

Bartlett Park District ANNUAL BUDGET



FY 2024-2025





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.



2024-2025 PARK BOARD MEETING SCHEDULE

FISCAL YEAR: The Fiscal Year for the Bartlett Park District is May 1st through April 30th. 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 2024-2025**.

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

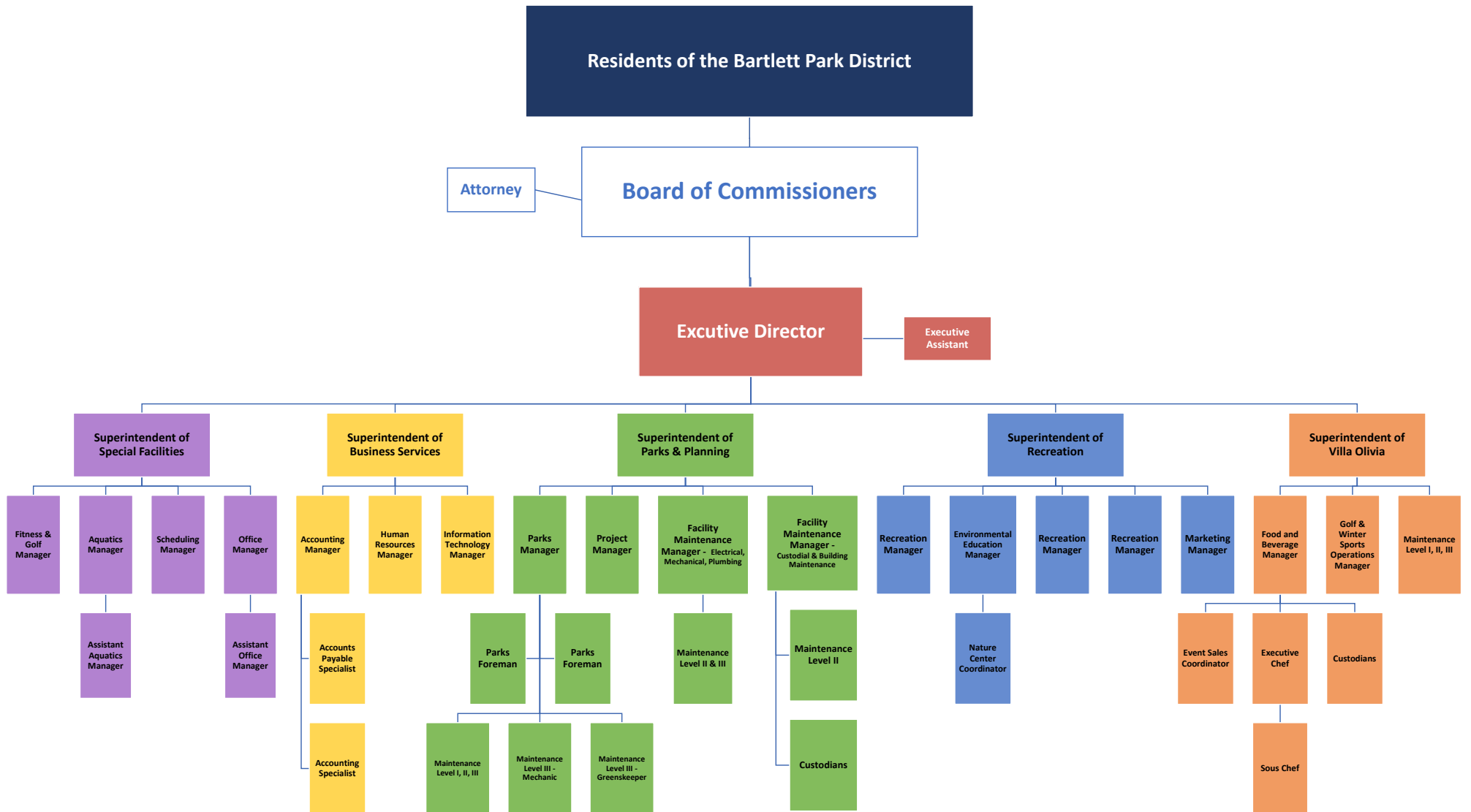
MEETING TIME: All meetings begin at **7:30 PM** unless otherwise indicated.

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	May 14, 2024	7:00 PM	Public Hearing -- Annual Budget	Note: Time is at 7:00 PM
Tuesday	May 14, 2024	7:15 PM	Annual Board Meeting	Note: Time is at 7:15 PM
Tuesday	May 14, 2024	7:30 PM	Committee Workshop Meeting	
Tuesday	May 28, 2024	7:30 PM	Regular Board Meeting	
Tuesday	June 11, 2024	7:30 PM	Committee Workshop Meeting	
Tuesday	June 25, 2024	7:30 PM	Regular Board Meeting	
Tuesday	July 9, 2024	7:30 PM	Committee Workshop Meeting	
Tuesday	July 23, 2024	7:30 PM	Regular Board Meeting	
Tuesday	August 13, 2024	7:30 PM	Committee Workshop Meeting	
Tuesday	August 27, 2024	7:30 PM	Regular Board Meeting	
Tuesday	September 10, 2024	7:30 PM	Committee Workshop Meeting	
Tuesday	September 24, 2024	7:30 PM	Regular Board Meeting	
Tuesday	October 1, 2024	7:30 PM	Committee Workshop Meeting	Note: 1st Tuesday
Tuesday	October 22, 2024	7:30 PM	Regular Board Meeting	
Tuesday	November 12, 2024	7:30 PM	Committee Workshop Meeting	
Tuesday	November 26, 2024	7:30 PM	Regular Board Meeting	
Tuesday	December 10, 2024	7:30 PM	Committee Workshop Meeting	
Tuesday	December 17, 2024	7:30 PM	Regular Board Meeting	Note: 3 rd Tuesday
Tuesday	January 14, 2025	7:30 PM	Committee Workshop Meeting	
Tuesday	January 28, 2025	7:30 PM	Regular Board Meeting	
Tuesday	February 11, 2025	7:30 PM	Committee Workshop Meeting	
Tuesday	February 25, 2025	7:30 PM	Regular Board Meeting	
Tuesday	March 11, 2025	7:30 PM	Committee Workshop Meeting	
Tuesday	March 25, 2025	7:30 PM	Regular Board Meeting	
Tuesday	April 8, 2025	7:30 PM	Committee Workshop Meeting	
Tuesday	April 22, 2025	7:30 PM	Regular Board Meeting	
Tuesday	May 13, 2025	7:00 PM	Public Hearing -- Annual Budget	Note: Time is at 7:00 PM
Tuesday	May 13, 2025	7:15 PM	Annual Board Meeting	Note: Time is at 7:15 PM
Tuesday	May 13, 2025	7:30 PM	Committee Workshop Meeting	

View schedule, agendas and meeting minutes: www.bartlettparks.org

**BARTLETT PARK DISTRICT
2024-2025 FULL-TIME EMPLOYEE
ORGANIZATIONAL CHART**





**2024-2025 DEPARTMENTAL GOALS & OBJECTIVES
STAFF LISTING**

STAFF	STAFF NAME	POSITION	DEPARTMENT
KR	Kevin Romejko	Executive Director	Administration
EL	Eric Leninger	Superintendent of Business Services	Business Services
ML	Markus Lawson	Information Technology Manager	Business Services
CR	Catalina Rodelo	Human Resources Manager	Business Services
PM	Patti Mancini	Accounting Manager	Business Services
KO	Kelly O'Brien	Superintendent of Parks & Planning	Parks & Planning
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
AC	Al Cannestra	Facility Maintenance Manager	Parks & Planning
KD	Kimberly Dasbach	Superintendent of Recreation	Recreation
SF	Stephanie Fairbanks	Marketing Manager	Recreation
AW	Andrew Wenz	Recreation Manager	Recreation
CB	Cyndie Babicz	Recreation Manager	Recreation
DG	Debbi Gayon	Environmental Education Manager	Recreation
AD	Andy Dunfee	Recreation Manager	Recreation
KM	Katie Mix	Superintendent of Special Facilities	Special Facilities
JMP	Johnny Pacheco	Health & Fitness Manager	Special Facilities
NR	Natalie Reed	Aquatics Manager	Special Facilities
AM	Amy McKinley	Office Manager	Special Facilities
NS	Nick Serritella	Scheduling Manager	Special Facilities
BP	Bobby Pierobon	Superintendent of Villa Olivia	Villa Olivia
DF	David Flores	Food & Beverage Manager	Villa Olivia
KA	Kevin Aulisio	Golf & Winter Sports Manager	Villa Olivia

STATUS REPORT KEY

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

BARTLETT PARK DISTRICT 2024-2025 DEPARTMENTAL GOALS & OBJECTIVES

ADMINISTRATION

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Work with Board of Commissioners and Staff to update the Comprehensive Master Plan.	KR, KD, KO, EL, KM, BP	MARCH 2025	
2.	Investigate ways Artificial Intelligence can enhance the overall operations of the park district.	ED	February 2025	

BUSINESS SERVICES

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Develop master spreadsheet to track monthly utility costs for each area of District operations and distribute to appropriate District staff.	EL	January 2025	
2.	Research ability to pay District utility bills electronically	PM	October 2024	
3.	Create a procedure outlining all steps necessary to calculate and file monthly sales tax with Illinois Department of Revenue	PM	February 2025	
4.	Research cost and effectiveness of replacing singular HP Switch with smaller modular groupings	ML	September 2024	
5.	Research cloud-based options for SiriusWare to eliminate need of Microsoft SQL server	ML	January 2025	
6.	Research opportunities to enhance use of Paycom by collaborating with nearby Park Districts	CR	March 2025	
7.	Create a procedure documenting all onboarding steps for new hires and distribute to hiring managers	CR	December 2024	

PARKS & PLANNING

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Develop a comprehensive maintenance plan to enhance the quality and safety of athletic fields ensuring they meet standards for playability.	DT	December 2024	
2.	Develop a yearly fish stocking programs at District's fishing ponds.	DT	October 2024	
3.	Work with Recreation Staff to develop a plan to determine field closures due to weather conditions.	DT	August 2024	
4.	Develop & implement a new procedure for large event rentals at Community Center.	LM & NS	August 2024	
5.	Create a 12-month task timeline for the Facility Maintenance Manager position.	LM	April 2025	
6.	Review current C-fold towels in LifeCenter and outdoor restrooms. Evaluate for cost-savings to remove and install hand dryers or replace with large roll dispensers.	LM	December 2024	
7.	Investigate & apply for grant opportunities for pond shoreline restoration for Camelot on Mayfair.	JM	April 2025	
8.	Work with the Village to establish a platform to identify park property utility lines	JM	December 2024	
9.	Investigate solar power aerators and obtain total cost of implementation at Sunrise Park, O'Brien Woods, Kermit's Korner, and Windy Oaks	JM	January 2025	
10.	Update facility procedures for accuracy & include photos. (BAC start-up/shut down, drinking fountains, morning rounds, etc.)	AC	November 2024	
11.	Review Facility Assessment to develop a plan to upgrade facility plumbing (faucets, shower valves, etc.)	AC	December 2024	
12.	Investigate grant opportunities for energy efficient upgrades and retrofits for existing facilities.	AC	April 2025	
13.	Research work order systems for facilities and parks	KO	March 2025	

RECREATION

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Develop a Social Media marketing plan that will expand the social media reach, to a new audience, during the LIFECENTER special membership drives through financial investment.	SF	July 2024	
2.	Create a new staff training to teach Canva/graphic design.	SF	September 2024	
3.	Create a cross promotional marketing plan between the indoor and outdoor aquatic centers for year-round exposure.	SF	January 2025	
4.	Develop content, standards-based curriculum, for grades K-12 for education programs. Then use these to evaluate, create and implement new School Programs	DG	March 2025	
5.	For staff/instructor training develop written lesson plans for schools and scouts with supply boxes to provide a more consist delivery.	DG	January 2025	
6.	Junior Naturalist Volunteer Program expand throughout the year through training, programs and workshops.	DG	November 2024	
7.	Create a training tool, task timeline, for Preschool Teachers.	CB	September 2024	
8.	Develop a volunteer checklist for each day of tech week for the Nutcracker and Theatre.	CB	January 2025	
9.	Create a promotional video for camps. Summer 2024 gathering contact (videos of camp) and then creating a video to put on the website What a day in the life of camp looks like	AW/CB	January 2025	
10.	Create a comprehensive timeline for planning, executing, and concluding a successful summer camp.	AW	March 2025	
11.	Improve the youth coaching process & support. Ex. Application /selection, create procedures, plus coaches meeting and resource materials/ video's & coaching methods, etc.	AD/AW	December 2024	
12.	Review/update current Staff Manuals and create (where needed) new ones, that includes Coaches/volunteer manuals, open gym supervisors, score keepers & softball supervisors	AD	April 2025	
13.	Research, update & improve Schrade Gym Rental Request Form, stipulations and conformations.	AD	September 2024	
14.	Research & create a weather procedure, for recreation programs, to define standards for heat, humidity & air quality that will guide us with program adjustment or cancelation.	KD	March 2025	

SPECIAL FACILITIES

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Plan and implement recurring customer service training for frontline staff to ensure patrons are being welcomed and helped while visiting our facilities.	KM, AM, NR, NS, JP	April 2025	
2.	Evaluate fees for programming for automatic billing to see if minimum needs to be adjusted based on program fees.	AM	July 2024	
3.	Develop an automatic billing procedure to evaluate and determine number of declined payments a household account is allowed and create steps for contacting patron to suspend program or membership.	AM	September 2024	
4.	Document entering programs into RecTrac 3.0 step by step.	AM	March 2025	
5.	Create a step by step plan to integrate the sale of memberships through our website. If feasible, proceed to implement this process for LIFECENTER memberships, to improve customer service.	JP	September 2024	
6.	Create step by step instructions for running LIFECENTER specific reports and processes in Rec Trac 3.0.	JP	February 2025	
7.	Create procedure for communication with maintenance staff regarding out of order signage and submitting work orders.	JP	June 2024	
8.	Develop & implement a new procedure for large event rentals at Community Center.	NS & LM	August 2024	
9.	Create step by step instructions for Rec Trac facility management tasks to include how to update facility fees and edit/create new facilities.	NS	December 2024	
10.	Update Oak Room website and marketing materials.	NS	February 2025	
11.	Create a quarterly aquatics newsletter to update patrons on Bartlett Aquatic Center and Splash Central throughout the year.	NR	October 2024	
12.	Evaluate swim lesson enrollment and available pool space at Splash Central to determine how programming can be shifted to allow for new programs.	NR	February 2024	
13.	Obtain the Certified Pool Operator certification.	NR	April 2025	

VILLA OLIVIA

NO.	GOAL	STAFF	COMPLETION	STATUS
1.	Implement golf outing procedures to ensure that golf outings are consistent at Villa Olivia.	BP, KA, DF	July 2024	
2.	Investigate and offer pairing dinners with both beer and wine	DF	September 2024	
3.	Investigate companies to reduce paper cost and linen cost for food & beverage operations	DF	October 2024	
4.	Create a food and drink menu to entice golfers to stay after golfing.	DF	June 2024	
5.	Obtain Certified Park and Recreation Professional certification	KA	March 2025	
6.	Develop a rental inventory process to monitor equipment in need of repair or replacement.	KA	November 2024	
7.	Develop a winter sports guide categorizing items to help track merchandise.	KA	December 2024	

BARTLETT PARK DISTRICT: FULL-TIME SALARY RANGES				
	FY2023-24 May 1, 2024		FY2024-25 May 1, 2025	
	Minimum	Maximum	Minimum	Maximum
ADMINISTRATION				
Executive Director	—	—	—	—
Executive Assistant	\$45,000	\$60,000	\$45,000	\$60,000
BUSINESS SERVICES				
Superintendent; Business Services	\$85,000	\$120,000	\$85,000	\$120,000
Information Technology Manager	\$58,000	\$96,000	\$58,000	\$96,000
Accounting Manager	\$50,000	\$80,000	\$50,000	\$80,000
Human Resources Manager	\$55,000	\$80,000	\$55,000	\$80,000
Accounts Payable / Accounting Specialist	\$16.00	\$27.00	\$16.00	\$27.00
PARKS				
Superintendent; Parks and Planning	\$85,000	\$120,000	\$85,000	\$120,000
Parks Manager	\$50,000	\$80,000	\$50,000	\$80,000
Facility Maintenance Manager	\$50,000	\$80,000	\$50,000	\$80,000
Foreman	\$25.00	\$35.00	\$25.00	\$35.00
Maintenance Level III	\$23.00	\$33.00	\$23.00	\$33.00
Maintenance Level II	\$19.50	\$26.00	\$19.50	\$26.00
Maintenance Level I	\$17.50	\$24.00	\$17.50	\$24.00
Custodian	\$16.00	\$24.00	\$16.00	\$24.00
SPECIAL FACILITIES				
Superintendent; Special Facilities	\$85,000	\$120,000	\$85,000	\$120,000
Facility Managers	\$50,000	\$80,000	\$50,000	\$80,000
Scheduling Manager	\$50,000	\$80,000	\$50,000	\$80,000
Office Manager	\$45,000	\$60,000	\$45,000	\$60,000
Assistant Facility Managers	\$40,000	\$50,000	\$40,000	\$50,000
Assistant Office Manager	\$40,000	\$50,000	\$40,000	\$50,000
RECREATION				
Superintendent; Recreation	\$85,000	\$120,000	\$85,000	\$120,000
Marketing Manager	\$50,000	\$80,000	\$50,000	\$80,000
Environmental Education Manager	\$50,000	\$80,000	\$50,000	\$80,000
Nature Center Coordinator	\$40,000	\$50,000	\$40,000	\$50,000
Recreation Manager	\$50,000	\$80,000	\$50,000	\$80,000
VILLA OLIVIA				
Superintendent; Villa Olivia	\$85,000	\$120,000	\$85,000	\$120,000
Maintenance Level III	\$23.00	\$33.00	\$23.00	\$33.00
Maintenance Level II	\$19.50	\$26.00	\$19.50	\$26.00
Maintenance Level I	\$17.50	\$24.00	\$17.50	\$24.00
Golf & Winter Sports Operations Manager	\$50,000	\$80,000	\$50,000	\$80,000
Food & Beverage Manager	\$50,000	\$80,000	\$50,000	\$80,000
Chef	\$50,000	\$80,000	\$50,000	\$80,000
Sous Chef	\$40,000	\$50,000	\$40,000	\$50,000
Custodian	\$16.00	\$24.00	\$16.00	\$24.00
Event Sales Coordinator	\$45,000	\$60,000	\$45,000	\$60,000

Board Approved:

BARTLETT PARK DISTRICT: PART-TIME SALARY RANGES

	FY2024-25 January 1, 2024		FY2024-25 May 1, 2024		FY2024-25 January 1, 2025	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
ADMINISTRATION						
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
BUSINESS SERVICES						
IT Assistant	\$ 14.00	\$ 20.00	\$ 14.00	\$ 20.00	\$ 15.00	\$ 20.00
Business Services Associate	\$ 15.00	\$ 21.00	\$ 15.00	\$ 21.00	\$ 15.00	\$ 21.00
PARKS						
Parks Office Assistant	\$ 17.00	\$ 22.75	\$ 17.00	\$ 22.75	\$ 17.00	\$ 22.75
Custodian	\$ 14.00	\$ 18.00	\$ 14.00	\$ 18.00	\$ 15.00	\$ 18.00
Building Maintenance	\$ 15.00	\$ 19.00	\$ 15.00	\$ 19.00	\$ 15.00	\$ 19.00
Parks Crew Leader/Equipment Operator	\$ 15.00	\$ 19.25	\$ 15.00	\$ 19.25	\$ 15.00	\$ 19.25
Parks Dept./Laborers	\$ 14.50	\$ 18.25	\$ 14.50	\$ 18.25	\$ 15.00	\$ 18.25
SPECIAL FACILITIES						
REGISTRATION OFFICE						
Registration Office Assistant	\$ 15.00	\$ 22.00	\$ 15.00	\$ 22.00	\$ 15.00	\$ 22.00
Registration Clerk	\$ 14.00	\$ 18.00	\$ 14.00	\$ 18.00	\$ 15.00	\$ 18.00
RENTAL/FACILITY						
BCC Event Supervisor	\$ 14.00	\$ 18.00	\$ 14.00	\$ 18.00	\$ 15.00	\$ 18.00
BCC Gym Sports Rental Supervisor	\$ 14.00	\$ 17.00	\$ 14.00	\$ 18.00	\$ 15.00	\$ 18.00
Party Place Coordinator	\$ 14.50	\$ 19.50	\$ 14.50	\$ 19.50	\$ 15.00	\$ 19.50
Party Place Staff	\$ 14.00	\$ 16.00	\$ 14.00	\$ 17.00	\$ 15.00	\$ 17.00
Bartender	\$ 14.00	\$ 17.00	\$ 14.00	\$ 17.00	\$ 15.00	\$ 17.00
BCC Building Supervisor	\$ 14.00	\$ 17.00	\$ 14.00	\$ 17.00	\$ 15.00	\$ 17.00
Theater Tech	\$ 15.00	\$ 20.00	\$ 15.00	\$ 20.00	\$ 15.00	\$ 20.00
LIFECENTER HEALTH CLUB						
Personal Trainers	\$ 24.00	\$ 40.00	\$ 24.00	\$ 40.00	\$ 24.00	\$ 40.00
Specialty Program Instructors	\$ 24.00	\$ 45.00	\$ 24.00	\$ 45.00	\$ 24.00	\$ 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)	\$ 14.00	\$ 18.00	\$ 14.00	\$ 19.00	\$ 15.00	\$ 19.00
Front Counter Staff	\$ 14.00	\$ 16.00	\$ 14.00	\$ 17.00	\$ 15.00	\$ 17.00
AQUATICS AREA						
Private Swim Instructor (per class)	\$ 14.00	\$ 16.00	\$ 14.25	\$ 17.00	\$ 15.00	\$ 17.00
Custom Private Swim Instructor (per Class)	\$ 14.50	\$ 17.00	\$ 14.50	\$ 17.00	\$ 15.00	\$ 17.00

Aquatics Coach (Swim Team, Diving Team, etc.)	\$ 14.50	\$ 23.50	\$ 14.50	\$ 23.50	\$ 15.00	\$ 23.50
Special Aquatics Instructor(Diving/Synchro)	\$ 14.00	\$ 23.00	\$ 14.00	\$ 23.00	\$ 15.00	\$ 23.00
Pool Supervisor	\$ 15.00	\$ 18.75	\$ 15.50	\$ 19.50	\$ 15.50	\$ 19.50
Swim Lessons Coordinator	\$ 14.00	\$ 17.50	\$ 14.25	\$ 18.00	\$ 15.00	\$ 18.00
Assistant Aquatics Coach	\$ 14.00	\$ 17.50	\$ 14.00	\$ 17.50	\$ 15.00	\$ 17.50
Head Lifeguard	\$ 14.50	\$ 17.50	\$ 15.25	\$ 18.50	\$ 15.25	\$ 18.50
Head Deck Attendant	\$ 14.00	\$ 16.00	\$ 14.25	\$ 17.00	\$ 15.00	\$ 17.00
Lifeguards	\$ 14.00	\$ 17.00	\$ 15.00	\$ 18.00	\$ 15.00	\$ 18.00
Lifeguard Instructor	\$ 15.00	\$ 18.75	\$ 15.00	\$ 18.75	\$ 15.00	\$ 18.75
Swim Instructors	\$ 14.00	\$ 15.50	\$ 14.25	\$ 16.00	\$ 15.00	\$ 16.00
Deck Attendant	\$ 14.00	\$ 15.25	\$ 14.00	\$ 16.00	\$ 15.00	\$ 16.00
Pool Cashier	\$ 14.00	\$ 15.25	\$ 14.00	\$ 16.00	\$ 15.00	\$ 16.00
Concession Supervisor	\$ 14.50	\$ 17.25	\$ 14.50	\$ 18.00	\$ 15.00	\$ 18.00
Concession Stand Attendant	\$ 14.00	\$ 15.00	\$ 14.00	\$ 16.50	\$ 15.00	\$ 16.50
GOLF AT APPLE ORCHARD						
Golf Clubhouse Supervisor	\$ 15.00	\$ 20.00	\$ 15.00	\$ 20.00	\$ 15.00	\$ 20.00
Assistant Clubhouse Supervisor	\$ 14.50	\$ 18.00	\$ 14.50	\$ 18.50	\$ 15.00	\$ 18.50
Front Counter Staff	\$ 14.00	\$ 16.00	\$ 14.00	\$ 17.50	\$ 15.00	\$ 17.50
Golf Lessons Instructor (per Class)		<i>As Negotiated</i>		<i>As Negotiated</i>		<i>As Negotiated</i>
Private Golf Lessons (per Class)		<i>As Negotiated</i>		<i>As Negotiated</i>		<i>As Negotiated</i>
Private Group Lessons (per Class)		<i>As Negotiated</i>		<i>As Negotiated</i>		<i>As Negotiated</i>
RECREATION						
NATURE CENTER						
Nature Center Instructor	\$ 14.00	\$ 17.50	\$ 14.00	\$ 18.00	\$ 15.00	\$ 18.00
Nature Center Specialty Instructor		<i>As Negotiated</i>		<i>As Negotiated</i>		<i>As Negotiated</i>
Nature Center Office Staff	\$ 14.00	\$ 17.50	\$ 14.00	\$ 17.50	\$ 15.00	\$ 17.50
Nature Center Building Supervisor	\$ 14.00	\$ 17.50	\$ 14.00	\$ 17.50	\$ 15.00	\$ 17.50
Nature Center Custodian	\$ 14.00	\$ 18.00	\$ 14.00	\$ 18.00	\$ 15.00	\$ 18.00
Nature Center Camp Coordinator	\$ 14.50	\$ 17.50	\$ 15.00	\$ 19.00	\$ 15.00	\$ 19.00
Nature Center Camp Supervisor	\$ 14.00	\$ 17.50	\$ 14.25	\$ 18.00	\$ 15.00	\$ 18.00
Nature Center Camp Counselor	\$ 14.00	\$ 15.00	\$ 14.00	\$ 17.00	\$ 15.00	\$ 17.00
Animal Care Staff	\$ 14.00	\$ 16.00	\$ 14.00	\$ 17.00	\$ 15.00	\$ 17.00
PRESCHOOL						
Preschool Coordinator	\$ 20.25	\$ 28.00	\$ 20.25	\$ 28.00	\$ 20.25	\$ 28.00
Preschool Teacher	\$ 18.25	\$ 24.00	\$ 18.25	\$ 24.00	\$ 18.25	\$ 24.00
Preschool Assistant	\$ 16.00	\$ 19.00	\$ 16.00	\$ 19.00	\$ 16.00	\$ 19.00
CAMPS (ie. Day Camp, Sports Camp, etc)						
Camp Coordinator	\$ 14.50	\$ 18.00	\$ 15.00	\$ 19.00	\$ 15.00	\$ 19.00
Camp Site Supervisor	\$ 14.00	\$ 17.50	\$ 14.25	\$ 18.00	\$ 15.00	\$ 18.00
Camp Counselor	\$ 14.00	\$ 15.00	\$ 14.00	\$ 17.00	\$ 15.00	\$ 17.00

BEFORE & AFTER SCHOOL PROGRAM						
Before & After School Recreation Site Supervisor	\$ 16.00	\$ 20.00	\$ 16.00	\$ 20.00	\$ 16.00	\$ 20.00
Before & After School Recreation Staff	\$ 14.00	\$ 16.75	\$ 14.00	\$ 18.00	\$ 15.00	\$ 18.00
SPORTS/ATHLETICS STAFF						
Volleyball Official (Certified)/per game	\$ 25.00	\$ 30.00	\$ 25.00	\$ 30.00	\$ 25.00	\$ 30.00
Sports Coordinators (ie. Soccer, Softball, etc)	\$ 15.75	\$ 21.00	\$ 15.75	\$ 21.00	\$ 15.75	\$ 21.00
Field Supervisor	\$ 14.00	\$ 15.00	\$ 14.00	\$ 17.00	\$ 15.00	\$ 17.00
Sports Scorekeeper	\$ 14.00	\$ 15.00	\$ 14.00	\$ 17.00	\$ 15.00	\$ 17.00
Schrade Gym Building Supervisor	\$ 15.00	\$ 18.00	\$ 16.00	\$ 19.00	\$ 16.00	\$ 19.00
BCC Gym Supervisor	\$ 14.00	\$ 15.00	\$ 14.00	\$ 17.00	\$ 15.00	\$ 17.00
BCC Open Gym Supervisor	\$ 14.00	\$ 15.00	\$ 14.00	\$ 17.00	\$ 15.00	\$ 17.00
MISC. RECREATION PROGRAMS						
Program Instructors	As Negotiated		As Negotiated		As Negotiated	
Marketing Assistant	\$ 17.00	\$ 21.50	\$ 17.00	\$ 21.50	\$ 17.00	\$ 21.50
Theater Tech	\$ 16.00	\$ 22.00	\$ 16.00	\$ 22.00	\$ 16.00	\$ 22.00
Cultural Arts Coordinator	\$ 16.25	\$ 23.00	\$ 16.25	\$ 23.00	\$ 16.25	\$ 23.00
Bus Driver (Trips)	\$ 17.00	\$ 23.00	\$ 17.00	\$ 23.00	\$ 17.00	\$ 23.00
Trip Supervisor	\$ 14.00	\$ 18.00	\$ 14.00	\$ 18.00	\$ 15.00	\$ 18.00
Orientation/District-wide Training/Meetings	\$ 14.00	\$ 14.00	\$ 14.00	\$ 14.00	\$ 15.00	\$ 15.00
VILLA OLIVIA						
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	\$ 14.50	\$ 16.50	\$ 14.50	\$ 18.00	\$ 15.50	\$ 18.00
Winter Sports Office Clerk	\$ 14.00	\$ 16.00	\$ 14.00	\$ 17.50	\$ 15.00	\$ 17.50
Winter Sports Rental Coordinator	\$ 15.75	\$ 21.75	\$ 15.75	\$ 21.75	\$ 15.75	\$ 21.75
Winter Sports Rental Supervisor	\$ 14.50	\$ 16.50	\$ 14.50	\$ 18.00	\$ 15.50	\$ 18.00
Winter Sports Rental Attendant	\$ 14.00	\$ 16.00	\$ 14.00	\$ 17.50	\$ 15.00	\$ 17.50
Winter Sports Hill Coordinator	\$ 15.75	\$ 21.75	\$ 15.75	\$ 21.75	\$ 15.75	\$ 21.75
Winter Sports Hill Supervisor	\$ 14.50	\$ 16.50	\$ 14.50	\$ 18.00	\$ 15.50	\$ 18.00
Chair Lift, Tow Rope, & Tube Hill Operator	\$ 14.00	\$ 16.00	\$ 14.00	\$ 17.50	\$ 15.00	\$ 17.50
Winter Sports School Coordinator	\$ 15.75	\$ 21.75	\$ 15.75	\$ 21.75	\$ 15.75	\$ 21.75
Winter Sports School Supervisor	\$ 14.50	\$ 20.50	\$ 14.50	\$ 20.50	\$ 15.50	\$ 20.50
Ski & Snow Board Instructor	\$ 14.00	\$ 20.00	\$ 14.00	\$ 20.00	\$ 15.00	\$ 20.00
Winter Sports Lodge Custodian	\$ 14.00	\$ 19.00	\$ 14.00	\$ 19.00	\$ 15.00	\$ 19.00
Ski Patrol	\$ 15.00	\$ 19.00	\$ 15.00	\$ 19.00	\$ 15.00	\$ 19.00
FOOD & BEVERAGE						
Banquet Captain	\$14.00 - \$19.55 + Service Charge		\$14.00 - \$19.55 + Service Charge		\$15.00 - \$20.00 + Service Charge	
Banquet Server	\$8.40 + Service Charge		\$8.40 + Service Charge		\$9.00 + Service Charge	

Banquet Busser/Runner	\$14 + Service Charge		\$14 + Service Charge		\$15 + Service Charge	
Banquet Bartender	\$14.00 - \$15.00 + Service Charge		\$14.00 - \$15.00 + Service Charge		\$15.00 - \$16.00 + Service Charge	
Cook	\$ 14.00	\$ 17.00	\$ 14.00	\$ 19.00	\$ 15.00	\$ 19.00
Dishwasher	\$ 14.00	\$ 17.00	\$ 14.00	\$ 19.00	\$ 15.00	\$ 19.00
Brunch Captain	\$ 14.00	\$ 17.00	\$ 14.00	\$ 19.00	\$ 15.00	\$ 19.00
Brunch/Dining Room Server	\$8.40 + Tips		\$8.40 + Tips		\$9.00 + Tips	
Dining Room & Brunch Busser/Runner	\$14.00 + Tips		\$14.00 + Tips		\$15.00 + Tips	
Dining Room Bartender	\$14.00 - \$15.00 + Tips		\$14.00 - \$15.00 + Tips		\$15.00 - \$16.00 + Tips	
Bar & Winter Sports Café Cashier	\$ 14.00	\$ 16.00	\$ 14.00	\$ 18.00	\$ 15.00	\$ 18.00
Winter Sports Café Runner	\$ 14.00	\$ 16.00	\$ 14.00	\$ 18.00	\$ 15.00	\$ 18.00
1/2 Way House	\$14.00 - \$15.00 + Tips		\$14.00 - \$15.00 + Tips		\$15.00 - \$16.00 + Tips	
Beer Cart	\$14.00 - \$15.00 + Tips or Service Charge		\$14.00 - \$15.00 + Tips or Service Charge		\$15.00 - \$16.00 + Tips or Service Charge	
Laundry	\$ 14.00	\$ 17.50	\$ 14.00	\$ 19.00	\$ 15.00	\$ 19.00
Special Event Staff	\$ 14.00	\$ 17.50	\$ 14.00	\$ 19.00	\$ 15.00	\$ 19.00
SALES						
Event Sales Assistant	\$ 14.00	\$ 18.00	\$ 14.00	\$ 19.00	\$ 15.00	\$ 19.00
GOLF & WINTER SPORTS GROUNDS						
Golf & Winter Sports Grounds	\$ 14.00	\$ 18.00	\$ 15.00	\$ 20.00	\$ 16.00	\$ 20.00
GOLF AT VILLA OLIVIA						
Front Counter Staff	\$ 14.00	\$ 16.00	\$ 14.00	\$ 17.00	\$ 15.00	\$ 17.00
Ranger/Starter	\$ 14.00	\$ 16.00	\$ 14.00	\$ 17.00	\$ 15.00	\$ 17.00
Golf Lessons Instructor (per Class)	<i>As Negotiated</i>		<i>As Negotiated</i>		<i>As Negotiated</i>	
Private Golf Lessons (per Class)	<i>As Negotiated</i>		<i>As Negotiated</i>		<i>As Negotiated</i>	
Private Group Lessons (per Class)	<i>As Negotiated</i>		<i>As Negotiated</i>		<i>As Negotiated</i>	
GOLF & WINTER SPORTS OPERATIONS						
Golf & Winter Sports Office Assistant	\$ 14.00	\$ 20.00	\$ 14.00	\$ 20.00	\$ 15.00	\$ 20.00



BOARD MEMORANDUM

April 8, 2024

To: Board of Commissioners
From: Rita Fletcher, Executive Director
Eric Leninger, Superintendent of Business Services
Re: FY 2024-25 Bartlett Park District Budget: Executive Summary

Staff is pleased to present the proposed FY2024-25 Bartlett Park District Budget for the Park Board's consideration. This budget represents the fiscal priorities for 2024-25 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 FY2024-25 Budget Executive Summary is written in the first week of April; therefore, assumptions have been made with respect to final numbers for FY2023-24 revenues/expenditures in March and April.

The Process

Staff began the process of developing the FY2024-25 Budget in October, 2023. Similar to past years, the goal was set to complete and approve the FY2024-25 Budget by May 2024.

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 reviewed a final time to implement the recommendations from Staff meetings.

When the entire budget has been entered, it is reviewed at a Districtwide level to determine priorities for the year and allocate resources accordingly.

The Philosophy

Staff assembled the FY2024-25 Budget based on the assumption that demands for quality services, programs, and facilities will remain at a high level. Additionally, the FY2024-25 Budget takes into consideration the State's minimum wage increasing to \$15.00 per hour on 01/01/2025, as well as the effect this minimum wage increase has on overall pay compression. As of now, the \$15.00 per hour minimum wage is the final step-up in an Illinois law that has seen minimum wage increases every January 1st since 2020.

Other factors considered are higher interest rates as a result of historic levels of inflation over the past two years. While this has led to additional interest income being generated, it has also led

to increased costs, especially relating to capital expenditures. Interest income exceeding budgeted levels in the Corporate, Capital Projects, and Recreation Funds has allowed for additional money to be allocated for Capital Projects.

Lastly, strong fund balances and an increased tax levy play integral parts in the FY2024-25 proposed budget. While this annual memorandum has historically focused solely on the upcoming fiscal year, Staff feels it is important to recognize how the District has arrived in its current (strong) financial state. Therefore, some contextual information from prior years is briefly presented so the FY2024-25 budget can be viewed in terms of the big picture, not just within a single 12-month span.

The FY2024-25 Budget provides the District numerous opportunities to create fun. Park improvements will occur at Sunrise Park, where the District received an OSLAD (Open Space Lands Acquisition and Development) Grant. Park and Playground improvements will also occur at Happy Trails Park, and Schick Park. The District looks forward to renovating Ballfield #1 at Bartlett Community Park, resurfacing the basketball court at Walnut Corner, and completing trail connections at Peregrine Park. The District also received a DECO (Department of Commerce & Economic Opportunity) Grant for the Family Changing Room project at the Bartlett Aquatic Center. The capital projects budget also includes the purchase of three trucks to replace aging vehicles in the District's fleet, golf carts at Villa Olivia, and technology improvements Districtwide. Between the OSLAD and DECO grants, the District will receive \$700,000 in revenue, which is a testament to the diligent work undertaken for grant proposals and submissions.

The FY2024-25 proposed budget presents a strong commitment to maintaining the District's existing assets. To ensure funds are available for future projects and items on the Capital Replacement and Improvement Plan (CRIP), the proposed FY2024-25 budget recommends that \$855,000 is transferred from the Corporate Fund to the Capital Projects Fund.

FY2024-25 Proposed Budget Highlights By Fund

Corporate Fund

The Corporate Fund consists of the Administration, Business Services, and Parks & Planning Departments. The Corporate Fund receives the largest portion of tax revenue from the annual tax levy.

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

- \$855,000 to Capital Projects Fund
 - \$233,406 - Build America Bonds rebate
 - \$621,594 - fund balance
 -

Capital Projects:

- HVAC System for Administration Building - \$270,000
- Bartlett Aquatic Center – Family Changing Room (DECO Grant) - \$115,000 (additional funds allocated in Recreation and Special Recreation Funds)
- Ford F-350 Dump Truck (Parks) - \$75,000
- Technology Improvements - \$75,000
- Ford F-250 Truck (Parks) - \$50,000
- Bartlett Community Park – Ballfield #1 Renovation - \$25,000
- Jim Jensen Shelter Roof Replacement - \$7,000

Capital Projects Fund

The Capital Projects Fund does not receive tax dollars. It contains funds the District has saved over time for the purpose of making large expenditures on infrastructure items and capitalized assets. In each of the past three fiscal years, financial responsibility has allowed the District to transfer additional funds (over budget) into the Capital Projects Fund so that the District can maintain strong reserve funds for capital expenditures. The Capital Projects Fund does not have a legal limit on its fund balance.

Capital Items:

- Ford F-150 Truck for Villa Olivia - \$46,000
- Golf Carts for Villa Olivia - \$52,000

Capital Projects:

- Park Improvements at Sunrise Park (OSLAD Grant) - \$500,000
- Park and playground improvements at Schick Park – \$170,000
- Park and Playground improvements at Happy Trails Park - \$170,000
- HVAC in Crystal Room at Villa Olivia - \$90,000
- Parking Lot Repairs at Villa Olivia - \$30,000
- Indoor and Outdoor Furniture at Villa Olivia - \$20,000
- Trail Connection at Peregrine Park - \$19,000
- Basketball Court Resurfacing at Walnut Corner - \$17,600

Bond and Interest Fund

Scheduled bond and interest payments, associated fees, and annual financial disclosure fees are paid from this fund for the following debt issuances:

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

The 2010 series bonds mature in 2030 while the 2018 series bonds mature in 2037. In 2024, the District will receive \$233,406.40 from the Build America Bonds Rebate. These payments will continue to decrease as outstanding principal decreases. Each year the BABs rebate funds are set-aside for capital projects.

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
 - Increase in price for greens, motorized golf carts, and manual pull-carts
 - Reduced time between tee times as a result of having more golf carts (goal is to be between 7-8 minutes per tee time). In 2023, Staff was able to reduce time between tee-times from 15 to 10 minutes, and the course saw an additional 3,151 rounds played over the previous year which yielded \$133,836 in additional revenue.

Winter Sports:

- New/increased revenue streams
 - Increased pricing for slope and tubing tickets, as well as slope packages
 - Increased pricing of rental equipment with more (and newer) equipment available

Food and Beverage:

- New/increased revenue streams
 - Increased pricing for banquet lunch and dinner packages
 - Utilization of the new outdoor patio for music and other events

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. In FY2024-25, the Recreation Fund will pay for several capital projects. These projects have been placed in a newly-created expense account.

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

- \$61,000 from Special Recreation Fund for Northwest Special Recreation Association facility usage and maintenance
- The FY2024-25 Budget omits the \$70,000 transfer from the Corporate Fund, as has been customary in prior years. This has been budgeted in accordance with a spend-down of the Recreation Fund's strong fund balance, allowing the \$70,000 to be transferred to the Capital Projects Fund.

In conjunction with Business Services, the Recreation Fund will be transitioning to Zing Payment Solutions, a company that standardizes and reduces credit-card fees. Staff expects this transition to save the District approximately \$30,000 in fees over a 12-month period.

In a partnership with the Village of Bartlett, the cost of a new lightning detection system at Koehler Fields will be split 50/50, which will save the District approximately \$7,000.00.

In a partnership with the Illinois Department of Natural Resources (IDNR), the carpet in the Nature Center Auditorium will be replaced. Due to assistance from IDNR, the cost to the District will be below the capital threshold of \$6,000.

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

- Nature Center fall special event with fun run
- Nature Center travel days trips
- Expanded archery offerings due to high demand
- Indoor tennis (winter) in collaboration with Hanover Park Park District
- Expanded open gym for pickleball due to high demand
- Extended weekend hours for the LIFECenter
- Additional Lazy River Walking classes at BAC due to high demand
- BAC Passholder appreciation event
- New birthday party packages, including theme options of Magic and various pop-culture characters

LIFECenter Health and Fitness Club:

- Capital Items
 - Cardio equipment lease - \$23,000 (year 4 of 5)
 - Cardio equipment purchase - \$21,000
 - Ceiling refinishing - \$20,000

Bartlett Aquatic Center:

- Capital Item
 - Family Changing Room - \$74,000 (additional funds allocated in Corporate and Special Recreation Funds)

Oak Room:

- Capital Item
 - Lighting System Replacement - \$18,400

Additional Capital Items to be paid from the Recreation Fund:

- Air Handling Unit at Bartlett Community Center - \$175,000
- Greens-master Mower for Apple Orchard Golf Course - \$44,000
- Sign-board Replacement at Stearns/Bartlett Roads Intersection - \$29,500
- Floor Scrubber for Bartlett Community Center - \$15,000
- Vestibule heaters at Bartlett Community Center - \$12,000
- Pool Pump at Splash Central - \$10,000
- Utility Vehicle - \$9,000
- Lightning Detection System at Koehler Fields - \$7,000

Special Recreation Fund

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

Northwest Special Recreation Association assessment for calendar year 2024 - \$237,979

Funds will be used in association with the following Capital Projects (\$370,000 total):

- Family Changing Room Improvements (DECO Grant) at Bartlett Aquatic Center
- Park and playground improvements at Sunrise Park
- Park and playground improvements at Schick Park
- Park and playground Improvements at Happy Trails Park
- Administration Building – front counter

Districtwide building and park retrofit improvements that were identified in the ADA Accessibility Audit will be made in an effort to increase accessibility for all patrons - \$25,000

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.

Bartlett Park District IMRF Employer contribution rate on eligible wages:

- Calendar year 2024 – 6.70% (down from 7.67% in Calendar year 2023)

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 employees. Employer tax rate on eligible wages:

- Social Security – 6.20%
- Medicare – 1.45%

Audit Fund

The Audit Fund includes auditor expenses, preparing the Annual Comprehensive Financial Report, and other reporting and grant audit fees. The District recently executed an agreement with Selden Fox, Ltd. for completion of the audit for FY2023-24, FY2024-25, and FY2025-26.

FY2024-25 Comprehensive Annual Financial Report fee - \$20,000

OSLAD Grant Audit fee - \$2,250

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 (PDRMA), 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. In 2024, the PDRMA risk pool insurance rates increased by approximately 40% for all members.

Park District Risk Management Agency premiums - \$219,421

Alarm and safety inspections - \$49,500

Unemployment expense - \$8,500

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 repairs - \$63,500
- Bike paths and trails - \$10,000

FY2024-25 Proposed Budget: Notes Pertaining to Fund Balances and the Tax Levy

Fund Balances

The District began the current fiscal year (FY2023-24) with the highest total fund balance in District history, and planned to spend-down the balances in several funds in the current budget year in accordance with the District's Fund Balance Policy. The Fund Balance Policy aims to keep most Fund Balances at 25%.

The FY2024-25 budget proposes additional spending-down of the balances of certain funds (per the aforementioned Fund Balance Policy) so that we can continue to undertake capital projects and prevent fund balances from being in a range that could potentially trigger a tax objection. Even with this planned spend-down of certain fund balances, the overall FY2024-25 Budget remains net positive. This will again leave the District with one of the highest total fund balances on record. Notes pertaining to planned deficits in funds during FY2024-25 are directly below:

- The Recreation Fund (20) shows a deficit as a means of preventing the fund balance from creeping up too high. The deficit is caused by eliminating the \$70,000 transfer from the Corporate Fund as well as budgeting \$223,400 in capital expenditures in a newly-created expenditure account. Both of these actions allow the District to undertake additional capital projects in FY2024-25, without adversely affecting the overall Recreation Fund. At 05/01/2023, the Recreation Fund had an audited balance of \$1.96 million or 39%.
- The Special Recreation Fund (21) shows a deficit to bring the fund balance closer to policy target level (25%). At 05/01/2023, the Special Recreation Fund had an audited balance of \$536,290 or 83%.
- The IMRF Fund (22) shows a deficit in order to bring the fund balance closer to policy target level (25%). Over the past four (4) years, the District has seen a decrease of the Employer Contribution Rate from 10.90% to 6.70%, which has led to substantially decreased costs each year. At 05/01/2023, the IMRF Fund had an audited balance of \$194,452 or 70%.
- The Liability Fund (25) shows a deficit due to an increase of over 40% in insurance premiums from PDRMA. At 05/01/2023, the Liability Fund had an audited balance of \$209,776 or 68%.

As previously mentioned, even with these planned deficits, the over FY2024-25 Budget remains net positive. Directly below is an Excel Chart that depicts the District's total fund balances as well as individual Fund Balances for Corporate (01), Capital Projects (03), and Recreation (20) Funds. Finally, the Special Recreation (21), IMRF (22), Social Security (23), Audit (24), Liability (25), Paving/Lighting (26), and Quadricentennial (50) Funds are combined as "Nonmajor". The District has made an effort over the past two years to reallocate funds from the Nonmajor Funds to the Major Funds, where expenditures can be more versatile. Fiscal Year End figures for 04/30/2014 through 04/30/2023 are taken from the District's Annual Comprehensive Financial Report (ACFR) issued by the District's auditors. FYE 2024 and 2025 figures are estimates based on the current fiscal year and the 2024-25 proposed Budget.

FYE	TOTAL	Corporate	Capital Projects	Recreation	NonMajor
4/30/2025	\$ 7,424,919.95	\$ 5,434,069.50	\$ 2,156,497.39	\$ 1,968,474.96	\$ 573,665.20
4/30/2024	\$ 7,383,063.81	\$ 5,286,343.84	\$ 2,054,727.39	\$ 2,201,590.17	\$ 752,581.51
4/30/2023	\$ 9,157,875.01	\$ 4,894,633.00	\$ 3,768,617.00	\$ 1,967,463.00	\$ 1,082,962.00
4/30/2022	\$ 8,578,412.00	\$ 4,718,411.00	\$ 3,583,652.00	\$ 1,425,297.00	\$ 1,187,380.00
4/30/2021	\$ 6,638,086.00	\$ 4,721,659.00	\$ 2,293,325.00	\$ 1,097,369.00	\$ 988,755.00
4/30/2020	\$ 5,633,192.00	\$ 3,741,011.00	\$ 2,372,170.00	\$ 1,562,825.00	\$ 757,678.00
4/30/2019	\$ 5,543,168.00	\$ 3,181,622.00	\$ 2,403,689.00	\$ 1,656,594.00	\$ 622,941.00
4/30/2018	\$ 4,936,179.00	\$ 2,364,062.00	\$ 2,506,773.00	\$ 1,412,984.00	\$ 538,139.00
4/30/2017	\$ 4,136,880.00	\$ 1,752,473.00	\$ 2,372,154.00	\$ 1,220,622.00	\$ 537,462.00
4/30/2016	\$ 3,384,649.00	\$ 1,420,568.00	\$ 2,006,371.00	\$ 1,089,699.00	\$ 484,003.00
4/30/2015	\$ 3,420,657.00	\$ 1,195,954.00	\$ 2,125,490.00	\$ 966,520.00	\$ 429,727.00
4/30/2014	\$ 3,750,404.00	\$ 1,224,539.00	\$ 2,226,992.00	\$ 1,122,170.00	\$ 221,059.00

Tax Levy

The expiring tax incremental financing district (TIF) of the Brewster Creek Business Park provides the annual opportunity for the District to collect additional tax revenue beginning with the 2023 tax levy (collectible in FY2024-25). In anticipation of the TIF ending, the District's 2023 tax levy was 15.68% higher than the 2022 tax levy collection. The 2022 tax levy was 6% higher than the 2021 tax levy collection, due to inflation and new property construction within the District. Raising the levy over 20% in the past two years yields substantial increases in tax revenue, and has been necessary for the District to capture Equalized Assessed Value (EAV) growth. Staff is cognizant of the fact that we are financial stewards for the residents of Bartlett. We aim to keep fund balances within a target range without sitting on too much cash. The result is we have been fortunate enough to increase our annual expenditures while maintaining strong fund balances in the event unforeseen circumstances arise. Moreover, prior to 2022, it had been nearly a decade since the District raised its levy more than 5% over the previous year, which is the threshold that requires a public hearing.

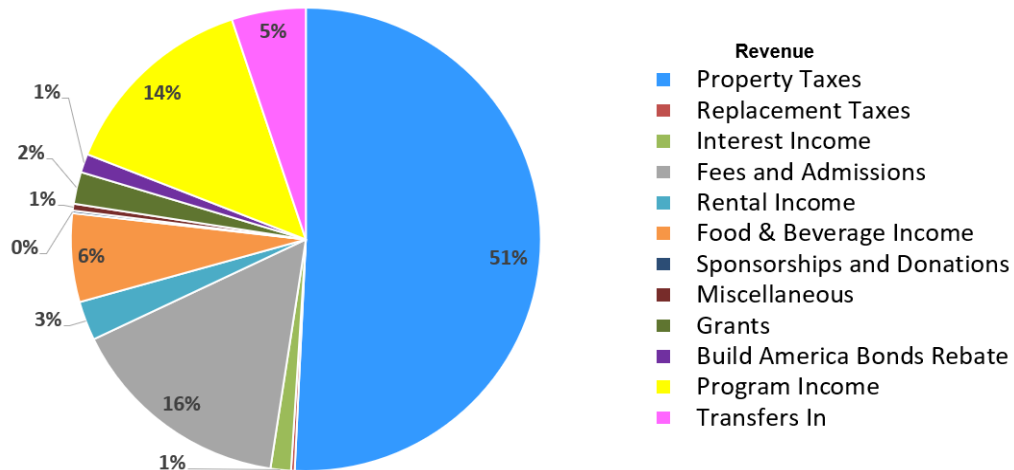
FY2024-25 Proposed Budget Summary

For all funds, total budgeted revenues – excluding transfers – are expected to be \$17,062,081. The proposed budget request reflects that total budgeted expenditures for all funds – excluding transfers – are expected to be \$17,020,224.

Revenue:

Property Taxes	\$	9,124,919
Replacement Taxes	\$	45,000
Interest Income	\$	252,150
Fees and Admissions	\$	2,787,121
Rental Income	\$	490,535
Food & Beverage Income	\$	1,109,518
Sponsorships and Donations	\$	32,628
Miscellaneous	\$	85,593
Grants	\$	400,000
Build America Bonds Rebate	\$	233,406
Program Income	\$	2,501,211
	\$	<u>17,062,081</u>
Transfers In	\$	916,000
Total Revenue	\$	<u>17,978,081</u>

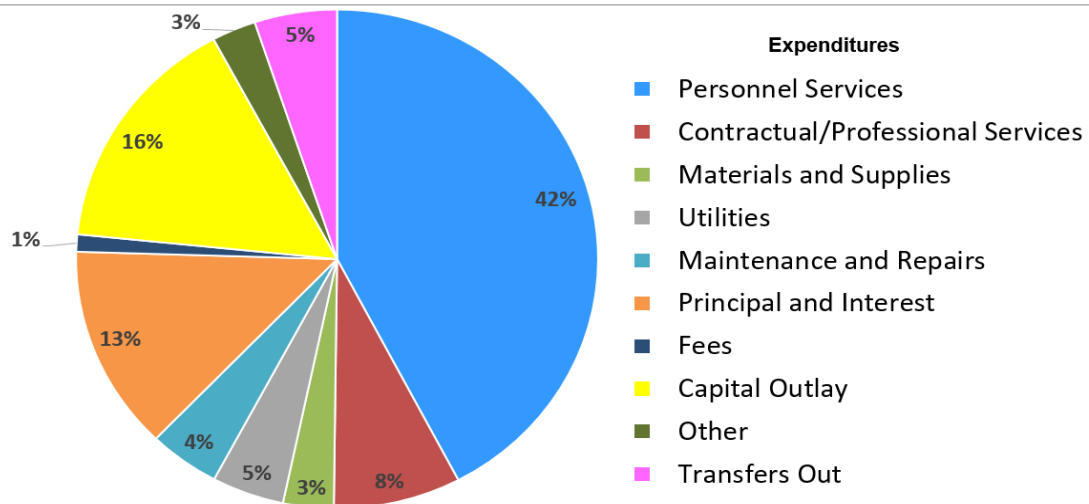
FY2024-25 Summary - Revenue



Expenditures:

Personnel Services	\$ 7,588,848
Contractual/Professional Services	\$ 1,415,077
Materials and Supplies	\$ 561,917
Utilities	\$ 802,690
Maintenance and Repairs	\$ 790,680
Principal and Interest	\$ 2,377,348
Fees	\$ 200,000
Capital Outlay	\$ 2,793,030
Other	\$ 490,634
	<u>\$ 17,020,224</u>
Transfers Out	\$ 916,000
Total Expenditures	<u>\$ 17,936,224</u>

Summary - Expenditures



Property Tax Revenue

Property tax revenue comprises just over 50% of all revenue in the FY2024-25 budget. The 2023 tax levy (collected in 2024), is based on the rise in the Consumer Price Index and any additional growth in valued property (including the expiration of any TIFs) in each county. A property tax bill is calculated by multiplying the equalized assessed value of a property 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
2020	260.474	1.40	2021	2022
2021	278.802	7.00	2022	2023
2022	296.797	6.50	2023	2024

The following table represents the historical change in equalized assessed value (EAV), 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	433,537,686	6,400,381	1,244,586,630	2.13%
2021	828,394,398	398,450,131	8,104,418	1,234,948,947	-0.77%
2022	879,879,131	500,382,011	13,031,689	1,291,328,951	4.57%
*2023	1,023,525,563	500,382,011	19,810,896	1,543,718,470	19.54%

*Final EAV values for prior calendar year are typically released by early summer for Cook County.

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. The Bartlett Park District Program Guide will be changing to sheet-fed for a cleaner, nicer look. Staff have also investigated different vendors in order to substantially reduce printing costs.

Staff across all Departments look forward to collaborating with the Marketing Department for a variety of events during 2024 to celebrate the District's 60th Anniversary!

Human Resources

Undoubtedly, the Park District's most valuable asset is its staff. In the current labor market, recruiting qualified employees that are well matched with the organization's culture is an ongoing challenge, especially with recent inflation rates. The proposed budget continues to offer employees competitive benefit packages. Economic realities have placed a premium on measuring and evaluating staffing levels and needs. The District is budgeting for one additional full-time staff member and change of reporting structure in the Parks Department.

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 FY2024-25 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) to design, develop, apply & implement, support, and manage information systems dealing with the use of computers, telecommunications, and other storage devices. 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 are evaluated. The FY2024-25 Budget reflects capitalized expenditures for cloud-based software, desktop computer replacements, security camera improvements, and replacement of 1 of the District's 2 Storage Area Networks (SAN).

Fund Balance Targets

The Fund Balance Policy sets targets for fund balances as a percentage of expenses. The 2023 tax levy and FY2024-25 proposed budget was prepared with the Fund Balance Policy in mind.

For FY2024-25, Staff looks to the Recreation Fund to pay for a portion of Capital Projects, a task that would not be possible but for the hard work and premium products offered by the Recreation and Special Facilities Departments. The 2023 tax levy was prepared with a substantial amount of tax revenue to be received in the Corporate (01) Fund. This is intentional as the Corporate Fund has the ability to transfer money to other Funds of the District. In the event that any of the smaller funds incur a fund balance dropping them substantially below the policy target, upon recommendation from Staff, the Park Board can authorize a transfer from the Corporate Fund.

Provided FY2023-24 projections are accurate and the FY2024-25 proposed budget is met, fund balance target projections at April 30, 2025, are as follows:

Fund	FY2023-24 Projection	FY2024-25 Budget	Policy Target
Corporate	48%	45%	25%
Capital Projects	N/A	N/A	N/A
Bond & Interest	N/A	N/A	N/A
Villa Olivia	-148%	-134%	25%
Recreation	44%	34%	25%
Special Recreation	41%	27%	25%
IMRF	70%	65%	25%
SS & Medicare	20%	25%	25%
Audit	38%	50%	25%
Liability Insurance	64%	22%	25%
Paving & Lighting	34%	35%	25%
Quadricentennial	N/A	N/A	N/A

FY2024-25 Proposed Budget Revenue and Expenditure Analysis By Fund

Corporate Fund

Revenue	
Property Taxes	\$4,299,255
Replacement Taxes	45,000
Interest Income	209,000
Miscellaneous Income	11,351
Build America Bonds Rebate	233,406
Total Estimated Revenue	\$4,798,012
Expenses	
Personnel Services	\$2,052,428
Contractual/Professional Services	354,605
Materials and Supplies	159,300
Utilities	110,325
Maintenance and Repairs	220,000
Capital Outlay	667,900
Transfers Out	855,000
Other	230,729
Total Estimated Expense	\$4,650,287
Fund Net Surplus/Deficit	\$147,725

Capital Projects Fund

Revenue	
Transfers In	\$855,000
Interest Income	30,000
Sponsorships and Donations	5,000
Grants	400,000
Total Estimated Revenue	\$1,290,000
Expenses	
Capital Outlay	\$1,188,230
Total Estimated Expense	\$1,188,230
Fund Net Surplus/Deficit	\$101,770

Bond and Interest Fund

Revenue	
Property Taxes	\$2,403,569
Gain on Taxes	50
Total Estimated Revenue	\$2,403,619
Expenses	
Principal and Interest	\$2,377,348
Fees	2,252
Total Estimated Expense	\$2,379,600
Fund Net Surplus/Deficit	\$24,019

Villa Olivia Fund

Revenue	
Fees and Admissions	\$1,038,852
Rental Income	369,430
Food and Beverage Sales	969,417
Miscellaneous Income	38,660
Program Income	97,245
Total Estimated Revenue	\$2,513,604
Expenses	
Personnel Services	\$1,442,905
Contractual/Professional Services	79,770
Materials and Supplies	331,250
Utilities	167,155
Maintenance and Repair	120,000
Fees	105,000
Other	87,151
Total Estimated Expense	\$2,333,231
Fund Net Surplus/Deficit	\$180,373

Recreation Fund

Revenue	
Property Taxes	\$899,986
Fees and Admissions	1,748,269
Interest Income	13,150
Rental Income	121,105
Food and Beverage Income	140,102
Sponsorships and Donations	27,628
Miscellaneous Income	33,532
Transfers In	61,000
Program Income	2,403,966
Total Estimated Revenue	\$5,448,738
Expenses	
Personnel Services	\$3,391,015
Contractual/Professional Services	346,530
Materials and Supplies	525,167
Utilities	535,210
Maintenance and Repair	227,180
Capital Outlay	457,900
Other	198,852
Total Estimated Expense	\$5,681,854
Fund Net Surplus/Deficit	(\$233,116)

Special Recreation Fund

Revenue	
Property Taxes	\$617,487
Total Estimated Revenue	\$617,487
Expenses	
Contractual Services	\$237,979
Capital Outlay	370,000
Maintenance and Repairs	25,000
Transfer Out	61,000
Total Estimated Expense	\$693,979
Fund Net Surplus/Deficit	(\$76,492)

Illinois Municipal Retirement Fund

Revenue	
Property Taxes	\$200,683
Total Estimated Revenue	\$200,683
Expenses	
Personnel Services	\$220,000
Total Estimated Expense	\$220,000
Fund Net Surplus/Deficit	(\$19,317)

Social Security and Medicare Fund

Revenue	
Property Taxes	\$384,385
Total Estimated Revenue	\$384,385
Expenses	
Personnel Services	\$350,000
Total Estimated Expense	\$350,000
Fund Net Surplus/Deficit	\$34,385

Audit Fund

Revenue	
Property Taxes	\$26,243
Total Estimated Revenue	\$26,243
Expenses	
Contractual Services	\$22,250
Other	100
Total Estimated Expense	\$22,350
Fund Net Surplus/Deficit	\$3,893

Liability Insurance Fund

Revenue	
Property Taxes	\$216,120
Miscellaneous Income	1,500
Total Estimated Revenue	\$217,620
Expenses	
Personnel Services	\$24,000
Contractual / Professional Services	273,943
Materials / Supplies / Training	36,750
Other	8,500
Total Estimated Expense	\$343,193
Fund Net Surplus/Deficit	(\$125,573)

Paving and Lighting Fund

Revenue	
Property Taxes	\$77,185
Total Estimated Revenue	\$77,185
Expenses	
Maintenance and Repair	\$73,500
Total Estimated Expense	\$73,500
Fund Net Surplus/Deficit	\$3,685

Quadricentennial Fund

Revenue	
Interest Income	\$500
Total Estimated Revenue	\$500
Expenses	
Total Estimated Expense	\$0
Fund Net Surplus/Deficit	\$500

Conclusion

The proposed FY2024-25 Budget necessitates review in terms of its place in the long-range financial position of the Park District. Even with large capital expenditures over the past two fiscal years and the spending-down of certain fund balances, the overall financial position of the District remains strong. Maintaining reasonable fund balances is essential, especially as the District has raised the tax levy in the past two years. While we need to maintain adequate reserves, we also do not want to sit on too much of the public's money. The tax levy provides revenue so we can serve the residents of Bartlett. Staff is very proud to maintain infrastructure and create new opportunities for residents to create their own fun!

While the COVID pandemic is thankfully in everyone's rear-view mirror, it is worth noting the substantial recovery the District has seen since then. In a mere two years, the Recreation Fund nearly doubled its fund balance from \$1.09 million to over \$1.96 million (FYE2021 – FYE2023). At the end of the current fiscal year, Staff estimates that fund balance to be at or above \$2 million. This remarkable comeback highlights the hard work of staff, and allows for the District to tackle many capital projects that otherwise would not be possible. Similarly, even with several large capital projects budgeted over the past 2 years, the District's Capital Projects Fund remains within its long-term trend of a balance near \$2 million. Anticipated strong investment income in FY2024-25 is one of the factors that allows for continued substantial transfers from the Corporate to Capital Projects Fund.

The level of non-tax resources generated by the District is crucial, 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. The proposed budget indicates approximately 50% of revenues will come from non-tax resources.

The entire staff should be recognized for its contribution to this budget process. Staff's knowledge and expertise were invaluable in ensuring that the budget reflects the needs of the guests that the Park District serves, while maximizing resources to their fullest potential. Staff looks forward to discussion during the budget presentation that is scheduled for April 9, 2024. 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 2024-2025**

4/4/2024

**Year
Purchased
/Updated**

FY2024-25

GL

Vehicles	<u>Villa Olivia</u>			
	Ford F-150 Truck	2012	\$ 45,000.00	03-10-80-560-0100
	Golf Carts		\$ 52,000.00	03-10-80-560-0100
	<u>Apple Orchard Golf Course</u>			
	Toro Greensmaster Mower	1982	\$ 44,000.00	20-10-80-583-0100
	<u>Parks</u>			
	John Deere Gator	2007	\$ 10,000.00	20-10-20-560-0100
	Ford F-250 Truck	2008	\$ 50,000.00	01-10-20-560-0100
	Ford F-350 Dump Truck	2009	\$ 75,000.00	01-10-20-560-0100
	Total Vehicles		\$ 276,000.00	
Parks and Playgrounds				
Happy Trails Park		1997	\$ 170,000.00	03-10-80-572-0897
			\$ 30,000.00	21-10-05-572-1900
Peregrine Park	Trail Connection	2001	\$ 19,600.00	03-10-80-572-0825
Schick Park		1999	\$ 100,000.00	01-10-20-572-0825
			\$ 70,000.00	03-10-80-572-0825
			\$ 30,000.00	21-10-05-572-1900
Sunrise Park	OSLAD Grant	1998	\$ 500,000.00	03-10-80-572-0885
	District receives \$600,000 in grant funds		\$ 100,000.00	21-10-05-572-1900
	Total Parks and Playgrounds		\$ 1,019,600.00	
Park Improvements				
	Bike Paths & Trails	Annually	\$ 10,000.00	26-10-20-571-0825
	Native Areas	Annually	\$ 15,000.00	01-10-20-571-1700
Jim Jensen Shelter	Roof Replacement		\$ 7,000.00	01-10-20-572-0825
Koehler Fields	Lightning Detection System	2004	\$ 7,000.00	20-10-80-583-0100
Walnut Corner	Basketball Court Resurfacing		\$ 17,630.00	03-10-80-572-0896
Bartlett Community Park	Ballfield Renovation - Field #1		\$ 25,000.00	01-10-20-572-0825
	Total Park Improvements		\$ 81,630.00	



**Bartlett Park District
Proposed Capital Projects List
FY 2024-2025**

4/4/2024

**Year
Purchased
/Updated**

FY2024-25

GL

Facility and Equipment Improvements

Administration Building	HVAC System	1960	\$ 270,000.00	01-10-80-575-0825
	Front Counter & Kitchen Upgrades		\$ 10,000.00	01-10-20-575-0802
			\$ 10,000.00	21-10-05-575-1900
Bartlett Aquatic Center	Paint - Lazy River	2019	\$ 23,500.00	01-10-80-575-0816
	Shade Structure		\$ 10,000.00	01-10-80-575-0816
	Family Changing Room (DECO Grant)		\$ 115,000.00	01-10-80-575-0816
	District receives \$100,000 in grant funds		\$ 74,000.00	20-10-80-583-0100
			\$ 160,000.00	21-10-05-575-1900
Bartlett Community Center	General Areas			
	Sign Board	2008	\$ 29,000.00	20-10-80-583-0100
	Entrance Vestibule Heaters	2000	\$ 12,000.00	20-10-20-575-0808
	Preschool Hallway Carpet	2008	\$ 29,500.00	01-10-20-575-0808
	Floor Scrubber	2015	\$ 15,000.00	20-10-20-560-0100
	Air Handling Unit	2000	\$ 175,000.00	20-10-20-575-0808
	Sealcoating and Parking Lot/Driveway Repairs	2000	\$ 63,500.00	26-10-20-571-0825
		2000	\$ 20,000.00	21-10-05-575-1900
	LIFECenter			
	Cardio Equipment Lease	2022	\$ 23,000.00	20-70-28-560-0101
	Equipment Replacement	2019	\$ 21,000.00	20-10-80-583-0100
	Ceiling Refinishing		\$ 20,000.00	20-10-80-583-0100
	Gymnasium			
	Basketball Court Refinishing	2019	\$ 17,400.00	01-10-20-575-0808
	Splash Central			
	Pool Pump - Spray Feature	2000	\$ 10,000.00	20-10-80-583-0100
	Oakroom			
	Lighting System Replacement	2015	\$ 18,400.00	20-10-80-583-0100
Villa Olivia	HVAC - Crystal Room	2012	\$ 90,000.00	03-10-80-575-0990
	Tree Removals and Replacements	Annually	\$ 10,000.00	03-10-80-575-0990



**Bartlett Park District
Proposed Capital Projects List
FY 2024-2025**

4/4/2024

		<i>Year Purchased /Updated</i>	<i>FY2024-25</i>	<i>GL</i>
	Infrastructure Repairs	Annually	\$ 30,000.00	03-10-80-575-0990
	Tow Motor Replacement		\$ 9,000.00	19-80-95-560-0200
	Event Chairs (Indoor)	2012	\$ 10,000.00	03-10-80-575-0990
	Event Chairs (Outdoor Patio)		\$ 10,000.00	03-10-80-575-0990
	Sealcoating and Parking Lot		\$ 30,000.00	03-10-80-575-0990
	Total Facility and Equipment Improvements		\$ 1,315,300.00	
ADA Projects	Accessibility Items from Audit (Parks)	Annually	\$ 25,000.00	21-10-05-572-1900
	Total ADA Improvements		\$ 25,000.00	
Technology				
	BCC Storage Area Network (SAN)	2018	\$ 30,000.00	01-10-05-560-0100
	BCC Security Camera Improvements	2015	\$ 12,000.00	01-10-05-560-0100
	Cloud-Based Software Migration		\$ 25,000.00	01-10-05-560-0100
	PC Replacements - Annual	2019	\$ 8,000.00	01-10-05-560-0100
	Total Technology Improvements		\$ 75,000.00	
	Total Vehicles		\$ 276,000.00	
	Total Parks and Playgrounds		\$ 1,019,600.00	
	Total Park Improvements		\$ 81,630.00	
	Total Facility and Equipment Improvements		\$ 1,315,300.00	
	Total ADA Improvements		\$ 25,000.00	
	Total Technology Improvements		\$ 75,000.00	
	CRIP Totals		\$ 2,792,530.00	

ORDINANCE 24-04

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, 2024 AND ENDING APRIL 30, 2025, 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 14th day of May 2024 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 seventeen million, nine-hundred thirty-six thousand, two-hundred twenty-four dollars (\$17,936,224), 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 nineteen million, seven-hundred twenty-nine thousand, eight-hundred forty-six dollars (\$19,729,846), 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, 2024 and ending April 30, 2025.

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

Corporate Fund	Budget	Appropriations
Personnel Services	\$2,052,428	\$2,257,672
Contractual / Professional Services	354,605	390,065
Materials and Supplies	159,300	175,230
Utilities	110,325	121,357
Maintenance and Repairs	220,000	242,000
Capital Outlay	667,900	734,690
Transfers	855,000	940,500
Other	<u>230,729</u>	<u>253,802</u>
Total	<u>\$4,650,287</u>	<u>\$5,115,316</u>
Capital Projects Fund	Budget	Appropriations
Building Improvements	\$180,000	\$198,000
Equipment	98,000	107,800
Park Improvements	<u>910,230</u>	<u>1,001,253</u>
Total	<u>\$1,188,230</u>	<u>\$1,307,053</u>
Bond and Interest Fund	Budget	Appropriations
Principal and Interest	\$2,377,348	\$2,615,083
Fees	<u>2,252</u>	<u>2,477</u>
Total	<u>\$2,379,600</u>	<u>\$2,617,560</u>
Villa Olivia Fund	Budget	Appropriations
Personnel Services	\$1,442,905	\$1,587,196
Contractual / Professional Services	79,770	87,747
Materials and Supplies	331,250	364,375
Utilities	167,155	183,870
Maintenance and Repairs	120,000	132,000
Fees	105,000	115,500
Other	<u>87,151</u>	<u>95,866</u>
Total	<u>\$2,333,231</u>	<u>\$2,566,554</u>
Recreation Fund	Budget	Appropriations
Personnel Services	\$3,391,015	\$3,730,117
Contractual / Professional Services	346,530	381,183
Materials and Supplies	525,167	577,684
Utilities	535,210	588,731
Maintenance and Repairs	227,180	249,898
Capital Outlay	457,900	503,690
Other	<u>198,852</u>	<u>218,737</u>
Total	<u>\$5,681,854</u>	<u>\$6,250,040</u>

Special Recreation Fund	Budget	Appropriations
Contractual Services	\$237,979	\$261,777
Capital Outlay	370,000	379,500
Maintenance and Repairs	25,000	55,000
Transfers	<u>61,000</u>	<u>67,100</u>
Total	<u>\$693,979</u>	<u>\$763,377</u>
Illinois Municipal Retirement Fund	Budget	Appropriations
Personnel Services	<u>\$220,000</u>	<u>\$242,000</u>
Total	<u>\$220,000</u>	<u>\$242,000</u>
Social Security Fund	Budget	Appropriations
Personnel Services	<u>\$350,000</u>	<u>\$385,000</u>
Total	<u>\$350,000</u>	<u>\$385,000</u>
Audit Fund	Budget	Appropriations
Contractual Services	\$22,250	\$24,475
Other	<u>100</u>	<u>110</u>
Total	<u>\$22,350</u>	<u>\$24,585</u>
Liability Insurance Fund	Budget	Appropriations
Personnel Services	\$24,500	\$26,950
Contractual Services	273,943	301,336
Materials and Supplies	36,750	40,425
Other	<u>8,000</u>	<u>8,800</u>
Total	<u>\$343,193</u>	<u>\$377,511</u>
Paving and Lighting Fund	Budget	Appropriations
Maintenance and Repair	<u>\$73,500</u>	<u>\$80,850</u>
Total	<u>\$73,500</u>	<u>\$80,850</u>
Quadricentennial Fund	Budget	Appropriations
Other	<u>\$0</u>	<u>\$0</u>
Total	<u>\$0</u>	<u>\$0</u>

SUMMARY OF ALL FUNDS

Funds	Budget	Appropriations
Corporate	\$4,650,287	\$5,115,316
Capital Projects	1,188,230	1,307,053
Bond and Interest	2,379,600	2,617,560
Villa Olivia	2,333,231	2,566,554
Recreation	5,681,854	6,250,040
Special Recreation	693,979	763,377
Illinois Municipal Retirement	220,000	242,000
Social Security	350,000	385,000
Audit	22,350	24,585
Liability Insurance	343,193	377,511
Paving and Lighting	73,500	80,850
Quadricentennial	0	0
Total	<u>\$17,936,224</u>	<u>\$19,729,846</u>

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 1st day of May 2024 and ending the 30th day of April 2025 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: | \$7,383,064 |
| (b) Estimate of cash expected to be received during the fiscal year from all sources: | \$17,978,080 |
| (c) Estimate of expenditures contemplated for the fiscal year: | \$17,936,224 |
| (d) Estimated cash expected to be on hand at the end of the fiscal year: | \$7,424,920 |

SECTION 4: All unexpended balances of the appropriation for the fiscal year ending the 30th day of April 2024 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, 2024 and ending April 30, 2025, 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 14th day of May 2024 by roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

Kevin Romejko, Secretary
Board of Park Commissioners
Bartlett Park District
DuPage, Cook, Kane Counties, IL

Diana Gunsteen, 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, Kevin Romejko 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. 24-04

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 14th day of May 2024.

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 14th day of May 2024.

Kevin Romejko, Secretary

[SEAL]



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www.bartlettparks.org