



2011-12 GOALS AND OBJECTIVES- COMBINED

STAFF LISTING

STAFF	STAFF NAME	POSITION	DEPARTMENT
RF	Rita Fletcher	Executive Director	Administration
SL	Susan Leninger	Superintendent of Business Services	Business Services
DE	Dale Erdman	Information Systems Manager	Business Services
JK	Judy Kopka	Human Resources Manager	Business Services
PM	Patti Mancini	Accounting Manager	Business Services
PS	Paula Spaniol	Accounting Manager	Business Services
JC	Jon Carlson	Superintendent of Parks & Planning	Parks & Planning
JM	Julie Morgan	Facility Maintenance Manager	Parks & Planning
PP	Pete Pratt	Parks & Grounds Manager	Parks & Planning
JT	Jim Thompson	Facility Maintenance Manager	Parks & Planning
KD	Kimberly Dasbach	Superintendent of Recreation	Recreation
SDF	Scott D. Falli	Recreation Manager	Recreation
SF	Stephanie FitzSimons	Marketing Manager	Recreation
LH	Lynsey Heathcote	Recreation Manager/Safety Coordinator	Recreation
DM	Dan Mitchell	Environmental Education Manager	Recreation
CS	Courtney Suffredin	Recreation Manager	Recreation
SK	Steven Karoliussen	Superintendent of Revenue Facilities	Revenue Facilities
AC	A. J. Collier	Health Club Manager	Revenue Facilities
LC	Laura Clark	Aquatics Manager	Revenue Facilities
KJ	Kathryn Jablonski	Scheduling Manager	Revenue Facilities
MW	Mary Ann Winters	Office Manager	Revenue Facilities
RJF	Ron J. Franko	Food & Beverage Manager	Special Facilities
SM	Scott Madden	Golf & Ski Grounds Manager	Special Facilities

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.
PENDING	This work has not yet started but will be complete this Fiscal Year.
DEFERRED	This project will not be worked on this Fiscal Year, see listed explanation.
ONGOING	These are items which are ongoing activities during the year.

BARTLETT PARK DISTRICT GOALS & OBJECTIVES – 2011-2012

STRATEGIC GOALS

No.	STRATEGIC GOAL	STAFF	COMPLETION	STATUS
1.	Improve revenues by maximizing the effectiveness of our marketing strategies and increasing the awareness of who we are and what we offer.	KD, SF, KJ, AC	June 2011	In Progress
2.	Develop more diverse programs focused on the growing needs of our adults with families, adults with no children, and active seniors	KD, CS, SDF, LC, AC	May 2011	In Progress
3.	Consider the feasibility of an indoor sports facility.	SK, KD, LH, SDF, RF, JC, AC	August 2012	In Progress
4.	Strive to maximize the overall effectiveness of our volunteers by cultivating an environment of partnership, support, spirit and advocacy.	KD, SDF, JK, DM, CS	April 2012	
5.	Implement a Go Green strategy to be more environmentally friendly as well as manage costs and generate revenue if possible.	RF, SK, JC, KD, SL	September 2011	
6.	Work with the Foundation to expand the resources available to help make our facilities and recreational programs affordable to all our residents.	RF, KD, SF, SK	October 2011	
7.	Develop a plan to renovate or redesign existing facilities to reflect changing community needs and to manage maintenance costs.	SK, JC, JM, AC, LC, LH, SM	November 2011	In Progress
8.	Utilize technology to facilitate more frequent community input.	SL, MW, KJ, SF	January 2011	In Progress
9.	Continue to utilize programs that motivate and recognize our employees; link performance to pay where practical.	SL, RF, SK, JC, KD	February 2012	
10.	Develop technology strategies that focus on enabling business processes and, in turn maximizes employee effectiveness and lowers operating costs.	SL, DE, LH, JK, MW	April 2012	
11.	Do “more for less” by improving efficiencies, consolidating resources and continuing to partner with interested groups.	SK, KJ, AC, MW, PP, JM, PS, SDF	June 2012	
12.	Build a water feature west of Route 59.	JC, RF, JT	May 2011	

ADMINISTRATION

No.	GOAL	STAFF	COMPLETION	STATUS
1.	Oversee the renovation of Villa Olivia.	RF	April 2012	
2.	Oversee the renovation of Bartlett Aquatic Center.	RF	April 2012	
3.	Research the pros and cons of having the Board packets delivered electronically.	RF	December 2011	

BUSINESS SERVICES

No.	GOAL	STAFF	COMPLETION	STATUS
1.	Be involved with the Villa Olivia transition process.	SL, DE, JK, PS, PM	April 2012	
2.	Evaluate and determine new part-time IMRF positions for the Bartlett Park District with the addition of Villa Olivia.	JK	April 2012	
3.	Investigate and determine if the park district should be using E-Verify as one of our new hire procedures.	JK	December 2011	
4.	Provide a training session for all managers and supervisors on interview procedures and legal guidelines.	JK	September 2011	
5.	Investigate the feasibility of a time and attendance system.	PS	April 2012	
6.	Create a master electronic file for bank statements.	PS	January 2012	
7.	Research and implement the encumbrance option in MSI if feasible.	PM	December 2011	
8.	Conduct a records purge and seek state authorization for document destruction.	PM	September 2011	
9.	Take and pass the CPRP exam.	SL	April 2012	
10.	Develop procedures for the Business Services operations at Villa Olivia.	SL	November 2011	
11.	Review and purge all balance sheet account numbers.	SL	June 2011	
12.	Investigate desktop virtualization.	DE	February 2012	
13.	Implement a new BPD website. Integrate the Villa Olivia website with the BPD website.	DE	March 2012	
14.	Create an exclusive shared folder for policies, procedures, and job descriptions in pdf format.	DE	September 2011	
15.	Investigate and update Google, MapQuest, and GPS Map Content with BPD parks information.	DE	December 2011	

PARKS & PLANNING

No.	GOAL	STAFF	COMPLETION	STATUS
1.	Replace T-12 light fixtures with T-8 fixtures using the ComEd Incentive plans.	JT	September 2011	
2.	Investigate and/or add more lighting to the Splash Central deck area.	JC, JT	August 2011	
3.	Investigate and/or add energy saving ceiling lights for the BCC Gym.	JC, JT	October 2011	
4.	Create a photo inventory of playground equipment to aid repairs and parts ordering. Incorporate with other playground documents at one location.	AB	February 2012	
5.	Develop a long term maintenance plan for athletic fields and general turf areas.	AB	December 2011	

6.	Create a spreadsheet to track building maintenance equipment preventative maintenance and repair history.	JM	March 2012	
7.	Develop a 5-year pruning plan for all maintained park areas.	PP	August 2011	
8.	Investigate inventory management software for cleaning product and paper product use tracking.	JM	July 2011	
9.	Develop natural area maintenance plans for three sites.	PP	January 2012	
10.	Inventory and evaluate landscape beds, develop plan to maintain and improve beds and eliminate any unnecessary beds.	PP	March 2012	
11.	Digital photo inventory all facilities.	JM, JT	January 2012	
12.	Renovate playgrounds at Centennial School and Kjar Park.	JC	December 2011	
13.	Implement Phase I ADA Transition Recommendations.	JC, PP	March 2012	
14.	Begin the renovation of the Bartlett Aquatic Center.	RF, JC	August 2011	
15.	Investigate and/or add use of liquid anti-icer/deicer for high traffic/priority roadways, parking lots, and walkways.	PP	November 2011	

RECREATION

No.	GOAL	STAFF	COMPLETION	STATUS
1.	Update Field Request Forms to be user-friendly and available for online submission.	KD	December 2011	
2.	Investigate the feasibility and necessity of purchasing a structured curriculum program for preschool.	CS	April 2012	
3.	Co-op one trip per season with other park districts or senior agencies to keep costs down and increase participation.	CS	November 2011	
4.	Develop timelines and procedures for teen and adult trips.	CS	September 2011	
5.	Re-evaluate the concert/movies in the park to see if it is more feasible to offer fewer concerts and more movies or if it is possible to move them to other venues, such as at the Nature Center.	CS	February 2012	
6.	Investigate offering an adult soccer league.	SDF	March 2012	
7.	Explore the advantages of offering online registration for the Bartlett Bash Softball Tournament.	SDF	November 2011	
8.	Create a training manual for the youth and adult field supervisors.	SDF	June 2011	
9.	Create and offer additional evening programs at the shelter in the summer.	DM	February 2012	
10.	Investigate offering an overnight lock-in special event and/or scout rental option.	DM	August 2011	
11.	Create a Nature Newsletter to be distributed using Constant Contact, once per quarter.	DM	December 2011	
12.	Develop procedures including timelines for special events.	DM	April 2012	

13.	Investigate creating new bi-lingual classes.	DM	September 2011	
14.	Create and implement a structured coaches training program for volunteer coaches.	LH	February 2012	
15.	Create league specific guidelines and a basic curriculum as a guide to coaching for youth basketball.	LH	April 2012	
16.	Be involved in establishing and implementing new safety guidelines and training at Villa Olivia.	LH	December 2011	
17.	Create a new Website design and implement, incorporating needs for the future.	SF, DE	April 2012	
18.	Market Villa Olivia, emphasizing on marketing opportunities for the banquets, golf course, and ski hill.	SF	August 2011	
19.	Work to incorporate Villa Olivia into the Bartlett Park District brand through marketing materials, staff newsletter, signage, cross marketing, etc.	SF	December 2011	

REVENUE FACILITIES

No.	GOAL	STAFF	COMPLETION	STATUS
1.	Increase corporate sponsorship of the Twilight Golf Outing by expanding marketing to businesses outside of Bartlett.	KJ	September 2011	
2.	Develop two new special events that could maximize facility usage and exposure to supplement rental revenues.	KJ	December 2011	
3.	Research and if feasible implement procedures that allow renters to submit contracts using electronic signatures.	KJ	March 2012	
4.	Revamp the Aquatic's marketing program to increase more internet exposure and pricing strategies.	LC	September 2011	
5.	Revise pricing and passes to incorporate the new features of the remodeled Bartlett Aquatic Center.	LC	February 2012	
6.	Complete various assignments and projects as they relate to the Bartlett Aquatic Center expansion.	LC	April 2012	
7.	Develop and implement online membership forms that would allow patrons to fill out and submit forms online.	AC	November 2011	
8.	Develop sport specific fitness programs for Golfing, Tennis, Skiing & Snowboarding to enhance the Villa Olivia experience.	AC	August 2011	
9.	Improve special event sponsorship to increase special event revenue profit margins.	AC	February 2012	
10.	Inventory registration storage files and submit to the State for approval to have archived material purged and destroyed.	MW	September 2011	
11.	Research and if feasible implement an office volunteer program to recruit and train volunteers to assist with maintaining the office database.	MW	November 2011	
12.	Develop and conduct on-line registration training for supervisory staff members	MW	January 2012	

13.	Revamp the Apple Orchard Golf Course's marketing program to increase more internet exposure and pricing strategies.	SK	December 2011	
14.	Complete various assignments and projects as they relate to the Bartlett Aquatic Center expansion.	SK	April 2012	

SPECIAL FACILITIES

No.	GOAL	STAFF	COMPLETION	STATUS
1.	Create a step by step report documenting the ski hill breakdown.	SM	June 2011	
2.	Develop Golf and Ski maintenance standards.	SM	December 2011	
3.	Identify and develop long term goals for all Ski and Golf operations.	SM	January 2012	
4.	Create procedures for operation of banquets, restaurant and ski cafeteria line.	RJF	March 2012	
5.	Research and implement computerized food/beverage inventory system.	RJF	September 2011	