zeid/Haben	Openness/Service		Roll over from 20/21.
RTU Replacement	May-21	Jun-22	Guynn/Hacker	First Rate Facilities		This project will be completed in June of 2021.
2nd floor flooring improvements	Aug-21	Apr-22	Haben/Guynn	First rate Facilities		Roll over from 20/21.
Work with Active Adult Supervisor to evaluate and re-structure Active Adult program offerings.	May-21	Apr-22	Gorelick/Haben	Service, Creativity		
Change FOC layout to create an inviting entrance area.	Sep-21	Apr-22	Haben/Guynn	Service, Intergrity		
Use technology to alleviate workload of School-Age Supervisors.	Sep-21	Apr-22	Fletcher/Haben	Service, Integrity		
Update and upgrade rental/party applications.	Sep-21	Apr-22	Haben/Zeid/VanDenBosch	Service, Commitment		
<b><u>Devonshire Cultural Center</u></b>						
Update Devonshire Cultural Center Operations Manual.	May-21	Apr-22	Devonshire Team	First Rate Facilities, Integrity & Teamwork	In progress	Roll over from 20/21.
Begin cyclical replacement of classroom heating units.	Aug-21	Nov-21	Hacker/Guynn	First rate Facilities	In progress	
Provide eight Arts in the Parks events across various Skokie Park District park locations.	May-21	Sep-21	Horwitz/Flintz/Watson	Teamwork/Innovation	In progress	
Maintain sound fiscal management & commitment by implementing alcohol sales at appropriate Devonshire events.	May-21	Apr-22	Horwitz	Commitment		
Increase creativity and innovation by revising curriculum and rebranding theatre/circus classes as Devonshire Playhouse Academy.	May-21	Apr-22	Horwitz/Watson	Service		
Incorporate the element of inclusivity in programs by providing one program/event per season that supports either multi-age gathering, cultural focus, racial focus, gender variety, or wide ranging physical or emotional abilities and challenges.	May-21	Apr-22	Horwitz/Flintz/Watson	Inclusivity		
<b><u>Tot Learning Center</u></b>						
Install split level A/C unit	Aug-21	Aug-21	Hacker	First Rate Facilities		
Train three staff on processing new child enrollment and billing through Rec-Trac and Main-Trac	Jan-22	Jan-22	Khan	Teamwork		
Work with The Talking Farm staff to bring on board a "Nature Educator"	Sep-21	Mar-22	Khan	Service		
Work with the Illinois State Department to bring back a mental health consultant who trains staff to recognize early signs of emotinal distress in children.	Jun-21	Aug-21	Khan	Innovation		
Research and implement online Early Cchildhood Education webinars for TLC staff to participate.	Aug-21	Apr-22	Khan	Innovation		
<b><u>Emily Oaks Nature Center</u></b>						
Analyze drainage issues and pond overflow, modify as needed	Sep-21	Apr-21	Hansen/Guynn	First Rate Facilities	Ongoing	Grading work will be done in the fall to help move the water toward existing drainage structures. Carry-over from 2020-21.
Split level replacement	Aug-21	Oct-21	Hacker/Guynn/Hansen	First Rate Facilities		
Explore the options and feasibility of expanding classroom space for use by Growing Sprouts, Little Earth Scouts and Earth Adventures.	May-21	Apr-22	Hansen	Service, Commitment		
Develop and offer two opportunities for the public to learn more about and/or share experiences with rooftop solar in residential and business settings.	May-21	Apr-22	Hansen	Environmental Stewardship		
<b><u>Dammrich Rowing Center</u></b>						
Collaborate with North Suburban Rowing Crew to offer new rowing programs	Aug-20	Oct-21	Runkle	Service	Underway	Will be offering collaborative learn to row program targeting diverse participants in Summer 2021.
Increase rowing program participation by 25% with North Suburban Crew	May-21	Apr-22	Runkle	Service		
<b><u>Skatium</u></b>						

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Initiate ice rink renovation in 2021	Apr-22	Sep-22	von Helms/Marquardt	First Rate Facilities	Underway	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.	May-21	23-Sep	Glickman	Service	Ongoing	Glickman has begun assessing needs.
Teach maintenance staff how to change the blade on the Zamboni	Aug-21	Apr-22	von Helms	Teamwork		
Increase secondary offerings for Basic Skills level skaters	Sep-21	Apr-22	Hathway	Service		Looking to reconfigure Tuesday and Thursday schedule starting Fall of 2021 to maximize program offerings.
Restructure Front Desk operations	Jun-21	Aug-22	von Helms	Teamwork		
Teach Superintendent of Facilities how to drive the Zamboni	Aug-21	Oct-21	von Helms/Marquardt	Teamwork		
<b><u>Aquatics</u></b>						
Work with sponsorship coordinator to secure sponsorship advertising on bucket and tubes.	Jan-21	Apr-21	Runkle/Bottorff	Sound Fiscal Management		
SWP replace domestic hot water heater	Oct-21	Apr-22	Runkle	First Rate Facilities		
Create, develop Electronic forms (rescues, daily inspections, water chemistry)	Jun-21	Apr-22	Runkle	Innovation		
Develop new entrance and exit at SWP	May-21	Jun-21	Runkle	First Rate Facilities	Complete	
<b><u>Golf</u></b>						
Asphalt improvements-golf course entrance/hole 2-3 transition	Jun-21	Sep-21	Guynn	First Rate Facilities		
Research and develop golf feeder program co-op between SPD, District 219 and Tam Golf Course.	May-21	Oct-21	Lee	Service/Innovation		
Work with marketing to develop new promotional materials that target corporate rentals.	May-21	Jun-21	Lee/Bottorff/Marquardt	Sound fiscal management	Underway	
Redesign golf guide with marketing department.	Sep-21	Dec-21	Lee/Bottorff	Commitment		
Hire two additional golf pros	May-21	Jan-22	Lee	Service		
Create and implement new rental fee plan	Jun-21	Jul-21	Lee/Marquardt	Sound fiscal management		
<b><u>Marketing</u></b>						
Coordinate marketing message for facility rentals with alcoholic beverages.	May-21	Sep-21	Bottorff/Marquardt	First Rate Facilities, Service, Fiscal Management	underway	
Conduct a resident survey of digital and in-home brochure usage.	Aug-21	Nov-21	Bottorff	Commitment/Service/Fiscal Management		
Work with Skatium and Oakton managers on new marketing plans.	Jul-21	Oct-21	Bottorff/Haben/Von Helms	Commitment/Service		
Lead a series of monthly marketing seminars online during recreation and facilities staff meetings, alleviating some of the confusion that seems to have grown as marketing has exploded into a more digital discipline. Stations will include "Life of a Brochure," RecTrac/WebTrac and the Website," "Keeping Your Web Pages Fresh," "How Sponsorship Can Work For You," "Marketing Plans," etc.	Nov-21	Jan-22	Bottorff	service		
<b><u>Weber/Fitness First</u></b>						
Implement building cleaning protocols for maintenance and custodians including training, building zones, and quarterly projects	May-21	Apr-22	Amato/Rizzo/Pietrukaniec	Commitment/Teamwork		Roll over from 20/21
Research new nightly cleaning companies and options. Implement if necessary.	May-21	Apr-22	Amato	Service		Roll over from 20/21
Improve janitorial practices by adding recycling training, additional bins, and providing multi-language recycle signs.	Oct-21	Apr-22	Amato	Environmental Stewardship		
Create a new training system and 'how to' manual for gym equipment	Oct-21	Apr-22	Amato	Service		
Offer one new Weber Center facility wide event in Spring 2022	Oct-21	Apr-22	Amato/Bever/Wilson	Teamwork/Innovation		

**Skokie Park District Goals 2021-22**

May 1, 2021

	Start Date	End Date	Responsible Staff	Core Value/ Mission Statement Focus	Status	Comments
Create new onboarding and off-boarding system for Employee Fitness First Passes	May-21	Apr-22	Amato/Bever	Service/Commitment		
Implement building cleaning protocols for maintenance and custodians including training, building	May-21	Apr-22	Amato/Rizzo/Pietrukaniec	Commitment/Teamwork	Underway	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
Improve the online gymnasium schedule	Sep-21	Apr-22	Amato/DeLeonardis	Service	Moved to 2021-22	