



2020-2021 DEPARTMENTAL GOALS & OBJECTIVES

STAFF LISTING

STAFF	STAFF NAME	POSITION	DEPARTMENT
RF	Rita Fletcher	Executive Director	Administration
SUPT	TBA	Superintendent of Business Services	Business Services
DE	Dale Erdman	Information Technology Manager	Business Services
AR	Alison Reicher	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
JM	Jessica Meyers	Project, Golf & Landscape Manager	Parks & Planning
JZ	John Zenino	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
ANM	Alison Mielitz	Aquatics Manager	Special Facilities
AM	Amy McKinley	Office Manager	Special Facilities
NS	Nick Serritella	Scheduling Manager	Special Facilities
SUPT	TBA	Superintendent of Villa Olivia	Villa Olivia
SH	Scott Hardy	Food & Beverage Manager	Villa Olivia
KH	Karen Haywood	Golf & Winter Sports 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	The project will not be worked on this Fiscal Year, see listed explanation.

BARTLETT PARK DISTRICT 2019-2020 DEPARTMENTAL GOALS & OBJECTIVES

ADMINISTRATION

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	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 at James "Pate" Philip State Park.	RF, KD	December 2020	
2.	Work with Board of Commissioners to update strategic plan.	RF	March 2021	

BUSINESS SERVICES

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Research green initiatives and make recommendations for sustainable alternatives to reduce consumption	SUP/PM /AR/DE	March 2021	
2.	Investigate new methods to increase efficiencies of the month end close procedure process.	PM	November 2020	
3.	Update inventory cost sheets for Villa Olivia food and beverage operation.	PM	June 2020	
4.	Research and investigate new methods by which to recruit and attract full-time and part-time team members	AR	August 2020	
5.	Create a Manager's "How To" Guide for the District's Payroll & Human Resource Management System.	AR	April 2021	
6.	Create a 12-month task timeline for the Human Resources Manager position.	AR	November 2020	
7.	Research and update the District's information technology disaster recovery plan.	DE	February 2021	
8.	Research the benefits and cost of utilizing two-factor authentication when connecting via virtual private network (VPN).	DE	October 2020	
9.	Research requirements of GFOA's Distinguished Budget Presentation Award Program and analyze what changes would need to be made to the District's current process and end product.	SUPT	January 2021	
10.	Create Manager's "How-To" Guide for the creation of financial reports in the District's financial software.	SUPT	November 2020	

PARKS & PLANNING

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Evaluate & improve the use of chemical and fertilizer applications in parks. Research organic fertilizer, herbicides and compost applications.	DT	December 2020	
2.	Evaluate parks to update and/or expand 'low mow' areas to reduce mowing.	DT	August 2020	
3.	Create a formal mowing hazard assessment and develop a training plan.	DT	February 2021	
4.	Complete an evaluation of existing storage space at BCC and work with other departments to remove/recycle items to open space inventory.	LM	March 2021	
5.	Research use of green cleaning equipment and services that combine environmentally sustainable cleaning methods.	LM	November 2020	
6.	Develop a weekly/monthly/yearly timeline to staff routine	LM	December 2020	
7.	Evaluate use of chemical applications for landscape beds and investigate eco-friendly alternatives.	JM	December 2020	
8.	Investigate and develop an over-story tree pruning plan for all parks.	JM	January 2021	
9.	Research ways to naturally reduce thatch in turf at Apple Orchard Golf Course to help reduce pest and disease problems. Develop a plan to implements new idea and evaluate results.	JM	November 2020	
10.	Create a procedure to startup and shutdown of Thor Guard systems.	JZ	November 2020	
11.	Create an inventory of bulbs and ballasts types for BCC building to help prepare for LED transition.	JZ	December 2020	
12.	Create a document for summer and winter facility maintenance morning rounds.	JZ	March 2020	
13.	Create guideline/checklist for RFP's, Non-Bid Contracts, and Bid Contracts.	KO	August 2020	
14.	Review and evaluate parks daily/monthly/yearly routine tasks to improve efficiencies.	KO	December 2020	

RECREATION

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Investigate what programs would benefit from sponsorships and what kind of sponsorships.	DM, SF, KM, EE, JH	March 2021	
2.	Create an outdoor skills program for adults.	DM	September 2020	
3.	Create a master inventory list of Nature Center equipment.	DM	December 2020	
4.	Create an incentive rental package to promote and target securing long term rentals.	DM	July 2020	
5.	Work with the Parks Foundation on planning the Free To Be Me Playground.	SF	June 2020	
6.	Create a marketing campaign to promote the IPRA Unplug Illinois Day Events.	SF	July 2020	
7.	Create parent handbook for Nutcracker and Theater productions.	KM	October 2020	
8.	Develop a Preschool marketing plan to promote the program and its benefits.	KM	June 2020	
9.	Research different resources and trainings to incorporate into training and help support volunteer coaches.	EE	October 2020	
10.	Create a travel basketball coaches handbook.	EE	August 2020	
11.	Investigate the feasibility of partnering with the high school for sports summer camps/programs.	EE	February 2021	
12.	Investigate new Disc Golf course offerings and reach out to local clubs/groups for potential partnerships.	JH	April 2021	
13.	Creation and implementation of a family special event.	JH	February 2021	
14.	Create a parent handbook for School Day Off Camps.	JH	November 2020	
15.	Create a marketing initiative for promoting the benefits of working while highlighting the field of Recreation as a career path geared n towards part-time job seekers.	KD, KM, SF	March 2021	
16.	Hold community input meeting for “age friendly” practices.	KD	October 2020	
17.	Investigate Eco-Friendly supplies to replace what we currently use.	KD, DM, SF, KM, EE, JH	January 2021	Dept. Goal
18.	Evaluate BCC public area for upgrades and/or renovations. Develop a plan for future implementations.	KD, LH, KO	November 2020	

SPECIAL FACILITIES

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Consider the impact of purchasing more environmentally friendly disposable products at Bartlett Aquatic Center Concessions.	ANM	November 2020	
2.	Work with NWSRA to implement a formalized swim instructor training program focused on effective methods of teaching patrons with disabilities.	ANM	January 2021	
3.	Plan and execute a live Emergency Action Plan (EAP) staff training in conjunction with the Bartlett Fire and Police Departments.	ANM	May 2020	
4.	Investigate the feasibility of implementing MyZone into Group Fitness and Personal training programs.	JMP	January 2021	
5.	Investigate new ways to showcase the LIFECENTER and its equipment to new and existing members.	JMP	August 2020	
6.	Investigate digital marketing services for use with the new cardiovascular line of equipment.	JMP	February 2021	
7.	Develop an on-going customer service training program for Registration Counter staff and ensure its incorporation into all customer service interactions with guests.	AM	August 2020	
8.	Evaluate the Registration Counter open hours for a 12 month period and consider changing them based on peak/busy times.	AM	April 2021	
9.	Investigate guest loyalty programs that would engage and reward loyal patrons to encourage repeat business.	AM	November 2020	
10.	Develop a plan to promote and increase open bar sales.	NS	June 2020	
11.	Create formal guidelines for Building Supervisors to greet, check-in, and problem solve for all guests visiting the Bartlett Community Center.	NS	November 2020	
12.	Develop a more streamlined communication approach to sharing rental agreements, including all changes and updates.	NS	April 2021	
13.	Research video editing software and basic equipment to use for the production of marketing videos for each facility.	LH	April 2020	
14.	Create a plan to implement the 5-R principle of Reduce, Reuse, Recycle, Replace and Reject to sustain a green environment at all facilities within the Special Facilities Department.	LH, ANM, JMP, AM & NS	April 2021	

VILLA OLIVIA

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Create a work plan that details work time line for all positions in grounds department.	SUPT	September 2020	
2.	Investigate and implement Green Strategies (environmentally friendly consumables such as straws, cups, plates, ect.), and improve recycling at Villa Olivia (restaurant, golf, winter sports).	SUPT, SH, KH	July 2020	
3.	Investigate new software for Food & Beverage operations, utilizing “cloud based” capabilities.	SH	January 2021	
4.	Investigate feasibility and options for Temporary Staffing in the F & B operation.	SH	July 2020	
5.	Investigate ways to improve Holiday Brunches (i.e. mass seating times, further cancellation penalties, customer experience, overall profitability, ect.	SH	October 2020	
6.	Research Pros/Cons, and successful outcomes, at other courses for utilizing Volunteer golf course Starters and Rangers.	KH	December 2020	
7.	Develop a plan, with quantifiable intervals, to increase social media and E-mail marketing of Golf & Winter sports operations.	KH	August 2020	
8.	Develop a plan to improve content on Apple Orchard webpages, and social media marketing.	KH	June 2020	