GOALS AND OBJECTIVES

Board Reviewed/Revised - 12/19/13, 8/21/14, 3/25/15, 6/17/15, 8/20/15, 10/15/15

Staff & Executive Director Reviewed/Revised – 5/15, 6/15, 7/15, 10/15
GOAL DOCUMENT

Mission Statement

“To enhance the lives of our residents by providing programs, services, facilities and open spaces that promote health, recreation and community, in a safe, financially and environmentally responsible manner.”

District Goals/Principals

The Crystal Lake Park District is guided by nine Goals/Principals as stated in the General Practices Manual to be used to provide an overall direction to be pursued.

Long Term Goals

Long term goals are goals to be completed in a 2-5 year time period.

Short Term Goals

Short Term Goals are goals to be completed within a one year time period.
<table>
<thead>
<tr>
<th>Staff Initials</th>
<th>Staff Name</th>
<th>Position</th>
<th>Department</th>
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</thead>
<tbody>
<tr>
<td>JH</td>
<td>Jason Herbster</td>
<td>Executive Director</td>
<td>Administration (A)</td>
</tr>
<tr>
<td>DO</td>
<td>Debra Oldham</td>
<td>Superintendent of Business Services</td>
<td>Business Services (BS)</td>
</tr>
<tr>
<td>AV</td>
<td>Ann Viger</td>
<td>Director of Planning &amp; Development</td>
<td>Administration (A)</td>
</tr>
<tr>
<td>KB</td>
<td>Kim Buscemi</td>
<td>Superintendent of Recreation Services</td>
<td>Recreation Services (RS)</td>
</tr>
<tr>
<td>JS</td>
<td>Jack Sebesta</td>
<td>Superintendent of Facility Services</td>
<td>Facility Services (FS)</td>
</tr>
<tr>
<td>EJ</td>
<td>Erik Jakubowski</td>
<td>Superintendent of Park Services</td>
<td>Park Services (PS)</td>
</tr>
<tr>
<td>DD</td>
<td>Dan Dziewior</td>
<td>Chief of Police</td>
<td>Police (P)</td>
</tr>
<tr>
<td>JEN</td>
<td>Jennifer Peterson</td>
<td>Recreation Supervisor</td>
<td>Recreation Services (RS)</td>
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<tr>
<td>RL</td>
<td>RL Laue</td>
<td>Racket Club Manager</td>
<td>Facility Services (FS)</td>
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<tr>
<td>JP</td>
<td>Jan Peters</td>
<td>Racket Club Asst. Manager</td>
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<tr>
<td>CS</td>
<td>Conni Stinek</td>
<td>Racket Club Tennis Director</td>
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<td>JF</td>
<td>John Fiorina</td>
<td>Nature Center Manager</td>
<td>Facility Services (FS)</td>
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<tr>
<td>CK</td>
<td>Cathy Kuntz</td>
<td>Preschool Director</td>
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<tr>
<td>LT</td>
<td>Laruen Thibodeau</td>
<td>Park Place Manger</td>
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<tr>
<td>MO</td>
<td>Mary Ott</td>
<td>Palmer House Manager</td>
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<tr>
<td>ST</td>
<td>Sam Thompson</td>
<td>Recreation Supervisor</td>
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<tr>
<td>JD</td>
<td>Joe Davison</td>
<td>Recreation Supervisor</td>
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<tr>
<td>JO</td>
<td>Jessica Ortega</td>
<td>Recreation Supervisor</td>
<td>Recreation Services (RS)</td>
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<tr>
<td>JL</td>
<td>Jenny Leech</td>
<td>Marketing Coordinator</td>
<td>Facility Services (FS)</td>
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<tr>
<td>AO</td>
<td>Anna Olas</td>
<td>Human Resources Manager</td>
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<tr>
<td>CD</td>
<td>Cindy Dunham</td>
<td>Safety Coordinator</td>
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<tr>
<td>AS</td>
<td>Anne Sandor</td>
<td>Office Manager/Admin. Assistant</td>
<td>Administration (A)</td>
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<tr>
<td>RK</td>
<td>Randy Knipfel</td>
<td>Park Foreman</td>
<td>Park Services (PS)</td>
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<tr>
<td>CF</td>
<td>Curt Foglesong</td>
<td>Park Foreman</td>
<td>Park Services (PS)</td>
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<tr>
<td>KK</td>
<td>Kevin Key</td>
<td>Custodial Foreman</td>
<td>Park Services (PS)</td>
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<td>BD</td>
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<td>1</td>
<td>DIVERSE PROGRAMMING - RECOGNIZING THE SOCIAL, CULTURAL AND ECONOMIC DIVERSITY OF THE COMMUNITY, THE DISTRICT WILL OFFER A WIDE RANGE OF LEISURE OPPORTUNITIES AND WILL PROVIDE EQUITABLE ACCESS TO ITS PROGRAMS AND FACILITIES.</td>
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<tr>
<td>1A</td>
<td>Recreation Supervisor Department Goals</td>
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<tr>
<td>1A.1</td>
<td>Remain fiscally responsible and obtain budget goals</td>
<td>RS</td>
<td>RS</td>
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<tr>
<td>1B</td>
<td>Racket Club Attain 1,200 In Total Memberships – 9% Increase</td>
<td>RL</td>
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<tr>
<td>1C</td>
<td>Achieve Indoor Court Usage Statistics In Key Areas</td>
<td>RL</td>
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<tr>
<td>1C.1</td>
<td>One hundred seventy hours/week in group lessons.</td>
<td>RL</td>
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<td>1C.2</td>
<td>Six hundred league/lesson registrations.</td>
<td>RL</td>
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<td>1D</td>
<td>Racket Club - Focus On Successful Implementation Of Three Special Events And One Member Party Each Month</td>
<td>RL</td>
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<td>1E</td>
<td>Nature Center - To Develop And Market New Programming For The Climbing Wall And Low Ropes Course</td>
<td>JF</td>
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<tr>
<td>1F</td>
<td>Nature Center - To Increase The Amount And Quality Of The Interpretive Displays Throughout The Facility To Better Reflect The Activities That We Offer. The Displays Will Cover Areas Such As Existing Live Animal Exhibits, Outdoor Recreation And The Environment</td>
<td>JF</td>
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<tr>
<td>1G</td>
<td>Increase Overall Adult League Participation</td>
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<td>1G.1</td>
<td>Look for new trends in adult athletics</td>
<td>JD</td>
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<tr>
<td>1G.2</td>
<td>Look at new league sports</td>
<td>JD</td>
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<tr>
<td>1H</td>
<td>Create A More Organized Core Of Youth Athletic Programming</td>
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<tr>
<td>1H.1</td>
<td>Work with contractors to create less competition (sessions dates and days)</td>
<td>JD</td>
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<tr>
<td>1H.2</td>
<td>Continue to use feedback to make the programs more desirable</td>
<td>JD</td>
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<td>1I</td>
<td>Look At Creating A New In-House Recreational Basketball Program</td>
<td>JD</td>
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<tr>
<td>1I.1</td>
<td>Work closely with District 47 to get gym space for practice games.</td>
<td>JD</td>
<td>RS</td>
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<tr>
<td>1I.2</td>
<td>Look at the previous league models</td>
<td>JD</td>
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<td>1I.3</td>
<td>Develop an enticing pricing structure</td>
<td>JD</td>
<td>RS</td>
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<td>1J</td>
<td>Explore The Possibility Of New Revenue Streams Running Youth Leagues</td>
<td>JD</td>
<td>RS</td>
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<tr>
<td>1J.1</td>
<td>Benchmark area Park Districts that run in-house</td>
<td>JD</td>
<td>RS</td>
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<tr>
<td>1J.2</td>
<td>Look at Financial records of affiliates</td>
<td>JD</td>
<td>RS</td>
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<tr>
<td>1J.3</td>
<td>Look at big picture to find feasibility of CLPD run athletic leagues</td>
<td>JD</td>
<td>RS</td>
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<td>1K</td>
<td>Develop Special Events To Help Control Expenses</td>
<td>JO</td>
<td>RS</td>
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<tr>
<td>1K.1</td>
<td>Hold new community events to increase revenue</td>
<td>JO</td>
<td>RS</td>
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<tr>
<td>1K.2</td>
<td>Use special events to cross promote other programs</td>
<td>JO</td>
<td>RS</td>
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<tr>
<td>1L</td>
<td>Increase Enrollment –Barlina Preschool</td>
<td>CK</td>
<td>FS</td>
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<tr>
<td>1L.1</td>
<td>Added one extended time 4-year old class for the 2015/2016 school year</td>
<td>CK</td>
<td>FS</td>
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<tr>
<td>1L.2</td>
<td>Possibly extend time on other classes depending on enrollment and interest for the 2016/2017 school year</td>
<td>CK</td>
<td>FS</td>
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<tr>
<td>1L.3</td>
<td>Continue to attend preschool fairs and other functions to circulate preschool information</td>
<td>CK</td>
<td>FS</td>
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<tr>
<td>1M</td>
<td>Increase Adult Participation</td>
<td>RL</td>
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<tr>
<td>1M.1</td>
<td>Find was to involve non-playing parents of kids in the lesson program</td>
<td>RL</td>
<td>FS</td>
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<tr>
<td>1M.2</td>
<td>Reach non-member players in the community &amp; offer deals that allow partial access to TRC</td>
<td>RL</td>
<td>FS</td>
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<tr>
<td>1M.3</td>
<td>Proactively connect adult players with new playing partners to expand networks and playing opportunities</td>
<td>RL</td>
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<tr>
<td>1N</td>
<td><strong>Form One or More New Ladies’ Travel Teams</strong></td>
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<tr>
<td>1N.1</td>
<td>Identify new players and reach out to them with encouragement</td>
<td>RL</td>
<td>FS</td>
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<tr>
<td>1N.2</td>
<td>Provide assistance to players looking for a new team and help place them</td>
<td>RL</td>
<td>FS</td>
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<tr>
<td>1O</td>
<td><strong>Increase Total Participation</strong></td>
<td></td>
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<tr>
<td>1O.1</td>
<td>Reach new members &amp; compel them to join with value and activities</td>
<td>RL</td>
<td>FS</td>
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<tr>
<td>1O.2</td>
<td>Offer enticing instructional programs &amp; promote them in the community</td>
<td>RL</td>
<td>FS</td>
</tr>
<tr>
<td>1O.3</td>
<td>Proactively offer leagues &amp; aggressively place players in them accordingly</td>
<td>RL</td>
<td>FS</td>
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<tr>
<td>1P</td>
<td><strong>Increase Total Youth Athletics Participation</strong></td>
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<tr>
<td>1P.1</td>
<td>Remove poorly performing tot athletic programs</td>
<td>JD</td>
<td>RS</td>
</tr>
<tr>
<td>1P.2</td>
<td>Use data from surveys to add classes that are needed</td>
<td>JD</td>
<td>RS</td>
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<tr>
<td>1Q</td>
<td><strong>Continue To Increase Our Softball Offerings</strong></td>
<td></td>
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<tr>
<td>1Q.1</td>
<td>Find new markets to cater our softball program to increase total teams</td>
<td>JD</td>
<td>RS</td>
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<tr>
<td>1R</td>
<td><strong>To Develop A Comprehensive Tracking Program For All Nature Center Programs</strong></td>
<td></td>
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</tr>
<tr>
<td>1R.1</td>
<td>To develop the tools necessary (i.e., Excel spreadsheet, tracking forms, etc.) to be able to effectively and efficiently record program information</td>
<td>JF</td>
<td>FS</td>
</tr>
<tr>
<td>1R.2</td>
<td>To train Nature Center staff in the importance and use of these tracking tools</td>
<td>JF</td>
<td>FS</td>
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<tr>
<td>1R.3</td>
<td>To develop a format for a monthly/annual report for monthly presentation to the Crystal Lake Park Board of Commissioners</td>
<td>JF</td>
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<tr>
<td>1S</td>
<td><strong>To Develop Programs Utilizing The Nature Center Climbing Tower</strong></td>
<td></td>
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</tr>
<tr>
<td>1S.1</td>
<td>To develop a format, pricing and schedule for “open climb”</td>
<td>JF</td>
<td>FS</td>
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<td></td>
<td>time” utilizing the Nature Center Climbing Tower</td>
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</tr>
<tr>
<td>1S.2</td>
<td>To develop a series of programs/opportunities for informal climbing, which focus on the recreational aspects of climbing</td>
<td>JF</td>
<td>FS</td>
</tr>
<tr>
<td>1S.3</td>
<td>To develop a series of programs for organized youth groups (i.e. Boy Scouts, Girl Scouts, etc.) which meet or exceed guidelines outlined by the organizations</td>
<td>JF</td>
<td>FS</td>
</tr>
<tr>
<td>1T</td>
<td><strong>Diversify Programming Mix To Attract New Participants</strong></td>
<td></td>
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<tr>
<td>1T.1</td>
<td>Offer new USTA tournament age or level groups</td>
<td>RL</td>
<td>FS</td>
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<tr>
<td>1T.2</td>
<td>Find exciting special event ideas and incorporate them regularly</td>
<td>RL</td>
<td>FS</td>
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<tr>
<td>1T.3</td>
<td>Research and consider alternative activities that are physically and ideologically adaptable to tennis courts</td>
<td>RL</td>
<td>FS</td>
</tr>
<tr>
<td>2</td>
<td><strong>FISCAL RESPONSIBILITY - DISTRICT DECISIONS WILL BE GUIDED BY SOUND FINANCIAL PRINCIPLES AND SERVICES WILL BE PROVIDED IN A COST EFFECTIVE MANNER TO MAXIMIZE BENEFITS TO THE COMMUNITY.</strong></td>
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</tr>
<tr>
<td>2A</td>
<td>Develop Pricing Strategies Based On The Market We Serve And The Competition Within A 10 Mile Radius Of The Community</td>
<td>RS</td>
<td>RS</td>
</tr>
<tr>
<td>2B</td>
<td><strong>Reach A 20% Margin As Whole For The Recreation Department</strong></td>
<td></td>
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<tr>
<td>2B.1</td>
<td>Work with supervisors on adding additional revenue producing programs</td>
<td>KB</td>
<td>RS</td>
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<tr>
<td>2D</td>
<td>Elevate Park Place To A Revenue Level That Will Allow It To Operate As An Enterprise Fund</td>
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<tr>
<td>2D.1</td>
<td>Finalize business plan and implement</td>
<td>JS</td>
<td>FS</td>
</tr>
<tr>
<td>2D.2</td>
<td>Implement targeted/extensive marketing plan from business plan with follow up procedures to ensure growth in gross/net revenues</td>
<td>JS</td>
<td>FS</td>
</tr>
<tr>
<td>2E</td>
<td><strong>Explore The Cost Effectiveness Of New Brochure Designs And</strong></td>
<td>JL</td>
<td>FS</td>
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<td></td>
<td><strong>Enhancements</strong></td>
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<td>2F</td>
<td>Ability To Show Increase In Revenues At Facilities And/or Programs Due To Marketing Efforts</td>
<td>JW</td>
<td>FS</td>
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<tr>
<td>2G</td>
<td>Monitoring of The Racket Club</td>
<td></td>
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<tr>
<td>2G.2 Finalize Business plan and present to Park Board</td>
<td>JH</td>
<td>A</td>
<td>7/15</td>
</tr>
<tr>
<td>2G.3 Executive Director to have monthly meetings with The Racket Club staff and Superintendent of Facility Services to monitor progress and changes taking place</td>
<td>JH</td>
<td>A</td>
<td>On-going</td>
</tr>
<tr>
<td>2G.4 Work to expedite meeting the fund balance policy for The Racket Club</td>
<td>JH</td>
<td>A</td>
<td>On-going</td>
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<tr>
<td></td>
<td><strong>Control Expenses and Staff Costs</strong></td>
<td></td>
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<tr>
<td>2H.1 Develop a Policy for sending staff home during slow times</td>
<td>JO</td>
<td>RS</td>
<td>4/16</td>
</tr>
<tr>
<td>2H.2 Ensure all programs are running at correct instructor to student ratios</td>
<td>JO</td>
<td>RS</td>
<td>4/16</td>
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<tr>
<td></td>
<td><strong>Fiscal Responsibility</strong></td>
<td></td>
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<tr>
<td>2I.1 Align monthly budget reports with projected budgets</td>
<td>JP</td>
<td>RS</td>
<td>4/16</td>
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<tr>
<td>2I.2 Use all marketing tools to facilitate growth in program areas</td>
<td>JP</td>
<td>RS</td>
<td>4/16</td>
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<tr>
<td>2I.3 Monitor local program fees and offering of other agencies in the area</td>
<td>JP</td>
<td>RS</td>
<td>4/16</td>
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<td></td>
<td><strong>Increase Permanent Court Time</strong></td>
<td></td>
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<tr>
<td>2J.1 Raise awareness of what PCT options are available</td>
<td>RL</td>
<td>FS</td>
<td>4/16</td>
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<tr>
<td>2J.2 Incentive PCT purchases with rewards</td>
<td>RL</td>
<td>FS</td>
<td>4/16</td>
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<tr>
<td>2J.3 Show appreciation to those who have been long-time PCT users</td>
<td>RL</td>
<td>FS</td>
<td>4/16</td>
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<tr>
<td></td>
<td><strong>Achieve a Contribution Margin of 20% Total for Recreation Programs</strong></td>
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<tr>
<td>2K.1 Assist Supervisors with individual goals</td>
<td>KB</td>
<td>RS</td>
<td>4/16</td>
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<tr>
<td>2K.2 Grow special events</td>
<td>KB</td>
<td>RS</td>
<td>4/16</td>
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<tr>
<td></td>
<td><strong>Monitor Expenses to Stay in Line with Budgets</strong></td>
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<tr>
<td>2L.1 Communicate and monitor budget parameters for ET, Camp, Art and Cooking</td>
<td>ST</td>
<td>RS</td>
<td>4/16</td>
</tr>
<tr>
<td>2L.2 Enforce prep and clean time for art and cooking instructors</td>
<td>ST</td>
<td>RS</td>
<td>4/16</td>
</tr>
<tr>
<td>2L.3 Standardize wages for substitute Directors</td>
<td>ST</td>
<td>RS</td>
<td>4/16</td>
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<td>2M</td>
<td>Help the 4C Parents Understand Any Financial Changes Due to Funding from the State or the Increase Costs Paid to the Park District</td>
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<tr>
<td>2M.1</td>
<td>Notify the parents by mail with a letter explaining any changes</td>
<td>JP</td>
<td>BS</td>
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<tr>
<td>2M.2</td>
<td>Speak to parents in person when they are in the office</td>
<td>JP</td>
<td>BS</td>
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<tr>
<td>2N</td>
<td>Provide Supervisor with Deferred Revenue and Maintenance Deposit Sheet Copies Needed for Next Fiscal Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2N.1</td>
<td>Making copies as deposits are made</td>
<td>KD</td>
<td>BS</td>
</tr>
<tr>
<td>2N.2</td>
<td>Double checking the end of the month</td>
<td>KD</td>
<td>BS</td>
</tr>
<tr>
<td>2O</td>
<td>Complete More Surprise Audits at All Locations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2O.1</td>
<td>Work with Debra to schedule time to conduct surprise audits. Schedule 2 surprise audits at all locations</td>
<td>KD</td>
<td>BS</td>
</tr>
<tr>
<td>2P</td>
<td>Enter All Checks From Accounts Payable And Payroll And Have Documentation Ready For Reconciliation 20 Days From Receipt</td>
<td></td>
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<tr>
<td>2P.1</td>
<td>Time management</td>
<td>KD</td>
<td>BS</td>
</tr>
<tr>
<td>3</td>
<td>STEWARDSHIP - THE DISTRICT WILL RESPECT HISTORICAL, ENVIRONMENTAL AND CONSERVATION SIGNIFICANCE IN DEVELOPING, MAINTAINING AND PRESERVING ITS LAND AND FACILITIES.</td>
<td></td>
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<tr>
<td>3A</td>
<td>Provide a Higher Level of Park Maintenance at Premier Parks</td>
<td></td>
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</tr>
<tr>
<td>3A.1</td>
<td>Lippold</td>
<td>EJ/CF</td>
<td>PS</td>
</tr>
<tr>
<td>3A.2</td>
<td>Veteran Acres</td>
<td>EJ/CF</td>
<td>PS</td>
</tr>
<tr>
<td>3A.3</td>
<td>Main Beach</td>
<td>EJ/CF</td>
<td>PS</td>
</tr>
<tr>
<td>3A.4</td>
<td>West Beach</td>
<td>EJ/CF</td>
<td>PS</td>
</tr>
<tr>
<td>3B</td>
<td>To Continue To Eliminate Chemicals Whenever Possible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3B.1</td>
<td>Research alternative methods, replace current methods to clean</td>
<td>KK</td>
<td>PS</td>
</tr>
<tr>
<td>3C</td>
<td>Improve All Planting Beds Yearly</td>
<td>CF</td>
<td>PS</td>
</tr>
<tr>
<td>3D</td>
<td>New Windows And Doors For Main Beach</td>
<td>RK</td>
<td>PS</td>
</tr>
<tr>
<td>3E</td>
<td>Improve Environmental Stewardship Throughout The Park</td>
<td></td>
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<td>#</td>
<td>Goal</td>
<td>Staff</td>
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<td></td>
<td><strong>District</strong></td>
<td></td>
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</tr>
<tr>
<td>3E.1</td>
<td>Continue working with the Environmental Committee on short and long term projects</td>
<td>AV</td>
<td>BS</td>
</tr>
<tr>
<td>3E.3</td>
<td>Develop purchasing guidelines for environmentally friendly commodities</td>
<td>AV</td>
<td>BS</td>
</tr>
<tr>
<td>3F</td>
<td><strong>Develop Guidelines for Park Land Donations</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3F.1</td>
<td>Research other Park District land donation policies or procedures</td>
<td>JH/AV</td>
<td>A</td>
</tr>
<tr>
<td>3F.2</td>
<td>Review City of Crystal Lake land donation ordinance</td>
<td>JH/AV</td>
<td>A</td>
</tr>
<tr>
<td>3F.3</td>
<td>Develop specifications for the acceptance of land for both new areas and areas adjacent to current park properties</td>
<td>JH/AV</td>
<td>A</td>
</tr>
<tr>
<td>3F.4</td>
<td>Research naming rights for large donations</td>
<td>JH/AV</td>
<td>A</td>
</tr>
<tr>
<td>3G</td>
<td><strong>Improve and Maintain Facility</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3G.1</td>
<td>Finish painting interior foundation walls green</td>
<td>RL</td>
<td>FS</td>
</tr>
<tr>
<td>3G.2</td>
<td>Paint indoor court support beams</td>
<td>RL</td>
<td>FS</td>
</tr>
<tr>
<td>3G.3</td>
<td>Grind down 2014’s outdoor court cement repair residue &amp; repaint</td>
<td>RL</td>
<td>FS</td>
</tr>
<tr>
<td>3H</td>
<td><strong>Revision of Website (including enhanced mobile web options)</strong></td>
<td></td>
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</tr>
<tr>
<td>3H.1</td>
<td>Determine park district wants and needs for website</td>
<td>JL</td>
<td>FS</td>
</tr>
<tr>
<td>3H.2</td>
<td>Write a budget proposal based on wants and needs</td>
<td>JL</td>
<td>FS</td>
</tr>
<tr>
<td>3H.3</td>
<td>Work with web designer to implement the revision</td>
<td>JL</td>
<td>FS</td>
</tr>
<tr>
<td>3I</td>
<td><strong>To Increase the Number of Environmental Restoration Events throughout Crystal Lake Park District Natural Areas</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3I.1</td>
<td>To create a standard format for natural area restoration events</td>
<td>JF</td>
<td>FS</td>
</tr>
<tr>
<td>3I.2</td>
<td>To work with the marketing department to develop marketing material for distribution to area groups</td>
<td>JF</td>
<td>FS</td>
</tr>
<tr>
<td>3I.3</td>
<td>To work with local area groups to promote environmental restoration opportunities offered through The Nature Center</td>
<td>JF</td>
<td>FS</td>
</tr>
<tr>
<td>3J</td>
<td><strong>Clean Up Compost Site @ Lippold Park</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3J.1</td>
<td>Rent a dirt sifter shaker attachment for the case skid loader</td>
<td>CF</td>
<td>PS</td>
</tr>
<tr>
<td>3J.2</td>
<td>Using the equipment daily, we should be able to accomplish</td>
<td>CF</td>
<td>PS</td>
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<tr>
<td>#</td>
<td>Goal</td>
<td>Staff</td>
<td>Dept</td>
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<tr>
<td>3K</td>
<td>Improve Turf Conditions For The South Side Parks</td>
<td>CF</td>
<td>PS</td>
</tr>
<tr>
<td>3K.1</td>
<td>Finalize monthly program schedule</td>
<td>CF</td>
<td>PS</td>
</tr>
<tr>
<td>3K.2</td>
<td>Core aerate and seed parks as needed</td>
<td>CF</td>
<td>PS</td>
</tr>
<tr>
<td>4</td>
<td>CUSTOMER SERVICE - ALL PATRONS AND CO-WORKERS WILL BE TREATED WITH RESPECT, COURTESY AND PATIENCE.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4A</td>
<td>Employee Assistance Program – Ensure All Employees Know Who, What, Why And How Of EAP</td>
<td>AO</td>
<td>BS</td>
</tr>
<tr>
<td>4A.1</td>
<td>Schedule EAP information training for appropriate staff</td>
<td>AO</td>
<td>BS</td>
</tr>
<tr>
<td>4B</td>
<td>Employee Relations – Improve Morale Among Staff And Departments</td>
<td>AO</td>
<td>BS</td>
</tr>
<tr>
<td>4B.1</td>
<td>Use Employee Relations Committee as an avenue to communicate to various staff and find out needs of staff members</td>
<td>AO</td>
<td>BS</td>
</tr>
<tr>
<td>4B.2</td>
<td>Provide all departments with any human resources related support</td>
<td>AO</td>
<td>BS</td>
</tr>
<tr>
<td>4C</td>
<td>Public Relations – Maintain Good Public Relations</td>
<td>AO</td>
<td>BS</td>
</tr>
<tr>
<td>4C.1</td>
<td>Promote the Park District to applicants and job candidates</td>
<td>AO</td>
<td>BS</td>
</tr>
<tr>
<td>4C.2</td>
<td>Continue to develop relationships with human resource professionals from local municipalities, District #47, #155 and other park districts</td>
<td>AO</td>
<td>BS</td>
</tr>
<tr>
<td>4D.</td>
<td>Improve Customer Service Standards In The Recreation Area</td>
<td>KB</td>
<td>RS</td>
</tr>
<tr>
<td>4D.1</td>
<td>Develop customer service standards</td>
<td>KB</td>
<td>RS</td>
</tr>
<tr>
<td>4D.2</td>
<td>Develop training program</td>
<td>KB</td>
<td>RS</td>
</tr>
<tr>
<td>4D.3</td>
<td>Incorporate a means of measuring through program surveys</td>
<td>KB</td>
<td>RS</td>
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<td>Staff</td>
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<tr>
<td>4E</td>
<td>Work with staff to provide step by step instructions for all services provided at the front desk</td>
<td>AS</td>
<td>BS</td>
</tr>
<tr>
<td></td>
<td>4E.1 Communicate with the Recreation and Facility Services to provide customers with accurate information</td>
<td>AS</td>
<td>BS</td>
</tr>
<tr>
<td>4F</td>
<td>Set Up Human Resource Page And A Safety Page On The Intranet</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4F.1 Download personnel forms and manuals for staff</td>
<td>AO</td>
<td>BS</td>
</tr>
<tr>
<td></td>
<td>4F.2 Work with Safety Coordinator on safety forms, manuals and safety training topics for staff to utilize</td>
<td>AO</td>
<td>BS</td>
</tr>
<tr>
<td>4G</td>
<td>Crystal Lake Park District Image Campaign</td>
<td>JH</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>4G.1 Create an Image Committee consisting of staff from all departments</td>
<td>JH</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>4G.2 Create a Citizen Advisory Group to provide information and feedback on CLPD image</td>
<td>JH</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>4G.3 Develop a campaign promoting and informing the community of the value of the CLPD</td>
<td>JH</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>4G.4 Determine strategic initiatives focused on building the CLPD image</td>
<td>JH</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>4G.5 Determine value of an outside consultant to build an image campaign based on strategic initiatives</td>
<td>JH</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>4G.6 Create an image slogan to be used throughout the image campaign</td>
<td>JH</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>4G.7 Develop a CLPD newsletter to be mailed 2-4 times a year</td>
<td>JH</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>4G.8 Develop a request for proposal (RFP) for an image campaign</td>
<td>JH</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>4G.9 Hold focus groups to help determine future image direction</td>
<td>JH</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>4G.10 Create a video that promotes the CLPD. Possibly use D155 students for the project</td>
<td>JH</td>
<td>A</td>
</tr>
<tr>
<td>4H</td>
<td>Employee Satisfaction Survey</td>
<td>JH/AO</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>4H.1 Review the previous employee satisfaction survey for current relevance</td>
<td>JH/AO</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>4H.2 Revise employee satisfaction survey if needed</td>
<td>JH/AO</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>4H.3 Administer employee satisfaction survey</td>
<td>JH/AO</td>
<td>A</td>
</tr>
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<td>Staff</td>
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<tr>
<td>4H.4</td>
<td>Review results with staff</td>
<td>JH/AO</td>
<td>A</td>
</tr>
<tr>
<td>4H.5</td>
<td>Implement appropriate changes based on survey results</td>
<td>JH/AO</td>
<td>A</td>
</tr>
<tr>
<td>4I</td>
<td>Increase Customer Service Standards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4I.1</td>
<td>Keep class status up-to-date with punch pass holders/classes</td>
<td>JP</td>
<td>RS</td>
</tr>
<tr>
<td>4I.2</td>
<td>Incorporate Customer Service at yearly staff trainings</td>
<td>JP</td>
<td>RS</td>
</tr>
<tr>
<td>4J</td>
<td>Increase Customer Service Standards</td>
<td></td>
<td></td>
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<tr>
<td>4J.1</td>
<td>Evaluate group and birthday party experiences at the beach</td>
<td>JO</td>
<td>RS</td>
</tr>
<tr>
<td>4J.2</td>
<td>Incorporate customer service situations in pre-season and regular trainings</td>
<td>JO</td>
<td>RS</td>
</tr>
<tr>
<td>4J.3</td>
<td>Utilize “secret shoppers” at the beach</td>
<td>JO</td>
<td>RS</td>
</tr>
<tr>
<td>4K</td>
<td>Increase CLPD Awareness in the Community</td>
<td></td>
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<tr>
<td>4K.4</td>
<td>Use media outlets to send information and reminders of programs and events</td>
<td>JO</td>
<td>RS</td>
</tr>
<tr>
<td>4K.5</td>
<td>Develop relationships with patrons to find out needs</td>
<td>JO</td>
<td>RS</td>
</tr>
<tr>
<td>4K.6</td>
<td>Create relationships with other teen and youth organizations</td>
<td>JO</td>
<td>RS</td>
</tr>
<tr>
<td>4L</td>
<td>Expand Social Media Efforts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4L.1</td>
<td>Determine what other social media avenues would benefit the Park District</td>
<td>JL</td>
<td>FS</td>
</tr>
<tr>
<td>4L.2</td>
<td>Formulate a strategy for use of new social media options</td>
<td>JL</td>
<td>FS</td>
</tr>
<tr>
<td>4L.3</td>
<td>Implement use into marketing plan</td>
<td>JL</td>
<td>FS</td>
</tr>
<tr>
<td>4M</td>
<td>Seek Out other Avenues to Market the Park District</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4M.1</td>
<td>Explore free options for advertising, public relations</td>
<td>JL</td>
<td>FS</td>
</tr>
<tr>
<td>4M.2</td>
<td>Research paid options for advertising and determine feasibility</td>
<td>JL</td>
<td>FS</td>
</tr>
<tr>
<td>4M.3</td>
<td>Implement advertising options as feasible</td>
<td>JL</td>
<td>FS</td>
</tr>
<tr>
<td>4N</td>
<td>Expand E-Newsletter Marketing Program, Streamline the Process</td>
<td></td>
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<td>Goal</td>
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<tr>
<td>4N.1</td>
<td>Cultivate a list of subscribers that are specific to area of information</td>
<td>JL</td>
<td>FS</td>
</tr>
<tr>
<td>4N.2</td>
<td>Develop a training session for Recreation and Facility Supervisors</td>
<td>JL</td>
<td>FS</td>
</tr>
<tr>
<td>4N.3</td>
<td>Explore utilizing a streamlined, more mobile friendly E-Newsletter format</td>
<td>JL</td>
<td>FS</td>
</tr>
<tr>
<td>4O</td>
<td><strong>Create a System to Better Handle all Customer Complaints</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4O.1</td>
<td>Create a standard system that will allow instructors to be notified of complaint</td>
<td>JD</td>
<td>RS</td>
</tr>
<tr>
<td>4O.2</td>
<td>Create a fast and easy way for patrons to voice concerns about programs</td>
<td>JD</td>
<td>RS</td>
</tr>
<tr>
<td>4O.3</td>
<td>Create a way that our customer is made aware that their complaint was received</td>
<td>JD</td>
<td>RS</td>
</tr>
<tr>
<td>4P</td>
<td><strong>Increase Marketing via Age Group</strong></td>
<td></td>
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</tr>
<tr>
<td>4P.1</td>
<td>Market classes by age to current park district participants</td>
<td>JD</td>
<td>RS</td>
</tr>
<tr>
<td>4P.2</td>
<td>Use current information on file to send emails and post cards about upcoming events</td>
<td>JD</td>
<td>RS</td>
</tr>
<tr>
<td>4Q</td>
<td><strong>Help Maintain Positive Moral of the Park District Staff</strong></td>
<td></td>
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<tr>
<td>4Q.1</td>
<td>Continue being an active member of the Employee Relations Committee</td>
<td>JP</td>
<td>BS</td>
</tr>
<tr>
<td>4Q.2</td>
<td>Help with organizing staff activities and holiday party</td>
<td>JP</td>
<td>BS</td>
</tr>
<tr>
<td>4R</td>
<td><strong>Learn How To Process IL And Wisc. Licenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4R.1</td>
<td>I will need to shadow a front desk person to learn how to process Illinois and Wisconsin Licenses</td>
<td>LN</td>
<td>BS</td>
</tr>
<tr>
<td>5</td>
<td><strong>PUBLIC INVOLVEMENT - THE DISTRICT VALUES COMMUNITY PARTICIPATION AND ROUTINELY SOLICITS INPUT FROM RESIDENTS AND PATRONS FOR USE IN ITS NEEDS ASSESSMENTS AND DECISION–MAKING PROCESSES.</strong></td>
<td></td>
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<tr>
<td>5A</td>
<td><strong>Develop a Community Relations Plan</strong></td>
<td></td>
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</tr>
<tr>
<td>5A.1</td>
<td>Determine avenues in which the CLPD name can be spread in a positive manner throughout the community</td>
<td>JL</td>
<td>FS</td>
</tr>
<tr>
<td>#</td>
<td>Goal</td>
<td>Staff</td>
<td>Dept</td>
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</tr>
<tr>
<td>5A.2</td>
<td>Develop a marketing plan to strategically gain CLPD name recognition in multiple segments of the community</td>
<td>JL</td>
<td>FS</td>
</tr>
<tr>
<td>5A.3</td>
<td>Staff involvement in local service organizations</td>
<td>ALL</td>
<td></td>
</tr>
<tr>
<td>5A.4</td>
<td>Seek opportunities to partner with other local government agencies and key local businesses in events in an effort to promote the CLPD</td>
<td>ALL</td>
<td></td>
</tr>
<tr>
<td>5A.5</td>
<td>Develop a &quot;recreation and quality of life&quot; campaign to infiltrate the community</td>
<td>JL/ALL</td>
<td></td>
</tr>
<tr>
<td>5A.6</td>
<td>Develop measurements of all initiatives to determine effectiveness in accomplishing goals</td>
<td>JL/ALL</td>
<td></td>
</tr>
<tr>
<td>5B</td>
<td>Recruit And Build A More Significant Volunteer Corps For Assisting With Summer Sunday’s, Tea’s, Dearly Departed And Historic Interpretation At The Colonel Palmer House</td>
<td>MO</td>
<td>FS</td>
</tr>
<tr>
<td>5C</td>
<td>Nature Center - To Continue To Grow As An Active Member Of The Crystal Lake Community Through Outreach And Support To Outside Agencies And Organizations</td>
<td>JF</td>
<td>FS</td>
</tr>
<tr>
<td>5D</td>
<td>Expand Social Media Efforts</td>
<td>JL</td>
<td>FS</td>
</tr>
<tr>
<td>5E</td>
<td>Develop New Business Relationships Within The Community</td>
<td>JW</td>
<td>FS</td>
</tr>
<tr>
<td>5F</td>
<td>Public Involvement</td>
<td>JW</td>
<td>FS</td>
</tr>
<tr>
<td>5F.1</td>
<td>Attend classes to be available to the public to get input from them</td>
<td>JP</td>
<td>RS</td>
</tr>
<tr>
<td>5F.2</td>
<td>Implement a public needs assessment in all three areas</td>
<td>JP</td>
<td>RS</td>
</tr>
<tr>
<td>5F.3</td>
<td>Dance programs participate in community events to gain exposure</td>
<td>JP</td>
<td>RS</td>
</tr>
<tr>
<td>5G</td>
<td>Gain Better Understanding of Clientele’s Likes and Dislikes</td>
<td>RL</td>
<td>FS</td>
</tr>
<tr>
<td>5G.1</td>
<td>Include surveys more frequently with club mailings</td>
<td>RL</td>
<td>FS</td>
</tr>
<tr>
<td>5G.2</td>
<td>Incorporate surveys into the club newsletter on occasion in entertaining ways</td>
<td>RL</td>
<td>FS</td>
</tr>
<tr>
<td>5G.3</td>
<td>Engage in as much face-to-face interaction as possible to encourage patrons to share feedback</td>
<td>RL</td>
<td>FS</td>
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<tr>
<td>5H</td>
<td><strong>Develop a Communications Survey</strong></td>
<td></td>
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<tr>
<td>5H.1</td>
<td>Formulate questions to determine how our customers communicate with us</td>
<td>JL</td>
<td>FS</td>
</tr>
<tr>
<td>5H.2</td>
<td>Administer survey via email, website and Facebook</td>
<td>JL</td>
<td>FS</td>
</tr>
<tr>
<td>5H.3</td>
<td>Analyze Results and prepare a report</td>
<td>JL</td>
<td>FS</td>
</tr>
<tr>
<td>5I</td>
<td><strong>Implement Annual Marketing Program to Promote Community Involvement</strong></td>
<td></td>
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</tr>
<tr>
<td>5I.1</td>
<td>Brainstorm with Marketing Department for new, creative ideas</td>
<td>JL</td>
<td>FS</td>
</tr>
<tr>
<td>5I.2</td>
<td>Explore feasibility and develop budget for program</td>
<td>JL</td>
<td>FS</td>
</tr>
<tr>
<td>5I.3</td>
<td>Prepare report of effectiveness of program</td>
<td>JL</td>
<td>FS</td>
</tr>
<tr>
<td>5J</td>
<td><strong>Work with Staff to Become Better Advocates of the Park District Programs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5J.1</td>
<td>Have staff share information with other community organizations they are affiliates with</td>
<td>ST</td>
<td>RS</td>
</tr>
<tr>
<td>5J.2</td>
<td>Provide staff with marketing material to distribute to teachers they have a relationship with</td>
<td>ST</td>
<td>RS</td>
</tr>
<tr>
<td>5J.3</td>
<td>Inform all staff about special events and other programs</td>
<td>ST</td>
<td>RS</td>
</tr>
<tr>
<td>6</td>
<td><strong>PARTNERSHIPS - THE DISTRICT WILL MAXIMIZE THE USE OF COMMUNITY RESOURCES BY UTILIZING COMMUNITY EXPERTISE AND BY DEVELOPING POSITIVE WORKING RELATIONS WITH LOCAL GOVERNMENTS AND ORGANIZATIONS IN THE COMMUNITY.</strong></td>
<td></td>
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<tr>
<td>6A</td>
<td><strong>Develop Improved Relations With The City Of Crystal Lake, The Village Of Lakewood And Other Local Units Of Government</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6A.1</td>
<td>Board and Staff attend community events and Chamber of Commerce afterhours to create a presence and continue to develop relationships with local government and business members</td>
<td>ALL</td>
<td>ALL</td>
</tr>
<tr>
<td>6B</td>
<td><strong>Continue To Foster And Build The Relationship With Local Schools By Offering Educational And Local History Based</strong></td>
<td></td>
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<td>MO</td>
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<tr>
<td></td>
<td>Projects At The Colonel Palmer House</td>
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<tr>
<td>6C</td>
<td>Park Place - Develop Cooperative Programming Relationships With Lakeside Legacy And The Raue And Other Existing Community Based Events</td>
<td>LT</td>
<td>FS</td>
</tr>
<tr>
<td>6D</td>
<td>Increase Cross Promotion Opportunities With Outside Agencies And Our Facilities</td>
<td>JW</td>
<td>FS</td>
</tr>
<tr>
<td>6E</td>
<td>Develop an Intergovernmental Agreement with School District 47</td>
<td></td>
<td></td>
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<tr>
<td>6E.1</td>
<td>Meet with D47 to review IGA</td>
<td>JH</td>
<td>A</td>
</tr>
<tr>
<td>6E.2</td>
<td>CLPD Board Approval</td>
<td>JH</td>
<td>A</td>
</tr>
<tr>
<td>6F</td>
<td>Park Impact Fees</td>
<td>JH/BD</td>
<td></td>
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<tr>
<td>6F.1</td>
<td>Work with City to develop a compromise that allows impact fees to be used for all parks</td>
<td>A</td>
<td></td>
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<tr>
<td>6G.1</td>
<td>Review current affiliate groups and uses</td>
<td>JH/JS</td>
<td>A</td>
</tr>
<tr>
<td>6G.2</td>
<td>Determine the services provided to the affiliates by the CLPD</td>
<td>JH/JS</td>
<td>A</td>
</tr>
<tr>
<td>6G.3</td>
<td>Review the fee structure</td>
<td>JH/JS</td>
<td>A</td>
</tr>
<tr>
<td>6G.4</td>
<td>Review the current moratorium on affiliates to determine if it is still needed</td>
<td>JH/JS</td>
<td>A</td>
</tr>
<tr>
<td>6G.5</td>
<td>Review rental policies to outside groups/businesses</td>
<td>JH/JS</td>
<td>A</td>
</tr>
<tr>
<td>6H</td>
<td>Work On The Development Of A Better Relationship With The City Of Crystal Lake</td>
<td>JH/BD</td>
<td>A</td>
</tr>
<tr>
<td>6H.1</td>
<td>Commissioner Collins to arrange a meeting with the City Council through Mayor Shepley</td>
<td>JH/BD</td>
<td>A</td>
</tr>
<tr>
<td>6H.2</td>
<td>Develop an agenda for the meeting with the City</td>
<td>JH/BD</td>
<td>A</td>
</tr>
<tr>
<td>6H.3</td>
<td>Provide City the 10 year list of Capital projects/improvements</td>
<td>JH/BD</td>
<td>A</td>
</tr>
<tr>
<td>6H.4</td>
<td>e-mail CLPD Board meeting minutes to the City for inclusion into their Council meeting packets as a means to keep them informed of CLPD activity</td>
<td>JH/BD</td>
<td>A</td>
</tr>
<tr>
<td>6H.5</td>
<td>Invite the City Council to special events</td>
<td>JH/BD</td>
<td>A</td>
</tr>
<tr>
<td>6H.6</td>
<td>Executive Director to invite City Manager to lunch</td>
<td>JH</td>
<td>A</td>
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<td>Goal</td>
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<tr>
<td>6I</td>
<td>Re-Establish Relationships with Schools</td>
<td></td>
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<tr>
<td>6I.1</td>
<td>Work with Marketing to get program information directly to the schools</td>
<td>JO</td>
<td>RS</td>
</tr>
<tr>
<td>6I.2</td>
<td>Partner with Junior Highs to develop events</td>
<td>JO</td>
<td>RS</td>
</tr>
<tr>
<td>6J</td>
<td>Continue Working with the School Districts in Order to Improve Relationships</td>
<td></td>
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<tr>
<td>6J.1</td>
<td>Work to get marketing materials in the schools</td>
<td>JD</td>
<td>RS</td>
</tr>
<tr>
<td>6J.2</td>
<td>Establish an agreement for volleyball equipment</td>
<td>JD</td>
<td>RS</td>
</tr>
<tr>
<td>6K</td>
<td>To Continue Development Cooperative Relationships with Outside Agencies (i.e. government agencies, non-profit agencies, youth groups, etc.) that benefit the Park District, the Agencies and the Community</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6K.1</td>
<td>To continue to increase our visibility by taking part in local and regional events</td>
<td>JF</td>
<td>FS</td>
</tr>
<tr>
<td>6K.2</td>
<td>To continue to provide support to outside agencies through programs, speaking engagements, loan of materials, etc.</td>
<td>JF</td>
<td>FS</td>
</tr>
<tr>
<td>7</td>
<td>SAFETY - THE DISTRICT WILL PROVIDE SAFE AND BARRIER-FREE PARK AND RECREATION FACILITIES WHICH BALANCE THE NEED TO MINIMIZE RISK, WHILE PRESERVING THE FUNDAMENTAL NATURE OF THE LEISURE EXPERIENCE.</td>
<td></td>
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<tr>
<td>7A</td>
<td>Maintain PDRMA Accreditation and Standards</td>
<td></td>
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</tr>
<tr>
<td>7A.1</td>
<td>Review correspondence from PDRMA</td>
<td>CD</td>
<td>A</td>
</tr>
<tr>
<td>7A.2</td>
<td>Review the PDRMA site weekly</td>
<td>CD</td>
<td>A</td>
</tr>
<tr>
<td>7A.3</td>
<td>Make sure suggested changes have been implemented</td>
<td>CD</td>
<td>A</td>
</tr>
<tr>
<td>7A.4</td>
<td>Distribute PDRMA information to staff, as needed</td>
<td>CD</td>
<td>A</td>
</tr>
<tr>
<td>7A.5</td>
<td>Inform departments about upcoming PDRMA trainings</td>
<td>CD</td>
<td>A</td>
</tr>
<tr>
<td>7B</td>
<td>Update Annual Departmental Safety Training</td>
<td></td>
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</tr>
<tr>
<td>7B.1</td>
<td>Implement materials and ideas from PDRMA training workshops</td>
<td>CD</td>
<td>A</td>
</tr>
<tr>
<td>7B.2</td>
<td>Involve supervisors in the training to help make it job specific</td>
<td>CD</td>
<td>A</td>
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<tr>
<td>7B.3</td>
<td>Use creative ways to get staff more involved in the training</td>
<td>CD</td>
<td>A</td>
</tr>
<tr>
<td>7C</td>
<td><strong>Improve Safety Standards for Aquatics</strong></td>
<td></td>
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<tr>
<td>7C.1</td>
<td>Develop training program and tracking plan for all staff</td>
<td>KB</td>
<td>RS</td>
</tr>
<tr>
<td>7C.2</td>
<td>Develop training plan specifically for managers</td>
<td>KB</td>
<td>RS</td>
</tr>
<tr>
<td>7C.3</td>
<td>Implement Red Cross trainings and resources</td>
<td>KB</td>
<td>RS</td>
</tr>
<tr>
<td>7D</td>
<td><strong>Organize Basement Storage Room</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7D.1</td>
<td>Complete records disposal request annually. Schedule disposal upon approval.</td>
<td>DO</td>
<td>BS</td>
</tr>
<tr>
<td>7E</td>
<td><strong>Transfer All Training Manuals To Power Point Or Video</strong></td>
<td>KK</td>
<td>PS</td>
</tr>
<tr>
<td>7F</td>
<td><strong>Assist In The Organization Of Records Stored In The Locked Storage Room</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7F.1</td>
<td>Work with supervisor to schedule time to work in the storage area and move recent documents to rear of shelves, making it easier to access records to be disposed of</td>
<td>KD</td>
<td>BS</td>
</tr>
<tr>
<td>7G</td>
<td><strong>Help Keep The Basement Storage Room Organized</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7G.1</td>
<td>Don’t move paperwork around downstairs so that it is not within the fiscal year that it was processed</td>
<td>JP</td>
<td>BS</td>
</tr>
<tr>
<td>7G.2</td>
<td>Help move paperwork downstairs from the previous fiscal year and keep it in fiscal year order</td>
<td>JP</td>
<td>BS</td>
</tr>
<tr>
<td>7H</td>
<td><strong>DCFS re-licensing October 2015 -Barlina House Preschool</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7H.1</td>
<td>Summer 2015 –Prepare and send all paperwork required by DCFS</td>
<td>CK</td>
<td>FS</td>
</tr>
<tr>
<td>7H.2</td>
<td>Sept.2015 –Recheck and evaluate facility, files, handbooks manuals, staff and children files –update/correct if needed</td>
<td>CK</td>
<td>FS</td>
</tr>
<tr>
<td>7H.3</td>
<td>Oct. 2015 – Renewal process with DCFS Representative</td>
<td>CK</td>
<td>FS</td>
</tr>
<tr>
<td>7I</td>
<td><strong>Assist With Organization Of Records Stored In Locked Storage Room</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7I.1</td>
<td>Work with supervisor to schedule time to work in storage area and move recent documents to rear of shelves. This will make easy access to records that will be disposed of the next year</td>
<td>KD</td>
<td>BS</td>
</tr>
<tr>
<td>7J</td>
<td><strong>Improve Equipment Training</strong></td>
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<tr>
<td>7J.1</td>
<td>Continue seasonal and monthly training for staff on a timely manner</td>
<td>CF</td>
<td>PS</td>
</tr>
<tr>
<td>7J.2</td>
<td>Purchase safety training material as needed</td>
<td>CF</td>
<td>PS</td>
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<tr>
<td>7K</td>
<td><strong>Lippold Park Fishing Piers</strong></td>
<td></td>
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<tr>
<td>7L</td>
<td>Replace VA Sled Hill Lights</td>
<td>RK</td>
<td>PS</td>
</tr>
<tr>
<td>7L.1</td>
<td>Remove old fishing piers and install new piers</td>
<td>RK</td>
<td>PS</td>
</tr>
<tr>
<td>7M</td>
<td><strong>Barlina House – New Deck, Stairs and Fascia</strong></td>
<td>RK</td>
<td>PS</td>
</tr>
<tr>
<td>7L.1</td>
<td>Remove old fixtures and replace with LED fixtures and bulbs</td>
<td>RK</td>
<td>PS</td>
</tr>
<tr>
<td>8</td>
<td><strong>PROFESSIONALISM - PROFESSIONALISM WILL BE EXEMPLIFIED IN THE DISTRICT’S BOARD, STAFF AND OPERATIONS.</strong></td>
<td></td>
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<tr>
<td>8A</td>
<td>Park Board Attendance At City And Village Trustee Meetings</td>
<td>BD</td>
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<tr>
<td>8B</td>
<td>Revision Of Crystal Lake Park District Policy And Ordinance Manuals</td>
<td>ALL</td>
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<tr>
<td>8C</td>
<td><strong>Professionalism</strong></td>
<td></td>
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<tr>
<td>8C.1</td>
<td>Incorporate new training areas such as Customer Service</td>
<td>JP</td>
<td>RS</td>
</tr>
<tr>
<td>8C.2</td>
<td>Updated Aging Fitness Equipment</td>
<td>JP</td>
<td>RS</td>
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<tr>
<td>8C.3</td>
<td>Obtain CPRP Cert and join the IPRA Senior Committee for networking</td>
<td>JP</td>
<td>RS</td>
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<tr>
<td>8D</td>
<td><strong>Hire and Maintain Qualified Staff</strong></td>
<td></td>
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<tr>
<td>8D.1</td>
<td>Develop employee incentive programs at the Beach for all staff</td>
<td>JO</td>
<td>RS</td>
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<tr>
<td>8D.2</td>
<td>Expand staff training program that included real life scenarios</td>
<td>JO</td>
<td>RS</td>
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<tr>
<td>8D3</td>
<td>Improve communication line between independent contractors</td>
<td>JO</td>
<td>RS</td>
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<tr>
<td>8E</td>
<td><strong>Professional Development Plans for Staff</strong></td>
<td></td>
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<tr>
<td>8E.1</td>
<td>Meet individually with each staff member to review and update plans and goals</td>
<td>CK</td>
<td>FS</td>
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<tr>
<td>8E.2</td>
<td>Assist staff members with trainings and/or other information to help obtain individual goals</td>
<td>CK</td>
<td>FS</td>
</tr>
<tr>
<td>8E.3</td>
<td>Document and review new plans and goals with each staff member</td>
<td>CK</td>
<td>FS</td>
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<td>Goal</td>
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<tr>
<td>8F</td>
<td>Create a New Hire Training Program with Recreation Supervisors</td>
<td>JD</td>
<td>RS</td>
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<tr>
<td></td>
<td>8F.1 Mentor inexperienced staff in order to prepare them for long term employment</td>
<td>JD</td>
<td>RS</td>
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<tr>
<td></td>
<td>8F.2 Train Staff to be able to work several different programs</td>
<td>JD</td>
<td>RS</td>
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<tr>
<td></td>
<td>8F.3 Increase professionalism of staff under 18 years old</td>
<td>JD</td>
<td>RS</td>
</tr>
<tr>
<td>8G</td>
<td>Hire and Maintain Qualified Staff in Recreation Department</td>
<td>JD</td>
<td>RS</td>
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<tr>
<td></td>
<td>8G.1 Assist Supervisors in developing new training</td>
<td>KB</td>
<td>RS</td>
</tr>
<tr>
<td></td>
<td>8G.2 Assist Supervisors in developing new standards for employees</td>
<td>KB</td>
<td>RS</td>
</tr>
<tr>
<td></td>
<td>8G.3 Assist Supervisors in improving communication with staff</td>
<td>KB</td>
<td>RS</td>
</tr>
<tr>
<td>8H</td>
<td>Keep Systems/Procedures Up to Date and Efficient</td>
<td>JD</td>
<td>RS</td>
</tr>
<tr>
<td></td>
<td>8H.1 Assist Supervisors in identifying areas that need updating/improvements</td>
<td>JD</td>
<td>RS</td>
</tr>
<tr>
<td></td>
<td>8H.2 Assist Supervisors with implementing new procedures/systems</td>
<td>JD</td>
<td>RS</td>
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<tr>
<td></td>
<td>8H.3 Review participant refund policy and procedure</td>
<td>JD</td>
<td>RS</td>
</tr>
<tr>
<td>8I</td>
<td>Provide More Coaching and Mentoring to Staff</td>
<td>JD</td>
<td>RS</td>
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<tr>
<td></td>
<td>8I.1 I will set up an observation and one-on-one schedule with site and each camp</td>
<td>JD</td>
<td>RS</td>
</tr>
<tr>
<td>8J</td>
<td>Improve Camp Training on the Beach</td>
<td>JD</td>
<td>RS</td>
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<tr>
<td></td>
<td>8J.1 Brainstorm ideas with Jessica</td>
<td>JD</td>
<td>RS</td>
</tr>
<tr>
<td></td>
<td>8J.2 Implement in-service training with the beach staff</td>
<td>JD</td>
<td>RS</td>
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<tr>
<td>9</td>
<td>CONTINUED IMPROVEMENT - THE DISTRICT WILL STRIVE FOR CONTINUAL IMPROVEMENT BY REGULARLY EVALUATING ITS PROGRAM OFFERINGS, OPERATIONS AND TECHNOLOGY.</td>
<td></td>
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<tr>
<td></td>
<td>9A.1 Veteran Acres Pond Restoration Phase 2</td>
<td>JD</td>
<td>RS</td>
</tr>
<tr>
<td></td>
<td>9A.2 Supervise the work of design consultant on development of plans for Phase II of the restoration project. These plans will include shoreline clean up, improve pedestrian access to the shoreline, improved fishing opportunities, an educational/interpretive center, and improvements to the hill between the pond and the Nature Center</td>
<td>JD</td>
<td>RS</td>
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<td>Goal</td>
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<tr>
<td>9A.3</td>
<td>Determine a short range and a long range management and improvement plan that details a timeline for work to be completed by in-house staff and work to be completed by outside contractors</td>
<td>AV/JF</td>
<td>A/FS</td>
</tr>
<tr>
<td>9A.4</td>
<td>Solicit staff and community input, including Crystal Lake Anglers and other user groups, on development plans</td>
<td>AV/JF</td>
<td>A/FS</td>
</tr>
<tr>
<td>9A.5</td>
<td>Investigate the possibility of applying for an OSLAD or Section 319 grant in 2014</td>
<td>AV</td>
<td>A</td>
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<tr>
<td>9B.</td>
<td>Prairie Ridge Conservation Area</td>
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<tr>
<td>9B.1</td>
<td>Investigate funding possibilities, including the EPA Section 319 grant program</td>
<td>AV</td>
<td>A</td>
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<tr>
<td>9C</td>
<td>Coordinate and Manage In-House Park Improvement Projects</td>
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<tr>
<td>9C.1</td>
<td>Handicap Accessibility Projects</td>
<td>AV</td>
<td>A</td>
</tr>
<tr>
<td>9C.2</td>
<td>Using priorities set in the ADA Transition Plan, work with park department staff on building and site improvements throughout the district</td>
<td>AV,EJ, RK</td>
<td>A/PS</td>
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<tr>
<td>9D</td>
<td>Coordinate Long Term and Large Scale Planning Efforts</td>
<td></td>
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<tr>
<td>9D.1</td>
<td>Work with Board, staff and consultant on the 2014 update of the Comprehensive Master Plan.</td>
<td>AV/JH</td>
<td>A</td>
</tr>
<tr>
<td>9D.2</td>
<td>Continue to work with Board and staff on implementation of all aspects of ADA Transition Plan</td>
<td>ALL</td>
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<tr>
<td>9D.3</td>
<td>Coordinate a feasibility study for future uses of the Hill Farm Barn and needed repairs</td>
<td>AV/EJ</td>
<td>A/PS</td>
</tr>
<tr>
<td>9D.4</td>
<td>Work with residential developers on proposed park land and cash donations</td>
<td>AV</td>
<td>A</td>
</tr>
<tr>
<td>9D.5</td>
<td>Continue coordination with the City of Crystal Lake, McHenry County Department of Transportation and</td>
<td>AV</td>
<td>A</td>
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<td><strong>Goal</strong></td>
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<tr>
<td></td>
<td>consulting engineers on bike path issues throughout the park district</td>
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<tr>
<td>9D.7</td>
<td>Assist Affiliate Groups on development projects, including Girls Softball Concession Building, Rowing Club site improvements, Babe Ruth League Concession Building and Soccer Complex Expansion</td>
<td>AV/JS</td>
<td>A/FS</td>
</tr>
<tr>
<td>9E</td>
<td>Focus on Facility Improvements to be Completed In House</td>
<td></td>
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<tr>
<td>9E.1</td>
<td>Energy efficiency improvements</td>
<td>EJ/RK</td>
<td>PS</td>
</tr>
<tr>
<td>9E.2</td>
<td>New windows at Main Beach and Administration</td>
<td>AV/EJ</td>
<td>A/PS</td>
</tr>
<tr>
<td>9E.3</td>
<td>Climate control at Lippold Outpost</td>
<td>EJ</td>
<td>PS</td>
</tr>
<tr>
<td>9E.4</td>
<td>Upgrade light fixtures in various facilities</td>
<td>EJ/RK</td>
<td>PS</td>
</tr>
<tr>
<td>9E.5</td>
<td>Power wash Administration Building</td>
<td>EJ/RK</td>
<td>PS</td>
</tr>
<tr>
<td>9E.6</td>
<td>Renovate / Remodel barn for more efficient use</td>
<td>AV/EJ</td>
<td>A/PS</td>
</tr>
<tr>
<td>9F</td>
<td>Stay Abreast Of IMRF Operations/Changes</td>
<td>DO/AO</td>
<td>BS</td>
</tr>
<tr>
<td>9G</td>
<td>Better Utilize Front Desk Staff Scheduling And Reduce Staffing At Low-Pressure Times.</td>
<td>RL</td>
<td>FS</td>
</tr>
<tr>
<td>9H</td>
<td>Attend A Conference Or Educational Program Specific To Historic Home Management And Local History Based Projects To Help Further Improve The Colonel Palmer House</td>
<td>MO</td>
<td>FS</td>
</tr>
<tr>
<td>9I</td>
<td>Replace Flooring In Park Place Front Porch Area With Durable, Low-Maintenance Material And Acquire A Ceiling Mounted Screen And Permanent Projector Set-Up For The Banquet Room</td>
<td>LT</td>
<td>FS</td>
</tr>
<tr>
<td>9J</td>
<td>Family Golf Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9J.1</td>
<td>Complete conversion of north 2/3’s of grass tee area to low-mow blue grass blend.</td>
<td>JS/EJ</td>
<td>FS/P S</td>
</tr>
<tr>
<td>9J.2</td>
<td>Finish and maintain on a weekly basis the bunker practice areas</td>
<td>JS</td>
<td>FS</td>
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<td></td>
<td>Present Proposal Of Registration Software Package And New</td>
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<tr>
<td>9K</td>
<td>Hardware To Board For Approval. Create Timeline For Installation, Training And Activation.</td>
<td>DO</td>
<td>BS</td>
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<tr>
<td>9L</td>
<td>Increase Responsibility At The Crystal Lake Park District</td>
<td>JD</td>
<td>RS</td>
</tr>
<tr>
<td>9L.1</td>
<td>Attend trainings to increase knowledge of community recreation</td>
<td>JD</td>
<td>RS</td>
</tr>
<tr>
<td>9L.2</td>
<td>Ask for new tasks or projects</td>
<td>JD</td>
<td>RS</td>
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<tr>
<td>9M</td>
<td>Build A Gravel And Limestone Storage At Lippold Outpost</td>
<td>CF</td>
<td>PS</td>
</tr>
<tr>
<td>9M.1</td>
<td>Price out materials to complete the project</td>
<td>CF</td>
<td>PS</td>
</tr>
<tr>
<td>9M.2</td>
<td>Properly staff the building of the project</td>
<td>CF</td>
<td>PS</td>
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<tr>
<td>9N</td>
<td>Install Blow-In Insulation In The Attic Of Barlina House</td>
<td>RK</td>
<td>PS</td>
</tr>
<tr>
<td>9N.1</td>
<td>Determine time to complete</td>
<td>RK</td>
<td>PS</td>
</tr>
<tr>
<td>9O</td>
<td>Evaluate Mechanical Systems For All Buildings</td>
<td>RK</td>
<td>PS</td>
</tr>
<tr>
<td>9O.1</td>
<td>Determine efficiencies to be implemented based on evaluation findings</td>
<td>RK</td>
<td>PS</td>
</tr>
<tr>
<td>9P</td>
<td>Complete Business Plan For The Racket Club</td>
<td>JS</td>
<td>FS</td>
</tr>
<tr>
<td>9P.1</td>
<td>Coordinate plan with Marketing, Park Services and Director of Planning for finalization and implementation</td>
<td>JS</td>
<td>FS</td>
</tr>
<tr>
<td>9Q</td>
<td>Complete Business Plan For Park Place</td>
<td>JS</td>
<td>FS</td>
</tr>
<tr>
<td>9Q.1</td>
<td>Formulate initial draft and review with staff for fine tuning</td>
<td>JS</td>
<td>FS</td>
</tr>
<tr>
<td>9Q.2</td>
<td>Coordinate with Marketing, Park Services and the Director of Planning for finalization and implementation</td>
<td>JS</td>
<td>FS</td>
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<tr>
<td>9R</td>
<td>To Develop a Comprehensive Tracking Program for all Programs Currently Offered</td>
<td>JF</td>
<td>FS</td>
</tr>
<tr>
<td>9R.1</td>
<td>To develop tools necessary (i.e. excel spreadsheet, tracking forms, etc.) to be able to effectively and efficiently record programs</td>
<td>JF</td>
<td>FS</td>
</tr>
<tr>
<td>9R.2</td>
<td>To train Nature Center staff in the importance and use of these tracking tools</td>
<td>JF</td>
<td>FS</td>
</tr>
<tr>
<td>9R.3</td>
<td>To develop a report format to be submitted to the Crystal Lake Park District Board of Commissioners on a monthly basis</td>
<td>JF</td>
<td>FS</td>
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<tr>
<td>9S</td>
<td>Increase Foot Traffic And Gross Revenues</td>
<td>LT</td>
<td>FS</td>
</tr>
<tr>
<td>9S.1</td>
<td>McHenry Co School Fall Brochures</td>
<td>LT</td>
<td>FS</td>
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<tr>
<td>9S.2</td>
<td>Church Bulletins</td>
<td>LT</td>
<td>FS</td>
</tr>
<tr>
<td>9S.3</td>
<td>Alternate advertising and marketing venues</td>
<td>LT</td>
<td>FS</td>
</tr>
<tr>
<td>9T</td>
<td><strong>Replace Carpet In Banquet Room With Industrial Laminate Flooring So As To Improve Rental Flexibility And Gross Revenues</strong></td>
<td>LT</td>
<td>FS</td>
</tr>
<tr>
<td>9T.1</td>
<td>Research various products that provide durability</td>
<td>LT</td>
<td>FS</td>
</tr>
<tr>
<td>9T.2</td>
<td>Coordinate with Ann V regarding the process and timeframe</td>
<td>LT</td>
<td>FS</td>
</tr>
<tr>
<td>9T.3</td>
<td>Determine budget year to schedule replacement</td>
<td>LT</td>
<td>FS</td>
</tr>
<tr>
<td>9U</td>
<td><strong>Add A Pavilion Similar To The Jaycee Shelter On North Side Of Building W/Fireplace And Beverage Service, Will Allow Facility To Accommodate Outdoor Ceremonies And Extend Ceremony Season</strong></td>
<td>LT</td>
<td>FS</td>
</tr>
<tr>
<td>9U.1</td>
<td>Research structures and costs</td>
<td>LT</td>
<td>FS</td>
</tr>
<tr>
<td>9U.2</td>
<td>Determine best option for current and future needs</td>
<td>LT</td>
<td>FS</td>
</tr>
<tr>
<td>9U.3</td>
<td>Develop budgeting plan to determine timeline</td>
<td>LT</td>
<td>FS</td>
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<tr>
<td>9V</td>
<td><strong>Improve Lighting</strong></td>
<td>AS</td>
<td>BS</td>
</tr>
<tr>
<td>9V.2</td>
<td>Update customer service counters and registration stations</td>
<td>AS</td>
<td>BS</td>
</tr>
<tr>
<td>9W</td>
<td><strong>Complete The Creation Of A CLPD Intranet Site</strong></td>
<td>AS</td>
<td>BS</td>
</tr>
<tr>
<td>9W.1</td>
<td>Determine appropriate contents</td>
<td>AS</td>
<td>BS</td>
</tr>
<tr>
<td>9W.2</td>
<td>Load forms, manuals and documents that are appropriate for all staff to have access to.</td>
<td>AS</td>
<td>BS</td>
</tr>
<tr>
<td>9X</td>
<td><strong>Continue To Communicate With All Park District Departments And Any Organizations Running Events Involving The Park District So Information Given Out At The Front Desk Is Accurate</strong></td>
<td>MF</td>
<td>BS</td>
</tr>
<tr>
<td>9Y</td>
<td><strong>Train For And Implement New Software System To Aid In Efficiently Processing Registration And Reservations</strong></td>
<td>MF</td>
<td>BS</td>
</tr>
<tr>
<td>9Z</td>
<td><strong>Learn Program Masters From Start To Finish</strong></td>
<td>KD</td>
<td>BS</td>
</tr>
<tr>
<td>9Z.1</td>
<td>Ask supervisor for additional training</td>
<td>KD</td>
<td>BS</td>
</tr>
<tr>
<td>9Z.2</td>
<td>Request that the program company provide training</td>
<td>KD</td>
<td>BS</td>
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<tr>
<td>9AA</td>
<td>Work With Accounting Department On Implementing The New Financial And HR Software</td>
<td></td>
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<tr>
<td>9AA.1</td>
<td>Gain knowledge of the new software</td>
<td>AO</td>
<td>BS</td>
</tr>
<tr>
<td>9AA.2</td>
<td>Train staff</td>
<td>AO</td>
<td>BS</td>
</tr>
<tr>
<td>9AA.3</td>
<td>Implement the HR hiring and documentation process with staff</td>
<td>AO</td>
<td>BS</td>
</tr>
<tr>
<td>9BB</td>
<td>Learn The New Software For Processing Payroll</td>
<td></td>
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<tr>
<td>9BB.1</td>
<td>Do best to master new software</td>
<td>LN</td>
<td>BS</td>
</tr>
<tr>
<td>9CC</td>
<td>Teach Others The Workings Of The Postage Machine</td>
<td></td>
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<tr>
<td>9CC.1</td>
<td>Teach others how to add money to the postage machine</td>
<td>LN</td>
<td>BS</td>
</tr>
<tr>
<td>9CC.2</td>
<td>Teach how to run report on postage machine</td>
<td>LN</td>
<td>BS</td>
</tr>
<tr>
<td>9DD</td>
<td>Learn How To Use The New Financial And Recreation Software When It Is Installed</td>
<td></td>
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<tr>
<td>9DD.1</td>
<td>Attend any trainings that are offered to learn the new software</td>
<td>JP</td>
<td>BS</td>
</tr>
<tr>
<td>9DD.2</td>
<td>Ask many questions while in the learning process</td>
<td>JP</td>
<td>BS</td>
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<tr>
<td>9EE</td>
<td>Manage And Coordinate Capital Improvement Projects</td>
<td></td>
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<tr>
<td>9EE.1</td>
<td>Continue organizing and managing in-house ADA improvement projects</td>
<td>AV</td>
<td>A</td>
</tr>
<tr>
<td>9EE.2</td>
<td>Work with Park Services staff to coordinate in-house improvement projects</td>
<td>AV</td>
<td>A</td>
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<tr>
<td>9FF</td>
<td>Look For Outside Or Creative Funding Sources For Capital Improvement Projects</td>
<td></td>
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<tr>
<td>9FF.1</td>
<td>Research and apply for grants</td>
<td>AV</td>
<td>A</td>
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<tr>
<td>9FF.2</td>
<td>Coordinate efforts with outside groups and organizations</td>
<td>AV</td>
<td>A</td>
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<tr>
<td>9GG</td>
<td>Continue To Improve Handicap Accessibility Throughout The District And Its Facilities</td>
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<tr>
<td>9GG.1</td>
<td>Work with affiliate groups on the transition plans</td>
<td>AV</td>
<td>A</td>
</tr>
<tr>
<td>9GG.2</td>
<td>Promote continuing education and training for all staff and affiliates</td>
<td>AV</td>
<td>A</td>
</tr>
<tr>
<td>9GG.3</td>
<td>Work with Park Services staff on in-house projects</td>
<td>AV</td>
<td>A</td>
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<tr>
<td>9HH</td>
<td>Coordinate Long Term And Large Scale Planning Efforts</td>
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<tr>
<td>9HH.1</td>
<td>Work with Executive Director on Recreation Center</td>
<td>AV</td>
<td>A</td>
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<tr>
<td>9HH.2</td>
<td>Coordinate a feasibility study for the uses of Hill Farm Barn and property</td>
<td>AV</td>
<td>A</td>
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<tr>
<td>9HH.3</td>
<td>Work with Executive Director to begin a revision of the 2010 Comp plan</td>
<td>AV</td>
<td>A</td>
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<tr>
<td>9II</td>
<td><strong>Proceed with Main Beach Renovation Plans</strong></td>
<td></td>
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<tr>
<td>9II.1</td>
<td>Depending on grant funding, finalize design for Phase I improvements</td>
<td>AV</td>
<td>A</td>
</tr>
<tr>
<td>9II.2</td>
<td>Develop cost estimate for Phase I and ensure it is funded in the annual budget</td>
<td>AV</td>
<td>A</td>
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<tr>
<td>9JJ</td>
<td><strong>Create a CLPD Intranet</strong></td>
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<tr>
<td>9JJ.1</td>
<td>Determine site content</td>
<td>AS</td>
<td>A</td>
</tr>
<tr>
<td>9JJ.2</td>
<td>Determine user groups</td>
<td>AS</td>
<td>A</td>
</tr>
<tr>
<td>9JJ.3</td>
<td>Determine Board Packet distribution process</td>
<td>AS</td>
<td>A</td>
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<tr>
<td>9JJ.4</td>
<td>Develop intranet policies</td>
<td>AS</td>
<td>A</td>
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<tr>
<td>9JJ.5</td>
<td>Develop a staff/Board training process</td>
<td>AS</td>
<td>A</td>
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<tr>
<td>9JJ.6</td>
<td>Go live</td>
<td>AS</td>
<td>A</td>
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<tr>
<td>9KK</td>
<td><strong>Develop a Park/Facility naming policy</strong></td>
<td></td>
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<tr>
<td>9KK.1</td>
<td>Determine if sponsorship for naming rights is appropriate</td>
<td>JH</td>
<td>A</td>
</tr>
<tr>
<td>9KK.2</td>
<td>Determine at the Board level what us appropriate for the community and the CLPD</td>
<td>JH</td>
<td>A</td>
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<tr>
<td>9LL</td>
<td><strong>Develop an Annual Planning Calendar</strong></td>
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<tr>
<td>9LL.1</td>
<td>Compile a list of relevant items to be placed on the calendar</td>
<td>JH</td>
<td>A</td>
</tr>
<tr>
<td>9LL.2</td>
<td>Include Distinguished Accreditation Items to be completed annually, bi-annually, etc.</td>
<td>JH</td>
<td>A</td>
</tr>
<tr>
<td>9LL.3</td>
<td>Include Board meetings and special Board meetings such as budget workshop and goal setting</td>
<td>JH</td>
<td>A</td>
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<tr>
<td>9LL.4</td>
<td>Include major special events such as Blast on the Beach, NRPA and IPRA conferences</td>
<td>JH</td>
<td>A</td>
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<tr>
<td>9MM</td>
<td><strong>Continued Improvement Seniors and Fitness</strong></td>
<td></td>
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<tr>
<td>9MM.1</td>
<td>Evaluate seasonal programs and share with instructors</td>
<td>JP</td>
<td>RS</td>
</tr>
<tr>
<td>9MM.2</td>
<td>Track enrollment records with seniors and fitness</td>
<td>JP</td>
<td>RS</td>
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<tr>
<td>9MM.3</td>
<td>Co-op with local agencies in senior programming</td>
<td>JP</td>
<td>RS</td>
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<tr>
<td>9NN</td>
<td>Systems are up to Date and Efficient</td>
<td></td>
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<tr>
<td>9NN.1</td>
<td>All staff trainings are evaluated and planned out in advance</td>
<td>JO</td>
<td>RS</td>
</tr>
<tr>
<td>9NN.2</td>
<td>Programs will be evaluated by participants near the end of class session</td>
<td>JO</td>
<td>RS</td>
</tr>
<tr>
<td>9NN.3</td>
<td>Establish new contacts in community for potential new instructors</td>
<td>JO</td>
<td>RS</td>
</tr>
<tr>
<td>9OO</td>
<td>ExceleRate IL Quality Counts Accreditation –Barlina House</td>
<td></td>
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<tr>
<td>9OO.1</td>
<td>Continue to attend Cohort meetings, with 4-C representative and other preschools in McHenry County for support.</td>
<td>CK</td>
<td>FS</td>
</tr>
<tr>
<td>9OO.2</td>
<td>Attend trainings through 4-C needed to obtain accreditation</td>
<td>CK</td>
<td>FS</td>
</tr>
<tr>
<td>9OO.3</td>
<td>Train and update staff on accreditation process</td>
<td>CK</td>
<td>FS</td>
</tr>
<tr>
<td>9PP</td>
<td>Update furniture/material/toys –Barlina House Preschool</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9PP.1</td>
<td>Budget for large items that need to be replaced</td>
<td>CK</td>
<td>FS</td>
</tr>
<tr>
<td>9PP.2</td>
<td>Summer 2015 –Evaluate all toys/games/materials</td>
<td>CK</td>
<td>FS</td>
</tr>
<tr>
<td>9PP.3</td>
<td>Order items needed for 2015/2016 school year</td>
<td>CK</td>
<td>FS</td>
</tr>
<tr>
<td>9QQ</td>
<td>Refine The Brochure Production Process To Ensure Quality, On Time Product</td>
<td></td>
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</tr>
<tr>
<td>9QQ.1</td>
<td>Work efficiently with office staff, bookkeeping and recreation supervisors to create a process for content creation for brochure</td>
<td>JL</td>
<td>FS</td>
</tr>
<tr>
<td>9QQ.2</td>
<td>Create proofing guidelines and implement</td>
<td>JL</td>
<td>FS</td>
</tr>
<tr>
<td>9RR</td>
<td>Increase CLPD Awareness In The Community</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9RR.1</td>
<td>Market to Preschool participants</td>
<td>KB</td>
<td>RS</td>
</tr>
<tr>
<td>9RR.2</td>
<td>Find other groups to work with, i.e., PTA’s</td>
<td>KB</td>
<td>RS</td>
</tr>
<tr>
<td>9RR.3</td>
<td>Work with staff in developing innovation that sets us apart from competition</td>
<td>KB</td>
<td>RS</td>
</tr>
<tr>
<td>9SS</td>
<td>Improve Customer Service Standards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9SS.1</td>
<td>Develop customer service standards</td>
<td>KB</td>
<td>RS</td>
</tr>
<tr>
<td>9SS.2</td>
<td>Develop customer service training</td>
<td>KB</td>
<td>RS</td>
</tr>
<tr>
<td>9TT</td>
<td>Challenge And Grow Individual Supervisors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9TT.1</td>
<td>Continue open communication in regards to personal</td>
<td>KB</td>
<td>RS</td>
</tr>
<tr>
<td>#</td>
<td>Goal</td>
<td>Staff</td>
<td>Dept</td>
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<td></td>
<td>professional goals</td>
<td></td>
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<tr>
<td>9TT.2</td>
<td>Investigate cross training opportunities</td>
<td>KB</td>
<td>RS</td>
</tr>
<tr>
<td>9UU</td>
<td>Learn More About Using Excel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9UU.1</td>
<td>Talk a half day course on Excel</td>
<td>JP</td>
<td>BS</td>
</tr>
<tr>
<td>9VV</td>
<td>Learn How To Use The New Financial Software Before And After It Is Installed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9VV.1</td>
<td>Work with employees of Tyler for additional training</td>
<td>JP</td>
<td>BS</td>
</tr>
<tr>
<td>9WWW</td>
<td>Learn A/P And Bank Reconciliation Through New Software Programs</td>
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<tr>
<td>9WWW.1</td>
<td>Seek information during initial training</td>
<td>KD</td>
<td>BS</td>
</tr>
<tr>
<td>9WWW.2</td>
<td>Check with agenda provided during training</td>
<td>KD</td>
<td>BS</td>
</tr>
<tr>
<td>9WWW.3</td>
<td>Contact support at Tyler Technologies when issues arise</td>
<td>KD</td>
<td>BS</td>
</tr>
<tr>
<td>9XX</td>
<td>Learn The Tyler/Incode Software For Payroll</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9XX.1</td>
<td>Do my best to master the new payroll software</td>
<td>LN</td>
<td>BS</td>
</tr>
<tr>
<td>9YY</td>
<td>Learn As Much As I Can About The Recreational Software, Rec Trac</td>
<td>JP</td>
<td>BS</td>
</tr>
<tr>
<td>9YY.1</td>
<td>Attend any trainings that will be offered</td>
<td>JP</td>
<td>BS</td>
</tr>
<tr>
<td>9YY.2</td>
<td>Ask questions to other park districts that are already using this software</td>
<td></td>
<td></td>
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<tr>
<td>9ZZ</td>
<td>Make Buildings Look Better for Staff and Public</td>
<td></td>
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</tr>
<tr>
<td>9ZZ.1</td>
<td>Spend more time on the extra needs of each building</td>
<td>KK</td>
<td>PS</td>
</tr>
<tr>
<td>9AAA</td>
<td>Install New Drinking Fountains at VA/Four Colonies/Dog Park</td>
<td>RK</td>
<td>PS</td>
</tr>
</tbody>
</table>