



**2023-2024 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
HR	TBD	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
AW	Andrew Wenz	Recreation Manager	Recreation
CB	Cyndie Babicz	Recreation Manager	Recreation
MG	Mark Grassi	Environmental Education Manager	Recreation
BK	Brad Keene	Recreation Manager	Recreation
KM	Katie Mix	Superintendent of Special Facilities	Special Facilities
JMP	Johnny Pacheco	Health & Fitness Manager	Special Facilities
NR	Natalie Reed	Aquatics Manager	Special Facilities
AM	Amy McKinley	Office Manager	Special Facilities
NS	Nick Serritella	Scheduling Manager	Special Facilities
BP	Bobby Pierobon	Superintendent of Villa Olivia	Villa Olivia
FB	TBD	Food & Beverage Manager	Villa Olivia
KA	Kevin Aulisio	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 2023-2024 DEPARTMENTAL GOALS & OBJECTIVES

ADMINISTRATION

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Oversee the planning and execution of the 60 th Anniversary Celebration events/activities.	RF, KD, KO, EL, KM, BP	April 2024	
2.	Investigate Different Companies to Assist with Developing Community Survey and Updating Master Plan	RF	March 2024	

BUSINESS SERVICES

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Develop an Internal Control Guideline for each area of Business Services to examine operations	EL	December 2023	
2.	Revise internal training procedures for accounts payable and purchase orders to include a handout for managers	PM	November 2023	
3.	Create a procedure to more efficiently manage active/inactive vendors in accounting software	PM	December 2023	
4.	Research cybersecurity education products for staff training	DE	August 2023	
5.	Research Cloud-based storage for cost-effectiveness and compare to maintaining on-site Storage Area Networks (SANs).	DE	October 2023	
6.	Research opportunities to enhance/revise the District's employee recognition program	HR	November 2023	
7.	Create quarterly HR review topics for Managers	HR	January 2024	

PARKS & PLANNING

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Research cost and availability of power washing trailer complete with tank and washer for playground cleaning, graffiti removal, and tree/plantings watering.	DT	January 2024	
2.	Research into use of liquid de-icers, from cost of product to tools required for dispersal	DT	September 2023	
3.	Research and plan for replacing current Oak Room stage extension	LM	November 2023	
4.	Investigate a durable alternative to Bartlett Park Gazebo wood railing.	LM	December 2023	
5.	Research golf courses herbicide/pesticide application practices and equipment use. Based on findings, develop a plan of action for Apple Orchard Golf Course.	JM	November 2024	
6.	Complete PDRMA HELP training	JM	April 2024	
7.	Create a comprehensive operations & troubleshooting guide for BCC generator	JZ	November 2024	
8.	Obtain Aquatic Facility Operator (AFO) certificate	JZ	April 2024	
9.	Complete 10 park improvements and 10 facility improvements as outlined in the ADA transition plan.	KO, JM, DT, LM, JZ	April 2024	

RECREATION

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Budget, plan, and execute a marketing campaign to celebrate the 60 th Park District Anniversary.	SF	January 2024	
2.	Develop a resource guide for marketing pieces that we order (banners, signage, etc.) for a consist look and pricing.	SF	November 2023	
3.	Investigate geo-fencing (virtual boundaries), marketing platforms with a focus on employment recruitment.	SF & NR	August 2023	
4.	Develop a merit badge package that allows Boy Scouts to complete and obtain multiple awards/recognitions at one location.	MG	December 2023	
5.	Create a “live” archery course for programing & special events.	MG	March 2024	
6.	Investigate different methods for a consistent behavior management staff training for BSR/ASR, camp and preschool and implement.	MG, AW, CB	September 2023	
7.	Investigate the feasibility into utilizing Coachspan to automate coach recruiting, paperwork, background checks, training, etc.	AW	January 2024	

8.	Create a new special event.	AW	March 2024	
9.	Create and implement a preschool aged special event.	CB	April 2024	
10.	Create and implement new Cultural Art Programs.	CB	January 2024	
11.	Explore user friendly options to replace the field conditions hotline.	BK	July 2023	
12.	Develop, advertise, recruit teams and run a travel basketball Bronze (C) level one day shootout tournament with at least 12 teams on President's Day.	BK	February 2024	
13.	Develop and implement an internal program for the Youth Basketball, Softball, and Travel Basketball Leagues to promote good sportsmanship.	BK	September 2023	

SPECIAL FACILITIES

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Investigate geo-fencing (virtual boundaries) marketing platforms with a focus on employment recruitment.	NR/SF	August 2023	
2.	Research options to change registration process for Private and Custom Private Swim Lessons.	NR	November 2023	
3.	Create up to date job specific staff manuals for aquatic positions.	NR	February 2024	
4.	Obtain Certified Parks and Recreation Professional Certification through NRPA.	NR	April 2024	
5.	Review current process for accepting rental payments and investigate alternate options that could provide better customer service.	AM/NS	June 2023	
6.	Develop a fillable form and digital submission process for Accident Incident Reports as well as cancellation and program change requests.	AM	September 2023	
7.	Investigate the pros and cons of making BAC season passes available for purchase online.	AM	November 2023	
8.	Investigate implementing on-line monthly billing set up for specific programs and passes.	AM	January 2024	
9.	Create an Apple Orchard Golf Course Clubhouse Supervisor task Timeline	JP	September 2023	
10.	Update/Create LIFECENTER staff manuals and checklists.	JP	December 2023	
11.	Determine the feasibility in selling our memberships and punch passes online through Rec Trac.	JP	February 2024	
12.	Review current process for accepting rental payments and investigate alternate options that could provide better customer service.	AM/NS	June 2023	

13.	Review Recreation and Special Facilities programs and special events to determine which may benefit from adding Oak Room bar service.	NS	December 2023	
14.	Investigate 3 facility rental competitors and conduct a SWOT (strengths, weaknesses, opportunities, threats) analysis of each facility.	NS	February 2024	
15.	Update scheduling area staff manuals.	NS	April 2024	
16.	Complete PDRMA HELP training.	KM	April 2024	

VILLA OLIVIA

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Explore the options of providing outdoor concerts at Villa Olivia in the Summer and Fall	FB	October 2023	
2.	Work with the Executive Chef to develop a rotating seasonal brunch menu.	FB	January 2024	
3.	Investigate different companies to reduce the chemical cost at Villa Olivia	FB	August 2023	
4.	Investigate new opportunities for new golf outings and events at Villa Olivia.	KA	October 2023	
5.	Explore new ideas for merchandise for both golf and ski	KA	September 2023	
6.	Attend a management training course	KA	December 2023	
7.	Take a food and beverage management course to enhance knowledge for operations	BP	October 2023	
8.	Evaluate signage on golf course to determine what can improve patron awareness and direction	BP	June 2023	