

DOWNERS GROVE PARK DISTRICT

2022 DEPARTMENT GOALS



your chance to play

Downers Grove Park District 2022 DEPARTMENT GOALS

Finance & Information Technology

FINANCE GOALS

GOAL	SUPERVISOR	COMPLETION DATE	STATUS
1. Obtain a clean 2021 audit with minimal comments from the auditors	Erik Brown		
2. Complete the bond issuance for McCollum Park	Erik Brown		
3. Implement a new HR/Payroll System including time, attendance, and payroll processing	Erik Brown		
4. Work with Recreation Department to complete individual business plans	Erik Brown		
5. Work with Parks/Planning Department to develop a more thorough Capital Replacement Plan	Erik Brown		
6. Plan and lead long-term discussion and development on a sustainable financial plan	Erik Brown		
7. Conduct staff training on various financial policies within the Financial Manual	Erik Brown		

IT GOALS

GOAL	SUPERVISOR	COMPLETION DATE	STATUS
1. Complete and present the IT Policy & Procedure Manual	Erik Brown		
2. Conduct staff training on various IT topics (i.e. cyber awareness, phishing)	Erik Brown		
3. Swap end-of life firewalls at the Co-Location Center	Erik Brown		
4. Introduce (DUO) two-factor authentication software	Erik Brown		
5. Introduce a more secure staff WiFi	Erik Brown		
6. Create a multi-year IT replacement and improvement plan	Erik Brown		
7. Implement district-wide SharePoint and electronic signature system	Erik Brown		
8. Complete a district-wide Access Control and Security Plan	Erik Brown		

Downers Grove Park District **2022 DEPARTMENT GOALS**

Human Resources

GOALS

GOAL	SUPERVISOR	COMPLETION DATE	STATUS
1. Conduct supervisory training	Marian Olund	April 20	
2. Complete bargaining with union	Marian Olund	May 31	
3. Implement a new HR/Payroll System including time, attendance, and payroll processing	Marian Olund	Nov. 30	

Downers Grove Park District 2022 DEPARTMENT GOALS

Marketing & Community Engagement

MARKETING GOALS

GOAL	SUPERVISOR	COMPLETION DATE	STATUS
1. Revamp marketing materials for the District's park bench and memorials program	Dawn Hartman	May 31	
2. Develop a new 4500 Fitness website	Dawn Hartman	July 1	In process
3. Develop a 30-second commercials for 4500 Fitness	Dawn Hartman	July 1	
4. Promote the 130th Anniversary of the Downers Grove Golf Club	Dawn Hartman	Sept. 30	In process
5. Expand the use of digital advertising to promote 4500 Fitness and Downers Grove Golf Club	Dawn Hartman	Dec. 31	
6. Update and re-introduce the printing of the Annual Playbook publication	Dawn Hartman	Nov. 1	
7. Increase the use of SharePoint for online forms posted on the District website	Dawn Hartman	Dec. 31	

EVENT & SPONSORSHIP GOALS

GOAL	SUPERVISOR	COMPLETION DATE	STATUS
1. Expand promotion of the District's sponsorship program through new advertising and signage at the Recreation Center, Downers Grove Golf Club and sports fields	Dawn Hartman	May 1	In process
2. Secure a title sponsor for the 75th Anniversary Event, Summer Concert Series, Dog Event and family special events.	Dawn Hartman	May 1	Complete
3. Develop expanded advertising and sponsorship opportunities at Downers Grove Golf Club	Dawn Hartman	March 1	Complete
4. Host large-scale 75th Anniversary event in May	Dawn Hartman	May 31	In process
5. Develop a new dog-related event to host in the fall	Dawn Hartman	Sept. 30	In process

Downers Grove Park District 2022 DEPARTMENT GOALS

Recreation

RECREATION, ATHLETICS, FITNESS & CUSTOMER SERVICE GOALS

GOAL	SUPERVISOR	COMPLETION DATE	STATUS
1. Develop a comprehensive rental guide for Lincoln Center and Recreation Center rentals to include: rental rates, rules and regulations, hours of operation, room set ups, amenities, and the rental process	Dave Haring and staff	June 30	
2. Implement a formal agreement and procedure for offering co-op recreation programs with other park districts	Dave Haring	Winter	
3. Analyze program fees based on the length of program, staffing needs, demand and increase and streamline fees accordingly	Dave Haring		
4. Analyze the first year of usage of the former Kidzone room at the Recreation Center to determine the actual usage, how many additional fitness memberships are correlated and program scheduling to increase or change programming for 2023	Dave Haring	Winter	
5. Expand preschool classes to the Recreation Center beginning with the 2022-23 school year	Dave Haring	Fall	
6. Increase amount of programming offered for adult and active adults	Dave Haring	Dec. 31	
7. Restructure the personal training program by updating the fee structure to better reflect market costs	Dave Haring	March 31	
8. Acquire roughly 75% (2,100 Full-price Member Goal) of 2019 fitness member totals (2,800 in 2019) by creating incentives based promotions for members to return	Dave Haring	Dec. 31	
9. Maintain a group fitness class average of 8 or more by utilizing member feedback and offering more focused and intentional offerings	Dave Haring	Dec. 31	
10. Develop a business plan for Miner Mike's Adventure Golf and concessions to coincide with the opening of the sprayground at McCollum Park	Dave Haring		
11. Continue to evaluate the 2021 fee structure and rental challenges for pavilions to streamline processes. Make adjustments based on recommendations from the 110% results	Dave Haring	Dec. 31	
12. Update affiliate agreements and fee structures	Dave Haring	June 30	
13. Develop operations manual for customer service		March 31	
14. Analyze the need to utilize existing staff to provide email support to patrons on Saturday mornings		March 31	
15. Continue to customize VSI registration rules to better automate registration discounts for full-time/part-time staff		March 1	
16. Create a written residency verification policy and process		March 31	

Downers Grove Park District 2022 DEPARTMENT GOALS

Facilities, Parks, Planning & Natural Resources

FACILITIES GOALS

GOAL	SUPERVISOR	COMPLETION DATE	STATUS
1. Work to consolidate contractual services where appropriate	Geoff Penman	Ongoing	
2. Update Recreation & Fitness Center Action Plan	Geoff Penman	June 1	
3. Coordinate Indoor Facilities Condition Assessment	Geoff Penman	June 15	
4. Develop long-term plan for replacement and upkeep of facilities, utilizing data gathered from the facility condition assessment	Geoff Penman	Late 2022 - 2023	
5. Seek opportunities to convert or retrofit lighting to LED in parks and in facilities	Geoff Penman	Ongoing	
6. Work with Safety Committee and IT Department to continue to implement initiatives that improve overall District safety	Geoff Penman	Ongoing	

PLANNING GOALS

GOAL	SUPERVISOR	COMPLETION DATE	STATUS
1. Establish Capital Improvement Plan that identifies existing needs and updates asset inventory to identify current maintenance backlog	Geoff Penman	June 1	
2. Expand annual 5-year plan to 10-year Capital Replacement Plan	Geoff Penman	Dec. 1	
3. Manage FY2022 Capital Improvement projects: <ul style="list-style-type: none"> • Patriots Park Pedestrian Bridge Replacement • McCollum Park Sprayground & Tennis Improvements • Dunham Place Park Playground Renovation • Doerhoefer Park Ballfield Irrigation • Doerhoefer Park Tennis Court Resurfacing • 1925 Curtiss Street Demolition & Permitting 	Geoff Penman		
4. Manage ADA Improvements as identified in the ADA Transition Plan	Geoff Penman	Ongoing	
5. Conduct planning and engineering for future projects	Geoff Penman	Ongoing	

Downers Grove Park District 2022 DEPARTMENT GOALS

Facilities, Parks, Planning & Natural Resources

PARK OPERATIONS GOALS

GOAL	SUPERVISOR	COMPLETION DATE	STATUS
1. Continue to utilize Productive Parks Maintenance Software to gather detailed maintenance data	Geoff Penman	Ongoing	
2. Seek new strategies to recruit staff to work seasonally in the Parks and Natural Resource areas	Geoff Penman	Ongoing	
3. Work with the Recreation/Athletics Department on scheduling and implementing an athletic field improvement plan	Geoff Penman	July 1	
4. Create Standards of Care Manual for Park Maintenance that can be used to assist staff in providing consistently cleanest and safe parks and facilities	Geoff Penman	Dec. 31	
5. Assess Park District's flower/shrub beds and develop a Horticulture Improvement Plan	Geoff Penman	Oct. 1	
6. Create Turf Management Plan for athletic fields and lawn areas	Geoff Penman	Nov. 1	
7. Conduct an assessment of ballfield maintenance to better understand resources expended to maintain. Complete 2 time trials to incorporate data into data gathered in 2021 trial	Geoff Penman	1st time trial: June 1 2nd time trial: Sept. 1	
8. Continue to work in a manner that encourages employee safety and fulfills requirements of PDRMA Risk Management Assessment	Geoff Penman	Ongoing	

NATURAL RESOURCES GOALS

GOAL	SUPERVISOR	COMPLETION DATE	STATUS
1. Update existing Natural Areas Management Plan to include all "native" areas	Geoff Penman	In process	
2. Work with Marketing Department to add GIS layer to the webpage	Geoff Penman	May 1	
3. Continue implementation and update of Urban Forest Management Plan	Geoff Penman	Ongoing	
4. Assess fleet vehicles and equipment to identify potential efficiencies, and determine if units require repair, replacement, repurposing or elimination from the fleet	Geoff Penman	June 1	