

# Skokie Park District Goals 2016-17

FINAL UPDATE April 30, 2017

	Start Date	End Date	Responsible Staff	Core Value/Mission Statement Focus	Status	Comments
<b>Administration</b>						
Update refund request procedures to accommodate online and phone in options	Feb-17	Apr-17	Tuft/Marquardt	Service	Delayed	Refund policy has been put on hold due to the recent Rec Trac upgrade, staff to finalize policy before procedures put in place.
Investigate the evaluation process and implement changes if warranted	Nov-16	Jan-17	Tuft/Seebacher	Innovation	Delayed	Changes, if any, would occur in 2017-18
Develop a permit application for all ordinance related requests	Nov-16	Mar-17	Tuft/Kirland	Innovation	Completed	Form on website
Completed facility inspections district wide	May-16	Apr-17	Tuft/Rea/Kirland	First Rate Facilities	30%	Skokie Heritage Museum, Oakton Community Center completed, Devonshire Cultural Center first floor, remainder due in August
Analyze resident/non-resident fee policy	May-16	Apr-17	Tuft	Service	Ongoing	Likely no change on policy
Review youth foundation bylaws, consider changes to a parks foundation	Aug-16	Feb-17	Ohrlund	Service	Completed	Bylaws in place, consider changes
Investigate e-waivers and e-signatures for RecTrac to eliminate excess paper	Jan-17	Apr-17	Tuft/Schmidt Hunt/Putziger	Environmental Stewardship	Delayed	Not starting until after RecTrac upgrade is well established
Gender preference (restroom/washroom) policy and get Board approval	Jul-16	Feb-17	Marquardt/Ohrlund	Openness	Completed	No longer view as a policy, now part of operations procedures
Coordinate with Skokie Police on security camera access	Jul-16	Nov-16	Ohrlund/Runkle	Service	In progress	Cameras installed at Winnebago Park as test case. Awaiting Comcast
Review core values to determine if diversity should be added	Jul-16	Sep-16	Ohrlund/Tuft/Marquardt	Service	Ongoing	Diversity Committee Mission Statement approved
Acquire property for new Park Services facility	Apr-16	Dec-16	Ohrlund	First Rate Facilities	Completed	
Sell existing Park Services facility	Dec-16	Apr-17	Ohrlund	First Rate Facilities	Underway	Finalize upon completion of the new facility and move in April 2018
Plan development of new Park Services facility	Jan-17	Apr-17	Ohrlund/Rea/Park Services Staff	First Rate Facilities	Underway	Design approved by Board 4/18/2017
<b>Capital Improvement Projects</b>						
Devonshire - parking lot repairs	May-16	Sep-16	Rea	First Rate Facilities	Completed	
Replace unit heaters (Devonshire Aquatic Center and Weber Park Golf Course)	May-16	Jul-16	Hacker	First Rate Facilities	Completed	
Devonshire - theatre light board plus electric	May-16	Mar-17	Horwitz	Leisure Time Pursuits	Completed	
Devonshire - 17 LED theatre lighting instruments	May-16	Apr-17	Horwitz	Leisure Time Pursuits	Completed	
Emily Oaks Nature Center - stain exterior wood and visitor facility	May-16	Apr-17	Rea	First Rate Facilities	Completed	
Emily Oaks Nature Center - replace roof and gutters on visitor facility	May-16	Oct-16	Rea	First Rate Facilities	Completed	
Color coat tennis courts (Lauth and Oakton Parks)	May-16	Sep-16	Rea	First Rate Facilities	Completed	

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Color coat basketball courts (Lockwood, Lorel, Peccia and Pohatan Parks)	May-16	Sep-16	Rea	First Rate Facilities	Completed	
Replace roof top unit at Oakton Community Center	May-16	Aug-16	Rea/Hacker	First Rate Facilities	Completed	
Oakton Park - north diamond, regrade, slot drain	May-16	Apr-17	Gacki/Ames	First Rate Facilities	Completed	
Exploritorium - renovate washrooms	Oct-16	Apr-17	Rea	First Rate Facilities	Completed	
Skokie Water Playground - SCS water play structure repair/replace manifold	Sep-16	Mar-17	Runkle	First Rate Facilities	Underway	Repaired, spring - concrete
Skokie Water Playground - pool pump preventive maintenance	Sep-16	Sep-16	Runkle	First Rate Facilities	Completed	
Skokie Sports Park - replace conveyor elevator for auto ball feeding system	May-16	Jul-16	Lee/Tuft	First Rate Facilities	Completed	
Timber Ridge Park - replace west playground - wooden structure	May-16	Sep-16	Rea	Leisure Time Pursuits	Completed	
Veterans Park - Veterans memorial paver bricks or other memorial	May-16	Sep-16	Rea	First Rate Facilities	Completed	
Weber Park Golf Course - install filtration system on rinse pad to meet IL IEPA (Illinois Environmental Protections Agency) standards	May-16	Apr-17	Savoie/Lee	First Rate Facilities	Completed	
Replace main front doors at Oakton Community Center	May-16	Sep-16	VanHying/Rea	First Rate Facilities	Completed	
<b>Park Services</b>						
Apply for grant for Winnebago Park playground	May-16	TBD	Rea/Hacker/Gacki	Innovation	Completed	Received Cooperative purchase discounts
Develop replacement schedules for all HVAC equipment	May-16	Aug-17	Rea/Hacker	First Rate Facilities	Underway	
Rebuild/regrade infields at Oakton Parks (N & S), Laramie Park (W), Terminal Park	Jun-16	Apr-17	Gacki	First Rate Facilities	Completed	
Expand the electronic facility inspections (Oakton and Devonshire)	May-16	May-17	Kirland	First Rate Facilities	Underway	Oakton Community Center is completed, Devonshire partially complete
Redesign three Park ID sign Landscape beds - Sequoia & Lawler Parks & Oakton/Knox	May-16	Oct-16	Ames	Innovation	Completed	
Modify Picnic tables to comply with ADA Guidelines	May-16	Apr-17	Hacker	First Rate Facilities	Underway	Delayed for Summer, 2017. Hiring out welding work
Refinish ID signs - Lawler, Gleiss, Tennis Complex, Lockwood, Terminal, Winnebago & Lee Wright	May-16	Jul-16	Ames/Hacker	Integrity	Completed	
Install a memorial water feature at Gleiss Park	May-16	Aug-16	Ames/Hacker	Innovation	Completed	
Develop soccer field rainout guidelines and procedures	Jul-16	Apr-17	Ames/Gacki	Innovation	Underway	New Athletic Field specialist hired in March
Analyze use of BB/tennis courts to consider conversion to hardcourt soccer or other use	May-16	Sep-16	Hacker	First Rate Facilities	Ongoing	Lawler being converted. Analysis continues
Repaint playground structures at several locations	May-16	Apr-17	Hacker	Service	Completed	

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Replenish playground surfacing (Engineered Wood Fiber) at several locations	May-16	As needed	Park Services Staff	Service	Completed	
Recertify as Certified Playground Safety Instructor (CPSI)	May-16	Sep-16	Hacker	Service	Completed	
Keep current all Distinguished Agency files, documents and calendar	May-16	Apr-17	Kirland	Service	Ongoing	
<b>Business Services/IT</b>						
Meet and/or exceed FY 2016-2017 budget	May-16	Apr-17	Schmidt/All staff	Sound Fiscal Management	Completed	
Stay up on health care reform	May-16	Apr-17	Seebacher	Sound Fiscal Management	Completed	
Completed District wide security cameras	May-16	Apr-17	Hunt/Putziger	Service	All deployed	Waiting to install EONC
Completed FY 2016 Audit by September 2016	May-16	Sep-16	Schmidt/Portillo	Sound Fiscal Management	Completed	
Successful upgrade to Vermont Systems Inc.	Oct-16	May-17	Hunt/Putziger	Innovation	Completed	
Successful upgrade to MSI	Sep-16	Oct-16	Schmidt/Hunt/Putziger	Innovation	Completed	
Successful replacement of data equipment in the three hubs	Jun-16	Sep-16	Hunt/Putziger	Innovation	Completed	
Annual updates to Investment Policy if necessary	Oct-16	May-17	Schmidt	Sound Fiscal Management	Completed	
Find a new provider for Wellness Screening	May-16	Oct-16	Seebacher	Service	Completed	
Improve flow/accuracy of invoice processing with input from affected staff	May-16	Apr-17	Schmidt/Portillo/Cannon	Sound Fiscal Management	Underway	Continuing efforts to improve
Internal control of credit card information	May-16	Apr-17	Schmidt	Sound Fiscal Management	Underway	
Install smart chip technology for all credit card transactions	May-16	Jan-17	Hunt/Putziger	Sound Fiscal Management	Completed	
Review/update document destruction policy and write guidelines for staff use	Jul-16	Apr-17	Schmidt	Openness	Underway	
Review/update email retention policy and write guidelines for staff use	Jul-16	Apr-17	Schmidt	Openness	Underway	
Review District's Personnel Policy Manual to ensure compliant with current law	Jun-16	Feb-17	Seebacher	Sound Fiscal Management	Completed	
Evaluate District's employee recognition program with ERP Committee and update	Jun-16	Apr-17	Seebacher	Service	Completed	New program devised
Evaluate District's salary structure for Full Time staff regarding new Federal Labor Standards Act/Overtime salary test going into effect 1/1/2017	May-16	Oct-16	Seebacher	Sound Fiscal Management	Completed	

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<b>Recreation, Revenue Facilities, Safety and Marketing</b>						
<b><u>Administration</u></b>						
Implement trends task force and identify future demands	May-16	Feb-17	Marquardt	Innovation	Completed	Team includes; Marquardt, Hanson, Schnoor, Amato, Watson and Bever.
Establish/implement cross functional team to assess service quality of programs	May-16	Feb-17	Marquardt	Teamwork/Innovation	Completed	Team includes; Marquardt, Hanson, Schnoor, Amato, Watson and Bever. Combined with Trends Task Force
Enhance evaluation procedures for programs, camps, etc.	Oct-16	Apr-17	Marquardt	Service	Moved to 17/18	Move to 2017/18, goal of Trends Task Force
Analyze the affiliate agreements including fees charged for field use and make changes if necessary	May-16	Jan-17	Marquardt/DeLeonardis	Community Partnerships	Completed	Skokie Youth, Indians and AYSO have agreed to change current structure for rental fees.
Establish Diversity Task Force and create missions statement	May-16	Jan-17	Marquardt/Bottorff	Service	Completed	Diversity Committee includes; Marquardt, Bottorff, Horwitz, Khan, Arkin, Jah Jah
Develop performance measures, customer requirements and business plans for all core program areas	May-16	Jan-17	Marquardt	Sound Fiscal Management	Moved to 17/18	Move to 2017/18, goal of Trends Task Force
Review school/parks agreement related to aquatics	Sep-16	Sep-16	Tuft	Community Partnerships	Completed	Park District operating swim lesson program independently beginning in January
<b><u>Athletics</u></b>						
Host a cultural specific event to encourage resident non-users to learn about offered programs	Jul-16	Apr-17	DeLeonardis	Openness	Completed	Offered Cricket and Rugby both were unsuccessful. Working on athletic summer camps/events.
Set up a Rec Trac training session with IT to go over brochure edits and facility reservations	May-16	Jan-17	DeLeonardis	Innovation	Completed	Staff to review it ???
Conduct an Age Segment Assessment to ensure consistent performance	May-16	Apr-17	DeLeonardis	Innovation	In Progress	Youth sports/new summer camps in conjunction with Affiliates
Perform a lifecycle analysis to ensure an appropriate mix of introductory, growth, mature, and declining programs	May-16	Apr-17	DeLeonardis	Innovation	In Progress	Administrating and coordinating additional travel programs for youth and feeder sports with D219
<b><u>Emily Oaks Nature Center</u></b>						
Hire and train new Program Naturalist (teen and adult programming and outdoor recreation trips)	May-16	Jan-17	Hansen	Service	Completed	Hired new Program Naturalist in January at 20 hours/week.
Investigate ways to rejuvenate declining programming	May-16	Mar-17	Hansen	Service	Completed	
Continue volunteer recruitment and determine staff responsibilities for coordination of this program	May-16	Apr-17	Hansen	Commitment	Completed	Customer Service staff handle most volunteer communications.
Implement oak thinning program in woodland units	May-16	Apr-17	Hansen	Environmental Stewardship	In Progress	Units identified for thinning. Postponed due to staff transition.
Develop a management plan for the two "bike trail prairie gardens"	May-16	Mar-17	Hansen	Environmental Stewardship	Completed	Plan complete. June 2017. Split-rail fences installed as a Boy Scout Eagle Project in 2016.
Review and revise environmental policy, approval by Board	May-16	Apr-17	Hansen	Environmental Stewardship	In Progress	Environmental Action Team meeting again into address proposed changes.

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Host a cultural specific event to encourage resident non-users to learn about offered programs <u>Skokie Heritage Museum</u>	May-16	Apr-17	Hansen	Openness	Completed	Integrating into Earth Day 2017 event, "Earth Day Around the World." Participants will experience how other cultures celebrated Earth Day.
Apply for National Registry of Historic Places Status for the Engine House	May-16	Apr-17	Hanson	Innovation	Underway	Being determined if District wants to proceed with this process; OK to proceed as of 3/15/17.
Established policy, fees, and form for request, licensing and printing of images in the Museum archive collection	May-16	Aug-16	Hanson	Sound Fiscal Management	Completed	
Research the feasibility of scanning Historic SPD board minutes	May-16	Dec-16	Hanson	Creativity	Completed	Quote received; Partial scanning to occur after 5/1/17.
Coordinate the transfer of the Skokie Historical Society website to the Skokie Park District	May-16	Aug-16	Hanson	Community Partnerships	Completed	Further transfer may be required in future years
Explore the development of web accessible Historic Park Markers for Interpretive signage	May-16	Apr-17	Hanson	Creativity	On Hold	Will continue to research historical info, however project on hold until new SPD website developed.
Develop at least 2 outdoor events utilizing the area to the north of the Museum	May-16	Dec-16	Hanson	Creativity	Completed	Wine tasting and Holiday Fest have utilized space; more programs/events being developed for spring/summer
Develop paver brick honor program for Veterans Park <u>Oakton Community Center</u>	Sep-16	Apr-17	Hanson	Community Partnerships	Underway	Spring/summer roll-out
Acquire new 15 passenger van for senior programs	May-16	Nov-17	VanHyning/Sullivan	Sound Fiscal Management	Completed	Bus is in service
Research and develop new ways to increase revenue in teen programs	May-16	Apr-17	VanHyning/Sullivan	Creativity	Underway	
Reduce the cost of summer camp bus Services by bidding out the Services	May-16	Apr-17	VanHyning	Sound Fiscal Management	Completed	
Oversee the re-design of the family restrooms in the Exploritorium	Oct-16	Apr-17	VanHyning/Amato	Service	Completed	
Implement Exploritorium hours exclusively for families that have children with special needs	Jan-17	Apr-17	VanHyning/Amato	Openness/Creativity	Completed	
Program 2 new cultural-specific special events for seniors	Sep-16	Apr-17	VanHyning/Sullivan	Openness	Completed	
Implement a new Oakton Monthly Inspection Form utilizing the MainTrac program	May-16	Jan-17	VanHyning/Kirland	Service	Completed	Form created by Dima, started new system with January inspection
Develop a new plan for bus transportation for summer camp programs	May-16	Apr-17	VanHyning	Service	Ongoing	Started last summer, will continue this spring by adding extra buses for extended sites
Work with IT to install remote Fintrac at Middleton SPACE	May-16	Apr-17	Eschker	Innovation	Underway	
Develop an online room rental application for Oakton	May-16	Apr-17	Zeid/Putziger	Innovation/Creativity	Underway	
Bring more awareness to senior programs and trips by creating a senior Facebook page and quarterly newsletter	May-16	Mar-17	Sullivan	Creativity	Completed	Now called "active adults"
Create survey for SPACE program	May-16	Apr-17	Eschker	Creativity/Service	Underway	

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Create new SPACE packets and registration forms	May-16	Apr-17	Eschker	Creativity/Service	Underway	Will be Completed for SPACE registration in the spring.
Develop a nanny pass option for the Exploritorium	May-16	Apr-17	Amato	Innovation/Creativity	Underway	Currently researching what other park district facilities and local museums offer
Create an online birthday party contract for the Exploritorium	May-16	Apr-17	Amato	Innovation/Creativity	Underway	Delayed due to Rectrac upgrade
<b><u>Devonshire Cultural Center</u></b>						
Completed the development of program to sell honorarium/memorial name plaques for new theatre seats. Determine appropriate plaques, set up fee structure and market sales of plates	May-16	Dec-16	Horwitz	Innovation/Creativity	Underway	Bronze Memorial plaque recommendation in progress, fall rollout
Completed the paperless facility inspection program with notepad based form	May-16	May-17	Horwitz/Kirland	Service	On going	The facility inspection is complete. Other inspections will be created next fiscal year
Conclude age segment assessment of Devonshire programs	May-16	Apr-17	Horwitz/Day/Watson	Innovation	Completed	
Completed the redesign of the hard copy and online process for facility rental procedures	May-16	Apr-17	Horwitz/Day	Innovation/Creativity	Underway	Rental form is ready for data
Develop written step by step procedures for implementations of theatrical productions	May-16	Apr-17	Horwitz	Teamwork/Innovation	Underway	Meetings are complete and details being organized into the Devonshire Manual.
Find creative ways to increase Cultural Arts revenue and limit expenses	May-16	Apr-17	Horwitz/Day/Watson	Sound Fiscal Management	Ongoing	
<b><u>Tot Learning Center</u></b>						
Partner with The Talking Farm to bring on a nature-based curriculum. Develop a budget to accommodate/recruit a staff that could teach the nature-curriculum	May-16	Jul-16	Khan	Community Partnerships	Completed	This is an on-going goal to be repeated every summer
Enroll all staff (teachers and assistants) in Illinois Gateways to Opportunity	May-16	Jun-16	Khan	Commitment	Completed	This a pre-employment requisite. Staff enrolls the first week of employment start date.
Create a mission statement for the Parent Planning Committee	May-16	Apr-17	Khan	Innovation/Creativity	Completed	The PPC and TLC worked on a mission; completed in Dec.2016
Maintain ExceleRate GOLD circle of quality rating for Tot Learning Center. This is based on an annual assessment.	May-16	Oct-16	Khan	Commitment	Completed	Completed in June 2016
Partner with the Parent Planning Committee (PPC) for 2 fundraising events	May-16	Jan-17	Khan	Community Partnerships	Completed	TLC conducted a Snack Fundraiser in July 2016; and a Cookie Dough Fundraiser in December 2016.
<b><u>Dammrich Rowing Center/Pooch Park</u></b>						
Install and integrate gate access at Pooch Park	May-16	Mar-17	Runkle	First Rate Facilities	Underway	Completion anticipated June, 2017
<b><u>Safety</u></b>						
Implement changes to the Safety Committee, create sub-committees	Jun-16	Jan-17	Runkle	Innovation	Completed	
<b><u>Skatium</u></b>						
Install key fob system at door by Skatium desk	Jul-16	Apr-17	Gallagher	First Rate Facilities	Deferred	2017-2018
Replace failed Blitzer compressor serving studio rink	Jun-16	Aug-16	Gallagher	First Rate Facilities	Completed	

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Install communication hardware to both main and studio rink refrigeration systems and evaporative condenser to instantly notify staff of mechanical failure	Jun-16	Apr-17	Gallagher	First Rate Facilities	Underway	Included in WLC Mechanical Control Update
Install electronic security door to ramp in Skatium's main office	Jul-16	Apr-17	Gallagher	First Rate Facilities	Deferred	2017-2018
<b><u>Aquatics</u></b>						
Coordinate leak repair at Skokie Water Playground	Sep-16	Nov-16	Runkle	First Rate Facilities	Underway	Leak repaired. Replace concrete in June
Repair/replace PA system, Skokie Water Playground	May-16	Jun-16	Runkle	First Rate Facilities	Completed	
Review & update written winter closedown manuals for both pools	Oct-16	Apr-17	Runkle	First Rate Facilities	Completed	
Prioritize capital improvement items, update yearly	Oct-16	Jan-17	Runkle/Tuft	First Rate Facilities	Completed	
<b><u>Golf</u></b>						
Create and manage Twitter account(s) for golf facilities	Oct-16	Mar-17	Lee	Innovation	Completed	
Oversee installation of new ball elevator	Oct-16	Nov-16	Lee	First Rate Facilities	Completed	
Replace ball delivery system at Skokie Sports Park	Jun-16	Feb-17	Lee	First Rate Facilities	Completed	Opened March 1st with new system operational. Flooring to be replaced when warmer
<b><u>Marketing</u></b>						
Elevate the scope of the new Facebook advertising campaign	May-16	Apr-17	Bottorff/Pozner	Innovation & Service	Completed	Have been running ads since May, as needed
Plan the 2017 Skokie Park District website renovation	Jun-16	Apr-17	Bottorff/Hunt/Putziger	Innovation, Service, Openness, Creativity	Completed	Plan Completed, developer recommendation going to board 4/17
Fully transition brochure series into magazine-style with stories	May-16	Jan-17	Bottorff/Pozner/Walker	Creativity, Innovation	Completed	Stories have run in Guides since Summer '16
Redesign Festival of Cultures website with photos as priority	Jun-16	Jan-16	Bottorff/Walker	Creativity, Innovation	Completed	Completed 2/17
Research new video software for monitors serving Fitness First &/or Weber	Jan-16	Apr-16	Bottorff/Hunt/Putziger	Creativity, Innovation	Deferred	Decision made to wait until renovation complete
Update capital project information on web site at least monthly including description of projects, status updates, photos, stories, etc.	May-16	Apr-17	Bottorff	Openness, Service	Completed	Have been keeping current with online projects
<b><u>Weber/Fitness First</u></b>						
Recruit, hire and train new full-time recreation supervisor	Sep-16	Sep-16	Guynn	Service	Completed	New hire began in November
Coordinate Weber renovation project	May-16	Apr-17	Tuft/Guynn	First Rate Facilities	Underway	Construction began March 15, expected completion October 2017
Plan a grand opening for the Weber renovation project	Mar-17	Apr-17	Guynn	Service	Underway	Grand Re-Opening Planned for 11/11/17. Will be promoted in Fall Guide.

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