



1000 W. CENTRAL ROAD  
MOUNT PROSPECT, ILLINOIS 60056  
**SPECIAL BOARD MEETING**

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## **SPECIAL BOARD MEETING**

MEMO TO: MT. PROSPECT PARK DISTRICT  
BOARD OF COMMISSIONERS  
PRESS  
PUBLIC

FROM: STEVE KURKA, PRESIDENT

DATE: NOVEMBER 10, 2017

RE: SPECIAL PARK BOARD MEETING  
NOVEMBER 15, 2017 - 6:00 P.M.  
CENTRAL COMMUNITY CENTER  
1000 W. CENTRAL, MOUNT PROSPECT, IL

## **AGENDA**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMENT

### DISCUSSION ITEMS

- A. Operating Budget Review - Fiscal Year 2018 (Discussion)
- Superintendent of Business - Overview of Budget
  - GAI - Presentation of Budget

ADJOURNMENT



# MEMORANDUM

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To: Board of Park Commissioners

From: George Giese, Superintendent of Business Services

Date: November 15, 2017

Re: Proposed Budget – Fiscal Year 2018

C: Dan Malartsik, Executive Director

## **SUMMARY & BACKGROUND:**

The information contained in this binder relates to the proposed FY 2018 Budget for the Mt. Prospect Park District. This is a draft document and there will be some changes prior to requesting Board Approval of the budget which is planned for March 2018. Development of the annual budget is conducted through analysis of anticipated services, needs and commitments for the upcoming year, with consideration of the District's past history and trends.

Within the next few months, staff will prepare a Tentative Budget & Appropriation Ordinance which sets forth the legal spending requirements for the Park District in FY 2018. This document is created from the Operating Budget and the dollar figures are approximately 10% higher than those which are in the Operating Budget. The higher amount provides flexibility and allows for unforeseen expenditures which may occur during the upcoming fiscal year.

The Tentative Budget & Appropriation Ordinance must be available for public inspection for at least 30 days prior to approval. Both the Operating Budget and the Budget & Appropriation Ordinance are scheduled to be approved at the March 2018 Regular Board Meeting. Approving these in March allows us to make additional adjustments to the budget between now and then if needed.

## **General Notes for FY 2018**

- The FY 2018 budget process incorporated new procedures and tools to assist staff, while focusing on two central themes – efficiency and cost recovery. Staff was challenged to produce realistic revenue targets and reduce expenses wherever possible.
- As a result, overall revenue for FY 2018 is budgeted to increase slightly (+\$53,279), while expenses decreased 2% overall (-\$432,155).

- Revenue highlights – Property tax revenues are budgeted to increase 5% overall, reflecting new growth and an increase to CPI. Passes/user fees have been scaled back 8% (-\$71,555), while program fees are budgeted to increase 3% (+\$97,352).
- Expense highlights – There is a proposed 3% merit increase budgeted for staff; a 5% decrease in part-time salaries is budgeted as part of the District’s efforts to evaluate programs and operate more efficiently.
- Health insurance rates for FY 2018 include an increase of 6.01%. The District is pursuing strategies to reduce the impact of this increase to the budget, including an increase to employee contributions, a focus on wellness initiatives, and efforts to educate employees on our smaller PPO network that was introduced last year. This network offers potential savings both to employees and the District.

#### General Fund Information (10)

- As described above, property tax revenues for the General Fund are budgeted to increase with new growth and an increase to CPI. Expenses are projected to increase with salaries and benefits, and with the absorption of additional costs from the Internal Service Fund. Overall, a surplus of \$36,644 is projected for the General Fund.

#### Recreation Fund Information (20)

- Revenue for FY 2018 is budgeted to increase by approximately 3%, reflecting an increase in property tax revenues and adjustments made to daily fees, passes and program fees. Expenses for the Recreation Fund are budgeted to increase 1%, resulting in a budgeted surplus of \$165,270 for the Recreation Fund overall.

#### Golf Course Notes:

- Budget assumptions for the golf course for FY 2018 are reflective of another full year of operation following its reconstruction. Revenues have been refined to reflect trends in passes and fees, resulting in an overall increase of 1%. Expenses are budgeted to increase 4%.

#### Other Fund Highlights

- Paving & Lighting (21) – Projected balance in property tax revenues and projected expenses in this fund.
- Social Security (23) – Projected balance in property tax revenues and projected expenses in this fund.
- Liability Insurance (24) – Managed fund balance reduction in this fund. 1% increase in property tax revenue is budgeted, offset by a 3% increase in expenses for an overall fund decrease of \$55,032.
- Special Recreation/ADA (25) – Managed fund balance reduction in this fund, including \$950,000 allocation for ADA improvements in FY 2018.
- IMRF (26) – Projected balance in property tax revenues and projected expenses in this fund.

- Conservatory (27) – Surplus of \$114,663, reflecting projected increases to property tax income, rentals and beverage sales with a 2% decrease in expenses overall.
- Internal Service (28) – Projected balance in internal project charges and expenses. Costs previously budgeted in the Internal Service Fund have been absorbed by Operating Funds for FY 2018, resulting in a 17-18% decrease in both revenues and expenses.
- Bond & Interest (30) – 9% decrease in revenue and a 13% decrease in expenses budgeted for this fund, resulting in a projected surplus of \$148,357.

**DOCUMENTS ATTACHED IN BINDER**

- 1) Information & charts included in your binder are meant to provide a summary of the FY 2018 operating budget, including:
- 2) Operating Fund Summary & Recreation Fund Summary (FY 2017 Budget compared to Proposed FY 2018 Budget) 3)
- 3) Chart showing the revenue sources & expenses categories by percentage based on Proposed FY 2018 Budget
- 4) Tax Levy for 2017
- 5) Proposed Budget Report by Fund (blue pages)
- 6) Proposed Budget Report – Detail (yellow pages)
- 7) Proposed Budget Report by Department (pink pages)

**MPPD Budgeted Revenue Sources - FY 2018**

