

# BARTLETT PARK DISTRICT ANNUAL BUDGET



## FY2019-20







## **Bartlett Park District**

### **Mission, Vision and Core Values**

#### **Mission Statement:**

We Create Fun!....by providing the finest in Parks, Programs, and Recreational Facilities for our community.

#### **Vision Statement:**

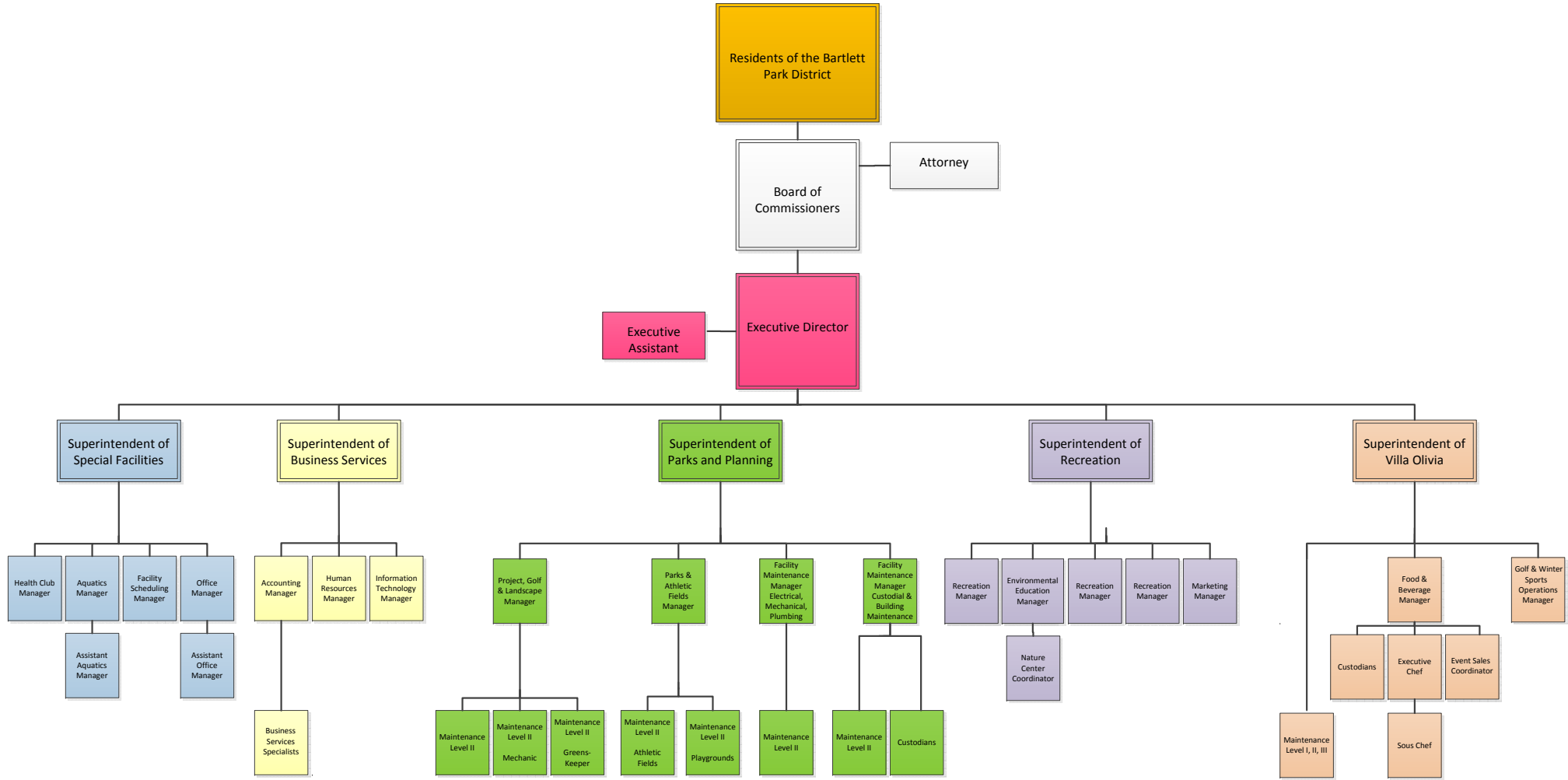
We strive to create lasting memories for our community by enthusiastically responding to and serving their recreational and leisure needs.

#### **Core Values Statement:**

Our Core Values guide our organization in everything we do. They represent who we are and what we believe. They do not change with trends or fads and they define what we stand for, in good times and bad.

- We are committed to serving our community by operating with the highest principles of honesty, character, integrity, accountability and fairness.
- We will strive to excel in all areas of operation, learn from our mistakes, challenge ourselves, persevere and show courage in times of adversity.
- We strive to continually improve our resident's quality of life by providing ample open space and a wide variety of recreational programs based on the input of our diverse residents.
- We will strive to maintain and preserve all of our parks and facilities to the highest quality standards of safety, usefulness, and beauty.
- We will partner with volunteers and interested groups to encourage their support and advocacy, leverage our resources, manage our costs and maximize the value of our parks and recreation programs.
- We will responsibly manage our fiscal resources to assure our ability to maintain our facilities, implement our long-term capital plan and provide valued recreational programs.

**BARTLETT PARK DISTRICT  
2019-2020 FULL-TIME EMPLOYEES  
ORGANIZATIONAL CHART**





## 2019-2020 PARK BOARD MEETING SCHEDULE

**FISCAL YEAR:** The Fiscal Year for the Bartlett Park District is May 1<sup>st</sup> through April 30<sup>th</sup>. In accordance with the Illinois Open Meetings Act, listed below is the list of the Park Board meeting dates covering **Fiscal Year 2019-2020**.

**MEETING SCHEDULE:** The Annual Board Meeting is held prior to the Committee Workshop on the **second** Tuesday in May. Committee Workshop Meetings are held the **second** Tuesday of every month, and Regular Board Meetings are held on the **fourth** Tuesday of every month. **Exceptions are listed below in bold.**

**MEETING TIME:** The Annual Board Meeting in May starts at **7:00 PM**, and unless otherwise indicated, all other meetings begin at **7:30 PM**.

**MEETING LOCATION:** Unless otherwise indicated, all meetings are held at the **Bartlett Park District, Thomas C. White Administration Building, Board Room, 696 West Stearns Road, Bartlett, Illinois, 60103.**

Day	Date	Time	Type of Meeting	Exceptions
Tuesday	<b>May 14, 2019</b>	<b>7:00 PM</b>	<b>Public Hearing – Annual Budget</b>	<i>Note: Special Start Time</i>
Tuesday	<b>May 14, 2019</b>	<b>7:15 PM</b>	<b>Annual Board Meeting</b>	<i>Note: Special Start Time</i>
Tuesday	May 14, 2019	7:30 PM	Committee Workshop Meeting	
Tuesday	May 28, 2019	7:30 PM	Regular Board Meeting	
Tuesday	June 11, 2019	7:30 PM	Committee Workshop Meeting	
Tuesday	June 25, 2019	7:30 PM	Regular Board Meeting	
Tuesday	July 9, 2019	7:30 PM	Committee Workshop Meeting	
Tuesday	July 23, 2019	7:30 PM	Regular Board Meeting	
Tuesday	August 13, 2019	7:30 PM	Committee Workshop Meeting	
Tuesday	August 27, 2019	7:30 PM	Regular Board Meeting	
Tuesday	September 10, 2019	7:30 PM	Committee Workshop Meeting	
Tuesday	September 17, 2019	7:30 PM	Regular Board Meeting	<i>Note: 3<sup>rd</sup> Tuesday</i>
Tuesday	October 8, 2019	7:30 PM	Committee Workshop Meeting	
Tuesday	October 22, 2019	7:30 PM	Regular Board Meeting	
Tuesday	November 12, 2019	7:30 PM	Committee Workshop Meeting	
Tuesday	November 26, 2019	7:30 PM	Regular Board Meeting	
Tuesday	December 10, 2019	7:30 PM	Committee Workshop Meeting	
Tuesday	December 17, 2019	7:30 PM	Regular Board Meeting	<i>Note: 3<sup>rd</sup> Tuesday</i>
Tuesday	January 14, 2020	7:30 PM	Committee Workshop Meeting	
Tuesday	January 28, 2020	7:30 PM	Regular Board Meeting	
Tuesday	February 11, 2020	7:30 PM	Committee Workshop Meeting	
Tuesday	February 25, 2020	7:30 PM	Regular Board Meeting	
Tuesday	March 10, 2020	7:30 PM	Committee Workshop Meeting	
Tuesday	March 24, 2020	7:30 PM	Regular Board Meeting	
Tuesday	April 14, 2020	7:30 PM	Committee Workshop Meeting	
Tuesday	April 28, 2020	7:30 PM	Regular Board Meeting	
Tuesday	<b>May 12, 2020</b>	<b>7:00 PM</b>	<b>Public Hearing – Annual Budget</b>	<i>Note: Special Start Time</i>
Tuesday	<b>May 12, 2020</b>	<b>7:15 PM</b>	<b>Annual Board Meeting</b>	<i>Note: Special Start Time</i>
Tuesday	May 12, 2020	7:30 PM	Committee Workshop Meeting	



## 2019-2020 DEPARTMENTAL GOALS & OBJECTIVES

### STAFF LISTING

STAFF	STAFF NAME	POSITION	DEPARTMENT
RF	Rita Fletcher	Executive Director	Administration
KR	Kevin Romejko	Superintendent of Business Services	Business Services
DE	Dale Erdman	Information Technology Manager	Business Services
AR	Alison Reicher	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
PP	Pete Pratt	Project, Golf & Landscape 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
KM	Katie Mix	Recreation Manager	Recreation
DM	Dan Mitchell	Environmental Education Manager	Recreation
EE	Eric Eichholz	Recreation Manager	Recreation
LH	Lynsey Heathcote	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
PTP	Peter T. Pope	Superintendent of Villa Olivia	Villa Olivia
SH	Scott Hardy	Food & Beverage Manager	Villa Olivia
KH	Karen Haywood	Golf & Winter Sports Manager	Villa Olivia

### STATUS REPORT KEY

<b>COMPLETE</b>	This work is complete, listing month and year of completion.
<b>IN PROGRESS</b>	This work has begun and should be complete this Fiscal Year.
<b>DEFERRED</b>	The project will not be worked on this Fiscal Year, see listed explanation.

# BARTLETT PARK DISTRICT

## 2019-2020 DEPARTMENTAL GOALS & OBJECTIVES

### ***ADMINISTRATION***

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Investigate creating a branding strategy for the park district.	RF, KD, PTP, KO, KR, LH	March 2020	
2.	Investigate different options to enhance the operations at Villa Olivia.	RF & PTP	October 2019	

### ***BUSINESS SERVICES***

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Investigate new methods to improve monthly accounts receivable processes.	PM	November 2019	
2.	Create 12-month task timeline for the Accounting Manager position.	PM	February 2020	
3.	Research the potential benefits and costs of moving to the new version of the District's current time and attendance software.	AR	October 2019	
4.	Research and evaluate web based training modules to create a more structured part-time onboarding and training process.	AR	March 2020	
5.	Create a staff onboarding and separation checklist.	AR	July 2019	
6.	Investigate viability and costs of a cloud base shared electronic storage system.	DE	October 2019	
7.	Research information technology electronic help desk ticketing system.	DE	December 2019	
8.	Investigate alternative methods to audit, monitor, and manage upgrades and maintenance of IT hardware.	DE	March 2020	
9.	Research payment methods to improve efficiencies and provide an increased benefit to the District.	KR	February 2020	
10.	Investigate credit card processors and determine if the District should remain with current vendor.	KR	October 2019	

### ***PARKS & PLANNING***

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Improve in-house staff training. Develop training agendas for production mowers, zero-turn mowers, and ballfield rake operations.	DT	February 2020	
2.	Review and update a key inventory for parks department employees.	DT	August 2019	

NO.	GOAL	STAFF	COMPLETION	STATUS
3.	Research a solution for infield drainage issue at Koehler fields.	DT	November 2019	
4.	Research a fall protection safety equipment needed for buildings.	LM	August 2019	
5.	Review current building preventative maintenance contractual services and develop RFP's. Obtain comparative pricing to evaluate current contracts.	LM	October 2019	
6.	Evaluate current rental clean-up package to ensure cost is adequate with labor and supply expenses.	LM	January 2020	
7.	Create a 12 month task timeline for the Project, Golf and Landscape Manager position.	PP	April 2020	
8.	Develop a landscape plan for improving the turf conditions at Bartlett Park. (north side shaded area)	PP	July 2019	
9.	Improve in-house staff training. Develop and implement training program for chainsaw safety and chipper operations and Boom Sprayer.	PP	February 2020	
10.	Create a procedure for startup and shut down of drinking fountains.	JZ	December 2019	
11.	Update the procedure manual for Leiseberg Spray park and create a procedure manual for Blue Heron Spray park.	JZ	October 2019	
12.	Develop a document to start tracking Rooftop Units repairs and cost for BCC.	JZ	March 2020	
13.	Create a 12 month task timeline for the Superintendent of Parks and Planning position.	KO	April 2020	
14.	Review and update Memorial Tree Program.	KO	August 2019	

### ***RECREATION***

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Create schedule, timeline and resource planning tool for Earth Day, Winterfest & the Zombie Run.	DM	March 2020	
2.	Create a Facility Operations and Guidelines Manual for the Nature Center.	DM	November 2019	
3.	Evaluate and create a yearlong task timeline of Office Staff and Animal Care Staff.	DM	January 2020	
4.	Create a Marketing Department schedule, timeline and check list for seasonal events/programs to ensure consistency from year to year.	SF	November 2019	
5.	Create an external form template and style guide to streamline the look of forms throughout the district.	SF	August 2019	

NO.	GOAL	STAFF	COMPLETION	STATUS
6.	Work with each department on creating benefits based marketing descriptions to showcase and communicate the value of our programs.	SF	August 2019	
7.	Develop contractors supply bins and implement procedure for drop off and pick up at front counter.	KM	February 2020	
8.	Develop a standardized onboarding and training checklist/plan for preschool staff.	KM	June 2019	
9.	Investigate additional preschool/early childhood programming options.	KM	December 2019	
10.	Oversee DCFS license renewal process.	KM	March 2020	
11.	Create yearlong task timeline for Recreation Manager position.	EE	March 2020	
12.	Develop additional marketing resources/materials for Schrade Gym.	EE	August 2019	
13.	Become involved with IPRA Facility Management Section by attending quarterly meetings.	EE	April 2020	
14.	Create a yearlong task timeline for the Recreation Manager position.	JH	April 2020	
15.	Create a Parent Handbook for Sports Camp.	JH	June 2019	
16.	Become involved with IPRA Recreation Section Athletics Committee by attending quarterly meetings.	JH	April 2020	
17.	Plan and create a Summer Craft Show or Pet Show.	JH	January 2020	
18.	Investigate ways to implement "age friendly" practices into the Bartlett Park District.	KD	March 2020	

### SPECIAL FACILITIES

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Review and revise all facility cancellation, deposit and rescheduling policies and update accordingly.	NS	February 2020	
2.	Investigate the ease and benefits of Reach TV and software integration to stream facility schedules in the Community Center lobby.	NS	April 2020	
3.	Update facility work order/room set up forms to improve the ease of use for staff and patrons.	NS	November 2019	
4.	Establish written guidelines for Managers with regards to improving communication with the Front Counter and staff.	AM	October 2019	



NO.	GOAL	STAFF	COMPLETION	STATUS
5.	Develop and maintain “Frequently Asked Questions” from specific areas of Park District operations to assist Front Counter staff to better answer guest questions and concerns.	AM	February 2020	
6.	Create and manage a shared folder to organize all current park district forms that the Front Counter staff might require to share with patrons.	AM	July 2019	
7.	Develop a new hire orientation manual for Splash Central staff, including lifeguards, swim lesson instructors, and cashiers, to ensure job requirements and expectations are clear.	ANM	August 2019	
8.	Design and implement an electronic survey to gather feedback from camps/groups and rentals at both aquatic facilities.	ANM	September 2019	
9.	Consider improving the appearance of Splash Central viewing room to make it visually more appealing and welcoming to patrons.	ANM	January 2020	
10.	Research a revenue generating plan to invest in a 3D body scanning/image machine and/or hydrotherapy massage chair.	JP	November 2019	
11.	Develop a proposal to transform the old physical therapy/TRX training area to better serve the changing needs of the <b>LIFECENTER</b> .	JP	September 2019	
12.	Investigate the possibility of hosting on-going fitness workshops/certifications.	JP	July 2019	
13.	Investigate different customer service philosophies and delivery methods.	LH	December 2019	

### VILLA OLIVIA

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Investigate alternative types of “over the snow” vehicles used for moving snow guns, transporting injured patron, moving equipment, etc.	PTP	January 2020	
2.	Create seasonal events, expanding Golf and Winter Sports cooperative events such as Turkey Shoot, Halloween Scramble, World Snow Day event, etc.	SH	June 2019	
3.	Develop and implement additional strategies to address food and beverage staffing difficulties.	SH	October 2019	
4.	Attend continuing education workshops or seminars addressing marketing, supervision and sales.	SH	February 2020	
5.	Plan and conduct customer service training for golf Pro Shop and Starter/Ranger staff.	KH	June 2019	

NO.	GOAL	STAFF	COMPLETION	STATUS
6.	Investigate and compile a report on options for Online or RecTrac, GolfNow, or other registration for ski lessons and programs.	KH	August 2019	
7.	Collaborate with Human Resources Manager to improve Winter Sports Job Fair and hiring process.	KH	November 2019	

**BARTLETT PARK DISTRICT: FULL-TIME SALARY RANGES**

	FY2018-19		FY2019-20 May 1, 2019		January 1, 2020 Minimum Wage Increase	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
<b>ADMINISTRATION</b>						
Executive Director	—	—	—	—	—	—
Executive Assistant	\$36,000	\$54,500	\$36,000	\$54,500	\$36,000	\$54,500
<b>BUSINESS SERVICES</b>						
Superintendent; Business Services	\$75,000	\$112,500	\$75,000	\$112,500	\$75,000	\$112,500
Information Technology Manager	\$55,000	\$90,000	\$55,000	\$90,000	\$55,000	\$90,000
Accounting Manager	\$40,000	\$60,000	\$45,000	\$73,000	\$45,000	\$73,000
Human Resources Manager	\$48,000	\$80,000	\$48,000	\$80,000	\$48,000	\$80,000
Business Services Specialist	\$15.00	\$27.00	\$15.00	\$27.00	\$15.00	\$27.00
<b>PARKS</b>						
Superintendent; Parks and Planning	\$75,000	\$112,500	\$75,000	\$112,500	\$75,000	\$112,500
Parks Manager	\$45,000	\$73,500	\$45,000	\$73,500	\$45,000	\$73,500
Facility Maintenance Manager	\$45,000	\$73,500	\$45,000	\$73,500	\$45,000	\$73,500
Maintenance Level III	\$19.00	\$29.00	\$20.00	\$30.00	\$20.00	\$30.00
Maintenance Level II	\$15.50	\$21.00	\$16.50	\$23.00	\$16.50	\$23.00
Maintenance Level I	\$13.75	\$16.00	\$14.50	\$17.00	\$14.50	\$17.00
Custodian	\$13.50	\$22.00	\$13.50	\$22.00	\$13.50	\$22.00
<b>SPECIAL FACILITIES</b>						
Superintendent; Special Facilities	\$75,000	\$112,500	\$75,000	\$112,500	\$75,000	\$112,500
Facility Managers	\$45,000	\$73,500	\$45,000	\$73,500	\$45,000	\$73,500
Scheduling Manager	\$45,000	\$73,500	\$45,000	\$73,500	\$45,000	\$73,500
Office Manager	\$40,000	\$60,000	\$40,000	\$60,000	\$40,000	\$60,000
Assistant Facility Managers	\$33,000	\$44,000	\$33,000	\$44,000	\$33,000	\$44,000
Assistant Office Manager	\$31,000	\$41,500	\$31,000	\$41,500	\$31,000	\$41,500
<b>RECREATION</b>						
Superintendent; Recreation	\$75,000	\$112,500	\$75,000	\$112,500	\$75,000	\$112,500
Marketing Manager	\$45,000	\$73,500	\$45,000	\$73,500	\$45,000	\$73,500
Environmental Education Manager	\$45,000	\$73,500	\$45,000	\$73,500	\$45,000	\$73,500
Nature Center Coordinator	\$31,000	\$41,500	\$31,000	\$41,500	\$31,000	\$41,500
Recreation Manager	\$45,000	\$73,500	\$45,000	\$73,500	\$45,000	\$73,500
<b>VILLA OLIVIA</b>						
Superintendent; Villa Olivia	\$75,000	\$112,500	\$75,000	\$112,500	\$75,000	\$112,500
Maintenance Level III	\$18.00	\$27.00	\$20.00	\$30.00	\$20.00	\$30.00
Maintenance Level II	\$15.50	\$21.00	\$16.50	\$23.00	\$16.50	\$23.00
Maintenance Level I	\$13.75	\$16.00	\$14.50	\$17.00	\$14.50	\$17.00
Golf & Winter Sports Operations Manager	\$45,000	\$73,500	\$45,000	\$73,500	\$45,000	\$73,500
Food & Beverage Manager	\$45,000	\$73,500	\$45,000	\$73,500	\$45,000	\$73,500
Chef	\$45,000	\$73,500	\$45,000	\$73,500	\$45,000	\$73,500
Sous Chef	\$35,000	\$48,000	\$35,000	\$48,000	\$35,000	\$48,000
Custodian	\$13.50	\$22.00	\$13.50	\$22.00	\$13.50	\$22.00
Event Sales Coordinator	\$33,000	\$44,000	\$40,000	\$60,000	\$40,000	\$60,000

**BARTLETT PARK DISTRICT: PART-TIME SALARY RANGES**

	FY2018-19		FY2019-20 May 1, 2019		January 1, 2020 Minimum Wage Increase	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
<b>ADMINISTRATION</b>						
Recording Secretary	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
Safety Coordinator	\$ 3,500.00	\$ 4,500.00	\$ 3,500.00	\$ 4,500.00	\$ 3,500.00	\$ 4,500.00
<b>BUSINESS SERVICES</b>						
IT Assistant	\$ 13.25	\$ 17.00	\$ 13.25	\$ 17.00	\$ 13.25	\$ 17.00
HR Assistant	n/a	n/a	\$ 15.00	\$ 21.00	\$ 15.00	\$ 21.00
Accounting Assistant	\$ 10.15	\$ 15.25	\$ 10.15	\$ 15.25	\$ 10.50	\$ 15.25
<b>PARKS</b>						
Parks Office Assistant	\$ 14.00	\$ 21.00	\$ 14.00	\$ 21.00	\$ 14.00	\$ 21.00
Custodian	\$ 9.00	\$ 14.50	\$ 9.00	\$ 14.50	\$ 10.00	\$ 15.50
Building & Custodial Maintenance	\$ 10.25	\$ 14.50	\$ 10.25	\$ 14.50	\$ 11.25	\$ 15.50
Parks Crew Leader/Equipment Operator	\$ 10.25	\$ 14.50	\$ 10.25	\$ 14.50	\$ 11.25	\$ 15.50
Parks Dept./Laborers	\$ 9.25	\$ 11.50	\$ 9.25	\$ 11.50	\$ 10.25	\$ 15.75
<b>SPECIAL FACILITIES</b>						
<b>REGISTRATION OFFICE</b>						
Registration Office Assistant	\$ 10.50	\$ 15.25	\$ 14.00	\$ 21.00	\$ 14.00	\$ 21.00
Registration Clerk	\$ 9.50	\$ 14.25	\$ 9.50	\$ 14.25	\$ 10.50	\$ 15.25
<b>RENTAL/FACILITY</b>						
BCC Event Supervisor	\$ 10.15	\$ 15.25	\$ 10.25	\$ 15.50	\$ 11.00	\$ 16.00
BCC Gym Sports Rental Supervisor	\$ 8.25	\$ 10.00	\$ 8.25	\$ 10.00	\$ 9.25	\$ 11.00
Party Place Coordinator	\$ 10.70	\$ 14.75	\$ 10.70	\$ 14.75	\$ 10.70	\$ 14.75
Party Place Staff	\$ 8.25	\$ 10.00	\$ 8.25	\$ 10.00	\$ 9.25	\$ 11.00
Bartender	\$ 9.15	\$ 15.25	\$ 9.15	\$ 15.25	\$ 9.25	\$ 15.35
BCC Building Supervisor	\$ 8.65	\$ 13.70	\$ 8.75	\$ 14.25	\$ 9.50	\$ 14.75
Theater Tech	\$ 15.00	\$ 20.00	\$ 15.00	\$ 20.00	\$ 15.00	\$ 20.00
<b>LIFECENTER HEALTH CLUB</b>						
Personal Trainers	\$ 18.00	\$ 30.00	\$ 18.00	\$ 30.00	\$ 18.00	\$ 30.00
Specialty Program Instructors	\$ 20.00	\$ 45.00	\$ 20.00	\$ 45.00	\$ 20.00	\$ 45.00
Equipment Orientation	\$ 15.00	\$ 20.00	\$ 15.00	\$ 20.00	\$ 15.00	\$ 20.00
Personal Trainers - Group Rate	1.5 x regular rate		\$ 27.00	\$ 45.00	\$ 27.00	\$ 45.00
Group Fitness Instructors	\$ 22.00	\$ 38.00	\$ 22.00	\$ 38.00	\$ 22.00	\$ 38.00
Fitness Coordinator	\$ 14.00	\$ 18.00	\$ 14.00	\$ 18.00	\$ 14.00	\$ 18.00
Supervisors (ie. Health Club, Kid's Stop, etc)	\$ 9.75	\$ 14.25	\$ 9.75	\$ 14.25	\$ 9.75	\$ 14.25
Front Counter Staff	\$ 9.00	\$ 12.00	\$ 9.00	\$ 12.00	\$ 9.25	\$ 12.25
Kid's Stop Staff	\$ 9.00	\$ 10.75	\$ 9.00	\$ 10.75	\$ 9.25	\$ 12.00
<b>AQUATICS AREA</b>						
Private Swim Instructor (per class)	\$ 9.50	\$ 9.50	\$ 9.50	\$ 9.50	\$ 10.50	\$ 10.50
Custom Private Swim Instructor (per Class)	\$ 10.50	\$ 10.50	\$ 10.50	\$ 10.50	\$ 11.50	\$ 11.50
Aquatics Coach (Swim Team, Diving Team, etc.)	\$ 10.70	\$ 20.30	\$ 10.70	\$ 20.30	\$ 10.70	\$ 20.30
Special Aquatics Instructor(Diving/Synchro)	\$ 12.00	\$ 23.00	\$ 12.00	\$ 23.00	\$ 12.00	\$ 23.00
Pool Supervisor	\$ 10.00	\$ 14.25	\$ 10.00	\$ 14.25	\$ 11.00	\$ 14.75
Swim Lessons Coordinator	\$ 9.25	\$ 14.25	\$ 9.25	\$ 14.25	\$ 10.25	\$ 14.25
Assistant Aquatics Coach	\$ 8.65	\$ 13.70	\$ 8.65	\$ 13.70	\$ 9.25	\$ 14.30
Head Lifeguard	\$ 9.50	\$ 12.00	\$ 9.50	\$ 12.00	\$ 10.75	\$ 13.00
Head Deck Attendant	\$ 9.00	\$ 11.25	\$ 9.00	\$ 11.25	\$ 10.25	\$ 12.50
Lifeguards	\$ 8.75	\$ 11.25	\$ 9.00	\$ 11.50	\$ 10.00	\$ 12.50
Lifeguard Instructor	\$ 10.50	\$ 14.25	\$ 10.50	\$ 14.25	\$ 11.00	\$ 14.25
Swim Instructors	\$ 8.25	\$ 10.50	\$ 8.25	\$ 10.50	\$ 9.25	\$ 11.50
Deck Attendant	\$ 8.25	\$ 10.00	\$ 8.25	\$ 10.00	\$ 9.25	\$ 11.50
Pool Cashier	\$ 8.25	\$ 10.00	\$ 8.25	\$ 10.00	\$ 9.25	\$ 11.50
Concession Supervisor	\$ 10.00	\$ 14.25	\$ 10.00	\$ 14.25	\$ 10.00	\$ 14.25
Concession Stand Attendant	\$ 8.25	\$ 10.00	\$ 8.25	\$ 10.00	\$ 9.25	\$ 11.50



**BARTLETT PARK DISTRICT: PART-TIME SALARY RANGES**

	FY2018-19		FY2019-20 May 1, 2019		January 1, 2020 Minimum Wage Increase	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
<b>RECREATION</b>						
<b>NATURE CENTER</b>						
Nature Center Instructor	\$ 9.00	\$ 13.70	\$ 10.00	\$ 14.50	\$ 10.00	\$ 14.50
Nature Center Specialty Instructor	<i>As Negotiated</i>		<i>As Negotiated</i>		<i>As Negotiated</i>	
Nature Center Office Staff	\$ 9.50	\$ 14.25	\$ 9.50	\$ 14.25	\$ 10.50	\$ 14.25
Nature Center Building Supervisor	\$ 9.25	\$ 13.70	\$ 9.25	\$ 13.70	\$ 9.25	\$ 13.70
Nature Center Custodian	\$ 9.00	\$ 14.50	\$ 9.00	\$ 14.50	\$ 10.00	\$ 15.50
Animal Care Staff	\$ 8.25	\$ 10.00	\$ 9.00	\$ 12.00	\$ 9.25	\$ 12.25
<b>PRESCHOOL</b>						
Preschool Coordinator	\$ 14.50	\$ 22.00	\$ 15.50	\$ 24.00	\$ 15.50	\$ 24.00
Preschool Teacher	\$ 12.00	\$ 18.00	\$ 12.50	\$ 19.00	\$ 12.50	\$ 19.00
Preschool Assistant	\$ 10.00	\$ 14.00	\$ 10.50	\$ 15.00	\$ 10.50	\$ 15.00
<b>CAMPS (ie. Day Camp, Sports Camp, Nature Center, etc)</b>						
Camp Coordinator	\$ 9.75	\$ 14.25	\$ 9.75	\$ 14.25	\$ 9.75	\$ 14.25
Camp Site Supervisor	\$ 8.75	\$ 13.70	\$ 8.75	\$ 13.70	\$ 9.25	\$ 14.20
Camp Counselor	\$ 8.25	\$ 12.00	\$ 8.25	\$ 12.00	\$ 9.25	\$ 13.00
<b>BEFORE &amp; AFTER SCHOOL PROGRAM</b>						
Before & After School Recreation Site Supervisor	\$ 10.75	\$ 15.25	\$ 10.75	\$ 15.25	\$ 10.75	\$ 15.25
Before & After School Recreation Staff	\$ 8.25	\$ 12.00	\$ 8.25	\$ 12.00	\$ 9.25	\$ 13.00
<b>SPORTS/ATHLETICS STAFF</b>						
Soccer Referee (Certified)/game	\$ 18.00	\$ 25.00	\$ 18.00	\$ 30.00	\$ 18.00	\$ 30.00
Soccer Linesperson/game	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
Softball Umpire (Uncertified)/game	\$ 16.00	\$ 25.00	\$ 16.00	\$ 25.00	\$ 16.00	\$ 25.00
Softball Umpire (Certified)/game	\$ 45.00	\$ 65.00	\$ 45.00	\$ 65.00	\$ 45.00	\$ 65.00
Dodgeball Official (Uncertified)/ game	n/a	n/a	\$ 9.00	\$ 12.00	\$ 9.25	\$ 12.25
Volleyball Official (Certified)/per game	\$ 20.00	\$ 25.00	\$ 20.00	\$ 25.00	\$ 20.00	\$ 25.00
Volleyball Official (Uncertified)/per game	\$ 15.00	\$ 20.00	\$ 15.00	\$ 20.00	\$ 15.00	\$ 20.00
Sports Coordinators (ie. Soccer, Softball, etc)	\$ 9.15	\$ 14.25	\$ 9.15	\$ 14.25	\$ 9.25	\$ 14.35
Field Supervisor	\$ 8.25	\$ 10.00	\$ 8.25	\$ 10.00	\$ 9.25	\$ 11.00
Sports Scorekeeper	\$ 8.25	\$ 10.00	\$ 8.25	\$ 10.00	\$ 9.25	\$ 11.00
Youth Sports Programs	\$ 8.25	\$ 10.00	\$ 8.25	\$ 12.00	\$ 9.25	\$ 13.00
Schrade Gym Building Supervisor	\$ 8.65	\$ 13.70	\$ 8.65	\$ 13.70	\$ 9.25	\$ 14.30
BCC Gym Supervisor	\$ 8.25	\$ 10.00	\$ 8.25	\$ 10.00	\$ 9.25	\$ 11.00
BCC Open Gym Supervisor	\$ 8.25	\$ 10.00	\$ 8.25	\$ 10.00	\$ 9.25	\$ 11.00
<b>MISC. RECREATION PROGRAMS</b>						
Program Instructors	<i>As Negotiated</i>		<i>As Negotiated</i>		<i>As Negotiated</i>	
Marketing Assistant	\$ 12.20	\$ 16.75	\$ 12.20	\$ 16.75	\$ 12.20	\$ 16.75
Theater Tech	\$ 15.00	\$ 20.00	\$ 15.00	\$ 20.00	\$ 15.00	\$ 20.00
Cultural Arts Coordinator	\$ 12.00	\$ 18.00	\$ 12.00	\$ 18.00	\$ 12.00	\$ 18.00
Bus Driver (Trips)	\$ 9.00	\$ 12.00	\$ 9.00	\$ 12.00	\$ 9.25	\$ 12.25
Trip Supervisor	\$ 9.00	\$ 12.00	\$ 9.00	\$ 12.00	\$ 9.25	\$ 12.25
Special Event Staff	\$ 8.25	\$ 10.00	\$ 8.25	\$ 10.00	\$ 9.25	\$ 11.00
Orientation/District-wide Training/Meetings	\$ 8.25	\$ 8.25	\$ 8.25	\$ 8.25	\$ 9.25	\$ 9.25
<b>VILLA OLIVIA</b>						
<b>GOLF AT APPLE ORCHARD</b>						
Golf Clubhouse Supervisor	\$ 11.00	\$ 15.00	\$ 11.00	\$ 15.00	\$ 11.00	\$ 15.00
Assistant Clubhouse Supervisor	\$ 9.75	\$ 11.75	\$ 9.75	\$ 11.75	\$ 10.75	\$ 12.75
Front Counter Staff	\$ 9.00	\$ 12.00	\$ 9.00	\$ 12.00	\$ 10.00	\$ 13.00
Golf Lessons Instructor (per Class)	<i>As Negotiated</i>		<i>As Negotiated</i>		<i>As Negotiated</i>	
Private Golf Lessons (per Class)	<i>As Negotiated</i>		<i>As Negotiated</i>		<i>As Negotiated</i>	
Private Group Lessons (per Class)	<i>As Negotiated</i>		<i>As Negotiated</i>		<i>As Negotiated</i>	

**BARTLETT PARK DISTRICT: PART-TIME SALARY RANGES**

	FY2018-19		FY2019-20 May 1, 2019		January 1, 2020 Minimum Wage Increase	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
WINTER SPORTS OPERATIONS						
Winter Sports Office/Rental Office Coordinator	\$ 14.00	\$ 20.00	\$ 14.00	\$ 20.00	\$ 14.00	\$ 20.00
Winter Sports Office Supervisor	\$ 9.15	\$ 14.25	\$ 9.15	\$ 14.25	\$ 10.15	\$ 14.25
Winter Sports Office Clerk	\$ 8.25	\$ 11.20	\$ 8.25	\$ 11.20	\$ 9.25	\$ 12.20
Winter Sports Rental Supervisor	\$ 9.15	\$ 14.25	\$ 9.15	\$ 14.25	\$ 10.15	\$ 14.25
Winter Sports Rental Attendant	\$ 8.25	\$ 11.20	\$ 8.25	\$ 11.20	\$ 9.25	\$ 12.20
Winter Sports Hill Coordinator	\$ 14.00	\$ 20.00	\$ 14.00	\$ 20.00	\$ 14.00	\$ 20.00
Winter Sports Hill Supervisor	\$ 9.15	\$ 14.25	\$ 9.15	\$ 14.25	\$ 10.15	\$ 14.25
Chair Lift, Tow Rope, & Tube Hill Operator	\$ 8.25	\$ 10.50	\$ 8.25	\$ 10.50	\$ 9.25	\$ 11.50
Winter Sports School Coordinator	\$ 14.00	\$ 20.00	\$ 14.00	\$ 20.00	\$ 14.00	\$ 20.00
Winter Sports School Supervisor	\$ 9.15	\$ 18.00	\$ 9.15	\$ 18.00	\$ 10.15	\$ 18.10
Ski & Snow Board Instructor	\$ 9.00	\$ 18.00	\$ 9.00	\$ 18.00	\$ 10.00	\$ 18.25
Winter Sports Lodge Custodian	\$ 8.25	\$ 14.50	\$ 8.25	\$ 14.50	\$ 10.00	\$ 15.50
Ski Patrol	\$ 9.00	\$ 14.00	\$ 9.00	\$ 14.00	\$ 10.00	\$ 14.25
FOOD & BEVERAGE						
Banquet Captain	\$9.15 - \$14.25 + Service Charge		\$9.15 - \$14.25 + Service Charge		\$10.15 - \$14.35 + Service Charge	
Banquet Server	\$4.95 + Service Charge		\$4.95 + Service Charge		\$5.55 + Service Charge	
Banquet Busser/Runner	\$8.25 + Service Charge		\$8.25 + Service Charge		\$9.25 + Service Charge	
Banquet Bartender	\$8.25 - \$10.00 + Service Charge		\$8.25 - \$10.00 + Service Charge		\$9.25 - \$11.00 + Service Charge	
Cook	\$ 9.75	\$ 15.00	\$ 9.75	\$ 15.00	\$ 10.75	\$ 15.00
Dishwasher	\$ 8.25	\$ 10.00	\$ 8.75	\$ 11.75	\$ 9.25	\$ 12.75
Brunch Captain	\$9.15	\$14.25	\$9.15	\$14.25	\$10.15	\$14.25
Brunch/Dining Room Server	\$4.95 + Tips		\$4.95 + Tips		\$5.55 + Tips	
Dining Room & Brunch Busser/Runner	\$8.25 + Tips		\$8.25 + Tips		\$9.25 + Tips	
Dining Room Bartender	\$8.25 - \$10.00 + Tips		\$8.25 - \$10.00 + Tips		\$9.25 - \$11.00 + Tips	
Bar & Winter Sports Café Cashier	\$ 10.00	\$ 13.00	\$ 10.00	\$ 13.00	\$ 10.00	\$ 13.00
Winter Sports Café Runner	\$ 8.25	\$ 12.00	\$ 8.25	\$ 12.00	\$ 9.25	\$ 13.00
1/2 Way House	\$8.25 - \$10.00 + Tips		\$8.25 - \$10.00 + Tips		\$9.25 - \$11.00 + Tips	
Beer Cart	\$8.25 - \$10.00 + Tips or Service Charge		\$8.25 - \$10.00 + Tips or Service Charge		\$9.25 - \$11.00 + Tips or Service Charge	
Laundry	\$ 8.25	\$ 10.00	\$ 8.25	\$ 10.00	\$ 9.25	\$ 11.00
Special Event Staff	\$ 8.25	\$ 10.00	\$ 8.25	\$ 10.00	\$ 9.25	\$ 11.00
SALES						
Event Sales Assistant	\$ 12.00	\$ 18.00	\$ 12.00	\$ 18.00	\$ 12.00	\$ 18.00
Winter Sports Promotions	\$ 12.00	\$ 18.00	\$ 12.00	\$ 18.00	\$ 12.00	\$ 18.00
GOLF & WINTER SPORTS GROUNDS						
Grounds Equipment Operator	\$ 10.25	\$ 14.50	\$ 10.25	\$ 14.50	\$ 11.25	\$ 15.50
Golf & Winter Sports Grounds Laborers	\$ 9.25	\$ 11.50	\$ 9.25	\$ 11.50	\$ 10.25	\$ 15.75
GOLF AT VILLA OLIVIA						
Front Counter Staff	\$ 9.00	\$ 12.00	\$ 9.00	\$ 12.00	\$ 10.00	\$ 13.00
Ranger/Starter	\$ 8.25	\$ 10.00	\$ 8.25	\$ 10.00	\$ 9.25	\$ 11.00
Golf Lessons Instructor (per Class)	As Negotiated		As Negotiated		As Negotiated	
Private Golf Lessons (per Class)	As Negotiated		As Negotiated		As Negotiated	
Private Group Lessons (per Class)	As Negotiated		As Negotiated		As Negotiated	
GOLF & WINTER SPORTS OPERATIONS						
Golf & Winter Sports Office Assistant	\$ 12.00	\$ 18.00	\$ 12.00	\$ 18.00	\$ 12.00	\$ 18.00

Board Approved: 03/19/2019



## **BOARD MEMORANDUM**

**April 9, 2019**

**To:** Board of Commissioners  
**From:** Rita Fletcher, Executive Director  
Kevin Romejko, Superintendent of Business Services  
**Re:** FY 2019-20 Bartlett Park District Budget: Executive Summary

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Staff is pleased to present the proposed 2019-20 Bartlett Park District Budget for the Park Board's consideration. This budget represents the fiscal priorities for 2019-20 operations, while continuing to meet the Park District's Mission "we create fun by providing the finest in parks, programs, and recreational facilities for our community" and Vision "to create lasting memories for our community by enthusiastically responding to and serving their recreational and leisure needs." The proposed budget complies with the provisions of the Park District Code. The FY2019-20 Budget Executive Summary is written in March 2019; therefore, assumptions have been made with respect to FY2018-19 revenues/expenditures with two months remaining in the fiscal year.

### **The Process**

Staff began the process of developing the 2019-20 Budget on October 9, 2018. Similar to past years, the goal was set to complete and approve the FY2019-20 Budget by early May.

The budget process is a collaborative effort. Each department is responsible for preparing its own budget and then presenting it to Administration. Business Services staff assists in correcting any inconsistencies within the presentation so that it can be reviewed by the Superintendent responsible for the budget, along with the Executive Director. The budget is then returned a final time to implement the recommendations from those meetings.

When the entire budget has been entered, it is reviewed at a Districtwide level to determine priorities for the year and whether or not resources exist to support them.

### **The Philosophy**

Staff has assembled the FY2019-20 Budget based on the assumption that demands for quality services, programs, and facilities will continue to grow. Additionally, the FY2019-20 Budget takes into consideration recent legislation increasing the State's minimum wage from \$8.25 per hour to \$9.25 per hour on January 1, 2020. The Bartlett Park District is well-positioned to continue to meet the growing demands and remain fiscally responsible to its constituents through innovative and effective and efficient practices.

The FY2019-20 Budget provides the District numerous opportunities to create fun. One such area is parks and playgrounds. In February 2019 the District was awarded an Open Space Land Acquisition and Development (OSLAD) Grant providing matching fund assistance of \$400,000 for the Free To Be Me Inclusive Playground at Bartlett Park. As the Bartlett Parks Foundation has committed \$250,000 to the project, the net expense to the District in the FY2019-20 proposed budget is \$150,000. Another area of improvement in FY2019-20 is at Valley View Park. This 25 acre park located at the intersection of Westridge Boulevard and Cedarfield Drive in the Westridge Subdivision will receive a playground renovation. A final opportunity to create fun within the proposed FY2019-20 Budget is at Community Park, where both drainage repairs and ballfield renovations are scheduled.

The FY2019-20 proposed budget continues to support the philosophy of maintaining existing assets prior to taking on new projects. To ensure that resources are available in the future for the District's Capital Replacement and Improvement Plan (CRIP), the proposed budget recommends that \$655,055 be transferred to the Capital Projects Fund from the Corporate Fund.

The District's Capital Replacement and Improvement Plan provides a guide for infrastructure and equipment replacements, and improvements. In order to maintain existing assets, resources have been allocated for improving Bartlett Community Center, Bartlett Aquatic Center, and Villa Olivia. The Bartlett Community Center will receive 24.4% of the District's allocation of capital resources, while Villa Olivia improvements will receive 8.5%, and Bartlett Aquatic Center 2.4%.

### **FY2019-20 Proposed Budget Highlights By Fund**

#### **Corporate Fund**

The Corporate Fund consists of Administration, Business Services, and Park Maintenance.

The Corporate Fund includes the following transfers out to other funds:

- \$655,055 to Capital Projects Fund
  - \$330,055 Build America Bonds rebate
  - \$325,000 fund balance
- \$70,000 to Recreation Fund

#### **Capital Items:**

- New truck for Parks Department - \$30,000
- New chipper for Parks Department - \$25,000
- New sprayer for Apple Orchard Golf Course - \$36,000
- Drainage and ballfield improvements at Community Park fields - \$63,465
- Boat structure replacement at Bartlett Aquatic Center Sand Play Area - \$14,000
- Spray pad gate replacement at Bartlett Aquatic Center - \$8,000
- Storage area network (SAN) replacement at Bartlett Community Center - \$25,000
- PC replacements - \$10,000

#### **Capital Projects:**

- Recreation management software - \$35,000
- Sealcoating and parking lot repair at Bartlett Community Center - \$43,000
- Trees - \$5,000
- Native Areas - \$20,000



## **Capital Projects Fund**

The Capital Projects Fund includes the following transfers in from other funds:

- \$655,055 from Corporate Fund
  - \$330,055 Build America Bonds rebate
  - \$325,000 fund balance

Capital Items:

- New sprayer for Villa Olivia - \$60,000
- New rough mower for Villa Olivia - \$45,400
- New beverage cart for Villa Olivia - \$9,300

Capital Projects:

- Continue park and playground improvements at Trails End Park – \$71,381
- Park and playground improvements at Valley View Park - \$100,000
- Inclusive Playground at Bartlett Park - \$650,000
- Landscape/walkway repairs near gazebo at Bartlett Park - \$50,000
- Basketball court resurfacing – Marianne Cordell Park - \$15,000
- Window and wall repairs at Bartlett Community Center - \$200,000
- Front landscaping replacement at Bartlett Community Center - \$70,000
- Paint lazy river at Bartlett Aquatic Center - \$25,000
- Backwash valve replacement at Bartlett Aquatic Center - \$10,000
- VGBA grate replacement at Bartlett Aquatic Center - \$15,000
- VGBA grate replacement at Splash Central - \$8,500
- Men's restroom partition replacement at Splash Central - \$19,250
- Continue install of water, sewer, and electric at Villa Olivia Maintenance Building - \$85,000
- HVAC air handler relocation at Villa Olivia - \$45,500
- Sealcoating and parking lot repair at Villa Olivia - \$20,210
- Outside stair replacement at Villa Olivia - \$18,000
- Lighting panel replacements for winter sports at Villa Olivia - \$10,000
- Tree removal and replacement at Villa Olivia - \$5,000

## **Bond and Interest Fund**

Scheduled bond and interest payments and associated fees will be paid from this fund for the following debt issuances:

- Series 2010 Taxable General Obligation Park Bonds (Build America Bonds)
- Series 2018 General Obligation Limited Tax Refunding Park Bonds

## **Villa Olivia Fund**

The Villa Olivia Fund includes an 18-hole golf course, winter sports of ski, snowboarding, and tubing, and the banquet, food, and beverage operations of the facility.

Golf Course:

- New/increased revenue streams
  - Formation of one new Villa Olivia sponsored league
  - Increased focus placed on securing outings

#### Winter Sports:

- Capital Items
  - Snow gun replacement - \$10,000
  - Tow motor replacement - \$8,000
- New/increased revenue streams
  - Anticipate increase of 3 and 6 visit punch cards due to elimination of season pass
  - Price increase of \$1.00 for helmet rental

#### Food and Beverage:

- New/increased revenue streams
  - Price increase on select banquet lunch and dinner packages
  - Price increase on select items in the restaurant, halfway house, and ski cafe

### **Recreation Fund**

The Recreation Fund includes recreation programs, marketing, Bartlett Nature Center, Schrade Gymnasium, LIFECenter Health and Fitness Club, Bartlett Aquatic Center, Splash Central, Oak Room, Registration Office, Bartlett Community Center room rentals and birthday parties, athletic field rentals, Apple Orchard Golf Course, and a portion of maintenance expenses at Bartlett Community Center.

The Recreation Fund includes the following transfers in from other funds:

- \$70,000 from Corporate Fund for Bartlett Community Center maintenance expenses
- \$61,000 from Special Recreation Fund for Northwest Special Recreation Association facility usage

The following are new recreation programs or events to be offered:

- Youth Dodgeball League
- Chicago Fire Soccer Camp
- Paint classes
- Canvas art classes
- Babysitting class
- Kyuki-Do Martial Arts
- Before School Recreation at Centennial School
- Nature Center 2 Year Old with Parent Summer Camp
- Nature Center add on mini camps - The Fun Keeps Going

#### Marketing:

- Increased part-time Marketing Assistant weekly hours from 17 to 19

#### LIFECenter Health and Fitness Club:

- Capital Items
  - Fitness equipment replacement - \$38,500
  - New flooring in rig area - \$10,000
  - Flooring replacement in entry and lounge areas - \$7,000
- New/increased revenue streams
  - Added Healthy Contributions Program membership option
  - Conversion of platform area by track to a stretching area

#### Bartlett Aquatic Center:

- New/increased revenue streams
  - Enhanced events to celebrate National Water Park Day and National Swimming Pool Day

#### Splash Central

- Capital Items
  - Dectron dehumidification system improvements - \$25,000
  - Spa boiler replacement - \$12,000
  - Air duct cleaning - \$7,500

#### Oak Room

- Capital Item
  - Banquet chair replacement - \$8,500

#### Maintenance – Bartlett Community Center:

- Capital Items
  - Gymnasium basketball courts floor refinishing - \$16,000
  - Flooring replacement program room 3, 4, and 5 - \$24,300
  - Table and chair replacements - \$21,000
  - Building heating boiler replacement - \$25,000
  - Rooftop unit replacement (RTU) in LIFECenter Health and Fitness Club - \$20,000

### **Special Recreation Fund**

Northwest Special Recreation Association assessment for calendar year 2019 - \$242,068

#### Capital Projects:

- Inclusive Playground at Bartlett Park - \$150,000
- Park and playground improvements at Trails End Park – \$28,619
- Park and playground improvements at Valley View Park - \$30,000
- Accessibility projects - \$25,000

### **Illinois Municipal Retirement Fund**

#### Employer contribution rate on eligible wages:

- Calendar year 2019 – 9.59%
- Preliminary calendar year 2020 – 10.94%

### **Social Security and Medicare Fund**

#### Employer tax rate on eligible wages:

- Social Security – 6.20%
- Medicare – 1.45%

### **Audit Fund**

FY2018-19 Comprehensive Annual Financial Report (CAFR) fee - \$17,000

GASB 75 valuation report fee - \$2,500

## **Liability Insurance Fund**

The Liability Insurance Fund includes property loss, general liability, and worker's compensation premiums paid to the Park District Risk Management Agency, reimbursable method unemployment expense, the inspection of fire and security equipment and systems, risk management capital items, and expenses related to the District's Safety Committee.

Park District Risk Management Agency premiums - \$208,525

Unemployment expense - \$15,000

Alarm and safety inspections - \$42,407

## **Paving and Lighting Fund**

Capital Projects:

- Sealcoating and parking lot repair at Bartlett Community Center - \$25,000
- Bike paths and trails - \$10,000



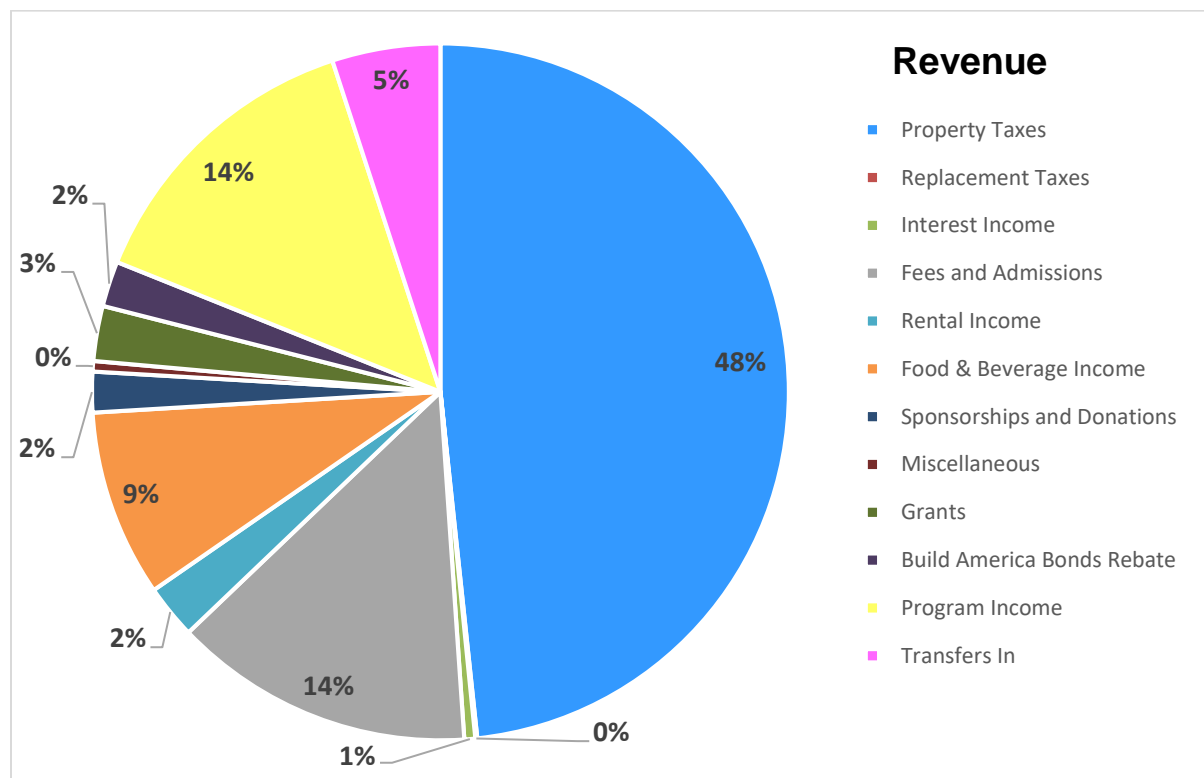
## **FY2019-20 Proposed Budget Summary**

For all funds, total budgeted revenues – excluding transfers – are expected to be \$14,877,501. The proposed budget request reflects that total budgeted expenditures for all funds – excluding transfers – are expected to be \$14,970,497.

In FY2019-20, staff will work to maintain fund balances equal to the targeted amounts, as stated in the Fund Balance Policy. The following tables and charts represent FY2019-20 budgeted revenues and expenditures across all funds.

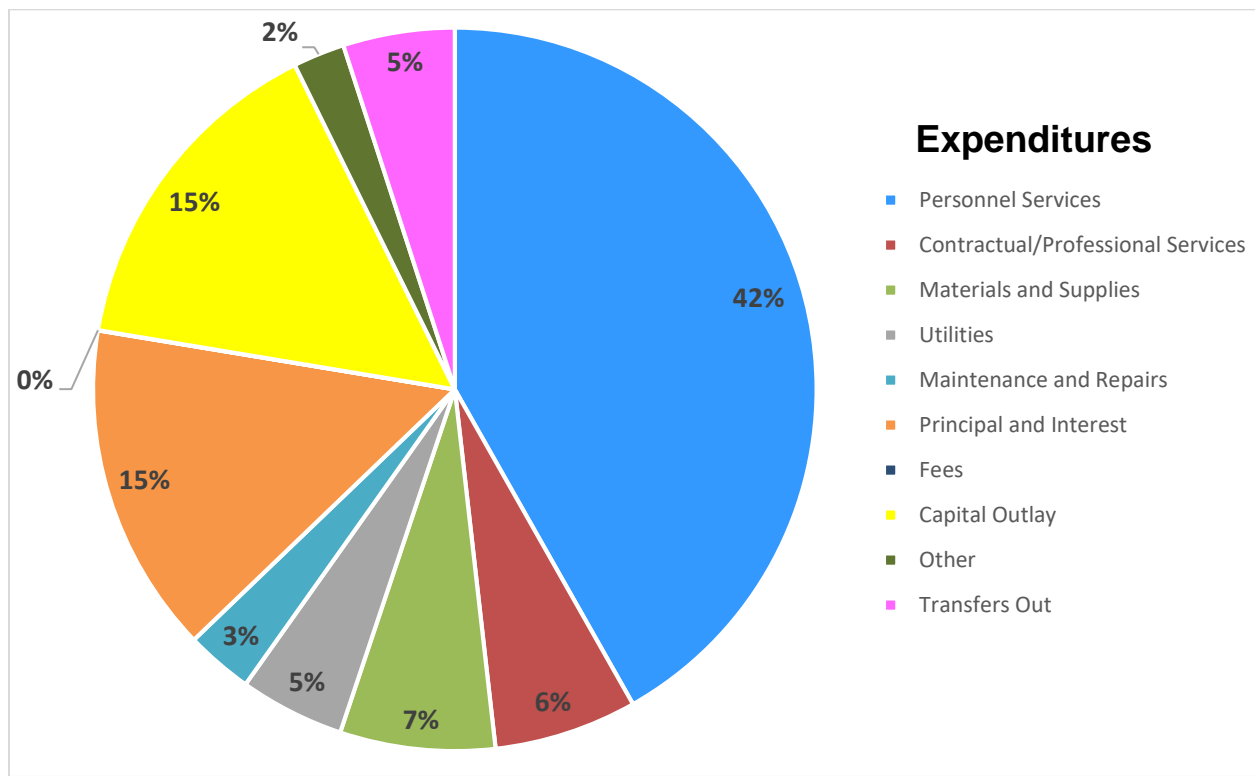
### Revenue:

Property Taxes	\$ 7,567,240
Replacement Taxes	\$ 14,000
Interest Income	\$ 79,247
Fees and Admissions	\$ 2,186,836
Rental Income	\$ 391,979
Food & Beverage Income	\$ 1,359,292
Sponsorships and Donations	\$ 294,720
Miscellaneous	\$ 76,128
Grants	\$ 400,000
Build America Bonds Rebate	\$ 330,055
Program Income	\$ 2,178,004
	<u>\$ 14,877,501</u>
Transfers In	\$ 786,055
Total Revenue	<u><u>\$ 15,663,556</u></u>



Expenditures:

Personnel Services	\$ 6,586,645
Contractual/Professional Services	\$ 1,008,047
Materials and Supplies	\$ 1,092,538
Utilities	\$ 739,046
Maintenance and Repairs	\$ 472,978
Principal and Interest	\$ 2,329,108
Fees	\$ 1,855
Capital Outlay	\$ 2,376,425
Other	\$ 363,855
	<u>\$ 14,970,497</u>
Transfers Out	\$ 786,055
Total Expenditures	<u>\$ 15,756,552</u>



### Property Tax Revenue

Property tax revenue comprises 48.31% of all revenue in the FY2019-20 budget. The 2018 tax levy (collected in 2019), is based on the rise in the Consumer Price Index (2.10%) and any additional growth. Based upon past history, the District anticipates approximately 99% of the levy will be collectible. A property tax bill is calculated by multiplying the equalized assessed value of a property (less any homestead exemptions) by the aggregate rate for the tax code area in which the property lies.

The following table represents the 20-year historical change in consumer price index:

<b>Year</b>	<b>CPI</b>	<b>Percent Change</b>	<b>Levy Year</b>	<b>Year Taxes Paid</b>
1998	163.900	1.60	1999	2000
1999	168.300	2.70	2000	2001
2000	174.000	3.40	2001	2002
2001	176.700	1.60	2002	2003
2002	180.900	2.40	2003	2004
2003	184.300	1.90	2004	2005
2004	190.300	3.30	2005	2006
2005	196.800	3.40	2006	2007
2006	201.800	2.50	2007	2008
2007	210.000	4.08	2008	2009
2008	210.228	0.10	2009	2010
2009	215.949	2.70	2010	2011
2010	219.179	1.50	2011	2012
2011	225.672	3.00	2012	2013
2012	229.601	1.70	2013	2014
2013	233.049	1.50	2014	2015
2014	234.812	0.80	2015	2016
2015	236.525	0.70	2016	2017
2016	241.432	2.10	2017	2018
2017	246.524	2.10	2018	2019

The following table represents the historical change in equalized assessed value, by county, for the District:

<b>Valuation Year</b>	<b>DuPage</b>	<b>Cook</b>	<b>Kane</b>	<b>Total</b>	<b>% Change</b>
2010	820,845,224.00	528,415,405.00	3,695,367.00	1,352,955,996	-3.08%
2011	758,548,541.00	499,402,967.00	3,272,734.00	1,261,224,242	-6.78%
2012	694,029,731.00	444,741,080.00	2,963,424.00	1,141,734,235	-9.47%
2013	649,869,438.00	404,493,184.00	2,764,670.00	1,057,127,292	-7.41%
2014	633,089,848.00	343,271,564.00	2,699,262.00	979,060,674	-7.38%
2015	655,251,033.00	350,423,561.00	2,950,493.00	1,008,625,087	3.02%
2016	694,624,718.00	336,779,389.00	3,248,828.00	1,034,652,935	2.58%
2017	724,996,697.00	394,466,306.00	4,093,176.00	1,123,556,179	8.59%
2018	754,024,641.00	393,490,655.00	5,652,254.00	1,153,167,550	2.64%

### **Communication/Marketing**

The Park District will continue to expand its efforts to develop, strengthen, and foster relationships with local community groups, business leaders, elected officials, the Village of Bartlett, and Park District residents. These ongoing efforts are done in order to increase support and interest in activities and offerings; thus providing a higher quality of service to the District's constituents.

Specifically, staff will work to focus communication efforts on the website, social media, program guides, and promotional items. The proposed FY2019-20 Budget includes \$82,565 to design, print, and distribute four program guides.

In FY2019-20 Communication/Marketing and Villa Olivia staff will continue to work together to increase overall awareness of Villa Olivia as a preferred destination in the Chicagoland area. The FY2019-20 Budget reflects expenditures of \$40,006 dedicated to the communication and marketing of Villa Olivia. Food and beverage accounts for \$20,451, winter sports \$13,215, and golf \$6,340.

### **Human Resources**

Undoubtedly, the Park District's most valuable asset is its people. The District continues to evaluate its organizational structure and strategically maneuver human capital to provide support to the Strategic Planning Process.

In the current labor market, recruiting qualified employees that are well matched with the organization's culture is an ongoing challenge. Although the proposed budget continues to offer employees competitive benefit packages, economic realities have placed a premium on measuring and evaluating staffing levels and needs. In order to meet the demand of quality parks and services the proposed FY2019-20 Budget includes the addition of 1 full-time laborer in the Parks Department. However, it also includes the reduction of 1 full-time position in the Business Services Department; therefore, maintaining the number of full-time staff at 56.

**Salaries and Benefits:** Attracting and retaining employees is essential to the Park District's success in providing quality park and recreation services, preparing for the future, and operating efficiently and effectively. The proposed budget represents the commitment to provide fair and equitable compensation and benefits competitive with the marketplace.

**Health Insurance:** The District continues to be a member of the Park District Risk Management Agency (PDRMA) health insurance pool. PDRMA assists the District to manage risks through plan option offerings, high quality wellness/prevention programs and case management strategies, as well as through training and educational resources.

In FY2019-20 the District will continue to offer the PPO with Health Reimbursement Account (HRA) and HMO coverage options to all benefit eligible employees.

### **Information Technology**

The Park District utilizes information technology (IT) as the design, development, application, implementation, support or management of computer-based information systems dealing with the use of computers and telecommunications equipment to store, retrieve, transmit and manipulate data. The Park District strives to consistently provide a high level of quality information technology services and experiences, both for external guests and staff, while simultaneously operating efficiently from a business standpoint.

Current and future information technology needs will continuously be evaluated. The FY2019-20 Budget reflects expenditures of \$15,965 for consulting, \$105,020 for equipment and software maintenance, and \$88,000 for capital improvements which include recreation management software, PC replacements, WiFi access point enhancements, and a storage area network replacement at Bartlett Community Center.

### **Fund Balance Targets**

As previously stated, the tax levy and FY2019-20 proposed budget was prepared with the Fund Balance Policy in mind. The Fund Balance Policy sets targets for fund balances as a percentage of expenses. Provided FY2018-19 projections are accurate and the FY2019-20 proposed budget is met, fund balance target projections at April 30, 2020, are as follows:

<b><u>Fund</u></b>	<b><u>FY2018-19 Projection</u></b>	<b><u>FY2019-20 Budget</u></b>	<b><u>Policy Target</u></b>
Corporate	25.00%	27.55%	25%
Capital Projects	NA	NA	NA
Bond & Interest	NA	NA	NA
Villa Olivia	-118.29%	-110.54%	25%
Recreation	35.20%	32.63%	25%
Special Recreation	49.46%	22.88%	25%
IMRF	41.09 %	27.90%	25%
SS & Medicare	28.65%	21.85%	25%
Audit	60.01%	9.06%	25%
Liability Insurance	31.39%	32.70%	25%
Paving & Lighting	42.08%	26.04%	25%
Quadricentennial	NA	NA	NA

The Park District has met its fund balance targets in all cases, except for the Villa Olivia Fund. In order to comply with the fund balance targets, the fund deficits included in the proposed FY2019-20 budget are intentional.

**FY2019-20 Proposed Budget Revenue and Expenditure Analysis By Fund****Corporate Fund**

Revenue	
Property Taxes	\$3,145,080
Replacement Taxes	14,000
Interest Income	78,050
Miscellaneous Income	9,775
Build America Bonds Rebate	330,055
Total Estimated Revenue	\$3,576,960
Expenses	
Personnel Services	\$1,645,539
Contractual/Professional Services	95,016
Materials and Supplies	163,777
Utilities	92,651
Maintenance and Repairs	175,174
Capital Outlay	342,465
Transfers Out	725,055
Other	119,335
Total Estimated Expense	\$3,359,012
Fund Net Surplus/Deficit	\$217,948

**Capital Projects Fund**

Revenue	
Transfers In	\$655,055
Interest Income	1000
Sponsorships and Donations	255,000
Grants	400,000
Total Estimated Revenue	\$1,311,055
Expenses	
Building Improvements	\$531,460
Equipment	114,700
Park Improvements	886,381
Total Estimated Expense	\$1,532,541
Fund Net Surplus/Deficit	(\$221,486)



**Bond and Interest Fund**

Revenue	
Property Taxes	\$2,340,738
Replacement Taxes	50
Total Estimated Revenue	\$2,340,788
Expenses	
Principal and Interest	\$2,329,108
Fees	1,855
Total Estimated Expense	\$2,330,963
Fund Net Surplus/Deficit	\$9,825

**Villa Olivia Fund**

Revenue	
Fees and Admissions	\$712,973
Rental Income	287,049
Food and Beverage Sales	1,225,532
Miscellaneous Income	35,208
Program Income	75,070
Total Estimated Revenue	\$2,335,832
Expenses	
Personnel Services	\$1,439,250
Contractual/Professional Services	78,309
Materials and Supplies	468,512
Utilities	142,857
Maintenance and Repair	95,790
Capital Outlay	18,000
Other	70,982
Total Estimated Expense	\$2,313,700
Fund Net Surplus/Deficit	\$22,132

## Recreation Fund

Revenue	
Property Taxes	\$689,600
Fees and Admissions	1,473,863
Interest Income	100
Rental Income	104,930
Food and Beverage Income	133,760
Sponsorships and Donations	39,720
Miscellaneous Income	29,645
Transfers In	131,000
Program Income	2,102,934
Total Estimated Revenue	\$4,705,552
Expenses	
Personnel Services	\$2,854,521
Contractual/Professional Services	311,102
Materials and Supplies	460,249
Utilities	503,538
Maintenance and Repair	199,514
Capital Outlay	214,800
Other	151,288
Total Estimated Expense	\$4,695,012
Fund Net Surplus/Deficit	\$10,540

## Special Recreation Fund

Revenue	
Property Taxes	\$458,968
Total Estimated Revenue	\$458,968
Expenses	
Contractual Services	\$242,068
Capital Outlay	233,619
Transfer Out	61,000
Total Estimated Expense	\$536,687
Fund Net Surplus/Deficit	(\$77,719)

## Illinois Municipal Retirement Fund

Revenue	
Property Taxes	\$285,708
Total Estimated Revenue	\$285,708
Expenses	
Personnel Services	\$313,916
Total Estimated Expense	\$313,916
Fund Net Surplus/Deficit	(\$28,208)

### **Social Security and Medicare Fund**

Revenue	
Property Taxes	\$297,182
Total Estimated Revenue	\$297,182
Expenses	
Personnel Services	\$313,824
Total Estimated Expense	\$313,824
Fund Net Surplus/Deficit	(\$16,642)

### **Audit Fund**

Revenue	
Property Taxes	\$12,622
Total Estimated Revenue	\$12,622
Expenses	
Contractual Services	\$21,500
Other	50
Total Estimated Expense	\$21,550
Fund Net Surplus/Deficit	(\$8,928)

### **Liability Insurance Fund**

Revenue	
Property Taxes	\$305,214
Miscellaneous Income	1,500
Total Estimated Revenue	\$306,714
Expenses	
Personnel Services	\$19,595
Contractual Services	260,052
Other	22,200
Total Estimated Expense	\$301,847
Fund Net Surplus/Deficit	\$4,867

### **Paving and Lighting Fund**

Revenue	
Property Taxes	\$32,128
Total Estimated Revenue	\$32,128
Expenses	
Maintenance and Repair	\$2,500
Capital Outlay	35,000
Total Estimated Expense	\$37,500
Fund Net Surplus/Deficit	(\$5,372)

## Quadricentennial Fund

Revenue	
Interest Income	\$47
Total Estimated Revenue	\$47
Expenses	
Total Estimated Expense	\$0
Fund Net Surplus/Deficit	\$47

## Conclusion

The Bartlett Park District FY2019-20 Budget is optimistic for growth, while being cognizant of historical data and upcoming unfunded mandates. The previously mentioned capital projects provide for a return on the District's capital expenditure investments. District staff will continue to respond to conditions and do what the situation calls for by adjusting program offerings, staffing levels, pricing structures, and priorities; all in an effort to "create lasting memories for our community by enthusiastically responding to and serving their recreational and leisure needs."

Staff is confident that the District will continue to be able to meet its annual debt burden and continue to transfer resources to the Capital Projects Fund as it moves forward on its Capital Replacement and Improvement Plan.

The level of non-tax resources generated by the District is critical, as the Park District would never be able to offer programs or services, or operate its facilities, with tax support alone. The District continues to focus efforts on lowering its dependence on property-tax revenue by increasing expectations of those areas that are meant to generate revenues in excess of expenditures. The proposed budget indicates 51.69% of revenues will come from non-tax resources.

Finally, as this FY2019-20 Budget is reviewed, note that the District proposes a continued commitment to the future, as it includes a transfer of \$655,055 into the Capital Projects Fund. Further, the District will continue to strive to maintain its fund balance targets while continuing to fund anticipated future needs with transfers to the Capital Projects Fund.

As has been stated throughout this document, the proposed FY2019-20 Budget reflects optimism for growth. Board and staff should be mindful that this is a product of the importance the District places on the balance between maintaining existing assets and investing in capital improvements. This allows the Park District to continue to meet park and recreation needs and capitalize on future opportunities. In FY2019-20, the Park District continues to work towards its mission of "creating fun by providing the finest in parks, programs, and recreational facilities for our community."

The entire staff should be recognized for its contribution to this budget process. Staff's knowledge and expertise were invaluable in ensuring that the budget reflects the needs of the guests that the Park District serves, while maximizing resources to their fullest potential.

Staff looks forward to discussion during the budget presentation that is scheduled for April 9, 2019. Should any Board member wish to discuss any of the information provided in this document prior to the Committee meeting, please feel free to contact Executive Director Rita Fletcher.



Bartlett Park District  
Proposed Capital Project List  
FY2019-20

			Year Purchased/ Updated	FY2019-20	GL Account
<b>Vehicles</b>					
	<b>Apple Orchard Golf Course</b>				
		Sprayer	1998	\$ 36,000.00	01-10-20-560-0100
	<b>Parks Department</b>				
		New Truck	2006	\$ 30,000.00	01-10-20-560-0100
		Chipper	1998	\$ 25,000.00	01-10-20-560-0100
	<b>Villa Olivia</b>				
		Rough Mower	2008	\$ 45,400.00	03-10-80-560-0100
		Sprayer	2000	\$ 60,000.00	03-10-80-560-0100
		Beverage Cart	1999	\$ 9,300.00	03-10-80-560-0100
		<b>Total Vehicles</b>		<b>\$ 205,700.00</b>	
<b>Parks and Playgrounds</b>					
	<b>Bartlett Aquatic Center</b>				
		Boat Structure Replacement - Sand Play Area	1998	\$ 14,000.00	01-10-20-572-0825
	<b>Bartlett Park (Inclusive Playground)</b>		1993		
				\$ 650,000.00	03-10-80-572-0835
				\$ 150,000.00	21-10-05-572-1900
	<b>Trails End Park</b>		1996		
				\$ 71,381.00	03-10-80-572-0892
				\$ 28,619.00	21-10-05-572-1900
	<b>Valley View Park</b>		1997		
				\$ 100,000.00	03-10-80-572-0876
				\$ 30,000.00	21-10-05-572-1900
		<b>Total Parks and Playgrounds</b>		<b>\$ 1,044,000.00</b>	
<b>Park Improvements</b>					
		Trees	Annually	\$ 5,000.00	01-10-20-572-0825
		Bike Paths & Trails	Annually	\$ 10,000.00	26-10-20-571-0825
		Native Areas	Annually	\$ 20,000.00	01-10-20-571-1700
	<b>Bartlett Park</b>				
		Landscape/Walkway Repairs - Near Gazebo		\$ 50,000.00	03-10-80-572-0835
	<b>Community Park</b>				
		Drainage Repairs - Field 1		\$ 23,480.00	01-10-20-572-0825
		Drainage Repairs - Field 5		\$ 19,985.00	01-10-20-572-0825
		Ballfield Renovation Field 2		\$ 10,000.00	01-10-20-572-0825
		Ballfield Renovation Field 5		\$ 10,000.00	01-10-20-572-0825
	<b>Marianne Cordell Park</b>				
		Basketball Court Resurfacing		\$ 15,000.00	03-10-80-572-0874
		<b>Total Park Improvements</b>		<b>\$ 163,465.00</b>	
<b>Facility and Equipment Improvements</b>					
	<b>Apple Orchard Clubhouse</b>				
		Split Rail Fence Replacement (1,700 ft.)		\$ 10,000.00	01-10-20-572-0825
	<b>Bartlett Aquatic Center</b>				
		Grate Replacement VGBA - Main Pool	2010	\$ 15,000.00	03-10-80-575-0816
		Backwash Valve Replacement	2010	\$ 10,000.00	03-10-80-575-0816
		Gate Replacement - Spray Pad	2010	\$ 8,000.00	01-10-80-575-0816
		Paint Lazy River	2015	\$ 25,000.00	03-10-80-575-0816



**Bartlett Park District  
Proposed Capital Project List**

**FY2019-20**

			Year Purchased/ Updated	FY2019-20	GL Account
	<b>Bartlett Community Center</b>				
		Flooring Replacement - Program Rooms 3 & 4	2000	\$ 15,000.00	20-10-20-575-0808
		Flooring Replacement - Program Room 5	2000	\$ 9,300.00	20-10-20-575-0808
		Building Heating Boiler Replacement	2000	\$ 25,000.00	20-10-20-575-0808
		Front Landscaping Replacement	2000	\$ 70,000.00	03-10-80-575-0808
		Sealcoating and Parking Lot/Driveway Repairs	2010	\$ 43,000.00	01-10-20-572-0825
		Sealcoating and Parking Lot/Driveway Repairs	2010	\$ 25,000.00	26-10-20-571-0825
		Chair Replacement - Meeting Rooms	2010	\$ 9,000.00	20-10-20-575-0808
		Table Replacement	2010	\$ 12,000.00	20-10-20-575-0808
		Window & Wall Repairs	2000	\$ 200,000.00	03-10-80-575-0808
		Floor Refinish - Gymnasium Basketball Courts	2015	\$ 16,000.00	20-10-20-575-0808
		Fitness Equipment Replacement- LIFECenter	2000	\$ 38,500.00	20-70-28-560-0101
		Flooring Replacement Entry & Lounge Areas - LIFECenter	2000	\$ 7,000.00	20-70-28-560-0101
		Flooring Rig Area - LIFECenter	2000	\$ 10,000.00	20-70-28-560-0101
		Rooftop Unit Replacement - LIFECenter	2000	\$ 20,000.00	20-10-20-575-0808
		Banquet Chair Replacement - Oak Room	2000	\$ 8,500.00	20-70-15-560-0101
		Spa Boiler - Splash Central	2000	\$ 12,000.00	20-10-20-575-0808
		Grate Replacement VGBA - Pool & Spa	2010	\$ 8,500.00	03-10-80-575-0808
		Dectron Dehumidification System Improvements	2000	\$ 25,000.00	20-10-20-575-0808
		Restroom Partition Replacement - Men's	2000	\$ 19,250.00	03-10-80-575-0808
		Air Duct Cleaning	2000	\$ 7,500.00	20-10-20-575-0808
	<b>Villa Olivia</b>				
		HVAC - Move Air Handler from Attic to Rooftop		\$ 45,500.00	03-10-80-575-0990
		Sealcoating and Parking Lot/Driveway Repairs	2011	\$ 20,210.00	03-10-80-575-0990
		Tree Removal & Replacement	Annual	\$ 5,000.00	03-10-80-575-0990
		Outside Stair Replacement		\$ 18,000.00	03-10-80-575-0990
		Install Water, Sewer, & Electric - Maintenance Building		\$ 85,000.00	03-10-80-575-0803
		Lighting Panel Replacements - Ski		\$ 10,000.00	03-10-80-575-0990
		Tow Motor Replacement - Ski		\$ 8,000.00	19-40-95-560-0200
		Snow Gun - Ski		\$ 10,000.00	19-40-95-560-0200
		<b>Total Facility and Equipment Improvements</b>		<b>\$ 850,260.00</b>	
<b>ADA Projects</b>					
		Accessibility Projects	Annually	\$ 25,000.00	21-10-05-572-1900
		<b>Total ADA Improvements</b>		<b>\$ 25,000.00</b>	
<b>Technology Improvements</b>					
		Storage Area Network (SAN) Replacement - BCC	2015	\$ 25,000.00	01-10-05-560-0100
		Security Camera Replacements - BCC	2004	\$ 8,000.00	01-10-05-560-0100
		WiFi Access Points	2000	\$ 5,000.00	01-10-05-560-0100
		Fiber Internet & WAN Connection Equipment - Nature Center		\$ 5,000.00	01-10-05-560-0100
		PC Replacements	2008	\$ 10,000.00	01-10-05-560-0100
		Recreation Management Software		\$ 35,000.00	01-10-05-576-0100
		<b>Total Technology Improvements</b>		<b>\$ 88,000.00</b>	



Bartlett Park District  
Proposed Capital Project List  
FY2019-20

			Year Purchased/ Updated	FY2019-20	GL Account
		Total Vehicles		\$ 205,700.00	
		Total Parks and Playgrounds		\$ 1,044,000.00	
		Total Park Improvements		\$ 163,465.00	
		Total Facility and Equipment Improvements		\$ 850,260.00	
		Total ADA Improvements		\$ 25,000.00	
		Total Technology Improvements		\$ 88,000.00	
		Total Budget		\$ 2,376,425.00	
		Corporate Budget		\$ 342,465.00	
		Capital Projects Budget		\$ 1,532,541.00	
		Villa Olivia Budget		\$ 18,000.00	
		Recreation Budget		\$ 214,800.00	
		Special Recreation Budget		\$ 233,619.00	
		Paving & Lighting Budget		\$ 35,000.00	
		Total Budget		\$ 2,376,425.00	



**ORDINANCE 19-03**

**BARTLETT PARK DISTRICT**

**ANNUAL BUDGET AND APPROPRIATION ORDINANCE (TENTATIVE)**

**RE: AN ORDINANCE MAKING A COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS NECESSARY TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES OF THE BARTLETT PARK DISTRICT, DUPAGE, COOK, AND KANE COUNTIES, ILLINOIS, FOR THE FISCAL YEAR BEGINNING MAY 1, 2019 AND ENDING APRIL 30, 2020, AND SPECIFYING THE OBJECTS AND PURPOSE FOR WHICH SUCH APPROPRIATIONS ARE MADE, AND THE AMOUNT APPROPRIATED FOR EACH OBJECT OR PURPOSE.**

**WHEREAS**, the Board of Park Commissioners of the Bartlett Park District, DuPage, Cook and Kane Counties, Illinois, caused to be prepared in tentative form a Budget and Appropriation Ordinance, and the Secretary of the Board has made the same conveniently available for public inspection for at least thirty (30) days prior to final action thereon; and

**WHEREAS**, a public hearing was held as to such a Budget and Appropriation Ordinance on the 14<sup>th</sup> day of May 2019 and notice of said hearing was given at least one week prior thereto as required by law, and all other legal requirements have been complied with;

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Park Commissioners of the Bartlett Park District, DuPage, Cook and Kane Counties, State of Illinois as follows:

**SECTION 1:** A sum of money in the total amount of fifteen million, seven hundred fifty-six thousand, five hundred fifty-two dollars (\$15,756,552), or as much thereof as may be authorized by law, be and the same is hereby budgeted, and that the sum of money in the total amount of seventeen million, three hundred thirty-two thousand, two hundred seven dollars (\$17,332,207), or as much thereof as may be authorized by law, be and the same is hereby appropriated for the corporate purposes of the Bartlett Park District, as herein specified, for the fiscal year beginning May 1, 2019 and ending April 30, 2020.

**SECTION 2:** The amounts budgeted and appropriated for each purpose are as follows:

<b>Corporate Fund</b>	<b>Budget</b>	<b>Appropriations</b>
Personnel Services	\$1,645,539	\$1,810,093
Contractual / Professional Services	95,016	104,518
Materials and Supplies	163,777	180,155
Utilities	92,651	101,916
Maintenance and Repairs	175,174	192,691
Capital Outlay	342,465	376,712
Transfers	725,055	797,560
Other	<u>119,335</u>	<u>131,268</u>
Total	<u>\$3,359,012</u>	<u>\$3,694,913</u>
<b>Capital Projects Fund</b>	<b>Budget</b>	<b>Appropriations</b>
Building Improvements	\$531,460	\$584,606
Equipment	114,700	126,170
Park Improvements	<u>886,381</u>	<u>975,019</u>
Total	<u>\$1,532,541</u>	<u>\$1,685,795</u>
<b>Bond and Interest Fund</b>	<b>Budget</b>	<b>Appropriations</b>
Principal and Interest	\$2,329,108	\$2,562,018
Fees	<u>1,855</u>	<u>2,041</u>
Total	<u>\$2,330,963</u>	<u>\$2,564,059</u>
<b>Villa Olivia Fund</b>	<b>Budget</b>	<b>Appropriations</b>
Personnel Services	\$1,439,250	\$1,583,175
Contractual / Professional Services	78,309	86,140
Materials and Supplies	468,512	515,363
Utilities	142,857	157,143
Maintenance and Repairs	95,790	105,369
Capital Outlay	18,000	19,800
Other	<u>70,982</u>	<u>78,080</u>
Total	<u>\$2,313,700</u>	<u>\$2,545,070</u>
<b>Recreation Fund</b>	<b>Budget</b>	<b>Appropriations</b>
Personnel Services	\$2,854,521	\$3,139,973
Contractual / Professional Services	311,102	342,212
Materials and Supplies	460,249	506,274
Utilities	503,538	553,892
Maintenance and Repairs	199,514	219,465
Capital Outlay	214,800	236,280
Other	<u>151,288</u>	<u>166,417</u>
Total	<u>\$4,695,012</u>	<u>\$5,164,513</u>

<b>Special Recreation Fund</b>	<b>Budget</b>	<b>Appropriations</b>
Contractual Services	\$242,068	\$266,275
Capital Outlay	233,619	256,981
Transfers	<u>61,000</u>	<u>67,100</u>
Total	<u>\$536,687</u>	<u>\$590,356</u>
 <b>Illinois Municipal Retirement Fund</b>	 <b>Budget</b>	 <b>Appropriations</b>
Personnel Services	\$313,916	\$345,308
Total	<u>\$313,916</u>	<u>\$345,308</u>
 <b>Social Security Fund</b>	 <b>Budget</b>	 <b>Appropriations</b>
Personnel Services	\$313,824	\$345,206
Total	<u>\$313,824</u>	<u>\$345,206</u>
 <b>Audit Fund</b>	 <b>Budget</b>	 <b>Appropriations</b>
Contractual Services	\$21,500	\$23,650
Other	<u>50</u>	<u>55</u>
Total	<u>\$21,550</u>	<u>\$23,705</u>
 <b>Liability Insurance Fund</b>	 <b>Budget</b>	 <b>Appropriations</b>
Personnel Services	\$19,595	\$21,555
Contractual Services	260,052	286,057
Other	<u>22,200</u>	<u>24,420</u>
Total	<u>\$301,847</u>	<u>\$332,032</u>
 <b>Paving and Lighting Fund</b>	 <b>Budget</b>	 <b>Appropriations</b>
Maintenance and Repair	\$2,500	\$2,750
Capital Outlay	<u>35,000</u>	<u>38,500</u>
Total	<u>\$37,500</u>	<u>\$41,250</u>
 <b>Quadricentennial Fund</b>	 <b>Budget</b>	 <b>Appropriations</b>
Other	<u>\$0</u>	<u>\$0</u>
Total	<u>\$0</u>	<u>\$0</u>

**SUMMARY OF ALL FUNDS**

<b>Funds</b>	<b>Budget</b>	<b>Appropriations</b>
Corporate	\$3,359,012	\$3,694,913
Capital Projects	1,532,541	1,685,795
Bond and Interest	2,330,963	2,564,059
Villa Olivia	2,313,700	2,545,070
Recreation	4,695,012	5,164,513
Special Recreation	536,687	590,356
Illinois Municipal Retirement	313,916	345,308
Social Security	313,824	345,206
Audit	21,550	23,705
Liability Insurance	301,847	332,032
Paving and Lighting	37,500	41,250
Quadricentennial	0	0
<b>Total</b>	<b><u>\$15,756,552</u></b>	<b><u>\$17,332,207</u></b>

Each of said sums of money and the aggregate thereof are deemed necessary by the Board of Park Commissioners of the Bartlett Park District to defray the necessary expenses and liabilities of the aforesaid Park District during the fiscal year beginning the 1<sup>st</sup> day of May 2019 and ending the 30<sup>th</sup> day of April 2020 for the respective purposes set forth.

**SECTION 3:** Pursuant to law, the following determinations have been and are hereby made a part hereof:

- (a) Estimate of cash on hand at the beginning of the fiscal year: \$5,036,216
- (b) Estimate of cash expected to be received during the fiscal year from all sources: 15,663,556
- (c) Estimate of expenditures contemplated for the fiscal year: 15,756,552
- (d) Estimated cash expected to be on hand at the end of the fiscal year: \$4,943,220

**SECTION 4:** All unexpended balances of the appropriation for the fiscal year ending the 30<sup>th</sup> day of April 2019 and prior years to the extent not otherwise reappropriated for other purposes herein are hereby specifically reappropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this Appropriation Ordinance, pursuant to law.

All receipts and revenue not specifically appropriated, and all unexpended balances from preceding fiscal years not required for the purpose for which they were appropriated and levied shall constitute the Corporate Fund and shall be placed to the credit of such fund.

**SECTION 5:** All ordinances, or parts of ordinances, conflicting with any of the provisions of this Ordinance and the same are hereby modified or repealed. If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portions of such item, or the remainder of this Ordinance.

**SECTION 6:** This Ordinance is not intended or required to be in support of or in relation to any tax levy made by the Park District during the fiscal year beginning May 1, 2019 and ending April 30, 2020, or any other fiscal year.

**SECTION 7:** This Ordinance shall be in full force and effect from and after its adoption, as provided by law. A certified copy of the Ordinance shall be filed with the County Clerks of DuPage, Cook, and Kane Counties, Illinois, together with the Certificate of the Chief Fiscal Officer of the Park District certifying revenues by source anticipated to be received by the Park District, within thirty (30) days after its passage and approval, as provided by law.

PASSED and APPROVED this 14<sup>th</sup> day of May 2019 by roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

\_\_\_\_\_  
Rita Fletcher, Secretary  
Board of Park Commissioners  
Bartlett Park District  
DuPage, Cook, Kane Counties, IL

\_\_\_\_\_  
Susan M. Stocks, President  
Board of Park Commissioners  
Bartlett Park District  
DuPage, Cook, Kane Counties, IL

[SEAL]

STATE OF ILLINOIS                    )  
  )       SS  
COUNTY OF DUPAGE                )

**SECRETARY'S CERTIFICATE**

I, Rita Fletcher do hereby certify that I am the Secretary of the Board of Park Commissioners of the Bartlett Park District, DuPage, Cook, and Kane Counties, Illinois and, as such, I am keeper of the records, ordinances, files and seal of said Park District; and

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of

**ORDINANCE NO. 19-03**

**BARTLETT PARK DISTRICT**

**ANNUAL BUDGET AND APPROPRIATION ORDINANCE (TENTATIVE)**

adopted at a duly called special annual meeting of the Board of Park Commissioners of the Bartlett Park District, held at Bartlett, Illinois in said District at 7:15pm on the 14<sup>th</sup> day of May 2019.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereto affix my official signature and the seal of said Bartlett Park District at Bartlett, Illinois, this 14<sup>th</sup> day of May 2019.

---

Rita Fletcher, Secretary

[SEAL]



**696 W. Stearns Road, Bartlett IL 60103**  
**630-540-4800 (phone) 630-837-6608 (fax)**  
**[www.bartlettparks.org](http://www.bartlettparks.org)**