



2022-2023 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
RM	TBD	Recreation Manager	Recreation
MG	Mark Grassi	Environmental Education Manager	Recreation
MQ	Megan Quandt	Recreation Manager	Recreation
KM	Katie Mix	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
MT	Mike Toohey	Superintendent of Villa Olivia	Villa Olivia
FBM	TBD	Food & Beverage Manager	Villa Olivia
BP	Bobby Pierobon	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 2022-2023 DEPARTMENTAL GOALS & OBJECTIVES

ADMINISTRATION

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Oversee Distinguished Park & Recreation Accreditation Review.	RF, KD, KO, EL, MT, KM	November 2022	

BUSINESS SERVICES

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Create a 12-month Districtwide master list for cash handling, evaluating required amount(s) / timeline to process.	PM	December 2022	
2.	Create a staff training manual on how to update safe codes for all revenue areas	PM	January 2023	
3.	Create a procedure to streamline onboarding experience for full-time staff and welcome them to the District.	MR	December 2023	
4.	Investigate opportunities for Districtwide virtual trainings.	MR	February 2023	
5.	Research Endpoint Detection and Response (EDR) systems and evaluate cost	DE	February 2023	
6.	Research the benefits of upgrading to Microsoft Office 365.	DE	November 2023	

PARKS & PLANNING

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Attend a management training course.	DT	December 2022	
2.	Research the cost/benefit of using discharge water from Leiseberg spray park to irrigate softball field turf.	DT	November 2022	
3.	Investigate options to update the Oak Room Stage lighting to LED.	LM	April 2023	
4.	Review ADA Transition Plan for facilities. Develop 1-3 year plan to complete tasks.	LM	September 2022	
5.	Attend a management training course.	JM	December 2022	
6.	Develop & implement training program for How to Identify poisonous plant material.	JM	November 2022	
7.	Develop a safety shut down procedure of electrical, plumbing, fire systems, & heating systems. (example- when water pipe broke- how to shut down boiler)	JZ	November 2022	
8.	Create a document showing the maintenance required for all Lift Stations throughout the district.	JZ	March 2023	
9.	Develop and implement a training guide of staff expectations of park maintenance.	KO	March 2023	

RECREATION

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Create a plan to elevate the experience at the brunches by incorporating themed brunch throughout the year.	SF	August 2022	
2.	Create & implement a sponsorship package for the Villa Olivia Winter Sports.	SF	October 2022	
3.	Create and implement a plan and marketing campaign for Schrade Gymnasium during less utilized times.	JH	April 2023	
4.	Investigate implementing an electronic reservation system to book Schrade rentals for improved customer service.	JH	August 2022	
5.	Research & implement e-pact for camps and Before & After School Program.	RM & JH	January 2023	
6.	Investigate customer friendly ways to improve the Preschool Registration process and develop procedures.	RM & AM	December 2022	
7.	Investigate options to update the Oak Room Stage lighting to LED.	RM & LM	April 2023	
8.	Create and implement a new community special event for fall 2022 – Lumber Jack Themed.	MG	November 2022	
9.	Review rental information and improve process to make more customer friendly.	MG	March 2023	

10.	Develop and implement a training tool for instructors that provides consistent customer service, improves teaching methods.	MG	January 2023	
11.	Develop and implement a staff training tool for Gym & Athletic Field Supervisors positions.	MQ	August 2022	
12.	Investigate improvement options to athletic field signage and maps for users.	MQ	February 2023	
13.	Investigate the feasibility of incorporating the “Officially Human – Elevate Respect Course” into youth sports.	MQ	January 2023	

SPECIAL FACILITIES

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Investigate paperless methods to complete all required PDRMA and Starguard Elite aquatic documentation	ANM	October 2022	
2.	Investigate options to contract out the Bartlett Aquatic Center Concession Stand in 2023	ANM	January 2023	
3.	Research keyless locker systems	JMP	October 2022	
4.	Investigate ways to make the membership application process paperless	JMP	January 2023	
5.	Investigate the potential benefits and cost of a self-serve registration kiosk in the Bartlett Community Center lobby.	AM	October 2022	
6.	Develop a procedure for a Preschool Paid Waitlist by class	AM/RM	January 2023	
7.	Research options to re-design and modernize the Oak Room Bar	NS	November 2022	
8.	Research the feasibility of offering online shelter reservations through RecTrac	NS	April 2023	

VILLA OLIVIA

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Attend a Management training course	BP / FBM	December 2022	
2.	Investigate ways to control food quality, Reduce food waste and Food purchases	FBM	August 2022	
3.	Obtain Certified Parks & Recreation Professional (CPRP)	BP	December 2022	
4.	Look into ways to reduce wages including Kitchen staff and Bussers	FBM	September 2022	
5.	Work with Equipment technician to create and maintain a golf cart inventory list to keep track of maintenance issues to limit carts breaking down	BP	July 2022	