

**ORDINANCE NO. 1605-01
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, 2016
AND ENDING ON THE
THIRTIETH (30TH) DAY OF APRIL, 2017**

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 9th day of May, 2016 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, 2016 and ending April 30, 2017 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, 2016 and ending on the thirtieth (30th) day of April, 2017:

SUMMARY OF FUNDS

I.	CORPORATE FUND	\$ 1,127,300
II.	RECREATION FUND	823,550
III.	ILLINOIS MUNICIPAL RETIREMENT FUND	60,000
IV.	BOND AND INTEREST FUND.....	66,509
V.	SPECIAL RECREATION FUND.....	150,000
VI.	LIABILITY INSURANCE FUND	40,000
VII.	AUDIT EXPENSE FUND.....	10,300
VIII.	CAPITAL IMPROVEMENT FUND.....	595,000
	TOTAL SUMMARY OF ALL FUNDS	<u>\$2,872,659</u>

**RIVER FOREST PARK DISTRICT
Draft Working Budget
Fiscal Year 2016-2017**

CORPORATE FUND	BUDGET	APPROPRIATION
<u>ADMINISTRATIVE EXPENSES (10)</u>		
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	\$65,000.00	\$74,750.00
510-123 Employer FICA & Medicare	\$50,000.00	\$57,500.00
510-124 Health/Wellness Incentive	\$1,200.00	\$1,380.00
510-125 Health OPT OUT Reimbursement	\$3,000.00	\$3,450.00
510-204 Miscellaneous Service	\$1,000.00	\$1,150.00
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 Email Provider Service	\$500.00	\$575.00
510-209 Quickbooks Payroll License	\$550.00	\$632.50
510-701 Office Supplies	\$2,000.00	\$2,300.00
510-702 Office Equipment R&R	\$1,000.00	\$1,150.00
510-703 Office Furniture R & R	\$1,000.00	\$1,150.00
510-705 Canon Copier Maintenance Fees	\$750.00	\$862.50
510-706 Staff Expenses	\$2,000.00	\$2,300.00
510-707 Professional Assoc. Fees	\$1,000.00	\$1,150.00
510-708 Computer Equipment R & R	\$1,500.00	\$1,725.00
510-709 Computer Software R & R	\$1,000.00	\$1,150.00
510-710 Printing	\$500.00	\$575.00
510-714 Postage & Delivery	\$750.00	\$862.50
510-715 Board Expenses	\$1,000.00	\$1,150.00
510-717 Criminal History Checks	\$100.00	\$115.00
510-718 Miscellaneous Expense	\$200.00	\$230.00
510-721 Telephone System R & R	\$1,000.00	\$1,150.00
510-722 Professional Development	\$1,500.00	\$1,725.00
510-723 Mileage Reimbursement	\$1,000.00	\$1,150.00
510-724 Physicals/Drug Tests	\$250.00	\$287.50
510-725 Legal Notices/Advertising	\$1,000.00	\$1,150.00
TOTAL ADMINISTRATIVE EXPENSES	\$138,800.00	\$159,620.00

<u>FACILITY EXPENSES (20)</u>		
520-107 Park Ambassadors	\$7,000.00	\$8,050.00
520-108 Building Attendant	\$500.00	\$575.00
520-221 HVAC Service	\$2,000.00	\$2,300.00
520-223 Inspection/Fees	\$3,000.00	\$3,450.00
520-821 Depot R & R	\$2,000.00	\$2,300.00
520-822 Maintenance Facility R & R	\$2,000.00	\$2,300.00
520-823 Batting Cage R & R	\$1,000.00	\$1,150.00
520-824 Park Bathroom Buildings R & R	\$2,000.00	\$2,300.00
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
520-901 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	\$1,000.00	\$1,150.00
520-905 Alarm	\$3,000.00	\$3,450.00
520-906 Cable	\$150.00	\$172.50
520-909 Electricity	\$2,000.00	\$2,300.00
520-910 Heating Fuel	\$1,000.00	\$1,150.00
520-913 Electricity	\$2,000.00	\$2,300.00
520-916 Water	\$500.00	\$575.00
520-917 Electricity	\$2,500.00	\$2,875.00
520-918 Heating Fuel	\$3,000.00	\$3,450.00
520-919 Telephone	\$0.00	\$0.00
520-920 Water	\$1,000.00	\$1,150.00
520-921 Alarm	\$600.00	\$690.00

**RIVER FOREST PARK DISTRICT
Draft Working Budget
Fiscal Year 2016-2017**

	BUDGET	APPROPRIATION
520-931 Electricity	\$1,200.00	\$1,380.00
520-932 Heating Fuel	\$1,500.00	\$1,725.00
520-933 Telephone	\$0.00	\$0.00
520-934 Water	\$0.00	\$0.00
520-935 Alarm	\$600.00	\$690.00
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TOTAL FACILITY EXPENSES \$58,550.00 \$67,332.50

PLATFORM TENNIS MEMBERSHIP EXPENSES (25)

525-201 Pro/Administration Fees	\$500.00	\$575.00
525-202 Reservation Software	\$200.00	\$230.00
525-203 Platform Tennis Services	\$3,000.00	\$3,450.00
525-211 Merchandise	\$2,500.00	\$2,875.00
525-212 FOB Keys	\$500.00	\$575.00
525-213 Special Events	\$1,000.00	\$1,150.00
525-214 Platform Tennis R & R	\$2,500.00	\$2,875.00
525-941 Electricity/Lights	\$1,500.00	\$1,725.00
525-942 Heating Fuel	\$2,000.00	\$2,300.00
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TOTAL PLATFORM TENNIS MEMBERSHIP EXPENSES \$13,700.00 \$15,755.00

PARK EXPENSES (30)

530-103 Park Manager	\$66,500.00	\$76,475.00
530-104 Park Maintenance Staff	\$105,000.00	\$120,750.00
530-105 Overtime	\$10,500.00	\$12,075.00
530-106 Seasonal Park Maintenance Staff	\$6,500.00	\$7,475.00
530-242 Landscaping Service	\$0.00	\$0.00
530-243 Ornamental Service	\$0.00	\$0.00
530-244 Irrigation Service	\$2,000.00	\$2,300.00
530-245 Fertilizer & Weed Control Service	\$0.00	\$0.00
530-246 Tree Service	\$15,000.00	\$17,250.00
530-247 Electrical Service	\$2,500.00	\$2,875.00
530-248 Lightning Detections Service	\$1,000.00	\$1,150.00
530-249 Inspection Fees	\$1,500.00	\$1,725.00
530-250 Portable Restroom Service	\$2,500.00	\$2,875.00
530-801 Park Equipment R & R	\$8,000.00	\$9,200.00
530-802 Maintenance Equipment R & R/Supplies	\$6,500.00	\$7,475.00
530-803 Tree and Shrub Supplies	\$3,000.00	\$3,450.00
530-804 Ornamental Supplies	\$5,000.00	\$5,750.00
530-805 Fertilizer & weed Control Supplies	\$15,000.00	\$17,250.00
530-806 Vehicle Fuel	\$8,000.00	\$9,200.00
530-807 Vehicle & Tractor R & R	\$10,000.00	\$11,500.00
530-808 Landscape Supplies	\$6,500.00	\$7,475.00
530-809 Athletic Field Maintenance Supplies	\$10,000.00	\$11,500.00
530-810 RFYBS Expenses	\$1,000.00	\$1,150.00
530-811 RFYS Expenses	\$1,000.00	\$1,150.00
530-812 Memorial Brick Program	\$250.00	\$287.50
530-813 Uniforms & Safety Clothing	\$2,000.00	\$2,300.00
530-814 Memorial Tree Program	\$1,500.00	\$1,725.00
530-817 Trash Disposal	\$8,000.00	\$9,200.00
530-818 Equipment Rental	\$2,000.00	\$2,300.00
530-820 Signage	\$1,000.00	\$1,150.00
530-921 Irrigation/Water Fountain Water	\$20,000.00	\$23,000.00
530-922 Park Security Lights	\$1,500.00	\$1,725.00
530-923 Electric - Athletic Field Lights	\$8,000.00	\$9,200.00
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TOTAL PARK EXPENSES \$331,250.00 \$380,937.50

550-900 CORPORATE CONTINGENCY	\$0.00	\$0.00
560-999 FUND TRANSFERS	\$585,000.00	\$672,750.00

TOTAL CORPORATE FUND \$1,127,300.00 \$1,296,395.00

**RIVER FOREST PARK DISTRICT
Draft Working Budget
Fiscal Year 2016-2017**

		BUDGET	APPROPRIATION
RECREATION FUND			
<u>ADMINISTRATIVE EXPENSES (10)</u>			
610-101	Executive Director-Rec	\$118,000.00	\$135,700.00
610-102	Business Manager-Rec	\$70,000.00	\$80,500.00
610-103	Recreation Manager	\$61,000.00	\$70,150.00
610-104	Recreation Supervisor	\$46,000.00	\$52,900.00
610-108	Registrar	\$41,000.00	\$47,150.00
610-109	Registrar Overtime	\$1,800.00	\$2,070.00
610-110	Director's Auto Reimbursement-Rec	\$4,200.00	\$4,830.00
610-111	Communications/Marketing Supervisor	\$19,000.00	\$21,850.00
610-122	Health Insurance-Rec	\$62,000.00	\$71,300.00
610-124	Health/Wellness Incentive	\$1,500.00	\$1,725.00
610-125	Health OPT OUT Reimbursement	\$2,700.00	\$3,105.00
610-204	Miscellaneous Service	\$250.00	\$287.50
610-205	Legal Service	10,000.00	\$11,500.00
610-206	IT Service	6,000.00	\$6,900.00
610-207	Website Service	3,000.00	\$3,450.00
610-208	Email Provider Service	700.00	\$805.00
610-209	Graphic Artist	750.00	\$862.50
610-210	Printing Service	10,000.00	\$11,500.00
610-211	Photographer	0.00	\$0.00
610-212	Marketing Services	500.00	\$575.00
610-701	Office Supplies	\$4,500.00	\$5,175.00
610-702	Office Equipment R & R	\$1,000.00	\$1,150.00
610-704	Office Furniture R & R	\$1,000.00	\$1,150.00
610-705	Canon Copier Maintenance Fees	\$1,500.00	\$1,725.00
610-706	Staff Expenses	\$3,000.00	\$3,450.00
610-707	Professional Association Fees	\$2,000.00	\$2,300.00
610-708	Computer Equipment	\$1,500.00	\$1,725.00
610-709	Computer Software	\$1,500.00	\$1,725.00
610-712	Scholarships	\$1,000.00	\$1,150.00
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	\$500.00	\$575.00
610-721	Telephone System R & R	\$1,000.00	\$1,150.00
610-722	Professional Development	\$2,500.00	\$2,875.00
610-723	Mileage Reimbursement	\$600.00	\$690.00
610-724	Physicals/Drug Tests	\$1,000.00	\$1,150.00
610-725	Credit Card Charges	\$11,000.00	\$12,650.00
610-726	Registration Transaction Fees	\$11,000.00	\$12,650.00
TOTAL ADMINISTRATIVE EXPENSES		\$512,000.00	\$588,800.00

RECREATION PROGRAM EXPENSES (40)

640-106	Camp Staff Salaries	\$41,000.00	\$47,150.00
640-110	Seasonal Recreation Salaries	\$5,500.00	\$6,325.00
640-111	Recreation Basketball Staff Salaries	\$7,000.00	\$8,050.00
640-112	Travel Basketball Salaries	\$500.00	\$575.00
640-113	Travel Volleyball Salaries	\$1,600.00	\$1,840.00
640-114	Birthday Party Salaries	\$1,000.00	\$1,150.00
640-230	Athletic Program Service	\$60,000.00	\$69,000.00
640-231	Recreation Program Service	\$38,000.00	\$43,700.00
640-232	Travel Basketball Service	\$3,500.00	\$4,025.00
640-233	Travel Volleyball Service	\$1,200.00	\$1,380.00
640-234	Summer Camp Service	\$35,000.00	\$40,250.00
640-235	Recreation Basketball Service	\$9,000.00	\$10,350.00
640-236	Special Event Service	\$3,000.00	\$3,450.00
640-237	Memorial Day Parade Service	\$4,000.00	\$4,600.00
640-238	Thursday Summer Nights Service	\$2,000.00	\$2,300.00
640-239	Clear Sky Entertainment Service	\$0.00	\$0.00
640-240	Makin Tracks Service	\$1,200.00	\$1,380.00
640-241	Polar Express Service	\$2,000.00	\$2,300.00
640-242	Food Truck Rally Service	\$1,500.00	\$1,725.00
640-251	Paddle Tennis Lessons	\$2,500.00	\$2,875.00

**RIVER FOREST PARK DISTRICT
Draft Working Budget
Fiscal Year 2016-2017**

	BUDGET	APPROPRIATION
640-252 Paddle Tennis League	\$1,900.00	\$2,185.00
640-801 Recreation Program Supplies	\$2,000.00	\$2,300.00
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	\$4,500.00	\$5,175.00
640-807 Summer Camp Supplies	\$2,000.00	\$2,300.00
640-808 Birthday Party Supplies	\$1,200.00	\$1,380.00
640-809 Makin Tracks Supplies	\$6,500.00	\$7,475.00
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	\$1,800.00	\$2,070.00
640-813 Travel Volleyball Uniforms	\$500.00	\$575.00
640-814 Summer Camp Uniforms	\$3,500.00	\$4,025.00
640-815 Program Uniforms	\$500.00	\$575.00
640-817 Safety Supplies	\$500.00	\$575.00
640-821 Facility Rental	\$8,000.00	\$9,200.00
640-822 Pool Pass Reimbursement	\$12,000.00	\$13,800.00
640-823 Polar Express Supplies	\$700.00	\$805.00
640-824 Depot Program Room Rental Expense	\$7,000.00	\$8,050.00
640-825 Keystone Center Program Room Rental	\$3,000.00	\$3,450.00
640-826 Birthday Party Rental Expense	\$200.00	\$230.00
640-827 Priory Program Room Rental Expense	\$250.00	\$287.50
640-828 Clear Sky Supplies	\$0.00	\$0.00
640-829 Memorial Day Parade Supplies	\$3,000.00	\$3,450.00
640-831 Contractor Program Supplies	\$5,000.00	\$5,750.00
640-832 Food Truck Rally Supplies	\$250.00	\$287.50
640-833 Paddle Tennis Program Supplies	\$250.00	\$287.50
640-834 Makin Tracks Donation to WSSRA	\$7,000.00	\$8,050.00
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
640-839 Summer Camp Trip Expenses	\$4,000.00	\$4,600.00
640-891 Capitol Improvement - Rec	\$0.00	\$0.00
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TOTAL RECREATION PROGRAM EXPENSES	\$306,550.00	\$352,532.50
 <u>CONCESSION EXPENSES (50)</u>		
650-115 Concession Salaries	\$2,000.00	\$2,300.00
650-851 Keystone Concession Supplies	\$2,000.00	\$2,300.00
650-852 Priory Concession Supplies	\$0.00	\$0.00
650-853 Keystone Concession Equipment R & R	\$1,000.00	\$1,150.00
650-854 Priory Concession Equipment R & R	\$0.00	\$0.00
650-855 Uniforms/Safety Clothing	\$0.00	\$0.00
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TOTAL CONCESSION EXPENSES	\$5,000.00	\$5,750.00
 660-999 RECREATION CONTINGENCY	 \$0.00	 \$0.00
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TOTAL RECREATION FUND	\$823,550.00	\$947,082.50

**RIVER FOREST PARK DISTRICT
Draft Working Budget
Fiscal Year 2016-2017**

	BUDGET	APPROPRIATION
ILLINOIS MUNICIPAL RETIREMENT FUND		
Administrative Expense		
7125 Employer IMRF	\$60,000.00	\$69,000.00
TOTAL IMRF FUND	\$60,000.00	\$69,000.00

BOND & INTEREST FUND		
BOND ISSUANCES		
7350 Bond Administration Fees	\$0.00	\$0.00
7364 Principal - \$184,950K, 2011 Bond	\$65,785.00	\$75,652.75
7365 Interest - \$184,950K, 2011 Bond	\$723.64	\$832.19
TOTAL BOND ISSUANCES	\$66,508.64	\$76,484.94

SPECIAL RECREATION FUND		
Program Expense		
7560 WSSRA Special Recreation Dues	\$145,000.00	\$166,750.00
7561 Inclusion	\$5,000.00	\$5,750.00
7591 ADA Capitol Improvements	\$0.00	\$0.00
TOTAL SPECIAL RECREATION FUND	\$150,000.00	\$172,500.00

LIABILITY FUND		
Administration Expense		
7735 Unemployment Ins.	\$10,000.00	\$11,500.00
7736 Comp. Liability Ins - PDRMA	\$28,500.00	\$32,775.00
7737 Safety Committee & Training	\$1,500.00	\$1,725.00
7799 Liability Contingency	\$0.00	\$0.00
TOTAL LIABILITY FUND	\$40,000.00	\$46,000.00

AUDIT FUND		
Contractual & Professional Services		
7840 Audit Services	\$9,600.00	\$11,040.00
7841 Accounting Services	\$0.00	\$0.00
7842 Publication Fees	\$100.00	\$115.00
7843 Professional/CAFR Fees	\$600.00	\$690.00
TOTAL IMRF FUND	\$10,300.00	\$11,845.00

CAPITAL PROJECTS FUND		
EXPENDITURES		
7980 Design Services	\$0.00	\$0.00
7981 Facilities & Parks Improvements	\$595,000.00	\$684,250.00
TOTAL CAPITOL PROJECTS FUND	\$595,000.00	\$684,250.00
TOTAL EXPENSES	\$2,872,658.64	\$3,303,557.44

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, 2016 and ending April 30, 2017 for the respective purposes set forth.

All unexpended balances of the appropriations for the fiscal year ended April 30, 2016 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 \$3,810,666
- b. An estimate of the cash expected to be received during the fiscal year from all sources is \$2,083,360
- c. An estimate of the expenditures contemplated for the fiscal year is \$2,287,658
- d. An estimate of the cash expected to be on hand at the end of the fiscal year is \$2,811,893
- e. An estimate of the amount of taxes to be received during the fiscal year is \$1,561,187

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 9th day of May, 2016

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 2016 – 2017**

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, 2016 and ending April 30, 2017.

ESTIMATE OF REVENUE
(cents omitted)

SOURCE	AMOUNT
Real Estate Taxes	\$1,561,187
Personal Property Replacement Tax	\$16,608.
Interest Revenue	\$10,615
Miscellaneous Receipts	\$14,600
Rental Revenue	\$37,350.
Donations	\$12,500
Program Fees	\$430,500.
TOTAL	<u>\$2,083,360.</u>

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the River Forest Park District this _____ day of _____, 2016.

Treasurer, River Forest Park District,
County, Illinois

[SEAL]