



LEMONT PARK DISTRICT
GOALS & OBJECTIVES
2021



PURPOSE

The Lemont Park District compiles a substantial list of key Goals and Objectives on an annual basis, supporting the ongoing strategic direction of the agency. The purpose of these action items is to assist staff with prioritization as well as ensure yearly results. Goals and Objectives are compiled through input from the District's Master and Strategic, Capital Improvement and Maintenance Plans. Other resources include public input, industry trends, staff recommendations and fiscal opportunities and prospects. Each Goal will be tracked and reviewed quarterly.

THE TEAM

Louise Egofske, Executive Director, CPRP
Carrie Dellamano, Director of Recreation and Communications, CPRP
Larry Rizzo, Director of Parks and Maintenance
Anthony Morelli, Director of Facilities
Christine Aguirre, Risk & Aquatic Manager

ONGOING ANNUAL OBJECTIVES

In addition to the goals and objectives scheduled for completion in 2020, the items below are ongoing "static" objectives that are continuous year to year:

1. Maintain a safe environment for all patrons, employees and guests.
2. Operate within the annual operating and capital budget.
3. Ensure meeting all required policies and procedures.
4. Comply with all state and county regulations and properly file annual levy, budget, audit and financial statements.
5. Continue public outreach initiatives to gain feedback regarding programs and facilities, which will enable future strategic planning.



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2021 Goals

Employee Name: Louise Egofske

Department: Administration

Operational Goal: Master Plan Development & Launch Strategic Priorities: Succession and Sustainability. Target Date: 3/21/21		Objective/Outcome: Prepare Master Plan Document outlining the future of the District over the next 5 to 10 years. Publish a summary of this document for public viewing.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
ADMIN1		IP: In Progress C: Completed	
Quarter 1	Completed review of draft document with Design Perspectives	IP	
Quarter 2	Final Document was completed, and document was approved by the Board of Commissioners	C	May 2021
Quarter 3			
Quarter 4			
Result	Updated Master Plan Document		

Operational Goal: Hire Business/Finance Director Strategic Priorities: Succession Target Date: December 1, 2021		Objective/Outcome: Recruit and hire Business/Finance Director by the end of 2021. Provide additional managerial support for department initiatives.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
ADMIN2		IP: In Progress C: Completed	
Quarter 1	Continue Independent Contractor agreement with Lauterbach and Amen	IP	
Quarter 2	Continue Independent Contractor agreement with Lauterbach and Amen	IP	
Quarter 3	Continue Independent Contractor agreement with Lauterbach and Amen	IP	
Quarter 4	Continue Independent Contractor agreement with Lauterbach and Amen	IP	
Result	Pursue permanent employee placement in Q2 2022		



Employee Name: Louise Egofske

Department: Administration

Operational Goal: Centennial Community Center (CCC) Building Long Term CIP Plan Strategic Priorities: Facility Projects Target Date: December 31, 2021		Objective/Outcome: Plan and schedule various building enhancements to assist with successful future operations of the CCC building. Update long-term capital improvement plan.	
Goal #: ADMIN3	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1	Meet with consultants to create preliminary plans.	IP	
Quarter 2	Meet with staff and consultants to create preliminary plans. Finalized Long term CIP Plan for Master Plan document. Share on CCC Building plans update with Board at July Board meeting.	IP	May 2021-LT CIP Plan
Quarter 3	Meet with staff and consultants to create preliminary plans.	IP	
Quarter 4	Meet with staff and consultants to create preliminary plans.	IP	
Result	Draft CCC Building plan to be shared with Board for consideration in Q1 of 2022		

Operational Goal: Property Development Strategic Priorities: Downtown Park and Parks and Paths/Trails. Target Date: December 31, 2021		Objective/Outcome: Complete remediation plan and begin planning and implementation for Phases 0 and 1 for MWRD. Complete buildout of CCC Playground. Complete buildout of Kettering Park Playground.	
Goal #: ADMIN4	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1			
Quarter 2	Prepared for OSLAD grant submission for Phase 2 of MWRD.		July 2021
Quarter 3	Received update from IEPA. Need to address new strategy for Phase 0. Hold public meeting with Kettering Residents. Plan park timeline.		
Quarter 4	Met with Village and Carlson Engineering to prepare revised plan to IEPA and MWRD.		
Result	Kettering Park buildout is scheduled for 2022. MWRD Project continues in 2022.		



Employee Name: Louise Egofske

Department: Administration

Operational Goal: Property Development – Open Space Acquisition Strategic Priorities: Parks Target Date: Ongoing		Objective/Outcome: Explore options for park expansion where appropriate. This includes park location at 127 th and State Street.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
ADMIN5		IP: In Progress C: Completed	
Quarter 1	Continue Negotiations	IP	
Quarter 2	Begin Due Diligence	IP	
Quarter 3	Explore traffic and wetland survey	C	September 2021
Quarter 4	Complete Due Diligence	C	December 2021
Result	Continue negotiations on parcel for final decision in February 2022		

Operational Goal: SEASPAR Outreach Strategic Priorities: Partnerships Target Date: Ongoing		Objective/Outcome: Work with Marketing and Recreation Departments in developing efforts to engage and educate the community in regard to SEASPAR offerings.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
ADMIN6		IP: In Progress C: Completed	
Quarter 1			
Quarter 2	Attend fundraiser at Forge	C	June 2021
Quarter 3	Hosted SEASPAR and Lemont Rotary Luncheon	C	September 2021
Quarter 4	Lemont to host Holiday Spectacular at LHS	C	December 2021
Result	Improved participation in Lemont		



Employee Name: Louise Egofske

Department: Administration

Operation Goal: Grant Research and Applications Strategic Priorities: Partnerships and Sustainability. Target Date: Ongoing		Objective/Outcome: Research and apply for various grant opportunities where appropriate in an effort to increase fiscal responsibility.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
ADMIN7		IP: In Progress C: Completed	
Quarter 1	Ongoing communication with NFC to hold grant until IDOT land acquisition is finalized.	IP	
Quarter 2	Continue NFC meetings. Complete requirements for OSLAD grant for MWRD site. Apply for FEMA grant for COVID 19 Reimbursement	IP	C-FEMA June
Quarter 3	Continue NFC meetings. Apply for OSLAD.	IP-NFC	C-August OSLAD
Quarter 4	Continue NFC meetings for grant rollover to 2022. Notice of successful FEMA grant award.	IP	
Result	NFC has approved rollover to 2022.		

Operational Goal: CPRE Strategic Priorities: Succession Target Date: December 31, 2021		Objective/Outcome: Achieve next level of certification as a Park and Recreation Executive.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
ADMIN8		IP: In Progress C: Completed	
Quarter 1	Successfully completed CPRE Exam	C	March 2021
Quarter 2			
Quarter 3			
Quarter 4			
Result	Certification includes CPRE		



Employee Name: Louise Egofske

Department: Administration

Operational Goal: Prepare for Distinguished Agency Accreditation scheduled for October 22, 2022. Strategic Priorities: Succession and Sustainability. Target Date: December 31, 2021		Objective/Outcome: To begin the process of collecting and updating supporting documents to needed to meet the Distinguished Agency standards.	
Goal #: ADMIN9	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1	Self-evaluation along with the renewal application submitted on April 1 st	IP	4/1/2021
Quarter 2	None		
Quarter 3	None		
Quarter 4	None		
Result	Self-Evaluation and Application for renewal accepted.		



2021 Goals

Employee Name: Carrie Dellamano

Department: Recreation & Communications

Operational Goal: Assist with preparations for Distinguished Agency renewal application. Strategic Priorities: Succession and Sustainability. Target Date: April 2021 – Application Deadline		Objective/Outcome: Assist Registrar in filing application for Accreditation Renewal to take place in November 2022.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
ADMIN10		IP: In Progress C: Completed	
Quarter 1	Assisted Liz in preparing the self-evaluation along with the renewal application submitted on April 1 st .	IP	4/1/2021
Quarter 2	None	IP	
Quarter 3	None	IP	
Quarter 4	None	IP	
Result	Continue to work with Liz and assist in the DA process in any way possible.		

Operational Goal: Attend IPRA's Professional Development School. Strategic Priorities: Succession Target Date: November 7-10, 2021		Objective/Outcome: Gain valuable industry knowledge and take advantage of various networking opportunities and this long-standing program.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
ADMIN11		IP: In Progress C: Completed	
Quarter 1	Registration will open when the details of the 2021 program are finalized with Eagle Ridge Resort and Spa. Stay tuned for more information.	IP	
Quarter 2	None		
Quarter 3	None		
Quarter 4	None		
Result	Unable to attend PDS due to schedule conflict. Sending other staff to attend.		



Employee Name: Carrie Dellamano

Department: Recreation & Communication

Operational Goal: Serve on the IPRA ProConnect Board of Regents Strategic Priorities: Succession Target Date: Ongoing		Objective/Outcome: Give back to the industry while obtaining further industry knowledge as well as take advantage of valuable networking opportunities.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
ADMIN12		IP: In Progress C: Completed	
Quarter 1	Submitted application and awaiting acceptance.	IP	
Quarter 2	Chosen to be on the Board of Regents for ProConnect	C	4/22/2021
Quarter 3	Attended Monthly Meetings. Asked to serve on the marketing committee for program		
Quarter 4	Attended and submitted updates and plan for my committee	IP	
Result	Will continue to give back to the industry serving on the ProConnect Board of Regents for a 3-year term (2022-2024).		

Operational Goal: Complete basic RecTrac training Strategic Priorities: Succession and Sustainability Target Date: June 1, 2021		Objective/Outcome: Become fluent in basic RecTrac functions such as program input, registration, CORE Memberships, etc.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
ADMIN13		IP: In Progress C: Completed	
Quarter 1	Participating in quarterly training led by Liz in Rec Staff Meetings	IP	
Quarter 2	Trained with Anthony on some basic household and program inquiry functions (Global Sales).	IP	
Quarter 3	Trained with Meaghan and Christine regarding program number reports for board reports.	IP	
Quarter 4	Meeting with Shaina to continue to learn RecTrac basics	IP	
Result	Continue ongoing RecTrac software training.		



Employee Name: Carrie Dellamano

Department: Recreation & Communication

Operational Goal: Improve Financial Accountability Department-wide Strategic Priorities: Sustainability Target Date: Ongoing		Objective/Outcome: Develop and implement a streamlined process to ensure financial accountability by all staff to manage/balance budgets on a monthly basis.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
ADMIN14		IP: In Progress C: Completed	
Quarter 1	Working on a plan and process to roll out to staff on May 1	IP	
Quarter 2	None		
Quarter 3	Worked on budget with staff and assisted in updating budget worksheets which will be used as reference materials when balancing budgets monthly	IP	
Quarter 4	Assisting in finalizing the 2022 budget.	IP	
Result	This goal will be rolled over to 2022 to continue working towards financial accountability departmentwide.		

Operational Goal: Assist with Finalizing Master Plan. Strategic Priorities: Succession and Sustainability Target Date: March 2021		Objective/Outcome: Assist with obtaining approval as well as rolling out final Master Plan to staff and the community.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
ADMIN15		IP: In Progress C: Completed	
Quarter 1	Revised draft document and provided feedback to Tod. Standing by to assist in finalizing document.	IP	
Quarter 2	Master Plan was approved at May Board Meeting	C	5/26/2021
Quarter 3			
Quarter 4			
Result	Master Plan document was approved. This document will assist the district in planning and the implementation of projects of the next five years.		



Employee Name: Carrie Dellamano

Department: Recreation & Communication

Operational Goal: Work with Risk Manager to develop annual/monthly safety awareness initiatives. Strategic Priorities: Succession and Sustainability Target Date: Ongoing		Objective/Outcome: Engage staff and community in various safety awareness.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
RM1		IP: In Progress C: Completed	
Quarter 1	Encouraged Christine to send out weekly COVID-19 reminders to staff regarding current restrictions and guidelines.	IP	
Quarter 2	Christine has sent out various communications regarding safety best practices.	IP	
Quarter 3	Christine hosted the first Safety and Snack since the pandemic. This focused on PDRMA's health program and website	C	9/15/2021
Quarter 4	Christine scheduled another Safety and Snack focusing on Stress management		11/17/2021
Result	Christine continues to think of innovative and engaging ways to educate staff on various safety best practices and overall employee wellness.		

Operational Goal: Create and launch various CORE Promotions to assist in building membership Strategic Priorities: Sustainability Target Date: Ongoing		Objective/Outcome: Create a CORE Promotional campaign schedule and rollout each promo to increase memberships.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
REC1		IP: In Progress C: Completed	
Quarter 1	Monthly Promos created for Jan. Feb. March. Feb. and March saw an increase in overall memberships.	IP	
Quarter 2	Finalized draft promotion schedule which is reviewed monthly. Launched various promotions.	IP	
Quarter 3	Launched various promotions.	IP	
Quarter 4	Launched various promotions.	IP	
Result	This goal is ongoing and will continue next year working closely with Anthony, Del, Service Desk and marketing to roll out the best, most strategic CORE promos given any current circumstance.		



Employee Name: Carrie Dellamano

Department: Recreation & Communication

Operational Goal: Evaluate current Recreation Department offerings and create strategic plan to adapt to the new normal. Strategic Priorities: Sustainability Target Date: April 1, 2021,		Objective/Outcome: Develop and implement various programs and special events that coincide with ongoing safety measures that are the new norm.	
Goal #: REC2	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1	Working within current guidelines and coordinating offerings to implement within current restrictions. Also, opening up where possible. Implemented DING! to better communicate successes and educate all staff on offerings as well.	IP	
Quarter 2	Continued to work innovatively through reopening!	IP	
Quarter 3	Hosted the 2021 Recreation Summit – new programming and 2022 special events were all discussed and scheduled	C	9/1/2021
Quarter 4	Continue to navigate program needs and trends with the new norm.	IP	
Result	Overall staff have done a fantastic job in reopening the park district in a pandemic. Record high registrations continue – from day camp to soccer to gymnastics! We will continue to strategize future programs and special events according to safety guidelines as well as public interests.		

Operational Goal: Complete 2020 Annual Report Strategic Priorities: Sustainability Target Date: June 30, 2021		Objective/Outcome: Compile a document for public view summarizing district activity for the year.	
Goal #: COMM1	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1	Completed Annual Report for Review	IP	
Quarter 2	Presented Annual Report at COW Meeting in April and requesting Approval of document at April Regular Board Meeting. Approved on April 28 th at board meeting.	Completed	4/28/2021
Quarter 3			
Quarter 4			
Result	Completed the 2020 Annual Report which was approved during the second quarter.		



Employee Name: Carrie Dellamano

Department: Recreation & Communication

Operational Goal: Implement a community Recreation Focus Group meeting(s) Strategic Priorities: Sustainability Target Date: Sept. 1, 2021		Objective/Outcome: Rollout Listening Tour Meeting(s) to keep the conversation going with the public regarding District program and event offerings.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
COMM2		IP: In Progress C: Completed	
Quarter 1	Brainstorming in progress on how to facilitate successful focus groups within the community	IP	
Quarter 2	None	IP	
Quarter 3	None	IP	
Quarter 4	None	IP	
Result	Pushing this goal to next year.		

Operational Goal: Safety Village Rename Considerations Strategic Priorities: Parks and Downtown Lemont Target Date: April 1, 2021		Objective/Outcome: Propose new name for the facility by April 2021 with potential renaming and dedication in summer	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
COMM3		IP: In Progress C: Completed	
Quarter 1	Brainstorming new possible names for the Safety Village location.	IP	
Quarter 2	None	IP	
Quarter 3	None	IP	
Quarter 4	None	IP	
Result	This goal has been put on hold until further notice.		



Employee Name: Carrie Dellamano

Department: Recreation & Communications

Operational Goal: Coordinate and facilitate Make Your Park Community Meetings for Centennial Park and Kettering Park. Strategic Priorities: Parks Target Date: Jan. 2021 and April 2021		Objective/Outcome: Engage the community in the planning of these two parks and gain insight on community desires for parks.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
COMM4		IP: In Progress C: Completed	
Quarter 1	Hosted Make Your Park community both in-person and via Zoom at the end of January meeting for the new Playground at Centennial Park. I received great feedback from all in attendance.	C	1/27/2021
Quarter 2	Creating a Make Your Park display for Centennial Playground to showcase the new park. Also, banners have been created and displayed at the park location announcing the new park and the summer closure.	IP	
Quarter 3	Held the Kettering Make Your Park Neighborhood Meeting on September 8 th . Sent follow-up communications.	C	9/8/2021
Quarter 4	Coordinated Grand Opening of Centennial LJWC Playground for Oct. 27 th	C	10/27/2021
Result	Completed the goal and achieved the objective and outcome listed above.		

Operational Goal: Work with Lemont Park Foundation to develop strategic plan(s). Strategic Priorities: Partnerships Target Date: Ongoing		Objective/Outcome: Assist Foundation in strategic planning to engage members in more involvement as well as increase fundraising initiatives. Also, plan for a "big ticket" fundraising item.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
COMM5		IP: In Progress C: Completed	
Quarter 1	Secured a \$10K donation from the foundation to assist with the National Fitness Court project in Downtown Lemont.	C	2/18/2021
Quarter 2	Working on 2021 Golf Outing details	IP	
Quarter 3	2021 Golf outing was a huge success raising approx. \$8K	C	9/23/2021
Quarter 4	Transitioned liaison from Pam to Lauren	C	10/1/2021
Result	Will continue to work closely with the Foundation regarding strategic fundraising and partner initiatives.		



2021 Goals

Employee Name: Larry Rizzo

Department: Maintenance

Operational Goal: Enhance the appearance of the Quarry/Leisure Rooms, and Centennial Pool Slide. Strategic Priorities: CCC Park District Center Target Date: 5/31/2021		Objective/Outcome: Install new flooring in the Quarry/Leisure rooms and refurbish the CCC pool slide.	
Goal #: MAINT1	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1			
Quarter 2	Added new flooring and trim to quarry/leisure.	C	4/1/21
Quarter 3			
Quarter 4	Slide Repainted	C	10/1/21
Result	Refreshed Preschool rooms and CCC Pool Slide for brighter appearance.		

Operational Goal: Complete Bambrick Park Master Plan Phase I Strategic Priorities: Bambrick Park Target Date: 5/31/21		Objective/Outcome: Add ADA connectivity path(s) to baseball fields. Replace Field A fence.	
Goal #: MAINT2	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1		IP	
Quarter 2	Project completion slated for Mid May 2021	IP	
Quarter 3			
Quarter 4	Project completed and closed out December 2021	C	12/1/21
Result	Added ADA walkways and 90ft field at Bambrick		



Employee Name: Larry Rizzo

Department: Maintenance

Operational Goal: Follow through with Centennial Landscaping Plan including tree removal and GIS survey in conjunction with 3 rd party. Strategic Priorities: Trails/Paths and Parks Target Date: 11/30/21		Objective/Outcome: Work with Hassert Landscaping, Pizzo and Graf Tree Service to keep and improve the Centennial landscaping plan. This includes tree inventory, spring and fall cleanups as well as mulch for the entire park.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
MAINT3		IP: In Progress C: Completed	
Quarter 1	Mapped location of new memorial trees on GIS map.	IP	2/5/2021
Quarter 2	Meeting with GIS professional to gain knowledge on GIS software.	IP	4/30/2021
Quarter 3			
Quarter 4	Completed Tree mapping of all properties	C	11/1/21
Result	GIS software is now in place to track all plantings, trees, benches and trash receptacles.		

Operational Goal: Inspect, repair, and reseal West Parking lot, Bambrick and Bambrick Walking Path. Strategic Priorities: Parks and Bambrick and Trails/Path. Target Date: 7/30/21		Objective/Outcome: Reseal all lots to increase life of the asphalt.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
MAINT4		IP: In Progress C: Completed	
Quarter 1			
Quarter 2	Quote obtained by 3 vendors	IP	4/15/2021
Quarter 3			
Quarter 4	Completed sealing of parking lot and Bambrick pathway.	C	10/15/21
Result	Lots will have longer lasting topcoat to preserve life of asphalt.		



Employee Name: Larry Rizzo

Department: Maintenance

Operational Goal: Purchase outside seating such as additional picnic tables and memorial benches. Strategic Priorities: Parks Target Date: 6/20/21		Objective/Outcome: Replace broken picnic tables and begin to add concrete to existing benches to satisfy ADA needs.	
Goal #: MAINT5	Quarterly Progress Notes: Looking at purchasing 10 new tables	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1	The picnic tables were refurbished.	IP	2/28/2021
Quarter 2			
Quarter 3			
Quarter 4			
Result	Moved to 2022		

Operational Goal: Continue with the development of Kettering Park. Strategic Priorities: Parks Target Date: Fall 2021		Objective/Outcome: Continue with make your park, bid process and park construction plan.	
Goal #: MAINT6	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1			
Quarter 2	Park Meeting set with MI homes on 4/22/2021	IP	4/16/2021
Quarter 3			
Quarter 4	All documents were drawn up and sent to legal for review	IP	11/1/2021
Result	Set to take ownership of the property in Early 2022		



Employee Name: Larry Rizzo

Department: Maintenance

Operational Goal: Complete Install lighting at Centennial Pavilion. Strategic Priorities: Parks Target Date: 5/31/20		Objective/Outcome: Install lighting and outlets in the CCC pavilion to increase rentals and support special events later in the evening.	
Goal #: MAINT7	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1	Scheduled with Rags Electric (Install set for May 2021)	IP	4/30/2021
Quarter 2	Outlets and lighting install in Centennial Pavilion	C	5/5/2021
Quarter 3			
Quarter 4			
Result	We now have power and lighting in the pavilion for more attractive rental opportunities.		

Operational Goal: Replace CORE entrance grate. Strategic Priorities: Facility Projects Target Date: 4/31/21		Objective/Outcome: Replace damaged front grate in the CORE lobby vestibule.	
Goal #: MAINT8	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1			
Quarter 2	Removed from budget	N/A	4/30/2021
Quarter 3			
Quarter 4			
Result	Removed from budget		



Employee Name: Larry Rizzo

Department: Maintenance

Operational Goal: NFC Fitness Court Installation		Objective/Outcome:	
Strategic Priorities: Park and Downtown Lemont		Collaborate with VOL to complete park construction in downtown Lemont.	
Target Date: 10/31/21			
Goal #: MAINT9	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1	On hold for IDOT Approval	IP	3/20/2021
Quarter 2			
Quarter 3			
Quarter 4			
Result	On hold until IDOT approval obtained.		

Operational Goal: Continue to clean and clear groves tree line. Riprap rock stone drainage between large/small grove		Objective/Outcome:	
Strategic Priorities: Path/Trails and Parks		Continue removing ash trees according to our campus Master Plan.	
Target Date: 10/31/21			
Goal #: MAINT10	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1			
Quarter 2	Discussed project with Kyle for project in the Fall of 2021.	IP	4/7/2021
Quarter 3			
Quarter 4			
Result	Moved to 2022		



Employee Name: Larry Rizzo

Department: Maintenance

Operational Goal: Create a training plan for Seasonal Outdoor Maintenance and Custodial Department Employees. Strategic Priorities: Parks and Succession Target Date: 10/31/21		Objective/Outcome: Have a training plan that each employee must reference and sign off before work officially starts.	
Goal #: MAINT11	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1			
Quarter 2	Custodial Training Plan Draft 1 Completed	IP	4/20/2021
Quarter 3	Custodial Training plan completed	C	9/1/22
Quarter 4			
Result	Maintenance Plan moved to 2022		

Operational Goal: Design and build new ADA/inclusive playground for Centennial Campus. Strategic Parks: Parks Target Date: 8/15/21		Objective/Outcome: Build an inclusive playground for ages 2-12 with ADA compliant aspects.	
Goal #: MAINT12	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1			
Quarter 2	Park plan complete and bid opening on 4/15/2021.	C	4/15/2021
Quarter 3			
Quarter 4	Park Completion	C	10/15/21
Result	Park was completed with rave reviews!		



Employee Name: Larry Rizzo

Department: Maintenance

Operational Goal: Upgrade remaining computers per 2- year upgrade plan and integrate Microsoft 365. Strategic Priorities: Sustainability Target Date: 4/15/21		Objective/Outcome: Have a more stable IT infrastructure with cloud-based systems.	
Goal #: ADMIN16	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1			
Quarter 2	All computers except pool and childcare have been upgraded. Microsoft 365 is in full swing with all full-time staff.	C	4/6/2021
Quarter 3			
Quarter 4			
Result	This was phase one of moving us to a cloud based system.		

Operational Goal: Prepare for Distinguished Agency Accreditation scheduled for October 2022. Strategic Priorities: Succession and Sustainability Target Date: December 31, 2021		Objective/Outcome: To begin the process of collecting and updating supporting documents to needed to meet the Distinguished Agency standards for Maintenance and IT.	
Goal #: ADMIN17	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1			
Quarter 2			
Quarter 3			
Quarter 4			
Result	Moved to 2022		



2021 Goals

Employee Name: Anthony Morelli

Department: Fitness/Facilities

Operational Goal: Establish promos for memberships in 2021. "The CORE of Community" Strategic Priorities: Sustainability Target Date: Updated May 2021.		Objective/Outcome: Create a theme for The CORE that can be utilized throughout the entire year.	
Goal #: FIT1	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1	With the departure of the Executive Director of the Chamber we have delayed this promotion until May of 2021. However, Director of Facilities, Anthony Morelli did meet with Chamber staff to discuss this partnership promotion.	IP	
Quarter 2			
Quarter 3			
Quarter 4			
Result	This was delayed indefinitely due to COVID and the number of mitigations and mandates that had to be implemented throughout the year.		

Operational Goal: Establish New Membership Pricing for CORE and CORE Fit Strategic Priorities: Sustainability Target Date: Updated Fall 2021		Objective/Outcome: Create new pricing for New Members of The CORE Fall of 2021	
Goal #: FIT2	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1	We decided as a staff to delay the new CORE Value Pricing, until we re-establish our membership base.	IP	
Quarter 2			
Quarter 3			
Quarter 4	Sent out notifications of price increase to current members.	C	12/28/21
Result	New CORE value pricing was established and will go into effect in 2022 for new members on January 1, 2022, and for current members March 1, 2022.		



Employee Name: Anthony Morelli

Department: Fitness/Facilities

Operational Goal: Evaluate Group Fitness Program and assess the needs of virtual options. Strategic Priorities: Sustainability Target Date: February 1, 2021		Objective/Outcome: Evaluate Virtual Fitness Options for our Members.	
Goal #: FIT3	Quarterly Progress Notes	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1	This has been completed with offer our members Fitness On Demand Flex, which gives them the option to take classes from the comfort of their own home.	C	2/21/21
Quarter 2			
Quarter 3			
Quarter 4			
Result	71 CORE-Fit Members actively use Fitness OnDemand Flex.		

Operational Goal: Re-Launch a new format for our Group Fit Schedule. Strategic Priorities: Sustainability Target Date: Updated Fall 2021		Objective/Outcome: Create a new format Group Fitness Class Schedule.	
Goal #: FIT4	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1	This has been moved to the Fall of 2021. We are looking for balance of indoor/outdoor classes as well as taking away registration if COVID-19 Guideline changes. We are currently formulating outdoor fitness schedule for late Spring/ Early Summer.	IP	
Quarter 2			
Quarter 3			
Quarter 4	Evaluation of other Park Districts Group Fitness Class Schedule	C	12/1/21
Result	After further review, we found that other districts are offering at least 20-30% less classes weekly then we currently are offering. Therefore, we have decided to evaluate our class cancellations and enrollments throughout the first quarter of 2022. Once we evaluate the class attendance and cancellations, we can then re-format our scheduled to become more streamlined and efficient.		



Employee Name: Anthony Morelli

Department: Fitness/Facilities

Operational Goal: Streamline and Balance Group Fitness Schedule with greater Les Mills Influence Strategic Priorities: Sustainability Target Date March 2021 (Ongoing)		Objective/Outcome: Ensure we have a proper balance of strength, cardio, mind/body, and spin offerings. Ensure we are maximizing value of licensed programming.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
FIT5		IP: In Progress C: Completed	
Quarter 1	Established a CORE-Fit Class Cancellation Procedure that would hold to only hosting classes that meet the minimum enrollment count.	IP	
Quarter 2			
Quarter 3			
Quarter 4	Class cancellation policy	C	12/28/21
Result	A class cancellation policy was created to start in 2022, in order to hold members accountable by forcing them to cancel we will be charging members an \$8 cancellation fee if they do not cancel prior to their class starting.		

Operational Goal: Maintain the Fitness class online reservations system throughout 2021. Strategic Priorities: Sustainability Target Date: December 31, 2021		Objective/Outcome: Track class attendance and improve reporting accuracy via Rec Trac by requiring all participation enroll in fitness classes via Web Trac.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
FIT6		IP: In Progress C: Completed	
Quarter 1	Continue to input on a weekly basis and allow us the opportunity to use Rec-Trac 3.1 as reporting tool on a monthly basis. Also, Registration Manager, Liz Pacyga has taught our Fitness Manager, Del Halter to review all Group Fitness Classes prior to putting classes live on Web-Trac.	C	3/16/21
Quarter 2			
Quarter 3			
Quarter 4			
Result	Created the most accurate data in group fitness participation. While allowing us to monitor class trends and evaluate participation at the highest level.		



Employee Name: Anthony Morelli

Department: Fitness/Facilities

Operational Goal: Work with Marketing to highlight new fitness classes we may be offering to our members. Strategic Priorities: Sustainability Target Date: October 1, 2021,		Objective/Outcome: Provide innovative marketing materials for brand new Group X Classes.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
FIT7		IP: In Progress C: Completed	
Quarter 1	Establish a meeting with Marketing to promote outdoor fitness classes.	C	7/21/21
Quarter 2	Survey COREfit Members for feedback regarding new classes and formats they would like us to offer	NA	NA
Quarter 3	Hire new instructors and buy necessary equipment. Submit marketing request	C	8/1/21
Quarter 4	Roll out new class format or formats with marketing team	C	10/1/21
Result	Established a direct connection with our Group Fitness Instructors and marketing to provide a connection between instructors and members and what we can or cannot offer.		

Operational Goal: Highlight and promote the Fitness On-Demand for Core-Fit Members. Strategic Priorities: Sustainability Target Date: Ongoing 2021		Objective/Outcome: Operate Fitness on Demand classes in Studio B.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
FIT8		IP: In Progress C: Completed	
Quarter 1	Held a meeting with Service Desk Team to create logistics on Fitness OnDemand Usage for our CORE Members.	C	4/16/21
Quarter 2	Transition to a on demand schedule where members may select any class during the hours Studio B is available	C	5/21
Quarter 3	NA		
Quarter 4	Cancelled Service	C	11/21
Result	Although this isn't the route, we wanted to go Fitness OnDemand never got off the ground. We still have the current equipment, but we are no longer a monthly subscriber due to its lack of interest from our members. This is something we can revisit if our membership participation increases.		



Employee Name: Anthony Morelli

Department: Fitness/Facilities

Operational Goal: Expand Active Adult's Fitness Class offerings Strategic Priorities: Sustainability Target Date: June 2021		Objective/Outcome: Continue to engage our 55+ members with additional programming geared toward their health and fitness.	
Goal #: FIT9		Status: IP: In Progress C: Completed	Date Completed:
Quarter 1	Add 1 weekend class (currently none offered)	C	2/1/2021
Quarter 2	Add 1 evening class (currently non offered)	C	4/1/2021
Quarter 3			
Quarter 4			
Result	A Silver Sneakers class was added to Saturday mornings at 9:15 am and Golden age Yoga was Added to Thursdays at 4:45pm		

Operational Goal: Create CORE-fit member promotion to include free fitness class offerings to non- members. Strategic Priorities: Sustainability Target Date: Fall 2021		Objective/Outcome: Increase our CORE-fit member base and attract new members.	
Goal #: FIT10		Status: IP: In Progress C: Completed	Date Completed:
Quarter 1	Currently on hold with COVID-19 Guidelines.	IP	
Quarter 2			
Quarter 3			
Quarter 4	Pushed to 2022	IP	
Result	Goal has been pushed back to 2022 due to mandate and guidelines.		



Employee Name: Anthony Morelli

Department: Fitness/Facilities

Operational Goal: Create another retention program for Group Fitness like the passport program. Strategic Priorities: Sustainability Target Date: Fall 2021		Objective/Outcome: Construct a program that is engaging for our members that makes them feel wanted and important.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
FIT11		IP: In Progress C: Completed	
Quarter 1	Research possible programs and contact other fitness centers for ideas and feedback.	IP	
Quarter 2	Meet with marketing department and submit request. Purchase necessary supplies.	IP	
Quarter 3	Program roll out	IP	
Quarter 4	Decided to roll over to 2022.	C	12/31/21
Result	While this wasn't rolled out in 2021 due to complicating covid-19 mandates it will be a priority moving into 2022.		

Operational Goal: Establishing an A+ fitness desk team. Strategic Priorities: Sustainability Target Date: 2021		Objective/Outcome: Provide the best customer experience and service as we open back up. Being ready for when our members return.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
FIT12		IP: In Progress C: Completed	
Quarter 1	Held in services and worked Risk Manager to create a new mask procedure for those who refuse to follow policy.	C	2/1/21
Quarter 2	In-Service	C	6/10/21
Quarter 3	NA	NA	NA
Quarter 4	Hire and Recruit/Inservice	C	12/1/21
Result	The team has been consistent throughout the entire year of 2021. We have had to navigate through mandates, mitigation measure, and COVID and they have been a stable workforce throughout the entire year. More than 90% of my fitness desk team has been replaced in 2020-21. In-service's took place as ALL departments were invited.		



Employee Name: Anthony Morelli

Department: Fitness /Facilities

Operational Goal: Grow Personal Training Strategic Priorities: Sustainability Target Date: 2021		Objective/Outcome: Bring on new trainers to focus on growth and being able to keep up with new members as they begin to return.	
Goal #: FIT13	Quarterly Progress Notes: This will be an ongoing departmental goal throughout 2022.	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1	Hire 2 more Personal trainers.	C	7/20/21
Quarter 2	Personal Training Promotions	IP	
Quarter 3	Personal Trainer of the Month	IP	
Quarter 4	Trainer Challenges	IP	
Result	This was a bit of a challenge due to all the mitigations this past year. I spent more time trying to hire new instructors to help launch when mitigations are lifted. As members feel more comfortable, we will roll-out some fun challenges and promos. We are scheduled for and In-service in January 2022. At this time, we will discuss all ideas for the new year. We did exceed personal training revenue from the amended budget.		

Operational Goal: Updated Strategic Priorities: New Class: Strength Training Techniques and Strategies Target Date: April 2021		Objective/Outcome: Build bone density. Build muscle mass. Decrease body fat.	
Goal #: FIT14	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1	Marketed new program and input into Rec-Trac for a potential start date of Mid-April.	IP	
Quarter 2			
Quarter 3	Program was offered but was cancelled, due to low enrollment	C	8/1/21
Quarter 4			
Result	Although the class didn't run due to low enrollment, we have decided to keep trying and move forward with this type of programming in 2022.		



Employee Name: Anthony Morelli

Department: Fitness/Facilities

Operational Goal: Operate the new National Fitness Sport Court in Downtown Lemont with new exclusive Fitness Programs and or classes. Strategic Priorities: Parks and Downtown Lemont and Partnerships Target Date: Updated June 2021		Objective/Outcome: Establish a footprint within our members at the new sport court downtown throughout the Spring and Summer.
Goal #: FIT15	Quarterly Progress Notes: This has been put on hold until a confirmed location and construction of the sport court is in progress and or complete.	
Quarter 1		
Quarter 2		
Quarter 3		
Quarter 4	Incomplete and delayed	
Result	This goal has been delayed to 2022, the inability to acquire the land needed from IDOT.	

Operational Goal: Completely revamp the Open Gym and Swim Pass. Strategic Priorities: Sustainability Target Date: Update June 2021		Objective/Outcome: Establish a new Open Gym Pass that limits the number of hours, discontinues guaranteed gym time, while serving our community with fair prices.	
Goal #: FAC1	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1	We have decided to discontinue the Open Gym Swim Pass and to convert this pass into a CORE Jr. Membership. Then, we met with marketing to design materials to promote the CORE Jr. Membership	IP	
Quarter 2	Begin to prepare marketing materials to promote the new pass.	C	07/01/21
Quarter 3	Begin rollout	C	08/01/21
Quarter 4	NA	NA	NA
Result	Open gym passes were brought back with a higher rate and established hours. This allowed us to program and rent our own facilities much more efficiently. We also were able to establish an Open Gym Pass for Lemont Athletic Club. This pass was created for all LAC Families for our old \$7 a month rate throughout their season. This resulted in 92 memberships.		



Employee Name: Anthony Morelli

Department: Fitness/Facilities

Operational Goal: Create a new training manual for Rec-Trac 3.1 Strategic Priorities: Sustainability Target Date: September 1, 2021		Objective/Outcome: Create a one stop shop for Rec-Trac 3.1 Training for Full-Time or Part-Time employees.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
ADMIN18		IP: In Progress C: Completed	
Quarter 1	Registration Manager, Liz Pacyga has created the How-to Manual for not only the Service Desk Team, but the Rec Staff Team as well. This is an ongoing manual and will be fully fleshed out by the end of the summer.	IP	
Quarter 2	Manual was complete and will be an ongoing process for our Registrar.	C	10/1/21
Quarter 3			
Quarter 4			
Result	Manual was created to allow all staff to use as a guide during their onboarding process.		

Operational Goal: Prepare for Distinguished Agency Accreditation scheduled for October 2022. Strategic Priorities: Succession and Sustainability. Target Date: December 31, 2021		Objective/Outcome: To begin the process of collecting supporting documents to needed to meet the Distinguished Agency standards for facilities and customer service.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
ADMIN19		IP: In Progress C: Completed	
Quarter 1	Begin monthly meetings with Administrative Team to keep on tasks	C	3/1/21
Quarter 2	Establish a timetable for Administrative Team to complete tasks needed for review of accreditation	C	5/1/21
Quarter 3	Submit Application	C	6/1/21
Quarter 4	Received the assigned mentor along with approval of application.	C	10/1/21
Result	Distinguished Agency application was accepted a mentor was assigned and the process will take place in the second quarter of 2022.		



Employee Name: Anthony Morelli

Department: Fitness/Facilities

Operational Goal: Create “How to Manual” for instructions for online transactions, including registrations, reservations, and cancellations. Strategic Priorities: Sustainability Target Date: February 2021		Objective/Outcome: Establish an easy way for our online users to know how to complete anything they need throughout our online systems.	
Goal #: ADMIN20	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1	Construct a template with screenshots and possible video footage for online transactions, including registrations, reservations, and cancellations.	C	1/1/21
Quarter 2			
Quarter 3			
Quarter 4			
Result	We were able to post video's on how to make reservations for the fitness center when certain mitigations were in place this will be an ongoing part of operations, since we have decided to go digital with not only fitness classes but our brochure process.		

Operational Goal: Update all passes with windows media sounds for pass errors and denied credit cards. Strategic Priorities: Sustainability Target Date: March 2021		Objective/Outcome: Establish warning sounds for Household Ticklers, Pass Renewals, and Pass Expirations.	
Goal#: ADMN21	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1	This task has been completed.	C	3/1/21
Quarter 2			
Quarter 3			
Quarter 4			
Result	All pass errors are now notifying the Service Desk Team. This allowed us to have a checks and balances during the vaccination mandate in Cook County. It was put to the test during this time period and worked efficiently.		



Employee Name: Anthony Morelli

Department: Fitness /Facilities

Operational Goal: Create a go to Staff Member for Rec-Trac Trainings for Full-Time Staff. Strategic Priorities: Sustainability Target Date: March 2021		Objective/Outcome: Establish a staff member where they can assist with Rec-Trac updates and then convert that into teaching current and new staff members how to function within Rec-Trac.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
ADMIN22		IP: In Progress C: Completed	
Quarter 1	Updated and restructured the Part-Time Registrar position to the Full-Time Registration Manager, which Liz Pacyga accepted.	C	3/8/21
Quarter 2			
Quarter 3	Registrar position was reinstated due to Registration Manager's resignation.	C	8/1/2021
Quarter 4			
Result	The department decided to move in a different direction with two part-time positions to assist with this task. The position of Registrar was reinstated and created a new position Facility Coordinator to assist the Customer Service Department.		

Operational Goal: Create Facility revenue plan for 2021 and 2022, 2023. Strategic Priorities: Sustainability Target Date: August 2021		Objective/Outcome: Establish a revenue projection and on-going operating analysis. (Rentals, User Groups, and other Alternative Revenue).	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
ADMIN23		IP: In Progress C: Completed	
Quarter 1	Put new User Group Fees in place to increase revenue for Field and Facility Athletic Use.	IP	
Quarter 2			
Quarter 3			
Quarter 4	Decided to postpone this goal to 2022, due to the pandemic effecting User Group and Tournament participants.		12/31/2021
Result	Postponed to 2022		



2021 Goals

Employee Name: Louise Egofske (Interim)

Department: Finance and Human Resources

Operational Goal: Annually update the Public Salary website to keep all information current. Strategic Priorities: Succession and Sustainability. Target Date: 2 nd Quarter 2021		Objective/Outcome: Update the information annually to keep it current.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
FIN1		IP: In Progress C: Completed	
Quarter 1			
Quarter 2			
Quarter 3			
Quarter 4			
Result	Due to staff vacancy, this goal will be addressed in 2022		

Operational Goal: Prepare required documents for the 2020 financial audit. Strategic Priorities: Sustainability Target Date: March 2021		Objective/Outcome: To prepare for the annual audit to have all necessary documents ready prior to the onsite audit.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
FIN2		IP: In Progress C: Completed	
Quarter 1			
Quarter 2	Completed all documents for outside audit report.	C	June 2021
Quarter 3			
Quarter 4			
Result	Received unqualified audit opinion from L&A for the YE 2020		



Employee Name: Louise Egofske (Interim)

Department: Finance and Human Resources

Operational Goal: Continue to review salary ranges for the industry to create an updated range for Part-Time and Seasonal employees. Strategic Priorities: Succession and Sustainability. Target Date: 2 nd Quarter 2021		Objective/Outcome: Standardize the salary ranges for PT/Seasonal employees.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
FIN3		IP: In Progress C: Completed	
Quarter 1			
Quarter 2			
Quarter 3			
Quarter 4	Salary ranges for Full and Part time were updated and presented to the Board for approval in December 2021.	C	2022
Result	District salary schedules are up to date and aligned with industry activity.		

Operational Goal: Review the current credit card processors and work with Vermont Systems to switch to another vendor due to RecTrac upgrade. Strategic Priorities: Sustainability Target Date: 1 st Quarter 2021		Objective/Outcome: Select third party processor for credit card process. Meet all PCI compliance requirements.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
FIN4		IP: In Progress C: Completed	
Quarter 1	Presented new Credit Card Processor Agreement for Board approval.	IP	
Quarter 2	Conversion on hold due to on-going negotiations on fees and liability terms. District remains with former provider Transnational.		
Quarter 3	On Hold	IP	
Quarter 4	On Hold	IP	
Result	Continue to work with PDRMA and Card Connect on negotiated terms and conditions before implementation.		



Employee Name: Louise Egofske (Interim)

Department: Finance and Human Resources

Operational Goal: Review current investments and enhance professional advisement relationships. Strategic Priorities: Sustainability Target Date: Ongoing		Objective/Outcome: To continue working with vendors to gain investment knowledge.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
FIN5		IP: In Progress C: Completed	
Quarter 1	Ongoing		
Quarter 2	Ongoing		
Quarter 3	Ongoing		
Quarter 4	Ongoing		
Result			

Operational Goal: Work with Finance Coordinator to create Financial Procedure Manual. Strategic Priorities: Sustainability Target Date: 3 rd – 4 th Quarter 2021		Objective/Outcome: To create a procedural manual for the Finance Department.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
FIN6		IP: In Progress C: Completed	
Quarter 1			
Quarter 2			
Quarter 3	Contract employee and Finance Coordinator working on various updates	IP	
Quarter 4	Contract employee and Finance Coordinator working on various updates.		
Result	Due to staff vacancy, this goal will be formally addressed in 2022		



Employee Name: Louise Egofske (Interim)

Department: Finance and Human Resources

Operational Goal: Work on the GFOA Budget Award submission. Strategic Priorities: Sustainability Target Date: End of 2021		Objective/Outcome: To obtain a GFOA Budget Award	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
FIN7		IP: In Progress C: Completed	
Quarter 1			
Quarter 2			
Quarter 3			
Quarter 4			
Result	Due to staff vacancy, this goal will be formally addressed in 2022		

Operational Goal: Work with Finance Coordinator to create Cloud based document storage for Contracts and IGAs. Strategic Priorities: Sustainability Target Date: 3 rd – 4 th Quarter 2021		Objective/Outcome: To create an electronic storage system that administrative staff can access.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
FIN8		IP: In Progress C: Completed	
Quarter 1			
Quarter 2			
Quarter 3			
Quarter 4			
Result	Due to staff vacancy, this goal will be formally addressed in 2022.		



Employee Name: Louise Egofske (Interim)

Department: Finance and Human Resources

Operational Goal: Finance Coordinator to update Assetmaxx Software to include pictures and documents. Strategic Priorities: Sustainability Target Date: 3 rd – 4 th Quarter 2021		Objective/Outcome: To update the Asset software with enhanced documents and files.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
FIN9		IP: In Progress C: Completed	
Quarter 1			
Quarter 2			
Quarter 3			
Quarter 4			
Result	Due to staff vacancy, this goal will be formally addressed in 2022		

Operational Goal: Finance Coordinator to create an electronic storage process of financial documents and invoices. Strategic Priorities: Sustainability Target Date: 3 rd – 4 th Quarter 2021		Objective/Outcome: To create an electronic storage file system for financial documents.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
FIN10		IP: In Progress C: Completed	
Quarter 1			
Quarter 2			
Quarter 3			
Quarter 4			
Result	Due to staff vacancy, this goal will be formally addressed in 2022		



Employee Name: Louise Egofske (Interim)

Department: Finance and Human Resources

Operational Goal: Work with Finance Coordinator to continue the Records Retention/Destruction process. Strategic Priorities: Sustainability Target Date: 3 rd – 4 th Quarter 2021		Objective/Outcome: To organize and date the records for a proficient destruction process.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
FIN11		IP: In Progress C: Completed	
Quarter 1			
Quarter 2			
Quarter 3		IP	
Quarter 4		IP	
Result	Due to staff vacancy, this goal will be formally addressed in 2022		

Operational Goal: Revise the District's Job Descriptions Strategic Priorities: Succession Target Date: 3 rd Quarter 2021		Objective/Outcome: To simplify and standardize the District's Job Descriptions.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
HR1		IP: In Progress C: Completed	
Quarter 1			
Quarter 2			
Quarter 3			
Quarter 4			
Result	Due to staff vacancy, this goal will be formally addressed in 2022. New HR Manager hired in February 2022.		



Employee Name: Louise Egofske (Interim)

Department: Finance and Human Resources

Operational Goal: Continue to revise the District's Policy Manuals. Strategic Priorities: Sustainability Target Date: Ongoing		Objective/Outcome: To keep all policy manuals current.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
HR2		IP: In Progress C: Completed	
Quarter 1	Ongoing	IP	
Quarter 2	Ongoing	IP	
Quarter 3	Ongoing	IP	
Quarter 4	Ongoing	IP	
Result	Due to staff vacancy, this goal will be formally addressed in 2022 by Risk Manager		

Operational Goal: Add current Full-Time and permanent Part-Time personnel documents to the Frontline software, to create all personnel files electronically. Strategic Priorities: Succession Target Date: Ongoing		Objective/Outcome: To create electronic personnel files for all employees.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
HR3		IP: In Progress C: Completed	
Quarter 1	Ongoing		
Quarter 2	Ongoing		
Quarter 3	Ongoing		
Quarter 4	Ongoing	C	December 2021
Result	Completed. All personnel documents are accessed through Frontline		



Employee Name: Louise Egofske (Interim)

Department: Finance and Human Resources

Operational Goal: Create/update a training program for new and seasonal staff. Strategic Priorities: Succession Target Date: 2 nd Quarter 2021		Objective/Outcome: To create electronic trainings for all employees.	
Goal #: HR4	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1			
Quarter 2	Updated seasonal training program completed with assistance by Risk Manager.	C	May 2021
Quarter 3			
Quarter 4			
Result	New updated and streamlined training which can be accessed remotely if needed.		

Operational Goal: Prepare for Distinguished Agency Accreditation scheduled for October 2022. Strategic Priorities: Succession and Sustainability, Target Date: December 31, 2021		Objective/Outcome: To begin the process of collecting and updating supporting documents to needed to meet the Distinguished Agency standards for the Finance and Human Resources departments.	
Goal #: ADMIN24	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1			
Quarter 2	Participated in meeting to review status of Finance/HR documents.		
Quarter 3			
Quarter 4			
Result	Due to staff vacancy, this goal is being managed by other staff.		



Employee Name: Louise Egofske (Interim)

Department: Finance and Human Resources

Operational Goal: Work with Finance Coordinator to continue with Rectrac 3.1 training to learn more software capabilities. Strategic Priorities: Sustainability Target Date: 3 rd – 4 th Quarter 2021		Objective/Outcome: To enhance the Rectrac software knowledge with trainings and continued practice.	
Goal #: ADMIN25	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1			
Quarter 2			
Quarter 3			
Quarter 4			
Result	Due to staff vacancy, NA.		



2021 Goals

Employee Name: Christine Aguirre

Department: Aquatics

Operational Goal: Book on average 2 private pool parties per week for the Centennial Outdoor Aquatic Park. Strategic Priorities: Sustainability Target Date: 9/15/2021		Objective/Outcome: Increased after-hours rentals and marketing for all rental options.	
Goal #: AQUA1	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1	The Outdoor Pool will be open for 14 weeks this summer. We will need to book 28 parties to meet this goal. As of 3/31 we had 1 party booked.	IP	
Quarter 2	In June and July, we hosted 14 private rentals. We have booked several rentals for August.	IP	
Quarter 3	In August and September, we hosted 16 private rentals.	C	8/29/2021
Quarter 4			
Result:	We made our goal of 28 rentals for the summer and actually surpassed it by 2 rentals for a total of 30 private rentals for the summer of 2021.		

Operational Goal: Implement a youth water polo program. Strategic Priorities: Sustainability Target Date: 6/1/2021		Objective/Outcome: Add an additional youth aquatic program to our curriculum with a minimum of 6 participants.	
Goal #: AQUA2	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1	Water Polo was in the Spring Program Guide, and we have been taking registrations for Water Polo. The class is set to start on Sunday, April 11.	IP	
Quarter 2	Water Polo successfully ran in April (14 participants) and an additional session in May (10 participants).		
Quarter 3	Water Polo Camp (5 participants) was offered in the summer of 2021.		
Quarter 4	Due to not having a qualified coach, we did not offer Water Polo for the fall of 2021.		
Result:	Water Polo had a great start in 2021. In order for the program to be stable we must secure a qualified coach.		



Employee Name: Christine Aguirre

Department: Aquatics

Operational Goal: Move to an on-line system for swim lesson progress reporting. Strategic Priorities: Sustainability Target Date: 6/1/2021		Objective/Outcome: To make this process easier and more efficient for parents and staff as well as being eco-friendly by being paperless.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
AQUA3		IP: In Progress C: Completed	
Quarter 1	We are working with the company to get our program information into their system.	IP	
Quarter 2	We posted a position for an Aquatics Program Coordinator, but that position went unfilled. This was not a priority for existing staff as we had to get ready for the outdoor swim season.	IP	
Quarter 3	No progress was made.	IP	
Quarter 4	We hired an Aquatic Program Coordinator, and this was on her task list to complete. Unfortunately, due to family emergencies, she had to resign from her position.	IP	
Result:	This goal will extend into 2022.		

Operational Goal: Create 5 Year comprehensive Indoor/Outdoor Aquatics Financial Plan. Strategic Priorities: Sustainability Target Date: 6/1/2021		Objective/Outcome: Project revenue and cost analysis for department to determine appropriate pricing to cover on-going inflation and cost increases due to minimum wage. Include comprehensive salary analysis.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
AQUA4		IP: In Progress C: Completed	
Quarter 1	I have been working with Cheri to get her information she needs to put together a cost analysis of both the Centennial Outdoor Aquatic Park and the CORE Indoor Pool. An overall report will not be ready by June 1 but most likely in early fall.	IP	
Quarter 2	No progress made due to staffing transitions.	IP	
Quarter 3	No progress made due to staffing transitions.	IP	
Quarter 4	We have continued to research different ways to manage expenses while increasing revenue.	IP	
Result:	This goal will extend into 2022.		



Employee Name: Christine Aguirre

Department: Safety/Risk Management

Operational Goal: Complete PDRMA's Loss Review – including updating all the ergonomic assessments for all job descriptions. Strategic Priorities: Sustainability Target Date: 11/30/2021		Objective/Outcome: To pass the PDRMA LCR with minimal improvements needed.	
Goal #: RM2	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1	PDRMA is updating how they are completing the LCR. We are still waiting to hear what our next tasks will be.	IP	
Quarter 2	The Loss Control Review was reorganized and renamed the Risk Management Review.	IP	
Quarter 3	Met with our PDRMA Consultant, Lindsey Robertson, for a site visit of some of our facilities and parks.	IP	
Quarter 4	Completed the Slip, Trip and Fall Assessment with a \$1,500 cash award as an acknowledgement of our agency's loss prevention efforts.	C	10/21
Result:	PDRMA had taken 2022 to roll out the new Risk Management Review. This is an on-going process instead of a single review period as intended when this goal was written. In 2022, this goal will be written to better reflect the updated process.		

Operational Goal: Create a staff safety engagement program Strategic Priorities: Sustainability Target Date: 12/31/2021		Objective/Outcome: Promote safety in all departments and positions	
Goal #: RM3	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1	The Safety Committee is working towards creating a staff engagement program. I have been researching different options that will be presented to the Safety Committee in July.	IP	
Quarter 2	No progress made due to staffing transitions.	IP	
Quarter 3	No progress made due to staffing transitions.	IP	
Quarter 4	We discussed options for this at our December 2021 Safety Committee. We agree we want to have an engagement program but need to further research options that will work at our district.	IP	
Result:	This goal will extend into 2022.		



Employee Name: Christine Aguirre

Department: Safety/Risk Management

Operational Goal: Review and update our safety manuals and put them on a schedule to be reviewed annually. Strategic Priorities: Sustainability Target Date: 12/1/2021		Objective/Outcome: To maintain a current and updated library of safety manuals for the district.	
Goal #: RM4	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1	I made a list of all of the Lemont Park District safety manuals and put them on a schedule to review. In April I am starting with the Transportation Manual.	IP	
Quarter 2	I reached out to several districts to gather examples of their Transportation Manual but many of those districts were in the process of updating theirs as well.	IP	
Quarter 3	No progress made due to staffing transitions.	IP	
Quarter 4	No progress made due to staffing transitions.	IP	
Result:	This goal will be extended into 2022.		

Operational Goal: Implement the ALICE Training throughout the entire Park District. Strategic Priorities: Sustainability Target Date: 12/1/2020		Objective/Outcome: Participants would complete the on-line training as well as the in-person training to become better prepare in the event of an active shooter.	
Goal #: RM5	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1	I spoke with our ALICE Training Representative. I have an updated contact that I will be sending to Louise for review.	IP	
Quarter 2	No progress made due to staffing transitions.	IP	
Quarter 3	No progress made due to staffing transitions.	IP	
Quarter 4	No progress made due to staffing transitions.	IP	
Result:	This goal will be extended into 2022 after research is completed on if ALICE is the right program for us.		



Employee Name: Christine Aguirre

Department: Safety/Risk Management

Operational Goal: Full-time staff completing NIMS 200 and Senior Staff completing NIMS 700. Strategic Priorities: Succession and Sustainability. Target Date: 12/01/2021		Objective/Outcome: Full-time staff would become more proficient in national emergency procedures.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
RM6		IP: In Progress C: Completed	
Quarter 1	In late March, I assigned all FT staff to complete NIMS 200 with a due date of 4/23.	IP	
Quarter 2	Currently about 50% of the FT staff have NIMS 200 complete.	IP	
Quarter 3	No progress made due to staffing transitions.	IP	
Quarter 4	No progress made due to staffing transitions.	IP	
Result:	No further progress was made due to staffing transitions. This goal will be extended to 2022.		

Operational Goal: Take and pass the Certified Park and Recreation Professional Certification Strategic Priorities: Succession Target Date: 6/30/2020		Objective/Outcome: To become a certified park and recreation professional.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
ADMIN26		IP: In Progress C: Completed	
Quarter 1	I submitted my CPRP application and paid for the test. I am awaiting my application approval.	IP	
Quarter 2	My application was approved.	IP	
Quarter 3	No progress made due to staffing transitions.	IP	
Quarter 4	I began reviewing the study materials again to take the class.	IP	
Result:	My test deadline is at the end of Q1 2022. I will be taking the test before then.		



Employee Name: Christine Aguirre

Department: Safety/Risk Management

Operational Goal: Apply and get into Illinois Park and Recreations Leadership Academy for the 2021/2022 session. Strategic Priorities: Succession Target Date: 5/1/2021		Objective/Outcome: To stay active within IPRA as well as gaining new leadership and networking skills and opportunities.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
ADMIN27		IP: In Progress C: Completed	
Quarter 1	The Leadership Academy does not exist anymore. If ok, I would like to change this goal to be Certified Park Inspector Training.	IP	
Quarter 2	No progress made due to staffing transitions.	IP	
Quarter 3	No progress made due to staffing transitions.	IP	
Quarter 4	No progress made due to staffing transitions	IP	
Result:	No progress made to this goal due to staffing transitions.		

Operational Goal: Put together a comprehensive organization chart for Dolphins Swim Team and the other Competitive Aquatic Sports. Strategic Priorities: Sustainability Target Date: 5/1/2021		Objective/Outcome: Updating of swim team's titles, job descriptions, pay chart, etc. – therefor the overall redevelopment of that subsection of Aquatics.	
Goal #:	Quarterly Progress Notes:	Status:	Date Completed:
ADMIN28		IP: In Progress C: Completed	
Quarter 1	This due date will need to be extended to 6/1/2021. I have an outline for a re-structure organizational chart for this sub-department but am still working on an updated pay scale and job descriptions.	IP	
Quarter 2	Changes were made to the Head Coach job description and this position went from a weekly stipend to an hourly pay wage position.		
Quarter 3	No progress made due to staffing transitions.		
Quarter 4	No progress made due to staffing transitions.		
Result:	The most important part of this goal was completed with the adjustments to the Head Coach position. Was the overall that was intended completed – no. This goal will have to be extended into 2022.		



Employee Name: Christine Aguirre

Department: Safety/Risk Management

Operational Goal: Prepare for Distinguished Agency Accreditation scheduled for October 2022. Strategic Priorities: Succession and Sustainability. Target Date: December 31, 2021		Objective/Outcome: To begin the process of collecting and updating supporting documents to needed to meet the Distinguished Agency standards for the Aquatics Department and risk management.	
Goal #: ADMIN29	Quarterly Progress Notes:	Status: IP: In Progress C: Completed	Date Completed:
Quarter 1	During the first quarter the DA sections assigned to me have been reviewed. I have made a plan of action on how to get all of the manuals reviewed this year, starting with our transportation manual.	IP	
Quarter 2	No progress made due to staffing transitions.	IP	
Quarter 3	No progress made due to staffing transitions.	IP	
Quarter 4	Updated our COVID Exposure Plan. Drafted a policy for the OSHA COVID Vaccine ETS.	IP	
Result	Continuing to work towards accomplishing all that is needed to have a successful Distinguished Agency Accreditation.		