

# Skokie Park District Goals 2019-20

June 18, 2019  
Board Approved

	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	Nov-19	Marquardt	Service		
2019-2024 Comprehensive Master Plan	May-19	Nov-19	Administrative Team	Openness		
Provide SEED training through Skokie Cares	Sep-19	Jul-20	Ohrlund	Service		
Complete credit card storage policy/procedure	May-18	Oct-20	Schmidt/Hunt/Tuft	Service		
Coordinate Executive Director change	Jun-19	Dec-19	Ohrlund	Service		
<b>Administration - Diversity</b>						
Create and implement three diversity based special events	May-19	Oct-19	Marquardt	Innovation		
Develop immigrant/refugee program policy for fee discounts	May-19	Dec-19	Tuft/Marquardt	openness		
<b>Capital Improvement Projects</b>						
<b>Note: Some capital projects are under the facility goals</b>						
<b>Basketball and Tennis Court Color Coating</b> - Chippewa, Lee Wright, Lockwood, Lyons, Tecumseh, Winnebago and finish 2018 court projects	Jun-19	Oct-19	Guynn/Hacker	First Rate Facilities		
<b>Laramie Park</b> - park & playground renovation planning	May-19	Aug-19	Guynn/Kirland	First Rate Facilities		
<b>Laramie Park</b> - construction and closeout	Oct-19	Jun-20	Guynn	First Rate Facilities		
<b>Skokie Heritage Museum</b> - replace donate-a-brick with new bricks	Jun-19	Nov-19	Guynn/Hanson	First Rate Facilities		
<b>Terminal, Lorel &amp; McNally Parks</b> - replace backstops	Jun-19	Oct-19	Guynn/Gacki/Messenger	First Rate Facilities		
<b>Emily Oaks Nature Center</b>						
Replace floor tile, various rooms	May-19	Dec-19	Hansen/Guynn	First Rate Facilities		
<b>WLC/Skatium</b>						
Compressor analysis, possible replacement	Jun-19	Aug-19	von Helms/Guynn	First Rate Facilities		
Upgrade building automation system (BAS)	Jun-19	Dec-19	von Helms/Guynn	First Rate Facilities		

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<b><u>Weber Leisure Center</u></b>						
Phone system upgrade	Jun-19	Aug-19	Hunt	Innovation		
<b><u>Skokie Sports Park:</u></b>						
Upgrade tee-up sensors	May-19	Jun-19	Lee	First Rate Facilities		
Replace cashier windows	May-20	Sep-19	Lee	First Rate Facilities		
Rebuild target greens	May-19	Dec-19	Lee	First Rate Facilities		
<b><u>Park Services</u></b>						
Hamlin Park: regrade south, install drainage and irrigation systems	May-19	Jun-19	Guynn/Ames/Hacker	First Rate Facilities		
Chippewa Park - replace playground	Jun-19	Nov-19	Guynn/Park Services Staff	First Rate Facilities		
Mulford Park - replace playground	Jun-19	Nov-19	Guynn/Park Services Staff	First Rate Facilities		
Park Services hallway floor, resurfacing	Jul-19	Nov-19	Guynn/Ames/Hacker	First Rate Facilities		
Garden plots water service, installation	Jul-19	Aug-19	Guynn/Hacker	First Rate Facilities		
Rebuild/regrade infields at: Lorel, Lockwood, Gross Point, Terminal & Devonshire Parks	Aug-19	Nov-19	Gacki/Parks Staff	First Rate Facilities		
Modify reservation system for portable stage, platforms and "borrowed" equipment	Jun-19	Jul-19	Guynn/Kirland	Internal Customer		
Updating business processes by implementing digital forms and work flows	Jun-19	Apr-20	Hunt/Kirland	Innovation/Creativity/ Internal Customer		
Establish system for logging full-time exempt staff hours worked	Jun-19	Jul-19	Seebacher	Sound Fiscal Management		
Review cash handling policies and procedures district-wide and implement any recommended changes	Jul-19	Jan-20	Schmidt	Sound Fiscal Management		
<b><u>Business Services/IT</u></b>						
Meet or exceed FY 2020 budgets	May-19	Apr-20	Staff/Schmidt	Sound Fiscal Management		
Finish FY 2019 audit by 8/15/2019	May-19	Aug-19	Portillo/Schmidt	Sound Fiscal Management		
Evaluate current performance review system and modify if so determined.	Jun-19	Mar-20	Seebacher/Schmidt	Innovation		

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Develop and implement a formalized onboarding program for PT and FT staff.	Aug-19	Mar-20	Committee/Tuft/ Seebacher	Innovation		
Office 365 migration for FT staff	Apr-19	May-20	Hunt/Kirland	Innovation		
Upgrade/Replace VOIP phone system	Jun-19	Sep-19	Hunt/Ali	Innovation		
Continue to improve flow/accuracy of invoice processing	May-19	Apr-20	BS Staff/Kirland/Hunt	Sound Fiscal Management		
Provide Distinguished Agency input	May-19	Mar-20	Seebacher/Schmidt/Perez	Sound Fiscal Management		
Provide at least one training program for FT staff	Sep-19	Mar-20	Seebacher	Service, Teamwork, Commitment		
Rework SPD connection to the internet, fiber connection, firewall etc.	Aug-19	Apr-20	Hunt/Ali	Innovation		
Develop funding plan for Skatium mechanical improvements	Nov-19	Feb-20	Schmidt	Creativity		
Updating business processes by implementing digital forms and work flows	Jun-19	Apr-20	Hunt/Kirland	Innovation/Creativity/ Internal Customer		

## Recreation, Revenue Facilities, Safety and Marketing

### Administration

Analyze and implement new wage structure for front desk staff and maintenance staff	May-19	Sep-19	Marquardt	Service		
Update fee assistance program to make it more equitable and easier to administer.	May-19	Apr-20	Tuft/Marquardt	Innovation		
Enhance evaluation procedures for programs, camps, etc.	May-19	Jan-20	Marquardt	Service		
Update refund request procedures to accommodate online and phone in options.	May-19	Sep-19	Marquardt	Service		

### Athletics

Increase athletic revenue by increasing field rentals and programming by at least 25%.	May-19	Apr-20	DeLeonardis	Service		
Schedule quarterly affiliate meetings with all groups to discuss their agreement with Park District, review financial statements and discuss issues that need improvement or assistance from all groups.	Aug-19	Apr-20	DeLeonardis	Service		
Partner with the High Schools to offer 2 new athletic camps.	May-19	Apr-20	DeLeonardis	Service		

### Skokie Heritage Museum

Become co- ACA Coordinator	Aug-19	Apr-20	Hanson	Service/ Teamwork/ Commitment		
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Train and supervise new program coordinator	May-19	Dec-19	Hanson	Teamwork /Commitment		
Become coordinator for MNASR requests	May-19	Apr-20	Hanson	Service		
Expand Museum programming and revenue by adding 2 new classes and 1 new special event.	Aug-19	Apr-20	Hanson/O'Hare	Creativity /Service		
Create emergency preparedness guide for archives	May-19	Sep-19	Hanson	Innovation		
For photo usage requests, set-up means to pay online and develop way to have the requestors be able to download images online.	May-19	Sep-19	Hanson	Innovation/Service		
Investigate grants for future bell tower repairs	Jun-19	Sep-19	Hanson	First Rate Facilities/Sound Fiscal Management		
<b><u>Oakton Community Center</u></b>						
Increase revenue by offering 2 more senior trips and classes, adding 2 new general adult classes, and creating 1 new special event.	June, 2019	Apr-20	Haben/Zeid/ Van Den Bosch/Sullivan	Creativity/Service		
Continue lighting replacement project by updating and adding lights on 2nd floor.	Sep-19	Apr-20	Haben	Environment Stewardship/Sound Fiscal		
Replace flooring per Capital Improvement Plan.	Sep-19	Apr-20	Haben	Service		
Make S.P.A.C.E. registration and parent information more easily accessible by providing packets and forms on the website.	Jan-20	Apr-20	Haben/Sakellaris	Service Environmental Stewardship		
Replace one roof top unit (RTU).	Sep-19	Nov-19	Haben	Stewardship		
Install one new Exploritorium exhibit.	Sep-19	Apr-20	Haben/Van Den Bosch	Creativity/Service		
Propose design changes to park entry sign	Jun-19	Nov-19	Haben/Ames	First Rate Facilities		
Develop "New Culture Welcome Packet" for FOC	Jun-19	Oct-19	Zeid	Openness/Service		
Replace 2 current water fountains with 2 updated fountains containing bottle stations per replacement schedule.	May-19	Sep-19	Haben/Gaudet	Environmental Stewardship		
<b><u>Devonshire Cultural Center</u></b>						
Classroom floor replacement	Jun-19	Feb-20	Horwitz/Guynn	First Rate Facilities		
Implement transition for retiring Customer Service Supervisor. Prepare for new f/t staff member and complete restructuring duties among supervisory staff.	May-19	Jul-20	Horwitz/Watson/Day/ Marquardt	Teamwork/Creativity/ Innovation		
Create initiatives to increase revenue via controlled expenditures and increased but cost-effective programming. By increasing productions and programming by 25%.	May-19	Feb-20	Horwitz/Watson/Day/Luksa/F lintz	Sound Fiscal Management/ Innovation		

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Advance best safety practices with implementation of regular drills in the areas of fire evacuation, severe weather and active shooter response. Include per room action plan in rental and affiliate group agreements.	Sep-19	Oct-19	Horwitz/Watson/Luksa/Flintz	First Rate Facilities/Service		
Find alternate location for theater set storage; in SPD or with neighboring park districts.	Jun-19	Apr-20	Horwitz/Poulos	First Rate Facilities		
Update Devonshire Cultural Center Operations Manual	Sep-19	Apr-20	Horwitz/Watson/Sampath/Poulos/Luksa/Flintz	First Rate Facilities, Integrity & Teamwork		
<b><u>Tot Learning Center</u></b>						
Add 2 new field trips to the existing ones	May-19	Aug-19	Khan	Teamwork Creativity		
Enroll 1-2 TLC staff to attend SEED training	Sep-19	Apr-20	Khan	Diversity/Community Partnership		
Add another TLC FT staff to the SPD's EAT Committee	May-19	Aug-19	Khan	Environmental Stewardship		
Continue to work with Talking Farm to maintain a sustainable year-round curriculum	Sep-19	Aug-20	Baker/Rose /Khan	Community Partnership		
Work with Childcare Resource and Referral to bring on board a mental health consultant for eligible children's services	May-19	Dec-19	Khan	Service/Innovation		
Include year-round hands-on planting and harvesting into regular curriculum. Create unit study program.	Sep-19	Aug-20	Baker/Rose/Dinkha/Bramati/Bruce/Castillo/Tammo/Daniel	Service		
<b><u>Emily Oaks Nature Center</u></b>						
Replace floor tile, various rooms	Sep-19	Dec-19	Hansen/Guynn	First Rate Facilities		
Analyze drainage issues and pond overflow, modify as needed	Sep-19	Dec-19	Hansen/Guynn	First Rate Facilities		
<b><u>Dammrich Rowing Center</u></b>						
Install direct data lines	Jun-19	Nov-19	Hunt/Runkle/Guynn	Service		
<b><u>Channelside</u></b>						
Install synthetic turf Pooch Park	Apr-20	Oct-19	Runkle/Guynn/Ames	First Rate Facilities		
<b><u>Skatium</u></b>						
Analyze compressor needs	Jun-19	Aug-19	von Helms/Guynn	First Rate Facilities		
Upgrade building automation system (BAS)	Jun-19	Dec-19	von Helms/ Guynn	First Rate Facilities		

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Include fun themed public skate sessions	Jun-19	Mar-19	von Helms/Luecke	Service		
<b><u>Aquatics</u></b>						
Install domestic hot water heater	Jun-19	Apr-20	Runkle	First Rate Facilities		
Replace dive well pump and motor	Jun-19	Apr-20	Runkle	First Rate Facilities		
Replace dive well gutters	Sep-19	Sep-19	Runkle	First Rate Facilities		
Repair dive well cracks	Sep-19	Sep-19	Runkle	First Rate Facilities		
Sand blast and paint dive well pool	Sep-19	Oct-19	Runkle	First Rate Facilities		
Replace Skokie Water playground cashiers windows	Jun-19	Apr-20	Runkle	First Rate Facilities		
Replace SWP Concession equipment replacement	Jun-19	Apr-20	Runkle	First Rate Facilities		
Repair/replace SWP water slide pump	Jun-19	Apr-20	Runkle	First Rate Facilities		
SWP replace domestic hot water heater	Jun-19	Apr-20	Runkle	First Rate Facilities		
SWP sand blast and paint bucket pool	Sep-19	Sep-19	Runkle	First Rate Facilities		
SWP replace Life guard chairs	Jun-19	Apr-20	Runkle	First Rate Facilities		
SWP replace garage door with electric opener	Aug-19	Sep-19	Runkle/Hacker	First Rate Facilities		
<b><u>Golf</u></b>						
Update all training manuals for the golf operations including cashier protocols, driving range, mini-golf and batting cage operations.	May-19	Jul-19	Lee	Service First Rate Facilities,		
Integrate RecTrac and Range Automation Systems to streamline range sales.	May-19	Nov-19	Lee / Hunt	Service, Fiscal		
Improve use of social media to promote SPD golf throughout the year by increasing posts at least once a month.	May-19	Apr-20	Lee	Service/Innovation		
Reestablish re-gripping business to increase revenues between \$250-\$500	May-19	Sep-19	Lee	Service		
Establish Facebook/Twitter plan to include postings by at least 12 times per year.	May-19	Jul-19	Lee	Service/Innovation		
<b><u>Marketing</u></b>						
Train new and current staff on the new website's content management system.	May-19	Apr-20	Bottorff	Service		
Work with Weber Center and Golf managers on new marketing plans.	Oct-19	Dec-20	Bottorff / Labus /Lee	Service/Openness		

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Lead a three-hour marketing seminar for all rec and facilities staff		Apr-20	Bottorff/ Pozner / Walker	Commitment/Service		
Rebuild and redesign the Scream Scene website.	Jun-19	Sep-20	Bottorff/ Walker	Service/Openness		
Lead a cross-marketing task force made up of facility staff	Jun-19	Mar-20	Bottorff	First Rate Facilities Openness/Service/ Innovation		
Fine tune the district website and keep its homepage up-to-date and innovative	May-19	Apr-20	Bottorff			
<b><u>Weber/Fitness First</u></b>						
Create and implement one annual spring Weber/Fitness First event.	May-19	Apr-20	Labus/ Amato/Bever /Reynolds/ DeLeonardis/ Rizzo/ Pietrukaniec	Innovation		
Trends Task Force: Implement seasonal master grid of programs offered throughout the district. Add (2) members to committee to focus on innovation which will add (2) new programs to the district.	May-19	Apr-20	Amato/Labus	Commitment / Service		
Implement a “Fast Lane” check-in lane at the Weber Front Desk for Group Fitness class check-ins.	May-19	Jun-19	Bever/Reynolds/Labus	Service		
Implement a walking and movement initiative program community wide for Summer 2020.	May-19	Apr-20	Labus	Service		
Coordinate (4) quarterly Friends of Fitness First Discussion Group Meetings.	May-19	Apr-20	Bever/Labus	Service /Openness		
Resolve Fitness First locker room ventilation control issues	May-19	Jul-19	Tuft/Labus	First Rate Facilities		