



**2024-2025 DEPARTMENTAL GOALS & OBJECTIVES
STAFF LISTING**

STAFF	STAFF NAME	POSITION	DEPARTMENT
KR	Kevin Romejko	Executive Director	Administration
EL	Eric Leninger	Superintendent of Business Services	Business Services
ML	Markus Lawson	Information Technology Manager	Business Services
CR	Catalina Rodelo	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
AC	Al Cannestra	Facility Maintenance Manager	Parks & Planning
KD	Kimberly Dasbach	Superintendent of Recreation	Recreation
SF	Stephanie Fairbanks	Marketing Manager	Recreation
AW	Andrew Wenz	Recreation Manager	Recreation
CB	Cyndie Babicz	Recreation Manager	Recreation
DG	Debbi Gayon	Environmental Education Manager	Recreation
AD	Andy Dunfee	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
DF	David Flores	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 2024-2025 DEPARTMENTAL GOALS & OBJECTIVES

ADMINISTRATION

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Work with Board of Commissioners and Staff to update the Comprehensive Master Plan.	KR, KD, KO, EL, KM, BP	MARCH 2025	
2.	Investigate ways Artificial Intelligence can enhance the overall operations of the park district.	KR	February 2025	

BUSINESS SERVICES

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Develop master spreadsheet to track monthly utility costs for each area of District operations and distribute to appropriate District staff.	EL	January 2025	
2.	Research ability to pay District utility bills electronically	PM	October 2024	
3.	Create a procedure outlining all steps necessary to calculate and file monthly sales tax with Illinois Department of Revenue	PM	February 2025	
4.	Research cost and effectiveness of replacing singular HP Switch with smaller modular groupings	ML	September 2024	
5.	Research cloud-based options for SiriusWare to eliminate need of Microsoft SQL server	ML	January 2025	
6.	Research opportunities to enhance use of Paycom by collaborating with nearby Park Districts	CR	March 2025	
7.	Create a procedure documenting all onboarding steps for new hires and distribute to hiring managers	CR	December 2024	

PARKS & PLANNING

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Develop a comprehensive maintenance plan to enhance the quality and safety of athletic fields ensuring they meet standards for playability.	DT	December 2024	
2.	Develop a yearly fish stocking programs at District's fishing ponds.	DT	October 2024	
3.	Work with Recreation Staff to develop a plan to determine field closures due to weather conditions.	DT	August 2024	
4.	Develop & implement a new procedure for large event rentals at Community Center.	LM & NS	August 2024	
5.	Create a 12-month task timeline for the Facility Maintenance Manager position.	LM	April 2025	
6.	Review current C-fold towels in LifeCenter and outdoor restrooms. Evaluate for cost-savings to remove and install hand dryers or replace with large roll dispensers.	LM	December 2024	
7.	Investigate & apply for grant opportunities for pond shoreline restoration for Camelot on Mayfair.	JM	April 2025	
8.	Work with the Village to establish a platform to identify park property utility lines	JM	December 2024	
9.	Investigate solar power aerators and obtain total cost of implementation at Sunrise Park, O'Brien Woods, Kermit's Korner, and Windy Oaks	JM	January 2025	
10.	Update facility procedures for accuracy & include photos. (BAC start-up/shut down, drinking fountains, morning rounds, etc.)	AC	November 2024	
11.	Review Facility Assessment to develop a plan to upgrade facility plumbing (faucets, shower valves, etc.)	AC	December 2024	
12.	Investigate grant opportunities for energy efficient upgrades and retrofits for existing facilities.	AC	April 2025	
13.	Research work order systems for facilities and parks	KO	March 2025	

RECREATION

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Develop a Social Media marketing plan that will expand the social media reach, to a new audience, during the LIFECENTER special membership drives through financial investment.	SF	July 2024	
2.	Create a new staff training to teach Canva/graphic design.	SF	September 2024	
3.	Create a cross promotional marketing plan between the indoor and outdoor aquatic centers for year-round exposure.	SF	January 2025	
4.	Develop content, standards-based curriculum, for grades K-12 for education programs. Then use these to evaluate, create and implement new School Programs	DG	March 2025	
5.	For staff/instructor training develop written lesson plans for schools and scouts with supply boxes to provide a more consist delivery.	DG	January 2025	
6.	Junior Naturalist Volunteer Program expand throughout the year through training, programs and workshops.	DG	November 2024	
7.	Create a training tool, task timeline, for Preschool Teachers.	CB	September 2024	
8.	Develop a volunteer checklist for each day of tech week for the Nutcracker and Theatre.	CB	January 2025	
9.	Create a promotional video for camps. Summer 2024 gathering contact (videos of camp) and then creating a video to put on the website What a day in the life of camp looks like	AW/CB	January 2025	
10.	Create a comprehensive timeline for planning, executing, and concluding a successful summer camp.	AW	March 2025	
11.	Improve the youth coaching process & support. Ex. Application /selection, create procedures, plus coaches meeting and resource materials/ video's & coaching methods, etc.	AD/AW	December 2024	
12.	Review/update current Staff Manuals and create (where needed) new ones, that includes Coaches/volunteer manuals, open gym supervisors, score keepers & softball supervisors	AD	April 2025	
13.	Research, update & improve Schrade Gym Rental Request Form, stipulations and conformations.	AD	September 2024	
14.	Research & create a weather procedure, for recreation programs, to define standards for heat, humidity & air quality that will guide us with program adjustment or cancelation.	KD	March 2025	

SPECIAL FACILITIES

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Plan and implement recurring customer service training for frontline staff to ensure patrons are being welcomed and helped while visiting our facilities.	KM, AM, NR, NS, JP	April 2025	
2.	Evaluate fees for programming for automatic billing to see if minimum needs to be adjusted based on program fees.	AM	July 2024	
3.	Develop an automatic billing procedure to evaluate and determine number of declined payments a household account is allowed and create steps for contacting patron to suspend program or membership.	AM	September 2024	
4.	Document entering programs into RecTrac 3.0 step by step.	AM	March 2025	
5.	Create a step by step plan to integrate the sale of memberships through our website. If feasible, proceed to implement this process for LIFECENTER memberships, to improve customer service.	JP	September 2024	
6.	Create step by step instructions for running LIFECENTER specific reports and processes in Rec Trac 3.0.	JP	February 2025	
7.	Create procedure for communication with maintenance staff regarding out of order signage and submitting work orders.	JP	June 2024	
8.	Develop & implement a new procedure for large event rentals at Community Center.	NS & LM	August 2024	
9.	Create step by step instructions for Rec Trac facility management tasks to include how to update facility fees and edit/create new facilities.	NS	December 2024	
10.	Update Oak Room website and marketing materials.	NS	February 2025	
11.	Create a quarterly aquatics newsletter to update patrons on Bartlett Aquatic Center and Splash Central throughout the year.	NR	October 2024	
12.	Evaluate swim lesson enrollment and available pool space at Splash Central to determine how programming can be shifted to allow for new programs.	NR	February 2024	
13.	Obtain the Certified Pool Operator certification.	NR	April 2025	

VILLA OLIVIA

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Implement golf outing procedures to ensure that golf outings are consistent at Villa Olivia.	BP, KA, DF	July 2024	
2.	Investigate and offer pairing dinners with both beer and wine	DF	September 2024	
3.	Investigate companies to reduce paper cost and linen cost for food & beverage operations	DF	October 2024	
4.	Create a food and drink menu to entice golfers to stay after golfing.	DF	June 2024	
5.	Obtain Certified Park and Recreation Professional certification	KA	March 2025	
6.	Develop a rental inventory process to monitor equipment in need of repair or replacement.	KA	November 2024	
7.	Develop a winter sports guide categorizing items to help track merchandise.	KA	December 2024	