



**GLENCOE PARK DISTRICT**  
**Committee of the Whole Meeting**  
**Tuesday, February 6, 2024 at 7:00pm**

Consistent with the requirements of the Illinois Compiled Statutes 5 ILCS 120/1 through 120/6 (Open Meetings Act), notices of this meeting were posted. Location of the meeting is Takiff Center, 999 Green Bay Rd, Glencoe, IL 60022

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Matters from the Public
- IV. Discussion on FY2024-25 Budget – First Draft Review
- V. Other Business – Status on Comprehensive Plan
- VI. Executive Session
  - A. Personnel 5ILCS 120/2c (1) - The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
- VII. Adjourn

The Glencoe Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847-835-3030. Executive Director email: [lsheppard@glencoeParkDistrict.com](mailto:lsheppard@glencoeParkDistrict.com)

**Key rules governing participation**

All comments will be limited to three (3) minutes per person and no longer than 30 minutes for all comments.



## **IV. Discussion on FY2024-25 Budget – First Draft Review**

**Hard copies of the budget were delivered  
to Commissioners on Wednesday, January 31, 2024.**

Glencoe Park District  
February 2024 Committee of the Whole Meeting



TO: Board of Park Commissioners

DATE: February 6, 2024

FROM: John Cutrera, Director of Finance/Human Resources

cc: Lisa Sheppard, Bobby Collins, Kyle Kuhs

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SUBJECT: FY 2024/25 BUDGET – FIRST DRAFT

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## INTRODUCTION

This memorandum has been prepared to provide the Board with a better overall understanding of the budget, and specifically to assist the Board in reviewing and summarizing the Fiscal Year 2024/25 Budget. This budget is scheduled to be discussed and approved by the Board at the regular board meeting on March 19, 2024. Many hours of preparation, involving all levels of staff, have gone into the development of this budget.

To provide consistency for comparison, staff continues to use the same format in preparing this budget as in past years beginning with “Budget Premises” stated in this BUDGET MEMORANDUM/OVERVIEW. These premises represent the foundation upon which the budget is constructed. The BUDGET SUMMARIES section in Tab 2 gives a summary overview of operating revenues, operating expenses, net surplus/ (deficit), fund balances, and a specific look at the Corporate and Recreation Fund balances. The NARRATIVE REVIEW then follows in Tab 3, followed by the DETAIL BUDGETS BY FUND in Tab 4. The CAPITAL PROJECTS PROGRAM in Tab 5 is a review of proposed capital improvements and purchases which were identified by staff and Board as priority projects. Operational capital is shown in Appendix A and Master Plan Capital Project Funds (65 and 69) capital is shown in Appendix B. Tab 6 provides a SUMMARY OF THE BUDGET BY CATEGORIES of operating revenues and expenses. In Tab 7 are memorandums explaining rationale for the proposed merit increase and proposed conferences/training/tuition. In Tab 8 is the updated 5-year Budget Projection Plan. Tab 9 reflects recreation program fees and facility fees that impact total revenues.

## BUDGET PREMISES

The Fiscal Year 2024/25 Budget and related capital improvements/projects program were developed based upon the following premises:

1. To continue to provide existing levels of service and to provide the residents of the Glencoe Park District with new and increased levels of service at the Takiff and Weinberg Centers, as well as other facilities and parks within the District, as directed.
2. The Park District adopted an *operating* Tax Levy Ordinance this past November in the amount of \$5,415,500 for tax year 2023 (Fiscal Year 2024/25). This operating levy represents an 5.15% increase over the previous year, and as in prior years is intended to

capture all new growth available in the midst of the tax cap. For tax year 2023, old growth will be capped at 5.0% in accordance with PTELL. The *total* levy also includes \$1,314,450 in debt service for principal and interest payments on the District's two outstanding bond issues.

3. Strive to maintain a Board-approved level for annual operating reserve fund balances within both the Corporate Fund (50%) and Recreation Fund (50%), per the District's Fund Balance Policy. Staff is pleased to report that the FY2024/25 Budget reflects reserve levels above the minimum guidelines.
4. Based on the District's ability to meet these Fund Balance Policy requirements, it is the Board's past practice and philosophy to commit a portion of these monies to future Master Plan projects. Typically, this is done by formal board action at the February Board Meeting. Staff has proposed an \$800,000 transfer from the Corporate Fund and a \$1,200,000 transfer from the Recreation Fund to Fund 69 in the FY24/25 Budget.
5. The proposed capital program provides for maintenance, improvements and equipment purchases. Staff recommends that the capital program include the following:
  - A. The **Capital Projects Fund (65)** be used to fund **\$657,200** in projects. (See Tab 5).
  - B. The **Corporate Fund** be used to fund **\$274,550** in **operational** capital improvements.
  - C. The **Recreation Fund** be used to fund **\$13,850** in **operational** capital improvements.
  - D. The **Special Recreation Fund** be used to fund **\$170,000** in **operational** ADA-related capital improvements.
  - E. The **Liability Fund** be used to fund **\$120,000** in **operational** safety-related capital items.
  - F. The **Master Plan Capital Fund (69)** be used to fund **\$1,062,000** in capital improvements/projects related to the master plan. New and continued projects for FY2024/25 include tennis court and ball field renovations and the installation of a gas kiln.
6. Each year, the Park Board authorizes a merit pool which is spread to Grade 1 (full-time) employees, excluding the Executive Director's position. A 4.5% merit pool was approved by the Board and is included in this Draft of the Fiscal Year 2024/25 Budget. The County Clerk will use 5.0% for calculation of the tax cap in tax year 2023. See Tab 7 for an additional detailed memo on the proposed merit pool.
7. Accomplish #1-6 above, in accordance with the already adopted tax levy and the Park Board's historically expressed desire of maintaining the composite tax rate at a responsible level which is reflective of the community's preparedness to support local park and recreation services.

## BUDGET SUMMARIES

This section provides a financial summary of all funds as related to:

1. Summary – FY 2023/24 Budget,  
FY 2023/24 Projections,  
FY 2024/25 Budget (Schedule 1)
2. FY2023/24 Budget (Schedule 2)
3. FY2023/24 Projections (Schedule 3)
4. FY2024/25 Budget (Schedule 4)
5. Revenues (Table I)
6. Expenditures (Table II)
7. Net Surplus/ (Deficit) (Table III)
8. Fund Balances (Table IV)
9. Corporate and Recreation Fund Balance Summaries
10. Summary of Recreation Program By Program Category
11. Overview of Recreation Fund Budget

As of **February 29, 2024**, the projected **Fund Balance in the Corporate Fund of \$2,187,155** meets the reserve guideline of 50% of operating expenditures. (This compares to expected ending balance per last year's budget of \$1,614,326 – an increase of \$572,829). This increase is due in large part to a significant increase in interest income and lower than expected actual operating costs due to various unfilled positions)

As of **February 29, 2024**, the projected **Fund Balance in the Recreation Fund of \$5,626,479** meets the reserve guideline of 50% of operating expenditures. (This compares to expected ending balance per last year's budget of \$4,690,882 – an increase of \$935,597). This increase is due in large part to a significant increase in interest income and lower than expected actual operating costs due to various unfilled positions along with very strong recreation programming results)

Given these fund balance levels, and per the District's Fund Balance Policy, staff proposes that approval of transfers from the Corporate Funds and Recreation Funds in the amounts of \$800,000 and \$1,200,000, respectively, take place at the February 20, 2024 Board Meeting. The funds will then be transferred in June after the annual audit has been approved and balances are final. **In the past ten years, the Board has now approved a total of \$10.5 million to be "committed" for future master plan improvements/capital projects, which means no added debt for taxpayers to complete projects identified as part of the master plan process.**

As of **February 28, 2025**, given that budget projections are accurate, the operating fund balance in the Corporate Fund will stand at approximately **\$1,782,489**, and in the Recreation Fund, it will stand at approximately **\$4,870,776**.

## CAPITAL PROJECTS PROGRAM

The projects and items being recommended to the Board of Park Commissioners for completion in Fiscal Year 2024/25 are identified in Tab 5.

The proposed master plan capital projects to be funded from **Fund 69** are shown below.

1. Central Tennis Court	\$	380,000
2. Watts Tennis Court	\$	300,000
3. Watts/West Ballfield Renovations	\$	77,000
4. Gas Kiln Install	\$	80,000
5. Design/Contingency/Attestation	\$	225,000

## CONCLUSION

The operating portions of the proposed budget were developed in keeping with past practice. In essence, most line items were adjusted based on the current actuals projected in FY2023/24, and reflect tax revenues as approved in the Tax Levy Ordinance, along with program fees, licenses, rentals, and other income. On the expense side, adjustments were made to reflect anticipated inflationary increases for supplies and services, or specified increases/ decreases where costs are known.

As discussed in the "Budget Premises" section of this memorandum, the proposed capital improvements represent projects and purchases needed to maintain the total park system. Staff acknowledges that the capital improvements/projects portion of the Fiscal Year 2024/25 Budget could still be amended by the Board. Given the further prioritization of the master plan projects, additional capital projects could be identified to be completed in the near future.

The accompanying budget document is the result of many hours of effort expended by staff. I would personally like to thank all who helped in the development of this FY2024/25 Budget.

As always, please don't hesitate to call if you desire a clarification or additional information.

## **V. Other Business**

**Executive Director Sheppard will provide  
a verbal update to the Board on the status  
of the Comprehensive Plan.**

Glencoe Park District  
February 2024 Committee of the Whole Meeting