

Skokie Park District Goals 2022-23							
May 1, 2022/Status Updated December 2022							
	Start Date	End Date	Responsible Staff	Core Value/ Mission Statement Focus	Status	Comments	
Administration							
Obtain concepts/cost estimates for phased improvements at SSPE/SSP	Jun-22	Apr-23	Tuft/Schmidt/Marquardt/Guynn	First Rate Facilities	Delayed	Professional services for planning to be budgeted for 23/24.	
Redesign and implement translation services for the district.	May-22	Jul-22	Marquardt	Inclusiveness/Service	Completed	Translation list "button" was added to intranet for staff to reference if translation services are needed.	
Complete equity audit of the district.	Aug-22	Nov-22	Marquardt	Inclusiveness/Service	Cancelled		
Implement a DEI/Camp Kindness Ambassador program for camp 2022. Consider implementing district wide.	May-22	Sep-22	Labus	Inclusiveness/Service	Completed	Camp Kindness Ambassador program was implemented at camp in 2022. This program was rolled out at SPACE for school year 22/23 and will be a part of camp 2023.	
Enhance the Fee Assistance Program by offering assistance on Pool and Fitness Memberships along with incorporating an assistance program for refugee families	May-22	Apr-23	Labus	Inclusiveness/Service	Completed	Fee Assistance now includes pool passes and fitness memberships. In summer 2022, fee assistance for pool passes was rewarded to nine refugee families.	
Collaborate with Marketing Department to create a recruitment video and attractive job opening flyer for part-time and full-time staff	May-22	Apr-23	Labus/Bottorff	Service/Innovation	Completed	Flier done. Video pending, but will not be completed until after May 2023.	
Collaborate with Human Resource Manager to create and implement a referral and incentive program for part-time and full-time staff	May-22	Apr-23	Labus/Gualano	Service/Innovation	Move to 2023-24	Researched different options and decided to implement in 2023/2024 fiscal year.	
Work with DEI consultant(s) to develop a Diversity Committee and serve as committee head.	1-May	Nov-21	Marquardt	Inclusiveness	Move to 2023-24	Mary Amato will be working on this goal in 2023-24	
Create a plan to address native american park names.	22-Sep	Apr-23	Tuft/Guynn/Hanson-Putziger	Inclusiveness/Service	Underway	Work will continue in 2023-24	
Develop a land acknowledgement statement and a plan on how to use it.	22-Sep	Apr-23	Tuft/Guynn/Hanson-Putziger	Inclusiveness/Service	Completed	Listening session complete, board will approve in June 2023	
Form a committee and reinstitute employee appreciation events.	22-Sep	Apr-23	Labus/Bottorff	Inclusiveness	Completed	Quarterly meet ups were implemented.	
Consider feasibility of lighted pickleball courts at sand volleyball courts at Skokie Water Playground.	22-Sep	Apr-23	Tuft/Guynn/Marquardt	First Rate Facilities	Completed		
Investigate options for including a diversity statement for minority and woman owned businesses in the district's purchasing policies.	22-Aug	Apr-23	Guynn/Marquardt/Schmidt	Inclusiveness	Completed	A statement and selection box has been added to the in-house revamped bid document for publicly bid projects.	
Capital Improvement Projects							
Note: Some capital projects are under facility goals							
Convert Laramie ballfield lights to LED	Jun-22	Jun-22	Guynn	Environmental Stewardship	Completed		
Replace Lorel and Menominee Park playgrounds	May-22	Jul-22	Guynn	Beautiful Open Spaces	Completed		
Plan Central Park renovations	Dec-22	Apr-23	Guynn	Beautiful Open Spaces	Completed		
Renovate Lockwood tennis and basketball courts	Jul-22	Oct-22	Guynn	Leisure Time Pursuits	Completed		
Renovate Oakton tennis courts	Jul-22	Oct-22	Guynn	Leisure Time Pursuits	Completed		
Complete Skokie Park Tennis Center (SPTC) crack repairs	Jul-22	Aug-22	Guynn	Leisure Time Pursuits	Completed		
Replace Oakton bus	May-22	Dec-22	Guynn	First Rate Facilities	Completed		
Park Services							
Install Skokie Sports Park East native plantings/apiary/woodchip path	May-22	Nov-22	Hallm/Riely/Guynn	Environmental Stewardship/Beautiful Open Spaces	Underway		
Plant natives at Peccia Park	May-22	Nov-22	Hallm/Nano/Guynn	Environmental Stewardship/Beautiful Open Spaces	Completed	Completed by staff and some volunteer assistance.	
Replace water fountains - SPTC(2), Lee Wright (1), Lockwood (1)	Oct-22	Apr-23	Hacker/Guynn	First Rate Facilities	Completed		
Convert stake bed dump truck.	Jun-22	Oct-22	Hacker/Bechoja/Guynn	First Rate Facilities	Completed		
Renovate sign beds at Lockwood, Peccia, and Pohatan	Jul-22	Nov-22	Hallm	Environmental Stewardship/Beautiful Open Spaces	Completed		
Install GIS signs with QR codes	1-May	Oct-22	Guynn	Innovation	Completed		
Create virtual park tours	1-May	Apr-23	Guynn	Innovation	Underway	These are being completed as time allows.	

Install solar panels at Park Services	1-Sep	Nov-22	Guynn	Environmental Stewardship	On hold	On hold as we wait for the provider to secure materials and permits.
Replace ball field sideline turf at three fields	1-Sep	Nov-22	Hallm/Gacki	Beautiful Open Spaces	Ongoing	The sidelines at both Central Park fields were completed.
Business Services/IT						
Finish move of main servers to 7500	May-22	Jul-22	Hunt/IT/Schmidt	Service/Innovation	Completed	
Finish District audit fy 2022 by 09/2022	May-22	Sep-22	Schmidt/Portillo	Sound Fiscal Management	Completed	
Finish UKG time and attendance system implementation	May-22	Jul-22	IT/HR/WGS	Innovation/Commitment	Completed	
Implement Multi Factor Authentication System	May-22		IT/WGS	Innovation/Commitment	Move to 2023-24	
Implement Mimecast Security awareness training	May-22		IT/Staff	Service/Innovation	Completed	
Improve on bank reconciliations timing	May-22		WGS/Portillo	Sound Fiscal Management	Ongoing	
Meet or exceed FY 2022-2023 budget	May-22		Staff/WGS	Sound Fiscal Management	Ongoing	
Implement onboarding system through UKG	May-22	Oct-22	HR/IT/WGS	Innovation/Commitment	Completed	
Create a Server Maintenance Policy	Sep-22		IT/WGS	Innovation/Commitment	Move to 2023-24	
Recreation, Revenue Facilities, Safety and Marketing						
<u>Aquatics</u>						
Complete new entrance improvements at Skokie Water Playground	May-22	Jun-22	Hacker/Runkle	First Rate Facilities	Completed	
Replace hot water heater at Skokie Water Playground	Sep-22	Dec-22	Runkle	First Rate Facilities	Completed	
Create social media "take-over" on pool twitter account (see the facilities through the eyes of teens and young families)	May-22	Jul-22	Runkle/Bottorff	Service/Innovation	Completed	
Address drop slide leak at Devonshire Pool	Jul-22	Apr-23	Runkle/Marquardt/Guynn	First Rate Facilities	Move to 2023-24	
Work with sponsorship coordinator to secure sponsorship advertising on bucket and tubes.	May-22	Apr-23	Runkle/Bottorff	Sound Fiscal Management	Not Pursuing	
<u>Athletics</u>						
Partner with the High Schools to offer two new athletic camps.	Jun-22	Sep-22	DeLeonardis	Service/Innovation	Tabled	High Schools are not interested in partnering on athletic camps. Baseball Camp and Flag Football Training Camps were added instead for summer 2023.
Develop and implement a new marketing plan for Sports Park East	Oct-22	Feb-23	DeLeonardis/Bottorff/Labus	Service	Postponed	Will undertake after SPE is developed.
Develop and implement a table tennis tournament fall/winter	Aug-22	Dec-22	DeLeonardis	Innovation/Service	Completed	Instead expanded tennis program to include tournaments and added additional table tennis offerings.
Develop and implement instructional summer cricket program	Jun-22	Aug-22	DeLeonardis	Service	Completed	Offered in the summer 2022 and 2023.
Research and implement Tennis Tournament/League	May-22	Apr-23	Labus/DeLeonardis	Innovation	Completed	Two part League format, summer-fall
<u>Dammrich Rowing Center</u>						
Replace front entrance door	May-22	Feb-23	Runkle	First Rate Facilities	Completed	
Replace south garage door	May-22	Oct-22	Runkle	First Rate Facilities	Completed	
Look into new partnerships and programs to create additional revenue	May-22	Apr-23	Runkle/Marquardt	First Rate Facilities	Completed	
<u>Devonshire Cultural Center</u>						
Paint ceiling vestibule.	Jul-22	Nov-22	Guynn	First Rate Facilities	Completed	
Install solar panels	Apr-22	May-22	Guynn	First Rate Facilities/Environmental Stewardship	Completed	

Replace Preschool cabinets	Oct-22	Dec-22	Horwitz	First Rate Facilities	Completed	
Create and offer a Food & Art Festival	Sep-22	Apr-23	Horwitz	Creativity/Innovation	Modified	New staff altered this goal and created two new events (Children's Literacy and Pet Paint).
Hire a contracted professional in Intimacy Coordination to support cast members in theatrical productions where sensitive topics are addressed.	Oct-22	Dec-22	Horwitz	Inclusiveness	Not Pursuing	
Create and provide an onboarding welcome video for new Devonshire staff.	Jan-23	Apr-23	Horwitz	Commitment	Underway	Completing the script and setting up schedule with videographer
Emily Oaks Nature Center						
Replace HVAC unit	Jul-22	Nov-22	Hacker/Guynn	First Rate Facilities	Completed	
Complete the revisions and updates to the Land Management Plan.	May-22	Apr-23	Hansen	Commitment	Move to 2023-24	
Develop a schedule to reopen the Woodland Wander Inn art shows.	May-22	Apr-23	Hansen	Service	Completed	Art shows will resume in summer 2023.
Update the Emily Oaks Facility Operations manual with all information needed for annual operations, maintenance, and emergencies.	May-22	Apr-23	Hansen	Commitment	On-going	Winter 2023 project; moved to fall 2023.
Marketing						
Create facility virtual tours with online 360 photos	May-22	Jan-22	Guynn/Bottorff	Innovation	Completed	The public space shoots are mostly completed. The completed shoots are on the facility web pages and GIS.
Redesign digital brochures to make them truly digital	May-22	Jun-22	Bottorff/Pozner	Innovation	Completed	
Conduct deep-dive marketing plan meetings with Fitness First and Devonshire	Nov-22	Apr-23	Bottorff	First Rate Facilities	Move to 23-24	
Design an abbreviated printed brochure	May-22	July-22	Bottorff/Pozner	Innovation	Completed	
Reconstruct the Skokie Festival of Cultures website	May-22	Jan-23	Bottorff/Walker	Innovation	Completed	
Coordinate marketing message for facility rentals with alcoholic beverages	June-22	April-23	Marquardt/Bottorff	First Rate Facilities/ Service	Move to 23-24	
Work with park services on new park signage and GIS signs that link to the website	May-22	April-23	Guynn/Bottorff/Walker	Innovation/Beautiful Open Spaces	Completed	
Identify and make SPD website upgrades throughout the fiscal year	May-22	April-23	Bottorff/Pozner	Innovation	Completed	
Redo shelter/facility rentals page on website	May-22	Dec-22	Guynn/Bottorff	Innovation	Completed/Underway	The rental shoots are completed. Updates to the website are being planned.
Claim Park District google search engine sites and add/update pictures	Jun-22	April-23	Bottorff/Pozner	Service	Completed	All facilities and most parks are complete.
Oakton Community Center						
Replace second floor lighting fixtures	May-22	Nov-22	P. Haben/Hacker/Guynn	First Rate Facilities	Completed	
Replace RTU	May-22	May-22	Hacker/Guynn	First Rate Facilities	Completed	
Repair roof	Jul-22	Oct-22	Hacker/Guynn	First Rate Facilities	Ongoing	Repairs are done and have largely mitigated the issues, but more repairs will be budgeted for 23/24.
Create and implement a digital request form for Exploritorium birthday parties.	May-22	Nov-22	Fletcher/Mergler	First Rate Facilities	Completed	
Research and re-structure Exploritorium daily entrance fees and program offerings.	May-22	Apr-23	Fletcher/Mergler	First Rate Facilities/ Service	Completed	Added Exploritorium programs and events in spring and summer 2023. New daily rates implemented summer 2023.
Pooch Park						
Plan and implement Pooch Park improvements, including public input.	Oct-22	Apr-23	Tuft/Guynn/Fletcher/Labus	First Rate Facilities	Move to 2023-24	Working with the City of Evanston on planned improvements.
Skatium						
Work with or without SAHA to redevelop the hockey house league program	Jul-22	Sep-22	VonHelms/New Hockey Director	Service	Completed	SAHA merged with Evanston and became MAHA. The Park District is developing players with the skills and confidence to continue on as house players or with travel hockey.
Train all Skatium staff on the new refrigeration system	Aug-22	Sep-22	VonHelms/Hathaway/Luecke	Service	Completed	
Provide safety training on working with Ammonia	Aug-22	Sep-22	VonHelms/Hathaway/Luecke	Service	Completed	
Create a marketing plan for the reopening of the Skatium including a skate school logo, improved schedule of classes, and assist in planning a grand re-opening event(s)	Jul-22	Sep-22	VonHelms/Hathaway/Luecke	First Rate Facilities/ Service	Completed	Delayed opening forced a quick reopening. Skatium is looking to do a 50 year anniversary event.

Develop a skating parents education series	Jul-22	Dec-22	Hathaway	Service	Completed	A parents skating table was provided in the rink lobby the weekend of December 10, 2022. Parents were provided information and ideas.
Skokie Heritage Museum						
Look into the feasibility of obtaining an IDNR Museum grant to develop the green area into an archive and educational space.	May-22	Apr-23	Hanson-Putziger	Service	Postponed	No grants were offered in 2022 or 2023.
Update, enhance, and promote the Historic Downtown Skokie Walking and Bike Tours.	May-22	Apr-23	Hanson-Putziger	Innovation	Move to 2023-24	Updates will be implemented in Fall 2023.
Provide a 'Who's Who' document for the part-time and full-time new hire onboarding .	May-22	Feb-23	Hanson-Putziger/Labus	Service	Underway	The 'Who's Who' document has been created and staff are working on inputting all the staff's pictures and information to the document. Moved to HR department.
Sports Park/Golf						
Replace tent	May-22	May-22	Marquardt	First Rate Facilities	Completed	
Install additional netting -Weber Park Golf Course	May-22	Jul-22	Marquardt	First Rate Facilities	Completed	
Replace mini golf carpeting	Jun-22	Apr-23	Guynn/Hejnowski	First Rate Facilities	Move to 2023-24	Work has begun.
Purchase additional tarps/heaters for more stations	Sep-22	Dec-22	Guynn/Hejnowski	First Rate Facilities	Move to 2023-24	
Replace East/West netting	Oct-22	Dec-22	Guynn/Hejnowski	First Rate Facilities	Completed	
Purchase three mowers, utility cart and SandPro	May-22	May-23	Savoie	First Rate Facilities	Completed	
Work with marketing to develop promotional materials targeting corporate rentals.	May-22	Jun-22	Guynn/Hejnowski/Bottorf	First Rate Facilities	Underway	
Hire two additional golf pros	May-22	Aug-22	Hejnowski	Service	Move to 2023-24	
Create and implement new rental fee plan	May-22	Jun-22	Guynn/Hejnowski	Sound fiscal management	Completed	
Implement new Trackman System	May-22	Nov-22	Guynn/Hejnowski	First Rate Facilities	Completed	
Tot Learning Center						
Replace Split level HVAC unit	Aug-22	Aug-22	Hacker	First Rate Facilities	Completed	
Research and conduct an onsite staff training on DEI (Diversity, Equity, Inclusion).	May-22	Jun-22	Khan	Inclusiveness	Completed	
Apply and bring in the ISBE state-funded free breakfast and snack program.	May-22	Sep-22	Khan	Service	Completed	Grant was awarded. Free snacks provided for the fall session.
Recruit staff and open the toddler classroom that has been non-operational since the pandemic.	May-22	Sep-22	Khan	Service	Completed	
Weber/Fitness First						
Replace Fitness First exercise equipment.	May-22	Jun-22	Bever/Amato/Guynn	First Rate Facilities	Completed	
Renovate west corridor bathrooms and second floor bathrooms	Oct-22	Aug-23	Amato/Guynn	First Rate Facilities	Move to 2023-24	
Install solar panels	Jul-22	Nov-22	Guynn	Environmental Stewardship	On hold	On hold as we wait for the provider to secure materials and permits.
Create new onboarding and off-boarding system for Employee Fitness First Passes	May-22	Apr-23	Amato/Bever	First Rate Facilities	Completed	
Replace room 105, west hallway, and west entrance flooring and lighting	Aug-22	Feb-23	Amato/Guynn	First Rate Facilities	Completed	
Standardize birthday party packages and rentals amongst Weber, Oakton, and Devonshire	May-22	Dec-22	Amato/Guynn/Fletcher/Horwitz	Service	Completed	Weber increased fees in September 2022. Oakton and Devonshire updated fees in December 2022. All birthday party fees are consistent.
Create a bounce house reservation system and cleaning schedule.	May-22	Jul-22	Amato	Commitment	Completed	