

# Bartlett Park District

## ANNUAL BUDGET



# FY 2021-2022





## **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:**

*Our Core Values guide our organization in everything we do.  
They represent who we are and what we believe.*

- 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.





## 2021-2022 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 2021-2022**.

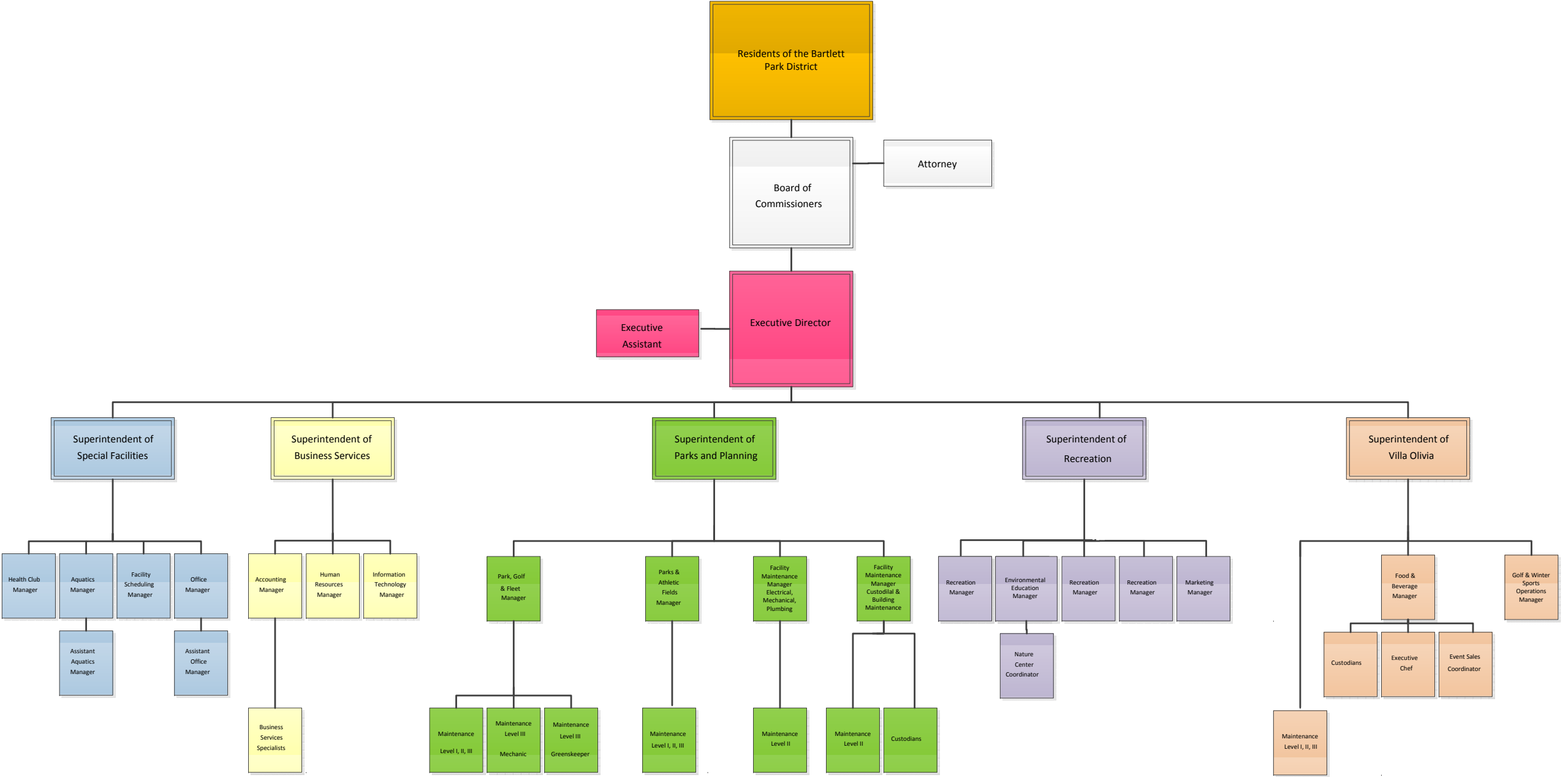
**MEETING SCHEDULE**: The Annual Board Meeting is held prior to the Committee Workshop the **2<sup>nd</sup>** Tuesday in **May**; Committee Workshop Meetings are held the **2<sup>nd</sup>** Tuesday of every month; and Regular Board Meetings are held the **4<sup>th</sup>** Tuesday of every month. **Exceptions 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 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	
Tuesday	May 25, 2021	7:30 PM	Regular Board Meeting	
Tuesday	June 8, 2021	7:30 PM	Committee Workshop Meeting	
Tuesday	June 22, 2021	7:30 PM	Regular Board Meeting	
Tuesday	July 13, 2021	7:30 PM	Committee Workshop Meeting	
Tuesday	July 27, 2021	7:30 PM	Regular Board Meeting	
Tuesday	August 10, 2021	7:30 PM	Committee Workshop Meeting	
Tuesday	August 24, 2021	7:30 PM	Regular Board Meeting	
Tuesday	September 14, 2021	7:30 PM	Committee Workshop Meeting	
Tuesday	September 28, 2021	7:30 PM	Regular Board Meeting	
Tuesday	October 12, 2021	7:30 PM	Committee Workshop Meeting	
Tuesday	October 26, 2021	7:30 PM	Regular Board Meeting	
Tuesday	November 9, 2021	7:30 PM	Committee Workshop Meeting	
Tuesday	November 23, 2021	7:30 PM	Regular Board Meeting	
Tuesday	December 14, 2021	7:30 PM	Committee Workshop Meeting	
Tuesday	<b>December 21, 2021</b>	7:30 PM	<b>Regular Board Meeting</b>	Note: 3 <sup>rd</sup> Tuesday
Tuesday	January 11, 2022	7:30 PM	Committee Workshop Meeting	
Tuesday	January 25, 2022	7:30 PM	Regular Board Meeting	
Tuesday	February 8, 2022	7:30 PM	Committee Workshop Meeting	
Tuesday	February 22, 2022	7:30 PM	Regular Board Meeting	
Tuesday	March 8, 2022	7:30 PM	Committee Workshop Meeting	
Tuesday	March 22, 2022	7:30 PM	Regular Board Meeting	
Tuesday	April 12, 2022	7:30 PM	Committee Workshop Meeting	
Tuesday	April 26, 2022	7:30 PM	Regular Board Meeting	
Tuesday	<b>May 10, 2022</b>	7:00 PM	<b>Public Hearing -- Annual Budget</b>	Note: Time is at 7:00 PM
Tuesday	<b>May 10, 2022</b>	7:15 PM	<b>Annual Board Meeting</b>	Note: Time is at 7:15 PM
Tuesday	May 10, 2022	7:30 PM	Committee Workshop Meeting	

BARTLETT PARK DISTRICT  
2021-2022 FULL-TIME EMPLOYEES  
ORGANIZATIONAL CHART





## 2021-2022 STRATEGIC GOALS- COMBINED

### ***STAFF LISTING***

STAFF	STAFF NAME	POSITION	DEPARTMENT
RF	Rita Fletcher	Executive Director	Administration
EL	Eric Leninger	Superintendent of Business Services	Business Services
DE	Dale Erdman	Information Technology Manager	Business Services
MR	Meagan Rawls	Human Resources Manager	Business Services
KO	Kelly O'Brien	Superintendent of Parks & Planning	Parks & Planning
DT	Dan Touzios	Parks & Athletic Fields Manager	Parks & Planning
LM	Larry Mann	Facility Maintenance Manager	Parks & Planning
JM	Jessica Meyers	Parks, Golf & Fleet Manager	Parks & Planning
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
EEM	TBA	Environmental Education Manager	Recreation
EE	Eric Eichholz	Recreation Manager	Recreation
LH	Lynsey Heathcote	Superintendent of Special Facilities	Special Facilities
HFM	TBA	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

## 2021-2022 STRATEGIC GOALS- COMBINED

### *Goal Priorities*

PRIORITY	START
Priority 1	Start May 2021 Fiscal Year
Priority 2	Start May 2022 Fiscal Year
Priority 3	Start May 2023 Fiscal Year
Priority 4	Start May 2024 Fiscal Year

### *TECHNOLOGY*

PRIORITY	GOAL	COMMITTEE CHAIR	COMMITTEE MEMBERS	COMPLETION	STATUS
1.	Explore District-wide technology opportunities to enhance how the District operates, serves, registers, programs and maintains our facilities and parks with the goal of increased operational efficiency.	EL & LH	DE, EE, AM, JM, MR	March 2022	
2.	Identify equipment needed and costs associated to proceed with an increase in live-streaming programs and events.	EL & LH			
3.	Establish a District-wide Wi-Fi plan to enhance our customers' experience, which includes planning for future parks and facilities.	EL & LH			

### *MARKETING*

PRIORITY	GOAL	COMMITTEE CHAIR	COMMITTEE MEMBERS	COMPLETION	STATUS
1.	Determine the best options to expand District's marketing to creatively and better target various age groups.	KD	SF, KM, LH, ANM, SH	March 2022	
2.	Analyze the District's current marketing approach to determine which methods produce the best results.	KD			

### ***PROGRAMS & SERVICES***

PRIORITY	GOAL	COMMITTEE CHAIR	COMMITTEE MEMBERS	COMPLETION	STATUS
1.	Identify successful programs and service operations from 2020 and build on those for the future (including on-line/registration).	KD & LH	JH, KH, AM, NS	November 2021	
2.	Create a Master Usage Schedule for all District facilities to determine unused spaces and identify programming opportunities.	KD & LH			

### ***FACILITIES***

PRIORITY	GOAL	COMMITTEE CHAIR	COMMITTEE MEMBERS	COMPLETION	STATUS
1.	Review the District's 2020 golf analytics and find ways to sustain by providing additional amenities to bring and keep patrons at Villa Olivia and Apple Orchard Golf Courses.	RKF & LH	KH, SH, JM	November 2021	
1.	Create a District-wide list of facility improvements, renovations and upgrades needed and develop a master plan for future implementation.	RKF & KO	JZ, LM, KM, NS	February 2022	
2.	Determine the unique banquet niche that is most profitable and marketable for Villa Olivia.	RKF			
2.	Investigate the concept of making Villa Olivia an entertainment destination that attracts the community, a broader geography and outside groups.	RKF			
3.	Explore the community's interest in a new indoor facility such as an indoor sports complex, indoor ice rink, etc. as well as their support to fund.	KO & KD			

## ***PARKS***

PRIORITY	GOAL	COMMITTEE CHAIR	COMMITTEE MEMBERS	COMPLETION	STATUS
1.	Investigate synthetic athletic field needs and possible locations within the community.	KO & KD	DT, EE, JH, EL	December 2021	
2.	Investigate new, non-traditional park concepts and amenities when master planning future parks.	KO & RKF			
3.	Conduct a Planning Session with the Board to discuss new ideas for current parks and plans to update and refresh the parks.	KO & RKF			
4.	Explore the benefit of playground consolidation with fewer but larger and more creative playgrounds and how this might impact the community and District's replacement schedule.	KO			





## 2021-2022 DEPARTMENTAL GOALS & OBJECTIVES

### STAFF LISTING

STAFF	STAFF NAME	POSITION	DEPARTMENT
RF	Rita Fletcher	Executive Director	Administration
EL	Eric Leninger	Superintendent of Business Services	Business Services
DE	Dale Erdman	Information Technology Manager	Business Services
MR	Meagan Rawls	Human Resources Manager	Business Services
PM	Patti Mancini	Accounting Manager	Business Services
KO	Kelly O'Brien	Superintendent of Parks & Planning	Parks & Planning
DT	Dan Touzios	Parks & Athletic Fields Manager	Parks & Planning
LM	Larry Mann	Facility Maintenance Manager	Parks & Planning
JM	Jessica Meyers	Parks, Golf & Fleet Manager	Parks & Planning
JZ	John Zenino	Facility Maintenance Manager	Parks & Planning
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HFM	TBA	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
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## BARTLETT PARK DISTRICT 2021-2022 DEPARTMENTAL GOALS & OBJECTIVES

### ***ADMINISTRATION***

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Create a master list of all environmental practices that are being done in each department and create a long term plan to increase environmental strategies/practices in all areas of district operation.	RF, KD, KO, LH, EL, TBA	March 2022	

### ***BUSINESS SERVICES***

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Investigate ways to streamline processes in accounts payable, including paying of bills online.	EL	March 2022	
2.	Create 12-month task timeline for full –time accounting positions	PM	January 2022	
3.	Investigate new methods to increase monthly inventory efficiencies by utilizing RecTrac.	PM	September 2021	
4.	Investigate providing an online / virtual trainings for staff, including open enrollment.	MR	November 2021	
5.	Create and provide an internal training for supervisors to enhance personnel management.	MR	March 2021	
6.	Investigate ways to enhance usage of current District software by increasing mobile capabilities.	DE	December 2021	
7.	Evaluate and update the District’s disaster recovery and business services continuity plan.	DE	February 2021	

## ***PARKS & PLANNING***

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Investigate different methods/techniques of fence line turf control to limit hours spent string trimming.	DT	December 2021	
2.	Review current snow removal plan and update routes and procedures	DT	October 2021	
3.	Review and update the current Building Equipment Replacement Schedule of all Park District facilities	LM	December 2021	
4.	Evaluate new sanitation standards and update procedures/ checklists	LM	January 2022	
5.	Review and research current fleet and update replacement schedules	JM	December 2021	
6.	Review and update the native area maintenance plan	JM	March 2022	
7.	Review and update the current Building Equipment Replacement Schedule of all Park District facilities	JZ	December 2021	
8.	Create a monthly equipment inspection form of all mechanical rooms.	JZ	March 2022	
9.	Conduct a team-building activity for parks department staff	KO	August 2021	

## ***RECREATION***

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Focus on an educational eco-friendly program campaign. Quarterly create new programs.	EEM	April 2022	
2.	Create & implement a new plan (programs and events) for celebrating Earth Day.	EEM	November 2021	
3.	Create a staff training manual for Schrade Gym.	EE	November 2021	
4.	Restructure and streamline the way Team Sideline and the main website work to layout information to be more user friendly.	EE	February 2022	
5.	Create an instructional manual for Theatre Tech. operations.	KM	April 2022	
6.	Investigate technology options (apps/programs) that can be used in preschool to provide more resources and information for families.	KM	August 2021	
7.	Create a database for website analytics that can be captured each month for comparison throughout the year to create a history.	SF	December 2021	
8.	Create a marketing resource folder on shared drive to support staff.	SF	December 2021	
9.	Create & implement a youth running event.	JH	April 2022	
10.	Create and implement a youth flag football league.	JH	November 2021	
11.	Investigate cost effective ways to market the Internship Program	KD	April 2022	

## SPECIAL FACILITIES

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Work with NWSRA to implement a formalized swim instructor training program focused on effective methods of teaching patrons with disabilities.	ANM	January 2021	
2.	Plan and execute a live Emergency Action Plan (EAP) staff training in conjunction with the Bartlett Fire and Police Departments.	ANM	May 2021	
3.	Plan a community wide event for execution in September 2022.	HCM	April 2022	
4.	Evaluate the current <b>LIFECENTER</b> part-time IMRF positions, including the need, schedules and responsibilities.	HCM	November 2021	
5.	Investigate new and more efficient ways to check and confirm Proof of Residency.	AM	October 2021	
6.	Develop guidelines for RecTrac 3.1 monthly ACH and MOTO billing.	AM	July 2021	
7.	Build and maintain an online media gallery featuring facilities to promote rental opportunities.	NS	July 2021	
8.	Develop a plan to cross train Rental Staff in multiple areas of operations to ensure they can provide a superior level of customer service after hours.	NS	October 2021	

## VILLA OLIVIA

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Develop a training program for all new food and beverage operations staff.	SH	October 2021	
2.	Work with Event Sales Coordinator to develop a long term plan to update banquet spaces.	SH	July 2021	
3.	Investigate and recommend scheduling application or program for winter sports staff to streamline and improve efficiency.	KH	December 2021	
4.	Develop a staff operations manual for VO golf rangers and starters.	KH	September 2021	

# BARTLETT PARK DISTRICT: FULL-TIME SALARY RANGES

	FY2020-21 January 1, 2021		FY2021-22 May 1, 2021		FY2021-22 January 1, 2022	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
<b>ADMINISTRATION</b>						
Executive Director	—	—	—	—	—	—
Executive Assistant	\$44,000	\$60,000	\$44,000	\$60,000	\$44,000	\$60,000
<b>BUSINESS SERVICES</b>						
Superintendent; Business Services	\$80,000	\$117,000	\$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	\$48,000	\$75,800	\$48,000	\$75,800	\$48,000	\$75,800
Human Resources Manager	\$52,000	\$80,000	\$52,000	\$80,000	\$52,000	\$80,000
Business Services Specialist	\$16.00	\$27.00	\$16.00	\$27.00	\$16.00	\$27.00
<b>PARKS</b>						
Superintendent; Parks and Planning	\$80,000	\$117,000	\$80,000	\$117,000	\$80,000	\$117,000
Parks Manager	\$48,000	\$75,800	\$48,000	\$75,800	\$48,000	\$75,800
Facility Maintenance Manager	\$48,000	\$75,800	\$48,000	\$75,800	\$48,000	\$75,800
Maintenance Level III	\$22.00	\$32.00	\$22.00	\$32.00	\$22.00	\$32.00
Maintenance Level II	\$18.50	\$25.00	\$18.50	\$25.00	\$18.50	\$25.00
Maintenance Level I	\$16.50	\$19.00	\$16.50	\$19.00	\$16.50	\$19.00
Custodian	\$14.50	\$22.00	\$14.50	\$22.00	\$14.50	\$22.00
<b>SPECIAL FACILITIES</b>						
Superintendent; Special Facilities	\$80,000	\$117,000	\$80,000	\$117,000	\$80,000	\$117,000
Facility Managers	\$48,000	\$75,800	\$48,000	\$75,800	\$48,000	\$75,800
Scheduling Manager	\$48,000	\$75,800	\$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	\$35,600	\$46,600	\$35,600	\$46,600	\$35,600	\$46,600
Assistant Office Manager	\$35,600	\$46,100	\$35,600	\$46,100	\$35,600	\$46,100
<b>RECREATION</b>						
Superintendent; Recreation	\$80,000	\$117,000	\$80,000	\$117,000	\$80,000	\$117,000
Marketing Manager	\$48,000	\$75,800	\$48,000	\$75,800	\$48,000	\$75,800
Environmental Education Manager	\$48,000	\$75,800	\$48,000	\$75,800	\$48,000	\$75,800
Nature Center Coordinator	\$35,600	\$46,100	\$35,600	\$46,100	\$35,600	\$46,100
Recreation Manager	\$48,000	\$75,800	\$48,000	\$75,800	\$48,000	\$75,800
<b>VILLA OLIVIA</b>						
Superintendent; Villa Olivia	\$80,000	\$117,000	\$80,000	\$117,000	\$80,000	\$117,000
Maintenance Level III	\$22.00	\$32.00	\$22.00	\$32.00	\$22.00	\$32.00
Maintenance Level II	\$18.50	\$25.00	\$18.50	\$25.00	\$18.50	\$25.00
Maintenance Level I	\$16.50	\$19.00	\$16.50	\$19.00	\$16.50	\$19.00
Golf & Winter Sports Operations Manager	\$48,000	\$75,800	\$48,000	\$75,800	\$48,000	\$75,800
Food & Beverage Manager	\$48,000	\$75,800	\$48,000	\$75,800	\$48,000	\$75,800
Chef	\$48,000	\$75,800	\$48,000	\$75,800	\$48,000	\$75,800
Sous Chef	\$35,600	\$48,600	\$35,600	\$48,600	\$35,600	\$48,600
Custodian	\$15.25	\$23.75	\$15.25	\$23.75	\$15.25	\$23.75
Event Sales Coordinator	\$40,000	\$60,000	\$40,000	\$60,000	\$40,000	\$60,000

Board Approved:



BARTLETT PARK DISTRICT: PART-TIME SALARY RANGES						
	FY2020 -21 January 1, 2021		FY2021 -22 May 1, 2021		FY2021 -22 January 1, 2022	
	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	\$ 19.25	\$ 13.25	\$ 19.25	\$ 13.25	\$ 19.25
HR Assistant	\$ 15.00	\$ 21.00	\$ 15.00	\$ 21.00	\$ 15.00	\$ 21.00
Payroll Assistant	\$ 15.00	\$ 21.00	\$ 15.00	\$ 21.00	\$ 15.00	\$ 21.00
Accounting Assistant	\$ 13.00	\$ 17.25	\$ 13.00	\$ 17.25	\$ 13.00	\$ 17.25
<b>PARKS</b>						
Parks Office Assistant	\$ 15.50	\$ 22.50	\$ 15.50	\$ 22.50	\$ 15.50	\$ 22.50
Custodian	\$ 11.00	\$ 16.50	\$ 11.00	\$ 16.50	\$ 12.00	\$ 16.50
Building & Custodial Maintenance	\$ 13.00	\$ 17.25	\$ 13.00	\$ 17.25	\$ 13.00	\$ 17.25
Parks Crew Leader/Equipment Operator	\$ 13.00	\$ 17.50	\$ 13.00	\$ 17.50	\$ 13.00	\$ 17.50
Parks Dept./Laborers	\$ 12.00	\$ 16.50	\$ 12.00	\$ 16.50	\$ 12.00	\$ 16.50
<b>SPECIAL FACILITIES</b>						
<b>REGISTRATION OFFICE</b>						
Registration Office Assistant	\$ 15.00	\$ 22.00	\$ 15.00	\$ 22.00	\$ 15.00	\$ 22.00
Registration Clerk	\$ 12.25	\$ 16.50	\$ 12.25	\$ 16.50	\$ 12.50	\$ 16.50
<b>RENTAL/FACILITY</b>						
BCC Event Supervisor	\$ 12.75	\$ 17.75	\$ 12.75	\$ 17.75	\$ 12.75	\$ 17.75
BCC Gym Sports Rental Supervisor	\$ 11.00	\$ 12.75	\$ 11.00	\$ 12.75	\$ 12.00	\$ 13.75
Party Place Coordinator	\$ 12.50	\$ 16.75	\$ 12.50	\$ 16.75	\$ 13.50	\$ 17.00
Party Place Staff	\$ 11.00	\$ 14.00	\$ 11.00	\$ 14.00	\$ 12.00	\$ 15.00
Bartender	\$ 11.00	\$ 16.50	\$ 11.00	\$ 16.50	\$ 12.00	\$ 16.50
BCC Building Supervisor	\$ 11.25	\$ 16.50	\$ 11.25	\$ 16.50	\$ 12.25	\$ 16.50
Theater Tech	\$ 15.00	\$ 20.00	\$ 15.00	\$ 20.00	\$ 15.00	\$ 20.00
<b>LIFECENTER HEALTH CLUB</b>						
Personal Trainers	\$ 20.00	\$ 35.00	\$ 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	\$ 35.00	\$ 53.00	\$ 35.00	\$ 53.00	\$ 35.00	\$ 53.00
Group Fitness Instructors	\$ 24.00	\$ 40.00	\$ 24.00	\$ 40.00	\$ 24.00	\$ 40.00
Fitness Coordinator	\$ 17.00	\$ 21.00	\$ 17.00	\$ 21.00	\$ 17.00	\$ 21.00
Supervisors (ie. Health Club)	\$ 12.00	\$ 16.00	\$ 12.00	\$ 16.00	\$ 13.00	\$ 17.00
Front Counter Staff	\$ 11.00	\$ 14.00	\$ 11.00	\$ 14.00	\$ 12.00	\$ 15.00
<b>AQUATICS AREA</b>						
Private Swim Instructor (per class)	\$ 12.50	\$ 12.50	\$ 12.50	\$ 12.50	\$ 13.50	\$ 13.50
Custom Private Swim Instructor (per Class)	\$ 13.50	\$ 13.50	\$ 13.50	\$ 13.50	\$ 14.50	\$ 14.50
Aquatics Coach (Swim Team, Diving Team, etc.)	\$ 14.00	\$ 22.00	\$ 14.00	\$ 22.00	\$ 14.50	\$ 22.50
Special Aquatics Instructor(Diving/Synchro)	\$ 12.00	\$ 23.00	\$ 12.00	\$ 23.00	\$ 14.00	\$ 23.00
Pool Supervisor	\$ 14.00	\$ 17.25	\$ 14.00	\$ 17.25	\$ 14.00	\$ 17.25
Swim Lessons Coordinator	\$ 12.25	\$ 16.25	\$ 12.25	\$ 16.25	\$ 13.25	\$ 17.25
Assistant Aquatics Coach	\$ 11.00	\$ 16.00	\$ 11.00	\$ 16.00	\$ 12.00	\$ 17.00
Head Lifeguard	\$ 13.00	\$ 15.25	\$ 13.00	\$ 15.25	\$ 13.00	\$ 15.25
Head Deck Attendant	\$ 12.25	\$ 14.50	\$ 12.25	\$ 14.50	\$ 12.50	\$ 15.50
Lifeguards	\$ 12.00	\$ 14.50	\$ 12.00	\$ 14.50	\$ 12.50	\$ 15.50
Lifeguard Instructor	\$ 12.75	\$ 16.00	\$ 12.75	\$ 16.00	\$ 13.75	\$ 17.00
Swim Instructors	\$ 11.25	\$ 13.50	\$ 11.25	\$ 13.50	\$ 12.25	\$ 14.50
Deck Attendant	\$ 11.00	\$ 13.25	\$ 11.00	\$ 13.25	\$ 12.00	\$ 14.25
Pool Cashier	\$ 11.00	\$ 13.25	\$ 11.00	\$ 13.25	\$ 12.00	\$ 14.25
Concession Supervisor	\$ 13.00	\$ 16.25	\$ 13.00	\$ 16.25	\$ 13.00	\$ 16.25
Concession Stand Attendant	\$ 11.00	\$ 13.25	\$ 11.00	\$ 13.25	\$ 12.00	\$ 14.25

BARTLETT PARK DISTRICT: PART-TIME SALARY RANGES						
	FY2020 -21 January 1, 2021		FY2021 -22 May 1, 2021		FY2021 -22 January 1, 2022	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
<b>RECREATION</b>						
<b>NATURE CENTER</b>						
Nature Center Instructor	\$ 11.00	\$ 15.50	\$ 11.00	\$ 15.50	\$ 12.00	\$ 16.50
Nature Center Specialty Instructor	As Negotiated		As Negotiated		As Negotiated	
Nature Center Office Staff	\$ 11.50	\$ 15.25	\$ 11.50	\$ 15.25	\$ 12.50	\$ 16.25
Nature Center Building Supervisor	\$ 11.00	\$ 16.00	\$ 11.00	\$ 16.00	\$ 12.00	\$ 17.00
Nature Center Custodian	\$ 11.00	\$ 16.50	\$ 11.00	\$ 16.50	\$ 12.00	\$ 17.50
Animal Care Staff	\$ 11.00	\$ 14.00	\$ 11.00	\$ 14.00	\$ 12.00	\$ 15.00
<b>PRESCHOOL</b>						
Preschool Coordinator	\$ 18.25	\$ 26.75	\$ 18.25	\$ 26.75	\$ 18.25	\$ 26.75
Preschool Teacher	\$ 15.25	\$ 21.75	\$ 15.25	\$ 21.75	\$ 16.25	\$ 22.75
Preschool Assistant	\$ 13.25	\$ 17.75	\$ 13.25	\$ 17.75	\$ 14.00	\$ 17.75
<b>CAMPS (ie. Day Camp, Sports Camp, Nature Center, etc)</b>						
Camp Coordinator	\$ 12.50	\$ 17.00	\$ 12.50	\$ 17.00	\$ 13.50	\$ 17.00
Camp Site Supervisor	\$ 11.50	\$ 16.50	\$ 11.50	\$ 16.50	\$ 12.50	\$ 17.50
Camp Counselor	\$ 11.00	\$ 14.75	\$ 11.00	\$ 14.75	\$ 12.00	\$ 14.75
<b>BEFORE &amp; AFTER SCHOOL PROGRAM</b>						
Before & After School Recreation Site Supervisor	\$ 13.50	\$ 18.00	\$ 13.50	\$ 18.00	\$ 14.00	\$ 19.00
Before & After School Recreation Staff	\$ 11.00	\$ 14.75	\$ 11.00	\$ 14.75	\$ 12.00	\$ 15.75
<b>SPORTS/ATHLETICS STAFF</b>						
Soccer Referee (Certified)/game	\$ 18.00	\$ 30.00	\$ 18.00	\$ 30.00	\$ 18.00	\$ 30.00
Soccer Linesperson/game	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 12.00	\$ 12.00
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
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)	\$ 12.75	\$ 17.85	\$ 12.75	\$ 17.85	\$ 13.75	\$ 18.85
Field Supervisor	\$ 11.00	\$ 12.75	\$ 11.00	\$ 12.75	\$ 12.00	\$ 13.75
Sports Scorekeeper	\$ 11.00	\$ 12.75	\$ 11.00	\$ 12.75	\$ 12.00	\$ 13.75
Youth Sports Programs	\$ 11.00	\$ 14.75	\$ 11.00	\$ 14.75		
Schrade Gym Building Supervisor	\$ 11.00	\$ 16.00	\$ 11.00	\$ 16.00	\$ 12.25	\$ 17.00
BCC Gym Supervisor	\$ 11.00	\$ 12.75	\$ 11.00	\$ 12.25	\$ 12.00	\$ 13.75
BCC Open Gym Supervisor	\$ 11.00	\$ 12.75	\$ 11.00	\$ 12.75	\$ 12.00	\$ 13.75
<b>MISC. RECREATION PROGRAMS</b>						
Program Instructors	As Negotiated		As Negotiated		As Negotiated	
Marketing Assistant	\$ 15.00	\$ 19.50	\$ 15.00	\$ 19.50	\$ 15.00	\$ 20.00
Theater Tech	\$ 15.00	\$ 20.00	\$ 15.00	\$ 20.00	\$ 15.00	\$ 20.00
Cultural Arts Coordinator	\$ 14.75	\$ 20.75	\$ 14.75	\$ 20.75	\$ 15.25	\$ 21.25
Bus Driver (Trips)	\$ 15.00	\$ 20.00	\$ 15.00	\$ 20.00	\$ 15.00	\$ 20.00
Trip Supervisor	\$ 11.00	\$ 14.00	\$ 11.00	\$ 14.00	\$ 12.00	\$ 15.00
Orientation/District-wide Training/Meetings	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 12.00	\$ 12.00
<b>VILLA OLIVIA</b>						
<b>GOLF AT APPLE ORCHARD</b>						
Golf Clubhouse Supervisor	\$ 13.00	\$ 17.00	\$ 13.00	\$ 17.00	\$ 13.00	\$ 17.00
Assistant Clubhouse Supervisor	\$ 12.00	\$ 14.75	\$ 12.00	\$ 14.75	\$ 12.00	\$ 14.75
Front Counter Staff	\$ 11.00	\$ 14.00	\$ 11.00	\$ 14.00	\$ 12.00	\$ 15.00
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	

BARTLETT PARK DISTRICT: PART-TIME SALARY RANGES						
	FY2020 -21 January 1, 2021		FY2021 -22 May 1, 2021		FY2021 -22 January 1, 2022	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
WINTER SPORTS OPERATIONS						
Winter Sports Office/Rental Office Coordinator	\$ 15.75	\$ 21.75	\$ 15.75	\$ 21.75	\$ 15.75	\$ 21.75
Winter Sports Office Supervisor	\$ 12.00	\$ 16.00	\$ 12.00	\$ 16.00	\$ 12.50	\$ 16.50
Winter Sports Office Clerk	\$ 11.00	\$ 13.95	\$ 11.00	\$ 13.95	\$ 12.00	\$ 14.95
Winter Sports Rental Coordinator	\$ 15.75	\$ 21.75	\$ 15.75	\$ 21.75	\$ 15.75	\$ 21.75
Winter Sports Rental Supervisor	\$ 12.00	\$ 16.00	\$ 12.00	\$ 16.00	\$ 12.50	\$ 16.50
Winter Sports Rental Attendant	\$ 11.00	\$ 13.95	\$ 11.00	\$ 13.95	\$ 12.00	\$ 14.95
Winter Sports Hill Coordinator	\$ 15.75	\$ 21.75	\$ 15.75	\$ 21.75	\$ 15.75	\$ 21.75
Winter Sports Hill Supervisor	\$ 12.00	\$ 16.00	\$ 12.00	\$ 16.00	\$ 12.50	\$ 16.50
Chair Lift, Tow Rope, & Tube Hill Operator	\$ 11.00	\$ 13.95	\$ 11.00	\$ 13.95	\$ 12.00	\$ 14.95
Winter Sports School Coordinator	\$ 15.75	\$ 21.75	\$ 15.75	\$ 21.75	\$ 15.75	\$ 21.75
Winter Sports School Supervisor	\$ 12.00	\$ 20.50	\$ 12.00	\$ 20.50	\$ 12.50	\$ 20.50
Ski & Snow Board Instructor	\$ 11.25	\$ 19.25	\$ 11.25	\$ 19.25	\$ 12.00	\$ 20.00
Winter Sports Lodge Custodian	\$ 11.00	\$ 16.50	\$ 11.00	\$ 16.50	\$ 12.00	\$ 17.50
Ski Patrol	\$ 13.00	\$ 17.00	\$ 13.00	\$ 17.00	\$ 14.00	\$ 18.00
FOOD & BEVERAGE						
Banquet Captain	\$11.00 - \$18.55 + Service Charge		\$11.00 - \$18.55 + Service Charge		\$12.00 - \$19.55 + Service Charge	
Banquet Server	\$6.60 + Service Charge		\$6.60 Service Chare		\$7.20 + Service Charge	
Banquet Busser/Runner	\$11 + Service Charge		\$11 + Service Charge		\$12 + Service Charge	
Banquet Bartender	\$11.00 - \$12.75 + Service Charge		\$11.00 - \$12.75 + Service Charge		\$12.00 - \$13.75 + Service Charge	
Cook	\$ 11.00	\$ 15.25	\$ 11.00	\$ 15.25	\$ 12.00	\$ 16.25
Dishwasher	\$ 11.00	\$ 14.50	\$ 11.00	\$ 14.50	\$ 12.00	\$ 15.50
Brunch Captain	\$11.00	\$15.10	\$11.00	\$15.10	\$ 12.00	\$ 16.10
Brunch/Dining Room Server	\$6.60 + Tips		\$6.60 + Tips		\$7.20 + Tips	
Dining Room & Brunch Busser/Runner	\$11.00 + Tips		\$11.00 + Tips		\$12.00 + Tips	
Dining Room Bartender	\$11.00 - \$12.75 + Tips		\$11.00- \$12.75 + Tips		\$12.00 - \$13.75 + Tips	
Bar & Winter Sports Café Cashier	\$ 11.75	\$ 14.75	\$ 11.75	\$ 14.75	\$ 12.00	\$ 15.00
Winter Sports Café Runner	\$ 11.00	\$ 14.75	\$ 11.00	\$ 14.75	\$ 12.00	\$ 15.75
1/2 Way House	\$11.00- \$12.75 + Tips		\$11.00 - \$12.75 + Tips		\$12.00 - \$13.75 + Tips	
Beer Cart	\$11.00 - \$12.75 + Tips or Service Charge		\$11.00 - \$12.75 + Tips or Service Charge		\$12.00 - \$13.75+ Tips or Service Charge	
Laundry	\$ 11.00	\$ 12.75	\$ 11.00	\$ 12.75	\$ 12.00	\$ 13.75
Special Event Staff	\$ 11.00	\$ 12.75	\$ 11.00	\$ 12.75	\$ 12.00	\$ 13.75
SALES						
Event Sales Assistant	\$ 14.00	\$ 18.00	\$ 14.00	\$ 18.00	\$ 14.00	\$ 18.00
GOLF & WINTER SPORTS GROUNDS						
Grounds Equipment Operator	\$ 13.00	\$ 17.50	\$ 13.00	\$ 17.50	\$ 14.00	\$ 18.50
Golf & Winter Sports Grounds Laborers	\$ 12.00	\$ 16.50	\$ 12.00	\$ 16.50	\$ 13.00	\$ 17.50
GOLF AT VILLA OLIVIA						
Front Counter Staff	\$ 11.00	\$ 14.00	\$ 11.00	\$ 14.00	\$ 12.00	\$ 15.00
Ranger/Starter	\$ 11.00	\$ 13.25	\$ 11.00	\$ 13.25	\$ 12.00	\$ 14.75
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 MEMORANDUM**

**April 7, 2021**

**To:** Board of Commissioners  
**From:** Rita Fletcher, Executive Director  
Eric Leninger, Superintendent of Business Services  
**Re:** FY 2021-22 Bartlett Park District Budget: Executive Summary

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Staff is pleased to present the proposed 2021-22 Bartlett Park District Budget for the Park Board's consideration. This budget represents the fiscal priorities for 2021-22 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 provisions of the Park District Code. The FY2021-22 Budget Executive Summary is written in the first week of April; therefore, assumptions have been made with respect to final numbers for FY2020-21 revenues/expenditures in March and April.

### **The Process**

Staff began the process of developing the 2021-22 Budget in October, 2020. Similar to past years, the goal was set to complete and approve the FY2021-22 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 assists in correcting any inconsistencies within the presentation so that it can be reviewed by 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 FY2021-22 Budget based on the assumption that demands for quality services, programs, and facilities will increase throughout the year as the nation overcomes the Coronavirus pandemic, and mitigation efforts that limit groups and gatherings are gradually rolled-back. Additionally, the FY2021-22 Budget takes into consideration the State's minimum wage increasing to \$12.00 per hour on 01/01/2022.

The FY2021-22 Budget provides the District numerous opportunities to create fun. Park improvements and Playground replacements will occur at Apple Orchard Park, Newport Park, and Camelot on Mayfair. Additionally, ballfield renovations at Bartlett Community Park and Apple

Orchard West Parks will ensure years of fun and exciting field usage. A basketball court replacement at Ancient Oaks Park will provide the space for years of pick-up games.

The FY2021-22 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 \$590,022 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, Villa Olivia, and the Administration building.

### **FY2021-22 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:

- \$590,022 to Capital Projects Fund
  - \$315,022 Build America Bonds rebate
  - \$275,000 fund balance
- \$70,000 to Recreation Fund

Capital Items:

- New truck for Parks Department - \$25,000
- New Toro Z Master 60" Mower for Parks Department - \$18,000
- New sport utility vehicle - \$25,000
- Rooftop unit replacements at LIFECenter and Oak Room - \$35,000
- Hot Water heater at Bartlett Community Center - \$15,000
- Computer Servers at Villa Olivia - \$16,000

Capital Projects:

- Ballfield renovation at Bartlett Community Park - \$7,500
- Ballfield renovation at Apple Orchard West Park - \$7,500
- Sealcoating and parking lot repair at Bartlett Community Center - \$36,000

#### **Capital Projects Fund**

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

- \$590,022 from Corporate Fund
  - \$315,022 Build America Bonds rebate
  - \$275,000 fund balance

Capital Items:

- New Sandpro Bunker Rake for Villa Olivia - \$25,000
- New John Deere Tee mower for Villa Olivia - \$30,000
- New Kubota for Villa Olivia - \$30,000
- Golf Carts for Villa Olivia - \$36,000



#### Capital Projects:

- Park and playground improvements at Apple Orchard Park – \$175,000
- Park and playground improvements at Camelot on Mayfair - \$130,000
- Park and playground improvements at Newport Park - \$130,000
- Basketball Court replacement at Ancient Oaks Park - \$20,000
- Boiler replacement at Bartlett Aquatic Center - \$60,000
- Compressors at Administration building - \$10,000
- Lobby Renovations at Bartlett Community Center - \$25,000
- Painting of ceiling at LIFECenter - \$21,500
- Restroom partition replacement at Splash Central - \$24,300
- Infrastructure repairs at Villa Olivia - \$30,000
- HVAC System at Villa Olivia - \$34,000
- Ski Hill Lighting at Villa Olivia - \$80,000

#### 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
  - Improvements to tee boxes and sand traps will occur to improve player experience and continue to capitalize on increased interest in golf from 2020 season.

##### Winter Sports:

- New/increased revenue streams
  - Continuing of online pass sales for tubing and ski hill.
  - Replacement of ski hill lighting and investigation into LED conversion.

##### Food and Beverage:

- New/increased revenue streams
  - Already seeing an increase in bookings for meetings and weddings.
  - Price increase on select items in the restaurant, halfway house, and ski café.

#### 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:

- Special events/tournaments for Basketball
- Baton-twirling
- Bingo
- Summer Preschool Programs
- Summer Theatre
- Re-vamped Earth Day

LIFECenter Health and Fitness Club:

- Capital Items
  - Fitness equipment replacement - \$22,000
- New/increased revenue streams
  - Planning for a new community-wide special event to replace Apple Blossom Run

Bartlett Aquatic Center:

- New/increased revenue streams
  - Increased daily usage fees and removal of seasonal pool pass
  - Ongoing adjustments to capacity as necessary, as mandated by Illinois Department of Public Health

Oak Room

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

### **Special Recreation Fund**

The Special Recreation Fund includes annual fees paid to NWSRA (Northwest Special Recreation Association), as well as projects and repairs that must meet the ADA (Americans With Disabilities Act) construction specifications.

Northwest Special Recreation Association assessment for calendar year 2021 - \$237,521

Funds will be used in association with the following Capital Projects (\$127,500):

- Park and playground improvements at Apple Orchard Park
- Park and playground improvements at Camelot on Mayfair
- Park and playground improvements at Newport Park
- Women's Restroom Partition Replacement at Splash Central

### **Illinois Municipal Retirement Fund**

The IMRF (Illinois Municipal Retirement Fund) includes employer contribution rates for all IMRF-eligible employees. IMRF-eligible employees are all full-time and part-time employees who are anticipated to work over 1,000 hours during a calendar year. The District pays a certain percentage of wages to IMRF for each IMRF-eligible employee. The District's contribution rate changes each year, and involves many factors, including IMRF's investment returns and the number of District retirees currently collecting their pension.

Employer contribution rate on eligible wages:

- Calendar year 2021 – 10.90%
- Preliminary calendar year 2022 – 8.57%

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

The Social Security and Medicare Fund includes the District's portion of Social Security and Medicare taxes for wages paid to all employees.

Employer tax rate on eligible wages:

- Social Security – 6.20%
- Medicare – 1.45%

### **Audit Fund**

The Audit Fund includes auditor expenses, preparing the comprehensive annual financial report, and other reporting and grant audit fees.

FY2021-22 Comprehensive Annual Financial Report fee - \$18,000

GASB 75 valuation report fee - \$2,500

Audit fee for OSLAD Grant – Bartlett Park - \$1,750

### **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 - \$167,798

Unemployment expense - \$20,000

Alarm and safety inspections - \$41,411

ThorGuard Replacement at Apple Orchard Park - \$22,600

Sprinkler Heads replacement at Splash Central - \$20,000

### **Paving and Lighting Fund**

The Paving and Lighting Fund includes expenses for the construction and maintenance of parking lots and other paved areas, including the lighting thereof, that are maintained by the District.

Capital Projects:

- Sealcoating and parking lot repair at Bartlett Community Center - \$14,000
- Bike paths and trails - \$10,000
- LED Lighting at Bartlett Community Center - \$15,000

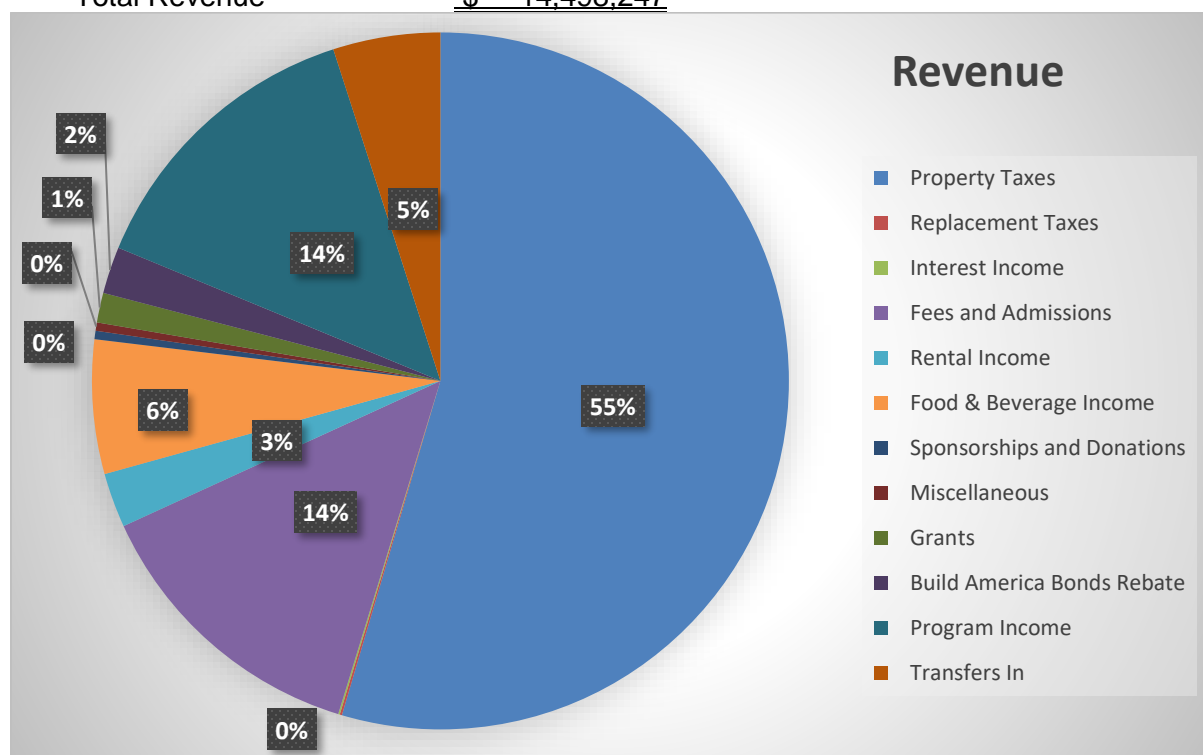
## **FY2021-22 Proposed Budget Summary**

For all funds, total budgeted revenues – excluding transfers – are expected to be \$13,777,225. The proposed budget request reflects that total budgeted expenditures for all funds – excluding transfers – are expected to be \$13,367,254.

In FY2021-22, 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 FY2021-22 budgeted revenues and expenditures across all funds.

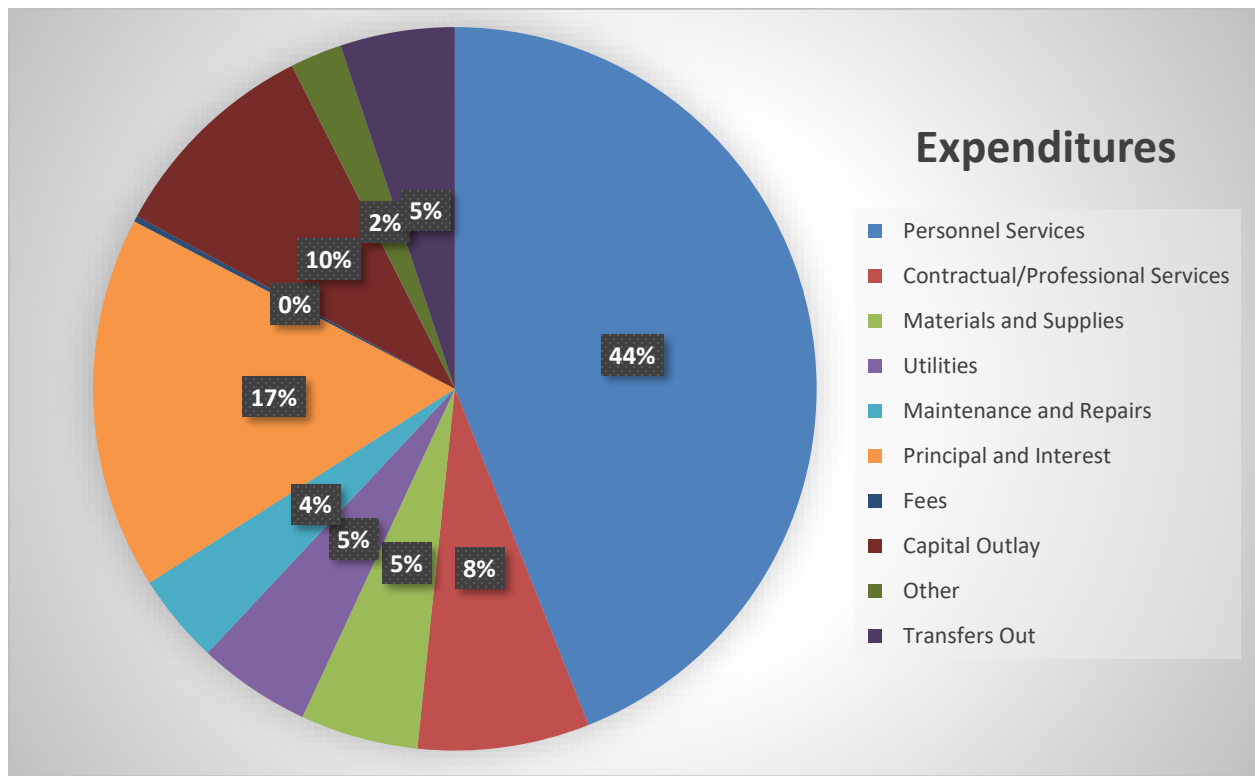
### **Revenue:**

Property Taxes	\$ 7,910,592
Replacement Taxes	\$ 15,000
Interest Income	\$ 10,700
Fees and Admissions	\$ 1,945,923
Rental Income	\$ 367,138
Food & Beverage Income	\$ 901,735
Sponsorships and Donations	\$ 56,265
Miscellaneous	\$ 55,884
Grants	\$ 200,000
Build America Bonds Rebate	\$ 315,022
Program Income	\$ 1,998,965
	<u>\$ 13,777,225</u>
Transfers In	\$ 721,022
Total Revenue	<u>\$ 14,498,247</u>



**Expenditures:**

Personnel Services	\$ 6,198,350
Contractual/Professional Services	\$ 1,082,597
Materials and Supplies	\$ 742,599
Utilities	\$ 712,115
Maintenance and Repairs	\$ 566,116
Principal and Interest	\$ 2,349,971
Fees	\$ 36,317
Capital Outlay	\$ 1,352,835
Other	\$ 326,354
	<u>\$ 13,367,254</u>
Transfers Out	\$ 721,022
Total Expenditures	<u><u>\$ 14,088,276</u></u>

**Property Tax Revenue**

Property tax revenue comprises 55% of all revenue in the FY2021-22 budget. The 2020 tax levy (collected in 2021), is based on the rise in the Consumer Price Index and any additional growth in valued property in each county. 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 historical change in consumer price index, with CPI value in December of each year:

Year	CPI	Percent Change	Levy Year	Year Taxes Paid
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	1.90	2019	2020
2019	256.974	2.30	2020	2021

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	528,415,405	3,695,367	1,352,955,996	
2011	758,548,541	499,402,967	3,272,734	1,261,224,242	-6.78%
2012	694,029,731	444,741,080	2,963,424	1,141,734,235	-9.47%
2013	649,869,438	343,271,561	2,764,670	995,905,672	-12.77%
2014	633,089,848	350,423,561	2,699,262	986,212,671	-0.97%
2015	655,251,033	336,779,389	2,950,493	994,980,915	0.89%
2016	694,624,718	394,466,306	3,248,828	1,092,339,852	9.78%
2017	724,996,697	393,490,665	4,093,176	1,123,556,179	2.86%
2018	754,024,641	382,407,263	5,652,254	1,142,084,158	1.65%
2019	779,774,101	432,065,190	6,258,464	1,218,097,755	6.66%
2020*	806,121,059	432,065,190	6,400,381	1,244,586,630	2.13%

\*Final EAV values for prior calendar year are typically released by early summer. Cook County EAV is last to be released.

### **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.

### **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 FY2021-22 Budget includes the addition of 1 full-time laborer in the Villa Olivia Grounds Department (which will result in a reduction of part-time grounds staffing needs). The budget also includes the reduction of 1 full-time position in the Villa Olivia Food & Beverage Department. A full-time custodian position at Villa Olivia that was eliminated during the beginning months of the Coronavirus pandemic has also been eliminated. The number of full-time budgeted staff positions is 55.

**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 FY2021-22 the District will continue to offer the PPO with Health Reimbursement Account (HRA) and HMO coverage options to all benefit eligible employees, as well as dental and vision options.

### **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 FY2021-22 Budget reflects expenditures of \$21,945 for non-capitalized equipment (such as iPhone/iPad replacements, sound equipment, and point-of-sale items), \$16,260 for consulting, \$60,830 for software maintenance, and \$16,000 for computer server replacements.

### **Fund Balance Targets**

The Fund Balance Policy sets targets for fund balances as a percentage of expenses. As previously stated, the 2020 tax levy and FY2021-22 proposed budget was prepared with the Fund Balance Policy in mind. Additional funds were levied for the Recreation fund, while fewer funds were levied for the IMRF, Social Security, and Liability Insurance funds. The Coronavirus pandemic drastically altered spending during FY2020-21. When the Governor's shelter-in-place order took effect in March 2020, the District was forced to implement mass layoffs that affected all staff. To date, part-time staffing levels have not fully recovered to pre-pandemic levels. In addition, full-time staff members were laid-off and/or had their schedules reduced for several months. Reduced staffing levels substantially lowered expenditures in the IMRF, Social Security, and Liability Insurance funds.

The FY2021-22 budget has budgeted expenditures of \$14,088,276, which is nearly \$1-million less in total expenditures than the FY2020-21 budget. Therefore, even if fund balances remain the same, their percentages at the close of FY2021-22 will go up substantially simply due to reduced expenses. Fund Balances have been and will continue to be monitored, with additional re-allocation of funds to be levied in November of 2021.

Provided FY2020-21 projections are accurate and the FY2021-22 proposed budget is met, fund balance target projections at April 30, 2022, are as follows:

<b><u>Fund</u></b>	<b><u>FY2020-21 Projection</u></b>	<b><u>FY2021-22 Budget</u></b>	<b><u>Policy Target</u></b>
Corporate	23%	35%	25%
Capital Projects	N/A	N/A	N/A
Bond & Interest	N/A	N/A	N/A
Villa Olivia	-135%	-128%	25%
Recreation	24%	28%	25%
Special Recreation	79%	74%	25%
IMRF	47%	41%	25%
SS & Medicare	32%	26%	25%
Audit	17%	15%	25%
Liability Insurance	41%	36%	25%
Paving & Lighting	56%	44%	25%
Quadricentennial	N/A	N/A	N/A

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 FY2021-22 budget are intentional.

### **FY2021-22 Proposed Budget Revenue and Expenditure Analysis By Fund**

#### **Corporate Fund**

Revenue	
Property Taxes	\$3,274,507
Replacement Taxes	15,000
Interest Income	8,550
Miscellaneous Income	10,525
Build America Bonds Rebate	315,022
Total Estimated Revenue	\$3,623,605
Expenses	
Personnel Services	\$1,621,930
Contractual/Professional Services	216,795
Materials and Supplies	109,622
Utilities	90,596
Maintenance and Repairs	207,942
Capital Outlay	212,470
Transfers Out	660,022
Other	132,922
Total Estimated Expense	\$3,252,299
Fund Net Surplus/Deficit	\$371,305

**Capital Projects Fund**

Revenue	
Transfers In	\$590,022
Interest Income	1,000
Sponsorships and Donations	25,000
Grants	200,000
Total Estimated Revenue	\$816,022
Expenses	
Capital Outlay	\$785,625
Total Estimated Expense	\$785,625
Fund Net Surplus/Deficit	\$30,397

**Bond and Interest Fund**

Revenue	
Property Taxes	\$2,375,915
Gain on Taxes	50
Total Estimated Revenue	\$2,375,965
Expenses	
Principal and Interest	\$2,349,971
Fees	1,503
Total Estimated Expense	\$2,351,473
Fund Net Surplus/Deficit	\$24,492

**Villa Olivia Fund**

Revenue	
Fees and Admissions	\$726,540
Rental Income	281,985
Food and Beverage Sales	836,363
Miscellaneous Income	21,510
Program Income	76,275
Total Estimated Revenue	\$1,942,673
Expenses	
Personnel Services	\$1,170,418
Contractual/Professional Services	72,043
Materials and Supplies	259,757
Utilities	136,960
Maintenance and Repair	109,985
Capital Outlay	28,370
Fees	34,815
Other	120,568
Total Estimated Expense	\$1,932,916
Fund Net Surplus/Deficit	\$9,756

## Recreation Fund

Revenue	
Property Taxes	\$853,787
Fees and Admissions	1,219,383
Interest Income	1,000
Rental Income	85,153
Food and Beverage Income	65,371
Sponsorships and Donations	31,265
Miscellaneous Income	22,348
Transfers In	131,000
Program Income	1,922,690
Total Estimated Revenue	\$4,331,997
Expenses	
Personnel Services	\$2,779,587
Contractual/Professional Services	312,556
Materials and Supplies	367,019
Utilities	484,559
Maintenance and Repair	157,189
Capital Outlay	151,270
Other	52,800
Total Estimated Expense	\$4,304,980
Fund Net Surplus/Deficit	\$27,017

## Special Recreation Fund

Revenue	
Property Taxes	\$497,834
Total Estimated Revenue	\$497,834
Expenses	
Contractual Services	\$237,521
Capital Outlay	127,500
Maintenance and Repairs	55,000
Transfer Out	61,000
Total Estimated Expense	\$481,021
Fund Net Surplus/Deficit	\$16,813

## Illinois Municipal Retirement Fund

Revenue	
Property Taxes	\$270,075
Total Estimated Revenue	\$270,075
Expenses	
Personnel Services	\$295,000
Total Estimated Expense	\$295,000
Fund Net Surplus/Deficit	(\$24,924)



**Social Security and Medicare Fund**

Revenue	
Property Taxes	\$286,254
Total Estimated Revenue	\$286,254
Expenses	
Personnel Services	\$310,000
Total Estimated Expense	\$310,000
Fund Net Surplus/Deficit	(\$23,745)

**Audit Fund**

Revenue	
Property Taxes	\$22,402
Total Estimated Revenue	\$22,402
Expenses	
Contractual Services	\$22,250
Other	65
Total Estimated Expense	\$22,315
Fund Net Surplus/Deficit	\$87

**Liability Insurance Fund**

Revenue	
Property Taxes	\$288,744
Miscellaneous Income	1,500
Total Estimated Revenue	\$290,244
Expenses	
Personnel Services	\$21,415
Contractual / Professional Services	221,429
Materials and Supplies	6,200
Maintenance and Repairs	20,000
Capital Outlay	22,600
Other	20,000
Total Estimated Expense	\$311,644
Fund Net Surplus/Deficit	(\$21,400)

**Paving and Lighting Fund**

Revenue	
Property Taxes	\$41,071
Total Estimated Revenue	\$41,071
Expenses	

Capital Outlay	\$25,000
Maintenance and Repair	16,000
Total Estimated Expense	\$41,000
Fund Net Surplus/Deficit	\$71

### **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 FY2021-22 Budget is optimistic for a return to “normal” operations at full strength, while being cognizant of the ongoing Coronavirus pandemic and the effect it has on programs, services, and gatherings. 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.

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 increasing revenues for sources other than tax dollars. However, this becomes incredibly difficult when facility capacities and program registrations are limited, per Illinois Executive Order. The proposed budget indicates 45% of revenues will come from non-tax resources. Finally, as this FY2021-22 Budget is reviewed, note that the District proposes a continued commitment to the future, as it includes a transfer of \$590,022 into the Capital Projects Fund.

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 13, 2021. 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 Projects List  
FY 2021-2022**

			<i>Year Purchased/ Updated</i>	<i>FY2021-22</i>	<i>GL</i>
<b>Vehicles</b>					
	<b>Parks Department</b>	Transit/Truck	2000	\$ 25,000.00	01-10-20-560-0100
		Toro Z Master 60" Mower	2009	\$ 18,000.00	01-10-20-560-0100
		SUV	2003	\$ 25,000.00	01-10-20-560-0100
	<b>Villa Olivia</b>	Sandpro - Bunker Rake		\$ 25,000.00	03-10-80-560-0100
		04 JD 2500 Tee Mower	2004	\$ 30,000.00	03-10-80-560-0100
		Kubota		\$ 30,000.00	03-10-80-560-0100
		Golf Carts		\$ 36,000.00	03-10-80-560-0100
		<b>Total Vehicles</b>		<b>\$ 189,000.00</b>	
<b>Parks and Playgrounds</b>					
	<b>Apple Orchard Park</b>		1998	\$ 122,500.00	03-10-80-572-0833
				\$ 52,500.00	21-10-05-572-1900
	<b>Camelot on Mayfair</b>		1997	\$ 97,500.00	03-10-80-572-0838
				\$ 32,500.00	21-10-05-572-1900
	<b>Newport Park</b>		1998	\$ 97,500.00	03-10-80-572-0841
				\$ 32,500.00	21-10-05-572-1900
	<b>Sunrise Park</b>		1998	\$ 25,000.00	03-10-80-572-0885
		<b>Total Parks and Playgrounds</b>		<b>\$ 460,000.00</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	\$ 10,000.00	01-10-20-571-1700
	<b>AO West Park</b>	Ballfield Renovation		\$ 7,500.00	01-10-20-572-0825
	<b>Ancient Oaks Park</b>	Basketball Court Replacement		\$ 20,000.00	03-10-80-572-0830
	<b>Bartlett Community Park</b>	Ballfield Renovation - Field #7		\$ 7,500.00	01-10-20-572-0825
		<b>Total Park Improvements</b>		<b>\$ 60,000.00</b>	



**Bartlett Park District  
Proposed Capital Projects List  
FY 2021-2022**

			<i>Year Purchased/ Updated</i>	<i>FY2021-22</i>	<i>GL</i>
<b>Facility and Equipment Improvements</b>					
<b>Administration Building</b>	Compressors 1 # 2	1998 / 2002	\$ 10,000.00	03-10-80-575-0802	
<b>Apple Orchard Clubhouse</b>	ThorGuard Replacement	2011	\$ 22,600.00	25-10-05-530-0700	
	Split Rail Fence Replacement		\$ 7,325.00	03-10-80-572-0833	
<b>Bartlett Aquatic Center</b>	Boiler	2012	\$ 60,000.00	03-10-80-575-0816	
<b>Bartlett Community Center</b>	Lobby Renovations - Upper & Lower	2000	\$ 25,000.00	03-10-80-575-0808	
	LED Lighting	2000	\$ 15,000.00	26-10-20-571-0825	
	Rooftop Unit #2 - Compressor #2 Replacement (LC)	2000	\$ 15,000.00	01-10-20-575-0808	
	Rooftop Unit #4 - Compressor #2 Replacement (Oak)	2000	\$ 20,000.00	01-10-20-575-0808	
	Domestic HW Boiler 2	2000	\$ 15,000.00	01-10-20-575-0808	
	Sealcoating and Parking Lot/Driveway Repairs	2000	\$ 36,000.00	01-10-20-572-0825	
			\$ 14,000.00	26-10-20-571-0825	
<b>LifeCenter</b>	Painting - Ceiling		\$ 21,500.00	03-10-80-575-0808	
	Equipment Replacement	2019	\$ 22,000.00	20-70-28-560-0101	
<b>Oak Room</b>	Banquet Chair Replacement	2019	\$ 8,500.00	20-70-15-560-0101	
<b>Splash Central</b>	Restroom Partition Replacement - Women's	2000	\$ 14,300.00	03-10-80-575-0808	
			\$ 10,000.00	21-10-05-575-1900	
	Lifeguard & Locker room sprinkler heads	2000	\$ 20,000.00	25-10-05-530-0700	
<b>Villa Olivia</b>	Tree Removals and Replacements	Annually	\$ 10,000.00	03-10-80-575-0990	
	Infrastructure repairs	Annually	\$ 30,000.00	03-10-80-575-0990	
	HVAC		\$ 34,000.00	03-10-80-575-0990	
	Tow Motor Replacement	Annual	\$ 8,250.00	19-80-95-560-0200	
	Ski Hill Lighting		\$ 80,000.00	03-10-80-575-0990	
	Lighting Panel Replacements	Ongoing	\$ 10,000.00	03-10-80-575-0990	
	<b>Total Facility and Equipment Improvements</b>		<b>\$ 508,475.00</b>		



**Bartlett Park District  
Proposed Capital Projects List  
FY 2021-2022**

			<i>Year Purchased/ Updated</i>	<i>FY2021-22</i>	<i>GL</i>
<b>ADA Projects</b>					
		Accessibility Projects		\$ 25,000.00	21-10-05-572-1900
		<b>Total ADA Improvements</b>		<b>\$ 25,000.00</b>	
<b>Technology Improvements</b>					
		VO Host 1/2 Server	2016	\$ 16,000.00	01-10-05-560-0100
		<b>Total Technology Improvements</b>		<b>\$ 16,000.00</b>	
		<b>Total Vehicles</b>		\$ 189,000.00	
		<b>Total Parks and Playgrounds</b>		\$ 460,000.00	
		<b>Total Park Improvements</b>		\$ 60,000.00	
		<b>Total Facility and Equipment Improvements</b>		\$ 508,475.00	
		<b>Total ADA Improvements</b>		\$ 25,000.00	
		<b>Total Technology Improvements</b>		\$ 16,000.00	
		<b>CRIP Totals</b>		<b>\$ 1,258,475.00</b>	

**ORDINANCE 21-02**

**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, 2021 AND ENDING APRIL 30, 2022, 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 11<sup>th</sup> day of May 2021 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 fourteen million, eighty-eight thousand, two hundred seventy-six dollars (\$14,088,276), 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 fifteen million, four hundred ninety-seven thousand, one hundred-two dollars (\$15,497,102), 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, 2021 and ending April 30, 2022.

**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	\$1,621,930	\$1,784,124
Contractual / Professional Services	216,795	238,474
Materials and Supplies	109,622	120,584
Utilities	90,596	99,656
Maintenance and Repairs	207,942	228,736
Capital Outlay	212,470	233,717
Transfers	660,022	726,024
Other	<u>132,922</u>	<u>146,214</u>
Total	<u>\$3,252,299</u>	<u>\$3,577,529</u>
<b>Capital Projects Fund</b>	<b>Budget</b>	<b>Appropriations</b>
Building Improvements	\$294,800	\$324,280
Equipment	121,000	133,100
Park Improvements	<u>369,825</u>	<u>406,808</u>
Total	<u>\$785,625</u>	<u>\$864,188</u>
<b>Bond and Interest Fund</b>	<b>Budget</b>	<b>Appropriations</b>
Principal and Interest	\$2,349,971	\$2,584,968
Fees	<u>1,504</u>	<u>1,653</u>
Total	<u>\$2,351,474</u>	<u>\$2,586,621</u>
<b>Villa Olivia Fund</b>	<b>Budget</b>	<b>Appropriations</b>
Personnel Services	\$1,170,418	\$1,287,461
Contractual / Professional Services	72,043	79,248
Materials and Supplies	259,757	285,733
Utilities	136,960	150,656
Maintenance and Repairs	109,985	120,983
Capital Outlay	28,370	31,208
Fees	34,815	38,297
Other	<u>120,568</u>	<u>132,624</u>
Total	<u>\$1,932,916</u>	<u>\$2,126,207</u>
<b>Recreation Fund</b>	<b>Budget</b>	<b>Appropriations</b>
Personnel Services	\$2,779,587	\$3,057,546
Contractual / Professional Services	312,557	343,812
Materials and Supplies	367,019	403,721
Utilities	484,559	533,015
Maintenance and Repairs	157,189	172,908
Capital Outlay	151,270	166,397
Other	<u>52,800</u>	<u>58,080</u>
Total	<u>\$4,304,981</u>	<u>\$4,735,479</u>



<b>Special Recreation Fund</b>	<b>Budget</b>	<b>Appropriations</b>
Contractual Services	\$237,522	\$261,277
Capital Outlay	127,500	140,250
Maintenance and Repairs	55,000	60,500
Transfers	<u>61,000</u>	<u>67,100</u>
Total	<u>\$481,022</u>	<u>\$529,124</u>
<b>Illinois Municipal Retirement Fund</b>	<b>Budget</b>	<b>Appropriations</b>
Personnel Services	\$295,000	\$324,500
Total	<u>\$295,000</u>	<u>\$324,500</u>
<b>Social Security Fund</b>	<b>Budget</b>	<b>Appropriations</b>
Personnel Services	\$310,000	\$341,000
Total	<u>\$310,000</u>	<u>\$341,000</u>
<b>Audit Fund</b>	<b>Budget</b>	<b>Appropriations</b>
Contractual Services	\$22,250	\$24,475
Other	<u>65</u>	<u>71</u>
Total	<u>\$22,315</u>	<u>\$24,546</u>
<b>Liability Insurance Fund</b>	<b>Budget</b>	<b>Appropriations</b>
Personnel Services	\$21,415	\$23,556
Contractual Services	221,429	243,572
Materials and Supplies	6,200	6,820
Maintenance and Repairs	20,000	22,000
Capital Outlay	22,600	24,860
Other	20,000	<u>22,000</u>
Total	<u>\$311,644</u>	<u>\$342,808</u>
<b>Paving and Lighting Fund</b>	<b>Budget</b>	<b>Appropriations</b>
Maintenance and Repair	\$16,000	\$17,600
Capital Outlay	<u>25,000</u>	<u>27,500</u>
Total	<u>\$41,000</u>	<u>\$45,100</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	\$3,252,299	\$3,577,529
Capital Projects	785,625	864,188
Bond and Interest	2,351,474	2,586,621
Villa Olivia	1,932,916	2,126,207
Recreation	4,304,981	4,735,479
Special Recreation	481,022	529,124
Illinois Municipal Retirement	295,000	324,500
Social Security	310,000	341,000
Audit	22,315	24,546
Liability Insurance	311,644	342,808
Paving and Lighting	41,000	45,100
Quadricentennial	0	0
<b>Total</b>	<b><u>\$14,088,276</u></b>	<b><u>\$15,497,102</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 2021 and ending the 30<sup>th</sup> day of April 2022 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: \$5,973,817
- (b) Estimate of cash expected to be received during the fiscal year from all sources: 14,498,247
- (c) Estimate of expenditures contemplated for the fiscal year: 14,088,276
- (d) Estimated cash expected to be on hand at the end of the fiscal year: \$6,383,788

**SECTION 4:** All unexpended balances of the appropriation for the fiscal year ending the 30<sup>th</sup> day of April 2021 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, 2021 and ending April 30, 2022, 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 this 11<sup>th</sup> day of May 2021 by roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

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

\_\_\_\_\_  
Stephen Eckelberry, President  
Board of Park Commissioners  
Bartlett Park District  
DuPage, Cook, Kane Counties, IL

[SEAL]

STATE OF ILLINOIS                    )  
  )  
COUNTY OF DUPAGE                )       SS

**SECRETARY'S CERTIFICATE**

I, Rita K. 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. 21-02**

**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 11<sup>th</sup> day of May 2021.

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 11<sup>th</sup> day of May 2021.

---

Rita K. 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)**