



FY2025-2026 DEPARTMENTAL GOALS & OBJECTIVES

TEAM MEMBER 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
LM	Larry Mann	Facility Maintenance Manager	Parks & Planning
RS	Rachel Schumacher	Parks 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
KK	Kim Kaeseberg	Guest Service 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

FY2025-2026 DEPARTMENTAL GOALS & OBJECTIVES

ADMINISTRATION

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Complete Comprehensive Master Plan & Strategic Plan	KR & Supt.	January 2026	
2.	Complete BAC Conceptual Improvement Plan	KR & KM	October 2025	
3.	Complete BCC Conceptual Improvement Plan	KR, KM, KD	February 2026	

PARKS & PLANNING

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Evaluate current responsibilities and workload to determine if existing staffing levels sufficiently meet the facility's needs. Explore possible options for utilizing and outsourcing custodial services.	LM	January 2026	
2.	Develop a written plan to enhance ongoing training to ensure staff are knowledgeable about best practices, safety protocols, and new technologies.	LM	December 2025	
3.	Reevaluate and update BCC preventative maintenance schedule. Create a spreadsheet showing timeline of costs over the next 3 years.	LM	November 2025	
4.	Research automated cleaning equipment to improve service delivery.	LM	February 2026	
5.	Obtain Aquatic Facility Operator (AFO) certification.	AC	March 2026	
6.	Review and update the District's facility inspection forms.	AC	December	
7.	Analyze water usage, repairs/downtime, and labor cost during the season at both spray playgrounds. (Leiseberg & Blue Heron) Determine the benefits of having recirculating or fresh water systems.	AC	November 2025	
8.	Research ways to enhance efficiencies with the District's trash removal system for parks.	RS	November 2025	
9.	Research alternative fuel for equipment and vehicles.	RS	January 2026	
10.	Investigate current practices in applying fertilizers and herbicides in parks and on the golf course. Develop a plan to incorporate best practices such as implementing organic/natural products.	RS	September 2025	
11.	Review current parks department job descriptions and recommend updates to coincide with current positions.	RS, LM, AC, KO	March 2026	

BUSINESS SERVICES

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Investigate and implement new methods to increase efficiencies of the Villa Olivia food and beverage monthly inventory process.	PM	February 2026	
2.	Create a written month-end close procedure for accounts payable and accounts receivable.	PM	December 2025	
3.	Investigate and implement ways to streamline the accounts payable vendor W-9 process for active and inactive vendors.	PM	September 2025	
4.	Perform comprehensive update of personnel policy manual.	CR	January 2026	
5.	Create a standardized welcome basket for new full-time employees to be distributed on their first day.	CR	June 2025	
6.	Investigate options to add security cameras at entrance of BAC.	ML	October 2025	
7.	Investigate Districtwide efficiencies to be gained by replacing desktop PCs with portable laptop and docking stations. If efficiencies are found, develop a plan to implement based on end-of-life dates for current equipment.	ML	November 2025	
8.	Evaluate status of Wi-Fi connectivity at each facility and develop a plan to address weak areas, including those areas or facilities that do not currently have Wi-Fi.	ML	March 2026	
9.	Merge District payroll calendar so hourly and salary pay periods contain same dates.	EL	August 2025	
10.	Investigate advantages and disadvantages of a January 1 fiscal year. If advantageous, develop plan on how it would be accomplished.	EL	April 2026	

VILLA OLIVIA

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Rebrand of Villa Olivia Golf Course, offering golfers a fresh, new experience.	BP, KA,	March 2026	
2.	Explore resources to enhance water production for irrigation systems used in golf course and winter sports.	BP	December 2025	
3.	Rebrand Villa Olivia Event/Food & Beverage operation, offering patrons who host special occasions a new	BP, DF	March 2026	
4.	Identify opportunities for reducing cost of sales, labor, and direct operating costs.	DF	February 2026	
5.	Research & develop the planning of events to increase exposure of Villa Olivia, as well as tracking closing percentage.	DF	December 2025	
6.	Develop and implement golf outing organization for outing host to keep all outing information consistent, as well as receive information in a timely manner.	KA	July 2025	
7.	Explore new methods and options for ski/snowboard rental processes, potentially involving the collection of patron ID's.	KA	November 2025	

SPECIAL FACILITIES

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Evaluate and update Breakfast with Santa event, including pricing structure and program description. Adjust the registration process to improve customer experience.	NS	June 2025	
2.	Update shelter and Log Cabin informational binder for Guest Services.	NS	December 2025	
3.	Research and plan an outdoor birthday party space and food packages for Bartlett Aquatic Center.	NS	March 2026	
4.	Review and update task assignment list for LIFECENTER front desk staff and integrate task schedule into Homepage.	JP	August 2025	
5.	Work with RecTrac to set up online reservations for Racquetball/Wallyball courts.	JP	November 2025	
6.	Work with RecTrac to set up WebTrac pass sales for memberships and passes.	JP	March 2026	
7.	Execute the marketing plan and initiatives for rebranding the Bartlett Aquatic Center.	NR, SF, KM	April 2026	
8.	Create a Lazy River 5K special event at Bartlett Aquatic Center.	NR	August 2025	
9.	Investigate adding Rainout Line to update BAC patrons on pool closures and special hours.	NR, KM	December 2025	
10.	Update Guest Services procedure manual adding step by step instructions and screen shots for staff to reference.	KK	November 2025	
11.	Create step by step instructions, including screen shots, of the process to set up installment billing in RecTrac 3.1.	KK	March 2026	
12.	Investigate the RecTrac app and identify the pros and cons as well as costs associated with it.	KM, KD	December 2025	
13.	Coordinate community engagement and programming/event areas of the strategic plan process.	KM, KD	September 2025	

RECREATION

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Develop a user manual for operating the new sound system in the Oak Room.	CB	October 2025	
2.	Create a detailed inventory list and a cleaning schedule for all Nutcracker costumes.	CB	January 2026	
3.	Create a user manual for the new theatre lighting system in the Oak Room.	CB	December 2025	
4.	Create a “virtual tour” of Preschool to put on the website for patrons to watch.	CB	September 2025	
5.	Oversee the development and redesign of the main Park District website.	SF & KD	April 2026	
6.	Develop a comprehensive set of marketing procedures for Bartlett Park District branding to ensure cohesive practices.	SF	March 2026	
7.	Execute the marketing plan and initiatives for rebranding the Bartlett Aquatic Center.	SF, KM & NR	April 2026	
8.	Research, update & implement Procedure 1180.1 the Volunteer Recognition Program, coordinating with other Managers for a cohesive Park District plan.	AD	January 2026	
9.	Organize and host a minimum of one pickleball tournament.	AD	November 2025	
10.	Develop a seasonal task timeline for basketball and soccer coordinator.	AD	August 2025	
11.	Research, update & implement Code of Conduct and Disciplinary Action procedures.	AD & AW	August 2025	
12.	Implement a targeted promotional campaign for Schrade Gym including the design and development of new marketing materials and resources to boost visibility.	AW	September 2025	
13.	Explore new options for teen trips and implement a minimum of two.	AW	January 2026	
14.	Launch Laser Tag by organizing staff training sessions, developing a staff manual and initiating a marketing campaign.	AW	December 2025	
15.	Plan & host two Bartlett Nature Center Open Houses.	DG	April 2026	
16.	Collaborate with the Parks Department research & implement fishing line recycling stations for our fishing ponds.	DG	March 2026	
17.	Enhance the promotion of Nature Center’s birthday party, archery, scout, and school programs to increase participation and revenue. Develop content materials tailored to each program, emphasizing unique features, benefits to be used in an increased marketing effort.	DG	November 2025	
18.	Coordinate community engagement and programming/event areas of the strategic plan process.	KD & KM	September 2025	