



2015-16 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
		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 Revenue Facilities	Special Facilities
AC	Kolbe Kasper	Health & Fitness Manager	Special Facilities
KJ	Katie Jablonski	Scheduling Manager	Special Facilities
NM	Dave Littwin	Aquatics Manager	Special Facilities
MW	Amy McKinley	Office Manager	Special Facilities
PTP	Peter T. Pope	Superintendent of Villa Olivia	Villa Olivia
AI	Alan Ickes	Food & Beverage Manager	Villa Olivia
GM		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.
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 – 2015-2016

ADMINISTRATION

No.	GOAL	STAFF	COMPLETION	STATUS
1.	Work with the Board of Commissioners to update Strategic Plan.	RF/Board	March 2016	
2.	Renew the inter-governmental agreement between IDNR, DPCFPD and Bartlett Park District for the continued use and operations of the Nature Center and picnic shelter area at James 'Pate' Philip State Park.	RF & KD	December 2015	

BUSINESS SERVICES

No.	GOAL	STAFF	COMPLETION	STATUS
1.	Research electronic records management system for long term storage.	PM, DE, & AM	March 2016	
2.	Implement the E-Payable process in Smart Fusion.	PM	July 2015	
3.	Review and update item cost of the VO food & beverage inventories working with the chef.	PM	November 2015	
4.	Research wireless credit card access for VO golf.	PM & DE	October 2015	
5.	Investigate the trade-in offer for newest iPhone. Find replacement phones for the parks and maintenance staff with better speakers & louder ring tones.	DE	October 2015	
6.	Research Apple iOS Mobile Device Management.	DE	January 2016	
7.	Train managers on Applitrac.	JK	September 2015	
8.	Automate the time off accrual process for Smart Fusion and implement it in the Employee Self Service Module.	JK	February 2016	
9.	Research and investigate a web-based training module for part-time orientation and crisis training.	JK & DE	March 2016	
10.	Implement the employee self-service module.	JK	February 2016	
11.	Update the photos and descriptions in Asset Maxx.	SL	March 2016	

PARKS & PLANNING

No.	GOAL	STAFF	COMPLETION	STATUS
1.	Investigate alternative fuels for vehicles and equipment.	PP	April 2016	
2.	Create a tree inventory for Apple Orchard Golf Course.	PP	November 2015	
3.	Reorganize maintenance shop and yard storage areas for seasonal needs, staff efficiency and safety.	MB	March 2016	
4.	Investigate alternative options for athletic field striping.	MB	September 2015	
5.	Develop a recycling program including bins for the Bartlett Aquatic Center.	MB & DL	November 2015	
6.	Investigate automatic shut downs for district boilers. Report on estimated energy savings.	JT	October 2015	
7.	Investigate options including researching grants, to retrofit LED light fixtures in the BCC Gymnasium. Report on up-front cost vs. estimated energy savings.	JT	April 2016	
8.	Improve monthly building inspection forms.	JT	December 2015	
9.	Reorganize and inventory supplies at all district custodial storage areas to maximize their storage and efficiency. Update inventory quarterly.	JM	July 2015	
10.	Develop and implement custodial equipment care and maintenance procedures.	JM	August 2015	
11.	Enroll in an internet Spanish language course in an effort to better communicate with staff.	JM	April 2016	
12.	Update the BPDs environmental report card from the IPRA Environmental Committee.	Supt. of Parks/Plan.	February 2016	

RECREATION

No.	GOAL	STAFF	COMPLETION	STATUS
1.	Investigate the cost and feasibility of purchasing tablets with internet capability (not just Wi-Fi only) for preschool and day camp.	CS	August 2015	
2.	Place all program forms online or in a constant contact email format. Explanation: Most would be in preschool, to lessen the amount of paper used.	CS	November 2015	
3.	Investigate the ExceleRate Illinois program, to see if it would be beneficial to the preschool program.	CS	February 2016	
4.	Investigate the feasibility of a ticket software/program for use with programs/events that have assigned seats or entrance tickets.	CS	March 2016	
5.	Develop an event rental procedure and information packet for the Nature Center.	DM	June 2015	
6.	Expand and market youth camping overnights for non-profit organizations at O'Brien Woods.	DM	July 2015	
7.	Create four new partnerships to help support the cost of special events.	DM	March 2016	
8.	Create a procedure for Nature Center programs to repurpose and reuse supplies and train all staff.	DM	December 2015	
9.	Work with the Foundation on fundraising for Inclusive Playground.	SF	July 2015	
10.	Create a staff/board data base that has a bio and current photo for our current and future marketing needs.	SF	October 2015	
11.	Clean up photo folder, label photos and create an organized database of BPD photos.	SF	February 2016	
12.	Investigate offering an all-star softball summer tournament program.	SDF	October 2015	
13.	Investigate online registration for the Bartlett Bash Softball Tournament.	SDF	November 2015	
14.	Add two new teen events/programs per season.	SDF	March 2016	
15.	Investigate companies that offer an online form submission service for the youth sports coaches to submit their required seasonal forms.	SDF, LH	March 2016	
16.	Apply for the IAPD Power Play Grant to enhance the afterschool recreation program.	LH	February 2016	
17.	Review and update Recreation Department Procedures.	KD	March 2016	

SPECIAL FACILITIES

No.	GOAL	STAFF	COMPLETION	STATUS
1.	Develop a marketing program using posters of facilities and programs to be displayed in facilities.	SK	November 2015	
2.	Investigate the costs, feasibility and benefits of selling & processing season passes at the Apple Orchard Clubhouse.	SK	December 2015	
3.	Explore the feasibility of entering into a district wide agreement with a paper recycler.	SK	February 2016	
4.	Implement new procedures to reduce costs by sending rental confirmations electronically for all reservations.	KJ	January 2016	
5.	Investigate the cost and feasibility of installing gate locking options for the Riley Run Dog Park.	KJ	October 2015	
6.	Update and implement using Rec Trac's super grid so all facilities can be accessed for program planning and changes.	KJ	October 2015	
7.	Research the logistics and costs of installing a new 900Mhz sound transmission & internet systems to allow them to be incorporated into all new cardio equipment.	KK	August 2015	
8.	Conduct a complete review of all Health Club Policies & Procedures and update where necessary to reflect current operations.	KK	October 2015	
9.	Research the logistics, costs and potential pricing structures for implementation of Fitness On Demand for use in the specialty training area.	KK	February 2016	
10.	Investigate the rebranding of Health & Fitness Club to reflect more current standards of fitness appeal.	KK	December 2015	
11.	Investigate and implement the new calorie posting requirements that are part of the affordable care act for the B.A.C. & A.O. Golf concession stands.	DL	December 2015	
12.	Investigate the purchasing of removable attractions that can be used at both aquatic facilities to attract more patrons and rentals.	DL	October 2015	
13.	Develop a system to be implemented at all front counters whereby staff documents complaints/suggestions they receive weekly so they can be shared with management/administration staff.	AM, SK, DL & KK	September 2015	
14.	Conduct a complete review of all Registration Office Policies & Procedures and update where necessary to reflect current operations.	AM	January 2016	
15.	Investigate and if feasible develop a system to scan and track all waivers electronically.	AM	April 2016	
16.	Create a procedure to annually review household credits in Rec Trac system and prepare refunds prior to them needing to be reported to the State of Illinois Treasurer's Office.	AM	September 2015	

VILLA OLIVIA

No.	GOAL	STAFF	COMPLETION	STATUS
1.	Document and map systems (electrical, water, gas, etc.) for buildings and grounds at Villa Olivia.	PTP	July 2015	
2.	Investigate costs of replacement of snow making lines and hydrants.	PTP	October 2015	
3.	Investigate costs of bringing water and sewer to maintenance shop.	PTP	January 2016	
4.	Implement Secret Shop or Customer Feedback System for golf, ski, banquet, and restaurant operations.	PTP & GM	January 2016	
5.	Develop and implement a marketing plan for golf outings, leagues, and events.	GM & AI	June 2015	
6.	Initiate dynamic pricing, e-blasts, and social media for golf operations.	GM	July 2015	
7.	Develop landscape plans for outside banquet and wedding areas.	AI	July 2015	
8.	Develop and implement a marketing plan to increase banquet sales.	AI	October 2015	
9.	Investigate costs to convert Clubhouse lighting to LED, and create a detailed report on up-front cost vs. estimated energy savings.	AI	January 2016	