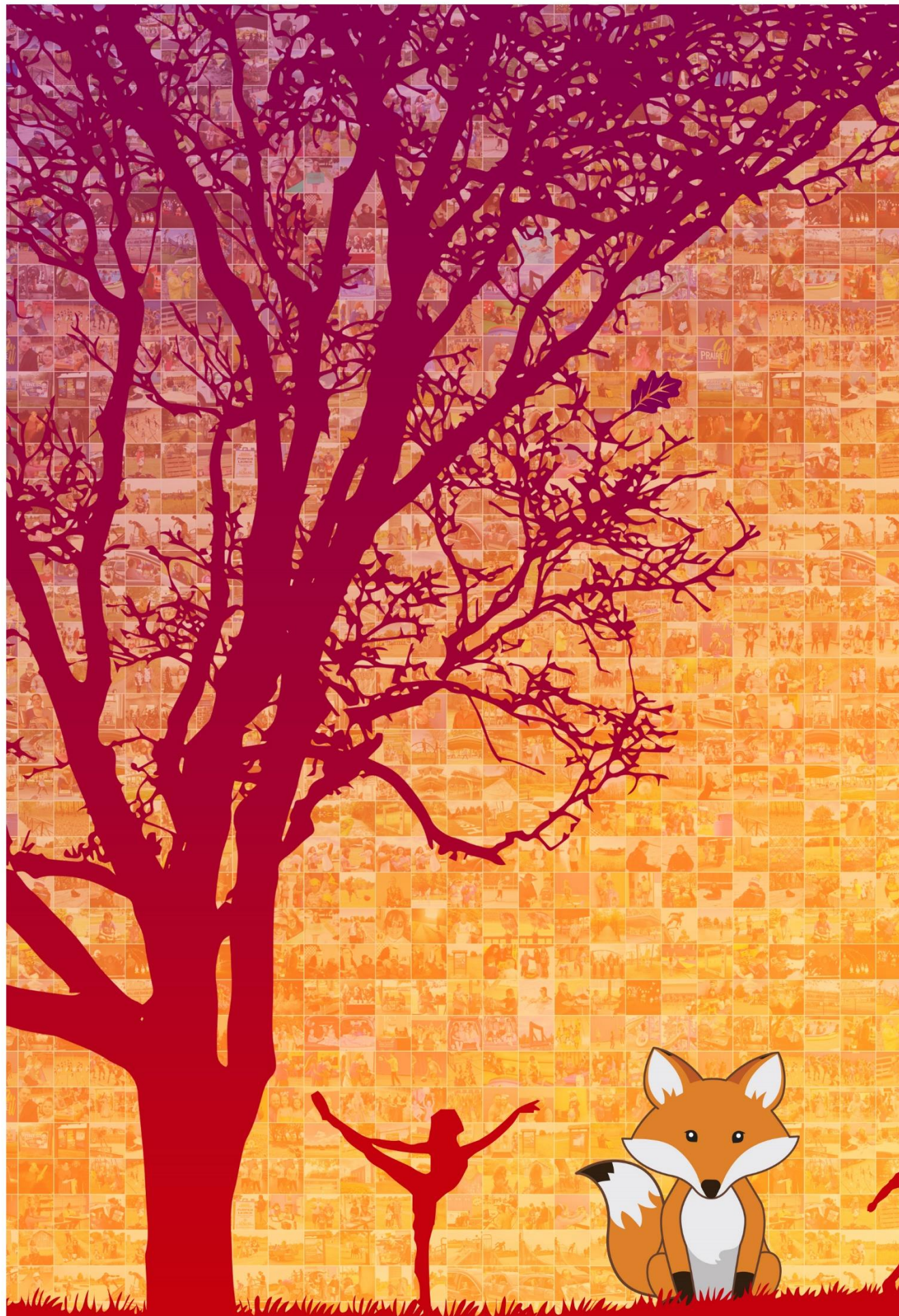




Annual Goals

2021



Plainfield PARK DISTRICT 



BOARD OF COMMISSIONERS

Ridgley Ann "Mimi" Poling, President
Bill Thoman, Vice President
Syed Abedi, Commissioner
Rob Ayres, Commissioner
Pamela Covington, Commissioner
Jason Rausch, Commissioner
Heath Wright, Commissioner

LEADERSHIP TEAM

Carlo Capalbo, MPA, CPRE, Executive Director
Maureen Nugent, MBA, CPRP, Deputy Director
Wendi Calabrese, CPRP, Director of Administrative Services
Jennifer Rooks-Lopez, ASLA, LEED AP BD & C, CPRP, Director of Parks & Planning
Andy Dunfee, Director of Recreation & Facilities

ADMINISTRATIVE OFFICE

Plainfield Township Park District
Recreation Administration Center
23729 West Ottawa Street
Plainfield, IL 60544

OUR MISSION

The Plainfield Park District seeks to enhance lives through quality recreation opportunities.

OUR VISION

We aspire to be innovative in administration, recreation and preservation.

OUR VALUES

Our Values are centered on:

• Community • Fiscal Responsibility • Stewardship of Natural Resources • Health & Wellness

Carlo J. Capalbo

Executive Director Approved 12/31/2020
Board Reviewed 01/13/2021

PLAINFIELD TOWNSHIP PARK DISTRICT GOALS AND OBJECTIVES 2021

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January 13, 2021

Honorable Board of Commissioners;

The Plainfield Park District Annual Goals and Objectives for 2021 provide direction and a planned pursuit of the mission, vision, values, key strategies, and goals and actions of the District during Fiscal Year 2021. These annual goals reflect the District's dedication towards responsiveness, efficiency, and effectiveness. This emphasizes the methods in which the District exemplifies our efforts of moving toward greater strategic planning directions, which are the next logical steps in the organization's life cycle and planning evolution. The goal setting process establishes the desired target end results and identifies the means to achieve them. It provides the District with the ability to channel resources and efforts in a direction that yields the greatest benefit to resident taxpayers, constituents and guests.

Setting clear goals and objectives is a critical foundation for any successful planning effort. As the District has is in the process of updating (establishing updated direction for 2021-2025) our Comprehensive Master Plan in that was last adopted December of 2015. This document has set forth a set of strategic goals were established in the areas of Administration, Recreation, and Parks & Facilities. As team members categories of goal establishment are as follows:

- Master Plan Continued goals that were identified within Chapter 4 and broken-out within Chapter 5 in the areas of Administrative, Recreational, and Parks & Facilities.
- Departmental Goals established by each department director that will enhance the overall efficiency and effectiveness of the Department.
- Workshop Goals established through the discussion and input of team and board members strategic planning sessions.

As individual goals are developed, they shall be composed under the **S.M.A.R.T.E.R.** philosophy. Each team member established three goals with a minimum of two tasks required for completion. As the goals and corresponding objectives or tasks were developed, they were reviewed and discussed between each team member and their direct supervisor to establish relevance and viability to the District's direction and mission as established.

Attributes of S.M.A.R.T.E.R. objectives:

Specific: includes the "who", "what", and "where". Use only one action verb to avoid issues with measuring success.

Measurable: focuses on "how much" change is expected.

- Achievable:** realistic given program resources and planned implementation.
- Relevant:** relates directly to program/activity goals.
- Time-bound:** focuses on “when” the objective will be achieved.
- Evaluate:** review status and monitor any change in factors or progress toward accomplishment
- Revise:** re-do goals that need changing to strengthen after an evaluation has taken place

Objectives can be *process* or *outcome* oriented.

Each goal is monitored and key performance measures are established with the team members to monitor the progress of objectives that are presented and reviewed with supervisors on a quarterly basis with an annual evaluation of all three tiers annually at District-wide and Department-level meetings.

Additionally, the District implemented a performance appraisal system, where team member’s “Ability to Achieve Goals and Objectives” is evaluated as part of the annual review and aids in the determination of merit increases based on the performance measures and outcomes.

All goal progression will be reported to the Board on a semi-annual basis with mid-year and final reports. It is essential that as Board members are kept aware of the progress and implementation of the District’s established direction as we work towards 2022 and look to amend or create new strategies in the process.

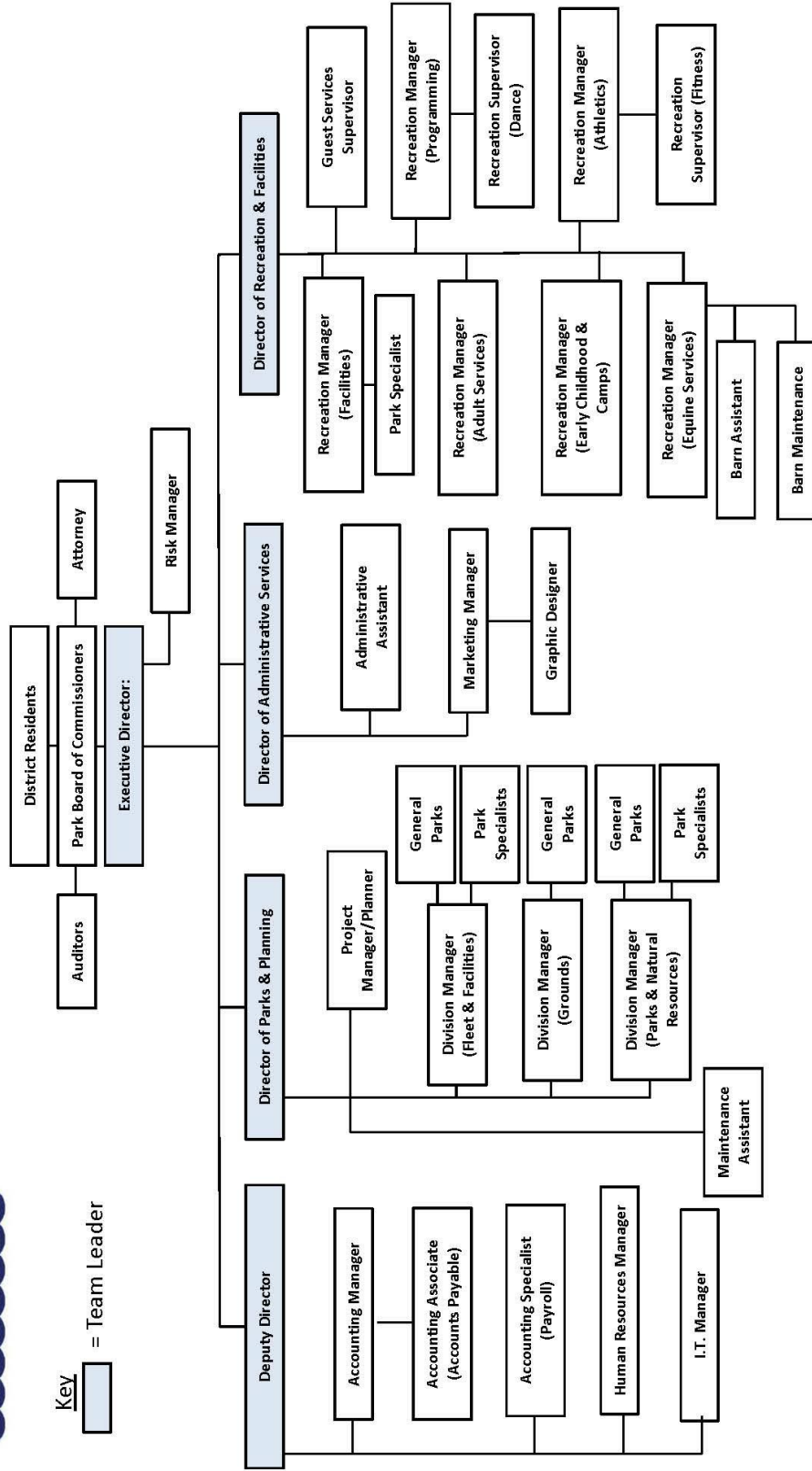
Respectfully Submitted,

A handwritten signature in black ink, reading "Carlo J. Capalbo". The signature is written in a cursive, flowing style.

Carlo J. Capalbo, MPA, CPRE
Executive Director



2021 Plainfield Township Park District Organization Chart



Approved by *Carlo J. Copello*

Updated: 01/01/2021

PRIORITY ITEMS ESTABLISHED AT STAFF WORKSHOP 2020

Improve Staff Connections

- Monthly – Department special event (optional – maintain COVID-19 safety)
 - Different Director allowance for monthly Q & A
- Connections beyond Zoom
- Text messaging app, or other communication / updating app (mobility)
- Launchpad development (throw ideas out and receive feedback) / fish tank
- Provide updates for everything (task force, committees, board) allow for feedback
- Advocate what's going on with all aspects (provide simplicity in communication)
- Quicker updating for communication

Adaption to COVID-19 – Changing Face of Recreation

- Outdoor fitness (programming)
 - Take stationary bikes outdoors for fitness classes
- What can we continue even past COVID-19
- Capitalize on others (river tubing)
- All programs have a built in COVID-19 / disaster proof mechanism at start (eliminate refunds)
- Ways to bring people into virtual world, then establish fees (like auditing a college class)
- Establish system to allow for understanding for programming adaptability
- Staffing concerns
 - Layoffs – can FT members do other work within the district (augment other overloaded areas)
 - More laptops

Outdoors

- Map / photo of parks (help people realize what is available). More visual & QR incorporated.
- Trail developments – heads and pod activities
- Better educational / interactions within our system
- Geocaching developments / events
- More nature / community involvement
- Greater development of virtual 5K (establish routes)
- Family events (bike outing)
- Park/ Community scavenger hunts (business partnership)
- Exercise equipment facing playgrounds so you can work out and watch your kids at the same time

Funding

- Private partnerships (unique amenities for barter) Allowance for marketing or sponsorship

Public Communication

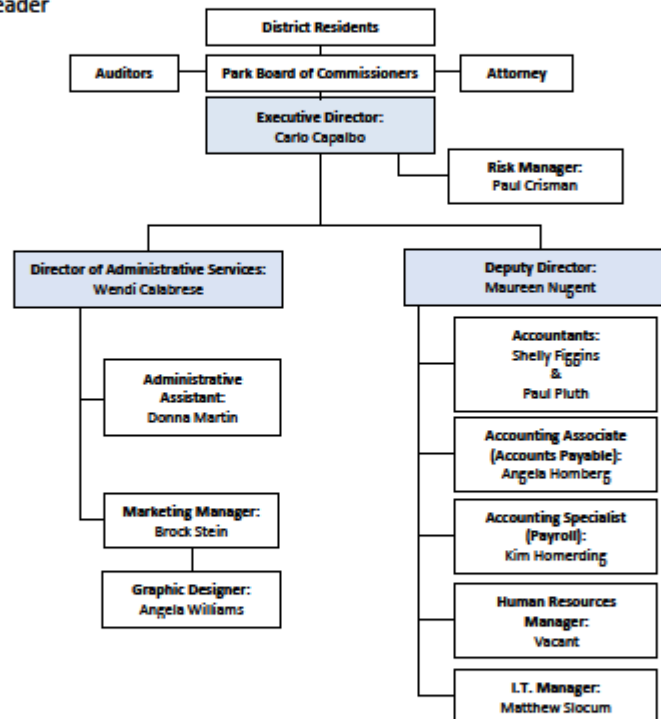
- Community advisory task force



2021 Plainfield Township Park District Organization Chart Administration & Finance, Human Resources & Information Technology

Key

= Team Leader



2021 DISTRICT ADMINISTRATIVE GOALS

Grow the District Diversity, Equity, and Inclusion Platform

- Bring People together more through enhanced Common Experiences
 - Town Hall Meetings
 - All Employee Meetings
- Foster a greater sense of Belonging
 - Continue Empathy Interviews
 - Review and enhance/implements identified areas from the staff cultural survey
 - Establish listening sessions
- Establish benchmarks for measuring success of growth
 - Develop tools to for establishing measurement
 - Utilize data greater
- Enhance diverse offerings
 - Establish a fest that welcomes everyone
 - Create a committee comprised of different district level team members, commissioners, patrons, and stake holders
- Enhance board diversity and understanding
 - Develop plan to enhance / recruit more diversity on the board
 - Review and potentially develop a board diversity committee
- Establish and detail a DEI vision for the future
 - Determine what is the Park District's DEI vision
 - Determine steps required to establish a broad vision

Foster Effective & Engaging Communication

- Offer monthly virtual board recaps presented by a different Department Director
- Create connections between team members beyond facility or virtual based

Team Member/Title: Paul Crisman, Risk Manager
Department: Administration
Supervisor: Carlo Capalbo, Executive Director

Goal 1: Work with Staff to Raise Safety Awareness

Tasks	Quarter(s)
1. Recognize staff for working safely to help reinforce positive work practices	1-2
2. Work with staff to reduce hazards throughout the District	1-4
3. Work with Marketing to make posters promoting safety and wellness	1-2

Goal 2: Continue to Present Required Safety Training and Inform all Staff of Training Opportunities

Tasks	Quarter(s)
1. Work with committee members to implement quarterly training for all staff	1-4
2. Create Risk and Wellness Information Board/Flyers for each location to update staff. Update the information monthly	1-2
3. Update PDRMA training on Information Board/Flyers for all staff	1-4
4. Work with committee to promote staff ideas and feedback on safety and wellness	1-2

Goal 3: Work with Parks and Planning Department to Improve Parks and Facilities

Tasks	Quarter(s)
1. Work with Parks to update facility repairs and security lighting outages	1-4
2. Work with Facility Managers on needs at each facility and work with Parks and Planning to accomplish tasks	1-4
3. Work with all District staff to bring ideas and safety concerns forward so any future problem areas can be corrected	1-4

2020 FINANCE, HUMAN RESOURCES, & INFORMATION TECHNOLOGY OVERVIEW

One of the main goals of the finance function in 2020 was assessing the departmental structure and training in preparation for the retirement of the District's Accountant in January, 2021. In the Fall of 2019, the former Accountant from the District was re-hired part time to replace the retiring Accountant. The original 2020 plan was to have the rehire spend time working on departmental projects and training on the District's finance software. However, in March, the District's part time Accounting Specialist (Accounts Payable) left the department to pursue full time employment. Due to the timing of the resignation with the COVID-19 pandemic, the department delayed replacing the Accounting Specialist position until January, 2021. The Accountant filled in for the Accounting Specialist position for the nine months it was vacant.

The District made significant improvements to the GFOA Distinguished Budget Presentation Award submittal for the fiscal year end December 31, 2019 report. Finance staff worked with department leadership to improve the quality of submissions into the document, particularly the narrative portion of the document. Finance and Marketing staff worked together to improve the overall appearance and readability of the document. The District was awarded the GFOA Distinguished Budget Presentation Award for the 2019 fiscal year in October, 2020.

The District's revised employee manual was approved by the board in 2020, and rolled out to staff by the District's H/R manager.

The H/R manager accomplished the goal of automating the new hire process by increasing utilization of the District's recruitment software, Frontline. New hire forms and paperwork went fully electronic so new hires would be able to receive and submit their new hire paperwork electronically through the Frontline software.

The H/R Manager managed the District's response to the FFCRA (Families First Coronavirus Response Act). This act required the District to provide our employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. Procedures were implemented to effectively manage this act in the District.

The COVID-19 pandemic provided an opportunity for the I.T. Manager to accelerate his goal of improving staff's access to files and Park District resources using remote connectivity to earlier in the 2020 year than as planned later in the 2020 year.

The I.T. Manager was responsive to the changing needs of I.T. while staff worked from home, including providing training on video and web conferencing software and remote use of the District's phone system.

The goal of improving the District's email system was accomplished by implementing Mimecast, which provides District email archiving, spam filtering, and allows automatic updating of outgoing email signatures and marketing messages on District staff emails.

One of the Department's overall goals was to document its procedures relating to Human Resources and Finance. Staff began work on documenting departmental procedures for its internal processes and will continue this work into 2021.

2021 DISTRICT FINANCE, HUMAN RESOURCES & INFORMATION TECHNOLOGY GOALS

Update/Evaluate Financial Assistance Program

- Evaluate District's current Financial Assistance Program process & procedures
- Research criteria for assistance from other Districts & school lunch program
- Establish updated process & procedures for District's program

Update Records Disposal Process

- Review updated State Guidelines for Records Disposal with A/P & Accountant
- Update District's records disposal application with state based on updated guidelines
- Provide training and distribute updated records disposal retention periods to District staff that create District records

Documentation of Departmental Processes and Procedures

- Assess current documentation of departmental processes and procedures
- Establish priority documentation of departmental processes and procedures
- Work with functional level staff to document priority processes and procedures

Implement New Purchasing Card Vendor

- Complete Required Paperwork for New Account
- Attorney Review Agreement/Board Approve Resolution
- Establish Interface with Incode
- Update current P-card procedures/train users/distribute P-cards

Evaluate Tyler Payroll /Executime Functionality

- Work with Accountant & Payroll Associate to Evaluate processes/procedures in Payroll/Executime Software
- Establish Priority List of processes/procedures for process improvement
- Work with internal department staff & Incode/Executime for Alternate Solutions
- Implement new processes/procedures

Evaluate New Hire End User Training/Orientation

- Evaluate current new hire end user training/orientation for deficiencies
- Establish best practices/updates to current processes

Team Member/Title: Shelly Figgins, Accounting Manager
Department: Finance, Human Resources & Information Technology
Supervisor: Maureen Nugent, Deputy Director

Goal 1: Assessing and Improving Current Procedures/Processes for Effectiveness and Efficiency

Tasks	Quarter(s)
4. Work with guest services on more effective way to post cash receipts	2
5. Work with P Card vendor and I.T. to implement automatic upload for payment process	2
6. Learn Asset Max program and consider options for utilizing it with Capital Asset Reporting	3
4. Review/Update current documentation for operations of the Department and organize by position	3

Goal 2: Improve Knowledge of Departmental Operations

Tasks	Quarter(s)
1. Familiarize myself with Employee Handbook	1
2. Familiarize myself with employment laws/regulations for new role as Manager	1
3. Attend GFOA webinar(s) for new requirements under certain categories in the Distinguished Budget Presentation Award	1

Goal 3: Enhance Tyler Incode Finance Software Knowledge

Tasks	Quarter(s)
4. Review updates as they become available	1-4
5. Attend Incode webinar(s) pertaining to set up procedures for Finance/Payroll	2
6. Attend Incode webinar(s) pertaining to special features of Finance/Payroll that we could be utilizing	4

Team Member/Title: Matthew Slocum I.T. Manager
Department: Finance, Human Resources & Information Technology
Supervisor: Maureen Nugent, Deputy Director

Goal 1: Improve Staff Access of Data

Tasks	Quarter(s)
1. Setup server for webhosting	3
2. Create an intranet page & add content	3
3. Test	3
4. Train	4
5. Deploy	4

Goal 2: Improve Data Security

Tasks	Quarter(s)
1. Setup secure email & large file sending features	1
2. Test	1
3. Train	1
4. Deploy	1

Goal 3: Decrease Internet and Phone Costs

Tasks	Quarter(s)
1. Connect NTEC to North Shop	2
2. Transfer computers to NTEC connection	2
3. Test	2
4. Transfer phones to NTEC COMCAST account	2
5. Test	2
6. Cancel North Shop COMCAST account	2

Goal 4: Improve Collaboration & Communication

Tasks	Quarter(s)
1. Research collaboration software	1
2. Present findings to Leadership Team	2
3. Budget for 2022	4

2020 MARKETING OVERVIEW

2020 kicked off by celebrating the 1-Year Anniversary of PARC opening. There were giveaways, tours of the facility and activities for the kids. The Park District also hosted a Plainfield Area Chamber of Commerce at PARC to celebrate the anniversary. After the celebrations, things changed a bit for the rest of the year to say the least.

As part of the Park District's mission of committing "to green and sustainable approaches," and due to the uncertainty from the ongoing Coronavirus pandemic, 2020 saw the final volume of the full print edition of the activity guide for the summer 2020 season.

An online guide was created for the Fall/Holiday season. It was made more user-friendly for mobile device users including an effort to create more specific hyperlinks that made it easier for residents to register through the 3rd party registration portal WebTrac.

Marketing continued to refine the communication platform for the Winter/Spring 2021 "issue" using a microsite platform that offered a more-user friendly interface in either mobile, tablet or desktop views.

With the activity guide as online only platform, we recognized the need to reach all of the District's residents by creating and printing a 16-page, magazine style guide that provides general information about the Park District and is currently delivered three times per year to residents' homes via a driveway delivery service.

One of the 2020 goals was to implement a text-based messaging system for Ottawa Street Pool updates. Since the pool didn't open for the 2020 season, the system was implemented using the keyword PPD on March 16, 2020 to announce the first wave of facility closures related to the Novel Coronavirus pandemic. In 2021 the keyword PPDGUIDE will be added to provide alerts for when the online activity guide has been updated.

Social media continues to play a major role in the District's marketing efforts and to share our stories with the community. We use Facebook, Instagram, Twitter, LinkedIn and Snapchat to communicate our messages and stories. Social media is a no to low cost avenue to connect with the community.

With an increase in park attendance kiosks at Bott Park, Eaton Preserve (2), Norman Greenway, Van Horn Woods and 4 Seasons Park served as an important way to share information about programming as it evolved with the State's Reopening Phases and Mitigations.

Scout invited the community to discover PPD Community Events with Scout's Treasure Map. Participants could use a printed map or online version of the map directing them to various parks to locate a hidden Scout. Scout backpack prize packs were available for pick up at the Rec/Admin Center and PARC for those who completed the activity.



2021 DISTRICT MARKETING GOALS

Develop a Clear District Wide Communication Plan

- Develop a simple but effective communication plan that includes digital, verbal and written parameters to grow the District's message out into the community
- Share information readily with the community
- Hold quarterly All-Staff meetings for general employee awareness of District efforts and happenings
- Prepare a "simple to follow" verbal communication standard regarding initial interaction with the community
- Appoint regular contact persons within the District for different community inquires based on knowledge and communication skills

Create a More Inclusive and Welcoming Environment Through Print and Social Media

- Use photographs representative of the District's demographics
- Solicit input from the community to ensure that current and future programs, facilities and services meet the needs of all demographic groups in the community
- Use inclusive language

Update the Website to Maintain an Easy to Read, Comprehensive Tool to Market the Agency

- Keep website information fresh, current, viable and revised on an on-going basis for an enhanced experience
- Review and maintain all content to be consistent and accurate. Each section will be assigned a quarterly review.
- Capture and analyze the appropriate data/metrics to develop marketing plans and sell advertising
- Review content for ease of navigability and details

Raise Community Awareness of Parks, Facilities, and Amenities

- Encourage residents to visit parks, facilities and trails by creating interactive activities through social media platforms
- Provide informational and educational interactive activities in parks, facilities and on trails (i.e. QR codes)
- Utilizing Scout, create activities to bring families to the parks
- Host pop-up information events throughout the District

Update Department Operations Manual

- Review current procedures and identify those that need updating or creating
- Update Procedures

Review Agency Certification processes

- Implement Power DMS Software
- IAPD/IPRA Distinguished Accredited Agency
 - Assign tasks
 - Schedule required reviews
 - Collect materials
 - Complete self-assessment to insure compliance
- Attend CAPRA Workshop at NRPA Conference
- Begin CAPRA self-assessment report

Team Member/Title: Brock Stein / Marketing Manager
Department: Administration
Supervisor: Wendi Calabrese, Director of Administrative Services

Goal 1: Raise Community Awareness of Parks, Facilities, and Amenities

Tasks	Quarter(s)
1. Create social media campaign highlighting sled hill amenities	1
2. Create social media campaign highlighting specialty parks	2
3. Create social media campaign highlighting fishing ponds	3
4. Create social media campaign highlighting hiking trails	4

Goal 2: Develop a District Communications Plan

Tasks	Quarter(s)
1. Determine parameters of plan/research examples, best practices	1
2. Create rough draft of plan/review	2
3. Revise/finalize	3
4. Distribute/present	4

Goal 3: Park Maps / Park History / QR Code

Tasks	Quarter(s)
1. Research & write history on chosen community parks (to go with illustrations by Graphic Designer Williams)	1
2. Create content for web pages	2
3. Distribute to parks	3

Goal 4: Audit/Update Website for Improved Usability/SEO optimization (2020)

Tasks	Quarter(s)
1. Identify website areas for improvement, needed updates and implement changes – Need to complete NTEC	1
2. Measure website analytics post improvements for improved SEO and visibility	1-4

Goal 2: Evaluate the feasibility of selling naming rights (2020)

Tasks	Quarter(s)
1. Create proposal/recommendation	1
2. Present proposal to department director and Board committee	1

Team Member/Title: Angela Williams, Graphic Designer
Department: Administration
Supervisor: Brock Stein, Marketing Manager

Goal 1: IPRA- Agency Showcase Committee Volunteer

Tasks	Quarter(s)
1. Attend all meetings related to 2021 Agency Showcase	1-2
2. Assist/lead a task that benefits the success of the event	1-2
3. Attend follow-up meetings/pre-planning meetings for 2022	3
4. Assist for planning next year	4

Goal 2: Park Maps / Park History / QR Code

Tasks	Quarter(s)
1. Identify 4 parks & Illustrate maps to accompany Manager Stein's history research on chosen parks	1
2. Assemble web pages/create QR codes	2
3. Print in-house & distribute to parks	3
4. Since QR code scans & website visits are tracked, we will be able to see if the community is accessing the information. If successful, an additional 2 parks will be added to the collection.	4

Goal 3: Update the Website to Maintain an Easy to Read, Comprehensive Tool to Market the Agency

Tasks	Quarter(s)
1. Keep website information fresh, current, viable and revised on an on-going basis for an enhanced experience	1-4
2. Review and maintain all content to be consistent and accurate. Each section will be assigned a quarterly review.	1-4
3. Capture and analyze the appropriate data/metrics to develop marketing plans and sell advertising	1-4
4. Review content for ease of navigability and details	1-4

Goal 4: Master the digital board at PARC (2020)

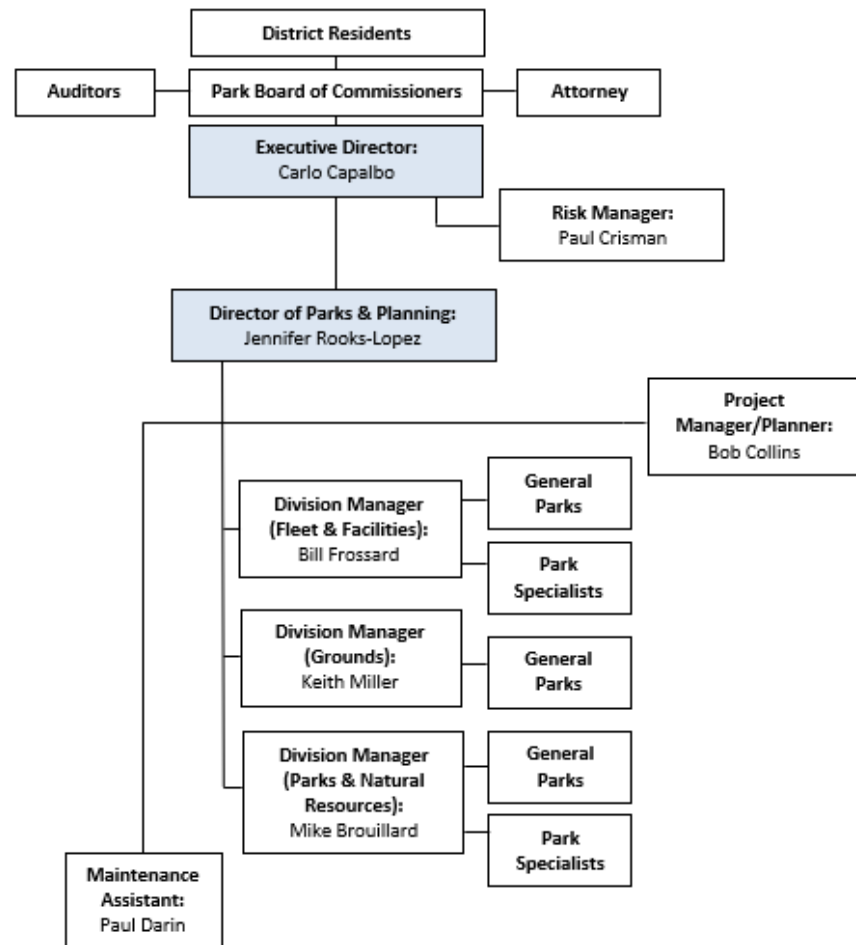
Tasks	Quarter(s)
1. Create a poll via Constant Contact and Social media to measure if the sign was beneficial in delivering information.	1



2021 Plainfield Township Park District Organization Chart Parks & Planning

Key

= Team Leader



2020 PARKS & PLANNING OVERVIEW

2020 was a crazy year for everyone, including the Parks and Planning Department. Thankfully not everything was bad, there were some bright spots along the way.

The number one goal of the department for 2020 and for the foreseeable future is to “Improve and maintain a quality system of parks and facilities that excite the community”. In January of 2020 the District was awarded a \$400,000 Open Space Lands Acquisition and Development (OSLAD) Grant from the state to be used towards improvements at Eaton Preserve Park. Other major park improvements in 2020 included: Commons, Brookside, Clearwater, as well as shelter roof replacements at Van Horn and Eaton. The traditional method of gathering public input by hosting an open house style meeting proved to be impossible this year due to COVID-19. Manager Collins and the Marketing Department worked together to improve the District’s online survey process and outreach. In the end each of the online survey’s performed better with more resident input than the traditional method. We will be continuing the practice and making improvements in 2021.

In honor of Earth and Arbor Day, the Parks Department partnered with ‘Living Lands & Waters’ and their Million Trees project to hand out over 450 saplings to residents on April 22. Distribution of the trees that were ordered in early February proved to be a challenge, by late April the pandemic was in full force and a large gathering to simply hand out trees was not a possibility. A drive thru, pick-up at PARC on Earth Day from 10:00-12:00 was decided to be the best option. The event was wildly successful beyond what staff had envisioned. Maybe a little too successful, creating a traffic jam on Renwick Road at one point. I am happy to report that all 450 trees found a good home (we actually ran out of trees). If Living Lands and Waters brings back the program in 2021 we hope to participate again this year.

In mid-Spring the District demolished the house and outbuildings of the property at 24909 West Renwick and began development plans to expand the DuPage River Trail.

A new park was added to the District in late winter/early Spring with the acquisition of Prairie Grove. The park is located in Pulte’s Northpoint subdivision north of 127th and west of VanDyke.



The pandemic forced the department to rethink spring/summer operations. Typically, the Parks Department hires about ten (10) seasonal staff to help with spring and summer operations. However, this year that number was cut back drastically to prevent the sharing of vehicles. Seasonal staff were hired to work directly out of specific shops/locations (North Shop, Bott Park, Mather Woods and Four Seasons) and managed those areas with mowers as their primary source of transportation. The process worked out so well that we will be bringing the practice back in 2021.



2021 DISTRICT PARKS & PLANNING GOALS

Improve Trail Mapping and Signage

- Research trail mapping with Forest Preserve and Village: Identify missing pieces
- Input trails into mapping system: incorporate Forest Preserve & Village Plans
- Research trail signage styles, get pricing and measure at least 1 trail
- Order and install signage on trail

Update Park Acceptance and Design Guidelines

- Approve Park Acceptance Guidelines
- Draft Park Design Guidelines (include in operations manual)
- Implement & train on new guidelines

Streamline Park Operations and improve overall performance

- Create projects/task/staff planning and tracking matrix; Managers
- Run baseline assignments to measure man hours on routine tasks; Managers
- Implement baseline finding to better gauge required project time
- Create standard document listing routine project expected times
- Craft a merit-based reward program (non-monetary) for rewarding excellence

Review and Update Parks Operations and Procedures Manual

- Review and update sections 1 & 2
- Review and update sections 3 & 4
- Review and update section 5 (Inspection forms) add any new needed
- Final adjustments and implementation

Review and Update Parks Operations Manual Appendix

- PARC operations procedures manual
- Snow Removal Plan
- Parks Inventory & Maintenance tracking spreadsheet

Improve Department Public Communications Through Website

- Research potential reporting (vandalism/damage) through website
- Implement reporting on website
- Create capital project updates for website- upcoming and current

Team Member/Title: Bob Collins, Project Manager / Planner
Department: Parks & Planning
Supervisor: Jennifer Rooks-Lopez, Director of Parks & Planning

Goal 1: (CARRY OVER FROM 2020) Research Best Options and Begin Implementation of GIS for Park District Mapping / Analysis

Tasks	Quarter(s)
1. Get GIS program configured and up to date (stalled here in 2020 due to COVID-19)	1
2. Gain proficiency on program and get any needed training, attend at least 1 class	1-2
3. Inventory existing data and identify any deficiencies	2-3
4. Research where to get needed data and how GIS can be incorporated into planning, as well as into other areas of District operations (website, marketing, programming)	2-4
5. Identify future projects for GIS (tree survey, website, etc.) and get costs/scope	3-4

Goal 2: Continue to Expand Capital Project Awareness and Participation by Park District Staff & Public

Tasks	Quarter(s)
1. Schedule an overall Capital Projects review ZOOM meeting with Park District staff	1
2. Schedule follow up meetings as appropriate to review project details with staff	1-2
3. Conduct surveys with residents for feedback on appropriate projects (by project)	1-3
4. Follow up with residents on results of surveys (by project)	1-3

Goal 3: Create Overall Park District Paths / Trails Exhibit, and ID Key Areas for Development

Tasks	Quarter(s)
1. Gather all path/rail info	1
2. Create overall path/trail exhibit	2-3
3. ID key areas in the path/trail system for connections, activity areas, trail heads, etc.	3-4
4. Prioritize projects in coordination with CIP and possible grant opportunities	4

Goal 4: Research Options for More Interactive Signage and Elements in Park System

Tasks	Quarter(s)
1. Research interactive elements and sign possibilities (QR code, mechanisms, etc.)	1-2
2. Review options with staff to determine feasibility for maintenance, programming, etc.	2-3
3. Identify options to implement in 2021 (if feasible, possibly at Eaton), or in future	2-4

Team Member/Title: Bill Frossard, Division Manager of Fleet & Facilities
Department: Parks & Planning
Supervisor: Jennifer Rooks-Lopez, Director of Parks & Planning

Goal 1: Streamline Park Operations and Improve Overall Performance

Tasks	Quarter(s)
1. Develop maintenance policy and procedures that ensure the functioning of buildings and associated equipment	2
2. Complete PARC operations/Procedures Manual	1-2
3. Review and update sections 2.2.4; 2.2.5 and 4.0 of the Operations & Procedures Manual	1-2
4. Generate a complete listing of all District owned facilities operations equipment. Include servicing/inspection schedule, replacement schedule, contactors contracted for this equipment inspections/service, where they are located, model/serial numbers etc.	1
4. Develop daily/weekly/monthly schedule for Fleet Maintenance	1
5. Obtain and review options of facility cleaning and purchasing of cleaning supplies	1-2

Goal 2: Improve Management Skills

Tasks	Quarter(s)
1. Continue community college to complete associate in business management	1-4
2. Research and send staff and myself to at least (1) PDRMA training each	1-4
3. Attend either online or in person classes to fully utilize Verizon Fleet Management software. Once mastered train Fleet Specialist in its uses.	3

Goal 3: Continue to Review and Adjust the District's Capital Improvement Plan Based on Changing Needs of the District

Tasks	Quarter(s)
1. Justify purchasing of approved 2021 Budget Items for approval by Executive Director	2
2. Research additional facility LED upgrading. If budget allows present options and possible recommended upgrades. If not budget for 2022.	3
3. Update 2020 surplus list and obtain approval from Director to contact auction agencies to sell off items from surplus list	2

Team Member/Title: Keith Miller, Division Manager of Grounds
Department: Parks & Planning
Supervisor: Jennifer Rooks-Lopez, Director of Parks & Planning

Goal 1: Streamline Park Operations and Improve Overall Performance

Tasks	Quarter(s)
1. Develop a daily/weekly/monthly mowing schedule to maintain mowed areas more efficiently	1
2. Develop a weekly weed whipping schedule/follow up to ensure completion	1
3. Maintain open communications with the Athletic Department to provide the fields with proper mowed maintenance	2-3
4. Identify areas of mowing that can be skipped and returned to natural areas	1-2
5. Enforce mowing standards and guidelines and create a weekly worksheet for each crew	
6. Build preventative schedules for all maintenance including: square footage of areas mowed, expected completion time per location, mowing schedule, contingency plan, and document man hours	1

Goal 2: Improve Management Skills

Tasks	Quarter(s)
1. Research training opportunities to improve computer skills, management skills, and budget making skills	1
2. Attend/implement computer training opportunities to improve above skills	4

Goal 3: Streamline Park Operations and Improve Overall Performance

Tasks	Quarter(s)
1. Present research on developing an organization of culture to Department Director for approval to attend training opportunities	2
2. Develop better accountability of mowing equipment inspections and vehicle inspections, thus, leading to less downtime of equipment and vehicles	1-2
3. Research different equipment and products to complete mowing services more efficiently	2-3
4. Review and update snow removal plan	3
5. Review and update section 2.2 of operations and procedures manual	1
6. Review and update section 3.2 and 3.2.3 of the operations and procedures manual	2

Team Member/Title: Michael Brouillard, Division Manager of Parks & Natural Resources
Department: Parks & Planning
Supervisor: Jennifer Rooks-Lopez, Director of Parks & Planning

Goal 1: Staff Development, Professional Image, Motivation, and Ongoing Training

Tasks	Quarter(s)
1. Conduct annual tools & equipment training reviews at the start of the season	2
2. Have staff attend at least (1) additional workshop or outside trainings	1-4
3. Continue developing motivational team building challenges and overcoming them together as a united team effort	1-4
4. Recognize team members who help grow the team. Add additional motivation items to reward and grow key employees; attendance to conferences, additional workshops, additional privileges	1-4
5. Put together a calendar schedule of additional weekly safety trainings when there is no scheduled trainings between monthly ones. Include feedback from staff on topics.	1-4
6. Host bi-yearly cookout and get together without partners, introduce new staff and share what we do and how can we work together to improve our environmental stewardship and relationship building	

Goal 2: Natural Areas Management & Cyclic Maintenance Plan

Tasks	Quarter(s)
1. Achieve Audubon certified at Eaton Preserve	4
2. Schedule and monitor the natural areas management plan for our ponds, and opportunities to improve them	2
3. Schedule the annual cycle of invasive plant removals, and maintenance	2
4. Improve our open space by drawing more usage throughout the park & prairie by adding QR codes to signage next to trees, perennial plants and prairie plants	3


Goal 3: Improve Athletic Field Playability and Quality

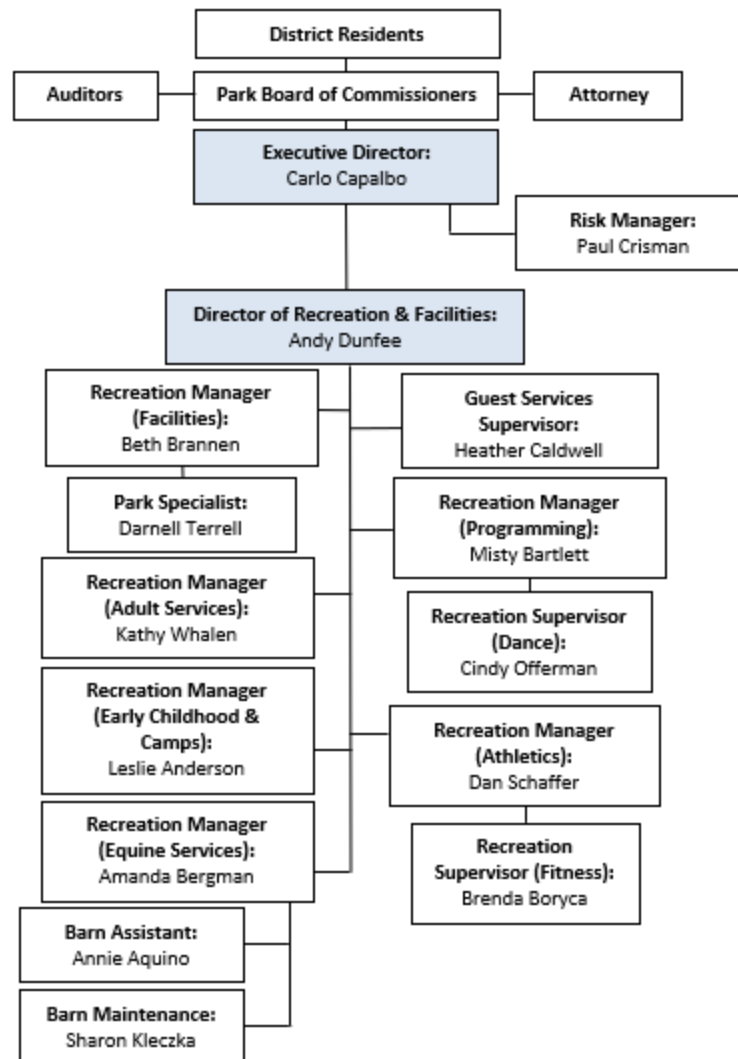
Tasks	Quarter(s)
1. Identify and provide areas available to hold race routes, and 5K virtual races	4
2. Apply for Facility Certification Award for Bott Park	4
3. Put together a schedule cycle for the end of the season maintenance. Include the priority fields first, followed by a cycle of under-utilized fields.	1
4. Work with Marketing to set up internal and external areas for update and guidelines on field conditions for playability and/or closures	2



2021 Plainfield Township Park District Organization Chart Recreation & Facilities

Key

 = Team Leader



2020 RECREATION & FACILITIES OVERVIEW

Recreation has gone through a lot of challenges throughout the year. The biggest challenge was obviously COVID-19. The shutdown of the District from March – Mid-May, with the exception of NTEC staff, the Rec staff worked from home and adjusted the Agencies offerings for the spring. Staff offered virtual classes that included dance, youth sports, cooking, fitness, e-sports, and early childhood classes. There was a small turnout in many of those classes and found the most success in e-sports, cooking, 5K virtual run, and dance classes. Staff had to cancel many items like the egg hunt, dance recital, t-ball league, and senior services. Staff also spent some time working on Parks Department tasks that included things like mulching and painting.



Around late May staff reported back to work and the weather turned warmer and the stay-at-home ban was lifted. Rec staff was able to offer in-person programs again, but mainly outside. Some of our better turnout services/programs include drive-in movies, athletic classes, dance classes, outdoor fitness, outdoor senior games at Mathers Shelter, summer camp, and equestrian programs/lessons. Staff was unable to offer some of the annual programs/services like Patriotic Picnic, OSP open swim/swim lessons.



When August hit staff kept offering as many classes/services as allowed. Staff continued reservation times for fitness center usage (10 max. per time slot), added track usage, preparation and planning for a safe preschool year after Labor Day, outdoor fitness classes, drive-in movies, equestrian programs/lessons, special events (longer numbers than past years), Scout 202 Program for children to do remote learning at PARC gymnasium, holiday luncheons for our seniors were delivered in December.



To help keep our expenses down during COVID-19 the Recreation Department did eliminate our guest services positions and offered those staff members a position as a Building Supervisor. This re-structuring consolidates/combines much of those two positions into one. Also, many full-time staff members took on roles of covering the desk at one of our facilities, instructed classes, and light cleaning duties as needed. Another cost savings during the pandemic was to modify our PARC hours but still offer recreation opportunities. This process has reduced our staff expenses.



Staff will still have the same challenges for the beginning of 2021 with this pandemic but will continue to provide excellent service and programs to the residents of Plainfield.

2021 DISTRICT RECREATION & FACILITY GOALS

Review and Update Recreation Operation Manual by the End of 2021

- Collect at least two other Recreation Operation Manuals from other Park Districts
- Review collected manual and District's Manual
- Implement changes and update manual
- Review with Leadership and/or Rec Team and make any final changes

Have Thorough Plans for Large Scale Park District Programs / Services

- Determine what current programs and services need thorough plans
- Develop the criteria that needs to be on the plans
- Provide this information of programs/services that plans are needed to Rec Team
- Create the plans and have available for review

Implement Cost Recovery Plan

- Complete cost recovery plans with contractor and core group
- Provide this information to the Rec Team
- Implement and start following guideline for our budgeting for 2022
- Continue to provide information on a yearly basis

Evaluate Recreation Department Staffing and / or Positions

- Review and/or look at what other similar agencies do for staffing in recreation
- Create a standard in which each staff member adheres to
- Review and go over plans with Executive Director. Possibly review with Leadership and Rec Team
- Provide guidelines and implementation to Rec Team to roll out in 2022

Grow Program Community Wants

- Conduct 1 – 2 town hall meetings to ask the public what programs/services they would like to see
- Create a focus group that will focus on athletic programs and what we can offer
- Collect feedback from groups and implement suggestions for 2022

Team Member/Title: Kathy Whalen, Recreation Manager Adult Services
Department: Recreation & Facilities
Supervisor: Andy Dunfee, Director of Recreation & Facilities

Goal 1: Develop Outdoor Programs for Active Adults

Tasks	Timeframe
1. Research 4-6 other Park Districts and organizations that offer outdoor programs for active adults	1
2. Create and market 4 programs	2-3
3. Evaluate program offerings	4

Goal 2: Develop Adult Age Programs (Ages 18-60)

Tasks	Timeframe
1. Research 4-6 other Park Districts and area agencies that offer programs to adults	1
2. Reach out to local businesses for cooperative programming	1-2
3. Advertise and hire quality instructors	1-3
4. Work with marketing team to get word out about specific adult programs	2-3
5. Evaluate program offerings	4

Goal 3: Create an Adult Community Special Event

Tasks	Timeframe
1. Work with Recreation Manager, Programming to create special event	1
2. Contact vendors/marketing team to notify of event	1-2
3. If needed work with maintenance to secure space/equipment is ready for event	3
4. Launch event and evaluate for future	4

Team Member/Title: Dan Schaffer, Recreation Manager Athletics
Department: Recreation & Facilities
Supervisor: Andy Dunfee, Director of Recreation & Facilities

Goal 1: Reduce the Amount of External Contractor Sports Programming (Where Appropriate) and Bring Those Programming Offerings In-House to Increase Revenue

Tasks	Quarter(s)
1. Review current offerings being offered by contracted partners	1
2. Determine which offerings can be brought in-house during 2021	1
3. Hire staff and develop program manual for new programs	1-2
4. Roll out new in-house program offerings	2-4

Goal 2: Work with IT Department to Run / Host Internal E-Sports Programming

Tasks	Quarter(s)
1. Review what is currently being offered as well as what we did with previous contractor	1
2. Work with IT to figure out how to run what we need internally	1
3. Create E-sports offering	2-3
4. Run E-sports league(s) in-house	2-4

Goal 3: Work with Fitness Supervisor to Create a Fitness-Centered Community Event (Youth Mile, 5k, Mini-Triathlon, etc.)

Tasks	Quarter(s)
1. Layout what options would work best in our community	1
2. Start building the program and get appropriate PPD staff involved	2
3. Promote program in the community	2-3
4. Execute event	3

Team Member/Title: Leslie Anderson, Recreation Manager Early Childhood & Camps
Department: Recreation & Facilities
Supervisor: Andy Dunfee, Director of Recreation & Facilities

Goal 1: Create a More User-Friendly Preschool Manual That is Updated and has Greater Clarity, for the Betterment of the Great Adventures Preschool Program

Tasks	Quarter(s)
1. Gather samples from at least 4 other park district's preschool manuals for set-up and design ideas	1
2. Review and revise content of our original manual so that all information is up-to-date and clear to the reader	2
3. Check above task by having at least 2 preschool instructors read through the draft and give feedback on clarity of revised manual	2
4. Enter revisions into the new chosen format or design that is easy to follow and understand	3

Goal 2: Increase Participation in Early Childhood Programming by Adding a Special Event That Revolves Around That Age Range

Tasks	Quarter(s)
1. Reach out to surrounding districts (@ SSPRPA meeting) for special event ideas that they may have hosted that focused on early childhood (ages 1-5). Also list own ideas to work off of.	1
2. Brainstorm needs for top 3 ideas and if those are realistic create a budget and description for event	1
3. Reach out to a business for sponsorship	2
4. Create timeline for event once event has been chosen	2
5. Utilize resources, host new event	3
6. Evaluate event through family survey	4

Goal 3: Streamline the Preschool Installment Billing Process for Ease of Completion 9 Times a Year

Tasks	Quarter(s)
1. Discuss preschool billing with 4 other park districts that are involved in installment billing, paying close attention to their paperwork, data input and organization	1
2. Put a binder together to be used for installment billing only. Include printed instructions, sample parent emails for reminders and late notices, and monthly logs of payments that were processed	2
3. Evaluate, monthly, whether the binder is useful as is or needs adjustments to be made	Ongoing

Team Member/Title: Amanda Bergman, Recreation Manager Equine Services
Department: Recreation & Facilities
Supervisor: Andy Dunfee, Director of Recreation & Facilities

Goal 1: Complete Unfinished 2020 Goals (That Can Be Completed During COVID-19 Restrictions)

Tasks	Quarter(s)
1. Offer at least 1 clinic opportunity with an outside instructor	1-4
2. Improve the NTEC pages on the website by adding bios and pictures of school horses and instructors	1-4
3. Re-organize, consolidate and create barn signage for patrons concerning rules, payment process, location of important rooms and forms	1-4

Goal 2: Continue to Provide Recreational and Educational Opportunities During the Pandemic

Tasks	Quarter(s)
1. Create a contingency plan that includes at least 1-2 possible alternatives for running each NTEC program	1-4
2. Make monthly educational posts on the NTEC Facebook page	1-4
3. Make bi-monthly interactive Facebook posts	1-4

Goal 3: Alternative Revenue and Cost Savings

Tasks	Quarter(s)
1. Work with parent group to create 4 fundraising opportunities for the year	1-4
2. Develop at least 2 school horse retirement options	1-4
3. Get Dawson leased out by the end of the year	1-4

Goal 4: Improve Staff Communication, Collaboration and Efficiency

Tasks	Quarter(s)
1. Have monthly zoom meetings with staff	1-4
2. Ask each staff person for 1 COVID-19 friendly recreational idea	1-4
3. Ask each staff person for 1 operational idea each time COVID-19 mitigation is updated	1-4

Team Member/Title: Beth Brannen, Recreation Manager Facility
Department: Recreation & Facilities
Supervisor: Andy Dunfee, Director of Recreation & Facilities

Goal 1: Evaluating and Updating Fees for Facility and Shelter Rentals

Tasks	Quarter(s)
1. Analyze facility and shelter costs (equipment, staffing, etc.)	2
2. Research other park districts with similar amenities and costs for their rentals	2
3. Develop fee structure for shelters and facility rentals	3
4. Update Facility and Shelter Rental forms for 2022	4

Goal 2: Maximize PARC Usage to its Fullest Potential

Tasks	Quarter(s)
1. Offer seasonal membership options for the walking track (fall or winter)	2-3
2. Research other facilities and park district that offer lock-in options for teams	2
3. Develop & implement a lock-in program to offer to teams/programs/etc.	3-4
4. Research offering a Flu Clinic in the fall for staff and community (in person or drive thru) & implement if possible	3-4

Goal 3: Develop and Enhance Safety Trainings for Staff

Tasks	Quarter(s)
1. Re-evaluate and enhance pre-season training program for Ottawa Street Pool staff	2
2. Develop weekly in-service schedule for lifeguards prior to the start of the season	2
3. Schedule bi-monthly or quarterly meetings with full and part-time staff to complete yearly safety trainings	1-4
4. Create power point as an additional resource for First Aid portion of CPR classes	1-2

Team Member/Title: Misty Bartlett, Recreation Manager Programming
Department: Recreation & Facilities
Supervisor: Andy Dunfee, Director of Recreation & Facilities

Goal 1: Expand Outdoor Special Events

Tasks	Quarter(s)
1. Look at different ideas to expand Drive-In movies, try drive-in concert or concert in the park	1-3
2. Explore locations that would be a good fit for outdoor events	1-3
3. Use events photos to help acquire sponsorships, in-kind donations	1-4
4. Work with maintenance to secure equipment/set-up for events	1-4

Goal 2: Develop Outdoor Programs

Tasks	Quarter(s)
1. Research what other districts offer for outdoor programming	1-2
2. Research nature-based program ideas	1-4
3. Explore best location to host outdoor programming	1-4

Goal 3: Continue to Expand Volunteer Base

Tasks	Quarter(s)
1. Continue using Signup Genius for volunteers	1-4
2. Research what other types of volunteer opportunities the District can offer	1-3
3. Once determined, get the information out to community	4

Goal 4: Create an Adult Community Special Event

Tasks	Quarter(s)
1. Work with Recreation Manager, Active Adults to create special event	1
2. Contact vendors/marketing team to notify of event	1-2
3. If needed work with maintenance to secure space/equipment is ready for event	3
4. Launch event and evaluate for future	4

Team Member/Title: Cindy Offerman, Recreation Supervisor Dance and Cultural Arts
Department: Recreation & Facilities
Supervisor: Misty Bartlett, Recreation Manager Programming

Goal 1: Expanding Dance Program

Tasks	Quarter(s)
1. Work with Active Adults Manager to determine what types of dance Active Adults would be interested in learning	1-2
2. Research what types of dance classes other districts offer for Active Adults	1-2
3. Once determined, hire a new dance instructor for these programs	2-3
4. Research the interest in having these classes be a part of Spring recital of 2022	2-3

Goal 2: Promoting Dance Program

Tasks	Quarter(s)
1. Work with Marketing to have more photos taken of dance classes and keep website current	1-4
2. Use those photos to help draw more awareness to the program	1-4
3. Put all info on reach TV and all PPD resources	1-4

Goal 3: Sharing Dance Programs

Tasks	Quarter(s)
1. Review District website to ensure dance is updated and current	1-4
2. Host a parent helper meeting for rehearsal and recital	2
3. Post all recital information on the website	2
4. Reserve PARC for 2021 dance recital (this will be new location)	2

Goal 4: Expanding Cultural Arts Program

Tasks	Quarter(s)
1. Work with current contractor (Stage Play) on new ideas	1-2
2. Research what other districts offer for Cultural Arts	1-2
3. Research if other venues allow children to perform (assisted living places, etc.)	2-3

Goal 5: Expanding Music Program

Tasks	Quarter(s)
1. Work with current contractor to determine what can be improved upon	1-2
2. Work with Marketing to help promote music lessons to community	1-2
3. Research venues for music students to perform or host our own performance	2-3

Team Member/Title: Brenda Boryca Recreation Supervisor Fitness
Department: Recreation & Facilities
Supervisor: Dan Schaffer, Recreation Manager Athletics

Goal 1: Based on 2020 Memberships (Expired, Terminated, and Canceled) to Retain 20% to Come Back

Tasks	Quarter(s)
1. Gather and analyze data from Rec Trac regarding membership from 2020	1
2. Research other facilities membership offerings/specials	1-4
3. Implement specials, contact past members, create new offerings of terminated members	1-4
4. Continue to gather and analyze data for 2021	2-4

Goal 2: Create 2 New Community and/or Programs per Quarter

Tasks	Quarter(s)
1. Contact small businesses in Plainfield area and municipalities	1
2. Create other fitness memberships or programming to bring in revenue	1-4
3. Create spreadsheets with new membership types and programming	2-4
4. Continue to stay in touch with current business/members	2-4

Goal 3: Build a New Relationship with 6 Small Business Per Quarter to Increase Membership and Cross Promotions

Tasks	Quarter(s)
1. Create/research small Plainfield businesses	1
2. Contact small business – create plans to work together for promotions	1-2
3. Continue to contact new and current business	2-4
4. Analyze data of contacts that brought in new membership	4

Goal 4: Work with Athletics, Great Adventures, Dance, and NTEC PPD Programs to Increase Membership Which in Turn Increases Participation in PPD Programs

Tasks	Quarter(s)
1. Work with Athletics/basketball	1
2. Dance	2
3. Great Adventures	3
4. NTEC	4

Team Member/Title: Heather Caldwell, Guest Services Supervisor
Department: Recreation & Facilities
Supervisor: Andy Dunfee, Director of Recreation & Facilities

Goal 1: Customer Appreciation - Develop Ways to Thank Customers for Registering and Visiting the Website; Acquire Feedback to Ensure Superior Customer Service is Always Being Provided and Learn Ways of Improving

Tasks	Quarter(s)
1. Develop incentives each quarter for patrons to receive in order to keep the public engaged and know what programs are successful	1-4
2. Send out quarterly surveys through Survey Methods to track ease of registration process and seek what can be improved on	1-4
3. Work with Marketing for customer give-a-ways; i.e. PPD logoed items. Create a "Patron of the Quarter" to highlight, interview and post on social media why they love the Plainfield Park District. This will help to create a sense of community and awareness	1-4

Goal 2: Bring Awareness to PARC and the Programs Being Offered – Engage with Patrons to Find Out What They are Looking for in Park District Programming

Tasks	Quarter(s)
1. Research 3 other districts to see what innovative programming they are offering (both remote and live) to ensure Plainfield is keeping up with the current times	2-3
2. Connect with patrons who work within our community (small businesses) to spread the word about PARC	2-3
3. Research possibilities in RecTrac to cross reference programs. For example, "if you register for basketball, you may be interested in these other programs"	1-4
4. Hold "PPD Awareness Days" at popular park locations like Village Green splash pad; set up a tent for Q&A, have a raffle and promote current summer/fall programs	2-3

Goal 3: Retain and Increase Revenue for the District

Tasks	Quarter(s)
1. Work with Finance to streamline financial assistance process. Develop a system to track those who are currently receiving and those who have in the past. Create a procedure binder with steps for processing.	1-2
2. Implement a more streamlined method of installment billing buy researching VSI's knowledge base in ways to better expedite and understand the process	2-3
3. Research 3 other districts to find out how and why they refund. Look for ways to offer other program options or household credits with the intent to process less refunds	3-4

Team Member/Title: Annie Aquino, Barn Assistant
Department: Recreation & Facilities
Supervisor: Amanda Bergman, Recreation Manager Equine Services

Goal 1: Continuing Education as a Barn Assistant

Tasks	Quarter(s)
1. Network with other local trainers about different equestrian programs available to run	1-4
2. Find an online equine business class to take	1-4
3. Continue to take lessons with local trainers in the disciplines we teach at NTEC	1-4

Goal 2: Build on Party and Leg-Up Programs

Tasks	Quarter(s)
1. As the economy opens up find COVID-19 friendly options for starting parties back up again	1-4
2. As the economy opens up find COVID-19 friendly options for starting the leg-up program again	1-4 back up
3. More heavily advertise the Barn Bash Party option to schedule our current lesson students in our party program	1-4

Goal 3: Continue to Expand Options to Our Lesson Taking Boarders

Tasks	Quarter(s)
1. Continue yearly meeting for interested parents and students to provide more information with the next step process of leasing or owning	1-2
2. Work with Recreation Manager Equine Services to research a mutually beneficial leasing to own program for the barn and for the students	4
3. Implement mutual goal with Recreation Manager Equine Services to create a second series of home horse shows that includes riders from other barns	4

RISK MANAGEMENT & WELLNESS COMMITTEE GOALS

Develop and Enhance On-Going Training with Quarterly Trainings and Two In-Service Sessions

- Work on Zoom trainings and create Zoom breakout sessions to engage staff
 - Committee will identify potential topics
 - Create Zoom training with options for breakout sessions
 - Review first In-Service to better second In-Service presentation

Continue to Provide Safe Facilities for Employees and Patrons

- Provide access for staff to view training at all the facilities
- Continue to research better safety devices and signage
 - Trainings are set up quarterly, establish platform to view, either video or Zoom
 - Evaluate facilities for possible hazards or improvements
 - Evaluate training process and make changes for 2022

Create a Visible Safety Presence

- Continue to provide a year review (Annual Report to Board and Staff)
- Post Risk Management & Wellness Committee information at facilities
- Committee representatives give a Committee recap during department meetings
- Improve safety awareness by holding people accountable by using Near Miss Reports and Field Observation Reports
 - Create Risk Management & Wellness Boards to display information such as flyers, minutes and meeting times/locations
 - Create informational flyer(s) listing where each meeting will be held and when, to be posted on the RM&W information boards for staff members to see
 - Continue to review safety data and compile and present an annual report for Board and Staff members

Uphold Committee Expectations

- Attend all meetings and follow up with the Risk Manager or co-staff that attended
- Come prepared
 - Review previous month's minutes prior to meeting
 - Complete assignments prior to meeting
 - Be willing to participate and contribute in discussions
- Promote Wellness
 - Encourage staff to participate in Wellness Activities and promote PATH and follow PDRMA Wellness Programs
 - Submit ideas to help promote activities for Wellness and Safety

Devise a Communication Plan for Safety Reminders, Updates and Meetings

- PPD Safety Committee e-mail (ppdsafetycommittee@plfdparks.org)
- Create a flier timeline to post at all facilities
 - Create a flyer each quarter for trainings happening in that period and update each quarter

GLOSSARY OF TERMS AND ABBREVIATIONS

Certifications

American Society of Landscape Architects	ASLA
Certified Landscape Technician	CLT
Certified Park and Recreation Executive	CPRE
Certified Park and Recreation Professional	CPRP
Certified Playground Safety Inspector	CPSI
Certified Pool Operator	CPO
Certified Public Accountant	CPA
Leadership in Energy & Environmental Design	LEED
LEED AP Building Design + Construction	AP BD&C
Professional in Human Resources	PHR
Society for Human Resources, Certified Professional	SHRM-CP

Facilities

Recreation Administration Center	Rec/Admin Center or RAC
Streams Recreation Center	Streams or STR
Normantown Equestrian Center	NTEC
Ottawa Street Pool	OSP
Plainfield Township Community Center	PTCC
Prairie Activity & Recreation Center	PARC

Software

Board Docs	Used for Electronic Board Packets
Executime	Used for time and attendance tracking
Facility Dude	Used to track work orders for Maintenance and I.T.
InCode	Used for budget, purchase orders and other financial tracking
RecTrac	In Person Registration
WebTrac	Online Registration

Government Finance Officers Association

GFOA

The Government Finance Officers Association (or GFOA) is a professional association of approximately 18,500 state, provincial, and local government finance officers in the United States and Canada.

National Recreation and Park Association

NRPA

National Recreation and Park Association (NRPA) is the leading non-profit organization dedicated to the advancement of public parks, recreation and conservation.

Illinois Park and Recreation Association

IPRA

The Illinois Parks & Recreation Association provides and promotes exceptional standards of education, networking, and resources for all professionals in the Illinois park, recreation, and conservation communities.

Illinois Association of Park Districts

IAPD

The Illinois Association of Park Districts is a nonprofit service, research and education organization that serves park districts, forest preserves, conservation, municipal park and recreation, and special recreation agencies.

Illinois Municipal Retirement Fund

IMRF

Pension fund created in 1939 by the Illinois General Assembly for municipal employees in the U.S. state of Illinois.

Park District Risk Management Agency PDRMA

Formed in 1984, PDRMA is an intergovernmental risk pool offering self-insured Property/Casualty and Health coverage to park districts, special recreation associations, and forest preserve/conservation districts throughout Illinois.