

MEMORANDUM NO. M17-147

TO: Administrative & Finance Committee
FROM: Dean R. Bostrom, Executive Director
Craig Talsma, Deputy Director/ Director of Admin & Finance
RE: 2018 Budget and Appropriation Ordinance O-17-008
DATE: December 13, 2017

BACKGROUND

State law requires that we file our Budget and Appropriation Ordinance with the county by the end of the first quarter of the fiscal year. The District has always filed in December along with our Tax Levy. The tentative budget and appropriation ordinance was approved November 14, 2017 and has been on display the required 30 days prior to final approval. Additionally, the District held a public input meeting on December 12th, which was properly advertised. The final ordinance is attached for approval.

IMPLICATIONS

Some minor changes that affect the B&A Ordinance have been made to reflect additional budget requirements for 2018.

Fund 02-Recreation

- An expenditure line item for safety equipment was increased by \$5,000 to accommodate for new AED's.
- An expenditure line item of \$530,000 was added to replace Seascape sand filters and pool pumps.
- An expenditure line item for Seascape pump \$20,000 was removed.
- An expenditure line item for Seascape motor \$12,000 was removed.
- An expenditure line item for WRC flooring budgeted in 2017 for \$13,000 was moved to 2018 for the same value.
- An expenditure line item for Vogelei flooring budgeted in 2017 for \$15,000 was moved to 2018 for the same value.

Fund 14-BPC

- An expenditure line item for flooring was increased by \$5,000.

Other minor adjustments were made budget wide to account for rounding and adjustments to 2017 projected year end values. The proposed budget summary sheets were also updated to reflect these changes and are included.

RECOMMENDATIONS

That the Administration & Finance Committee recommend to the full Board approval of the final Budget and Appropriation Ordinance O-17-008.

ORDINANCE NO. O-17-008
BUDGET AND APPROPRIATION ORDINANCE
An Ordinance adopting the combined
Annual Budget and Appropriation of Funds for the
Hoffman Estates Park District,
Cook, (County), Illinois,
for the Fiscal Year beginning on
the first (1st) day of January, 2018 and
ending on the thirty-first (31st) day
of December, 2018

BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF
THE Hoffman Estates Park District, Cook County, Illinois:

SECTION I. It is hereby found and determined:

- (a) This Board has heretofore caused to be prepared a combined annual Budget and Appropriation in tentative form, which Ordinance has been conveniently available for public inspection for at least 30 days prior to final action thereon;
- (b) A public hearing was held at the Triphahn Center, 1685 W. Higgins, Hoffman Estates, Illinois on the 12th day of December 2017 on said Ordinance, notice of said hearing having been given by publication in The Daily Herald, being a newspaper published within this District, at least one week prior to such hearing; and,
- (c) That all other legal requirements for the adoption of the annual Budget and Appropriation Ordinance of this District for the fiscal year beginning January first (1st), 2018 and ending on the thirty-first (31st) day of December, 2018, have heretofore been performed.

SECTION II. The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first day of January, 2018 and ending the last day of December 2018.

I. Corporate Fund

Beginning Cash **\$4,331,423**

Income

Administration

Interfund Charges	\$1,770,102
Property Taxes	\$3,133,000
Investment Income	\$134,000
Advertising Income	\$195,000
Rental Income	\$94,780
Miscellaneous	\$1,003

Maintenance

Grant Reimbursement	\$0
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Total Corporate Fund Income **\$5,327,885**

Total Corporate Fund Appropriation **\$9,659,308**

Budgeted and Appropriated Expenditures

Administration

Interfund Charge	\$57,756
Advertising Expense	\$6,106
Property & Liability Insurance	\$154,409
Employment Insurance	\$127,523
Unemployment Insurance	\$74,500
Loss Prevention	\$8,300
Audit Service	\$16,800
Payroll	\$1,463,876
Employee Benefits	\$643,650
Education & Training	\$12,150
Contracted Services	\$73,250
Service & Rental Agreements	\$74,845
Supplies	\$19,000
Dues & Subscriptions	\$21,520
Administrative Expenses	\$30,625
Utilities	\$14,640
Equipment	\$2,000
Maintenance & Repair	\$0
Technology Equipment	\$58,750
Miscellaneous	\$3,800

Maintenance

Loss Prevention	\$20,000
Payroll	\$1,560,210
Employee Benefits	\$10,000
Education & Training	\$6,500
Contracted Services	\$15,260
Service & Rental Agreements	\$0
Supplies	\$16,500
Dues & Subscriptions	\$2,000
Administrative Expenses	\$2,500
Utilities	\$112,740
Equipment	\$10,500
Equipment Maintenance & Repair	\$86,175
Facility Maintenance & Repair	\$18,000
Property & Field Maintenance	\$144,000
Fuel and Lubricants	\$65,000

Capital	
Facility Lot Security Camera	\$60,000
Black Bear Fall Surface	\$20,000
Birch Playground Refurbish	\$10,000
Data Storage Server	\$30,000
TC Roof Engineering	\$60,000
Virtual Computer Server	<u>\$15,000</u>
Total Corporate Fund Expenditures	\$5,127,885
Estimated Ending Cash	\$4,531,423
<u>II. Recreation Fund</u>	
Beginning Cash	\$2,166,687
<u>Income</u>	
Administration	
Interfund Charges	\$444,412
Property Taxes	\$1,075,000
Investment Income	\$0
Grant Reimbursement	\$0
Field Rentals	\$147,000
Merchandise Resale	\$1,000
Miscellaneous	\$10,000
Triphahn Center	
Rentals	\$65,350
Memberships	\$226,200
Guest Services	\$7,510
General Programs	\$3,000
Fitness Programs	\$12,000
Willow Recreation Center	
Rentals	\$112,140
Memberships	\$100,833
Guest Services	\$5,302
Court Fees	\$9,870
Merchandise Resale	\$170
General Programs	\$14,800
Lessons	\$2,000
Leagues	\$4,420
Fitness Programs	\$20,500
General Leisure Services	
Rentals	\$3,215
General Programs	\$14,330
Daycamps	\$179,799
Gymnastics	\$75,835
Arts & Crafts	\$4,096
Martial Arts	\$129,280
Special Events	\$24,935
Dance	\$116,124
Archery	\$16,380
Senior	
Senior Memberships	\$21,115
Senior Programs	\$85,361
Active Adult	\$2,000

Early Childhood		
General Programs		\$72,100
Daycamps		\$371,168
Preschool		\$301,755
Parent/Tot		\$21,678
STAR Program		\$950,400
Child Care		\$375,524
Adult Athletics		
General Programs		\$0
Basketball Leagues		\$18,720
Softball Leagues		\$15,540
Football Leagues		\$5,760
Youth Athletics		
General Programs		\$8,700
Athletic Camps		\$4,864
Volleyball		\$4,200
Basketball		\$49,400
Baseball		\$50,375
Softball		\$5,850
Soccer		\$51,250
Seascope		
Rentals		\$15,000
Memberships		\$81,300
User Fees		\$132,000
Merchandise Resale		\$0
Concession Rental		\$4,330
Lessons		\$38,154
Special Events		\$1,750
Ice		
Rentals		\$730,900
Daily Admissions		\$57,000
Merchandise Resale		\$0
Concession Rental		\$8,600
Lessons		\$340,000
Camps		\$35,000
Adult Leagues		\$75,000
Youth Leagues		\$450,000
Special Events		\$3,600
Total Recreation Fund Income		\$7,213,895
Total Recreation Fund Appropriation		\$9,380,582

Budgeted and Appropriated Expenditures

Administration

Interfund Charges	\$1,787,208
Rental Expenses	\$0
Payroll	\$713,983
Employee Benefits	\$1,000
Education & Training	\$8,930
Contracted Services	\$38,500
Service & Rental Agreements	\$18,900
Supplies	\$0
Dues & Subscriptions	\$2,100
Administrative Expenses	\$0
Utilities	\$523,340
Equipment	\$9,956
Facility Maintenance & Repair	\$60,000
Credit Card Processing Fees	\$72,300

Communications & Marketing	
Corporate Relations Expense	\$0
Payroll	\$233,932
Professional Education	\$3,900
Contracted Services	\$3,905
Supplies	\$5,250
Dues & Subscriptions	\$8,823
Postage	\$44,100
Printing & Publication	\$77,317
Advertising	\$9,700
Maintenance	
Payroll	\$210,692
Custodial Supplies	\$17,869
Triphahn Center	
Rentals	\$0
Guest Services	\$2,727
General Programs	\$300
Fitness Program Expense	\$6,976
Payroll	\$107,408
Employee Benefits	\$2,490
Supplies	\$9,980
Promotional Expense	\$1,776
Maintenance & Repair	\$13,610
Willow Recreation Center	
Rental Expense	\$8,646
Memberships	\$3,100
Guest Services	\$1,809
Merchandise Resale	\$120
General Programs	\$4,671
Lessons	\$1,400
Leagues & Tournaments	\$560
Fitness Wages	\$14,136
Payroll	\$77,261
Employee Benefits	\$1,924
Professional Services	\$5,292
Supplies	\$3,295
Promotional Expense	\$1,926
Equipment	\$4,470
Maintenance & Repair	\$4,450
Facility Maintenance & Repair	\$10,365
General Leisure Services	
Rentals	\$3,685
General Programs	\$8,263
Summer Camps	\$96,717
Gymnastics	\$54,085
Arts & Crafts	\$2,867
Martial Arts	\$92,186
Vogelei Program Expense	\$6,206
Special Events & Trips	\$49,874
Dance	\$64,809
Archery	\$11,466
Senior	
Senior Programs	\$66,309
Active Adult	\$1,038

Early Childhood		
General Programs		\$46,668
Daycamps		\$174,813
Preschool		\$164,966
Parent/Tot		\$12,277
STAR Program		\$449,488
Full Day day Care		\$218,984
Adult Athletics		
General Programs		\$0
Basketball Leagues		\$13,718
Softball Leagues		\$8,161
Football Leagues		\$2,613
Youth Athletics		
General Programs		\$31,681
Athletic Camps		\$3,405
Volleyball		\$1,601
Basketball		\$28,376
Baseball		\$28,382
Softball		\$2,232
Soccer		\$23,201
Seascope		
Lessons		\$17,908
Special Event		\$726
Payroll		\$192,393
Employee Benefits		\$4,005
Education & Training		\$13,695
Contracted Services		\$3,600
Supplies		\$18,963
Dues & Subscriptions		\$650
Promotional Expense		\$1,500
Utilities		\$84,216
Equipment		\$11,750
Equipment Maintenance & Repair		\$6,906
Facility Maintenance & Repair		\$10,000
Ice		
Rentals		\$0
Lessons		\$123,008
Camps		\$16,148
Adult Leagues		\$8,261
Youth Leagues		\$147,848
Payroll		\$410,180
Employee Benefits		\$1,500
Professional Education		\$1,000
Contracted Services		\$20,600
Supplies		\$1,500
Dues & Subscriptions		\$300
Mileage Reimbursement		\$500
Promotional Expense		\$2,000
Utilities		\$8,000
Equipment		\$7,000
Equipment Maintenance & Repair		\$7,000
Facility Maintenance & Repair		\$5,270
Capital		
SEA Sand Filter		\$530,000
SEA Diving Board		\$6,000
VOG Barn Flooring Rplc		\$15,000
WRC Mtg Room Carpet/Tile Rplv		\$13,000
	Total Recreation Fund Expenditures	\$7,498,895
	Estimated Ending Cash	\$1,881,687

III. I.M.R.F. Fund

Beginning Cash	\$612,953
<u>Income</u>	
Interfund Charges	\$0
Property Taxes	\$550,000
Investment income	<u>\$2,300</u>
Total I.M.R.F. Fund Income	\$552,300
 Total I.M.R.F. Fund Appropriation	 \$1,165,253
 <u>Budgeted and Appropriated Expenditures</u>	
IMRF Interfund Transfers	\$392,300
IMRF Contribution UAAL	<u>\$0</u>
Total I.M.R.F. Fund Expenditures	\$392,300
 Estimated Ending Cash	 \$772,953

IV. Debt Service

Beginning Cash	\$4,559,944
<u>Income</u>	
Interfund Transfers	\$1,575,000
Property Taxes	\$3,470,000
Investment Income	\$16,403
BABs Rebates	\$151,000
Bond Proceeds	<u>\$1,075,000</u>
Total Debt Service Fund Income	\$6,287,403
 Total Debt Service Fund Appropriation	 \$10,847,347
 <u>Budgeted and Appropriated Expenditures</u>	
Bond Issue Costs	\$25,000
Bond Principal & Interest Payments	<u>\$6,437,403</u>
Total Debt Service Fund Expenditures	\$6,462,403
 Estimated Ending Cash	 \$4,384,944

V. Special Recreation

Beginning Cash	\$410,443
<u>Income</u>	
Interfund Charges	\$0
Property Taxes	\$590,000
Investment Income	<u>\$560</u>
Total Special Recreation Fund Income	\$590,560
 Total Special Recreation Fund Appropriation	 \$1,001,003

<u>Budgeted and Appropriated Expenditures</u>	
NWSRA Special Assessment	\$298,200
Special Recreation Rental Payments	\$85,860
ADA Path Renovation	\$37,000
ADA Armstrong Playground Replace	\$38,000
ADA MacArthur Playground Replace	\$44,000
ADA Shoe Factory Bike Trail	<u>\$22,500</u>
Total Special Recreation Fund Expenditures	\$525,560
Estimated Ending Cash	\$475,443
 <u>VI. Social Security Fund</u>	
Beginning Cash	\$481,867
<u>Income</u>	
Property Taxes	\$645,000
Interest Income	<u>\$4,000</u>
Total Social Security Fund Income	\$649,000
Total Social Security Fund Appropriation	\$1,130,867
<u>Budgeted and Appropriated Expenditures</u>	
FICA Interfund Transfers	\$584,000
Total Social Security Fund Expenditures	\$584,000
Estimated Ending Cash	\$546,867
 <u>VII. Prairie Stone Sports & Wellness Fund</u>	
Beginning Cash	\$22,805
<u>Income</u>	
Administration	
Interfund Transfers	\$121,678
Investment Income	\$0
Rentals	\$237,000
Merchandise Resale	\$2,820
Fitness	
Rentals	\$6,420
Membership Fees	\$1,904,000
Guest Services	\$185,160
Pro Shop Sales	\$0
Tennis Lessons	\$265,500
General Programming	
General Programs	\$12,768
Sports Specific Programs	\$13,250
Early Childhood Programs	\$19,012
Aquatics	
Membership Fees	\$14,000
Swim Lessons	<u>\$147,935</u>
Total Prairie Stone Sports & Wellness Income	\$2,929,543
Total Prairie Stone Sports & Wellness Appropriation	\$2,952,348

Budgeted and Appropriated Expenditures

Administration	
Interfund Transfers	\$790,740
Rental Expense	\$13,080
Payroll	\$642,431
Employee Benefits	\$1,500
Professional Education	\$5,279
Contracted Services	\$8,646
Service Agreements	\$629
Supplies	\$6,750
Dues & Subscriptions	\$25,910
Administrative Expense	\$287
Utilities	\$262,070
Equipment	
Credit Card Processing Fees	\$51,000
Communications & Marketing	
Contracted Marketing	\$6,120
Printing & Publication	\$39,970
Advertising	\$10,095
Maintenance	
Payroll	\$129,233
Custodial Service	\$116,640
Supplies	\$8,500
Equipment	\$500
Equipment Maintenance	\$6,800
Facility Maintenance	\$47,600
Fitness	
Guest Services	\$156,276
Pro Shop	\$0
Fitness Program Wages	\$100,534
Tennis Lessons	\$188,125
Payroll	\$27,398
Supplies	\$63,595
Equipment	\$2,500
Equipment Maintenance	\$19,000
General Programming	
General Programs	\$11,132
Sports Specific Programs	\$7,330
Early Childhood Programs	\$13,100
Aquatics	
Swim Lessons	\$76,693
Supplies	\$10,500
Professional Dues	\$580
Equipment Maintenance	\$18,000
Capital	
Gym Curtain Divider	\$11,000
Total Prairie Stone Sports & Wellness Expenses	\$2,879,543
Estimated Ending Cash	\$72,805

VIII. Capital Improvement Fund

Beginning Cash	\$2,927,942
<u>Income</u>	
General	
Interfund Transfer	\$1,913
Investment Income	\$14,868
Grant Reimbursement	\$3,500
Bond Proceeds	<u>\$1,525,000</u>
Total Capital Improvement Fund Income	\$1,545,281
 Total Capital Improvement Fund Appropriation	 \$4,473,223

Budgeted and Appropriated Expenditures**General****Administration**

Interfund Transfers	\$127,368
Contracted Services	\$36,913
Path Renovation	\$18,000
Armstrong Playground Replace	\$42,000
MacArthur Playground Replace	\$84,000
BPC Air Handling Units	\$110,000
Court Crack Fill	\$58,000
Parks Toro Z-Turn Mower	\$32,000
Parks Toro 580D 4x4 Mower	\$86,000
Parking Lot Patch/Repair	\$143,000
PSSWC Exterior Paint/Caulk	\$70,000
PSSWC RTU-12	\$23,000
PSSWC RTU-6	\$25,000
SEA Sand Filters	\$350,000
Chino Park Gardens	\$10,000
Vogelei Barn Siding/Windows	\$30,000

Total Capital Fund Expenditures **\$1,245,281**

Estimated Ending Cash **\$3,227,942**

X. Bridges Of Poplar Creek Fund

Beginning Cash **\$238,856**

Income**Administration**

Interfund Transfer	\$127,479
Investment Income	\$1,500
Advertising	\$2,500
Rental Income	\$20,180
Vending	\$0
Miscellaneous	\$8,500

Food & Beverage

Rentals	\$41,000
Merchandise Resale - Tobacco	\$2,750
Merchandise Resale - Beverages	\$460,000
Merchandise Resale - Food	\$360,000
Gratuities/Service Charges	\$105,000

Golf Operations	
Rentals	\$424,310
Memberships	\$14,515
Guest Services	\$20,880
Green Fees - Resident	\$75,923
Green Fees - Non-Resident	\$414,895
Merchandise Resale	\$89,200
Lessons	\$29,530
Tournaments & Outings	\$170,630
Driving Range Fees	\$145,942
Ball Retrieval Fee	<u>\$1,500</u>
Total Golf Course Fund income	\$2,516,234

Total Golf Course Fund Appropriation **\$2,755,090**

Budgeted and Appropriated Expenditures

Administration

Interfund Transfers	\$301,212
Payroll	\$266,933
Uniforms	\$830
Education & Training	\$2,124
Contracted Services	\$31,846
Service & Rental Agreements	\$420
Supplies	\$8,920
Dues & Subscriptions	\$13,300
Utilities	\$124,024
Equipment	\$543
Facility Maintenance & Repair	\$21,500
Credit Card Processing Fees	\$39,300

Maintenance

Payroll	\$337,176
Employee Benefits	\$1,849
Professional Education	\$4,000
Contracted Services	\$8,920
Service & Rental Agreements	\$1,900
Supplies	\$4,189
Dues & Subscriptions	\$5,310
Administrative Expenses	\$0
Utilities	\$22,140
Equipment	\$6,505
Equipment Maintenance & Repair	\$27,385
Facility Maintenance & Repair	\$4,153
Course Maintenance	\$94,139
Fuel & Lubricants	\$15,500

Food & Beverage

Rentals	\$3,300
COG Tobacco	\$1,600
COG Food	\$151,800
COG Beverage	\$93,600
Payroll	\$400,778
Uniforms	\$3,208
General Services	\$21,000
Service & Rental Agreements	\$25,000
Supplies	\$17,840
Administrative Expenses	\$1,287
Advertising	\$17,950
Equipment	\$6,500
Equipment & Repair	\$3,000

Golf Operations

Rentals	\$4,000
Lightning Passes	\$14,000
Greens Fees	\$7,696
Merchandise Resale COGS	\$68,795
Programs	\$14,500
Tournaments & Outings	\$12,560
Payroll	\$169,740
Employee Benefits	\$3,078
Education & Training	\$1,150
Contracted Services	\$1,750
Supplies	\$2,448
Administrative Expenses	\$2,150
Advertising	\$2,090
Equipment	\$17,590
Equipment Maintenance & Repair	\$500

Capital

Golf Cart GPS	\$28,206
Poplar Room Floor Replace	\$45,000
Event Area Lighting	<u>\$5,000</u>
Total Golf Course Fund Expenditures	\$2,491,234

Estimated Ending Cash **\$263,856**

SECTION III. The following determinations have been made and are hereby made a part of the aforesaid budget:

- (a) **An estimate of the cash on hand at the beginning of the fiscal year is expected to be \$15,752,920.**
- (b) **An estimate of the cash expected to be received during the fiscal year from all sources is \$27,612,101.**
- (c) **An estimate of the expenditures contemplated for the fiscal year is \$27,207,101.**
- (d) **An estimate of the cash expected to be on hand at the end of the fiscal year is \$16,157,920.**
- (e) **An estimate of the amount of taxes to be received during the fiscal year is \$9,463,000.**

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning January 1, 2018 and ending December 31, 2018 for the respective purposes set forth.

SECTION IV. All unexpended balances of the appropriations for the fiscal year ended December 31, 2018 and prior years 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, in making this appropriation in accordance with applicable law.

SECTION V. The receipts and revenue of said District derived from sources other than taxation and not specifically appropriated, shall constitute the general corporate fund and shall first be placed to the credit of such fund.

This Ordinance shall be in full force and effect immediately upon its passage.

Passed by the Board of Park Commissioners of the Hoffman Estates Park District this 19th day of December, 2017.

AYES:

NAYS:

ABSENT:

President
Board of Park Commissioners Hoffman Estates Park District

ATTEST:

Secretary

**CERTIFICATION OF ESTIMATE OF
REVENUE FOR FISCAL YEAR 2018**

I, Lili Kilbridge, do hereby certify that I am the duly qualified Treasurer of the Hoffman Estates Park District and the Chief Fiscal Officer of said Board of Park Commissioner; as such Officer I do further certify that the revenues, by source, anticipated to be received by said District in the fiscal year beginning January 1st 2018 and ending on December 31, 2018 are estimated to be as follows:

<u>SOURCE</u>	<u>AMOUNT</u>
Taxes	\$9,463,000
Interest Earned	173,631
Debt Issuance	2,751,000
Grants, Donations, Sponsorship, Advertising	201,000
Memberships	2,361,963
Program and User Fees	4,810,955
Rentals	1,444,915
Merchandise Resale, Vending & Misc.	112,693
Interfund Charges	4,040,584
Golf Course Operations	2,252,360
TOTAL	\$27,612,101

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the said Hoffman Estates Park District this 19th day of December, 2017.

Treasurer and Chief Fiscal Officer
Hoffman Estates Park District

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION

I, Dean R. Bostrom, do hereby certify that I am the duly qualified and acting Secretary of the Hoffman Estates Park District in the county and state aforesaid, and as such Secretary, I am the keeper of records and files of the Board of Park Commissioners of said district.

I do further certify that the attached and foregoing is a true and complete copy of the "Combined Annual Budget and Appropriation Ordinance of the Hoffman Estates Park District, Cook County, Illinois for the Fiscal Year beginning January 1st, 2018 and ending December 31st, 2018", as adopted by the Board of Park Commissioners at its properly convened meeting held on the 19th day of December, 2017.

Secretary
Hoffman Estates Park District