

Skokie Park District Goals 2017-18

May 1, 2017

	Start Date	End Date	Responsible Staff	Core Value/Mission Statement Focus	Status	Comments
Administration						
Update refund request procedures to accommodate online and phone in options	Feb-17	Apr-17	Tuft/Marquardt	Service	Moved to 17/18	Refund policy has been put on hold due to the recent Rec Trac upgrade, this would effect updating any procedures. Michelle, Jon, Vilma and Crystal need to meet to finalize policy before
Review core values to determine if diversity should be added	May-17	Dec-17	Ohrlund/Tuft/Marquardt	Service	Moved to 17/18	
Establish online registration procedures for picnic permits	May-17	Apr-18	Tuft/Kirland/Putziger	Service	Underway	
Develop Credit card storage policy/procedure	May-17	Apr-18	Tuft/Putziger/Schmidt	Service		
Oversee Weber renovation project to completion	May-17	Oct-17	Tuft/Guynn	First Rate Facilities	Underway	
Plan development of new Park Services facility	Jan-17	Apr-17	Ohrlund/Rea/Park Services Staff	First Rate Facilities	Underway	
Administration - Diversity						
Implement District wide "Welcome" signs at all District facilities	May-17	Jan-17	Marquardt/Bottorff	Openess		Smaller versions of the sign would be put at District parks.
Implement District wide nametags that highlight what additional languages staff are fluent in.	May-17	Jan-18	Marquardt/Bottorff	Openess/Service		Nametags would have the staff members name written in the language they are fluent in.
Establish a translator list of staff and possibly community members	May-17	Apr-18	Marquardt/Bottorff	Openess/Service		This list would be available at all facilities. Staff on the list would be on call for any translating assistance.
Develop immigrant/refugee program policy for fee discounts	May-17	Apr-18	Tuft/Marquardt	Service		
Capital Improvement Projects						
Central Park - color coat tennis courts			Rea/Park Services Staff	First Rate Facilities		
Devonshire Park - color coat basketball courts			Rea/Park Services Staff	First Rate Facilities		
Devonshire Aquatic Center - replace dive well pump and motor			Runkle	First Rate Facilities		
Devonshire Aquatic Center - lap pool heater replacement			Runkle	First Rate Facilities		
Emily Oaks Nature Center - greenhouse replacement			Hansen	First Rate Facilities		
Emily Oaks Nature Center - reroof all three shelters with asphalt shingles			Hansen	First Rate Facilities		
Hamlin Park - install drinking fountain in park and remove the shelter one			Rea/Park Services Staff	First Rate Facilities		
Laramie Park - color coat basketball and tennis courts			Rea/Park Services Staff	First Rate Facilities		
Lawler Park - hard court renovations to include rebuilding the basketball courts to include Fut-sol soccer			Rea/Park Services Staff	First Rate Facilities, Innovation		
Main Hamlin Tennis Complex - color coat tennis courts			Rea/Park Services Staff	First Rate Facilities		
Skokie Water Playground - replace main pool heater			Runkle	First Rate Facilities		
Oakton Community Center - replace sink counters in restrooms			VanHyning	First Rate Facilities		
Norman Schack Park - replace and renovate playground, paver & concrete repairs			Rea/Park Services Staff	First Rate Facilities		
Norman Schack Park - color coate tennis courts			Rea/Park Services Staff	First Rate Facilities		
Skokie Sports Center - rebuild target greens			Lee/Savoie	First Rate Facilities		
Terminal Park - color coat tennis court			Rea/Park Services Staff	First Rate Facilities		
Weber/Skatium - upgrade energy management system, add Zero Zone system US Comm.			Gallagher/Tuft	First Rate Facilities		Skatium Main & Studio Controls
Weber/Skatium - replace main rink flat roof			Rea/Park Services Staff	First Rate Facilities		
Weber/Weber Leisure Center - replace Weber and gym roof			Rea/Park Services Staff	First Rate Facilities		
Weber/Weber Leisure Center - replace gym score boards and controls			Marquardt/DeLeonardis	First Rate Facilities		
Weber/Weber Golf Course - crack repairs and path resealing			Lee/Savoie	First Rate Facilities		
Village bike path - install outdoor fitness stations			Rea/Park Services Staff	Innovation		
Skokie Sport Park East - design development			Ohrlund	Innovation		
Weber/Weber Leisure Center & Fitness First renovation			Tuft/Guynn/Weber & FF Staff	First Rate Facilities		
Service Center - design and renovation of new Park Services building	May-17	Apr-18	Ohrlund/Rea/Park Services Staff	First Rate Facilities		
Park Services						
Rebuild/regrade infields at:			Gacki/Parks Staff	First Rate Facilities	Underway	
Expand the electronic facility inspections (Emily Oaks Nature Center)	May-17	Apr-18	Kirland	First Rate Facilities	Underway	
Redesign three Park ID sign Landscape beds -			Ames/Landscape Staff	Innovation		
Modify Picnic tables to comply with ADA Guidelines			Hacker/Operations Staff	First Rate Facilities		
Refinish ID signs -	May-16	Jul-16	Ames/Hacker/Landscape and Operations Staff	Integrity	Completed	
Analyze use of BB/tennis courts to consider conversion to hardcourt soccer or other use			Rea/Park Services Staff	First Rate Facilities		Lawler being converted. Analysis continues
Repaint playground structures at several locations			Hacker/Operations Staff	First Rate Facilities		
Replenish playground surfacing (Engineered Wood Fiber) at several locations			Hacker/Operations Staff	First Rate Facilities		
Recertify as Certified Playground Safety Instructor (CPSI)			Hacker/Operations Staff	Safety		
Keep current all Distinguished Agency files, documents and calendar	May-17	Apr-18	Kirland	Service	On going	
Tree inventory and landscape design for 7500 Frontage Road			Ames/Landscape Staff			
New landscape design for Fitness First			Ames/Landscape Staff			
PDRMA Review	May-17	Oct-17	Kirland/Park Services Staff	Safety	Underway	
Business Services/IT						
Meet and/or exceed FY 2017-2018 Budget	May-17	Apr-17	WGS All Staff	Sound Fiscal Management	Ongoing	
Stay up on Health Care Reform	May-17	Apr-18	Lynn	Sound Fiscal Management		
Complete FY 2017 Audit by September 2017	May-17	Sep-17	WGS NP	Sound Fiscal Management		
Successful "Fire-Up" of 7500	May-17	Dec-17	IT Boys	Innovation		
Move IT Department to 7500	Aug-17	Dec-17	IT Boys	Innovation		
Annual yupdates to Investmenbt Policy if needed	Oct-17	May-18	WGS	Sound Fiscal Management		
Improve Flow/accuracy of invoice processing	May-17	Apr-17	WGS/NP/SC	Sound Fiscal Management		
Internal Control of credit card information	May-17	Oct-17	DP/WGS/MT	Sound Fiscal Management	carry over	

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Recreation, Revenue Facilities, Safety and Marketing						
<u>Administration</u>						
Enhance evaluation procedures for programs, camps, etc.	May-17	Aug-17	Marquardt	Service		Trends Task Force was assigned this goal. It has been made a priority for 2017/18
Develop performance measures, customer requirements and business plans for all core program areas	May-17	Jan-18	Marquardt	Sound Fiscal Management		Trends Task Force was assigned this goal.
Recreation staff are encouraged to attend two training sessions in their respected field. These are in addition to IPRA and/or IPRA conference training sessions.	May-17	Apr-18	Marquardt	Service/Innovation/Commitment		It is necessary to keep up to date with the current trends and policies to annually attend additional training sessions.
<u>Athletics</u>						
Build on existing youth development sports through D219 feeder sports with potential to expand and offer for additional sports for elementary grades .	Jun-17	Apr-17	Bob Deleonardis	Community Partnership		
Develop and expand more summer sport specific camps within the High Schools as well as contractually.	Jun-17	Apr-17	Bob Deleonardis	Community Partnership		
Host a cultural specific event to encourage resident non-users to learn about specific programs	Aug-17	Apr-17	Bob Deleonardis	Diversity		
Expand use of social media for marketing of programs/special events/scheduling	Jun-17	Dec.-18	Bob Deleonardis	Innovation		
<u>Emily Oaks Nature Center</u>						
Hire and train new Program Naturalist (teen and adult programming and outdoor recreation trips)	Jan-18	Apr-18	Lee Hansen	Service		Carry-over from 2017. Pursue when Program Naturalist position is vacated.
Install new work stations for staff who are currently without desks, phones or computers.	May-17	Dec-17	Lee Hansen	Innovation		
Explore expansion of outdoor play area for tot programming.	Aug-17	Mar-17	Lee Hansen	Creativity		
Install swale/rain garden along west perimeter of Nature Center.	Jun-17	Apr-17	Lee Hansen	Environmental Stewardship		
Investigate staff scheduling options at the front desk due increased visitor attendance on weekends.	May-17	Jul-17	Lee Hansen	Service		
<u>Skokie Heritage Museum</u>						
Develop events to celebrate the Museum's 25 th Anniversary. (Amanda and Kaitlin)	May-17	Nov-17	Amanda Hanson and Kaitlin Pell	Creativity		
Develop more summer outdoor programming	May-17	Sep-17	Amanda Hanson and Kaitlin Pell	Creativity		
For photo usage requests, set-up means to pay online and develop way to have the requestors be able download images online.	May-17	Dec-17	Amanda Hanson	Innovation and Service		
Look into the feasibility of and process necessary for an emergency preparedness plan for the archives.	May-17	Apr-17	Amanda Hanson	Commitment		
Begin scanning process for SPD board minutes.	May-17	Apr-17	Amanda Hanson	Innovation		
Continue National Registry application process	Jan-17	Sep-17	Amanda Hanson	Innovation		
Veterans' Park Brick project development	Mar-17	May-17	Amanda Hanson	Community Partnerships		
<u>Oakton Community Center</u>						
Re-brand senior programs into active adult programs	May-17	Apr-18	Sullivan, VanHynning	Innovation Sound Financial Management		
Convert light fixtures in program rooms to LED fixtures	Sep-17	Dec-17	VanHynning	Management		
Develop and implement new system to monitor lounge area	May-17	Dec-17	Sullivan, VanHynning	Innovation		
Replace countertops and sinks in restrooms	Sep-17	Dec-17	VanHynning	First Rate Facilities		
Develop a new training system for drivers of 15 passenger vans	Nov-17	Mar-18	Sullivan, VanHynning	Commitment		
Expand offerings for Exploritorium birthday party packages	Sep-17	Dec-17	Amato	Innovation		
Offer one new creative class for active adults	Sep-17	Apr-18	Sullivan	Innovation		
Expand the use of social media for programs at Oakton	May-17	Apr-18	Sullivan, Amato, Eschker	Innovation		
Offer online registration for SPACE program	Jan-18	Apr-18	Eschker	Service		
Create online reservation system for Oakton facility rentals	Aug-17	Dec-17	Zeid	Innovation		
<u>Devonshire Cultural Center</u>						
Rebuild the participation and revenue for the Visual Arts program	5/1/17	4/30/18	Kathy Day	Creativity and Sound Fiscal Management Innovation and Sound Fiscal Management		
Develop and implement new ad sale guidelines	9/1/17	1/1/18	Robin Horwitz	Management		
Implement the use of a list of on-call staff who assist when customers need translation services. (at Devonshire)	5/1/17	1/1/18	Robin Horwitz	Diversity Innovation and Community Partnership		
Devise a plan for better storage of theatre set pieces and equipment via storage outside the facility.	1/1/18	4/30/18	Robin Horwitz/Evans Poulos	Partnership		
Research availability of green tickets and programs (digital) for playhouse shows	5/1/17	12/1/17	Robin Horwitz, Caryn Watson, Kathy Day	Innovation, Service and Creativity		
Add electronic signage indicating activity location in the building.	5/1/17	1/1/18	Robin Horwitz, Jim Bottorf	Creativity and Service Innovation and Sound Fiscal Management		
Explore the possibility of wine/beer sales for Devonshire adult oriented events.	5/1/17	1/1/18	Robin Horwitz Robin Horwitz, Caryn Watson,	Management Innovation, Service and Creativity		
Expand use of social media for marketing programs.	5/1/17	1/1/18	Kathy Day	Creativity		
<u>Tot Learning Center</u>						
Receive NAEYC reaccreditation for 2018	Oct-17	Sep-18	Fouzia Khan & TLC FT Staff	Program Management		
Renew DCFS IL license for another 3-year term.	Jun-17	Dec-17	Fouzia Khan & TLC FT Staff	Program Management		
Recruit/bring on board a music enrichment class for ALL children enrolled at TLC.	May-17	Oct-17	Fouzia Khan	Creativity and Service Innovation, Service and Creativity		
Integrate Diversity in TLC curriculum. Subsequently, plan, organize and host a diversity and/or multi-cultural family event at TLC.	May-17	Feb-18	Fouzia, TLC FT staff & PPC	Creativity		
Develop programming to provide children the opportunity to gain hands-on experience in planting/harvesting and eating healthy foods.	May-17	4/30/18	Talking Fram Staff & Fouzia Khan	Innovation & Creativity		

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<u>Safety</u>						
Successfully complete the PDRMA Loss Control Review Program	May-17	Nov-17	Runkle/Safety Committee			
<u>Skatium</u>						
Install electronic security door to ramp in Skatium main office	Aug	Sep-17	Gallagher	First Rate Facilities		
Develop new marketing strategies to increase participation in LTS hockey	Aug-17	Mar-18	Glickman	First Rate Facilities		
Replace 2011 sport vending machine with dual purpose machine - sport and snack	Jun-17	Apr-18	Gallagher	Fiscal Management		
Enter into new service contract for roof top units	Sep-17	Apr-18	Gallagher	First Rate Facilities		
<u>Aquatics</u>						
Install pool heaters for main pool at SWP & Lap Pool at DAC	May-17	Jun-17	Runkle	First Rate Facilities		
Convert Splash passes to new retract	May-17	Sep-17	Runkle	Innovation & Service		
Update locker room floors at SWP & DAC	May-17	Jun-17	Runkle	First Rate Facilities		
<u>Golf</u>						
Oversee installation of new Mondo flooring on golf range deck	May-17	Jun-17	Lee	First Rate Facilities		Project start dependent on warm temps for proper adhesion.
Oversee renovation of golf landing field including target greens, irrigation & drainage	May-17	Apr-18	Lee / Savoie	First Rate Facilities, Service, Fiscal Management		Improving sightlines for customers, reduced maintenance costs
Oversee security camera and software replacement	May-17	Nov-17	Lee / Hunt	First Rate Facilities		Improved system leading to better security monitoring
<u>Marketing</u>						
Manage the reconstruction of the Park District's website	May-17	Dec-17	Bottorff	Openness, Innovation, & Service		Project should be complete in 6-9 months, but no guarantees
Co-facilitate the staff diversity task force	May-17	Apr-18	Marquardt/Bottorff	Openness/Service		
Manage the implementation of Facebook "events" and "offers" features	May-17	Apr-18	Bottorff/Pozner	Openness, Innovation, & Service		
Manage the software training and the rebuild of the Scream Scene and Backlot Bash websites on a new platform	May-17	Apr-18	Bottorff/Walker	Openness, Innovation, & Service		The current website platform for these sites are no longer supported
Manage staff training on the new Park District website Content Management System	Jan-18	Apr-18	Bottorff/Pozner/Walker	Openness, Innovation, & Service		
Train marketing staff in operation of Edens Billboard and conceptualize appropriate targeted ads for that marketing vehicle	May-17	Apr-17	Bottorff/Pozner/Walker	Openness, Innovation		
<u>Weber/Fitness First</u>						
Complete Weber Center renovation, including FF&E selection and bidding process, successfully manage staff and participant experience rotating through the various parts of the construction phasing plan, and oversee public communication pieces	May-17	Dec-17	Guynn	First Rate Facilities		
Develop, market, implement, and evaluate new Weber Center youth general interest programs, special events, and birthday party packages	May-17	Apr-18	Guynn / Schnoor	Program Management		
Create a cohesive customer experience throughout facility by training and facilitating team building for all part-time staff together	May-17	Apr-18	Guynn / Bever / Reynolds / Schnoor	Openness, Innovation, & Service		
Implement an online facility rental registration option	Nov-17	Apr-18	Reynolds	Service		
Create and implement an evaluation tool for fulltime staff to use on existing programs to make impactful changes in program offerings	Sep-17	Apr-18	Schnoor	Program Management		
Develop, implement, and track new fitness member onboarding procedures	Sep-17	Feb-18	Bever	Innovation & Service		

Mary Amato	MA
Steve Ames	SA
Jim Bottorff	JB
Sonia Cannon	SC
Kathy Day	KD
Bob DeLeonardis	BD
Nancy Eschker	NE
John Gacki	JG
Frank Gallagher	FG
Mathew Gaudett	MG
Emily Guynn	EG
Jeff Hacker	JH
Lee Hansen	LH
Amanda Hanson	AH
Robin Horwitz	RH
David Hunt	DH
Fouzia Khan	FK
Dima Kirland	DK
Rich Lee	RL
Jon Marquardt	JM
John Ohrlund	JO
Kaitlin Pell	KP
Nancy Portillo	NP
Rachel Pozner	RP
David Putziger	DP
Mike Rea	MRR
Scott Runkle	SR
Alvin Sampath	AS
Jon Savoie	JS
Bill Schmidt	BS/WGS
Lynn Seebacher	LS
Lisa Sullivan	Lisa
Michelle Tuft	MT
Crystal Van Hying	CV
Scott Walker	SW
Caryn Watson	CW
Pamel Zeid	PZ