
WAUKEGAN PARK DISTRICT

TO: Board of Commissioners

FROM: Greg Petry
Executive Director

RE: Waukegan Park District Strategic Plan 2016-17

DATE: June 12, 2017

Waukegan Park District Strategic Plan 2016-2017

Summary of Outcomes for Fiscal Year 2016/2017 Highlights

362 of 377 Objectives Complete or 96%

Customer Theme: Community Connection

- Coordinated planning and implementation of the Centennial Year with the Centennial Committee.
- Produced the Centennial video.
- Held the pool grand opening event.
- Coordinated a St. Martin de Porres High School student for FY 2016-17.
- Implemented 3 new mini events to include a Hispanic Mini Festival, a Mariachi Christmas and 1 family with young children's event.
- Updated and implemented the Community Relations Communication Plan.
- Increased the use of social media to promote youth athletic programs and communicate with parents by reaching 300 likes on youth and adult sports Facebook page and posting pictures and flyers of current or upcoming programs weekly.
- Developed a marketing plan for the pool.

- Implemented the National Archery in School Program (NASP) at two school sites.
- Held two focus group meetings with parents of individuals with disabilities to determine interest in future programming and services.
- Partnered for development of the Lyons Woods Trail extension through Bevier and Callahan Parks administered by the Lake County Forest Preserve District.

Programs and Services: Aligning Initiatives with Community Need

- Implemented an expanded SwimSmart program with the new pool.
- Created and implemented programming for Free for All participants during winter and spring school breaks.
- Enhanced Worldwide Day of Play and consolidated the event with the new 5K and Fitness Expo.
- Developed and implemented a six week comprehensive Garden to Table program targeting families facing financial hardships.
- Implemented a “first lesson is free” SwimSmart program for newborn babies at Vista Health.
- Implemented three new STEM based programs for children and youth ages 5-10 years old.

Parks and Facilities: Infrastructure Development and Investment

- Completed the Bevier Tennis/Pickleball Court Renovation Project.
- Managed the WMB Grant administered by Lake County SMC.
- Managed the GLRI Grant for Emerald Ash Borer Tree Replacement project, administered by the Morton Arboretum.
- Coordinated building demolition of Yorkhouse and King Park properties (Helmholz and McAlister) and site restoration.

- Planted 100 trees for the 2017 Centennial Anniversary Celebration.
- Completed playground equipment replacement at Yeoman Park.
- Partnered with NRG Energy to renovate Bowen Park Greenhouse.
- Participated in and supported Waukegan Lakefront Development.
- Completed an energy efficient LED lighting project.

Financial Theme: Sound Financial Management

- Achieved the budget and CAFR award recognition from GFOA.

Internal Business Theme: Operational Excellence

- Enhanced new employee Job orientation.
- Continued Collective Bargaining Negotiations.
- Completed an Irrigation Audit on the SportsPark irrigation system.
- Installed interpretive signage on SportsPark Best Management Practices (BMP) initiatives and design concepts.
- Conducted herbicide turf trials at the SportsPark to help reduce Poa Annua populations.
- Implemented use of the Fitness on Demand system.
- Researched and replaced the District exchange and active directory servers and services with updated versions of Microsoft Exchange and Microsoft server.
- Developed and implemented a marketing database.
- Reviewed and updated the District's Document Retention and Destruction Procedures.
- Reviewed and revised the District's Technology Disaster Recovery and Response Plan to accommodate changes in technology and growth of the District.
- Created a training checklist template for Youth Volunteers.

- Achieved Illinois Distinguished Agency reaccreditation.

Learning and Growth Theme: Dedicated and Continuously Learning Staff

- Reviewed current IC's to the criteria that the law now uses as a benchmark. Prepared report of IC's to convert. Informed identified IC's of conversion to employees. Hired and oriented, processed into the payroll system.
- Reviewed, analyzed and adjusted position status or salary to accommodate new FLSA non-exempt standards due in 2016.
- Determined best method of converting staff from exempt to non-exempt. Notify affected staff. Changed in payroll system.
- Implemented the PDRMA Core 6 to Injury Prevention program.

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