



BUFFALO GROVE PARK DISTRICT ORDINANCE 21-4-1
2021-2022 COMBINED BUDGET AND APPROPRIATIONS ORDINANCE

AN ORDINANCE ADOPTING A COMBINED ANNUAL BUDGET AND APPROPRIATING SUCH SUMS OF MONEY FOR THE CORPORATE AND RECREATIONAL PROGRAM PURPOSES OF THE BUFFALO GROVE PARK DISTRICT, COUNTIES OF COOK & LAKE, STATE OF ILLINOIS FOR THE YEAR BEGINNING MAY 1, 2021 AND ENDING APRIL 30, 2022.

BE IT ORDAINED by the Board of Park Commissioners of the Buffalo Grove Park District, in the Counties of Cook and Lake and the State of Illinois that the following sums or so much thereof as may be authorized by law be and the same are hereby appropriated for park purposes for the fiscal year beginning May 1, 2021 and ending April 30, 2022, that the sums of money hereinafter set forth and the objects and purposes of the same are deemed necessary to defray all necessary expenses and liabilities for said period for the several park purposes following:

SECTION I: The following is the estimated Annual Budget for the Buffalo Grove Park District for the fiscal year beginning May 1, 2021 and ending April 30, 2022.

	<u>Budget</u>	<u>Appropriation</u>
General Corporate Fund	2,768,344	2,973,559
Recreation Fund	6,118,955	7,900,144
Museum Fund	522,881	538,406
Audit Fund	18,500	18,500
Bond and Interest Fund	1,729,979	1,729,979
Insurance Fund	515,592	578,782
Paving and Lighting Fund	45,950	45,950
Social Security Fund	368,669	442,403
I.M.R.F. Fund	543,161	624,635
Special Recreation Fund	418,000	518,000
Capital Improvement and Equipment Replacement	1,500,664	2,800,664
Community Arts Center Debt Service	228,900	228,900
Golf Dome Debt Service	144,200	144,200
Fitness Center	3,235,808	3,769,554
Total	<u>18,159,603</u>	<u>22,313,676</u>

SECTION II: As part of the annual budget, it is stated:

ARTICLE A. That the estimated cash on hand at the beginning of the fiscal year is \$ 3,522,851.

ARTICLE B. That the estimated cash expected to be received during the fiscal year from all sources is \$ 16,438,870.

ARTICLE C. That the estimated expenditures contemplated for the fiscal year are \$ 18,159,603.

ARTICLE D. That the estimated cash expected to be on hand at the end of the fiscal year is \$ 1,802,119.

ARTICLE E. That the estimated amount of taxes to be received by Buffalo Grove Park District during the fiscal year is \$ 8,893,900.

SECTION III: That the following sums of money or so much thereof as may be authorized by law be and the same are hereby appropriated for the general purposes of the Buffalo Grove Park District for the fiscal year beginning May 1, 2021 and ending April 30, 2022:



BUFFALO
GROVE
PARK
DISTRICT

CERTIFICATE OF ESTIMATE OF REVENUES

I, Tracy Bragg, hereby certify that I am the duly qualified Treasurer and Chief Fiscal Officer of the Buffalo Grove Park District in the Counties of Cook and Lake and the State of Illinois and as such Chief Fiscal Officer, I hereby certify that the Estimate of Revenues by source to be received by the Buffalo Grove Park District for the fiscal year ending April 30, 2021 are as follows:

Recreation Programs	1,014,049
Swimming Pools	202,867
Rental Income	205,896
Concessions Sales	11,250
Interest on Investments	12,000
Reimbursements	120,100
Bond Proceeds	1,600,000
Sale of Equipment	20,000
Clubhouse Program	1,221,795
Golf Learning Center	357,833
Community Arts Center	524,940
Fitness Center	1,308,640
Property Taxes	8,881,400
Replacement Tax	12,500
Miscellaneous	20,400
Sponsorships	6,100
Grants	246,000
Developer Donations	50,000
Transfers	623,100
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Total	<u><u>16,438,870</u></u>

April 26, 2021
Date



Tracy Bragg
Treasurer and Chief Fiscal Officer

GENERAL CORPORATE FUND

ARTICLE I. CORPORATE ADMINISTRATIVE	<u>BUDGET</u> <u>APPROPRIATION</u>	
Personnel Services		
Dental Insurance	7,674	7,674
Health Insurance	132,294	145,523
Vision Insurance	951	951
Salaries - Full Time	459,827	505,810
Salaries - Part Time	20,000	20,000
Travel Allowance	500	500
Conference/Seminars	6,242	6,242
Staff Development	7,650	7,650
Dues & Subscriptions	16,950	16,950
Employee Recognition	250	250
Post-Employment Benefits	7,583	7,583
 Commodities		
Accounting Supplies	1,000	1,000
Commissioner Expense	8,330	8,330
MIS Supplies	130	130
Copier Supplies	590	590
General Administrative	2,900	2,900
Office Supplies	1,691	1,691
Paper	305	305
Postage	2,500	2,500
Special Administrative Program	4,000	4,000
Bernard House Services	2,500	2,500
 Contractual Services		
Legal Counsel	15,000	15,000
Other Legal	16,850	16,850
Service Agreements	7,900	7,900
Computer Programming	1,500	1,500
Consultants	128,365	128,365
 Utilities		
Telephone	4,480	4,480
 TOTAL CORPORATE ADMINISTRATIVE	 <u>857,962</u>	 <u>917,174</u>

B. CORPORATE PARKS MAINTENANCE

Personnel Services		
Group Dental	16,301	16,301
Group Health	313,882	345,270
Vision Insurance	2,110	2,110
Salaries - Full Time	1,146,143	1,260,757
Salaries - Overtime	6,750	6,750
Salaries - Part time	47,879	47,879
Travel Expense	100	100
Conferences & Seminars	5,322	5,322
Staff Development	2,000	2,000
Dues & Subscriptions	5,090	5,090
Employee Recognition Program	3,600	3,600
Commodities		
General Administrative	4,550	4,550
COVID-19 Supplies	8,000	8,000
Office Supplies	1,550	1,550
Gasoline	30,500	30,500
Large Equipment Maintenance	5,300	5,300
Major Equipment Repair	12,500	12,500
Water/Sewer Repairs	1,500	1,500
Oil and Grease	1,940	1,940
Park Equipment Maintenance & Repair	7,750	7,750
Signs	3,000	3,000
Riding Mower Maintenance	6,350	6,350
Shop Supplies	4,050	4,050
Welding Supplies	330	330
Small Equipment Maintenance	4,500	4,500
Tractor Maintenance	2,250	2,250
Vehicle Maintenance	10,000	10,000
HVAC/Plumbing Supplies	5,000	5,000
Uniform Allowance	4,700	4,700
Safety Equipment	1,750	1,750
Grounds Supplies		
Fertilizer	3,500	3,500
Herbicides	3,500	3,500
Ice Melt	9,000	9,000
Landscape Tools	1,750	1,750
Plantings	3,400	3,400
Seed & Mulch	5,500	5,500
Athletic Field Irrigation	3,200	3,200
Sod	400	400
Top Soil	1,125	1,125
Underlayment	6,250	6,250
Ball Diamonds		
Light Repairs	12,000	12,000
Diamond Maintenance	3,750	3,750
Fence Repair	4,550	4,550

Building Maintenance and Repair		
Building - Exterior	10,750	10,750
Building - Interior	4,800	4,800
Custodial Supplies	775	775
Contractual Services		
Licenses and Registration	2,830	2,830
Service Agreements	1,250	1,250
Water/Sewer Contractual	5,000	5,000
Building Maintenance	6,150	6,150
Shop & Equipment Rental	1,800	1,800
Furnace/Heater Maintenance	7,000	7,000
Pest Control	550	550
Tree Maintenance	9,500	9,500
Landscaping Services	100,000	100,000
Refuse Disposal	2,750	2,750
Contract Weed Spraying	5,500	5,500
Utilities		
Electric	9,045	9,045
Gas	3,350	3,350
Telephone	11,160	11,160
Water	4,300	4,300
Capital Improvements		
Machine & Tools	1,250	1,250
TOTAL PARK MAINTENANCE	1,910,382	2,056,385
TOTAL CORPORATE FUND	<u>2,768,344</u>	<u>2,973,559</u>

ARTICLE II RECREATION FUND

Personnel Services		
Dental Insurance	23,992	23,992
Health Insurance	431,140	474,254
Vision Insurance	2,873	2,873
Salaries - Full Time	1,670,905	1,837,996
Overtime	2,000	2,000
Salaries - Part Time	50,564	50,564
Building Supervision	26,688	26,688
Recreation Part Time	5,940	5,940
Park Services	3,600	3,600
Concessions Staff	6,523	6,523
Travel Expense	14,640	14,640
Conference/Seminars	23,394	23,394
Staff Development	7,870	7,870
Education Tuition	1,500	1,500
Dues & Subscriptions	18,421	18,421
Employee Recognition Program	1,075	1,075

Commodities		
Accounting Supplies	1,000	1,000
Computer Supplies	520	520
Copier Supplies	1,180	1,180
General Administrative	2,550	2,550
Office Supplies	5,074	5,074
Paper	793	793
Postage	38,462	38,462
Vending Supplies	1,000	1,000
Concession Supplies	11,250	11,250
Sponsorship Expense	5,000	5,000
Vehicle Maintenance	555	555
HVAC/Plumbing Supplies	5,000	5,000
Uniform Allowance	1,160	1,160
Building Repair - Exterior	3,750	3,750
Building Repair - Interior	11,000	11,000
Custodial Supplies	8,500	8,500
Willow Stream Shelter	1,750	1,750
Concession Stand Repairs	400	400
Public Information	4,845	4,845
Recreation Equipment	2,000	2,000
Photographic + A.V. Equipment	800	800
Contractual Services		
Employment Ads	500	500
Office Machine Repair	600	600
Display Advertising	4,472	4,472
Printing	69,400	69,400
Consultants	84,910	84,910
Service Agreements	37,313	37,313
Building Maintenance	9,000	9,000
Furnace/Heater Maintenance	9,000	9,000
Pest Control	3,200	3,200
Equipment Rental	6,000	6,000
BGRA Expenses	4,500	4,500
Bills Expenses	1,500	1,500
Program Charge Fees	93,000	93,000
Utilities		
Electric	77,000	77,000
Gas	25,000	25,000
Telephone	21,700	21,700
Water	24,500	24,500
Military Assistance Support	1,500	1,500
Fee Assistance	5,000	5,000
Sales Tax	3,500	3,500
Transfer to PAC Debt	228,900	228,900
TOTAL RECREATION ADMINISTRATION	3,108,209	3,318,412

B.	RECREATION PROGRAMS	***		
	Program Expenses			
	Officials - In House	3,360		3,360
	Instructors	387,414		887,414
	Contractual Services	158,101		358,101
	Tickets/Admissions	263		263
	Supplies	83,523		183,523
	Awards	4,671		4,671
	TOTAL PROGRAM EXPENSE	637,332		<u>1,437,332</u>

C.	COMMUNITY ARTS CENTER SUMMARY			
	Program Expenses			
	Instructors	196,961		396,961
	Contractual Services	23,110		123,110
	Tickets/Admissions	41,155		41,155
	Supplies	89,687		189,687
	Personnel Services			
	Building Supervision	18,517		18,517
	Contractual Services			
	Dues & Subscriptions	1,330		1,330
	Service Agreements	9,180		9,180
	Contract Services	6,000		6,000
	Rental Technical Services	1,625		1,625
	Building Maintenance	5,250		5,250
	Furnace Maintenance	10,000		10,000
	Pest Control	585		585
	Equipment Rental	1,880		1,880
	Commodities			
	MIS Supplies	800		800
	Office Supplies	1,200		1,200
	Paper	400		400
	Postage	175		175
	Concession Supplies	1,600		1,600
	Rental Supplies	500		500
	Building/Shop Supplies	1,200		1,200
	Building Repair - Exterior	6,500		6,500
	Building Repair - Interior	8,250		8,250
	Custodial Supplies	6,000		6,000

Utilities		
Electric	50,400	50,400
Gas	8,400	8,400
Telephone	1,500	1,500
Water	3,000	3,000
TOTAL PERFORMING ARTS EXPENSES	<u>495,205</u>	<u>895,205</u>

D.

AQUATICS

Program Expenses		
Instructors	150,011	150,011
Supplies	5,101	5,101
Contractual Services	750	750
Staff Development - PT	1,970	1,970
Commodities		
Office Supplies	150	150
HVAC/Plumbing Supplies	1,125	1,125
Uniforms	1,665	1,665
Building Maintenance	8,500	8,500
Custodial Supplies	650	650
Landscaping	300	300
First Aid Supplies	2,200	2,200
Program Supplies	650	650
Contractual Services		
Dues & Subscriptions	4,870	4,870
Building Maintenance	23,000	23,000
Contract Services	600	600
Utilities		
Electric	9,750	9,750
Gas	5,000	5,000
Telephone	2,040	2,040
Water	12,000	12,000
TOTAL AQUATICS	<u>230,332</u>	<u>230,332</u>

E.

GOLF LEARNING CENTER

Personnel Services		
Salaries - Full Time	57,540	63,294
Professional Instruction	10,250	11,275
Seasonal Maintenance	1,707	1,707
Golf Attendants	22,620	22,620
Golf Operations	30,160	30,160
Staff Development - Rec. Part Time	500	500
Commodities		
MIS Supplies	1,150	1,150
Office Supplies	750	750
Vending & Concessions Supplies	530	530
Tractor Maintenance	1,700	1,700
HVAC/Plumbing Supplies	2,000	2,000
Uniforms	1,500	1,500
Building Repair - Exterior	750	750
Building Repair - Interior	3,000	3,000
Custodial Supplies	3,900	3,900
Fairway Greens	20,000	20,000
Fabric Maintenance & Repair	1,000	1,000
Mechanical System Maintenance	4,000	4,000
Golf Instructional Materials	850	850
Pro Shop Supplies	14,000	14,000
Contractual Services		
Memberships & Subscriptions	295	295
Advertising	2,100	2,100
Printing	1,000	1,000
Contract Services	2,000	2,000
Building Maintenance	1,500	1,500
Equipment Maintenance	500	500
Furnace/Heater Maintenance	3,000	3,000
Pest Control	700	700
Structure Handling	3,500	3,500
Utilities		
Electric	9,600	9,600
Gas	18,000	18,000
Telephone	3,300	3,300
Water	500	500
Transfer Out	144,200	144,200
TOTAL GOLF DOME OPERATIONS	<u>368,102</u>	<u>374,881</u>

F.	CLUBHOUSE		
	Personnel		
	Group Dental	1,008	1,008
	Group Health	28,522	58,522
	Vision Insurance	60	60
	Full Time Salaries	142,089	156,298
	FICA	52,747	62,747
	IMRF	64,275	74,275
	Conference/Seminars	2,610	2,610
	Travel Expense	4,500	4,500
	Staff Development - Part Time	1,900	1,900
	Staff Development - Full Time	3,000	3,000
	Tuition	2,000	2,000
	Employee Recognition Program	750	750
	Dues	1,242	1,242
	Instructors	613,935	913,935
	Contractual Services		
	Bus Rentals	10,075	10,075
	School Rentals	23,860	23,860
	Program Charge Fees	22,000	22,000
	Commodities		
	Computer Supplies	1,400	1,400
	Copier Supplies	590	590
	Office Supplies	1,200	1,200
	Paper	122	122
	Postage	1,000	1,000
	Participant T-Shirts	1,250	1,250
	First Aid	450	450
	Program Supplies	64,750	64,750
	Tickets	23,525	23,525
	Staff Shirts	1,965	1,965
	Telephone	7,200	7,200
	Equipment	750	750
	Unemployment Insurance	1,000	1,000
	Transfer Out	200,000	200,000
	TOTAL CLUBHOUSE OPERATIONS	<u>1,279,775</u>	<u>1,643,984</u>
	TOTAL APPROPRIATION FOR RECREATION FUND	<u>6,118,955</u>	<u>7,900,144</u>

ARTICLE III MUSEUM FUND

Personnel Services		
Group Dental	504	504
Group Health	10,288	11,317
Vision Insurance	60	60
Salaries	144,975	159,473
Part Time Salary	30,640	30,640
Travel	300	300
Staff Development	400	400
Conferences & Seminars	963	963
Employee Recognition	150	150
Commodities		
Computer Supplies	800	800
Office Supplies	675	675
Postage	715	715
HVAC/Plumbing Supplies	2,000	2,000
Building Repairs - Exterior	750	750
Building Repairs - Interior	2,500	2,500
Custodial Supplies	725	725
Program Supplies	3,360	3,360
Conservation/Exhibit Supplies	4,994	4,994
Fundraising Expense	300	300
Contractual Services		
Dues & Subscriptions	1,132	1,132
Printing	450	450
Furnace & Air Conditioning	2,500	2,500
Pest Control	700	700
Consultants	2,000	2,000
Utilities		
Electric	8,700	8,700
Gas	2,400	2,400
Telephone	3,900	3,900
Water	900	900
Capital Improvements		
Equipment	36,100	36,100
Grounds	249,500	249,500
Building Renovation	9,500	9,500
TOTAL MUSEUM FUND	<u>522,881</u>	<u>538,406</u>

ARTICLE IV. INSURANCE FUND

Personnel Services		
Group Dental	1,200	1,200
Health Insurance	28,526	31,379
Vision Insurance	180	180
Salaries	80,000	88,000
Part-Time Staff	8,736	8,736
Travel	240	240
Preplacement Physicals/EAP	16,150	16,150
Staff Development	10,635	10,635
Dues & Subscriptions	400	400
Conferences & Seminars	1,289	1,289
Commodities		
MIS Supplies	300	300
Administrative Expense	600	600
Office Supplies	400	400
Uniform	100	100
Signs	4,500	4,500
Safety Equipment & Supplies	12,500	12,500
Contractual Services		
Aquatics Risk Management	6,500	6,500
Contract Services	11,000	11,000
Life Safety Services	53,000	53,000
Facility & Environmental Risk Mgmt.	17,500	17,500
Telephone	586	586
Capital Improvement - Equipment	4,500	4,500
Agency Pool		
P.D.R.M.A.	246,750	259,088
Deductibles	10,000	50,000
TOTAL INSURANCE FUND	<u>515,592</u>	<u>578,782</u>

ARTICLE V. CAPITAL IMPROVEMENT AND EQUIPMENT REPLACEMENT FUND

Capital Improvements		
Alcott Center	52,318	152,318
Maintenance Equipment	15,500	15,500
MIS System	140,150	140,150
Grounds	50,000	50,000
Vehicles	102,000	102,000
ADA Projects	100,000	100,000

Contractual Services		
Bond Fees, Legal Fees and Consultants	50,000	50,000
Park Improvements		
Canterbury	295,612	495,612
Fitness Center	528,422	1,028,422
Golf Dome	18,610	18,610
Meridian	50,000	50,000
Splash Pad	35,000	35,000
Community Arts Center	13,052	513,052
Transfer Out	50,000	50,000
	<u>1,500,664</u>	<u>2,800,664</u>
TOTAL CAPITAL IMPROVEMENT FUND	<u>1,500,664</u>	<u>2,800,664</u>
ARTICLE VI. AUDIT FUND		
Audit Expense	18,500	18,500
ARTICLE VII. BOND AND INTEREST FUND		
Bond and Interest Payments	1,729,979	1,729,979
ARTICLE VIII. PAVING AND LIGHTING FUND		
Paving and Lighting Expense	45,950	45,950
ARTICLE IX. SOCIAL SECURITY FUND		
Social Security Expense	368,669	442,403
ARTICLE X. ILLINOIS MUNICIPAL RETIREMENT FUND		
I.M.R.F. Expense	543,161	624,635
ARTICLE XI. SPECIAL RECREATION FUND		
N.W.S.R.A. Assessment	318,000	318,000
Special Recreation Capital Projects	100,000	200,000
Total Special Recreation Fund	<u>418,000</u>	<u>518,000</u>
ARTICLE XII. COMMUNITY ARTS CENTER DEBT SERVICE		
Bond and Interest Payments	228,900	228,900

ARTICLE XIII. GOLF DOME DEBT SERVICE		
Bond and Interest Payments	144,200	144,200

ARTICLE XIV. FITNESS CENTER

Personnel Services		
Group Dental	7,746	7,746
Group Health	117,628	147,628
FICA	82,500	82,500
IMRF	108,000	108,000
Vision Insurance	996	996
Travel	1,200	1,200
Salaries - Full Time	524,208	576,629
Overtime	2,500	2,500
Member Services Staff	50,144	50,144
Manager On Duty/Coordinators	22,230	22,230
Guest Services Staff	73,008	73,008
Group Exercise Instructors	100,160	130,160
Fitness Specialists	44,040	44,040
Staff Development	1,875	1,875
Conferences & Seminars	7,995	7,995
Employee Recognition	825	825
Contractual Services		
Payment Processing Fees	45,000	65,000
Dues & Subscriptions	4,200	4,200
Employment Ads	1,000	1,000
Advertising	15,350	15,350
License & Registration	1,000	1,000
Printing	10,000	10,000
Service Agreements	2,500	2,500
Contract Services	15,285	15,285
Building Maintenance	12,000	12,000
Equipment Maintenance	10,000	10,000
Other Repair	500	500
Furnace & Air Conditioning	2,500	2,500
Pest Control	1,500	1,500
Cleaning Service	228,000	228,000
Equipment Svc. - Facility	6,000	6,000
Equipment Svc. - Building	16,500	16,500
Marketing - Special Events	3,500	3,500
Sales Tax	300	300

Commodities		
MIS Supplies	5,060	5,060
General Administrative	500	500
Office Supplies	3,500	3,500
Books & Publications	200	200
Paper	750	750
Postage	5,000	5,000
Minor Equipment	3,000	3,000
General Maintenance	10,000	10,000
Electrical	3,000	3,000
Plumbing, HVAC	6,000	6,000
Miscellaneous	3,200	3,200
Uniforms	3,050	3,050
Locker Room	12,000	12,000
Custodial Supplies	13,000	13,000
Laundry	15,000	15,000
Linen Replacement	10,000	10,000
Pool & Deck Maintenance	19,000	19,000
Utilities		
Electric	144,000	144,000
Gas	45,000	45,000
Telephone	15,600	15,600
Water	40,000	40,000
Debt Service		
Bond Principal	1,170,000	1,170,000
Bond Interest	44,750	44,750
Insurance		
Unemployment Insurance	1,000	1,000
BGFC Program Expenses		
Salaries Part Time	104,440	104,440
Instructors	38,568	38,568
<u>Other Expenses</u>		
Depreciation	0	385,575
Amortization	0	15,750
TOTAL FITNESS CENTER OPERATIONS	3,235,808	3,769,554

SUMMARY

	<u>BUDGET</u>	<u>APPROPRIATION</u>
General Corporate Fund	2,768,344	2,973,559
Recreation Fund	6,118,955	7,900,144
Museum Fund	522,881	538,406
Audit Fund	18,500	18,500
Bond and Interest Fund	1,729,979	1,729,979
Insurance Fund	515,592	578,782
Paving and Lighting Fund	45,950	45,950
Social Security Fund	368,669	442,403
I.M.R.F. Fund	543,161	624,635
Special Recreation Fund	418,000	518,000
Capital Improvement and Equipment Replacement	1,500,664	2,800,664
Community Arts Center Debt Service	228,900	228,900
Golf Dome Debt Service	144,200	144,200
Fitness Center	3,235,808	3,769,554
TOTAL	18,159,603	22,313,676

SECTION IV.

That all unexpended balances of any item or items of any general appropriation made in this ordinance be expended in making up an insufficiency in any item in the same general appropriation, and for the same general purpose of any like appropriation made for this ordinance.

SECTION V.

That all unexpended balances from the annual appropriations in previous years are hereby re-appropriated.

SECTION VI.

All ordinances, or parts of ordinances in conflict herewith or any section thereof are hereby modified or repealed.

SECTION VII.

This ordinance shall be in full force and effect from and after its passage and approval and publication according to law.

PASSED BY THE Board of Park Commissioners of the BUFFALO GROVE PARK DISTRICT, Lake and Cook Counties, Illinois on the 26th day of April 2021.

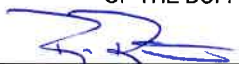
AYES: Bragg, Cummins, Jacobson, Johnson, Reiner

NAYS: 0

ABSENT: 0



PRESIDENT OF THE BOARD OF PARK COMMISSIONERS
OF THE BUFFALO GROVE PARK DISTRICT



SECRETARY TO THE BOARD OF PARK COMMISSIONERS
OF THE BUFFALO GROVE PARK DISTRICT