



2017-18 DEPARTMENTAL GOALS AND OBJECTIVES– COMBINED

STAFF LISTING

STAFF	STAFF NAME	POSITION	DEPARTMENT
RF	Rita Fletcher	Executive Director	Administration
KR	Kevin Romejko	Superintendent of Business Services	Business Services
DE	Dale Erdman	Information Technology Manager	Business Services
JK	Judy Kopka	Human Resources Manager	Business Services
PM	Patti Mancini	Accounting Manager	Business Services
KO	Kelly O’Brien	Superintendent of Parks & Planning	Parks & Planning
DT	Dan Touzios	Parks & Athletic Fields Manager	Parks & Planning
LM	Larry Mann	Facility Maintenance Manager	Parks & Planning
PP	Pete Pratt	Project, Golf & Landscape Manager	Parks & Planning
SG	Steve Groboske	Facility Maintenance Manager	Parks & Planning
KD	Kimberly Dasbach	Superintendent of Recreation	Recreation
SF	Stephanie FitzSimons	Marketing Manager	Recreation
JH	Josh Handelsman	Recreation Manager	Recreation
KM	Katie Mix	Recreation Manager	Recreation
DM	Dan Mitchell	Environmental Education Manager	Recreation
EE	Eric Eichholz	Recreation Manager	Recreation
LH	Lynsey Heathcote	Superintendent of Special Facilities	Special Facilities
JMP	Johnny Pacheco	Health & Fitness Manager	Special Facilities
DL	Dave Littwin	Aquatics Manager	Special Facilities
AM	Amy McKinley	Office Manager	Special Facilities
NS	Nick Serritella	Scheduling Manager	Special Facilities
PTP	Peter T. Pope	Superintendent of Villa Olivia	Villa Olivia
AI	Alan Ickes	Food & Beverage Manager	Villa Olivia
JP	Jason Poblocki	Golf & Ski Operations Manager	Villa Olivia

STATUS REPORT KEY

COMPLETE	This work is complete, listing month and year of completion.
IN PROGRESS	This work has begun and should be complete this Fiscal Year.
DEFERRED	This project will not be worked on this Fiscal Year, see listed explanation.

BARTLETT PARK DISTRICT DEPARTMENTAL GOALS & OBJECTIVES – 2017-2018

ADMINISTRATION

No.	GOAL	STAFF	COMPLETION	STATUS
1.	Oversee the renovation of Schrade Gym.	RF	April 2018	
2.	Work with the Foundation Board to start building the Inclusive Playground.	RF	March 2018	

BUSINESS SERVICES

No.	GOAL	STAFF	COMPLETION	STATUS
1.	Investigate ways to expand upon the collection of vendor certificates of insurance through the accounts payable process.	PM	November 2017	
2.	Compile and prepare State of Illinois document destruction certificate and execute shredding of documents to be disposed.	PM	April 2018	
3.	Update Employee Personnel Manual.	JK	April 2018	
4.	Investigate and research implementing new hire paperwork through Frontline Applicant Tracking System.	JK	February 2018	
5.	Re-evaluate web based training modules to create a more structured part-time onboarding and training process.	JK	October 2017	
6.	Evaluate current copy machines, fax machines, scanners, and printers being utilized. Research and evaluate potential efficiencies to be gained and cost savings by implementing multi-functional devices.	DE	September 2017	
7.	Create an updated five-year written Information Technology Plan for FY2018 - FY2022.	DE	March 2018	
8.	Develop and execute Request for Proposal for audit services for three-year period beginning with FY2017-18.	KR	November 2017	
9.	Determine if continuing to utilize SmartFusion as financial software will be in the best interest of the Park District.	KR/PM/JK/DE	October 2017	

PARKS & PLANNING

No.	GOAL	STAFF	COMPLETION	STATUS
1.	Develop in-house staff training. Develop & implement a tractor, skid steer, & truck & trailer training program.	PP	February 2018	
2.	Develop maintenance standard operating procedures for Apple Orchard Golf Course.	PP	December 2017	
3.	Evaluate mowing schedules and procedures and update accordingly to improve efficiency and determine if additional help is needed. Research contract mowing.	DT	December 2017	
4.	Develop maintenance standards for ballfields and create a maintenance schedule.	DT	January 2018	
5.	Research the feasibility & obtain cost to replace all outdoor lighting with energy efficient LED fixtures at BCC. Investigate potential grant opportunities.	SG	December 2017	
6.	Evaluate current staff responsibilities & work load to determine if current number of staff is meeting facility needs and requirements.	SG	October 2017	
7.	Review all paper products at BCC for consistency to help reduce costs.	LM	April 2018	
8.	Evaluate current staff responsibilities & work load to determine if current number of staff is meeting facility needs and requirements.	LM	October 2017	
9.	Develop & implement a parks report card to measure the quality of maintenance at each park.	KO	April 2018	
10.	Develop a 3-year plan for ADA transition tasks.	KO	January 2018	

RECREATION

No.	GOAL	STAFF	COMPLETION	STATUS
1.	Create an archery curriculum for progressive levels (beginner, intermediate, and advance).	DM	August 2017	
2.	Become certified as a Boy Scout Range Master.	DM	February 2018	
3.	Investigate different options to revamp/revitalize the Earth-Day event.	DM	December 2017	
4.	Develop business orientated marketing materials that focus on the District's various facilities and how they address the needs of business clients.	DM, AI, NS	September 2017	
5.	Investigate the options to design a new website that would include the unique look of microsites but under one umbrella/content management system and be mobile friendly.	SF	November 2017	
6.	Investigate developing marketing partnerships with local businesses that cater to preschool aged children (ex. dental offices, pediatricians).	SF, KM	August 2017	
7.	Add a minimum of one new trip, per season, for adults.	KM	April 2018	
8.	Investigate developing a theatre board to assist in the planning and implementation of theatre events for youth and adults.	KM	February 2018	
9.	Create an intern manual.	KD	March 2018	
10.	Research how other districts support their athletic community groups with field space to see if any improvements can be made (Ex. request process, agreements, paperwork, fees, billing).	KD	March 2018	
11.	Investigate the best time to offer Teen Events (Dance-music/Gym-sports nights) and not conflict with U-46 school events/activities.	EE	December 2017	
12.	Create a staff training manual for the youth and adult field supervisors.	EE	August 2017	
13.	Investigate rental prices and rental options for Schrade Gym.	EE	March 2018	
14.	Investigate what interest there is from the business community to participate in adult leagues at alternate times (Ex. lunchtime/4pm).	EE	March 2018	
15.	Develop a holiday themed special event for dogs and their owners.	JH	November 2017	
16.	Improve the marketing and create a marketing plan for all open gyms to increase participation and revenue.	JH	October 2017	
17.	Evaluate house soccer program to improve participation numbers and coaches trainings.	JH	March 2018	

SPECIAL FACILITIES

No.	GOAL	STAFF	COMPLETION	STATUS
1.	Explore the feasibility of purchasing portable devices for BAC staff to use to check pass holders in during busy times.	AM	March 2018	
2.	Implement the sale of BAC Pass renewals on-line for the 2018 BAC season.	AM	January 2018	
3.	Implement procedures electronically scan all contracts for Log Cabin and Shelters, so that they can be emailed out when requested.	AM	July 2017	
4.	Revamp the aquatics invoicing procedures to improve efficiency and tracking to ensure promote payments.	DL	October 2017	
5.	Evaluate the new Ellis and Associates online "Blended" Lifeguard class to determine if it should be implemented starting with the fall training session.	DL	November 2017	
6.	Explore corporate sponsorship/fundraising to help offset the cost of lifeguard certification for the staff.	DL	January 2018	
7.	Determine the feasibility of implementing new fitness instructor and personal trainer motivational programs to encourage additional certifications.	JMP	September 2017	
8.	Revamp and implement a punch card system that eliminates the old cards and utilizes electronic swipe cards.	JMP	November 2017	
9.	Develop a Health Club sponsored Wellness Fair Special Event that incorporates partnerships with other wellness providers in the community.	JMP, NS	April 2018	
10.	Develop Business Orientated marketing materials that focus on the District's various facilities and how they address the needs of the business renters.	AI, DM, NS	September 2017	
11.	Revamp the Oak Room bar service inventory control and ordering procedures to improve operations and profit margins.	NS	August 2017	
12.	Investigate the feasibility of contracting with a DJ service to offer a music option in our rental packages.	NS	January 2018	
13.	Evaluate the current vending machine operations and send out a new RFP for vending services.	LH	November 2017	

VILLA OLIVIA

No.	GOAL	STAFF	COMPLETION	STATUS
1.	Investigate and document a plan and costs to update/replace and improve reliability of ski hill electrical systems.	PTP	September 2017	
2.	Develop maintenance standard operating procedures for Villa Olivia Golf Course.	PTP	June 2017	
3.	Develop Business Orientated marketing materials that focus on the District's various facilities and how they address the needs of the business community.	AI, NS, DM	September 2017	
4.	Market and execute public cooking and wine classes at Villa Olivia.	AI	November 2017	
5.	Attend a Food & Beverage "Marketing" seminar or training with Banquet Sales Coordinator.	AI	January 2018	
6.	Implement specific tasks and timelines to increase the use of golfer, business, charity, and club databases including established monthly quotas of mailings, e-mail blasts, calls, and site visits, in order to grow our golf business.	JP	July 2017	
7.	Develop and document a timeline of all tasks required for ski and golf operations.	JP	November 2017	
8.	Investigate and document how volunteers are being used in similar golf operations for ranger, starter, and cart personnel. Make recommendations for our operation.	JP	December 2017	

Executive Director Approved: 04/05/2017

Board Reviewed: 04/11/2017