

**ORDINANCE NO. 1306-01
BUDGET AND APPROPRIATION ORDINANCE**

**AN ORDINANCE ADOPTING THE COMBINED ANNUAL
BUDGET AND APPROPRIATION OF FUNDS FOR THE
RIVER FOREST PARK DISTRICT,
COOK COUNTY, ILLINOIS
FOR THE FISCAL YEAR BEGINNING ON THE
FIRST (1ST) DAY OF MAY, 2013
AND ENDING ON THE
THIRTIETH (30TH) DAY OF APRIL, 2014**

BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS (“Board”) OF THE RIVER FOREST PARK DISTRICT (“Park District”), Cook County, Illinois:

SECTION 1. It is hereby found and determined that:

- (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 a least thirty (30) days prior to final action thereon; and
- (b) A public hearing was held at the Administrative Offices, 401 Thatcher Avenue, River Forest, Illinois, on the 17th day of June, 2013 on said Ordinance, notice of said hearing having been given at least one (1) week prior to such hearing by publication in the Wednesday Journal, a newspaper published within the Park District; and
- (c) That all other legal requirements for the adoption of the Annual Budget and Appropriation Ordinance of the Park District for the fiscal year beginning May 1, 2013 and ending April 30, 2014 have heretofore been performed.

SECTION 2. 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 (1st) day of May, 2013 and ending on the thirtieth (30th) day of April, 2014:

SUMMARY OF FUNDS

I.	CORPORATE FUND	\$ 1,302,776
II.	RECREATION FUND	1,037,312
III.	ILLINOIS MUNICIPAL RETIREMENT FUND	59,915
IV.	AUDIT EXPENSE FUND.....	11,960
V.	BOND AND INTEREST FUND.....	72,166
VI.	LIABILITY INSURANCE FUND	39,675
VII.	SPECIAL RECREATION FUND.....	210,450
VIII.	CAPITAL IMPROVEMENT FUND.....	208,725
	TOTAL SUMMARY OF ALL FUNDS	<u>\$2,942,979</u>

RIVER FOREST PARK DISTRICT

**Draft Working Budget
Fiscal Year 2013-2014**

CORPORATE FUND		
	BUDGET	APPROPRIATION

ADMINISTRATIVE EXPENSES (10)

510-101	Executive Director	\$0.00	\$0.00
510-102	Business Manager	\$0.00	\$0.00
510-109	Director's Auto Reimbursement	\$0.00	\$0.00
510-122	Health Insurance	\$62,738.57	\$72,149.36
510-123	Employer FICA & Medicare	\$42,500.00	\$48,875.00
510-124	Health/Wellness Incentive	\$960.00	\$1,104.00
510-205	Legal Service	\$0.00	\$0.00
510-206	IT Service	\$0.00	\$0.00
510-207	Website Service	\$0.00	\$0.00
510-208	Miscellaneous Service	\$1,000.00	\$1,150.00
510-701	Office Supplies	\$2,000.00	\$2,300.00
510-702	Office Equipment R&R	\$1,500.00	\$1,725.00
510-703	Office Furniture R & R	\$2,000.00	\$2,300.00
510-706	Staff Expenses	\$2,000.00	\$2,300.00
510-707	Professional Assoc. Fees	\$2,000.00	\$2,300.00
510-708	Computer Equipment R & R	\$3,000.00	\$3,450.00
510-709	Computer Software R & R	\$1,500.00	\$1,725.00
510-710	Printing	\$1,000.00	\$1,150.00
510-714	Postage & Delivery	\$750.00	\$862.50
510-715	Board Expenses	\$1,500.00	\$1,725.00
510-717	Criminal History Checks	\$200.00	\$230.00
510-718	Miscellaneous Expense	\$100.00	\$115.00
510-721	Telephone System R & R	\$1,500.00	\$1,725.00
510-722	Professional Development	\$2,000.00	\$2,300.00
510-723	Mileage Reimbursement	\$1,500.00	\$1,725.00
510-724	Physicals/Drug Tests	\$750.00	\$862.50
510-725	Legal Notices/Advertising	\$1,000.00	\$1,150.00

TOTAL ADMINISTRATIVE EXPENSES	\$131,498.57	\$151,223.36
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FACILITY EXPENSES (20)

520-107	Park Ambassadors	\$7,500.00	\$8,625.00
520-108	Building Attendant	\$500.00	\$575.00
520-221	HVAC Service	\$3,000.00	\$3,450.00
520-223	Inspection/Fees	\$2,500.00	\$2,875.00
520-224	Platform Tennis Services	\$2,000.00	\$2,300.00
520-821	Depot R & R	\$2,000.00	\$2,300.00
520-822	Maintenance Facility R & R	\$3,000.00	\$3,450.00
520-823	Batting Cage R & R	\$1,000.00	\$1,150.00
520-824	Park Bathroom Buildings R & R	\$3,000.00	\$3,450.00
520-825	Janitorial/TP/Paper Towel Supplies	\$5,000.00	\$5,750.00
520-826	Keystone Center R&R	\$2,000.00	\$2,300.00
520-827	Platform Tennis R&R	\$1,000.00	\$1,150.00
520-901	Electricity	\$4,000.00	\$4,600.00
520-902	Heating Fuel	\$3,000.00	\$3,450.00
520-903	Telephone	\$5,000.00	\$5,750.00
520-904	Water	\$500.00	\$575.00
520-905	Alarm	\$3,000.00	\$3,450.00
520-906	Cable	\$1,000.00	\$1,150.00
520-909	Electricity	\$2,500.00	\$2,875.00
520-910	Heating Fuel	\$750.00	\$862.50
520-911	Telephone	\$0.00	\$0.00
520-912	Water	\$0.00	\$0.00
520-913	Electricity	\$2,000.00	\$2,300.00
520-915	Telephone	\$0.00	\$0.00
520-916	Water	\$200.00	\$230.00
520-917	Electricity	\$2,500.00	\$2,875.00
520-918	Heating Fuel	\$3,000.00	\$3,450.00
520-919	Telephone	\$100.00	\$115.00
520-920	Water	\$400.00	\$460.00
520-921	Alarm	\$600.00	\$690.00

RIVER FOREST PARK DISTRICT

**Draft Working Budget
Fiscal Year 2013-2014**

	BUDGET	APPROPRIATION
520-931 Electricity	\$1,500.00	\$1,725.00
520-932 Heating Fuel	\$3,000.00	\$3,450.00
520-933 Telephone	\$0.00	\$0.00
520-934 Water	\$0.00	\$0.00
520-935 Alarm	\$600.00	\$690.00
520-936 Cable	\$0.00	\$0.00
520-941 Electricity/Lights	\$4,000.00	\$4,600.00
520-942 Heating Fuel	\$2,000.00	\$2,300.00
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TOTAL FACILITY EXPENSES	\$72,150.00	\$82,972.50
 <u>PARK EXPENSES (30)</u>		
530-103 Park Manager	\$61,000.00	\$70,150.00
530-104 Park Maintenance Staff	\$93,500.00	\$107,525.00
530-105 Overtime	\$9,500.00	\$10,925.00
530-106 Seasonal Park Maintenance Staff	\$6,000.00	\$6,900.00
530-241 Athletic Fields Service	\$0.00	\$0.00
530-242 Landscaping Service	\$2,000.00	\$2,300.00
530-243 Ornamental Service	\$500.00	\$575.00
530-244 Irrigation Service	\$5,000.00	\$5,750.00
530-245 Fertilizer & Weed Control Service	\$4,000.00	\$4,600.00
530-246 Tree Service	\$10,000.00	\$11,500.00
530-247 Electrical Service	\$4,000.00	\$4,600.00
530-248 Lightning Detections Service	\$2,000.00	\$2,300.00
530-249 Inspection Fees	\$2,000.00	\$2,300.00
530-250 Portable Restroom Service	\$2,000.00	\$2,300.00
530-801 Park Equipment R & R	\$10,000.00	\$11,500.00
530-802 Maintenance Equipment R & R/Supplies	\$6,000.00	\$6,900.00
530-803 Tree and Shrub Supplies	\$1,500.00	\$1,725.00
530-804 Ornamental Supplies	\$2,000.00	\$2,300.00
530-805 Fertilizer & weed Control Supplies	\$5,000.00	\$5,750.00
530-806 Vehicle Fuel	\$10,000.00	\$11,500.00
530-807 Vehicle & Tractor R & R	\$10,000.00	\$11,500.00
530-808 Landscape Supplies	\$5,000.00	\$5,750.00
530-809 Athletic Field Maintenance Supplies	\$9,000.00	\$10,350.00
530-812 Memorial Brick Program	\$500.00	\$575.00
530-813 Uniforms & Safety Clothing	\$2,000.00	\$2,300.00
530-814 Memorial Tree Program	\$1,200.00	\$1,380.00
530-815 Vending Supplies	\$0.00	\$0.00
530-817 Trash Disposal	\$7,000.00	\$8,050.00
530-818 Equipment Rental	\$3,000.00	\$3,450.00
530-820 Signage	\$2,000.00	\$2,300.00
530-921 Irrigation/Water Fountain Water	\$27,000.00	\$31,050.00
530-922 Park Security Lights	\$1,500.00	\$1,725.00
530-923 Electric - Athletic Field Lights	\$15,000.00	\$17,250.00
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TOTAL PARK EXPENSES	\$319,200.00	\$367,080.00
 550-900 CORPORATE CONTINGENCY	 \$10,000.00	 \$11,500.00
560-999 FUND TRANSFERS	\$600,000.00	\$690,000.00
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TOTAL CORPORATE FUND	\$1,132,848.57	\$1,302,775.86

RIVER FOREST PARK DISTRICT

**Draft Working Budget
Fiscal Year 2013-2014**

RECREATION FUND		
	BUDGET	APPROPRIATION
<u>ADMINISTRATIVE EXPENSES (10)</u>		
610-101 Executive Director-Rec	\$107,852.00	\$124,029.80
610-102 Business Manager-Rec	\$64,000.00	\$73,600.00
610-103 Recreation Manager	\$49,000.00	\$56,350.00
610-104 Recreation Supervisor	\$41,200.00	\$47,380.00
610-108 Registrar	\$32,250.00	\$37,087.50
610-109 Registrar Overtime	\$2,000.00	\$2,300.00
610-110 Director's Auto Reimbursement-Rec	\$4,200.00	\$4,830.00
610-111 Communications/Marketing Supervisor	\$13,000.00	\$14,950.00
610-122 Health Insurance-Rec	\$68,158.25	\$78,381.99
610-124 Health/Wellness Incentive	\$1,200.00	\$1,380.00
610-205 Legal Service	20,000.00	\$23,000.00
610-206 IT Service	5,000.00	\$5,750.00
610-207 Website Service	8,000.00	\$9,200.00
610-208 Miscellaneous Service	1,000.00	\$1,150.00
610-209 Graphics Artist	0.00	\$0.00
610-210 Printing Service	12,000.00	\$13,800.00
610-211 Photographer	0.00	\$0.00
610-212 Platform Tennis Reservation Software	250.00	\$287.50
610-701 Office Supplies	\$7,000.00	\$8,050.00
610-702 Office Equipment R & R	\$1,500.00	\$1,725.00
610-704 Office Furniture R & R	\$1,500.00	\$1,725.00
610-706 Staff Expenses	\$2,000.00	\$2,300.00
610-707 Professional Association Fees	\$2,000.00	\$2,300.00
610-708 Computer Equipment	\$3,000.00	\$3,450.00
610-709 Computer Software	\$2,500.00	\$2,875.00
610-712 Scholarships	\$500.00	\$575.00
610-713 Youth Intervention	\$4,000.00	\$4,600.00
610-714 Postage & Delivery	\$3,500.00	\$4,025.00
610-717 Criminal Background Checks	\$1,500.00	\$1,725.00
610-718 Miscellaneous Expense	\$200.00	\$230.00
610-721 Telephone System R & R	\$1,500.00	\$1,725.00
610-722 Professional Development	\$2,000.00	\$2,300.00
610-723 Mileage Reimbursement	\$500.00	\$575.00
610-724 Physicals/Drug Tests	\$1,500.00	\$1,725.00
610-725 Credit Card Charges	\$9,000.00	\$10,350.00
610-726 Registration Transaction Fees	\$10,000.00	\$11,500.00
TOTAL ADMINISTRATIVE EXPENSES	\$482,810.25	\$555,231.79
<u>RECREATION PROGRAM EXPENSES (40)</u>		
640-106 Camp Staff Salaries	\$29,000.00	\$33,350.00
640-107 Batting Cage Salaries	\$0.00	\$0.00
640-110 Seasonal Recreation Salaries	\$5,500.00	\$6,325.00
640-111 Recreation Basketball Staff Salaries	\$7,500.00	\$8,625.00
640-112 Travel Basketball Salaries	\$500.00	\$575.00
640-113 Travel Volleyball Salaries	\$1,500.00	\$1,725.00
640-114 Birthday Party Salaries	\$1,000.00	\$1,150.00
640-230 Athletic Program Service	\$50,000.00	\$57,500.00
640-231 Recreation Program Service	\$60,000.00	\$69,000.00
640-232 Travel Basketball Service	\$10,000.00	\$11,500.00
640-233 Travel Volleyball Service	\$1,500.00	\$1,725.00
640-234 Summer Camp Service	\$40,000.00	\$46,000.00
640-235 Recreation Basketball Service	\$9,500.00	\$10,925.00
640-236 Special Event Service	\$4,000.00	\$4,600.00
640-237 Memorial Day Parade Service	\$1,000.00	\$1,150.00
640-238 Thursday Summer Nights Service	\$2,500.00	\$2,875.00
640-239 Clear Sky Entertainment Service	\$4,500.00	\$5,175.00
640-240 Makin Tracks Service	\$1,500.00	\$1,725.00
640-241 Polar Express Service	\$2,000.00	\$2,300.00
640-242 Paddle Tennis Lessons	\$7,000.00	\$8,050.00
640-243 Paddle Tennis League	\$0.00	\$0.00
640-244 Platform Tennis Pro Admin. Fees	\$500.00	\$575.00
640-801 Recreation Program Supplies	\$3,000.00	\$3,450.00

RIVER FOREST PARK DISTRICT

Draft Working Budget
Fiscal Year 2013-2014

	BUDGET	APPROPRIATION
640-802 Athletic Program Supplies	\$1,000.00	\$1,150.00
640-803 Recreation Basketball Supplies	\$1,500.00	\$1,725.00
640-804 Travel Basketball Supplies	\$500.00	\$575.00
640-805 Travel Volleyball Supplies	\$500.00	\$575.00
640-806 Special Events Supplies	\$5,000.00	\$5,750.00
640-807 Summer Camp Supplies	\$2,500.00	\$2,875.00
640-808 Birthday Party Supplies	\$1,000.00	\$1,150.00
640-809 Makin Tracks Supplies	\$8,500.00	\$9,775.00
640-810 Thursday Summer Night Supplies	\$2,000.00	\$2,300.00
640-811 Recreation Basketball Uniforms	\$5,000.00	\$5,750.00
640-812 Travel Basketball Uniforms	\$3,500.00	\$4,025.00
640-813 Travel Volleyball Uniforms	\$400.00	\$460.00
640-814 Summer Camp Uniforms	\$2,500.00	\$2,875.00
640-815 Program Uniforms	\$500.00	\$575.00
640-817 Safety Supplies	\$700.00	\$805.00
640-821 Facility Rental	\$8,000.00	\$9,200.00
640-822 Pool Pass Reimbursement	\$11,500.00	\$13,225.00
640-823 Polar Express Supplies	\$800.00	\$920.00
640-824 Depot Program Room Rental Expense	\$9,000.00	\$10,350.00
640-825 Keystone Center Program Room Rental	\$3,000.00	\$3,450.00
640-826 Birthday Party Rental Expense	\$200.00	\$230.00
640-828 Clear Sky Supplies	\$2,000.00	\$2,300.00
640-829 Memorial Day Parade Supplies	\$1,500.00	\$1,725.00
640-830 Memorial Parade Reimbursable Supplies	\$4,000.00	\$4,600.00
640-831 Contractor Program Supplies	\$3,500.00	\$4,025.00
640-832 Platform Tennis Merchandise	\$250.00	\$287.50
640-833 Platform Tennis Program Supplies	\$250.00	\$287.50
640-834 Makin Tracks Donation to WSSRA	\$7,500.00	\$8,625.00
640-835 Parks Foundation Reimburse Expenses	\$0.00	\$0.00
640-836 Marketing/Advertising	\$500.00	\$575.00
640-837 Recreation Rental Equipment	\$500.00	\$575.00
640-891 Capitol Improvement - Rec	\$75,000.00	\$86,250.00
TOTAL RECREATION PROGRAM EXPENSES	\$404,600.00	\$465,290.00
<u>CONCESSION EXPENSES (50)</u>		
650-115 Concession Salaries	\$1,500.00	\$1,725.00
650-851 Keystone Concession Supplies	\$1,500.00	\$1,725.00
650-852 Priory Concession Supplies	\$0.00	\$0.00
650-853 Keystone Concession Equipment R & R	\$1,500.00	\$1,725.00
650-854 Priory Concession Equipment R & R	\$0.00	\$0.00
650-855 Uniforms/Safety Clothing	\$100.00	\$115.00
TOTAL CONCESSION EXPENSES	\$4,600.00	\$5,290.00
660-999 RECREATION CONTINGENCY	\$10,000.00	\$11,500.00
TOTAL RECREATION FUND	\$902,010.25	\$1,037,311.79

RIVER FOREST PARK DISTRICT

Draft Working Budget
Fiscal Year 2013-2014

	BUDGET	APPROPRIATION
ILLINOIS MUNICIPAL RETIREMENT FUND		
Administrative Expense		
7125 Employer IMRF	\$52,100.00	\$59,915.00
TOTAL IMRF FUND	\$52,100.00	\$59,915.00
AUDIT FUND		
Contractual & Professional Services		
7240 Audit Services	\$9,200.00	\$10,580.00
7241 Accounting Services	\$500.00	\$575.00
7242 Publication Fees	\$100.00	\$115.00
7243 Professional/CAFR Fees	\$600.00	\$690.00
TOTAL IMRF FUND	\$10,400.00	\$11,960.00
BOND & INTEREST FUND		
BOND ISSUANCES		
7350 Bond Administration Fees	\$0.00	\$0.00
7364 Principal - \$184,950K, 2011 Bond	\$62,040.00	\$71,346.00
7365 Interest - \$184,950K, 2011 Bond	\$713.46	\$820.48
TOTAL BOND ISSUANCES	\$62,753.46	\$72,166.48
LIABILITY FUND		
Administration Expense		
7735 Unemployment Ins.	\$10,000.00	\$11,500.00
7736 Comp. Liability Ins - PDRMA	\$23,000.00	\$26,450.00
7737 Safety Committee & Training	\$1,500.00	\$1,725.00
7799 Liability Contingency	\$0.00	\$0.00
TOTAL LIABILITY FUND	\$34,500.00	\$39,675.00
SPECIAL RECREATION FUND		
Program Expense		
7860 WSSRA Special Recreation Dues	\$135,000.00	\$155,250.00
7861 Inclusion	\$5,000.00	\$5,750.00
7891 ADA Capitol Improvements	\$43,000.00	\$49,450.00
TOTAL SPECIAL RECREATION FUND	\$183,000.00	\$210,450.00
CAPITAL PROJECTS FUND		
EXPENDITURES		
7980 Design Services	\$0.00	\$0.00
7981 Facilities & Parks Improvements	\$181,500.00	\$208,725.00
TOTAL CAPITOL PROJECTS FUND	\$181,500.00	\$208,725.00
TOTAL EXPENSES	\$2,559,112.28	\$2,942,979.12

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 May 1, 2013 and ending April 30, 2014 for the respective purposes set forth.

All unexpended balances of the appropriations for the fiscal year ended April 30, 2013 and prior years are hereby specifically re-appropriated 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.

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.

SECTION 3. 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 \$2,995,226
- b. An estimate of the cash expected to be received during the fiscal year from all sources is \$1,941,380.
- c. An estimate of the expenditures contemplated for the fiscal year is \$2,559,112
- d. An estimate of the cash expected to be on hand at the end of the fiscal year is \$1,595,132
- e. An estimate of the amount of taxes to be received during the fiscal year is \$1,485,901

SECTION 4. The receipts and revenues of the **River Forest Park District** derived from sources other than taxation and not specifically appropriated, and all unexpended balances from the preceding fiscal year not required for the purposes for which they were appropriated and levied, shall constitute the General Fund and shall first 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 be, and the same are hereby repealed to the extent of such conflict. If any item or portion thereof of this Budget and Appropriation Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portion of this Ordinance.

SECTION 6. This Ordinance shall be in full force and effect immediately upon its passage.

PASSED this 17^h day of June, 2013

AYES: _____ ABSENT: _____

NAYS: _____ ABSTAIN: _____

RIVER FOREST PARK DISTRICT

[SEAL]

By: _____

Board President

ATTEST:

Board Secretary

**RIVER FOREST PARK DISTRICT,
COOK COUNTY, ILLINOIS**

**CERTIFICATION OF ESTIMATE
OF REVENUE
FISCAL YEAR 2013 – 2014**

I, **Paul Koester**, do hereby certify that I am the duly qualified Treasurer of the River Forest Park District, Cook County, Illinois, and its chief fiscal officer of said Park District. As such officer I do further certify that the revenues, by source, anticipated to be received by the Park District in the fiscal year beginning May 1, 2013 and ending April 30, 2014.

ESTIMATE OF REVENUE
(cents omitted)

SOURCE	AMOUNT
Real Estate Taxes	\$1,485,901.
Personal Property Replacement Tax	\$11,972.
Interest Revenue	\$9,457.
Miscellaneous Receipts	\$3,000.
Rental Revenue	\$20,250.
Memorial Revenue	\$1,300.
Donations	\$14,000.
Program Fees	\$342,300.
Special Event Revenue	\$14,950.
Concession Revenue	\$2,500.
Field Maintenance Revenue	\$18,500.
Brochure Advertising Revenue	\$1,000.
Platform Tennis Revenue	\$16,250.
TOTAL	<u>\$1,941,380.</u>

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the River Forest Park District this _____ day of _____, 2013.

Treasurer, River Forest Park District,
County, Illinois

[SEAL]