

Skokie Park District Goals 2020-21						
May 1, 2020						
(updated November 2020)						
	Start Date	End Date	Responsible Staff	Core Value/ Mission Statement Focus	Status	Comments
Administration						
Update refund and pass hold request procedures to accommodate online and phone in options	Jul-20	Sep-20	Labus/Amato	Service	In-progress	Activity Modification Form and Refund Policy have been updated. Pass hold request will be created.
Reevaluate fee assistance program and provide online access on website	Aug-20	Sep-20	Matos/Labus/Bottorff	Inclusiveness	Complete	Fee assistance application, scales, and information has been updated. Information is now available on the SPD website.
Complete a district wide equity audit (if funding is available)	Aug-20	Dec-20	Tuft/Marquardt	Service	In-progress	Staff has 3 proposals, in the process of determining which one suits the needs of the District.
Provide SEED training for additional staff members through Skokie Cares	Oct-20	Apr-20	Tuft	Service/Inclusiveness	In-progress	Michelle Tuft and Mary Amato are enrolled.
Determine use of forest preserve property along Church Street	Dec-20	Apr-21	Tuft/Guynn	First Rate Facilities	On hold	Planning is on hold until funding is available.
Begin Distinguished Agency reaccreditation process	Oct-20	Oct-22	Admin Team	Innovation/Commitment	In-progress	We will apply in January for a 2021 recertification.
Enhance staff trainings by providing tools and universal templates for staff to use	May-20	Apr-21	Labus	Teamwork/Commitment	In-progress	COVID-19 Staff Training PowerPoint is available for staff to customize for facility trainings. Budget worksheets provided to Facility Managers to require staff to follow.
Upload all new hire paperwork on applitrack for digital completion	Jul-20	Sep-20	Hunt/Labus	Service	In-progress	IT has created forms to be uploaded in applitrack. IT will need to work with HR to see if we want to incorporate this into the on-boarding.
Update camp survey to provide guidance for 2021 summer camp offerings	Aug-20	Apr-20	Labus	Service/Commitment/ Innovation	Complete	Survey for camp 2021 was sent to parents and posted publicly on social media in October 2020.
Implement a walking and movement initiative program community wide for fall 2020.	Aug-20	Sep-20	Labus	Service/Innovation Community	Complete	GO! Skokie Program began September 1, 2020. There were 280+ people registered.
Develop and implement a Juneteenth program with assistance of various community groups	20-Nov	May-21	Marquardt	Partnerships/Inclusiveness	In-progress	
Implement alcohol policy throughout the district	20-Jul	Aug-20	Marquardt	Service	Completed	The Board approved the Alcohol ordinance on August 18. This ordinance allows select facilities to serve and sell alcohol.
Work with Oakton Center Manager to provide ACE's training to staff	Aug-20	May-21	Marquardt/Haben	Teamwork/Commitment	In-progress	
Enhance evaluation procedures for programs and events	Sep-20	Apr-21	Labus	Service	Complete	Rate Our Programs, Services, and Facilities survey has been updated and is available/fillable on the webpage instead of using survey monkey. A QR code is linked to the survey for quick and easy access for the customers.
Capital Improvement Projects						
Note: Some capital projects are under facility goals						
Laramie Park - construction and closeout	Oct-19	Jan-21	Guynn	First Rate Facilities	Ongoing	Construction is completed aside from several small punch list items. We should be applying for final OSLAD funds in December/January.
Oversee installation of backstops at Lyon/Laramie east	May-20	Oct-20	Guynn	First Rate Facilities	On hold	The Laramie east backstop was installed. The Lyon park backstop is on hold.
Devonshire roof replacement	Oct-20	Apr-21	Guynn/Hacker/Horwitz	First Rate Facilities	On hold	This project is currently on hold with a tentative start date of April 2021.
Asphalt Improvements-Devonshire/Sequoia/TLC/Lorel basketball court/Central path/SPTC/Weber/Laramie west lot	May-20	Aug-20	Guynn	First Rate Facilities	Completed	This project was completed in August.
Emily Oaks Nature Center						
Replace floor tile, various rooms	May-20	Jul-20	Hansen/Guynn	First Rate Facilities	Completed	This project was completed in the summer of 2020.
Park Services						

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Develop a formal Commemoration Program for memorial benches, tree donations and brick donations at Skokie Heritage Museum, Veteran's Park and the Skatium	May-20	Oct-20	Guynn/Kirland/Ames/ Catania/Hanson/Marketing	Service	Completed	This program went live in late summer and has been used for several bench plaques, bricks and trees already.
In-house removal of playground equipment, sand surfacing, amenities and installation of new amenities and play surfacing at Gross Point/Navajo/Carol/Tecumseh	Feb-20	Apr-20	Guynn/Hacker/Ames/Gacki	Innovation/First Rate Facilities	On hold	These playground renovations are on hold with a tentative start date of February 2021.
Oversee contracted installation of playground equipment at Gross Point/Navajo/Carol/Tecumseh	Mar-20	Jun-21	Guynn/Hacker	First Rate Facilities	On hold	These playground installations are on hold with a tentative start date of March 2021.
Install LED Sports Lighting-Terminal/Laramie/SSP	Sep-20	Apr-21	Guynn	Environmental Stewardship	On hold	These bids were rejected and Terminal will be done as a separate project to judge the quality of the specified fixtures. If successful, the other sites will be bid out in 2021.
Begin planning and bid out playground equipment and installation for 2021	Nov-20	Feb-20	Guynn	Inclusiveness	Ongoing	Planning has begun on tentatively replacing the play equipment at Playtime, Pohatan, Peccia, Hamlin and Shabonee.
Implement the Illinois Clean Energy Foundation Pollinator grant turning two acres of turf into pollinator friendly plants	Jul-20	Jun-21	Guynn/Ames/Hallm/Nano	Environmental Stewardship/Beautiful Open Spaces	Ongoing	The project has begun with approximately one of two acres planted. The Hamlin site has been sprayed in preparation for plugs in the spring and the woodchip path is complete.
Purchase and install backup cameras on all remaining vehicles that do not currently have them	Aug-20	Apr-21	Hacker/Andruk	Safety	On hold	This project is on hold.
Develop and implement an Integrated Pest Management Plan	20-May	May-20	Guynn/Ames	Environmental Stewardship/Openness	Completed	
Complete web-based GIS amenity layer	May-20	Apr-21	Guynn	Innovation	Ongoing	The data entry is over 85% complete and will be ongoing as new amenities are installed and old ones are removed or replaced.
Begin underdrainage audit-all parks	Jul-20	TBD	Hacker/Guynn	Service	Ongoing	Structure locations are being identified and confirmed after which we will begin to camera the lines.
Business Services/IT						
Meet or exceed FY 2021 budgets	May-20	May-21	Staff/Schmidt	Sound Fiscal Management	Ongoing	
Finish FY 2020 audit	Jul-20	Sep-20	Portillo/Schmidt	Sound Fiscal Management	Ongoing	The audit should be complete at the end of November.
Evaluate current performance review system and modify if so determined.	Aug-20	Mar-21	Seebacher/Schmidt	Innovation	Ongoing	
Develop and implement a formalized onboarding program for PT and FT staff.	Aug-20	Mar-21	Committee/Seebacher	Innovation	Ongoing	This project has launched.
Continue to improve flow/accuracy of invoice processing	May-20	Dec-20	BS Staff/Kirland/Hunt	Sound Fiscal Management	Ongoing	
Organize Office 365, eliminate duplication of files and streamline the system	May-20	Jan-21	Hunt/Kirland	Innovation	Ongoing	
Create/revamp intranet site	May-20	Aug-20	Hunt/Kirland	Innovation/Service	Done	
Provide at least one training program for FT staff on Diversity	Sep-20	Apr-21	Seebacher/Marquardt	Inclusiveness/Service	Ongoing	Targeting February.
Automate POOCH Park Gates	20-May	Jul-20	IT Staff / Runkle	Innovation	Completed	
Reduce printing and paper usage	20-May	Apr-21	All Business Services Staff	Environmental Stewardship	Ongoing	
Investigate change in financial software	Oct-20	Apr-21	Hunt/Schmidt	Sound Fiscal Management	Ongoing	
Improve DHS Billing and stay on top of it	May-20	Apr-21	Matos/Schmidt	Sound Fiscal Management	Ongoing	Pamela Zeid has taken over SPACE DHS billing as well as Learn and Play.

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Recreation, Revenue Facilities, Safety and Marketing						
<u>Athletics</u>						
Partner with the High Schools to offer two new athletic camps.	Dec-20	Jan-21	DeLeonardis	Service	On hold	Due to COVID-19 will not achieve until possibly summer 21 with Niles North
Develop and implement a new marketing plan for Sports Park East	Oct-20	Dec-20	DeLeonardis/Bottorff/Marquardt	Service	In-progress	Staff is scheduled to meet with the Marketing Department in December
Increase league offerings to highlight Laramie Park	Aug-20	Feb-21	DeLeonardis	Service	Ongoing	This year, 32 teams participated in summer and fall baseball/softball which included 21 Colt, Palomino, Thoroughbred and High School baseball teams from surrounding communities
Develop and implement a new marketing plan for Laramie Park	Aug-20	Feb-21	DeLeonardis/Bottorff/Marquardt	Service	In-progress	Staff is scheduled to meet with the Marketing Department in December
Develop league survey to determine potential 'pod" system for youth basketball scrimmages that will conform to COVID-19 guidelines.	Dec. 20	Apr-20	DeLeonardis/Bottorff/Marquardt	Service	starting soon	
<u>Skokie Heritage Museum</u>						
Bell tower repairs	Apr-21	Jun-21	Guynn/Hacker/Hanson	First Rate Facilities	On hold	This project is on hold until April of 2021.
Tuckpointing	Aug-20	Apr-21	Guynn/Hanson	First Rate Facilities	On hold	This project is on hold indefinitely.
Update Skokie Heritage Museum's Operation Manual	May-20	Apr-21	Hanson	Service	In-progress	Completion by April 2021.
Update Skokie Heritage Museum's Emergency Action Plan	May-20	Apr-21	Hanson	Commitment	In-progress	Completion by April 2021.
Develop two new online exhibits with Omeka	May-20	Apr-21	Hanson	Innovation	In-progress	Completion by April 2021.
Develop two new school "field trip" options that are not in-person	Aug-20	Apr-21	Hanson	Innovation	In-progress	Working on completing in November or December 2020
<u>Oakton Community Center</u>						
Continue lighting replacement project by updating and adding lights on 2nd floor.	Nov-20	Apr-21	Haben	Environmental Stewardship/First Rate	On hold	Will complete when funding allows.
Develop New Culture Welcome Packet for Festival of Cultures	Jan-21	Apr-21	Zeid/Haben	Openness/Service	On hold	Will complete if Festival of Cultures runs in 2021 or will roll over to 2022.
RTU Replacement	Jun-21		Guynn/Hacker	First Rate Facilities	On hold	This project is on hold until summer of 2021.
Address park entry sign	Aug-21	Apr-21	Haben/Ames	First Rate Facilities	Completed	The sign was moved forward several feet.
Create two new programs and offering methods to implement in the winter and spring program guide	Jul-20	Apr-21	Oakton Team	Innovation	In progress	Winter complete (Santa Zoom and Family Nights) and spring in progress
Create new rules and regulations for senior lounge area	Jul-20	Sep-20	Haben/Fletcher	Service/Commitment/ Openness	Complete	Senior lounge rules and membership has been implemented in Fall 2020.
Establish fillable registration forms and packets for SPACE for school year 21/22	Sep-20	Feb-21	Haben/Sakellaris/IT	Service	In progress	
Implement remote fintrac stations at SPACE sites for 21/22 school year	Jan-21	Apr-21	Haben/Sakellaris/IT	Service	On hold	SPACE is not currently running at most schools.

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<u>Devonshire Cultural Center</u>						
Update Devonshire Cultural Center Operations Manual	Sep-20	Apr-21	Devonshire Team	First Rate Facilities, Integrity & Teamwork	In progress	On track to complete by April 2021.
Implement weekly supervisor meetings that include COVID-19 updates and add information to staff trainings	Jul-20	Apr-21	Horwitz	Commitment/Service	Complete	Staff meet weekly or bi-weekly to discuss updates and important information.
Create two new programs and offering methods to implement in the winter and spring program guide	Jul-20	Apr-21	Horwitz/Watson/Flintz	Innovation	In progress	Winter complete (Theater Trivia and Script Reading Happy Hour) and spring is in progress
Evaluate building hours and staffing during periods of high and low building activity and make adjustments where needed	Jul-20	Apr-21	Horwitz	Commitment/Service/ Innovation	Complete	Building hours have been adjusted to accommodate limited programming hours.
Research and find three tools and products to increase efficiency of cleaning procedures	Jul-20	Apr-21	Sampath	First Rate Facilities	Complete	Implemented tools and products into cleaning procedures.
<u>Tot Learning Center</u>						
Install accessible sidewalks from play areas to main walk	Aug-20	Apr-21	Guynn	First Rate Facilities/Accessibility	On hold	Pricing is being obtained but due to weather may be on hold until the spring of 2021.
Install split level unit	Aug-20	Oct-21	Hacker	First Rate Facilities	On hold	This project is on hold until 2021.
Add age-appropriate outdoor curriculum and activities for all classrooms. Bring nature activities into the classroom	Jun-20	Oct-20	Khan	Innovation	Completed	
Research and bring online early childhood education webinars for staff	20-Jun	Apr-20	Khan	Commitment	Completed	
Work with DCFS to create separate sections for crawlers and non-crawlers in the infant classroom; if DCFS does not allow normal enrollment #s.	Jul-20	Sep-20	Khan	Safety	Completed	
<u>Emily Oaks Nature Center</u>						
Implement the Illinois Clean Energy Foundation solar panel grant	Jul-20	Apr-21	Guynn/Hansen	Innovation/Commitment	Ongoing	Bids have been received and if approved installation will begin in January 2021.
Seek to generate revenues options to make up the loss of revenue due to COVID-19 by creating two new offerings in winter and spring	Jul-20	Apr-21	EONC Team	Innovation/Sound Fiscal Management	In progress	Winter complete; spring in progress
Safely and effectively run Growing Sprouts during the school year for morning and afternoon session	Sep-20	Apr-21	Hansen	Commitment/Service	In progress	Growing Sprouts is running since September and an additional class has been added.
Analyze drainage issues and pond overflow, modify as needed	Jul-20	Apr-21	Hansen/Guynn	First Rate Facilities	Ongoing	Structures are currently being located in an effort to use the sewer camera on the drainage lines to identify problem areas. Costs of installing a drainage structure for the pond will be examined over the winter.
<u>Dammrich Rowing Center</u>						
Collaborate with North Suburban Rowing Crew to offer new rowing programs	Aug-20	Oct-20	Runkle	Service	Ongoing	Will be offering collaborative learn to row program targeting diverse participants in Summer 2021.
<u>Skatium</u>						
Initiate ice rink renovation in 2021	20-Aug	21-Sep	von Helms/Guynn	First Rate Facilities	On hold	PARC Grant recipients have yet to be announced.
Develop and implement a prioritized list of strategies targeting a three-year implementation to build hockey offerings through classes and leagues.	20-Sep	23-Sep	Glickman	Service	Ongoing	Glickman has begun assessing needs.

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Increase skating programming for adult skaters by offering new on and off ice classes and competition	20-Sep	20-May	Hathway	Service	Ongoing	New adult class added
Increase secondary offerings for Basic Skills level skaters	20-Sep	May-20	Hathway	Service	Ongoing	Looking to reconfigure Tuesday and Thursday schedule starting Fall of 2021 to maximize program offerings. Access to camp opened up for lower level skaters.
Update all training manuals for Ice operations to include COVID-19 guidelines and protocols	Apr-20	May-20	von Helms	Commitment/Teamwork	Started	
Re-evaluate ice rental policy and implement	May-20	Apr-21	von Helms	Sound Fiscal Management	Completed	Incorporated pricing policy beginning Summer of 2021. \$20 an hour discount granted to contract users.
<u>Aquatics</u>						
Install domestic hot water heater	Nov-20	Apr-21	Runkle	First Rate Facilities	In-Progress	Work to be completed by 5/15/21
Work with sponsorship coordinator to secure sponsorship advertising on bucket and tubes.	Jan-21	Apr-21	Runkle/Bottorff	Sound Fiscal Management	In-Progress	Meeting with the Sponsorship Coordinators in late January
Replace dive well gutters	Sep-20	Sep-20	Runkle	First Rate Facilities	Completed	
Repair dive well cracks	Aug-20	Oct-20	Runkle	First Rate Facilities	In-Progress	Complete in Spring 2021
Sand blast and paint dive well pool	Oct-20	Oct-20	Runkle	First Rate Facilities	In Progress	Complete in Spring 2021
SWP replace domestic hot water heater	Nov-20	Apr-21	Runkle	First Rate Facilities	Delayed	
SWP sand blast and paint bucket pool	Jun-20	Jun-20	Runkle	First Rate Facilities	Completed	
SWP replace Life guard chairs	Jun-20	Jun-20	Runkle	First Rate Facilities	Completed	
<u>Golf</u>						
Update all training manuals for the golf operations including cashier protocols, driving range, mini-golf and batting cage operations.	May-20	Jul-20	Lee	Service	Completed	
Improve use of social media to promote SPD golf throughout the year by increasing posts at least once a month.	May-20	Ongoing	Lee	Service/Innovation	Ongoing	
Establish Facebook/Twitter plan to include postings by at least 12 times per year.	May-20	Ongoing	Lee	Service/Innovation	Ongoing	
Redesign golf guide with marketing department.	Sep-20	Dec-20	Lee/Bottorff	Commitment	In progress	Staff plans to meet with Marketing Department in December
Research and develop golf feeder program co-op between SPD, District 219 and Tam Golf Course.	Aug-20	Dec-20	Lee	Service/Innovation	On Hold	Delayed due to Covid
Work with marketing to develop new promotional materials that target corporate rentals.	Oct-20	Dec-20	Lee/Bottorff/Marquardt	Sound fiscal management	Pending	Staff Plans to meet with Marketing Department in December
<u>Marketing</u>						
Identify areas for improvement on all websites, including the primary district site.	Jul-20	Apr-21	Bottorff	Service/Innovation	Complete	
Lead a three-hour marketing seminar for all rec and facilities staff	Jul-20	Apr-21	Bottorff/ Pozner / Walker	Commitment/Service	pending	as soon as in-person meetings are allowed
Up the district's social media game, led by the new coordinator, with more frequent and interesting posts.	Jul-20	Apr-21	Bottorff/Keating	Service/Innovation	complete	

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Transition more district advertising from print to social media.	Jul-20	Apr-21	Bottorff/Pozner	Service/Innovation	complete	
Permanently add activity links to all online program guides.	Jul-20	Apr-21	Bottorff/Pozner	Commitment/Service	complete	
Convert pdf online forms to e-forms	Jul-20	Apr-21	Bottorff/Walker	Commitment/Service	Complete	
Coordinate marketing message for facility rentals with alcoholic beverages.	Aug-20	Dec-20	Bottorff/Marquardt	First Rate Facilities, Service, Fiscal Management	pending	Will be ready for spring.
Create new marketing plans for Oakton and Skatium.	Dec-20	Dec-20	Bottorff/Haben/von Helms	Service/Innovation	Complete	pending budget meetings
<u>Weber/Fitness First</u>						
Renovate 1st floor west and 2nd floor bathrooms	Oct-20	Apr-21	Gynn/Amato	First Rate Facilities	In Progress	The west bathrooms were repainted. We will repaint 2nd floor bathrooms and explore cost-effective ways to improve the overall appearance. Larger purchases (counters, sinks, hardware) are on hold.
Update current Fitness First membership hard copy forms; create new online forms and transition customers to digital documents	Sep-20	Apr-21	Amato/Bever	Service/Commitment	In Progress	Reservations are all online and Bever is working on making all forms available digitally.
Create an onboarding and training system for part time staff at Weber Customer Service desks	Sep-20	Apr-21	Amato/Wilson	Commitment/Teamwork	In Progress	Will be completed by April 2021.
Implement building cleaning protocols for maintenance and custodians including training, building zones, and quarterly projects	Sep-20	Apr-21	Amato/Rizzo/Pietrukaniec	Commitment/Teamwork	In Progress	Cleaning Protocols, including cleaning charts have been completed. Zones are complete but not in use with the lowered maintenance staff schedule and building use. Quarterly projects and maintenance training still need to be completed.
Research new nightly cleaning companies and options. Implement if necessary.	Sep-20	Apr-21	Amato	Service	On Hold	This is on hold. We will utilize WLC maintenance for all cleaning. This will be revisited when Weber begins to generate revenue.
Improve the online gymnasium schedule	Sep-20	Apr-21	Amato/DeLeonardis	Service	On Hold	We will create a new online calendar for the gym when it re-opens to the public.