

Skokie Park District Goals 2018-19

04/30/2019 Final Status

	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-19	Marquardt	Service	Underway	Finalize fall 2019
Review status of 2014-2019 Comprehensive Master Plan	Sep-18	May-19	Admin Team	Openness	Completed	Update provided 2/26/2019
Determine timeline for update to Comprehensive Master Plan	Dec-18	Jan-19	Admin Team	Openness	Completed	Contract awarded. Completion November 2019
SEED (Seeking Educational Equity & Diversity) leader training, Fouzia Khan	Jul-18	Jul-18	Ohrlund	Service	Completed	
Provide SEED training thru Skokie Cares	Sep-18	Jul-19	Ohrlund	Service	Completed	Final session June 2019
Develop Credit card storage policy/procedure	May-17	Apr-19	Hunt/Schmidt/ Tuft	Service	Underway	Finalize 2020
Seek out and acquire additional sites for garden plots	May-18	Apr-19	Ohrlund	First Rate Facilities	Completed	Permit issued
Administration - Diversity						
Implement District wide "Welcome" signs at District facilities	May-18	Dec-18	Marquardt/Bottorff/ Pozner	Openness	Completed	Weber only
Implement Holi Event	May-18	May-18	Marquardt	Service/Innovation	Completed	
Develop immigrant/refugee program policy for fee discounts	May-18	Apr-19	Tuft/Marquardt	Service	Underway	First draft completed and is awaiting edits, will complete in 2019-20
Develop a "Welcome Center" program or event (Diversity Advisory Council)	May-18	Apr-19	Marquardt	Openness	Deferred	
Create and host one Diversity related special event (Diversity Committee)	May-18	Apr-19	Marquardt	Openness	Completed	
Create a multilanguage FAQ sheet for front desks	May-18	Jan-19	Marquardt	Service	Ongoing	Considering tablets for translation or live translation services
Work with various agencies to develop community "welcome center"	May-18	Apr-19	Admin Staff	Openness/Service	On Hold	Multi jurisdictional discussions
Capital Improvement Projects						
Devonshire Cultural Center:						
Art lighting	Aug-18	Dec-18	Horwitz/Rea	First Rate Facilities	Completed	
Replace entry canvas	Aug-18	Dec-18	Horwitz/Rea	First Rate Facilities	Completed	
Oakton Community Center:						
Flooring	Nov-18	Mar-19	Van Hying/Marquardt	First Rate Facilities	Deferred	
Emily Oaks Nature Center:						
Greenhouse replacement	May-18	Jul-19	Hansen/Rea	First Rate Facilities	Completed	
Replace floor tile, various rooms	Nov-18	Mar-19	Hansen/Rea	First Rate Facilities	In progress	
Resurface the asphalt trail	Aug-18	Sep-18	Rea	First Rate Facilities	Completed	
Lyon Park: repair dinosaur in playground	Aug-18	Sep-18	Rea	First Rate Facilities	Completed	
Skokie Sports Park:						
Batting cage netting replacement	Jun-18	Aug-18	Rea/R. Lee	First Rate Facilities	Completed	

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Batting cage frame/pole painting	Jun-18	Apr-19	Rea/R. Lee	First Rate Facilities	Completed	
TQ#1 structure replacements	Sep-18	Nov-18	Rea/R. Lee	First Rate Facilities	Completed	
Batting cage pitching machine replacement	Sep-18	Apr-19	Rea/R. Lee	First Rate Facilities	Completed	
Design target greens renovation	Jun-18	Sep-18	Rea/R. Lee	First Rate Facilities	Deferred	To 2019-20
Skokie Sports Park East:						
Construct cricket pitch	May-18	Jun-18	Rea	First Rate Facilities	Completed	
Skatium:						
Replace main rink flat roof	May-18	Jul-18	Rea/Tuft/Guynn/von Helms	First Rate Facilities	Completed	
Pre-construction mechanical analysis - specifications	May-18	Apr-19	Rea/Tuft/ von Helms Rea/Tuft/Guynn/von	First Rate Facilities	Completed	Project deferred
Weber Leisure Center: Replace Weber and gym roof	May-18	Dec-18	Helms	First Rate Facilities	Completed	
Parks: Color Coat Basketball & Tennis Courts (Devonshire, Gleiss, Gross Point, Hamlin, Navajo, Oakton, Playtime, Seneca, Shabonee, Shawnee & Terminal Parks)	Jul-18	Oct-18	Rea	First Rate Facilities	Completed	
Tecumseh Park: Playground renovation	Jul-18	Apr-19	Rea/Ohrlund	First Rate Facilities	Deferred	Possible park expansion.
Skokie Heritage Museum: Planning for bell tower repairs	Aug-18	Jan-19	Hanson/Marquardt/ Rea	First Rate Facilities	Deferred	Planning, project deferred to 2020. Check on grants.
New Park Services at 7500 Frontage Road:						
Design and renovation of new Park Services building	May-17	Jun-19	Ohrlund/Rea/Park Services Staff	First Rate Facilities	Completed	
Carpet for 2nd floor	May-18	May-18	Kirland	First Rate Facilities	Completed	
Village bike path: install outdoor fitness stations	May-18	Oct-18	Rea/Tuft/Guynn/ Bever	Innovation	Completed	
Park Services						
Expand the electronic facility inspections (Emily Oaks Nature Center)	May-18	Apr-19	Kirland	First Rate Facilities	Completed	
Rebuild/regrade infields at: Lorel, Lockwood, Gross Point, Terminal & Devonshire Parks	Sep-18	Apr-19	Gacki/Parks Staff	First Rate Facilities	Deferred	Not completed, rescheduled for fall, 2019
Redesign three Park ID sign Landscape beds Navajo, 7500 Frontage, Tecumseh and Schack Parks	Sep-18	Dec-18	Ames/Landscape Staff	Innovation	Completed	
New Picnic tables to comply with ADA Guidelines (Chippewa, Emerson and Tecumseh)	Aug-18	Dec-18	Hacker/Operations Staff	First Rate Facilities	Completed	
Refinish ID signs at Lorel, Pawnee, Central and Emerson Parks	Aug-18	Nov-18	Hacker/Operations Staff	First Rate Facilities	Completed	
Repaint playground structures at Peccia, Emerson, Gleiss playgrounds and Lawler swings	Jul-18	Oct-18	Hacker/Operations Staff	First Rate Facilities	Completed	
Replenish playground surfacing (Engineered Wood Fiber) at Channelside, Emily Oaks, Gleiss, Lauth, Lockwood, Lyon, Menominee, Seneca, Shawnee and Timber Ridge	Jul-18	Nov-18	Hacker/Operations Staff	First Rate Facilities	Completed	
Keep current all Distinguished Agency files, documents and calendar	May-18	Apr-19	Kirland	Service	On Going	Distinguished Agency review in 2020
Move into and organize new maintenance facility	Apr-18	Jul-18	PS Staff	First Rate Facilities	Completed	
Certified Playground Safety Inspector - Mike Lechowicz	Oct-18	Oct-18	Hacker	Safety	Completed	

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04/30/2019 Final Status

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Update Parks Operations Manual	May-18	Apr-19	Rea/Park Srvs Staff	First Rate Facilities	Completed	
Business Services/IT						
Meet or exceed FY 2019 budgets	May-18	Apr-19	Staff/Schmidt	Sound Fiscal Management	Completed	
Finish FY 18 audit by 08/01/2018	May-18	Aug-18	Portillo/Schmidt	Sound Fiscal Management	Completed	
Back-up single main server	Aug-18	Dec-18	Hunt/Ali	Innovation	Completed	Nightly full server backups are being stored offsite
Migrate 25 users to Office 365	Jul-18	Dec-18	Hunt/Ali	Innovation	Completed	60+ full time employee all migrated plus 200+ with Skokie Park District emails
Move IT Department to 7500 Frontage Road	May-18	Jul-18	Hunt/Ali	Innovation	Completed	
Evaluate current performance review system	Jul-18	Apr-19	Seebacher/Schmidt	Innovation	Underway	Carry over to 2019-2020
Improve flow/accuracy of invoice processing	May-18	Apr-19	Hunt/Schmidt/Portillo/Cannon	Sound Fiscal Management	On Going	
Improve internal Control of credit card information	May-18	Oct-18	Hunt/Schmidt/Tuft	Sound Fiscal Management	On Going	
Develop funding plan for Skatium mechanical project	May-18	Apr-19	Schmidt	Sound Fiscal Management	Deferred	Deferred project
Schedule at least one training program for FT staff	Oct-18	Apr-19	Seebacher	Service	Completed	
Stay up to date on all healthcare laws	Jul-18	Apr-19	Seebacher	Sound Fiscal Management	Completed	
Develop new online hire paperwork	Sep-18	Jan-19	Seebacher/Hunt/Ali	Innovation	Completed	
Recreation, Revenue Facilities, Safety and Marketing						
<u>Administration</u>						
Enhance evaluation procedures for programs, camps, etc.	May-17	Apr-19	Marquardt	Service	On Going	Goals have been assigned to the Trends Task Force
Host an outdoor pro wrestling event in partnership with the Downtown Skokie Alliance	May-18	Jun-18	Marquardt	Innovation	Completed	
Update refund request procedures to accommodate online and phone in options.	May-18	Jan-19	Marquardt	Service	In progress	
Develop a standardized maintenance/custodial and inspection/operation program	May-17	Mar-19	Rea/Tuft/Marquardt Kirland/Facility	First Rate Facilities	Completed	Determined to be not effective
Complete program lifecycle analysis (3X/year, annually)	May-18	Apr-19	Marquardt/ Trends Task Force	Service	On going	
<u>Athletics</u>						
Investigate new innovative website pertaining to youth tackle/ flag football program. Marketing ideas to better promote and grow the sport in community.	May-18	Oct-18	DeLeonardis	Innovation	Completed	
Investigate possibility of coordinating and running feeder basketball for grades 6-8 in conjunction with D219 programs.	May-18	Oct-18	DeLeonardis	Innovation	Completed	
Develop a Cheerleading program, with assistance from coaches at D219 schools	May-18	Sep-18	DeLeonardis	Service	Completed	
Improve structure and development of in-house tennis programs and expand classes provided for adults and youth.	May-18	Oct-18	DeLeonardis	Service	Completed	
Provide additional sport specific summer camps; expand current athletic camps with High schools, football, wrestling basketball, cricket, cheerleading camps to be offered	May-18	Oct-18	DeLeonardis	Service	Completed	

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04/30/2019 Final Status

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Develop and implement soccer program at Skokie Sports Park East	Jun-18	Aug-18	DeLeonardis	Service	Completed	
Develop and implement cricket program at Skokie Sports Park East	Jun-18	Aug-18	DeLeonardis	Service	Completed	
<u>Skokie Heritage Museum</u>						
Develop additional outdoor programming	May-18	Aug-18	A. Hanson	Innovation and Service	Completed	
Create Emergency Preparedness guide for the Archives	May-18	Apr-19	A. Hanson	Innovation	In progress	
For photo usage requests, set-up means to pay online and develop way to have the requestors be able download images online.	May-17	Apr-19	A. Hanson	Innovation and Service	In progress	Coordinating with Runkle
Expand educational programming	May-18	Dec-18	A. Hanson	Innovation and Service	Completed	
Develop and implement 1 diversity program	May-18	Mar-19	A. Hanson	Openness/Service	Completed	
<u>Oakton Community Center</u>						
Replace current water fountains with updated fountains containing bottle stations.	Aug-18	Dec-18	VanHyning/Gaudet	Environmental Stewardship	In progress	With Park Services, in house.
Update the SPACE registration process with new forms and individual folders.	Aug-18	Apr-19	VanHyning/Eschker	Service	Completed	
Develop "New Culture Welcome Packet" for FOC.	Aug-18	Jan-19	Zeid	Openness/Service	Deferred to FY 20	
Offer online booking for Oakton rentals and Exploritorium birthday parties.	Sep-18	Mar-19	Amato/Zeid	Service	In progress	Working with IT
Offer new classes for active adults related to brain health.	Jan-18	Mar-19	Sullivan	Creativity/Innovation	In progress	
Begin replacing hallway light fixtures with new LED fixtures.	Jan-19	Apr-19	VanHyning	Environmental Stewardship	In progress	Underway by Park Services
Propose design changes to park entry sign	Jun-18	Nov-18	VanHyning /Ames	First Rate Facilities	Deferred to FY 20	
<u>Devonshire Cultural Center</u>						
Increase marketing efforts to the business community	Jan-19	Apr-19	Horwitz/Bottorff	Innovation/Community Partnership	Complete	Great increase in sponsorships/partnerships with area agencies. Will continue to increase this goal
Research, evaluate and implement increased safety measures for secure in place plan.	May-18	Apr-19	Horwitz/All DCC Supervisors	Safety & First Rate Facilities	In Progress	Completed all trng. Need change to auto-locks.
Continue planning for better storage of theatre set pieces and equipment in alternate SPD location and explore joint storage with neighboring park districts	May-18	Apr-19	Horwitz & Poulos	Innovation and Community Partnership	In Progress	Have spoken with other park districts but have not yet located a location.
Incorporate a focus on programming for diverse populations in select events, classes and camps. Report these programming additions in the monthly board reports.	May-18	Apr-19	Horwitz/Watson/Day	Innovation, Service, Creativity & Diversity	Complete	
Add electronic signage indicating activity location in the building.	May-18	Apr-19	Horwitz/ Bottorff	Creativity and Service Innovation and Sound	In progress	System installed, awaiting activation.
Prepare a proposal for wine/beer sales for Devonshire adult oriented events.	May-18	Sep-18	Horwitz/Marquardt	Fiscal Management Safety, First Rate Facilities/Programming & Service	In progress	Need to coordinate administrative/Board approval
Prepare for 2019 ACA Site Visit	May-18	Apr-19	Horwitz & Day	Innovation and Service	In progress	Accreditation application is complete. Awaiting June, 2019 site visit from ACA.
<u>Tot Learning Center</u>						
Work with The Talking Farm to provide a sustainable year-round curriculum.	May-18	Jan-19	Khan	Environmental Stewardship	Completed	
Develop a program with TLC families where unused good condition baby items could be donated and/or swapped with other families	May-18	Jan-19	Khan	Environmental Stewardship	Completed	
Plan and include a weekly "cooking enrichment class" to the TLC curriculum	May-18	Jan-19	Khan	Innovation and Service	Deferred	

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<u>Dammrich Rowing Center</u>						
Replace DRC Elevator	Aug-18	Mar-19	Runkle	First Rate Facilities/Safety	Completed	Repaired
<u>Skatium</u>						
Analyze and develop long term solution to Skatium mechanical issues	May-18	Apr-19	von Helms/Tuft/ Ohrlund/Rea	First Rate Facilities	Completed	Project deferred
Investigate restructuring time format for birthday parties	Jul-18	Aug-18	von Helms/Levin	Service/Innovation	Completed	Slight change made to schedules at party room
Determine the feasibility of incorporating RecTrac into part of ice show ticket sales.	Jan-19	Mar-19	von Helms/Levin	Service	Completed	Ice Show Ticket sales were online this year (but not through Rectors)
Hire and train a new Figure Skating Director	Jun-18	Jul-18	von Helms	Commitment/Service	Completed	
<u>Aquatics</u>						
Install pool heater lap pool - Devonshire Aquatic Center	May-18	May-18	Runkle	First Rate Facilities	Completed	
Rebuild interior gates - Skokie Water Playground	May-18	May-18	Runkle	First Rate Facilities	Completed	
Design and set up online daily tickets - Skokie Water Playground	Jul-18	May-19	Runkle	Service/Innovation	In Progress	Rolling out Summer 2019
Sandblast and paint main 2 pool - Skokie Water Playground	Sep-18	Apr-19	Runkle	First Rate Facilities	Completed	
Replace gutters main 2 pool - Skokie Water Playground	Sep-18	Apr-19	Runkle	First Rate Facilities	Completed	
Sandblast and paint slide pool - Skokie Water Playground	Sep-18	Apr-19	Runkle	First Rate Facilities	Completed	
Repair underground pipe leaks - Skokie Water Playground	Sep-18	Apr-19	Runkle	First Rate Facilities	Completed	
Replace LED underwater light installation - Devonshire Aquatic Center	Sep-18	Apr-19	Runkle	First Rate Facilities	Completed	
Sandblast and paint main pool - Devonshire Aquatic Center	Sep-18	Dec-18	Runkle	First Rate Facilities	Completed	
Replace gutters main pool - Devonshire Aquatic Center	Sep-18	Apr-19	Runkle	First Rate Facilities	Completed	
<u>Golf</u>						
Reestablish re-gripping business to increase revenues.	Jul-18	Apr-19	Lee	Service	In Progress	
Plan golf landing field including target greens, irrigation & drainage	May-18	Apr-19	Lee / Savoie/Tuft/Rea	First Rate Facilities, Service, Fiscal	Deferred	To 2019-2020
Establish a twitter/Facebook plan.	May-18	Apr-19	Lee	Service/Innovation	In Progress	
<u>Marketing</u>						
Manage the SPD website to a successful go-live, including mapping and content confirmation, population of the new site with up-to-date content, photos and graphics.	May-18	Nov-18	Bottorff	Openness, Innovation, & Service	Completed	
Learn new SPD website content management and with marketing staff, lead the training of programming staff on the new system.	Nov-18	Apr-19	Bottorff/Pozner/ Walker	Openness, Innovation, & Service	Completed	
Rebuild the Exploritorium website.	Jul-18	Jan-19	Bottorff/Walker	Creativity/Service	Completed	
Manage the production of all Skatium print pieces, including an in-house re-design of the facility's seasonal brochures.	May-18	Jan-19	Bottorff	Creativity/Service	Completed	
Manage the "Plug into Skokie" event, including the July 31 picnic.	Jul-18	Jul-18	Bottorff/Pozner	Innovation/Service	Completed	
Manage the creation of specialty slides for new facility lobby monitors	May-18	Sep-19	Bottorff/Pozner/ Walker	First Rate Facilities	Completed	

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Lead a cross-marketing task force made up of facility staff	May-18	Apr-19	Bottorff	First Rate Facilities	In Progress	
Increase Facebook posts, events and ads, and Twitter posts	May-18	Apr-19	Bottorff/Pozner	Openness/Innovation/Service	Completed	
<u>Weber/Fitness First</u>						
Create a five member Fitness Advisory Committee to meet every other month. Committee will set specific annual goals.	Sep-18	Apr-19	Labus/Bever	Openness/Service/Integrity	Completed	Quarterly Friends of Fitness First meeting. First meeting held April 1, 2019. Open to all members
Coordinate one annual community-wide Weber Center event in the Spring	Feb-19	Apr-19	Labus/Bever/ Amato/Reynolds	Innovation	Postponed	Rescheduled to spring, 2020
Implement an online facility rental registration option	Nov-17	Apr-19	Reynolds/Amato	Service	In Progress	
Convert two parking spots to one handicapped	Jun-19	Jul-19	Gynn	Service	Completed	