

# Bartlett Park District



## **Annual Budget FY 2020-21**





## **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.



## 2020-2021 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, following is the list of Park Board meeting dates for the Bartlett Park District covering **Fiscal Year 2020-2021**.

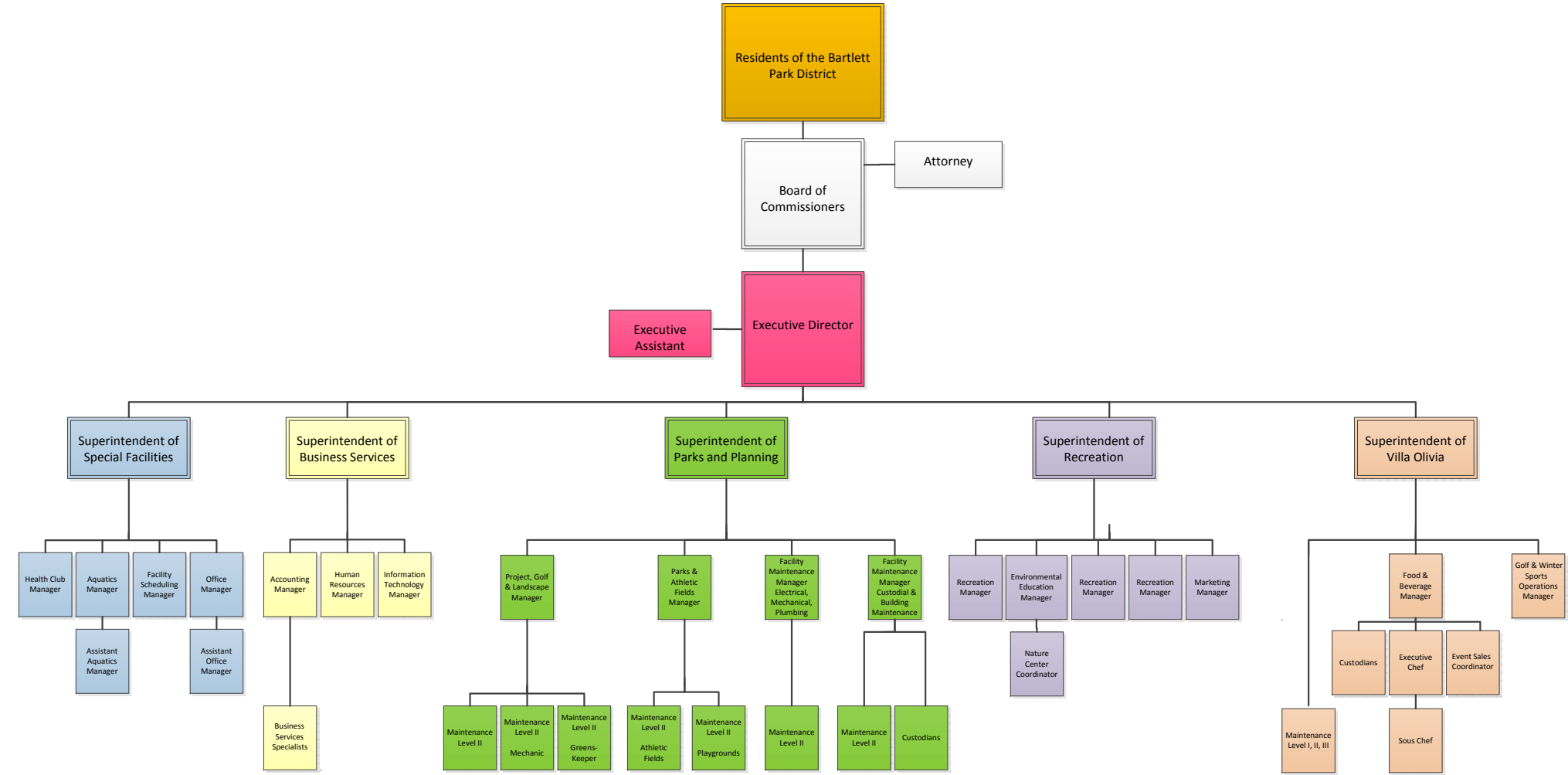
**MEETING SCHEDULE**: The Annual Board Meeting is held prior to the Committee Workshop the **2<sup>nd</sup>** Tuesday in **May**; Committee Workshop Meetings are held the **2<sup>nd</sup>** Tuesday of every month; and Regular Board Meetings are held the **4<sup>th</sup>** Tuesday of every month. **Exceptions are listed below in bold.**

**MEETING TIME**: All meetings begin all **7:30 PM** unless otherwise indicated.

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

Day	Date	Time	Type of Meeting	Exceptions
Tuesday	<b>May 12, 2020</b>	7:00 PM	<b>Public Hearing -- Annual Budget</b>	Note: Time is at 7:00 PM
Tuesday	<b>May 12, 2020</b>	7:15 PM	<b>Annual Board Meeting</b>	Note: Time is at 7:15 PM
Tuesday	May 12, 2020	7:30 PM	Committee Workshop Meeting	
Tuesday	May 26, 2020	7:30 PM	Regular Board Meeting	
Tuesday	June 9, 2020	7:30 PM	Committee Workshop Meeting	
Tuesday	June 23, 2020	7:30 PM	Regular Board Meeting	
Tuesday	July 14, 2020	7:30 PM	Committee Workshop Meeting	
Tuesday	July 28, 2020	7:30 PM	Regular Board Meeting	
Tuesday	August 11, 2020	7:30 PM	Committee Workshop Meeting	
Tuesday	August 25, 2020	7:30 PM	Regular Board Meeting	
Tuesday	September 8, 2020	7:30 PM	Committee Workshop Meeting	
Tuesday	September 22, 2020	7:30 PM	Regular Board Meeting	
Tuesday	October 13, 2020	7:30 PM	Committee Workshop Meeting	
Tuesday	<b>October 20, 2020</b>	7:30 PM	<b>Regular Board Meeting</b>	Note: 3rd Tuesday
Tuesday	November 10, 2020	7:30 PM	Committee Workshop Meeting	
Tuesday	November 24, 2020	7:30 PM	Regular Board Meeting	
Tuesday	December 8, 2020	7:30 PM	Committee Workshop Meeting	
Tuesday	<b>December 15, 2020</b>	7:30 PM	<b>Regular Board Meeting</b>	Note: 3 <sup>rd</sup> Tuesday
Tuesday	January 12, 2021	7:30 PM	Committee Workshop Meeting	
Tuesday	January 26, 2021	7:30 PM	Regular Board Meeting	
Tuesday	February 9, 2021	7:30 PM	Committee Workshop Meeting	
Tuesday	February 23, 2021	7:30 PM	Regular Board Meeting	
Tuesday	March 9, 2021	7:30 PM	Committee Workshop Meeting	
Tuesday	March 23, 2021	7:30 PM	Regular Board Meeting	
Tuesday	April 13, 2021	7:30 PM	Committee Workshop Meeting	
Tuesday	April 27, 2021	7:30 PM	Regular Board Meeting	
Tuesday	<b>May 11, 2021</b>	7:00 PM	<b>Public Hearing -- Annual Budget</b>	Note: Time is at 7:00 PM
Tuesday	<b>May 11, 2021</b>	7:15 PM	<b>Annual Board Meeting</b>	Note: Time is at 7:15 PM
Tuesday	May 11, 2021	7:30 PM	Committee Workshop Meeting	

**BARTLETT PARK DISTRICT  
2020-2021 FULL-TIME EMPLOYEES  
ORGANIZATIONAL CHART**





## 2020-2021 DEPARTMENTAL GOALS & OBJECTIVES

### STAFF LISTING

STAFF	STAFF NAME	POSITION	DEPARTMENT
RF	Rita Fletcher	Executive Director	Administration
SUPT	TBA	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
JM	Jessica Meyers	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
SUPT	TBA	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.	Renew the inter-governmental agreement between IDNR, DPCFPD and Bartlett Park District for the continued use and operations of the Nature Center and picnic shelter at James "Pate" Philip State Park.	RF, KD	December 2020	
2.	Work with Board of Commissioners to update strategic plan.	RF	March 2021	

### ***BUSINESS SERVICES***

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Research green initiatives and make recommendations for sustainable alternatives to reduce consumption	SUP/PM /AR/DE	March 2021	
2.	Investigate new methods to increase efficiencies of the month end close procedure process.	PM	November 2020	
3.	Update inventory cost sheets for Villa Olivia food and beverage operation.	PM	June 2020	
4.	Research and investigate new methods by which to recruit and attract full-time and part-time team members	AR	August 2020	
5.	Create a Manager's "How To" Guide for the District's Payroll & Human Resource Management System.	AR	April 2021	
6.	Create a 12-month task timeline for the Human Resources Manager position.	AR	November 2020	
7.	Research and update the District's information technology disaster recovery plan.	DE	February 2021	
8.	Research the benefits and cost of utilizing two-factor authentication when connecting via virtual private network (VPN).	DE	October 2020	
9.	Research requirements of GFOA's Distinguished Budget Presentation Award Program and analyze what changes would need to be made to the District's current process and end product.	SUPT	January 2021	
10.	Create Manager's "How-To" Guide for the creation of financial reports in the District's financial software.	SUPT	November 2020	



## **PARKS & PLANNING**

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Evaluate & improve the use of chemical and fertilizer applications in parks. Research organic fertilizer, herbicides and compost applications.	DT	December 2020	
2.	Evaluate parks to update and/or expand 'low mow' areas to reduce mowing.	DT	August 2020	
3.	Create a formal mowing hazard assessment and develop a training plan.	DT	February 2021	
4.	Complete an evaluation of existing storage space at BCC and work with other departments to remove/recycle items to open space inventory.	LM	March 2021	
5.	Research use of green cleaning equipment and services that combine environmentally sustainable cleaning methods.	LM	November 2020	
6.	Develop a weekly/monthly/yearly timeline to staff routine	LM	December 2020	
7.	Evaluate use of chemical applications for landscape beds and investigate eco-friendly alternatives.	JM	December 2020	
8.	Investigate and develop an over-story tree pruning plan for all parks.	JM	January 2021	
9.	Research ways to naturally reduce thatch in turf at Apple Orchard Golf Course to help reduce pest and disease problems. Develop a plan to implements new idea and evaluate results.	JM	November 2020	
10.	Create a procedure to startup and shutdown of Thor Guard systems.	JZ	November 2020	
11.	Create an inventory of bulbs and ballasts types for BCC building to help prepare for LED transition.	JZ	December 2020	
12.	Create a document for summer and winter facility maintenance morning rounds.	JZ	March 2020	
13.	Create guideline/checklist for RFP's, Non-Bid Contracts, and Bid Contracts.	KO	August 2020	
14.	Review and evaluate parks daily/monthly/yearly routine tasks to improve efficiencies.	KO	December 2020	

## **RECREATION**

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Investigate what programs would benefit from sponsorships and what kind of sponsorships.	DM, SF, KM, EE, JH	March 2021	
2.	Create an outdoor skills program for adults.	DM	September 2020	
3.	Create a master inventory list of Nature Center equipment.	DM	December 2020	
4.	Create an incentive rental package to promote and target securing long term rentals.	DM	July 2020	
5.	Work with the Parks Foundation on planning the Free To Be Me Playground.	SF	June 2020	
6.	Create a marketing campaign to promote the IPRA Unplug Illinois Day Events.	SF	July 2020	
7.	Create parent handbook for Nutcracker and Theater productions.	KM	October 2020	
8.	Develop a Preschool marketing plan to promote the program and its benefits.	KM	June 2020	
9.	Research different resources and trainings to incorporate into training and help support volunteer coaches.	EE	October 2020	
10.	Create a travel basketball coaches handbook.	EE	August 2020	
11.	Investigate the feasibility of partnering with the high school for sports summer camps/programs.	EE	February 2021	
12.	Investigate new Disc Golf course offerings and reach out to local clubs/groups for potential partnerships.	JH	April 2021	
13.	Creation and implementation of a family special event.	JH	February 2021	
14.	Create a parent handbook for School Day Off Camps.	JH	November 2020	
15.	Create a marketing initiative for promoting the benefits of working while highlighting the field of Recreation as a career path geared n towards part-time job seekers.	KD, KM, SF	March 2021	
16.	Hold community input meeting for “age friendly” practices.	KD	October 2020	
17.	Investigate Eco-Friendly supplies to replace what we currently use.	KD, DM, SF, KM, EE, JH	January 2021	Dept. Goal
18.	Evaluate BCC public area for upgrades and/or renovations. Develop a plan for future implementations.	KD, LH, KO	November 2020	



## SPECIAL FACILITIES

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Consider the impact of purchasing more environmentally friendly disposable products at Bartlett Aquatic Center Concessions.	ANM	November 2020	
2.	Work with NWSRA to implement a formalized swim instructor training program focused on effective methods of teaching patrons with disabilities.	ANM	January 2021	
3.	Plan and execute a live Emergency Action Plan (EAP) staff training in conjunction with the Bartlett Fire and Police Departments.	ANM	May 2020	
4.	Investigate the feasibility of implementing MyZone into Group Fitness and Personal training programs.	JMP	January 2021	
5.	Investigate new ways to showcase the <b>LIFECENTER</b> and its equipment to new and existing members.	JMP	August 2020	
6.	Investigate digital marketing services for use with the new cardiovascular line of equipment.	JMP	February 2021	
7.	Develop an on-going customer service training program for Registration Counter staff and ensure its incorporation into all customer service interactions with guests.	AM	August 2020	
8.	Evaluate the Registration Counter open hours for a 12 month period and consider changing them based on peak/busy times.	AM	April 2021	
9.	Investigate guest loyalty programs that would engage and reward loyal patrons to encourage repeat business.	AM	November 2020	
10.	Develop a plan to promote and increase open bar sales.	NS	June 2020	
11.	Create formal guidelines for Building Supervisors to greet, check-in, and problem solve for all guests visiting the Bartlett Community Center.	NS	November 2020	
12.	Develop a more streamlined communication approach to sharing rental agreements, including all changes and updates.	NS	April 2021	
13.	Research video editing software and basic equipment to use for the production of marketing videos for each facility.	LH	April 2020	
14.	Create a plan to implement the 5-R principle of Reduce, Reuse, Recycle, Replace and Reject to sustain a green environment at all facilities within the Special Facilities Department.	LH, ANM, JMP, AM & NS	April 2021	

## VILLA OLIVIA

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Create a work plan that details work time line for all positions in grounds department.	SUPT	September 2020	
2.	Investigate and implement Green Strategies (environmentally friendly consumables such as straws, cups, plates, ect.), and improve recycling at Villa Olivia (restaurant, golf, winter sports).	SUPT, SH, KH	July 2020	
3.	Investigate new software for Food & Beverage operations, utilizing “cloud based” capabilities.	SH	January 2021	
4.	Investigate feasibility and options for Temporary Staffing in the F & B operation.	SH	July 2020	
5.	Investigate ways to improve Holiday Brunches (i.e. mass seating times, further cancellation penalties, customer experience, overall profitability, ect.	SH	October 2020	
6.	Research Pros/Cons, and successful outcomes, at other courses for utilizing Volunteer golf course Starters and Rangers.	KH	December 2020	
7.	Develop a plan, with quantifiable intervals, to increase social media and E-mail marketing of Golf & Winter sports operations.	KH	August 2020	
8.	Develop a plan to improve content on Apple Orchard webpages, and social media marketing.	KH	June 2020	

# BARTLETT PARK DISTRICT: FULL-TIME SALARY RANGES

	FY2019-20 January 1, 2020		FY2020-21 July 1, 2020		FY2020-21 January 1, 2021	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
<b>ADMINISTRATION</b>						
Executive Director	—	—	—	—	—	—
Executive Assistant	\$36,000	\$54,500	\$44,000	\$60,000	\$44,000	\$60,000
<b>BUSINESS SERVICES</b>						
Superintendent; Business Services	\$75,000	\$112,500	\$80,000	\$117,000	\$80,000	\$117,000
Information Technology Manager	\$55,000	\$90,000	\$55,000	\$90,000	\$55,000	\$90,000
Accounting Manager	\$45,000	\$73,000	\$48,000	\$75,800	\$48,000	\$75,800
Human Resources Manager	\$48,000	\$80,000	\$52,000	\$80,000	\$52,000	\$80,000
Business Services Specialist	\$15.00	\$27.00	\$16.00	\$27.00	\$16.00	\$27.00
<b>PARKS</b>						
Superintendent; Parks and Planning	\$75,000	\$112,500	\$80,000	\$117,000	\$80,000	\$117,000
Parks Manager	\$45,000	\$73,500	\$48,000	\$75,800	\$48,000	\$75,800
Facility Maintenance Manager	\$45,000	\$73,500	\$48,000	\$75,800	\$48,000	\$75,800
Maintenance Level III	\$20.00	\$30.00	\$21.00	\$31.00	\$22.00	\$32.00
Maintenance Level II	\$16.50	\$23.00	\$17.50	\$24.00	\$18.50	\$25.00
Maintenance Level I	\$14.50	\$17.00	\$15.50	\$18.00	\$16.50	\$19.00
Custodian	\$13.50	\$22.00	\$13.50	\$22.00	\$14.50	\$22.00
<b>SPECIAL FACILITIES</b>						
Superintendent; Special Facilities	\$75,000	\$112,500	\$80,000	\$117,000	\$80,000	\$117,000
Facility Managers	\$45,000	\$73,500	\$48,000	\$75,800	\$48,000	\$75,800
Scheduling Manager	\$45,000	\$73,500	\$48,000	\$75,800	\$48,000	\$75,800
Office Manager	\$40,000	\$60,000	\$40,000	\$60,000	\$40,000	\$60,000
Assistant Facility Managers	\$35,568	\$46,568	\$35,600	\$46,600	\$35,600	\$46,600
Assistant Office Manager	\$35,568	\$46,068	\$35,600	\$46,100	\$35,600	\$46,100
<b>RECREATION</b>						
Superintendent; Recreation	\$75,000	\$112,500	\$80,000	\$117,000	\$80,000	\$117,000
Marketing Manager	\$45,000	\$73,500	\$48,000	\$75,800	\$48,000	\$75,800
Environmental Education Manager	\$45,000	\$73,500	\$48,000	\$75,800	\$48,000	\$75,800
Nature Center Coordinator	\$35,568	\$46,068	\$35,600	\$46,100	\$35,600	\$46,100
Recreation Manager	\$45,000	\$73,500	\$48,000	\$75,800	\$48,000	\$75,800
<b>VILLA OLIVIA</b>						
Superintendent; Villa Olivia	\$75,000	\$112,500	\$80,000	\$117,000	\$80,000	\$117,000
Maintenance Level III	\$20.00	\$30.00	\$21.00	\$31.00	\$22.00	\$32.00
Maintenance Level II	\$16.50	\$23.00	\$17.50	\$24.00	\$18.50	\$25.00
Maintenance Level I	\$14.50	\$17.00	\$15.50	\$18.00	\$16.50	\$19.00
Golf & Winter Sports Operations Manager	\$45,000	\$73,500	\$48,000	\$75,800	\$48,000	\$75,800
Food & Beverage Manager	\$45,000	\$73,500	\$48,000	\$75,800	\$48,000	\$75,800
Chef	\$45,000	\$73,500	\$48,000	\$75,800	\$48,000	\$75,800
Sous Chef	\$35,568	\$48,568	\$35,600	\$48,600	\$35,600	\$48,600
Custodian	\$13.50	\$22.00	\$14.25	\$22.75	\$15.25	\$23.75
Event Sales Coordinator	\$40,000	\$60,000	\$40,000	\$60,000	\$40,000	\$60,000

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

	FY2019-20 January 1, 2020		FY2020-21 July 1, 2020		FY2020-21 January 1, 2021	
	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	\$ 19.25	\$ 13.25	\$ 19.25
HR Assistant	\$ 15.00	\$ 21.00	\$ 15.00	\$ 21.00	\$ 15.00	\$ 21.00
Payroll Assistant	N/A	N/A	\$ 15.00	\$ 21.00	\$ 15.00	\$ 21.00
Accounting Assistant	\$ 10.50	\$ 15.25	\$ 12.00	\$ 17.25	\$ 13.00	\$ 17.25
<b>PARKS</b>						
Parks Office Assistant	\$ 14.00	\$ 21.00	\$ 15.00	\$ 22.00	\$ 15.50	\$ 22.50
Custodian	\$ 10.00	\$ 15.50	\$ 10.00	\$ 15.50	\$ 11.00	\$ 16.50
Building & Custodial Maintenance	\$ 11.25	\$ 15.50	\$ 12.00	\$ 16.25	\$ 13.00	\$ 17.25
Parks Crew Leader/Equipment Operator	\$ 11.25	\$ 15.50	\$ 12.25	\$ 16.50	\$ 13.00	\$ 17.50
Parks Dept./Laborers	\$ 10.25	\$ 15.75	\$ 11.25	\$ 15.75	\$ 12.00	\$ 16.50
<b>SPECIAL FACILITIES</b>						
<b>REGISTRATION OFFICE</b>						
Registration Office Assistant	\$ 14.00	\$ 21.00	\$ 14.00	\$ 21.00	\$ 15.00	\$ 22.00
Registration Clerk	\$ 10.50	\$ 15.25	\$ 11.25	\$ 16.00	\$ 12.25	\$ 16.50
<b>RENTAL/FACILITY</b>						
BCC Event Supervisor	\$ 11.00	\$ 16.00	\$ 11.75	\$ 16.75	\$ 12.75	\$ 17.75
BCC Gym Sports Rental Supervisor	\$ 9.25	\$ 11.00	\$ 10.00	\$ 11.75	\$ 11.00	\$ 12.75
Party Place Coordinator	\$ 10.70	\$ 14.75	\$ 11.50	\$ 15.75	\$ 12.50	\$ 16.75
Party Place Staff	\$ 9.25	\$ 11.00	\$ 10.00	\$ 13.00	\$ 11.00	\$ 14.00
Bartender	\$ 9.25	\$ 15.35	\$ 10.00	\$ 16.50	\$ 11.00	\$ 16.50
BCC Building Supervisor	\$ 9.50	\$ 14.75	\$ 10.25	\$ 15.50	\$ 11.25	\$ 16.50
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	\$ 20.00	\$ 35.00	\$ 20.00	\$ 35.00
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	\$ 27.00	\$ 45.00	\$ 32.00	\$ 50.00	\$ 35.00	\$ 53.00
Group Fitness Instructors	\$ 22.00	\$ 38.00	\$ 22.00	\$ 38.00	\$ 24.00	\$ 40.00
Fitness Coordinator	\$ 14.00	\$ 18.00	\$ 16.00	\$ 20.00	\$ 17.00	\$ 21.00
Supervisors (ie. Health Club, Kid's Stop, etc)	\$ 9.75	\$ 14.25	\$ 11.00	\$ 15.00	\$ 12.00	\$ 16.00
Front Counter Staff	\$ 9.25	\$ 12.25	\$ 10.00	\$ 13.00	\$ 11.00	\$ 14.00
Kid's Stop Staff	\$ 9.25	\$ 12.00	\$ 10.00	\$ 12.75	\$ 11.00	\$ 13.75
<b>AQUATICS AREA</b>						
Private Swim Instructor (per class)	\$ 10.50	\$ 10.50	\$ 11.50	\$ 11.50	\$ 12.50	\$ 12.50
Custom Private Swim Instructor (per Class)	\$ 11.50	\$ 11.50	\$ 12.50	\$ 12.50	\$ 13.50	\$ 13.50
Aquatics Coach (Swim Team, Diving Team, etc.)	\$ 10.70	\$ 20.30	\$ 13.00	\$ 21.00	\$ 14.00	\$ 22.00
Special Aquatics Instructor(Diving/Synchro)	\$ 12.00	\$ 23.00	\$ 12.00	\$ 23.00	\$ 12.00	\$ 23.00
Pool Supervisor	\$ 11.00	\$ 14.75	\$ 13.00	\$ 16.75	\$ 14.00	\$ 17.25
Swim Lessons Coordinator	\$ 10.25	\$ 14.25	\$ 11.25	\$ 15.25	\$ 12.25	\$ 16.25
Assistant Aquatics Coach	\$ 9.25	\$ 14.30	\$ 10.00	\$ 15.00	\$ 11.00	\$ 16.00
Head Lifeguard	\$ 10.75	\$ 13.00	\$ 12.00	\$ 14.25	\$ 13.00	\$ 15.25
Head Deck Attendant	\$ 10.25	\$ 12.50	\$ 11.25	\$ 13.50	\$ 12.25	\$ 14.50
Lifeguards	\$ 10.00	\$ 12.50	\$ 11.00	\$ 13.50	\$ 12.00	\$ 14.50
Lifeguard Instructor	\$ 11.00	\$ 14.25	\$ 11.75	\$ 15.00	\$ 12.75	\$ 16.00
Swim Instructors	\$ 9.25	\$ 11.50	\$ 10.25	\$ 12.50	\$ 11.25	\$ 13.50
Deck Attendant	\$ 9.25	\$ 11.50	\$ 10.00	\$ 12.25	\$ 11.00	\$ 13.25
Pool Cashier	\$ 9.25	\$ 11.50	\$ 10.00	\$ 12.25	\$ 11.00	\$ 13.25
Concession Supervisor	\$ 10.00	\$ 14.25	\$ 12.00	\$ 15.25	\$ 13.00	\$ 16.25
Concession Stand Attendant	\$ 9.25	\$ 11.50	\$ 10.00	\$ 12.25	\$ 11.00	\$ 13.25

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

	FY2019-20 January 1, 2020		FY2020-21 July 1, 2020		FY2020-21 January 1, 2021	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum

**RECREATION**

**NATURE CENTER**

Nature Center Instructor	\$ 10.00	\$ 14.50	\$ 10.00	\$ 14.50	\$ 11.00	\$ 15.50
Nature Center Specialty Instructor	<i>As Negotiated</i>		<i>As Negotiated</i>		<i>As Negotiated</i>	
Nature Center Office Staff	\$ 10.50	\$ 14.25	\$ 10.50	\$ 14.25	\$ 11.50	\$ 15.25
Nature Center Building Supervisor	\$ 9.25	\$ 13.70	\$ 10.00	\$ 15.00	\$ 11.00	\$ 16.00
Nature Center Custodian	\$ 10.00	\$ 15.50	\$ 10.00	\$ 15.50	\$ 11.00	\$ 16.50
Animal Care Staff	\$ 9.25	\$ 12.25	\$ 10.00	\$ 13.00	\$ 11.00	\$ 14.00

**PRESCHOOL**

Preschool Coordinator	\$ 15.50	\$ 24.00	\$ 17.25	\$ 25.75	\$ 18.25	\$ 26.75
Preschool Teacher	\$ 12.50	\$ 19.00	\$ 14.25	\$ 20.75	\$ 15.25	\$ 21.75
Preschool Assistant	\$ 10.50	\$ 15.00	\$ 12.25	\$ 16.75	\$ 13.25	\$ 17.75

**CAMPS (ie. Day Camp, Sports Camp, Nature Center, etc)**

Camp Coordinator	\$ 9.75	\$ 14.25	\$ 11.50	\$ 16.00	\$ 12.50	\$ 17.00
Camp Site Supervisor	\$ 9.25	\$ 14.20	\$ 10.50	\$ 15.50	\$ 11.50	\$ 16.50
Camp Counselor	\$ 9.25	\$ 13.00	\$ 10.00	\$ 13.75	\$ 11.00	\$ 14.75

**BEFORE & AFTER SCHOOL PROGRAM**

Before & After School Recreation Site Supervisor	\$ 10.75	\$ 15.25	\$ 12.50	\$ 17.00	\$ 13.50	\$ 18.00
Before & After School Recreation Staff	\$ 9.25	\$ 13.00	\$ 10.00	\$ 13.75	\$ 11.00	\$ 14.75

**SPORTS/ATHLETICS STAFF**

Soccer Referee (Certified)/game	\$ 18.00	\$ 30.00	\$ 18.00	\$ 30.00	\$ 18.00	\$ 30.00
Soccer Linesperson/game	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 11.00	\$ 11.00
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	\$ 9.25	\$ 12.25	\$ 10.00	\$ 13.00	\$ 11.00	\$ 14.00
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)	\$ 9.25	\$ 14.35	\$ 11.50	\$ 16.85	\$ 12.75	\$ 17.85
Field Supervisor	\$ 9.25	\$ 11.00	\$ 10.00	\$ 11.75	\$ 11.00	\$ 12.75
Sports Scorekeeper	\$ 9.25	\$ 11.00	\$ 10.00	\$ 11.75	\$ 11.00	\$ 12.75
Youth Sports Programs	\$ 9.25	\$ 13.00	\$ 10.00	\$ 13.75	\$ 11.00	\$ 14.75
Schrade Gym Building Supervisor	\$ 9.25	\$ 14.30	\$ 10.00	\$ 15.00	\$ 11.00	\$ 16.00
BCC Gym Supervisor	\$ 9.25	\$ 11.00	\$ 10.00	\$ 11.75	\$ 11.00	\$ 12.75
BCC Open Gym Supervisor	\$ 9.25	\$ 11.00	\$ 10.00	\$ 11.75	\$ 11.00	\$ 12.75

**MISC. RECREATION PROGRAMS**

Program Instructors	<i>As Negotiated</i>		<i>As Negotiated</i>		<i>As Negotiated</i>	
Marketing Assistant	\$ 12.20	\$ 16.75	\$ 14.00	\$ 18.50	\$ 15.00	\$ 19.50
Theater Tech	\$ 15.00	\$ 20.00	\$ 15.00	\$ 20.00	\$ 15.00	\$ 20.00
Cultural Arts/Theatre Coordinator	\$ 12.00	\$ 18.00	\$ 13.75	\$ 19.75	\$ 14.75	\$ 20.75
Bus Driver (Trips)	\$ 9.25	\$ 12.25	\$ 15.00	\$ 20.00	\$ 15.00	\$ 20.00
Trip Supervisor	\$ 9.25	\$ 12.25	\$ 10.00	\$ 13.00	\$ 11.00	\$ 14.00
Orientation/District-wide Training/Meetings	\$ 9.25	\$ 9.25	\$ 10.00	\$ 10.00	\$ 11.00	\$ 11.00

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

	FY2019-20 January 1, 2020		FY2020-21 July 1, 2020		FY2020-21 January 1, 2021	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
VILLA OLIVIA						
GOLF AT APPLE ORCHARD						
Golf Clubhouse Supervisor	\$ 11.00	\$ 15.00	\$ 12.00	\$ 16.00	\$ 13.00	\$ 17.00
Assistant Clubhouse Supervisor	\$ 10.75	\$ 12.75	\$ 11.00	\$ 13.75	\$ 12.00	\$ 14.75
Front Counter Staff	\$ 10.00	\$ 13.00	\$ 10.00	\$ 13.00	\$ 11.00	\$ 14.00
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	
WINTER SPORTS OPERATIONS						
Winter Sports-Office/Rental-Office Coordinator	\$ 14.00	\$ 20.00	\$ 14.75	\$ 20.75	\$ 15.75	\$ 21.75
Winter Sports Office Supervisor	\$ 10.15	\$ 14.25	\$ 11.00	\$ 15.00	\$ 12.00	\$ 16.00
Winter Sports Office Clerk	\$ 9.25	\$ 12.20	\$ 10.00	\$ 12.95	\$ 11.00	\$ 13.95
Winter Sports Rental Coordinator	N/A	N/A	\$ 14.75	\$ 20.75	\$ 15.75	\$ 21.75
Winter Sports Rental Supervisor	\$ 10.15	\$ 14.25	\$ 11.00	\$ 15.00	\$ 12.00	\$ 16.00
Winter Sports Rental Attendant	\$ 9.25	\$ 12.20	\$ 10.00	\$ 12.95	\$ 11.00	\$ 13.95
Winter Sports Hill Coordinator	\$ 14.00	\$ 20.00	\$ 14.75	\$ 20.75	\$ 15.75	\$ 21.75
Winter Sports Hill Supervisor	\$ 10.15	\$ 14.25	\$ 11.00	\$ 15.00	\$ 12.00	\$ 16.00
Chair Lift, Tow Rope, & Tube Hill Operator	\$ 9.25	\$ 11.50	\$ 10.00	\$ 12.95	\$ 11.00	\$ 13.95
Winter Sports School Coordinator	\$ 14.00	\$ 20.00	\$ 14.75	\$ 20.75	\$ 15.75	\$ 21.75
Winter Sports School Supervisor	\$ 10.15	\$ 18.10	\$ 11.00	\$ 20.00	\$ 12.00	\$ 20.50
Ski & Snow Board Instructor	\$ 10.00	\$ 18.25	\$ 10.25	\$ 18.25	\$ 11.25	\$ 19.25
Winter Sports Lodge Custodian	\$ 10.00	\$ 15.50	\$ 10.00	\$ 15.50	\$ 11.00	\$ 16.50
Ski Patrol	\$ 10.00	\$ 14.25	\$ 12.00	\$ 16.00	\$ 13.00	\$ 17.00
FOOD & BEVERAGE						
Banquet Captain	\$10.15 - \$14.35 + Service Charge		\$10.15 - \$14.35 + Service Charge		\$11.00 - \$18.55 + Service Charge	
Banquet Server	\$5.55 + Service Charge		\$6.00 + Service Charge		\$6.60 + Service Charge	
Banquet Busser/Runner	\$9.25 + Service Charge		\$10.00 + Service Charge		\$11.00 + Service Charge	
Banquet Bartender	\$9.25 - \$11.00 + Service Charge		\$10.00 - \$11.75 + Service Charge		\$11.00 - \$12.75 + Service Charge	
Cook	\$ 10.75	\$ 15.00	\$ 10.75	\$ 15.00	\$ 11.00	\$ 15.25
Dishwasher	\$ 9.25	\$ 12.75	\$ 10.00	\$ 13.50	\$ 11.00	\$ 14.50
Brunch Captain	\$10.15	\$14.25	\$10.15	\$14.25	\$11.00	\$15.10
Brunch/Dining Room Server	\$5.55 + Tips		\$6.00 + Tips		\$6.60 + Tips	
Dining Room & Brunch Busser/Runner	\$9.25 + Tips		\$10.00 + Tips		\$11.00 + Tips	
Dining Room Bartender	\$9.25 - \$11.00 + Tips		\$10.00 - \$11.75 + Tips		\$11.00 - \$12.75 + Tips	
Bar & Winter Sports Café Cashier	\$ 10.00	\$ 13.00	\$ 10.75	\$ 13.75	\$ 11.75	\$ 14.75
Winter Sports Café Runner	\$ 9.25	\$ 13.00	\$ 10.00	\$ 13.75	\$ 11.00	\$ 14.75
1/2 Way House	\$9.25 - \$11.00 + Tips		\$10.00 - \$11.75 + Tips		\$11.00 - \$12.75 + Tips	
Beer Cart	\$9.25 - \$11.00 + Tips or Service Charge		\$10.00 - \$11.75 + Tips or Service Charge		\$11.00 - \$12.75 + Tips or Service Charge	
Laundry	\$ 9.25	\$ 11.00	\$ 10.00	\$ 11.75	\$ 11.00	\$ 12.75
Special Event Staff	\$ 9.25	\$ 11.00	\$ 10.00	\$ 11.75	\$ 11.00	\$ 12.75
SALES						
Event Sales Assistant	\$ 12.00	\$ 18.00	\$ 14.00	\$ 18.00	\$ 14.00	\$ 18.00
Winter Sports Promotions	\$ 12.00	\$ 18.00	\$ 12.00	\$ 18.00	\$ 12.00	\$ 18.00
GOLF & WINTER SPORTS GROUNDS						
Grounds Equipment Operator	\$ 11.25	\$ 15.50	\$ 12.25	\$ 16.50	\$ 13.00	\$ 17.50
Golf & Winter Sports Grounds Laborers	\$ 10.25	\$ 15.75	\$ 11.25	\$ 15.75	\$ 12.00	\$ 16.50
GOLF AT VILLA OLIVIA						
Front Counter Staff	\$ 10.00	\$ 13.00	\$ 10.00	\$ 13.00	\$ 11.00	\$ 14.00
Ranger/Starter	\$ 9.25	\$ 11.00	\$ 10.00	\$ 12.25	\$ 11.00	\$ 13.25
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: xx/xx/2020



## **BOARD MEMORANDUM**

**April 24, 2020**

**To:** Board of Commissioners  
**From:** Rita Fletcher, Executive Director  
**Re:** FY 2020-21 Bartlett Park District Budget: Executive Summary

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Staff is pleased to present the proposed 2020-21 Bartlett Park District Budget for the Park Board's consideration. This budget represents the fiscal priorities for 2020-21 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 FY2020-21 Budget Executive Summary is written in April 2020; therefore, assumptions have been made with respect to FY2019-20 revenues/expenditures.

### **The Process**

Staff began the process of developing the 2020-21 Budget on October 11, 2020. Similar to past years, the goal was set to complete and approve the FY2020-21 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. It is then 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 FY 2020-21 Budget based on the assumption that demands for quality services, programs, and facilities will continue to grow. Additionally, the FY2020-21 Budget takes into consideration recent legislation increasing the State's minimum wage increases that will occur on July 1<sup>st</sup> and again in January 2021. During the budget process the Coronavirus impact was felt on the park district with the closing of facilities and cancellations of programs. Due to the unknown at the time of this writing we have reduced a number of capital projects being planned and reduced some of the funds allotted for some projects.



The FY2020-21 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 given the District \$250,000 to the project, the net expense to the District in the FY2020-21 proposed budget is \$150,000. Two other areas are also scheduled for improvements as both Apple Orchard Community Park West and Camelot on Mayfair will receive playground renovations.

The FY2020-21 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.

### **FY2020-21 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
  - \$314,354 Build America Bonds rebate
  - \$275,000 fund balance
- \$70,000 to Recreation Fund

Capital Items:

- Replacement of two trucks for Parks Department - \$58,000
- Replacement of SUV - \$25,000
- Salt Spreader - \$8,000
- Drainage and ballfield improvements at ball fields - \$40,000
- Landscape/walkway repairs near gazebo at Bartlett Park - \$50,000
- Reznor Heaters for parks department - \$10,000
- Utility vehicle for Apple Orchard Golf Course – \$9,000
- PC replacements - \$10,000

Capital Projects:

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

#### **Capital Projects Fund**

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

- \$589,354 from Corporate Fund
  - \$314,354 Build America Bonds rebate
  - \$275,00 fund balance

#### Capital Items:

- Replacement mower for parks - \$80,00
- Replacement mower for Villa Olivia - \$55,000
- Replacement utility vehicle for ski season - \$23,000
- SMI Pole Cat Replacements for ski season - \$60,000

#### Capital Projects:

- Park and playground improvements at Camelot on Mayfair - \$130,000
- Park and playground improvements at Apple Orchard West - \$175,000
- Inclusive Playground at Bartlett Park - \$403,372
- Complete drainage improvements and pave VO maintenance area - \$50,000
- Lighting panel replacements for winter sports at Villa Olivia - \$12,000
- Tree removal and replacement at Villa Olivia - \$10,000

### **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:

##### Increased revenue streams

- Staff is hopeful this will be the one area that will open early during the Coronavirus

#### Winter Sports:

- New/increased revenue streams
  - With the additional snow guns staff feels snow can be made quicker which should allow us to open more runs earlier which will increase revenue.

#### 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 biggest challenge in the budget for this fund this fiscal year is the minimum wage increase and its impact on all programs and facilities. The other challenge is when the park district can re-open our facilities and resume programs due to the Coronavirus

restrictions in place and the problem of the rules seem to change every week regarding what is allowed and what is not allowed.

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:

- Young Rembrandts
- Hot Shot Sports
- Adult Cooking Classes
- Summer Time Buddies

Program Changes;

- The Before and After school program at Centennial School will see a reduction of participants due to the School District offering their own programs
- Adjustment of Summer Camp schedule due to U-46 schedule

LIFECenter Health and Fitness Club:

- Capital Items
  - Fitness equipment replacement - \$35,000
  - New flooring in free weight area - \$10,000
- New/increased revenue streams
  - Developing a series of educational wellness workshops

Bartlett Aquatic Center:

- New/increased revenue streams
  - Hosting a new themed adult swim night

Oak Room

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

Maintenance – Bartlett Community Center:

- Capital Items
  - Fitness Studio floor refinishing - \$15,900
  - Walk Behind Floor Scrubber - \$9,000
  - Building heating boiler replacement - \$15,000
  - Rooftop unit replacement (RTU) in LIFECenter Health and Fitness Club - \$15,000

## **Special Recreation Fund**

Northwest Special Recreation Association assessment for calendar year 2020 - \$249,650

Capital Projects:

- Inclusive Playground at Bartlett Park - \$150,000
- Park and playground improvements at Apple Orchard Community Park – \$15,000
- Park and playground improvements at Camelot on Mayfair - \$15,000
- Accessibility projects - \$25,000

## **Illinois Municipal Retirement Fund**

Employer contribution rate on eligible wages:

- Calendar year 2020 – 10.94%
- Preliminary calendar year 2021 – 10.90%

## **Social Security and Medicare Fund**

Employer tax rate on eligible wages:

- Social Security – 6.20%
- Medicare – 1.45%

## **Audit Fund**

FY2019-20 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. Due to the Coronavirus we have increased our expenses for unemployment.

Park District Risk Management Agency premiums - \$209,294

Unemployment expense - \$40,000

Alarm and safety inspections - \$43,197

## **Paving and Lighting Fund**

Capital Projects:

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

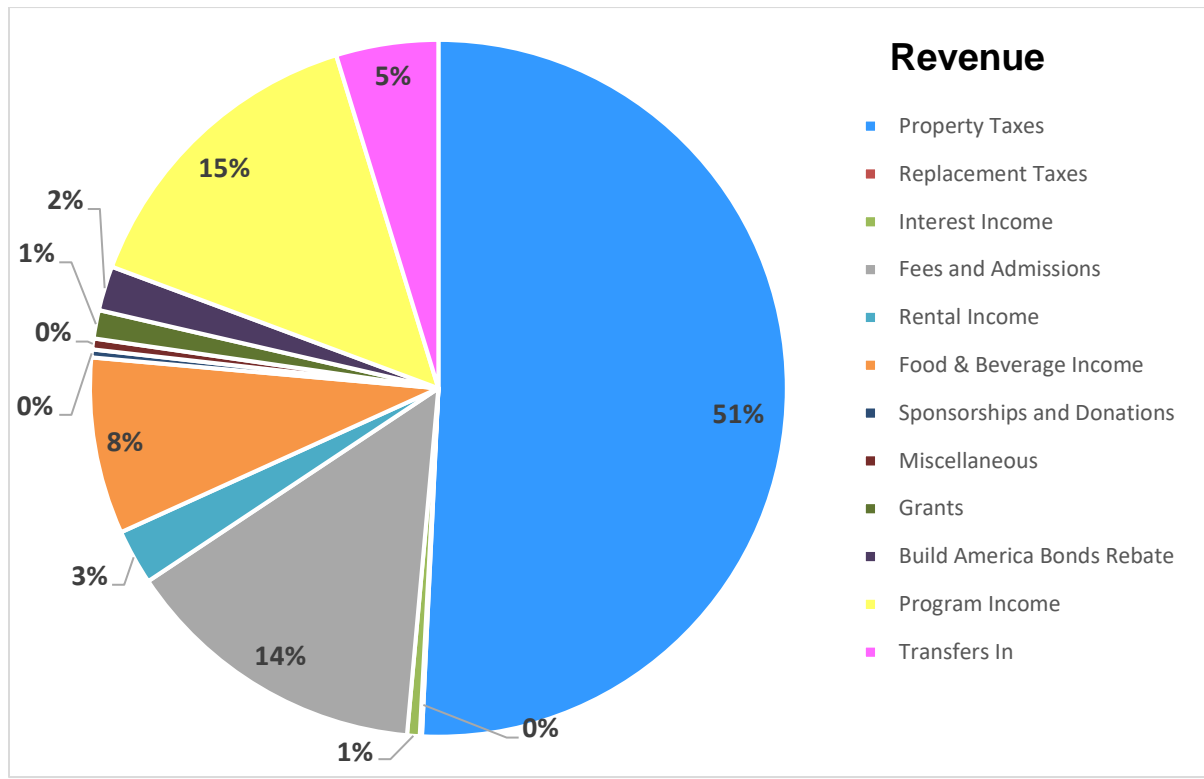
## **FY2020-21 Proposed Budget Summary**

For all funds, total budgeted revenues – including transfers – are expected to be \$15,222,311. The proposed budget request reflects that total budgeted expenditures for all funds – including transfers – are expected to be \$15,060,139.

In FY2020-21, 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 FY2020-21 budgeted revenues and expenditures across all funds.

Revenue:

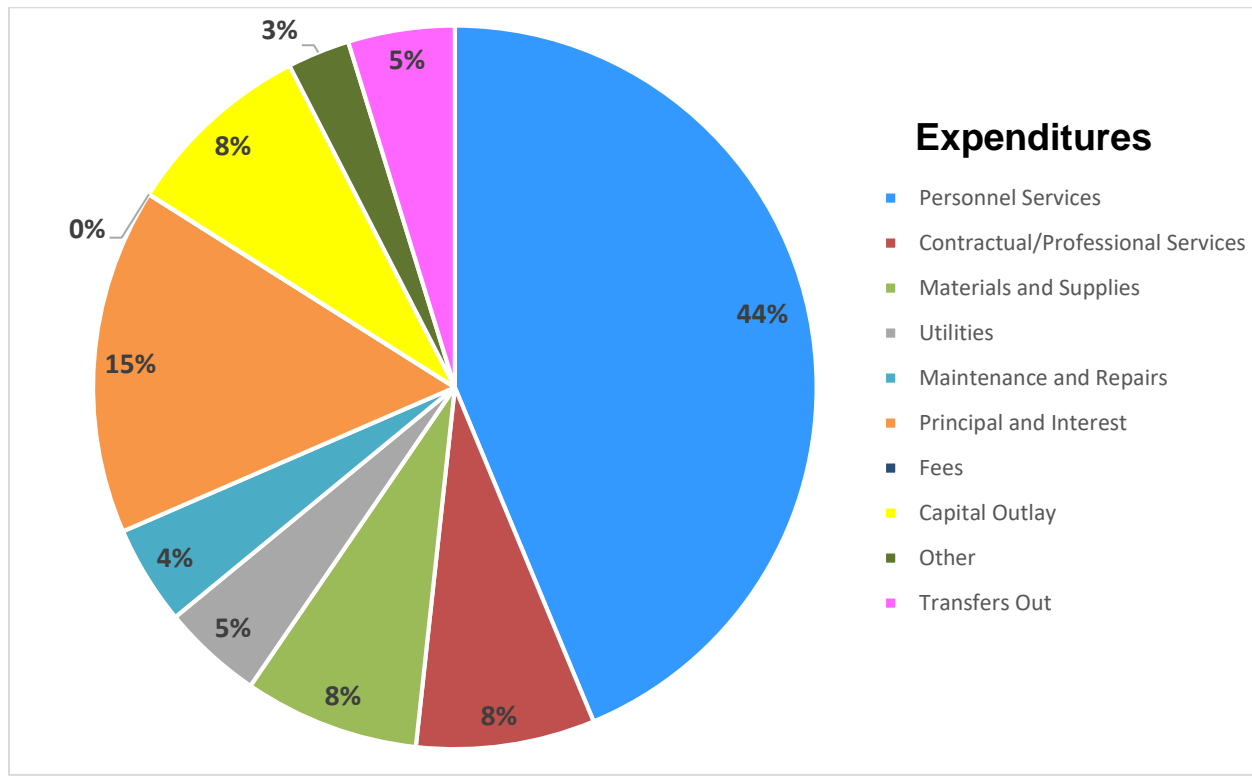
Property Taxes	\$	7,737,408
Replacement Taxes	\$	15,000
Interest Income	\$	88,900
Fees and Admissions	\$	2,161,768
Rental Income	\$	389,480
Food & Beverage Income	\$	1,244,922
Sponsorships and Donations	\$	55,960
Miscellaneous	\$	76,929
Grants	\$	200,000
Build America Bonds Rebate	\$	314,354
Program Income	\$	2,217,236
	\$	
Transfers In	\$	720,354
<b>Total Revenue</b>	<b>\$</b>	<b><u>15,222,311</u></b>



Expenditures:

Personnel Services	\$	6,613,168
Contractual/Professional Services	\$	1,207,810
Materials and Supplies	\$	1,184,862
Utilities	\$	679,325
Maintenance and Repairs	\$	670,584
Principal and Interest	\$	2,339,233
Fees	\$	1,502

Capital Outlay	\$ 1,281,772
Other	\$ 422,529
	<u>\$</u>
Transfers Out	\$ 720,354
Total Expenditures	<u>\$ 15,060,139</u>



### Property Tax Revenue

Property tax revenue comprises 50.8% of all revenue in the FY2020-21 budget. The 2019 tax levy (collected in 2020), is based on the rise in the Consumer Price Index (1.9%) 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:

Year	CPI	Percent Change	Levy Year	Year Taxes Paid
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
2018	251.233	1.9	2019	2020

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

Valuation Year	DuPage	Cook	Kane	Total	% Change
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%
2019	779,774,101.00	382,407,263.00	6,258,464.00	1,168,439,828	1.32%

### **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 FY2020-21 Budget includes \$81,350 to design, print, and distribute four program guides.



## **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 FY2020-21 Budget includes the addition of 1 full-time laborer in the Parks Department, however it also includes the reduction of 3 part-time IMRF positions in the parks department. Filling and retaining part-time IMRF positions has become extremely difficult the past three years so we feel making the switch to a full time position will benefit the district.

**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 FY2020-21 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 FY2020-21 Budget reflects expenditures of \$15,760 for consulting and \$99,205 for equipment and software maintenance, which include recreation management software, PC replacements, and Wi-Fi access point enhancements.

## **Fund Balance Targets**

As previously stated, the tax levy and FY2020-21 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 FY2019-20 projections are accurate and the FY2020-21 proposed budget is met, fund balance target projections at April 30, 2021, and are as follows:

<b><u>Fund</u></b>	<b><u>FY2019-20 Projection</u></b>	<b><u>FY2020-21 Budget</u></b>	<b><u>Policy Target</u></b>
Corporate	28.25%	35%	25%
Capital Projects	NA	NA	NA
Bond & Interest	NA	NA	NA
Villa Olivia	-159%	-143%	25%
Recreation	36.40%	33.44%	25%
Special Recreation	48.17%	56.62%	25%
IMRF	35.93%	29.50%	25%
SS & Medicare	23.18%	19.43%	25%
Audit	14.48%	14.88%	25%
Liability Insurance	47.66%	31.68%	25%
Paving & Lighting	22.81%	50.37%	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 FY2020-21 budget are intentional.

### **FY2020-21 Proposed Budget Revenue and Expenditure Analysis By Fund**

#### **Corporate Fund**

Revenue	
Property Taxes	\$3,220,606
Replacement Taxes	15,000
Interest Income	88,900
Miscellaneous Income	10,306
Build America Bonds Rebate	314,354
Total Estimated Revenue	\$3,649,606
Expenses	
Personnel Services	\$1,647,660
Contractual/Professional Services	259,203
Materials and Supplies	218,882
Utilities	55,531
Maintenance and Repairs	369,810
Transfers Out	659,354
Other	139,106
Total Estimated Expense	\$3,349,546
Fund Net Surplus/Deficit	\$300,059

#### **Capital Projects Fund**

Revenue	
Transfers In	\$589,354
Interest Income	1000
Sponsorships and Donations	20,000

Grants	200,000
Total Estimated Revenue	\$810,354
Expenses	
Building Improvements	\$72,000
Equipment	\$218,000
Park Improvements	\$653,371
Total Estimated Expense	\$943,372
Fund Net Surplus/Deficit	(\$133,017)

### **Bond and Interest Fund**

Revenue	
Property Taxes	\$2,352,030
Replacement Taxes	\$50
Total Estimated Revenue	\$2,352,080
Expenses	
Principal and Interest	\$2,339,233
Fees	1,502
Total Estimated Expense	\$2,340,735
Fund Net Surplus/Deficit	\$11,345

### **Villa Olivia Fund**

Revenue	
Fees and Admissions	\$643,845
Rental Income	278,445
Food and Beverage Sales	1,115,160
Miscellaneous Income	33,850
Program Income	63,915
Total Estimated Revenue	\$2,135,215
Expenses	
Personnel Services	\$1,278,338
Contractual/Professional Services	79,334
Materials and Supplies	441,247
Utilities	149,469
Maintenance and Repair	86,890
Other	96,602
Total Estimated Expense	\$2,131,880
Fund Net Surplus/Deficit	

**Recreation Fund**

Revenue	
Property Taxes	\$689,431
Fees and Admissions	1,535,387
Interest Income	100
Rental Income	111,034
Food and Beverage Income	133,762
Sponsorships and Donations	35,960
Miscellaneous Income	33,077
Transfers In	131,000
Program Income	2,166,483
Total Estimated Revenue	\$4,836,234
Expenses	
Personnel Services	\$3,027,936
Contractual/Professional Services	331,562
Materials and Supplies	524,733
Utilities	474,325
Maintenance and Repair	213,884
Capital Outlay	105,400
Other	146,821
Total Estimated Expense	\$4,824,661
Fund Net Surplus/Deficit	\$

**Special Recreation Fund**

Revenue	
Property Taxes	\$465,077
Total Estimated Revenue	\$465,077
Expenses	
Contractual Services	\$249,651
Capital Outlay	140,000
Transfer Out	61,000
Total Estimated Expense	\$450,650
Fund Net Surplus/Deficit	\$14,426

**Illinois Municipal Retirement Fund**

Revenue	
Property Taxes	\$296,521
Total Estimated Revenue	\$296,521
Expenses	
Personnel Services	\$313,587
Total Estimated Expense	\$313,587
Fund Net Surplus/Deficit	(\$17,066)

**Social Security and Medicare Fund**

Revenue	
Property Taxes	\$315,158
Total Estimated Revenue	\$315,158
Expenses	
Personnel Services	\$324,701
Total Estimated Expense	\$324,701
Fund Net Surplus/Deficit	(\$9,453)

**Audit Fund**

Revenue	
Property Taxes	\$19,800
Total Estimated Revenue	\$19,800
Expenses	
Contractual Services	\$19,900
Other	49
Total Estimated Expense	\$19,949
Fund Net Surplus/Deficit	(\$149)

**Liability Insurance Fund**

Revenue	
Property Taxes	\$301,097
Miscellaneous Income	1,500
Total Estimated Revenue	\$302,597
Expenses	
Personnel Services	\$20,941
Contractual Services	268,112
Other	40,000
Total Estimated Expense	\$329,053
Fund Net Surplus/Deficit	(\$26,456)

**Paving and Lighting Fund**

Revenue	
Property Taxes	\$39,566
Total Estimated Revenue	\$39,566
Expenses	
Capital Outlay	32,000
Total Estimated Expense	\$32,000
Fund Net Surplus/Deficit	\$7,566

## **Quadricentennial Fund**

Revenue	
Interest Income	\$100
Total Estimated Revenue	\$100
Expenses	
Total Estimated Expense	\$0
Fund Net Surplus/Deficit	\$100

## **Conclusion**

The Bartlett Park District FY2020-21 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 50.8% of revenues will come from non-tax resources.

Finally, as this FY2020-21 Budget is reviewed, note that the District proposes a continued commitment to the future, as it includes a transfer of \$589,354 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 FY2020-21 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 FY2020-21, 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.



**Bartlett Park District  
Proposed Capital Project List**

**FY2020-21**

Updated 4/15/2020

			Year Purchased/ Updated	FY2020-21	GL Account
<b>Vehicles</b>					
	<b>Apple Orchard Golf Course</b>				
		Utility Vehicle	2000	\$ 9,000.00	01-10-20-560-0100
	<b>Parks Department</b>				
		Replacement Building Maintenance Vehicle	2000	\$ 25,000.00	01-10-20-560-0100
		Replacement Truck	2004	\$ 33,000.00	01-10-20-560-0100
		Mower	2010	\$ 80,000.00	03-10-80-560-0100
		Salt Spreader	2001	\$ 8,000.00	01-10-20-560-0100
	<b>Recreation</b>				
		Replacement Sport Utility Vehicle	2003	\$ 25,000.00	01-10-20-560-0100
	<b>Villa Olivia</b>				
		Fairway Mower	1993	\$ 55,000.00	03-10-80-560-0100
		Utility Vehicle	1996	\$ 23,000.00	03-10-80-560-0100
		SMI Pole Cat Replacements		\$ 60,000.00	03-10-80-560-0100
		<b>Total Vehicles</b>		<b>\$ 318,000.00</b>	
<b>Parks and Playgrounds</b>					
	<b>Apple Orchard Park</b>		1998		
				\$ 160,000.00	03-10-80-572-0833
				\$ 15,000.00	21-10-05-572-1900
	<b>Bartlett Park (Inclusive Playground)</b>		1993		
		Carryover from FY2019-20		\$ 353,372.00	03-10-80-572-0835
		Carryover from FY2019-20		\$ 50,000.00	21-10-05-572-1900
	<b>Bartlett Park Landscaping</b>	Carryover from FY2019-20		\$ 50,000.00	03-10-80-572-0835
	<b>Camelot on Mayfair</b>		1997		
				\$ 115,000.00	03-10-80-572-0838
				\$ 15,000.00	21-10-05-572-1900
		<b>Total Parks and Playgrounds</b>		<b>\$ 758,372.00</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>Apple Orchard West Park</b>				
		Ballfield Renovation		\$ 7,500.00	01-10-20-572-0825
	<b>Community Park</b>				
		Ballfield Renovation - Field #7		\$ 7,500.00	01-10-20-572-0825
	<b>Koehler Fields</b>				
		Ballfield Renovation - Field B		\$ 25,000.00	01-10-20-572-0825
		<b>Total Park Improvements</b>		<b>\$ 75,000.00</b>	
<b>Facility and Equipment Improvements</b>					
	<b>Bartlett Aquatic Center</b>				
		Paint - Plunge Pool	2014	\$ 5,000.00	20-12-20-575-0816
		Paint - Deep Pool	2012	\$ 15,000.00	20-12-20-575-0816
		Pool Vacuum		\$ 6,000.00	20-72-27-560-5001





**Bartlett Park District  
Proposed Capital Project List**

**FY2020-21**

Updated 4/15/2020

			Year Purchased/ Updated	FY2020-21	GL Account
	<b>Bartlett Community Center</b>				
		Entrances - Carpet Replacement	2000	\$ 9,000.00	20-10-20-575-0808
			2000	\$ 15,530.00	20-10-20-575-0808
		Floor Refinish - Fitness (Full Floor Restoration)		\$ 15,900.00	20-10-20-575-0808
		Domestic HW Boiler 1	2000	\$ 15,000.00	20-10-20-575-0808
		Sealcoating and Parking Lot/Driveway Repairs	2010	\$ 35,000.00	01-10-20-572-0825
		Sealcoating and Parking Lot/Driveway Repairs	2010	\$ 20,000.00	26-10-20-571-0825
		Walk Behind Floor Scrubber/Dryer	2015	\$ 9,000.00	20-10-20-560-0100
		Convert Lighting to LED		\$ 20,000.00	20-10-20-575-0808
		Fitness Equipment Replacement- LIFEcenter	2000	\$ 45,000.00	20-70-28-560-0101
		Flooring Replacement - Free Weight Area - LIFEcenter	2000	\$ 10,000.00	20-70-28-560-0101
		Rooftop Unit #2 - Compressor #3 Replacement - LIFEcenter	2000	\$ 15,000.00	20-10-20-575-0808
		Banquet Chair Replacement - Oak Room	2000	\$ 8,500.00	20-70-15-560-0101
		Flow Meter Replacement	2000	\$ 5,000.00	20-10-20-575-0808
		Pool Auto Vacuum	2010	\$ 5,000.00	20-70-26-560-0101
	<b>Parks Maintenance Building</b>				
		Reznor Heaters	1997	\$ 10,000.00	01-10-20-560-0100
	<b>Villa Olivia</b>				
		Tree Removal & Replacement	Annual	\$ 10,000.00	03-10-80-575-0990
		Pave and Drainage Improvements - Maintenance Building		\$ 50,000.00	03-10-80-575-0990
		Lighting Panel Replacements - Ski		\$ 12,000.00	03-10-80-575-0990
		<b>Total Facility and Equipment Improvements</b>		<b>\$ 320,400.00</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>					
		PC Replacements - Annual	2019	\$ 10,000.00	01-10-05-560-0100
		Credit Card Terminal Replacements	2016	\$ 5,000.00	01-10-05-560-0100
		Computer Fobs - Titan 2FA	N/A	\$ 5,000.00	01-10-05-560-0100
		Remote Manager Access - Hardware	N/A	\$ 5,900.00	01-10-05-576-0100
		<b>Total Technology Improvements</b>		<b>\$ 25,900.00</b>	

[illegible]

**ORDINANCE 20-05**

**BARTLETT PARK DISTRICT**

**ANNUAL BUDGET AND APPROPRIATION ORDINANCE**

**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, 2020 AND ENDING APRIL 30, 2021, 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 12<sup>th</sup> day of May 2020 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, sixty thousand, one hundred thirty-nine dollars (\$15,060,139), 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 sixteen million, five hundred sixty-six thousand, one hundred-fifty dollars (\$16,566,150), 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, 2020 and ending April 30, 2021.

**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	\$1,647,660	\$1,812,426
Contractual / Professional Services	259,203	285,123
Materials and Supplies	218,882	240,770
Utilities	55,531	61,084
Maintenance and Repairs	369,810	406,791
Transfers	659,354	725,289
Other	<u>139,106</u>	<u>153,016</u>
Total	<u>\$3,349,546</u>	<u>\$3,684,500</u>
 <b>Capital Projects Fund</b>	 <b>Budget</b>	 <b>Appropriations</b>
Building Improvements	\$72,000	\$79,200
Equipment	218,000	239,800
Park Improvements	<u>653,372</u>	<u>718,709</u>
Total	<u>\$943,372</u>	<u>\$1,037,709</u>
 <b>Bond and Interest Fund</b>	 <b>Budget</b>	 <b>Appropriations</b>
Principal and Interest	\$2,339,233	\$2,573,156
Fees	<u>1,502</u>	<u>1,652</u>
Total	<u>\$2,340,735</u>	<u>\$2,574,808</u>
 <b>Villa Olivia Fund</b>	 <b>Budget</b>	 <b>Appropriations</b>
Personnel Services	\$1,278,338	\$1,406,172
Contractual / Professional Services	79,334	87,267
Materials and Supplies	441,247	485,372
Utilities	149,469	164,416
Maintenance and Repairs	86,890	95,579
Other	<u>96,602</u>	<u>106,262</u>
Total	<u>\$2,131,880</u>	<u>\$2,345,068</u>
 <b>Recreation Fund</b>	 <b>Budget</b>	 <b>Appropriations</b>
Personnel Services	\$3,027,936	\$3,330,730
Contractual / Professional Services	331,562	364,718
Materials and Supplies	524,733	577,206
Utilities	474,325	521,758
Maintenance and Repairs	213,884	235,272
Capital Outlay	105,400	115,940
Other	<u>146,821</u>	<u>161,503</u>
Total	<u>\$4,824,661</u>	<u>\$5,307,127</u>

<b>Special Recreation Fund</b>	<b>Budget</b>	<b>Appropriations</b>
Contractual Services	\$249,650	\$274,615
Capital Outlay	140,000	154,000
Transfers	<u>61,000</u>	<u>67,100</u>
Total	<u>\$450,650</u>	<u>\$495,715</u>
<b>Illinois Municipal Retirement Fund</b>	<b>Budget</b>	<b>Appropriations</b>
Personnel Services	\$313,587	\$344,945
Total	<u>\$313,587</u>	<u>\$344,945</u>
<b>Social Security Fund</b>	<b>Budget</b>	<b>Appropriations</b>
Personnel Services	\$324,706	\$357,176
Total	<u>\$324,706</u>	<u>\$357,176</u>
<b>Audit Fund</b>	<b>Budget</b>	<b>Appropriations</b>
Contractual Services	\$19,900	\$21,890
Other	<u>49</u>	<u>53</u>
Total	<u>\$19,949</u>	<u>\$21,943</u>
<b>Liability Insurance Fund</b>	<b>Budget</b>	<b>Appropriations</b>
Personnel Services	\$20,941	\$23,035
Contractual Services	268,112	294,923
Other	<u>40,000</u>	<u>44,000</u>
Total	<u>\$329,053</u>	<u>361,958</u>
<b>Paving and Lighting Fund</b>	<b>Budget</b>	<b>Appropriations</b>
Capital Outlay	<u>32,000</u>	<u>35,200</u>
Total	<u>\$32,000</u>	<u>\$35,200</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	\$3,349,546	\$3,684,500
Capital Projects	943,372	1,037,709
Bond and Interest	2,340,735	2,574,808
Villa Olivia	2,131,880	2,345,068
Recreation	4,824,661	5,307,127
Special Recreation	450,650	495,715
Illinois Municipal Retirement	313,587	344,945
Social Security	324,706	357,176
Audit	19,949	21,944
Liability Insurance	329,053	361,958
Paving and Lighting	32,000	35,200
Quadricentennial	0	0
<b>Total</b>	<b><u>\$15,060,139</u></b>	<b><u>\$16,566,150</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 2020 and ending the 30<sup>th</sup> day of April 2021 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: \$5,233,874
- (b) Estimate of cash expected to be received during the fiscal year from all sources: \$15,222,311
- (c) Estimate of expenditures contemplated for the fiscal year: \$15,060,139
- (d) Estimated cash expected to be on hand at the end of the fiscal year: \$5,396,046

**SECTION 4:** All unexpended balances of the appropriation for the fiscal year ending the 30<sup>th</sup> day of April 2020 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, 2020 and ending April 30, 2021, 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 12<sup>th</sup> day of May 2020 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

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Stephen M. Eckelberry, 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. 20-05**

**BARTLETT PARK DISTRICT**

**ANNUAL BUDGET AND APPROPRIATION ORDINANCE**

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 12<sup>th</sup> day of May 2020.

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 12<sup>th</sup> day of May 2020.

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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)**