



2021-2022 DEPARTMENTAL GOALS & OBJECTIVES

STAFF LISTING

STAFF	STAFF NAME	POSITION	DEPARTMENT
RF	Rita Fletcher	Executive Director	Administration
EL	Eric Leninger	Superintendent of Business Services	Business Services
DE	Dale Erdman	Information Technology Manager	Business Services
MR	Meagan Rawls	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	Parks, Golf & Fleet 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
EEM	TBA	Environmental Education Manager	Recreation
EE	Eric Eichholz	Recreation Manager	Recreation
LH	Lynsey Heathcote	Superintendent of Special Facilities	Special Facilities
HFM	TBA	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
2021-2022 DEPARTMENTAL GOALS & OBJECTIVES**

ADMINISTRATION

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Create a master list of all environmental practices that are being done in each department and create a long term plan to increase environmental strategies/practices in all areas of district operation.	RF, KD, KO, LH, EL, TBA	March 2022	

BUSINESS SERVICES

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Investigate ways to streamline processes in accounts payable, including paying of bills online.	EL	March 2022	
2.	Create 12-month task timeline for full –time accounting positions	PM	January 2022	
3.	Investigate new methods to increase monthly inventory efficiencies by utilizing RecTrac.	PM	September 2021	
4.	Investigate providing an online / virtual trainings for staff, including open enrollment.	MR	November 2021	
5.	Create and provide an internal training for supervisors to enhance personnel management.	MR	March 2021	
6.	Investigate ways to enhance usage of current District software by increasing mobile capabilities.	DE	December 2021	
7.	Evaluate and update the District’s disaster recovery and business services continuity plan.	DE	February 2021	

PARKS & PLANNING

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Investigate different methods/techniques of fence line turf control to limit hours spent string trimming.	DT	December 2021	
2.	Review current snow removal plan and update routes and procedures	DT	October 2021	
3.	Review and update the current Building Equipment Replacement Schedule of all Park District facilities	LM	December 2021	
4.	Evaluate new sanitation standards and update procedures/ checklists	LM	January 2022	
5.	Review and research current fleet and update replacement schedules	JM	December 2021	
6.	Review and update the native area maintenance plan	JM	March 2022	
7.	Review and update the current Building Equipment Replacement Schedule of all Park District facilities	JZ	December 2021	
8.	Create a monthly equipment inspection form of all mechanical rooms.	JZ	March 2022	
9.	Conduct a team-building activity for parks department staff	KO	August 2021	

RECREATION

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Focus on an educational eco-friendly program campaign. Quarterly create new programs.	EEM	April 2022	
2.	Create & implement a new plan (programs and events) for celebrating Earth Day.	EEM	November 2021	
3.	Create a staff training manual for Schrade Gym.	EE	November 2021	
4.	Restructure and streamline the way Team Sideline and the main website work to layout information to be more user friendly.	EE	February 2022	
5.	Create an instructional manual for Theatre Tech. operations.	KM	April 2022	
6.	Investigate technology options (apps/programs) that can be used in preschool to provide more resources and information for families.	KM	August 2021	
7.	Create a database for website analytics that can be captured each month for comparison throughout the year to create a history.	SF	December 2021	
8.	Create a marketing resource folder on shared drive to support staff.	SF	December 2021	
9.	Create & implement a youth running event.	JH	April 2022	
10.	Create and implement a youth flag football league.	JH	November 2021	
11.	Investigate cost effective ways to market the Internship Program	KD	April 2022	

SPECIAL FACILITIES

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Work with NWSRA to implement a formalized swim instructor training program focused on effective methods of teaching patrons with disabilities.	ANM	January 2021	
2.	Plan and execute a live Emergency Action Plan (EAP) staff training in conjunction with the Bartlett Fire and Police Departments.	ANM	May 2021	
3.	Plan a community wide event for execution in September 2022.	HFM	April 2022	
4.	Evaluate the current LIFECENTER part-time IMRF positions, including the need, schedules and responsibilities.	HFM	November 2021	
5.	Investigate new and more efficient ways to check and confirm Proof of Residency.	AM	October 2021	
6.	Develop guidelines for RecTrac 3.1 monthly ACH and MOTO billing.	AM	July 2021	
7.	Build and maintain an online media gallery featuring facilities to promote rental opportunities.	NS	July 2021	
8.	Develop a plan to cross train Rental Staff in multiple areas of operations to ensure they can provide a superior level of customer service after hours.	NS	October 2021	

VILLA OLIVIA

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Develop a training program for all new food and beverage operations staff.	SH	October 2021	
2.	Work with Event Sales Coordinator to develop a long term plan to update banquet spaces.	SH	July 2021	
3.	Investigate and recommend scheduling application or program for winter sports staff to streamline and improve efficiency.	KH	December 2021	
4.	Develop a staff operations manual for VO golf rangers and starters.	KH	September 2021	