



2014-15 GOALS AND OBJECTIVES- COMBINED

STAFF LISTING

| STAFF | STAFF NAME | POSITION | DEPARTMENT |
|-------|----------------------|--------------------------------------|--------------------|
| RF | Rita Fletcher | Executive Director | Administration |
| SL | Susan Leninger | 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 |
| PS | Paula Spaniol | Accounting Manager | Business Services |
| ER | Ed Reidy | Superintendent of Parks & Planning | Parks & Planning |
| MB | Matt Benning | Parks & Athletic Fields Manager | Parks & Planning |
| JM | Julie Morgan | Facility Maintenance Manager | Parks & Planning |
| PP | Pete Pratt | Project, Golf & Landscape Manager | Parks & Planning |
| JT | Jim Thompson | Facility Maintenance Manager | Parks & Planning |
| KD | Kimberly Dasbach | Superintendent of Recreation | Recreation |
| SDF | Scott D. Falli | Recreation Manager | Recreation |
| SF | Stephanie FitzSimons | Marketing Manager | Recreation |
| LH | Lynsey Heathcote | Recreation Manager | Recreation |
| DM | Dan Mitchell | Environmental Education Manager | Recreation |
| CS | Courtney Suffredin | Recreation Manager | Recreation |
| SK | Steven Karoliussen | Superintendent of Special Facilities | Special Facilities |
| KJ | Katie Jablonski | Scheduling Manager | Special Facilities |
| KK | Kolbe Kasper | Health & Fitness Manager | Special Facilities |
| DL | Dave Littwin | Aquatics Manager | Special Facilities |
| AM | Amy McKinley | Office Manager | Special Facilities |
| PTP | Peter T. Pope | Superintendent of Villa Olivia | Villa Olivia |
| AI | Alan Ickes | Food & Beverage Manager | Villa Olivia |
| MM | Mike Mumper | Golf & Ski Grounds Manager | Villa Olivia |

STATUS REPORT KEY

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| COMPLETE | This work is complete, listing month and year of completion. |
| IN PROGRESS | This work has begun and should be complete this Fiscal Year. |
| PENDING | This work has not yet started but will be complete this Fiscal Year. |
| DEFERRED | This project will not be worked on this Fiscal Year, see listed explanation. |
| ONGOING | These are items which are ongoing activities during the year. |

BARTLETT PARK DISTRICT GOALS & OBJECTIVES – 2014-2015

ADMINISTRATION

| No. | GOAL | STAFF | COMPLETION | STATUS |
|------------|---|--------------|-------------------|---------------|
| 1. | Review and update Park District Regulatory Ordinances. | RF | December 2014 | |
| 2. | Work with Board of Commissioners to update Master Plan. | RF | March 2015 | |

BUSINESS SERVICES

| No. | GOAL | STAFF | COMPLETION | STATUS |
|------------|---|--------------|-------------------|---------------|
| 1. | Prepare an RFP for Banking Services for the Park District. | PM | November 2014 | |
| 2. | Scan W-9 forms from vendors into the Smart Fusion Accounts Payable system. | PM | March 2015 | |
| 3. | Implement E-Verify in the employment process. | JK | January 2015 | |
| 4. | Update the Cafeteria Plan document. | JK | November 2014 | |
| 5. | Implement the new Smart Fusion Time and Attendance System throughout the entire District. | PS | April 2015 | |
| 6. | Create new District-wide payroll procedures regarding the new Smart Fusion timekeeping system. | PS | February 2015 | |
| 7. | Research the capability of configuring Villa's new golf pumps onto our network for the maintenance office to monitor the pumps from their office computers. | DE | March 2015 | |
| 8. | Connect the new ski software pumps into our network for the maintenance office to monitor the pumps from their office computers. | DE | September 2014 | |
| 9. | Investigate the equipment and software costs for anytime, anywhere real-time access to the RecTrac / Siriusware database from any internet browser (using your smart phone, computer, laptop or tablet). Quick activity pass Visit Check-in at the pool or ski lodge. | DE | February 2015 | |
| 10. | Investigate remote wireless credit card capabilities for remote sales using RecTrac and Siriusware applications. | PM, DE | April 2016 | |
| 11. | Prepare different reports for each department in the Smart Fusion software. | SL | January 2015 | |
| 12. | Provide additional training to Managers on custom reports in the Smart Fusion software. | SL | November 2014 | |

PARKS & PLANNING

| No. | GOAL | STAFF | COMPLETION | STATUS |
|------------|--|--------------|-------------------|---------------|
| 1. | Create pruning safety and training standards into our parks and golf procedures manual. | PP | August 2014 | |
| 2. | Create a maintenance standard for the Apple Orchard Golf Course turf. | PP | November 2014 | |
| 3. | Create a master list – location, size and type (wetland, prairie...) of BPD native areas. | PP | April 2015 | |
| 4. | Create phase one of site-specific playground inspection forms. | MB | April 2015 | |
| 5. | Create maintenance standards for playgrounds, sports fields, and general park areas. | MB | November 2014 | |
| 6. | Place field conditions updates on social media. | MB | August 2014 | |
| 7. | Investigate options to improve building envelope (windows, walls, ceiling insulation) for heat and air conditioning loss and inefficiencies. | JT | November 2014 | |
| 8. | Create a calendar for building maintenance tasks (monthly, seasonally, quarterly, annually). | JT | April 2015 | |
| 9. | Evaluate the efficiency of the Administration Building HVAC system and report on possible options. | JT | August 2014 | |
| 10. | Develop and implement a customized cleanliness inspection checklist for the BCC. | JM | April 2015 | |
| 11. | Create a maintenance standard for routine building maintenance tasks. | JM | November 2014 | |
| 12. | Investigate contracting out custodial services for Schrade, BAC, AO Golf clubhouse, Admin. Building, Log Cabin, and Parks offices. | JM | August 2014 | |
| 13. | Using “Instagram” or a similar social media site, create a photo bulletin board of park projects. | ER | November 2014 | |
| 14. | Inventory, organize, and list BPD construction documents. | ER | April 2015 | |

RECREATION

| No. | GOAL | STAFF | COMPLETION | STATUS |
|------------|--|--------------|-------------------|---------------|
| 1. | Investigate the feasibility of offering a full day year-round preschool program. | CS | February 2015 | |
| 2. | Utilize YouTube for staff trainings and Pinterest for project ideas for camps/preschool. | CS | June 2014 | |
| 3. | Develop an anti-bullying policy and positive reinforcement program. | CS, KD | October 2014 | |
| 4. | Create and maintain a Nature Center Facebook page. | DM | February 2015 | |
| 5. | Create a scout badge blitz program. (Badge blitz is where we would set up a special badge event for a day, in 5-6 areas where boys or girls may earn badges throughout the day.) | DM | August 2014 | |
| 6. | Create new STEM (science, technology, engineering and math) curriculum for schools, homeschools, and scouts. | DM | December 2014 | |

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| 7. | Hold marketing trainings once a quarter to cover social media and other marketing opportunities. | SF | March 2015 | |
| 8. | Incorporate NRPA initiatives and programs into BPD marketing. (July Park & Recreation Month, NRPA's Three Pillars of Recreation, The Dirty Dozen, etc.) | SF | December 2014 | |
| 9. | Oversee the website redesign and micro-website projects. | SF | April 2015 | |
| 10. | Investigate other program options we could offer for Softball and Basketball. | SDF | March 2015 | |
| 11. | Develop and implement a marketing plan to increase girls' participation in basketball. | SDF | September 2014 | |
| 12. | Plan sponsorship and promote for the Positive Coaching Alliance Parent Workshop to maximize attendance at the event and offset costs. | LH | September 2014 | |
| 13. | Investigate ways to increase and retain girls' participation in our soccer and volleyball leagues, with a focus on the older divisions. | LH | March 2015 | |
| 14. | Run a holiday event at Schrade Gym inviting vendors, local businesses and crafters to rent a table and sell their product. | LH | December 2014 | |
| 15. | Create and maintain a Facebook page for youth athletics to promote youth athletic programs, leagues, and deadlines. | LH, SDF | January 2015 | |
| 16. | Investigate and evaluate the way we offer theatre programs. | KD | December 2014 | |
| 17. | Investigate and evaluate the structure, including equipment, tools, and staffing levels of the Marketing area. | KD | March 2015 | |
| 18. | Investigate and take action to strongly position us to meet the criteria for the Power Play Grant. | KD | February 2015 | |

SPECIAL FACILITIES

| No. | GOAL | STAFF | COMPLETION | STATUS |
|------------|---|--------------|-------------------|---------------|
| 1. | Explore revamping the Taste of Bartlett event to increase participation and maximize the marking of Park District facilities. | SK | November 2014 | |
| 2. | Explore the feasibility of using Groupon or other Social Media sources to market departmental facilities. | SK | January 2015 | |
| 3. | Research and incorporate using Pinterest as a marketing tool for the Oak Room and other rentals. | KJ | July 2014 | |
| 4. | Develop several standardized floor plans that will assist renters and reduce time staff spends setting up rooms. | KJ | October 2014 | |
| 5. | Use the new FormWerx website feature to create more user-friendly online rental request forms. | KJ | January 2015 | |
| 6. | Investigate the feasibility and implementation of selling memberships and punch cards online. | KK | September 2014 | |
| 7. | Achieve Certified Park and Recreation Professional certification. | KK | November 2014 | |

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| 8. | Increase LIFECENTER's new annual memberships by 5%. | KK | January 2015 | |
| 9. | Increase the activity for Splash Central and Bartlett Aquatic Center Facebook pages by initiating advertising and expanding media uploads, etc. | DL | September 2014 | |
| 10. | Achieve Certified Park and Recreation Professional certification. | DL | February 2015 | |
| 11. | Investigate procedures to utilize email or text messaging within RecTrac as a communication link with program participants. | AM | September 2014 | |
| 12. | Investigate the benefits and costs of implementing punch cards that are linked to a "pass" for fitness flex passes, lap swim, and KidStop. | AM | January 2015 | |
| 13. | Investigate the costs and benefits of transitioning from paper Gift Certificates to Gift Cards for improved accuracy and tracking in RecTrac. | AM | April 2015 | |

VILLA OLIVIA

| No. | GOAL | STAFF | COMPLETION | STATUS |
|------------|---|--------------|-------------------|---------------|
| 1. | Develop a Marketing and Promotions Plan and Calendar for Golf, Banquet, and Ski operations. | PTP | July 2014 | |
| 2. | Investigate "Secret Shop" or Customer Feedback/Evaluation system for Golf, Banquet, and Ski operations. | PTP | October 2014 | |
| 3. | Develop Villa Olivia "Micro Websites" for Golf, Banquet, and Ski. | PTP | January 2015 | |
| 4. | Investigate and document costs of dredging of Irrigation Pond. | MM | July 2014 | |
| 5. | Investigate and document costs of replacement of new Ski Hill lighting plan. | MM | October 2014 | |
| 6. | Investigate and document costs of replacement of three tow rope towers (3/4, 5/6, and 11/12) | MM | January 2015 | |
| 7. | Oversee full implementation and use of CBORD EventMaster Banquet planning software. | AI | June 2014 | |
| 8. | Develop a specific marketing strategy to promote lunch, banquets, and brunch to surrounding neighborhood, area churches, and local businesses/industry. | AI | July 2014 | |
| 9. | Redesign menu graphically to identify healthy, low calorie, heart-healthy, gluten-free, etc. items. | AI | November 2014 | |