



# River Forest Park District

**Regular Board Meeting  
September 14, 2020, 6:00 PM  
401 Thatcher Avenue, River Forest, Illinois**

## **Agenda**

Physical attendance at this public meeting is limited to 10 individuals, with Park District officials, staff and consultants having priority over members of the public. If the room capacity has been met, you have the opportunity to make Public Comment in-person (however, you will be required to leave the room once you have completed your comment), via phone, or via email. If you would like to make the comment via phone or email please email Michael Sletten at [msletten@rfparks.com](mailto:msletten@rfparks.com) by 5:00 PM on Monday, September 14, 2020.

Join by Phone: 1-312-626-6799  
Meeting ID: 941 3875 1503

1. Call to Order
2. Roll Call – Brown, Cargie, Healy, Libera, and Roloff
3. Approval of Remote Participation
4. Approval of Minutes – August 10, 2020
5. Approval of Disbursements
6. Public Comment
7. Correspondence to the Board
8. Staff Reports
  - a. Park Services
  - b. Recreation Services
  - c. Administration and Finance
  - d. Executive Director
9. WSSRA Report
10. Board Reports
11. Old Business
  - a. River Forest Recreation Center Collaboration
  - b. Strategic Plan
12. New Business
  - a. October 12, 2020 Board Meeting Reschedule
13. Closed Session
  - a. The Appointment, Employment, Compensation, Discipline, Dismissal, Performance or Personal Status of Employees, Officers, and Legal Counsel for the Park District
14. Adjournment

**River Forest Park District  
Regular Board Meeting Minutes of  
August 10, 2020**

The Board of Commissioners of the River Forest Park District convened at 6:03 PM in Regular Session on Monday, August 10, 2020 at the River Forest Park District, 401 Thatcher Avenue, River Forest, Illinois.

Roll call was taken with Commissioners Brown, Cargie, Healy (electronically), Libera (electronically) and Roloff present. Also present was Director Sletten and RFYBS President Greg White

President Roloff moved to allow remote participation by the Board of Commissioners, per Executive Order, State of Illinois, seconded by Commissioner Brown. A voice vote followed, and the motion was approved 5-0.

Commissioner Brown moved to approve the June 8, 2020 Minutes, seconded by Commissioner Cargie. Commissioner Libera noted a typo. A voice vote followed, and the motion was approved 5-0.

Commissioner Cargie moved to approve June 9-30, 2020 Vendor Disbursements for \$4,126.26, the June 9-30, 2020 Customer Disbursements for \$1,213.00, the July 1-13, 2020 Vendor Disbursements for \$43,592.79, the July 14-31, 2020 Customer Disbursements for \$2,831.00 and the August 1-10, 2020 Vendor Disbursements for \$144,860.69. A roll call vote followed, and the motion was approved 5-0.

Public Comment: Nick VanDerSchie (Zoom) presented a conceptual plan to build a 5<sup>th</sup> and 6<sup>th</sup> platform tennis court and a paddle hut and growth history of the platform tennis program. The 2 new courts would have an east-west orientation which will mean the size of the 5<sup>th</sup> tennis court to the east would be reduced to a singles court size. He noted that the project would be funded by the membership and not the taxpayers

Amy Paris (Zoom) supports VanDerSchie's plan, He noted in the survey that 15.6% of the responses list platform tennis as a reason to visit the parks; however, 36.1% of the responses support the construction of a 5<sup>th</sup> and 6<sup>th</sup> platform tennis court and a paddle hut. She stated that no public funds will be used to support the proposed project.

Greg White thanked the Park Board for their support for the new Keystone synthetic ballfield that was opened over the weekend and to President Roloff for attending the ribbon cutting ceremony. He expressed concern that the Park Board is not listening to the community and the community survey in regards to considering the construction of a 5<sup>th</sup> and 6<sup>th</sup> platform tennis court and a paddle hut. He stated that the Park Board was elected to serve the entire community; however, over the last 5 years the only thing the Board has been concerned about is platform tennis. He asked for the Board to consider the entire community when making their decisions.

Mary Smith (Zoom) stated that the use of the Park District tennis courts is heavy, and that all seven tennis courts need to remain in their full size.

Additional emails were submitted by Diane Carroll who is opposed to the 5<sup>th</sup> and 6<sup>th</sup> platform tennis courts and a paddle hut, Liz Batolucci who is opposed to the 5<sup>th</sup> and 6<sup>th</sup> platform tennis courts and a paddle hut, and Frances Carroll who asked a number of questions regarding platform tennis. Director Sletten will response to those questions.

Correspondence to the Board: None.

Staff Report: Staff reports were submitted. Commissioner Brown asked if the Park District is still maintaining the ball field at Lake and Bonnie Brae, and Director Sletten responded no. During the new IGA discussions in early spring, the FPCC Attorneys were making indemnification requests that PDRMA could not comply, and then the virus hit, so discussions were tabled to next year.

Commissioner Libera noted how she likes the format and information of the Recreation Report.

Commissioner Healy asked if Makin Track will be taking place, and Director Sletten noted it will be a virtual special event.

WSSRA Report: A report was submitted. WSSRA Office are closed this week due to a staff testing positive for COVID-19

Parks Foundation Report: Director Sletten stated that the Parks Foundation Board met on August 4, 2020, and the Board approved the amendments to the Parks Foundation By-Laws, including the reduction of the Board size from 7 to 5. The Park District Board is responsible for appointing the Parks Foundation Board Members, and a new Board is to be appointed at this meeting. President Roloff moved to appoint Ross Roloff, Lynn Libera, Mark Brown, Cheryl Cargie, and Dennis Healy to the Parks Foundation Board with these year terms ending April 30, 2021, seconded by Commissioner Cargie. A voice vote followed, and the motion was approved 5-0.

Old Business: Director Sletten noted there is no report regarding the River Forest Recreation Center Collaboration.

New Business: Director Sletten presented a draft Strategic Plan for Board review. Director Sletten stated that he had met with each Board Member individually to solicit their feedback. Each Board Member highlighted their thoughts on the draft plan:

Commissioner Libera:

- Keystone Avenue: Push this item back to Years 2-3. Would like this to be combined with The Depot Gymnasium Addition review and a full look at the Keystone Park site optimization including possible shifts of existing fields and placement of a gym.
- 5<sup>th</sup>/6<sup>th</sup> Platform Tennis Court/Paddle Hut Addition: Moved up to Year 1.
- Off-leash Dog Park: Sideline the building of a dog park in the community; however, wishes to pursue a partnership with another agency as a first priority. The partnership discussion can be in Year 1.
- Prioritize Program Offerings: Include Tot Sports to the list.

Commissioner Brown:

- Keystone Avenue: Change the order of the Keystone Avenue closure with soliciting a land price from the Village and holding a Public Hearing as the first 2 bullet points.
- 5<sup>th</sup>/6<sup>th</sup> Platform Tennis Court/Paddle Hut Addition: Move up to year 1, and make sure the discussion includes the construction of a paddle hut. Working on a plan with Nick VanDerSchie, and support the plan that Nick is expected to present in Public Comment at the August 10th Board Meeting. Would like to see ground breaking by June 1, 2021.
- Keystone Boys Baseball Infield Synthetic Turf Review: Delete this item from the plan.
- Would like to include the installation of a shade structure at Priory Park playground in the plan.

Commissioner Cargie:

- Keystone Avenue: Delete this item from the plan.
- Keystone Boys Baseball Infield Synthetic Turf Review: Delete this item from the plan.

- She does not believe the data on The Depot Gymnasium Addition as everytime a gymnasium gets brought up, it gets shot down. She would like this to be a referendum item in the April, 2021 Consolidated Election.
- 5<sup>th</sup>/6<sup>th</sup> Platform Tennis Court/Paddle Hut Addition: Combine this project with the Keystone Tennis Court Project in the same year.
- Explore Use of Solar Panels: Include the new Paddle Hut for solar panels.
- Programming: Would like the Park District to reach out to the Village of Maywood to discuss program collaboration and sharing of facilities.
- Would all playgrounds removed and reconstructed as all-inclusive playgrounds.
- Project Financing: You would like the Park District's financial consultant to meet with the Board and discuss financing options.

Commissioner Healy:

- Keystone Avenue: Table this item for now. The upfront costs for traffic surveys, engineering studies, etc. at this time are too great for the board to commit to during a time of such uncertainty, especially since those costs can go towards other programs or needs that serve our community now.
- The Depot Gymnasium Addition and the Priory Center Addition should be the priority. The pandemic has made it clear how important it is for the Park District to have its own additional space in order to support more families and programs.
- Moving forward, playground updates should be all-inclusive playgrounds that exceed ADA standards, taking into account children with different levels of abilities. It is also important to make sure all Park District bathrooms and parks exceed ADA standards.

President Roloff:

- Keystone Avenue: Table this item for now or until the Village Board expresses and interest in this project. The item is a good idea, but dependent on too many variables. The \$25,000+ consultant fee to begin the process is not worth the cost.
- The Depot Addition Project: This should be the priority of the Board to move ahead with this project. Two out of 3 residents support the need for indoor space. The Community Survey also showed very few residents supported a partnership with the YMCA for indoor space.
- 5<sup>th</sup>/6<sup>th</sup> Platform Tennis Court/Paddle Hut Addition: Delete this item from the plan. The Community Survey made a convincing statement the 2 out of every 3 residents are opposed to this project. The Board has not business discussing this item as part of a 3-year plan and the Board will lose credibility in the community if it ignores the Community Survey and moves forward with more platform tennis courts and a paddle hut.
- Programming: Agreed with Commissioner Cargie on reaching out to the Village of Maywood on optional space and program partnerships.

The Board reviewed the draft Strategic Plan and made the following amendments:

Parks:

- Move to Years 2-3: Explore the closure of Keystone Avenue between Lake Street and Central Avenue to bridge Keystone Park into one continuous park.
- Add in Year 1: Explore the need for a shade structure at Priory Park.

## Facilities

- Move to Year 1: 5<sup>th</sup>/6<sup>th</sup> Platform Tennis Court and Paddle Hut. Commissioner Brown stated that this project will be no cost to the taxpayers. He noted in the survey that 15.6% of the responses list platform tennis as a reason to visit the parks; however, 36.1% of the responses support the construction of a 5<sup>th</sup>/6<sup>th</sup> platform tennis court and a paddle hut. Commissioner Cargie noted that resident voted for her knowing her support for platform tennis, so there should be no surprise for her support for this project. Commissioner Libera would like to see how the 5<sup>th</sup>/6<sup>th</sup> platform tennis courts and the paddle hut will work with the relocation of the tennis courts. President Roloff stated that this project is not supported by the Community Survey and the Board will have little credibility if it ignores the resident feedback. Commissioners Libera, Brown, and Cargie voted to move this objective to Year 1, Commissioner Healy wished to keep it in Years 2-3 and look at deleting the hut, and President Roloff wished for this objective to be completely removed from the plan.

President Roloff and Director Sletten discussed a governmental meeting they attended that was called by the Village to discuss the State of Illinois new pr campaign to social distance and wear a face mask. In the meeting, the Village discussed the idea of the Park District hiring a separate security force to address social distancing and face mask wearing issues. In 2013, the Village and the Park District signed a intergovernmental agreement for the Village Police to enforce all State & local laws and ordinances, and all park ordinances on Park District property. The Board declined to take any action at this time.

President Roloff moved to approve the 2020-2022 Youth Interventionist Intergovernmental Agreement, seconded by Commissioner Brown. A roll call vote followed, and the motion was approved 5-0.

President Roloff moved to enter into Closed Session at 8:30 PM for purposes as noted on the agenda, seconded by Commissioner Libera. A voice vote followed, and the motion was approved 5-0.

The Board re-entered in to Regular Session at 8:40 PM. Commissioners Brown, Cargie, Healy (electronically), Libera (electronically) and Roloff were present.

President Roloff moved that the Board agreed to renew Director Sletten's contract and appoint President Roloff and Commissioner Libera as a committee to negotiate the contract renewal, seconded by Commissioner Cargie. A roll call vote followed, and the motion was approved 5-0.

President Roloff moved to cancel all Park District supplied phones and provide Director Sletten a monthly stipend instead, seconded by Commissioner Cargie. A roll call vote followed, and the motion was approved 5-0.

Commissioner Healy moved to adjourn at 8:40 PM, seconded by Commissioner Libera. A voice vote followed, and the motion was approved 5-0.

Respectfully submitted,

Michael J. Sletten, Secretary

**RIVER FOREST PARK DISTRICT  
FINANCIAL STATEMENT  
For Month Ended  
August 31, 2020**

**LIQUID CASH**

**FIFTH/THIRD**

	DEBIT	CREDIT	BALANCE
Beginning Balance			0.00
Interest			
Service Fee			
<i>Total Revenue</i>	0.00	0.00	
<b>ENDING CASH IN BANK</b>			<b>\$0.00</b>

**Fifth Third BANK REFEREE ACCOUNT**

Beginning Balance			
<b>ENDING CASH IN BANK - Closed July 2020</b>			<b>\$0.00</b>

**ILLINOIS FUNDS MONEY MARKET**

Beginning Balance			\$1,468,942.94
Received State Replacement Taxes	1,730.25		
Received Interest	199.14		
Transfer In			
<i>Total Revenue</i>	1,929.39		
Transfer Out			
<i>Total Disbursements</i>		0.00	
<b>ENDING CASH IN BANK</b>			<b>\$1,470,872.33</b>

**FOREST PARK NAT'L BANK GENERAL FUND**

Beginning Balance			\$244,526.45
Received 2018 Real Estate Taxes & Prior			
Received 2019 Real Estate Taxes	355,916.38		
Received from Fifth Third Bank			
Received from Forest Park Money Market			
Voided Checks			
<i>Total Revenue</i>	355,916.38		
Disbursements		227,160.22	
Transfer to Forest Park Money Market		250,000.00	
Bank Fee			
<i>Total Disbursements</i>		477,160.22	
<b>ENDING CASH IN BANK</b>			<b>\$123,282.61</b>

**FOREST PARK NAT'L BANK CHECKING/PAYROLL**

Beginning Balance			\$50,082.80
Received from MM	5,000.00		
Program Revenue (42)	17,930.50		
Rental Revenue (43)			
Donations (44)			
Miscellaneous Revenue (45)	1,500.00		
Deferred Revenue			
Rec'd 125 Cafeteria Plan	469.28		
Refunded Expenses			
<i>Total Revenue</i>	24,899.78		
Transfer to FP MM			
CC & Transaction Fees		1,266.55	
Payroll Expenses		66,382.35	
Cafeteria Plan		469.28	
<i>Total Disbursements</i>		68,118.18	
<b>ENDING CASH IN BANK</b>			<b>\$6,864.40</b>

**RIVER FOREST PARK DISTRICT  
FINANCIAL STATEMENT  
For Month Ended  
August 31, 2020**

**FOREST PARK NATIONAL BANK MONEY MARKET**

Beginning Balance		\$1,460,248.92
Received Interest	675.93	
Received from Forest Park General Fund	250,000.00	
<i>Total Revenue</i>	250,675.93	
<i>Transferred to General Fund transferred to Payroll Fund</i>	5,000.00	
<i>Paid Principal and Interest on Limited Bonds</i>		
<i>Total Disbursements</i>	5,000.00	
<b>ENDING CASH IN BANK</b>		<b>\$1,705,924.85</b>

**EVERGREEN BANK MONEY MARKET, OAK BROOK**

Beginning Balance		\$257,937.10
Received Interest	109.23	
<b>ENDING CASH IN BANK</b>		<b>\$258,046.33</b>

**PAN AMERICAN BUSINESS SAVINGS ACCOUNT**

Beginning Balance		\$480.79
Mature CD		
Interest	0.07	
Withdrawal		
<i>Total Revenue</i>	0.07	0.00
<b>ENDING CASH IN BANK</b>		<b>\$480.86</b>

**IPDLAF**

Beginning Balance		\$392,832.48
Deposits		
Interest	7.25	
<i>Total Revenue</i>	7.25	
Disbursements		
Transaction Fees		
Transferred to IPDLAF CD		
<i>Total Disbursements</i>	0.00	
<b>ENDING CASH IN BANK</b>		<b>\$392,839.73</b>

**TOTAL LIQUID ENDING CASH IN BANK**

**\$3,958,311.11**

**INVESTMENTS**

	<u>DEBIT</u>	<u>CREDIT</u>	<u>BALANCE</u>
<b><u>Byline Bank Certificate of Deposit</u></b>			
1 yr CD @ .095% - Maturity 3/20/21- 613155528			78,816.36
10 Month CD @ 1.83% - Maturity 11/20/20-613155530			80,688.66
1 yr CD @ .15% - Maturity 7/20/2020- 613155529			78,826.53
<b>TOTAL OPRF COMMUNITY BANK INVESTMENTS</b>			<b>238,331.55</b>
<b><u>IPDLAF Certificates of Deposit</u></b>			
12 Mo CD @ .75% Third Coast Bank Maturing 7/13/21			248,254.79
12 Mo CD @ .5% Pacific Western Maturing 7/13/21			248,169.86
<b>TOTAL IPDLAF CD'S</b>			<b>496,424.65</b>
<b><u>PAN AMERICAN INVESTMENTS</u></b>			
#361 - 18 mos. CD @ 2.35% - Maturing 02/28/21			\$120,470.44
<b>TOTAL PAN AMERICAN INVESTMENTS</b>			<b>\$120,470.44</b>
<b>TOTAL INVESTMENTS</b>			<b>\$855,226.64</b>
<b>TOTAL MONIES as of 08/31/20</b>			<b>\$4,813,537.75</b>

**River Forest Park District**  
**Monthly Disbursements by Vendor**  
**August 11 - 31, 2020**

Cash Basis

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
<b>AA Rental Center, Inc.</b>				
08/11/2020	8575	Invoice 01-213584-02	530-818 · Equipment Rental	135.30
Total AA Rental Center, Inc.				135.30
<b>Able Construction</b>				
08/11/2020	8574	Keystone Project Remaining B...	7981.9 · 20-21 Capital Projects	15,205.00
Total Able Construction				15,205.00
<b>Anderson Lock Co. Ltd</b>				
08/25/2020	8592	Inv 1047212 FOB keys	525-212 · PT FOB Keys	261.47
Total Anderson Lock Co. Ltd				261.47
<b>AT &amp; T Messaging</b>				
08/11/2020	8573	Invoice Date 8/1/2020	520-903 · Depot Telephone	14.95
Total AT & T Messaging				14.95
<b>Bronze Memorial Co.</b>				
08/25/2020	8593	Inv 705513 - Middendorf Family	530-814 · Memorial Tree Program	195.69
Total Bronze Memorial Co.				195.69
<b>BSN Sports. LLC</b>				
08/11/2020	8576	Invoice 909544368	640-802 · Athletic Program Suppl...	377.97
Total BSN Sports. LLC				377.97
<b>Chicago Backflow, Inc.</b>				
08/11/2020	8579	Invoice 349899	530-249 · Inspection Fees	600.00
Total Chicago Backflow, Inc.				600.00
<b>ComEd</b>				
08/11/2020	8578	7920 Central Ave 6/29-7/30	530-923 · ELeetric - Athletic Field...	819.00
08/11/2020	8578	7715 W Greenfield 6/30-7/30	530-922 · Park Security Lights	19.53
08/11/2020	8578	7920 Central Ave 6/29-7/30	525-941 · Platform Tennis Lights	75.27
08/11/2020	8578	7920 Central Ave 6/29-7/30	520-931 · Keystone Pavillion Ele...	49.50
08/11/2020	8578	7354 Division St 6/30-7/30	520-909 · Priory Electricity	97.68
Total ComEd				1,060.98
<b>Evans &amp; Sons Blacktop, Inc.</b>				
08/24/2020	8591	Priory Park Pathway Invoice t7...	7981.9 · 20-21 Capital Projects	23,000.00
Total Evans & Sons Blacktop, Inc.				23,000.00
<b>First Communications, LLC</b>				
08/11/2020	8580	Invoice 120131477	520-903 · Depot Telephone	262.77
Total First Communications, LLC				262.77
<b>High Touch-High Tech Victoria Harris</b>				
08/11/2020	8581	Invoice 0498	640-234 · Summer Camps	1,100.00
Total High Touch-High Tech Victoria Harris				1,100.00
<b>Menards</b>				
08/18/2020	8588	Keystone Project	7981.9 · 20-21 Capital Projects	135.68
08/18/2020	8588	Maintenance Facility R&R	520-822 · Maintenance Facility R...	460.99
Total Menards				596.67
<b>National Seed</b>				
08/11/2020	8582	Invoice 597915SI	530-808 · Landscape Supplies	825.70
Total National Seed				825.70



**River Forest Park District**  
**Monthly Disbursements by Vendor**  
**August 11 - 31, 2020**

Cash Basis

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
<b>Protective Life Insurance Company</b>				
08/17/2020	8587	Life Insurance M. Sletten	510-122 · Health Insurance	284.77
Total Protective Life Insurance Company				284.77
<b>QuickScores LLC</b>				
08/11/2020	8583	Invoice 200826	610-213 · Reservation League S...	42.00
Total QuickScores LLC				42.00
<b>Roy Strom Refuse Removal Serv., Inc.</b>				
08/11/2020	8585	Invoice 99335	530-817 · Trash Disposal	218.50
Total Roy Strom Refuse Removal Serv., Inc.				218.50
<b>Russo's Power Equipment</b>				
08/11/2020	8584	Invoice SPI10367657	530-802 · Maintenance Equipme...	259.13
08/11/2020	8584	Invoice SPI10367660	530-802 · Maintenance Equipme...	46.96
08/11/2020	8584	Invoice SPI10367689	530-802 · Maintenance Equipme...	119.99
08/17/2020	8586	Invoice SPI10254353	530-802 · Maintenance Equipme...	17.94
08/17/2020	8586	Invoice SPI10254379	530-802 · Maintenance Equipme...	263.99
Total Russo's Power Equipment				708.01
<b>S &amp; S Worldwide</b>				
08/24/2020	8589	Summer Camp Supplies	640-807 · Summer Camp Supplies	71.97
Total S & S Worldwide				71.97
<b>West Suburban Special Recreation Assoc.</b>				
08/24/2020	8590		7561 · Inclusion Expenses	0.00
08/24/2020	8590	3rd Quarter Payment	7560 · WSSRA Special Rec Serv...	37,119.75
Total West Suburban Special Recreation Assoc.				37,119.75
<b>TOTAL</b>				<b>82,081.50</b>

**River Forest Park District**  
**Monthly Disbursements by Vendor**  
**September 1 - 14, 2020**

Cash Basis

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
<b>AA Rental Center, Inc.</b>				
09/14/2020	8615	Invoice 01-214175-02	530-818 · Equipment Rental	69.30
Total AA Rental Center, Inc.				69.30
<b>Afterschool Enrichment Solutions, Inc.</b>				
09/14/2020	8609	Stage Stars Summer 2020	640-231 · Program Contractual S...	397.50
Total Afterschool Enrichment Solutions, Inc.				397.50
<b>All Star Sports Instruction, Inc.</b>				
09/14/2020	8616	1328.1880	640-230 · Athletic Program Service	552.00
09/14/2020	8616	1328.1881	640-230 · Athletic Program Service	184.00
09/14/2020	8616	1314.1421	640-230 · Athletic Program Service	460.00
09/14/2020	8616	1324.1422	640-230 · Athletic Program Service	460.00
Total All Star Sports Instruction, Inc.				1,656.00
<b>Ancel, Glink, P.C.</b>				
09/14/2020	8598	Invoice Dated August 12	610-205 · Legal Service - Rec	161.25
Total Ancel, Glink, P.C.				161.25
<b>Anderson Lock Co. Ltd</b>				
09/14/2020	8642	Invoice 1046946	525-212 · PT FOB Keys	261.47
Total Anderson Lock Co. Ltd				261.47
<b>AT&amp;T</b>				
09/14/2020	8632	Aug 25 thru Sep 24	520-903 · Depot Telephone	99.91
Total AT&T				99.91
<b>Berendt, Laura</b>				
09/14/2020	8618	Youth Tennis	640-234 · Summer Camps	0.00
09/14/2020	8641	Youth Tennis	640-234 · Summer Camps	1,603.00
Total Berendt, Laura				1,603.00
<b>Best Officials</b>				
09/14/2020	8617	1322.1751	640-230 · Athletic Program Service	429.00
Total Best Officials				429.00
<b>C. E. Rentals, Inc.</b>				
09/14/2020	8599	Keystone Invoice 120289	7981.9 · 20-21 Capital Projects	1,590.00
Total C. E. Rentals, Inc.				1,590.00
<b>Chase Card Services</b>				
09/14/2020	8634	Safety	7737 · Safety Committee & Traini...	74.62
09/14/2020	8634	Summer Camp Supplies	640-807 · Summer Camp Supplies	358.20
09/14/2020	8634	Refund Dance Costume	640-801 · Recreation Program S...	-99.90
09/14/2020	8634	Website	610-207 · Website Service - Rec	19.99
09/14/2020	8634	IT Services	610-206 · IT Service - Rec	3.98
09/14/2020	8634	Auto Dish	525-943 · Cable	115.04
09/14/2020	8634	Board expense	510-715 · Board Expenses	424.08
09/14/2020	8634	August statement	510-706 · Staff Expenses	49.90
Total Chase Card Services				945.91
<b>Cintas Fire Protection 636525</b>				
09/14/2020	8633	Invoice OF94605296	530-249 · Inspection Fees	247.07
Total Cintas Fire Protection 636525				247.07
<b>Comcast</b>				
09/14/2020	8620	Website	610-207 · Website Service - Rec	116.72
09/14/2020	8620	Cable	520-906 · Cable Depot	58.23
Total Comcast				174.95

**River Forest Park District**  
**Monthly Disbursements by Vendor**  
**September 1 - 14, 2020**

Cash Basis

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
<b>ComEd</b>				
09/14/2020	8619	7920 Central 7/30-8/27	530-923 · ELeetric - Athletic Field...	393.20
09/14/2020	8619	7715 W Greenfield St	530-922 · Park Security Lights	19.53
09/14/2020	8619	7920 Central	525-941 · Platform Tennis Lights	74.65
09/14/2020	8619	7920 Central	520-931 · Keystone Pavillion Ele...	50.71
09/14/2020	8619	7810 Lake 7/29-8/27	520-917 · Maintenance Fac. Elec...	86.64
09/14/2020	8619	7970 Washington Blvd	520-913 · Washington Com Elect...	38.54
09/14/2020	8619	7354 Division St	520-909 · Priory Electricity	78.14
09/14/2020	8619	401 Thatcher 7/29-8/27	520-901 · Depot Electricity	296.69
09/14/2020	8619	Bonnie Bra	520-901 · Depot Electricity	77.21
Total ComEd				1,115.31
<b>D.R.V. Services Inc</b>				
09/14/2020	8635	Invoice 7511	7981.9 · 20-21 Capital Projects	375.00
Total D.R.V. Services Inc				375.00
<b>Griest, Julia Robling</b>				
09/14/2020	8601	2431.1985	640-231 · Program Contractual S...	240.00
09/14/2020	8601	2431.1985	640-231 · Program Contractual S...	30.00
09/14/2020	8601	2431.1986	640-231 · Program Contractual S...	80.00
09/14/2020	8621	2430.1987	640-231 · Program Contractual S...	20.00
09/14/2020	8621	2430.1988	640-231 · Program Contractual S...	10.00
Total Griest, Julia Robling				380.00
<b>High Touch-High Tech Victoria Harris</b>				
09/14/2020	8602	Invoice 0504	640-234 · Summer Camps	2,250.00
Total High Touch-High Tech Victoria Harris				2,250.00
<b>Home Depot</b>				
09/03/2020	8595	Maintenance Equip	530-802 · Maintenance Equipme...	23.97
09/03/2020	8595	Keystone	520-826 · Keystone Center R & R	66.50
Total Home Depot				90.47
<b>Hot Shots Sports LLC</b>				
09/14/2020	8622	1120.1630	640-234 · Summer Camps	1,160.00
09/14/2020	8622	1120.1631	640-234 · Summer Camps	1,972.00
Total Hot Shots Sports LLC				3,132.00
<b>Jiffy Lube</b>				
09/14/2020	8624	Invoice 246556, 246560,246564	530-807 · Vehicle & Tractor Main...	175.43
Total Jiffy Lube				175.43
<b>JKS Ventures Inc.</b>				
09/14/2020	8603	Invoice 199991	7981.9 · 20-21 Capital Projects	1,538.10
09/14/2020	8623	Invoice 200223	530-808 · Landscape Supplies	152.00
Total JKS Ventures Inc.				1,690.10
<b>Kantor, Gary</b>				
09/14/2020	8604	August classes	640-231 · Program Contractual S...	80.00
Total Kantor, Gary				80.00
<b>Lyons Pinner Electric Co.</b>				
09/14/2020	8636	Invoice 9784	7981.9 · 20-21 Capital Projects	563.40
Total Lyons Pinner Electric Co.				563.40
<b>National Seed</b>				
09/14/2020	8605	Invoice 598496SI	7981.9 · 20-21 Capital Projects	247.45
09/14/2020	8605	Invoice 597642SI	7981.9 · 20-21 Capital Projects	975.50
Total National Seed				1,222.95

**River Forest Park District**  
**Monthly Disbursements by Vendor**  
**September 1 - 14, 2020**

Cash Basis

Date	Num	Memo	Account	Paid Amount
<b>NiCor</b>				
09/14/2020	8606	7920 Central 7/18-8/18	520-932 · Keystone Pavillion Hea...	139.13
09/14/2020	8606	7810 Lake St 7/20-8/17	520-918 · Maintenance Fac. Hea...	241.47
09/14/2020	8606	7354 Division 7/20-8/17	520-910 · Priory Heating Fuel	20.93
09/14/2020	8606	401 Thatcher 7/18-8/16	520-902 · Depot Heating Fuel	44.39
Total NiCor				445.92
<b>Paulson's Paint Forest Park</b>				
09/14/2020	8637	Invoice90251, 90268, 91311, 9...	530-801 · Park Equipment R&R	460.68
Total Paulson's Paint Forest Park				460.68
<b>PDRMA_V</b>				
09/14/2020	8625		610-122 · Health Insurance-Rec	3,832.50
09/14/2020	8625	Invoice 0820026H	510-122 · Health Insurance	5,547.58
Total PDRMA_V				9,380.08
<b>Peerless Fence</b>				
09/14/2020	8638	Keystone - Invoice 91341	7981.9 · 20-21 Capital Projects	36,045.00
Total Peerless Fence				36,045.00
<b>Peistrup, Marianne E.</b>				
09/14/2020	8626	Invoice 000023	640-231 · Program Contractual S...	360.00
Total Peistrup, Marianne E.				360.00
<b>Premier Sports Program, LLC</b>				
09/14/2020	8627	1121.1553	640-234 · Summer Camps	1,522.50
09/14/2020	8627	1121.1554	640-234 · Summer Camps	2,913.75
Total Premier Sports Program, LLC				4,436.25
<b>React Computer Services, Inc.</b>				
09/14/2020	8628	Invoice 6451	610-206 · IT Service - Rec	405.00
Total React Computer Services, Inc.				405.00
<b>Roy Strom Refuse Removal Serv., Inc.</b>				
09/14/2020	8610	Invoice 102608	530-817 · Trash Disposal	163.50
09/14/2020	8610	Invoice 104977	530-817 · Trash Disposal	1,179.90
Total Roy Strom Refuse Removal Serv., Inc.				1,343.40
<b>Rynne, Jeff_V</b>				
09/14/2020	8600	Boot reimbursement	530-813 · Uniform & Safety Cloth...	100.00
Total Rynne, Jeff_V				100.00
<b>Safe Sitter, Inc.</b>				
09/14/2020	8611	Invoice 63853	640-831 · Contractor Program Su...	184.00
Total Safe Sitter, Inc.				184.00
<b>Sam's Club</b>				
09/03/2020	8596	Summer Camp	640-807 · Summer Camp Supplies	58.54
09/03/2020	8596	Sam's Membership	610-706 · Staff Expenses	140.00
09/03/2020	8596	Office Supplies	510-701 · Office Supplies	10.97
Total Sam's Club				209.51
<b>Schauer Hardware</b>				
09/14/2020	8629	Vehicle	530-807 · Vehicle & Tractor Main...	23.81
09/14/2020	8629	Park Equip	530-801 · Park Equipment R&R	65.16
09/14/2020	8629	Park Bathrooms	520-824 · Park Bathroom Buildin...	15.29
09/14/2020	8629	Depot R&R	520-821 · Depot R&R	37.81
Total Schauer Hardware				142.07

**River Forest Park District**  
**Monthly Disbursements by Vendor**  
**September 1 - 14, 2020**

Cash Basis

Date	Num	Memo	Account	Paid Amount
<b>Schultz, Mary E.</b>				
09/14/2020	8630	2730.1560	640-231 · Program Contractual S...	848.00
Total Schultz, Mary E.				848.00
<b>Seidenberg, Noah</b>				
09/14/2020	8640	Invoice D287	640-842 · P.T. Travel League Ex...	2,061.00
09/14/2020	8640		640-841 · P. T. House League E...	1,374.00
Total Seidenberg, Noah				3,435.00
<b>Service Management, Inc.</b>				
09/14/2020	8612	Keystone - Invoice 1528	7981.9 · 20-21 Capital Projects	9,650.00
09/14/2020	8612	Keystone - Invoice 1529	7981.9 · 20-21 Capital Projects	5,330.00
Total Service Management, Inc.				14,980.00
<b>SiteOne Landscape/Shemin Nurseries, Inc./</b>				
09/14/2020	8608	Invoice 102701302-001	530-808 · Landscape Supplies	238.41
Total SiteOne Landscape/Shemin Nurseries, Inc./				238.41
<b>The Printing Store</b>				
09/14/2020	8607	Invoice 87758 - Social Distanci...	530-820 · Signage	300.00
Total The Printing Store				300.00
<b>Trinity Eco Solutions</b>				
09/14/2020	8613	Invoice 007007	520-825 · Janitorial/TP/Paper To...	452.24
Total Trinity Eco Solutions				452.24
<b>Verizon Wireless</b>				
09/14/2020	8631	July 19-Aug 18	520-903 · Depot Telephone	91.61
Total Verizon Wireless				91.61
<b>Village of River Forest</b>				
09/14/2020	8639	Lathrop/Chicago - August	530-921 · Irrigation/Water Founta...	2,606.45
09/14/2020	8639	7810 Lake St	530-921 · Irrigation/Water Founta...	67.70
09/14/2020	8639	400 Keystsons Ave	530-921 · Irrigation/Water Founta...	609.30
09/14/2020	8639	7715 Greenfield St	530-921 · Irrigation/Water Founta...	54.16
09/14/2020	8639	Chicago/Lathrop Pit	530-921 · Irrigation/Water Founta...	23.69
09/14/2020	8639	Greenfield/Franklin	530-921 · Irrigation/Water Founta...	23.69
09/14/2020	8639	7810 Lake	530-921 · Irrigation/Water Founta...	23.69
09/14/2020	8639	7920 Central	530-921 · Irrigation/Water Founta...	1,909.14
09/14/2020	8639	131 Forest Ave	530-921 · Irrigation/Water Founta...	23.69
09/14/2020	8639	401 Central	530-921 · Irrigation/Water Founta...	54.16
09/14/2020	8639	7810 Lake St	520-920 · Maintenance Fac. Water	55.80
09/14/2020	8639	401 Thatcher Ave	520-904 · Depot Water	23.69
09/14/2020	8639	401 Thatcher Ave	520-904 · Depot Water	286.24
Total Village of River Forest				5,761.40
<b>Village of River Forest - fuel</b>				
09/14/2020	8614	Invoice 3070	530-806 · Vehicle Fuel	0.00
09/14/2020	8643	Invoice 3070	530-806 · Vehicle Fuel	513.21
Total Village of River Forest - fuel				513.21
<b>TOTAL</b>				<b>98,841.80</b>

**River Forest Park District  
Customer Disbursements  
August 11 - 31, 2020**

Cash Basis

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
Gia Coulunga 08/11/2020	8577	Refund Sports Camp	15-4206 · Summer Camp Fees	290.00
Total Gia Coulunga				290.00
<b>TOTAL</b>				<b>290.00</b>

**RIVER FOREST PARK DISTRICT  
BUDGET REPORT  
August - FISCAL YEAR 2020/2021**

		2020-2021 FISCAL YR. BUDGET	CURRENT MONTH ACTUAL	PREVIOUS MONTH YTD ACTUAL	2020-2021 YTD ACTUAL	2020-2021 YTD ACTUAL % of BUDGET	2019-2020 PREVIOUS YTD
<b>CORPORATE FUND (10)</b>							
<b>INCOME SOURCES</b>							
4100	Prior Years Real Estate Tax	0.00	0.00	0.00	0.00	0.00	\$0.00
4101	Tax Levy	1,050,651.55	236,343.26	139,159.58	375,502.84	35.74%	\$458,558.75
<b>Total Tax Levy</b>		<b>1,050,651.55</b>	<b>236,343.26</b>	<b>139,159.58</b>	<b>375,502.84</b>	<b>35.74%</b>	<b>\$458,558.75</b>
4102	State Replacement Tax	14,000.00	1,730.25	4,595.09	6,325.34	45.18%	\$6,834.87
4103	Interest Revenue	6,500.00	176.43	823.89	1,000.32	15.39%	\$2,538.59
4233	Platform Tennis Membership Fees	57,000.00	206.00	0.00	206.00	0.36%	\$12,320.00
4234	Platform Tennis Summer Fees	210.00	0.00	0.00	0.00	0.00%	\$158.00
4235	Platform Tennis Guest Fees	50.00	0.00	10.00	10.00	20.00%	\$40.00
4236	Platform Tennis Non-Res. Reimbursement	1,750.00	0.00	275.00	275.00	15.71%	\$0.00
4302	Building Rental Revenue	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
4304	Misc Field/Facility Rentals	0.00	0.00	165.00	165.00	#DIV/0!	\$0.00
4305	Depot Program Room Rental Revenue	7,500.00	0.00	0.00	0.00	0.00%	\$0.00
4306	Keystone Center Program Room Rental	2,000.00	0.00	0.00	0.00	0.00%	\$0.00
4307	Birthday Party Room Rental Revenue	200.00	0.00	0.00	0.00	0.00%	\$0.00
4308	Priory Room Rental Revenue	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
4310	Athletic Field Rentals	17,000.00	0.00	60.00	60.00	0.35%	\$6,385.00
4311	Athletic Field Lights Rentals	9,000.00	0.00	0.00	0.00	0.00%	\$5,769.00
4312	Concordia Agreement Rental Revenue	5,000.00	0.00	0.00	0.00	0.00%	\$891.00
4313	Garden Plots	500.00	0.00	600.00	600.00	120.00%	\$0.00
4321	Platform Tennis Court Rental Revenue	8,200.00	0.00	0.00	0.00	0.00%	\$0.00
4401	Memorial Tree Donations	2,000.00	0.00	445.00	445.00	22.25%	\$445.00
4402	Memorial Brick Donations	250.00	0.00	0.00	0.00	0.00%	\$0.00
4403	Donations	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
4501	Sale of Used Equipment	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
4502	Miscellaneous	100.00	0.00	28.61	28.61	28.61%	\$373.79
4505	PATH Incentives Awards	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
4509	Platform Tennis Special Event Revenue	800.00	0.00	0.00	0.00	0.00%	\$0.00
4510	Platform Tennis Merchandise Sales	3,600.00	0.00	0.00	0.00	0.00%	\$928.45
4511	RFYBS Revenue	5,000.00	0.00	0.00	0.00	0.00%	\$9,579.79
4512	RFYS Revenue	1,000.00	0.00	0.00	0.00	0.00%	\$0.00
<b>Total Other Income</b>		<b>141,660.00</b>	<b>2,112.68</b>	<b>7,002.59</b>	<b>9,115.27</b>	<b>6.43%</b>	<b>\$46,263.49</b>
<b>Total Income w/tax levy</b>		<b>1,192,311.55</b>	<b>238,455.94</b>	<b>146,162.17</b>	<b>384,618.11</b>	<b>32.26%</b>	<b>\$504,822.24</b>
<b>ADMINISTRATIVE EXPENSES (10)</b>							
<b>Administrative Salaries &amp; Wages</b>							
10-101	Executive Director - Corp	66,000.00	7,394.18	16,637.04	24,031.22	36.41%	\$22,895.04
10-102	Superintendent of Finance - Corp	38,000.00	1,165.73	4,577.64	5,743.37	15.11%	\$8,401.90
10-110	Director's Auto Reimbursement	3,000.00	230.78	807.73	1,038.51	34.62%	\$1,038.51
10-122	Health Insurance	89,225.00	5,536.05	10,058.11	15,594.16	17.48%	\$16,688.81
10-123	Employer FICA & Medicare	62,500.00	4,386.60	12,469.30	16,855.90	26.97%	\$19,809.17
10-124	Health/Wellness Incentive	1,350.00	37.50	56.25	93.75	6.94%	\$325.00
10-125	Health OPT OUT Reimbursement	3,000.00	217.66	761.81	979.47	32.65%	\$937.98
10-126	PATH Incentive Awards	400.00	0.00	0.00	0.00	0.00%	\$0.00
<b>Total Administrative Salaries &amp; Wages</b>		<b>263,475.00</b>	<b>18,968.50</b>	<b>45,367.88</b>	<b>64,336.38</b>	<b>24.42%</b>	<b>\$70,096.41</b>
<b>Contract Services</b>							
10-204	Miscellaneous Service	1,000.00	0.00	180.87	180.87	18.09%	\$90.00
10-205	Legal Service	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
10-206	IT Service	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
10-207	Website Service	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
10-208	Email Provider Service	500.00	84.00	87.98	171.98	34.40%	\$88.92
10-209	Quickbooks Payroll License	750.00	0.00	0.00	0.00	0.00%	\$0.00
10-210	Bank Fees	600.00	0.00	774.00	774.00	129.00%	\$0.00
<b>Total Contract Services</b>		<b>2,850.00</b>	<b>84.00</b>	<b>1,042.85</b>	<b>1,126.85</b>	<b>39.54%</b>	<b>\$178.92</b>
<b>Administration Expense</b>							
10-701	Office Supplies	4,200.00	334.71	581.94	916.65	21.83%	\$1,652.89
10-702	Office Equipment R&R	500.00	0.00	0.00	0.00	0.00%	\$0.00
10-703	Office Furniture R & R	500.00	0.00	0.00	0.00	0.00%	\$0.00
10-705	Canon Copier Maintenance Fees	750.00	32.71	47.32	80.03	10.67%	\$175.59
10-706	Staff Expenses	2,500.00	0.00	0.00	0.00	0.00%	\$374.90
10-707	Professional Assoc. Fees	500.00	450.00	985.00	1,435.00	287.00%	\$160.00
10-708	Computer Equipment R & R	2,000.00	0.00	0.00	0.00	0.00%	\$0.00
10-709	Computer Software R & R	1,000.00	0.00	0.00	0.00	0.00%	\$0.00
10-710	Printing	500.00	0.00	0.00	0.00	0.00%	\$0.00
10-714	Postage & Delivery	750.00	0.00	0.00	0.00	0.00%	\$12.29
10-715	Board Expenses	500.00	0.00	0.00	0.00	0.00%	\$176.13
10-717	Criminal History Checks	100.00	0.00	100.00	100.00	100.00%	\$100.00
10-718	Miscellaneous Expense	250.00	0.00	0.00	0.00	0.00%	\$200.84
10-721	Telephone System R & R	500.00	0.00	0.00	0.00	0.00%	\$0.00
10-722	Professional Development	2,500.00	0.00	0.00	0.00	0.00%	\$750.00
10-723	Mileage Reimbursement/Tolls	1,000.00	0.00	40.00	40.00	4.00%	\$0.00
10-724	Physicals/Drug Tests	300.00	0.00	0.00	0.00	0.00%	\$246.28
10-725	Legal Notices/Advertising	1,000.00	0.00	100.00	100.00	10.00%	\$401.00

<b>Total Administration Expense</b>		<b>19,350.00</b>	<b>817.42</b>	<b>1,854.26</b>	<b>2,671.68</b>	<b>13.81%</b>	<b>\$4,249.92</b>
<b>TOTAL ADMINISTRATIVE EXPENSES</b>		<b>285,675.00</b>	<b>19,869.92</b>	<b>48,264.99</b>	<b>68,134.91</b>	<b>23.85%</b>	<b>\$74,525.25</b>
<b><u>BUILDING EXPENSES (20)</u></b>							
<b>Facility Salaries</b>							
20-107	Park Ambassadors	7,000.00	0.00	0.00	0.00	0.00%	\$3,735.01
20-108	Building Attendant	250.00	0.00	0.00	0.00	0.00%	\$25.96
<b>Total Facility Salaries</b>		<b>7,250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>\$3,760.97</b>
<b>Contract Services</b>							
20-221	HVAC Service	2,000.00	0.00	0.00	0.00	0.00%	\$0.00
20-223	Inspection/Fees	2,000.00		1,122.52	1,122.52	56.13%	\$289.86
<b>Total Contract Services</b>		<b>4,000.00</b>	<b>0.00</b>	<b>1,122.52</b>	<b>1,122.52</b>	<b>28.06%</b>	<b>\$289.86</b>
<b>Building Maintenance</b>							
20-821	Depot R & R	3,000.00	297.45	\$1,165.59	1,463.04	48.77%	\$3,003.44
20-822	Maintenance Facility R & R	2,000.00	587.96	\$113.80	701.76	35.09%	\$26.12
20-823	Batting Cage R & R	500.00	701.85	\$41.96	743.81	148.76%	\$0.00
20-824	Park Bathroom Buildings R & R	3,000.00	75.57	\$385.72	461.29	15.38%	\$1,755.28
20-825	Janitorial/TP/Paper Towel Supplies	7,000.00	1,233.14	\$740.84	1,973.98	28.20%	\$564.30
20-826	Keystone Center R & R	2,000.00	0.00	\$755.24	755.24	37.76%	\$2,352.19
<b>Total Building Maintenance</b>		<b>17,500.00</b>	<b>2,895.97</b>	<b>3,203.15</b>	<b>6,099.12</b>	<b>34.85%</b>	<b>\$7,701.33</b>
<b>Utilities Expense</b>							
<b>Depot</b>							
20-901	Electricity	3,500.00	435.81	560.12	995.93	28.46%	\$702.67
20-902	Heating Fuel	2,500.00	44.88	200.25	245.13	9.81%	\$214.56
20-903	Telephone	6,000.00	754.89	1,363.16	2,118.05	35.30%	\$1,569.78
20-904	Water	1,000.00	0.00	186.66	186.66	18.67%	\$166.96
20-905	Alarm	3,000.00	0.00	498.00	498.00	16.60%	\$695.50
20-906	Cable	350.00	58.22	143.47	201.69	57.63%	\$87.01
20-907	Closed Circuit TV	1,200.00	0.00	273.00	273.00	22.75%	\$273.00
<b>Total Depot Utilities Expense</b>		<b>17,550.00</b>	<b>1,293.80</b>	<b>3,224.66</b>	<b>4,518.46</b>	<b>25.75%</b>	<b>\$3,709.48</b>
<b>Priory</b>							
20-909	Electricity	1,000.00	97.68	232.62	330.30	33.03%	\$164.75
20-910	Heating Fuel	1,000.00	20.88	94.34	115.22	11.52%	\$117.79
<b>Total Priory Utilities Expense</b>		<b>2,000.00</b>	<b>118.56</b>	<b>326.96</b>	<b>445.52</b>	<b>22.28%</b>	<b>\$282.54</b>
<b>Washington Commons</b>							
20-913	Electricity	1,500.00	55.34	227.47	282.81	18.85%	\$275.32
20-916	Water	500.00	0.00	0.00	0.00	0.00%	\$26.64
<b>Total Washington Commons Utilities Expense</b>		<b>2,000.00</b>	<b>55.34</b>	<b>227.47</b>	<b>282.81</b>	<b>14.14%</b>	<b>\$301.96</b>
<b>Maintenance Facility</b>							
20-917	Electricity	1,500.00	82.22	161.02	243.24	16.22%	\$164.49
20-918	Heating Fuel	3,000.00	51.00	239.11	290.11	9.67%	\$341.53
20-919	Telephone	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
20-920	Water	750.00	0.00	0.00	0.00	0.00%	\$88.40
20-921	Alarm	600.00	0.00	125.85	125.85	20.98%	\$125.85
20-922	Cable/Internet	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
<b>Total Maintenance Facility Utilities</b>		<b>5,850.00</b>	<b>133.22</b>	<b>525.98</b>	<b>659.20</b>	<b>11.27%</b>	<b>\$720.27</b>
<b>Keystone Pavillion</b>							
20-931	Electricity	1,500.00	49.50	66.39	115.89	7.73%	\$149.61
20-932	Heating Fuel	2,500.00	127.04	303.34	430.38	17.22%	\$407.57
20-935	Alarm	600.00	0.00	131.85	131.85	21.98%	\$131.85
<b>Total Keystone Pavillion Utilities Expense</b>		<b>4,600.00</b>	<b>176.54</b>	<b>501.58</b>	<b>678.12</b>	<b>14.74%</b>	<b>\$689.03</b>
<b>Total Utility Expenses</b>		<b>32,000.00</b>	<b>1,777.46</b>	<b>4,806.65</b>	<b>6,584.11</b>	<b>20.58%</b>	<b>\$5,703.28</b>
<b>TOTAL BUILDING EXPENSES</b>		<b>60,750.00</b>	<b>4,673.43</b>	<b>9,132.32</b>	<b>13,805.75</b>	<b>22.73%</b>	<b>\$17,455.44</b>
<b><u>PLATFORM TENNIS MEMBERSHIP EXPENSES (25)</u></b>							
<b>Contract Services</b>							
25-201	Pro/Administration Fees	1,000.00	0.00	0.00	0.00	0.00%	\$0.00
25-202	Reservation Software	240.00	0.00	180.00	180.00	75.00%	\$180.00
25-203	Platform Tennis Services	7,500.00	0.00	14,700.00	14,700.00	196.00%	\$0.00
<b>Total Contract Services</b>		<b>8,740.00</b>	<b>0.00</b>	<b>14,880.00</b>	<b>14,880.00</b>	<b>170.25%</b>	<b>\$180.00</b>
<b>Platform Tennis Expenses</b>							
25-211	Merchandise	3,100.00	0.00	0.00	0.00	0.00%	\$0.00
25-212	FOB Keys	400.00	261.47	255.00	516.47	129.12%	\$0.00
25-213	Special Events	300.00	0.00	0.00	0.00	0.00%	\$0.00
25-214	Platform Tennis R&R	2,000.00	0.00	387.28	387.28	19.36%	\$115.96
25-215	Platform Tennis Social Supplies	500.00	0.00	0.00	0.00	0.00%	\$120.00
25-216	Capital Improvement - Platform Tennis	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
<b>Total Platform Tennis Expenses</b>		<b>6,300.00</b>	<b>261.47</b>	<b>642.28</b>	<b>903.75</b>	<b>14.35%</b>	<b>\$235.96</b>



<b>Platform Tennis Utilities</b>							
25-941	Electricity/Lights	2,000.00	75.27	150.21	225.48	11.27%	\$252.26
25-942	Heating Fuel	3,000.00	0.00	0.00	0.00	163.96%	\$138.57
25-943	Cable/DISH	1,300.00	204.99	230.08	435.07	33.47%	\$330.09
25-944	Closed Circuit Television	800.00	0.00	177.00	177.00	22.13%	\$177.00
<b>Total Platform Tennis Utilities Expenses</b>		<b>7,100.00</b>	<b>280.26</b>	<b>557.29</b>	<b>837.55</b>	<b>11.80%</b>	<b>\$897.92</b>
<b>TOTAL PLATFORM TENNIS MEMBERSHIP EXPENSES</b>							
		<b>22,140.00</b>	<b>541.73</b>	<b>16,079.57</b>	<b>16,621.30</b>	<b>75.07%</b>	<b>\$1,313.88</b>
<b>PARK EXPENSES (30)</b>							
<b>Parks Salaries</b>							
30-103	Park Manager	76,250.00	5,783.84	20,243.44	26,027.28	34.13%	\$25,269.21
30-104	Park Maintenance Staff	122,000.00	9,633.60	33,413.98	43,047.58	35.28%	\$39,869.87
30-105	Overtime	18,500.00	1,318.51	5,582.51	6,901.02	37.30%	\$10,134.76
30-106	Seasonal Park Maintenance Staff	10,000.00	0.00	212.00	212.00	2.12%	\$8,143.75
<b>Total Park Salaries Expense</b>		<b>226,750.00</b>	<b>16,735.95</b>	<b>59,451.93</b>	<b>76,187.88</b>	<b>33.60%</b>	<b>\$83,417.59</b>
<b>Contract Services</b>							
30-241	Athletic Fields Services	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
30-242	Landscaping Services	3,000.00	0.00	0.00	0.00	0.00%	\$3,396.38
30-243	Ornamental Services	3,000.00	0.00	0.00	0.00	0.00%	\$3,049.47
30-244	Irrigation Services	5,000.00	424.00	0.00	424.00	8.48%	\$3,280.00
30-245	Fertilizer & Weed Control Services	5,000.00	5,042.59	0.00	5,042.59	100.85%	\$4,802.49
30-246	Tree Services	11,000.00	940.00	2,635.00	3,575.00	32.50%	\$600.00
30-247	Electrical Services	2,000.00	0.00	0.00	0.00	0.00%	\$0.00
30-248	Lightning Detections Services	500.00	0.00	0.00	0.00	0.00%	\$0.00
30-249	Inspection Fees	3,000.00	2,150.00	0.00	2,150.00	71.67%	\$2,150.00
30-250	Portable Restroom Service	2,000.00	0.00	0.00	0.00	0.00%	\$453.28
<b>Total Contract Services</b>		<b>34,500.00</b>	<b>8,556.59</b>	<b>2,635.00</b>	<b>11,191.59</b>	<b>32.44%</b>	<b>\$17,731.62</b>
<b>Park Maintenance Expense</b>							
30-801	Park Equipment R & R	8,000.00	2,212.26	121.35	2,333.61	29.17%	\$260.07
30-802	Maintenance Equipment R & R/Supplies	5,000.00	937.58	669.55	1,607.13	32.14%	\$1,592.36
30-803	Tree and Shrub Supplies	4,000.00	0.00	0.00	0.00	0.00%	\$2,693.00
30-804	Ornamental Supplies	4,500.00	0.00	1,741.00	1,741.00	38.69%	\$4,261.58
30-805	Fertilizer & weed Control Supplies	14,000.00	0.00	0.00	0.00	0.00%	\$0.00
30-806	Vehicle Fuel	6,000.00	475.99	746.28	1,222.27	20.37%	\$1,774.11
30-807	Vehicle & Tractor R & R	10,000.00	0.00	2,834.00	2,834.00	28.34%	\$1,228.77
30-808	Landscape Supplies	1,500.00	1,064.98	2,715.00	3,779.98	252.00%	\$1,045.77
30-809	Athletic Field Maintenance Supplies	10,000.00	0.00	23.38	23.38	0.23%	\$5,100.56
30-810	RFYBS Expenses	5,000.00	0.00	0.00	0.00	0.00%	\$0.00
30-811	RFYS Expenses	1,000.00	0.00	0.00	0.00	0.00%	\$0.00
30-812	Memorial Brick Program	250.00	0.00	62.70	62.70	25.08%	\$0.00
30-813	Uniforms & Safety Clothing	1,000.00	0.00	130.77	130.77	13.08%	\$638.61
30-814	Memorial Tree Program	2,500.00	195.69	730.55	926.24	37.05%	\$1,723.81
30-816	Ice Rink Supplies	2,500.00	0.00	0.00	0.00	0.00%	\$0.00
30-817	Trash Disposal	6,500.00	469.40	652.06	1,121.46	17.25%	\$1,298.72
30-818	Equipment Rental	1,500.00	135.30	508.00	643.30	42.89%	\$508.00
30-819	Garden Plots R & R	100.00	0.00	0.00	0.00	0.00%	\$0.00
30-820	Signage	1,500.00	0.00	0.00	0.00	0.00%	\$397.00
30-800	Park Maintenance Other	0.00	0.00	0.00	0.00	0.00%	\$0.00
<b>Total Park Maintenance Expense</b>		<b>84,850.00</b>	<b>5,491.20</b>	<b>10,934.64</b>	<b>16,425.84</b>	<b>19.36%</b>	<b>\$22,522.36</b>
<b>PARK EXPENSES CONT'D. (30)</b>							
<b>Park Utilities</b>							
30-921	Irrigation/Water Fountain Water	30,000.00	216.64	700.74	917.38	3.06%	\$968.13
30-922	Park Security Lights	750.00	19.53	40.52	60.05	8.01%	\$44.38
30-923	Electric - Athletic Field Lights	7,000.00	819.00	369.60	1,188.60	16.98%	\$1,927.42
<b>Total Park Utilities</b>		<b>37,750.00</b>	<b>1,055.17</b>	<b>1,110.86</b>	<b>2,166.03</b>	<b>5.74%</b>	<b>\$2,939.93</b>
<b>TOTAL PARK EXPENSES</b>		<b>383,850.00</b>	<b>31,838.91</b>	<b>74,132.43</b>	<b>105,971.34</b>	<b>27.61%</b>	<b>\$126,611.50</b>
50-900	<b>CORPORATE CONTINGENCY</b>	<b>5,000.00</b>			<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>TOTAL CORP EXPENSES</b>		<b>757,415.00</b>	<b>56,923.99</b>	<b>147,609.31</b>	<b>204,533.30</b>	<b>27.00%</b>	<b>\$219,906.07</b>
<b>Fund Transfers</b>							
50-997	FUND TRANSFER TO SPEC REC FUND	90,000.00	0.00	0.00	0.00	0.00%	
50-999	FUND TRANSFER TO CAPITAL FUND	360,000.00	0.00	0.00	0.00	0.00%	
<b>Total Fund Transfers</b>		<b>450,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
<b>TOTAL CORP EXPENSES &amp; FUND TRANSFERS</b>		<b>1,207,415.00</b>	<b>56,923.99</b>	<b>147,609.31</b>	<b>204,533.30</b>	<b>16.94%</b>	<b>219,906.07</b>
<b>CORPORATE NET FUND TOTAL (Excess Revenue over</b>		<b>(15,103.45)</b>	<b>181,531.95</b>	<b>(1,447.14)</b>	<b>180,084.81</b>	<b>46.82%</b>	<b>\$284,916.17</b>
<b>RECREATION FUND (15)</b>							
<b>INCOME SOURCES</b>							
4100	Prior Years Real Estate Tax	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
4101	Tax Levy	400,000.00	86,019.96	50,385.40	136,405.36	34.10%	\$189,366.67
<b>Total Tax Levy</b>		<b>400,000.00</b>	<b>86,019.96</b>	<b>50,385.40</b>	<b>136,405.36</b>	<b>34.10%</b>	<b>\$189,366.67</b>

4103	Interest Income	4,000.00	121.49	567.22	688.71	17.22%	\$1,260.83
4203	Program Fees	180,000.00	1,713.50	18,559.41	20,272.91	11.26%	\$48,996.42
4204	Special Event Fees	2,500.00	0.00	0.00	0.00	0.00%	\$40.00
4205	Makin Tracks Fees	6,500.00	0.00	0.00	0.00	0.00%	\$230.00
4206	Summer Camp Fees	170,000.00	15,721.00	60,582.50	76,303.50	44.88%	\$80,506.19
4207	Recreation Basketball Fees	46,000.00	0.00	0.00	0.00	0.00%	\$4,840.00
4208	Travel Basketball Fees	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
4209	Tavel Volleyball Fees	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
4211	Parade Fees	2,500.00	0.00	0.00	0.00	0.00%	\$1,250.00
4212	Santa Polar Express	3,500.00	0.00	0.00	0.00	0.00%	\$0.00
4213	Food Truck Rally Donations Reimbursement	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
4218	Gift Card Revenue	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
4219	Cancellation Fee Charge	500.00	0.00	0.00	0.00	0.00%	\$10.00
4220	Paddle Tennis Lesson Fees	6,000.00	0.00	0.00	0.00	0.00%	\$2,150.00
4231	Platform Tennis Member House League Fee	3,600.00	0.00	0.00	0.00	0.00%	\$2,158.50
4232	Platform Tennis Member Travel League Fee	12,500.00	0.00	0.00	0.00	0.00%	\$2,383.55
4237	Platform Tennis Adult Camp Fee	8,000.00	0.00	0.00	0.00	0.00%	\$0.00
4303	Birthday Parties Rentals	3,000.00	0.00	0.00	0.00	0.00%	\$1,304.00
4403	Donations/Scholarships	4,000.00	0.00	0.00	0.00	0.00%	\$3,749.16
4404	Food Truck Rally Donations Reimbursement	1,000.00	0.00	0.00	0.00	0.00%	\$0.00
4405	Makin Tracks Donations	5,000.00	0.00	0.00	0.00	0.00%	\$7,000.00
4406	Clear Sky Donations	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
4407	Special Event Donations	500.00	0.00	0.00	0.00	0.00%	\$0.00
4408	Parade Donation Reimbursements	4,000.00	0.00	0.00	0.00	0.00%	\$2,500.00
4409	Thursday Summer Nights Donations	1,000.00	0.00	0.00	0.00	0.00%	\$0.00
4410	Recreation Basketball Sponsorships	1,500.00	0.00	0.00	0.00	0.00%	\$0.00
4501	Sale of Used Equipment	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
4502	Miscellaneous	0.00	0.00	0.00	0.00	#DIV/0!	\$135.00
4503	Keystone Concession	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
4504	Priory Concession	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
4505	PATH Incentive Awards	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
4508	Brochure Advertising Revenue	4,000.00	1,500.00	0.00	1,500.00	37.50%	\$1,900.00
4510	Platform Tennis Merchandise	7,500.00	0.00	450.00	450.00	6.00%	\$0.00
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	<b>Total Other Income</b>	<b>477,100.00</b>	<b>19,055.99</b>	<b>80,159.13</b>	<b>99,215.12</b>	<b>20.80%</b>	<b>\$160,413.65</b>
	<b>Total Income w/tax levy</b>	<b>877,100.00</b>	<b>105,075.95</b>	<b>130,544.53</b>	<b>235,620.48</b>	<b>26.86%</b>	<b>\$349,780.32</b>
	<b>ADMINISTRATIVE EXPENSES (10)</b>						
	<b>Administration Salaries</b>						
10-101	Executive Director-Rec	66,000.00	7,394.19	16,637.04	24,031.23	36.41%	\$23,385.88
10-102	Business Services Supervisor	23,700.00	1,203.64	5,821.75	7,025.39	29.64%	\$8,650.35
10-103	Superintendent of Recreation	75,200.00	5,783.84	20,243.44	26,027.28	34.61%	\$25,269.21
10-104	Athletic Manager	47,000.00	3,565.38	12,478.83	16,044.21	34.14%	\$14,664.52
10-108	Registrar/Administrative Asst.	38,000.00	2,812.68	3,353.58	6,166.26	16.23%	\$10,150.00
10-109	Registrar/Admin. Asst. Overtime	2,800.00	0.00	47.34	47.34	1.69%	\$315.01
10-110	Director's Auto Reimbursement-Rec	3,000.00	230.78	807.73	1,038.51	34.62%	\$1,038.51
10-111	Communications/Marketing Supervisor	21,000.00	2,675.71	5,515.99	8,191.70	39.01%	\$6,802.67
10-122	Health Insurance-Rec	45,650.00	3,808.36	7,550.34	11,358.70	24.88%	\$9,017.41
10-124	Health/Wellness Incentive	1,200.00	12.50	56.25	68.75	5.73%	\$175.00
10-125	Health OPT OUT Reimbursment	3,000.00	226.38	792.33	1,018.71	33.96%	\$975.24
10-126	PATH Incentive Awards	800.00	0.00	0.00	0.00	0.00%	\$0.00
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	<b>Total Administration Salaries</b>	<b>327,350.00</b>	<b>27,713.46</b>	<b>73,304.62</b>	<b>101,018.08</b>	<b>30.86%</b>	<b>\$100,443.80</b>
	<b>ADMINISTRATIVE EXPENSES CONT'D. (10)</b>						
	<b>Contract Services</b>						
10-204	Miscellaneous Service	500.00	0.00	0.00	0.00	0.00%	\$0.00
10-205	Legal Service	10,000.00	107.50	537.50	645.00	6.45%	\$1,021.25
10-206	IT Service	7,500.00	408.98	1,258.99	1,667.97	22.24%	\$11.94
10-207	Website Service	2,500.00	136.71	403.63	540.34	21.61%	\$427.97
10-208	Miscellaneous Service	500.00	84.00	43.99	127.99	25.60%	\$101.30
10-209	Graphics Artist	0.00	0.00	0.00	0.00	#DIV/0!	\$1,200.00
10-210	Printer Services	12,000.00	0.00	3,492.00	3,492.00	29.10%	\$3,812.00
10-211	Photographer	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
10-212	Marketing Services	750.00	0.00	0.00	0.00	0.00%	\$0.00
10-213	Reservation Software	1,000.00	105.00	17.50	122.50	12.25%	\$266.00
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	<b>Total Contract Services</b>	<b>34,750.00</b>	<b>842.19</b>	<b>5,753.61</b>	<b>6,595.80</b>	<b>18.98%</b>	<b>\$6,840.46</b>
	<b>Administration Expense</b>						
10-701	Office Supplies	4,500.00	134.94	538.07	673.01	14.96%	\$1,554.19
10-702	Office Equipment R & R	500.00	0.00	0.00	0.00	0.00%	\$0.00
10-704	Office Furniture R & R	500.00	0.00	0.00	0.00	0.00%	\$0.00
10-705	Canon Copier Maintenance Fees	1,500.00	65.23	96.07	161.30	10.75%	\$175.59
10-706	Staff Expenses	2,500.00	0.00	0.00	0.00	0.00%	\$1,079.65
10-707	Professional Association Fees	2,500.00	0.00	0.00	0.00	0.00%	\$60.00
10-708	Computer Equipment	1,500.00	0.00	0.00	0.00	0.00%	\$0.00
10-709	Computer Software	1,500.00	0.00	0.00	0.00	0.00%	\$265.61
10-712	Scholarships/Certificates	1,250.00	0.00	50.00	50.00	4.00%	\$1,011.48
10-713	Youth Intervention	4,000.00	0.00	593.41	593.41	14.84%	\$666.86
10-714	Postage & Delivery	2,500.00	0.00	165.00	165.00	6.60%	\$1,100.00
10-717	Criminal Background Checks	1,500.00	0.00	1,150.00	1,150.00	76.67%	\$1,150.00
10-718	Miscellaneous Expense	250.00	0.00	0.00	0.00	0.00%	\$76.29
10-721	Telephone System R & R	500.00	0.00	0.00	0.00	0.00%	\$0.00
10-722	Professional Development	3,500.00	0.00	0.00	0.00	0.00%	\$900.00
10-723	Mileage Reimbursement	500.00	0.00	0.00	0.00	0.00%	\$0.00
10-724	Physicals/Drug Tests	1,500.00	364.00	0.00	364.00	24.27%	\$1,023.72
10-725	Credit Card Charges	19,000.00	723.06	4,264.96	4,988.02	26.25%	\$5,865.73
10-726	Registration Transaction Fees	15,000.00	543.49	3,128.16	3,671.65	24.48%	\$4,627.85
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<b>Total Administration Expense</b>		<b>64,500.00</b>	<b>1,830.72</b>	<b>9,985.67</b>	<b>11,816.39</b>	<b>18.32%</b>	<b>\$19,556.97</b>
<b>TOTAL ADMINISTRATIVE EXPENSES</b>		<b>426,600.00</b>	<b>30,386.37</b>	<b>89,043.90</b>	<b>119,430.27</b>	<b>28.00%</b>	<b>\$126,841.23</b>
<b>RECREATION PROGRAM EXPENSES (40)</b>							
<b>Recreation Salaries</b>							
40-106	Camp Staff Salaries	50,000.00	7,618.50	15,513.00	23,131.50	46.26%	\$45,585.55
40-110	Seasonal Recreation Salaries	8,000.00	273.88	223.76	497.64	6.22%	\$2,398.24
40-111	Recreation Basketball Staff Salaries	8,000.00	0.00	0.00	0.00	0.00%	\$0.00
40-112	Travel Basketball Salaries	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
40-113	Travel Volleyball Salaries	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
40-114	Birthday Party Salaries	400.00	0.00	0.00	0.00	0.00%	\$150.00
<b>Total Salaries &amp; Wages</b>		<b>66,400.00</b>	<b>7,892.38</b>	<b>15,736.76</b>	<b>23,629.14</b>	<b>35.59%</b>	<b>\$48,133.79</b>
<b>Contract Services</b>							
40-230	Athletic Contractual Service	65,000.00	4,517.60	0.00	4,517.60	6.95%	\$9,701.00
40-231	Recreation Contractual Services	40,000.00	1,810.00	2,531.50	4,341.50	10.85%	\$5,779.00
40-232	Travel Basketball League	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
40-233	Travel Volleyball League	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
40-234	Summer Camps	65,000.00	10,488.30	5,932.00	16,420.30	25.26%	\$31,592.41
40-235	Recreation Basketball	10,000.00	0.00	0.00	0.00	0.00%	\$0.00
40-236	Special Event Service	3,500.00	0.00	0.00	0.00	0.00%	\$1,825.00
40-237	Memorial Day Parade Service	4,000.00	0.00	0.00	0.00	0.00%	\$3,732.00
40-238	Thursday Summer Nights Service	2,000.00	0.00	895.00	895.00	44.75%	\$1,857.98
40-240	Makin Tracks Service	2,000.00	0.00	0.00	0.00	0.00%	\$750.00
40-241	Polar Express Service	2,300.00	0.00	0.00	0.00	0.00%	\$1,005.00
40-242	Food Truck Rally Service	1,500.00	0.00	0.00	0.00	0.00%	\$1,325.00
40-243	Contracted Birthday Party	1,500.00	0.00	0.00	0.00	0.00%	\$445.00
40-251	Paddle Tennis Lessons	3,500.00	0.00	0.00	0.00	0.00%	\$0.00
40-252	Platform Tennis League Fees	7,500.00	0.00	0.00	0.00	0.00%	\$0.00
40-253	Platform Tennis Adult Camp Contractual Se	5,500.00	0.00	0.00	0.00	0.00%	\$0.00
<b>Total Contract Services</b>		<b>213,300.00</b>	<b>16,815.90</b>	<b>9,358.50</b>	<b>26,174.40</b>	<b>12.27%</b>	<b>\$58,012.39</b>
<b>RECREATION PROGRAM EXPENSES CONT'D. (40)</b>							
<b>Recreation Expense</b>							
40-801	Recreation Program Supplies	5,000.00	0.00	0.00	0.00	0.00%	(\$89.93)
40-802	Athletic Program Supplies	1,000.00	421.05	0.00	421.05	42.11%	\$44.91
40-803	Recreation Basketball Supplies	1,500.00	0.00	0.00	0.00	0.00%	\$0.00
40-804	Travel Basketball Supplies	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
40-805	Travel Volleyball Supplies	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
40-806	Special Event Supplies	6,500.00	43.52	14.98	58.50	0.90%	\$1,884.37
40-807	Summer Camp Supplies	2,000.00	170.47	1,791.03	1,961.50	98.08%	\$1,434.29
40-808	Birthday Party Supplies	400.00	0.00	0.00	0.00	0.00%	\$106.47
40-809	Makin Tracks	6,500.00	0.00	0.00	0.00	0.00%	\$144.24
40-810	Thursday Summer Nights	2,000.00	0.00	300.00	300.00	15.00%	\$1,827.78
40-811	Recreation Basketball Uniforms	5,500.00	0.00	0.00	0.00	0.00%	\$0.00
40-812	Travel Basketball Uniforms	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
40-813	Travel Volleyball Uniforms	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
40-814	Summer Camp Uniforms	3,000.00	0.00	633.00	633.00	21.10%	\$5,058.75
40-815	Program Uniforms	500.00	0.00	0.00	0.00	0.00%	\$0.00
40-817	Safety Supplies	500.00	0.00	210.39	210.39	42.08%	\$0.00
40-821	Facility Rental	6,000.00	0.00	0.00	0.00	0.00%	\$0.00
40-822	Pool Pass Reimbursement	12,000.00	0.00	0.00	0.00	0.00%	\$0.00
40-823	Polar Express Supplies	1,200.00	0.00	0.00	0.00	0.00%	\$0.00
40-824	Depot Program Room Rental	7,500.00	0.00	0.00	0.00	0.00%	\$0.00
40-825	Keystone Center Room Rental	2,000.00	0.00	0.00	0.00	0.00%	\$0.00
40-826	Birthday Party Room Rental	160.00	0.00	0.00	0.00	0.00%	\$0.00
40-827	Priority Program Room Rental	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
40-828	Clear Sky Supplies	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
40-829	Memorial Day Parade Supplies	3,500.00	0.00	0.00	0.00	0.00%	\$3,747.94
40-831	Contractor Program Supplies	6,000.00	0.00	195.00	195.00	3.25%	\$1,059.00
40-832	Food Truck Rally Supplies	1,000.00	0.00	0.00	0.00	0.00%	\$9.50
40-833	Paddle Tennis Program Supplies	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
40-834	Makin Tracks Donation to WSSRA	5,000.00	0.00	0.00	0.00	0.00%	\$0.00
40-835	Parks Foundation Reimburse Expenses	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
40-836	Marketing/Advertisting	1,000.00	0.00	0.00	0.00	0.00%	\$250.00
40-837	Recreation Rental Equipment	100.00	0.00	0.00	0.00	0.00%	\$0.00
40-839	Summer Camp Trip Expenses	4,000.00	2,305.00	2,492.00	4,797.00	119.93%	\$1,705.76
40-840	Platform Tennis Adult Camp Expenses	400.00	0.00	0.00	0.00	0.00%	\$0.00
40-841	Platform Tennis House League Expenses	5,000.00	0.00	(210.00)	(210.00)	-4.20%	\$0.00
40-842	Platform Tennis Travel League Expenses	6,000.00	0.00	0.00	0.00	0.00%	\$0.00
40-891	Capital Improvement - Rec	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
<b>Total Recreation Expense</b>		<b>95,260.00</b>	<b>2,940.04</b>	<b>5,426.40</b>	<b>8,366.44</b>	<b>8.78%</b>	<b>\$17,183.08</b>
<b>TOTAL RECREATION PROGRAM EXPENSES</b>		<b>374,960.00</b>	<b>27,648.32</b>	<b>30,521.66</b>	<b>58,169.98</b>	<b>15.51%</b>	<b>\$123,329.26</b>
<b>CONCESSION EXPENSES (50)</b>							
<b>Concession Salaries</b>							
50-115	Concession Salaries	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
<b>Total Concession Salaries</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>#DIV/0!</b>	<b>\$0.00</b>
<b>Concession Expense</b>							
50-851	Keystone Concession Supplies	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
50-852	Priority Concession Supplies	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
50-853	Keystone Concession Equipment R & R	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00

Total Concession Expense		0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
<b>TOTAL CONCESSION EXPENSES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>#DIV/0!</b>	<b>\$0.00</b>
660-999	<b>RECREATION CONTINGENCY</b>	<b>0.00</b>			<b>0.00</b>	<b>#DIV/0!</b>	<b>\$0.00</b>
<b>TOTAL RECREATION EXPENSES</b>		<b>801,560.00</b>	<b>58,034.69</b>	<b>119,565.56</b>	<b>177,600.25</b>	<b>22.16%</b>	<b>\$250,170.49</b>
<b>RECREATION NET FUND TOTAL (Excess of Revenue o</b>		<b>75,540.00</b>	<b>47,041.26</b>	<b>10,978.97</b>	<b>58,020.23</b>	<b>24.62%</b>	<b>\$99,609.83</b>
<b>ILLINOIS MUNICIPAL RETIREMENT FUND (20)</b>							
<b>INCOME SOURCES</b>							
4100	Prior Years Real Estate Tax	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
4101	Tax Levy	40,000.00	8,602.56	5,060.31	13,662.87	34.16%	\$28,408.00
<b>Total Tax Levy Income</b>		<b>40,000.00</b>	<b>8,602.56</b>	<b>5,060.31</b>	<b>13,662.87</b>	<b>34.16%</b>	<b>\$28,408.00</b>
<b>Administrative Expense</b>							
7125	Employer IMRF	60,500.00	4,736.91	13,930.02	18,666.93	30.85%	\$16,241.50
<b>TOTAL IMRF EXPENSES</b>		<b>60,500.00</b>	<b>4,736.91</b>	<b>13,930.02</b>	<b>18,666.93</b>	<b>30.85%</b>	<b>\$16,241.50</b>
<b>IMRF NET FUND TOTAL (Excess of Revenue over Expe</b>		<b>(20,500.00)</b>	<b>3,865.65</b>	<b>(8,869.71)</b>	<b>(5,004.06)</b>	<b>-36.63%</b>	<b>\$12,166.50</b>
<b>BOND &amp; INTEREST FUND (25)</b>							
<b>INCOME SOURCES</b>							
4100	Prior Years Real Estate Tax	0.00	0.00	74.60	74.60	#DIV/0!	\$0.00
4101	Tax Levy	0.00	0.00	0.00	0.00	#DIV/0!	\$33,069.23
<b>Total Tax Levy Income</b>		<b>0.00</b>	<b>0.00</b>	<b>74.60</b>	<b>74.60</b>	<b>#DIV/0!</b>	<b>\$33,069.23</b>
4106	Bond Proceeds	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
<b>Total Other Income</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>#DIV/0!</b>	<b>\$0.00</b>
<b>Total Income w/tax levy</b>		<b>0.00</b>	<b>0.00</b>	<b>74.60</b>	<b>74.60</b>	<b>#DIV/0!</b>	<b>\$33,069.23</b>
<b>BOND ISSUANCES</b>							
7350	Bond Administration Fees	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
7366	Principal - \$196,040K, 2014 Bond	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
7367	Interest - \$196,040K, 2014 Bond	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
7368	Principal - \$200,550K, 2017 Bond	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
7369	Interest - \$200,550K, 2017 Bond	0.00	0.00	0.00	0.00	#DIV/0!	\$506.33
<b>TOTAL BOND EXPENSES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>#DIV/0!</b>	<b>\$506.33</b>
<b>BOND &amp; INTEREST NET FUND TOTAL (Excess of Rev</b>		<b>0.00</b>	<b>0.00</b>	<b>74.60</b>	<b>74.60</b>	<b>100.00%</b>	<b>\$32,562.90</b>
<b>SPECIAL RECREATION FUND (30)</b>							
<b>INCOME SOURCES</b>							
4100	Prior Years Real Estate Tax	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
4101	Tax Levy	74,024.00	15,918.91	9,320.52	25,239.43	34.10%	\$33,376.15
<b>Total Tax Levy Income</b>		<b>74,024.00</b>	<b>15,918.91</b>	<b>9,320.52</b>	<b>25,239.43</b>	<b>34.10%</b>	<b>\$33,376.15</b>
4103	Interest Income	650.00	18.80	87.81	106.61	16.40%	\$423.01
<b>Total Other Income</b>		<b>650.00</b>	<b>18.80</b>	<b>87.81</b>	<b>106.61</b>	<b>16.40%</b>	<b>\$423.01</b>
<b>Total Income w/tax levy</b>		<b>74,674.00</b>	<b>15,937.71</b>	<b>9,408.33</b>	<b>25,346.04</b>	<b>33.94%</b>	<b>\$33,799.16</b>
4109	Fund Transfer	90,000.00	0.00	0.00	0.00	0.00%	0
<b>Program Expense</b>							
7560	WSSRA Special Recreation Dues	150,000.00	37,119.75	0.00	37,119.75	24.75%	\$37,864.75
7561	Inclusion	7,000.00	0.00	0.00	0.00	0.00%	\$29.60
<b>Total Program Expense</b>		<b>157,000.00</b>	<b>37,119.75</b>	<b>0.00</b>	<b>37,119.75</b>	<b>23.64%</b>	<b>\$37,894.35</b>
<b>ADA Compliance</b>							
7591	ADA Capital Improvements	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
<b>Total ADA Compliance</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>#DIV/0!</b>	<b>\$0.00</b>
<b>TOTAL SPECIAL RECREATION EXPENSES</b>		<b>157,000.00</b>	<b>37,119.75</b>	<b>0.00</b>	<b>37,119.75</b>	<b>23.64%</b>	<b>\$37,894.35</b>
<b>SPECIAL RECREATION NET FUND TOTAL (Excess of R</b>		<b>7,674.00</b>	<b>(21,182.04)</b>	<b>9,408.33</b>	<b>(11,773.71)</b>	<b>-46.45%</b>	<b>(4,095.19)</b>
<b>LIABILITY FUND (35)</b>							
<b>INCOME SOURCES</b>							
4100	Prior Years Real Estate Tax	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
4101	Tax Levy	30,000.00	6,451.25	3,778.69	10,229.94	34.10%	\$14,200.20
<b>Total Tax Levy Income</b>		<b>30,000.00</b>	<b>6,451.25</b>	<b>3,778.69</b>	<b>10,229.94</b>	<b>34.10%</b>	<b>\$14,200.20</b>
4502	Miscellaneous	1,500.00	0.00	0.00	0.00	0.00%	

<b>Total Other Income</b>		<b>1,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total Income w/tax levy</b>		<b>31,500.00</b>	<b>6,451.25</b>	<b>3,778.69</b>	<b>10,229.94</b>	<b>32.48%</b>	<b>\$14,200.20</b>
<b>Administration Expense</b>							
7735	Unemployment Ins.	10,000.00	0.00	0.00	0.00	0.00%	\$0.00
7736	Comp. Liability Ins - PDRMA	33,920.00		7,464.06	7,464.06	22.00%	\$7,433.43
7737	Safety Committee & Training	1,500.00	0.00	0.00	0.00	0.00%	\$279.82
<b>TOTAL LIABILITY EXPENSES</b>		<b>45,420.00</b>	<b>0.00</b>	<b>7,464.06</b>	<b>7,464.06</b>	<b>16.43%</b>	<b>\$7,713.25</b>
<b>LIABILITY NET FUND TOTAL (Excess of Revenue over Exp.)</b>		<b>(13,920.00)</b>	<b>6,451.25</b>	<b>(3,685.37)</b>	<b>2,765.88</b>	<b>27.04%</b>	<b>\$6,486.95</b>
<b>AUDIT FUND (40)</b>							
<b>INCOME SOURCES</b>							
4100	Prior Years Real Estate Tax	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
4101	Tax Levy	12,000.00	2,580.44	1,511.48	4,091.92	34.10%	\$5,678.55
<b>Total Tax Levy Income</b>		<b>12,000.00</b>	<b>2,580.44</b>	<b>1,511.48</b>	<b>4,091.92</b>	<b>34.10%</b>	<b>\$5,678.55</b>
<b>Contractual &amp; Professional Services</b>							
7840	Audit Services	9,900.00	0.00	0.00	0.00	0.00%	\$0.00
7841	Accounting Services	0.00	0.00	0.00	0.00	#DIV/0!	\$1,800.00
7842	Publication Fees	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
7843	Professional/CAFR Fees	560.00	0.00	0.00	0.00	0.00%	
<b>TOTAL AUDIT EXPENSES</b>		<b>10,460.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>\$1,800.00</b>
<b>AUDIT NET FUND TOTAL (Excess of Revenue over Exp.)</b>		<b>1,540.00</b>	<b>2,580.44</b>	<b>1,511.48</b>	<b>4,091.92</b>	<b>100.00%</b>	<b>\$3,878.55</b>
<b>CAPITAL IMPROVEMENT FUND (50)</b>							
<b>INCOME SOURCES</b>							
4103	Interest Income	42,500.00	1,174.95	5,486.24	6,661.19	15.67%	\$19,468.34
4106	Bond Proceeds	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
4202	Miscellaneous	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
<b>Total Income</b>		<b>42,500.00</b>	<b>1,174.95</b>	<b>5,486.24</b>	<b>6,661.19</b>	<b>15.67%</b>	<b>\$19,468.34</b>
4109	Fund Transfer	360,000.00	0.00	0.00	0.00	0.00%	
<b>EXPENDITURES</b>							
7980	Design Services	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
7981	Facilities & Parks Improvements	1,308,000.00	137,703.78	(23,084.16)	114,619.62	8.76%	\$49,549.38
<b>TOTAL CAPITAL EXPENSES</b>		<b>1,308,000.00</b>	<b>137,703.78</b>	<b>(23,084.16)</b>	<b>114,619.62</b>	<b>8.76%</b>	<b>\$49,549.38</b>
<b>CAPITAL NET FUND TOTAL (excess of Revenue over Exp.)</b>		<b>(905,500.00)</b>	<b>(136,528.83)</b>	<b>28,570.40</b>	<b>(107,958.43)</b>	<b>-1620.71%</b>	<b>(\$30,081.04)</b>
<b>TOTAL OTHER INCOME</b>		<b>663,410.00</b>	<b>22,362.42</b>	<b>92,735.77</b>	<b>115,098.19</b>	<b>17.35%</b>	<b>\$226,568.49</b>
<b>TOTAL TAX LEVY</b>		<b>1,606,675.55</b>	<b>355,916.38</b>	<b>209,290.58</b>	<b>565,206.96</b>	<b>35.18%</b>	<b>\$762,657.55</b>
<b>TOTAL REVENUE</b>		<b>2,270,085.55</b>	<b>378,278.80</b>	<b>302,026.35</b>	<b>680,305.15</b>	<b>29.97%</b>	<b>\$989,226.04</b>
<b>TOTAL EXPENSES</b>		<b>3,140,355.00</b>	<b>294,519.12</b>	<b>265,484.79</b>	<b>560,003.91</b>	<b>17.83%</b>	<b>583,781.37</b>
<b>TOTAL NET FUND TOTAL (excess Rev. over Exp.)</b>		<b>(870,269.45)</b>	<b>83,759.68</b>	<b>36,541.56</b>	<b>120,301.24</b>	<b>17.68%</b>	<b>\$405,444.67</b>
<b>TOTAL REVENUE &amp; FUND TRANSFERS</b>		<b>2,720,085.55</b>	<b>378,278.80</b>	<b>302,026.35</b>	<b>680,305.15</b>	<b>25.01%</b>	<b>\$989,226.04</b>
<b>TOTAL EXPENSES &amp; FUND TRANSFERS</b>		<b>3,590,355.00</b>	<b>294,519.12</b>	<b>265,484.79</b>	<b>560,003.91</b>	<b>15.60%</b>	<b>\$583,781.37</b>
<b>TOTAL NET FUND TOTAL W/TRANSFERS (Excess Revenue over Expenses and Transfers)</b>		<b>(870,269.45)</b>	<b>83,759.68</b>	<b>36,541.56</b>	<b>120,301.24</b>	<b>17.68%</b>	<b>\$405,444.67</b>

# Memo

**To:** Board of Commissioners  
**From:** John Beto  
**CC:** Michael Sletten  
**Date:** 9/14/2020  
**Re** September Board Report – Park Services

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**Covid -19:** Most facilities are open with the exception of the drinking fountains, restrooms, and the sand volleyball courts. The drinking fountains are still closed through a Governors Executive Order, and we do not have the staff or resources to be continually cleaning the restroom facilities 12 hours a day, 7 days a week as required by CDC Guidelines. The restrooms are available for our programs running in the parks.

Staff removed the picnic tables in Keystone Park, and this has significantly reduced the numbers of teen hanging out in the park. This has also resulted in a significant decrease in trash in the problem areas.

**Platform Tennis:** Staff has inspected and made necessary repairs to the dryers and lights, and both systems are turned on for the season. The painting contractor has been notified of paint repairs required on the courts. The Keystone Center bathrooms are open for platform tennis members; however, the rest of the facility is closed.

**Baseball:** The cleated bases have not worked as promised by the synthetic turf vendor at Keystone #1, so staff is working on having a pegged base system installed.

**Soccer:** Staff has completed the layout and painting of soccer fields for RFYS and the Edge. Field use is limited to non-contact practices and inter-group scrimmages.

# Memo

To: Board of Commissioners  
From: Karen Stille & Casey Greene  
CC: Michael Sletten  
Date: 9/14/2020  
Re: September Board Report – Recreation Services

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## Autumn Fun Guide

Registration is open for both residents and non-residents. Registration can be done online or over the phone. Most program offerings are in-person, with some virtual options. It appears that enrollment numbers are looking good despite COVID and some program/event modifications.

### Adult-Tot Athletic Programs

Sports & More (ages 3-5 with adult): This Hot Shots Sports program is held on Wednesdays at Washington Commons Park. Children are introduced to the fundamentals of soccer, t-ball, basketball, tennis, and other games. The goal is to develop motor skills and nurture social and emotional growth through teamwork.

Tumbling (ages 2-4 with adult): This Hot Shots Sports program is held on Tuesdays at The Depot. Children practice balance and coordination of their large muscle groups.

Jr. Sports (ages 2-3 with adult): This All Star Sports Instruction program is held on Thursdays at Washington Commons Park. Kids will learn catching, throwing, batting, shooting, passing, etc.

### Youth Athletic Programs

Jr. T-Ball (ages 3-4, 5-6): Both age groups are full with 14 kids. This All Star Sports Instruction program is held on Thursdays at Washington Commons Park.

Co-ed Fall Soccer (ages 3-6): This Chicago Edge program is held on Tuesdays and Thursdays at Keystone Park West. We have a total of 56 kids participating in the program (split up by age and time).

Flag Football Skills (ages 5-7, 8-11): Both age groups are full with 14 kids. This 3Point Athletics program is held on Mondays at Keystone Park West.

Youth Tennis (ages 5-7, 8-13): Both age groups are full with 8 kids. This program is run by Laura Berendt and takes place on Tuesdays at the Keystone Park Tennis Courts.

### Adult Athletic Programs

This Fall we have Adult Tennis Lessons, Cardio Tennis, and Adult Bocce Leagues running. Adult tennis and Cardio Tennis began the first week of September, and the adult Bocce League begins September 12<sup>th</sup> with 5 teams registered.

## **Early Childhood Program**

Nature Nuts (ages 3-6): This program has been offered at the Park District for 25+ years due to its continued popularity. The next session begins on Tuesday, September 15<sup>th</sup> and Friday, September 18<sup>th</sup> with a total of 20 kids enrolled. Kids will spend the majority of the time outdoors exploring nature.

## **STEAM (Science, Technology, Engineering, Art, Math) Program**

Polymer Parade (ages 3-5, 6-12): The first of many STEAM offerings this fall is Polymer Parade on Saturday, September 19<sup>th</sup>. Kids will get to explore Chemical Engineering while experimenting with putties, silly slimes, bouncy balls, and more!

## **Dance Program**

Ballet & Tap (ages 3-5, 6-12): Dance classes are being offered on Tuesdays and Thursdays at The Depot for kids ages 3-12. Dancers will be taught proper technique, while having a lot of fun with Ms. Ellie!

## **Special Interest Programs**

Virtual Comedy (ages 7-12, 13-17, 55+): We could all use a little comic relief! This virtual Zoom program is being offered through Knuckleball Comedy, Chicago. Knuckleball Comedy comedians will lead participants through a variety of fun games and interactive play that will sure to get you laughing. Participants will learn the basics of improvisation and performance. The first of 4 workshops is on Tuesday, September 15<sup>th</sup> for kids and on Thursday, September 17<sup>th</sup> for adults.

iCook @ Home (ages 5-10): iCook is teaching a virtual hands-on cooking class on Fridays beginning September 11<sup>th</sup>. Chefs-in-training will learn how to make a variety of healthy, delicious and fun recipes from around the world. Little chefs will master cooking safety, slicing, chopping, folding, baking, zesting, mixing and more! A shopping list and recipes will be sent to each participant in advance.

Chess Wizards (ages 6-13): Chess begins on Thursday, September 17<sup>th</sup>. The program is geared to suit children of all skill levels and inspires students to think ahead, visualize their goals, treat others with respect and to learn from mistakes. More than just a game of winning and losing, Chess Wizards makes learning chess fun!

## **Platform Tennis**

We have had a great start to the beginning of Platform Tennis Fall Registration. The Men's House League is full with 112 players. Both Women's House leagues are full with 48 women on Monday's and 96 women on Wednesday's. All house leagues begin the week of September 13<sup>th</sup>. Both Men's and Women's Travel Leagues are scheduled to start later in September. The Women's Half-Day Clinics are scheduled for Saturday, September 12<sup>th</sup> and the Men's Clinics are scheduled for September 26<sup>th</sup>. A social is scheduled for Friday, September 11<sup>th</sup> beginning at 7pm.

## **Affiliate Field Schedules**

River Forest Youth Soccer, Chicago Edge Soccer Club, and River Forest Youth Baseball are all using the fields this fall and are following the state guidelines to run their sports. Both Soccer groups will be playing at all of our parks this fall.

## **Special Events**

Mission: Laser Tag (ages 6-8, 9-12, 13+): The Woodridge Park District is bringing Laser Tag to us on Friday, September 11<sup>th</sup>. We offered three different time slots with a max of 16 participants per slot. Kids will get to play for an hour at Keystone Park West. Open play includes 10-15 minutes of safety and orientation briefing before the game and all equipment is sanitized after each use. A total of 42 kids are registered.



Virtual Makin' Tracks 5K Run/Walk (all ages): This year's annual race will be held virtually with net proceeds benefiting the West Suburban Special Recreation Association. Participants can run or walk a 5K at anytime during the weekend of September 18-September 20 and send in the miles to Karen Stille. Each qualifying participant will receive a custom race medal. Registration is available on our website.

# Memo

**To:** Board of Commissioners  
**From:** Mary Dominguez and Rhonda Brewer  
**CC:** Michael Sletten  
**Date:** 9/14/20  
**Re:** August Board Report - Administration & Finance

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## Finance

There were no negative numbers for the month. Tax receipts of \$356k came in during the month of August, but still less than last year.

## Audit

Audit fieldwork was completed the week of August 17<sup>th</sup>, and the process went smoothly. The report will be finalized during September and presented to the Board in October.

## Health & Wellness

PDRMA changed vendors for PATH in 2020 which caused all participants to lose their PATH points. PDRMA launched the new vendor for PATH on August 11<sup>th</sup>. They are still working on getting all of the aspects of the program to work so there is limited use at this time. Once the current challenge ends there should be access to more on the site. The new challenge for the fall is the Coast to Coast Challenge. This challenge is a step challenge. Registration started on August 11<sup>th</sup> and the last day to register is August 24<sup>th</sup>, challenge ends September 13<sup>th</sup>.

## Personnel/Payroll

Athletic Manager, Casey Greene has turned in her resignation on August 31<sup>st</sup>. Her last day of work will be September 11<sup>th</sup>. We wish her all the best in her new adventure.

## Safety

We finally held our first safety meeting since March. Due to COVID PDRMA has been going through a lot of changes. One major change is they are not doing any outside trainings. All trainings will be held online or via webinars. Staff is still required to maintain the proper amount of training.

I completed all the annual driver abstracts on our full time employees.

We completed the annual Footwear Safety Policy which requires specific footwear for all employees by each department.

We also completed the annual Emergency Response Plan. We updated the plan by adding our two new Automated Defibrillators which are located at the Keystone Center and the Depot.

# Memo

**To:** Board of Commissioners  
**From:** Michael Sletten  
**Date:** 9/14/20  
**Re:** September Board Report

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## Reports

### Staff Reports

Due to COVID-19, no staff will be present at the September Board Meeting.

### WSSRA Report

The next WSSRA Board Meeting is on October 13<sup>th</sup>, 4 PM. At the October Board Meeting, the Board will take action on:

- Approving the Veterans Park District's membership application into the Association. Their membership would begin January 1, 2021. This new membership will offset the loss of Town of Cicero, whose membership with the Association will end December 31, 2020. Both agencies are about the same size, so there will be no impact on the budget.
- Approving the 2021 Budget that will include a \$140,000 decrease from the previous year. In addition, due to the reduced activity from COVID-19, all members will receive a partial refund on the 2020 budget.

## Old Business

### Recreation Center Collaboration:

A meeting is expected to be scheduled sometime at the end of September.

### Strategic Plan:

Attached is the draft Strategic Plan as amended by the Board at the August Board Meeting. Also attached is a revised memo discussing funding options for a possible addition of a gymnasium at The Depot and the possible construction of a paddle hut with 2 more platform tennis courts. The Park Board has prioritized a number of expensive projects as a Year 1 priority that can only be accomplished if the Park District takes on significant debt. Staff recommends the Board review and consider prioritizing the projects over multiple years to minimize the financial impact to the District.

### October 12<sup>th</sup> Board Meeting Reschedule

The October 12<sup>th</sup> Board Meeting falls on Columbus Day. Does the Board wish to push back the Board Meeting one week to October 19<sup>th</sup>?

## **Other**

### **METRA Platform Project**

The Village and Park District have granted METRA access and staging area space for reconstruction of the south METRA commuter platform. METRA has agreed to have this project completed by November 1<sup>st</sup>; however, we are skeptical of METRA meeting this timeline.

### **Midwest Green Grows Grant**

Midwest Green Grows has awarded the Park District a grant to provide an assessment of the Parks District's Integrated Pest Management (IPM) Plan and develop a revised management IPM plan for the Keystone athletic fields.



# River Forest Park District

## 2020 Draft Strategic Plan

### Board of Commissioners:

- Ross Roloff, President
- Lynn Libera, Vice President
- Mark Brown, Treasurer
- Cheryl Cargie, Commissioner
- Dennis Healy, Commissioner

### Senior Staff:

- Michael Sletten, Executive Director
- Karen Stille, Superintendent of Recreation
- John Beto, Superintendent of Parks

**Mission:** To enrich the community through acquisition, development, management, and preservation of parks and open spaces, while providing fun, meaningful, and safe recreation opportunities for the residents of River Forest.

**Vision:** The River Forest Park District is our residents place for fun and community.

The purpose of the Strategic Plan is to guide the capital improvements, parks and facilities planning and development, and programs and services development in the near future.

### Strategic Initiatives:

- **Parks:** Meet community needs for parks, open spaces, and outdoor amenities.
- **Facilities:** Meet community needs for new and existing indoor/outdoor recreation space.
- **Programming:** Meet community needs with innovative programming.
- **Internal Operations:** Employee growth and development.
- **Communication:** Exceptional and consistent guest experience.
- **Finance:** Sustainable revenue strategies and funding options.

**Process:** The River Forest Park District Board of Commissioners draft and approve a new Strategic Plan on a 3-year cycle. The Board solicited community involvement through a Community Survey, program evaluations, and patron engagement; as well as the use of financial data and recreation trends to prioritize the goals for the plan. In June, 2020, the Board was presented with the results from the latest Park District Community Survey.

## Parks

### Year 1:

1. Convert the Keystone Softball infield to a 60' multipurpose synthetic turf infield.
  - Hire an Engineering Service to design and draft bid documents for the site development and synthetic turf installation.
  - Design and draft bid documents for the fence, concrete pad, and dugout portions of the project.
  - Award bids for site development, turf installation, concrete pad installation, backstop and sideline fence installation, and dugout installation.
  - Serve as Construction Manager to coordinate the multiple contractors for this project including; site development, synthetic turf installation, backstop and sideline fence installation, concrete pad installation, dugout installation, and restoration.
2. Relocate the 5 tennis courts and 4 batting cages at Keystone Park to maximize park space. Overlay 5 pickle ball courts over the tennis courts.
  - Hire an Engineering Service to design and draft bid documents for site development, the court installation, and fence installation.
  - Work with lighting contractor to draft bid documents for the installation of a new athletic field light system for 4 tennis courts.
  - Work with RYBS to select an alternate location for the batting cages and possibly amend the number of batting cages.
  - Award bids for site development, tennis court paving, fence installation, athletic field light installation, and batting cage installation.
3. Explore the need to install a shade structure at the Priory Park playground.
4. Utilize technology and apps to assist in park inspections and tracking of labor activities.
  - Purchase tablets for park inspections.
  - Purchase tablets to log in maintenance activities from the maintenance garage.
5. Formalize a written park design guideline.

### Years 2-3:

1. Redevelop the Washington Commons playground. Review the option to design/build as an all-inclusive playground.
2. Replace all asphalt paths in Priory Park that were installed during original park development.
3. Conduct a feasibility study to replace the Keystone Baseball infield with synthetic turf.
4. Review Park District Integrated Pest Management Plan with Sustainability Commission and amend if needed.
5. Expand the wildflower plantings footprint.
  - Washington Triangle and the retention swale at Priory Park.

- Explore a partnership with Union Pacific to convert the railroad embankments at Keystone Park, Washington Commons, and Washington Square to wildflower plantings.
6. Explore the closure of Keystone Avenue between Lake Street and Central Avenue to bridge Keystone Park into one continuous park.
    - Hire a traffic consultant to evaluate the traffic/parking impact from the street closure.
    - Hire an architect to draft a proposed site plan.
    - Survey METRA commuters on the proposed street closure.
    - Host a public hearing for resident feedback.
    - Present proposal and traffic study to Village Board for consideration.
  7. Pursue acquisition of property to increase open space.

### **Facilities**

Year 1:

1. Conduct feasibility study to add a 5<sup>th</sup> and 6<sup>th</sup> platform tennis court and a paddle hut.
  - Hire an Engineer Service/Architect to draft a site plan and probable costs for the project.
  - Survey platform tennis membership to gauge financial support.
  - Draft a financial plan.
  - Host a public hearing for resident feedback.
  - Present proposal to Village Board for consideration as a Planned Development Ordinance Amendment.
2. Conduct feasibility study to build a recreation center through collaboration with all Village governmental agencies.
3. Explore facility partnerships with other Village organizations to meet indoor facility space needs.
4. Review 2015 The Depot Gymnasium Addition Plan as an indoor space option.

Years 2-3:

5. Explore expanding the Priory Center to accommodate a 1,000 SF program space.
6. Explore the use of solar energy for The Depot and the Keystone Center.
7. Evaluate Park District spaces as possible off-leash dog parks. Explore possible partnerships with the Forest Preserve of Cook County or adjacent park districts for the use of their off-leash dog parks.

### **Programming**

Year 1:

1. Review costs related to our athletic affiliate agreements. Amend athletic affiliate agreements to reflect the actual costs.
2. Prioritize program offerings with a focus in the areas of youth sports; adult fitness, wellness, and sports; summer camps; and tot special interests.

3. Develop a partnership with the River Forest Township to coordinate the offering of senior fitness and wellness programs.
4. Review currently used recreation software to better utilize data and tracking features that the software offers.

#### Years 2-3

1. Align program schedules to better meet the availability schedule of participants and families.
2. Explore programming partnerships with organizations that offer the same or similar services to maximize resources.
3. Develop a Community Outreach Plan to increase resident awareness of the River Forest Park District.
4. Review, develop, and implement a pricing structure to draw more non-residents.
5. Maximize the use of volunteers in the River Forest Park District by developing a formalized volunteer program, with appreciation benefits.
6. Expand Sponsorship Programs with a target of 100% of all special events supported by a sponsor.

### **Internal Operations**

#### Year 1:

1. Create a response document to address a pandemic outbreak.
2. Revise the Parks Foundation by-laws and create a Parks Foundation Plan.
3. Review and amend staff job descriptions to streamline and improve efficiency of administrative staff functions.
4. Apply for the National Gold Medal Award annually.

#### Years 2-3:

1. Create a training policy allowing for professional development and cross training of staff.
2. Increase Board exposure to the community.
  - Review Board Member Hand Book to more clearly define Board Member public involvement expectations within the community.
  - Host annual or bi-annual President's coffee or happy hour to solicit ideas and comments from the community.

### **Communication**

#### Year 1:

1. Review and update Marketing Plan.
  - Evaluate Park District's website with the goal for it to be the most used source of information on Park District activities.



- Research the best practices to incentivize all program registrations to occur online.
  - Review social media practices to maximize community outreach. Evaluate the use of social media outlets and prioritize which has the highest value.
  - Develop a banner program to communicate the Park District's message.
  - Repair all Park Sign Boards and update with program and marketing information monthly.
2. Develop a clear and concise branding of park district programs and facilities. Align logo/brand on all external communication, signage, and marketing.

Years 2-3:

1. Work with Village to consolidate all community calendar information on the Village website.
2. Review Sponsorship Packet to increase sponsorship awareness and opportunities.
3. Develop a plan for the taking and storing of Park District pictures.

### **Finance**

Year 1:

- Continue funding support for an indoor recreation space fund of \$2.5M for the development of new indoor recreation space.
- Draft a 3-year Capital Improvements Plan to align with the annual budget
- Maintain fund reserves for emergency allocations and repairs.

Years 2-3:

- Pursue funding through use of grants, including OSLAD, PARC, CBDG, and Sun Club.

# Memo

**To:** Board of Commissioners  
**From:** Michael Sletten  
**Date:** September 14, 2020  
**Re:** Capital Improvements Funding Options (Amended)

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The Park District has multiple financing options available to support our Capital Improvement Budget:

1. Capital Fund Balance: There is \$2.3 million in this fund as of 05-01-20. This fund is supported through a transfer of surplus funds each April. Last April, the Park District transferred \$360,000 into the Capital Fund; however, we are not anticipating a fund transfer at the end of this budget year.
2. Issue a Referendum Bond that requires voter approval. Based on the Park District's EAV, we can issue up to \$16 million in debt.
3. Issue a Limited Bond that does not require voters' approval. The Park District has the ability to levy \$74,500/year (2020) for a limited bond for capital improvement projects. The \$74,500 will increase annually based on CPI. In 2020, the Park District Board decided not to issue the levy. In the past, the levy has been issued as 3-year bonds; however, the bond can be issued for up to 20 years. Based on the Park District's EAV, we can issue up to \$3.2 million dollars in debt; however, levy restriction only allow us to levy \$74,500/year to pay that debt.
4. Issue a bond supported by a levy increase in our Handicapped Fund. The Park District currently levies about 1.5 cents of a possible 4 cents in our Handicapped Fund. We can use any part of the remaining 2.5 cents to issue a bond to support ADA portions of a project, provided the project serves special recreation and inclusion. The Handicapped Fund is a non-tax capped fund, so any action would result in a tax increase.
5. Issue an AO or Alternate Revenue Source (ARS) Bond. This bond is a loan that the Park District will repay with revenue generated from the facility that required the loan. If the facility does not generate enough funds to make the loan payment each year, then the funds would need to be covered through the Corporate or Recreation Funds, which would result in cuts in capital projects, then in services. To issue this bond, the Park District would need to provide a financial plan that covers 100% of the annual loan payment plus an additional 25%. The financial plan would be independently reviewed by Bond Counsel through a Revenue Sufficiency Report. Current interest rates are around 2.0-2.5%.

AO and ARS debt has been used for recreation centers and golf course development. In an ARS Debt Workshop I attended at the IPRA Conference, the speakers discussed examples of risk with issuing ARS debt. ARS debt was used during the boom of golf course development in the 80's and 90's; however, the drop in use/revenue in golf courses over the last decade has resulted in some Park Districts having to cover the ARS debt with their operating funds. How much ARS the Board wishes to issue in debt secured by our operating fund is up to the Board.

How do the financing options apply to The Depot Gymnasium Addition Project and the 5th/6th platform tennis courts plus a paddle hut?

**The Depot Gymnasium Addition:** Attached is the information on The Depot Gymnasium Addition Project presented to the Board last February. Since this information is a year old, the new estimated cost for the project is \$6.73 M. As this project cost continues to rise annually, but our savings have not, it is becoming more difficult to fund this project without going to referendum. Our non-referendum option is as follows:

- PARC Grant: \$2.5 M. Last year the grant application deadline was January, 21, 2020. There has yet to be any information posted on this year's grant cycle.
- Capital Funds: \$1.5 M\*.
- 20-Year Limited Bond: \$1.238 M (\$1.511 M over 20 years, \$1.238 M in principle and \$.396 M in interest).
- Increase the Handicapped Fund by 1.25 cent to finance a 20 year bond for \$1.053 M (\$1.295 M over 20 years, \$1.053 M in principle and \$320,987 in interest). Monies from this fund must go to ADA requirements in the facility. Approximately 15% of this project would qualify under ADA requirements. The Handicapped Fund is a non-tax capped fund, so this would be about a 4% tax increase in park district taxes residents would pay.
- ARS Bond: \$.439 M (estimated \$.591 M over 20 years, \$.439 M in principle and \$.145 M in interest)

\*We are keeping some of the Capital Funds in reserve to complete other needed capital improvement projects. The Capital Improvements Project Budget is currently being drafted for Board discussion at the October Board Meeting.

**The 5th/6th Platform Tennis Courts plus a Paddle Hut:** Based on the 2016 costs to build the 3rd/4th platform tennis courts plus a paddle hut, staff estimates the construction of the 5th/6th courts in a N/S orientation to be \$425,000 to \$450,000. A paddle hut constructed to the south of the courts on Central Avenue is estimated to be \$800,000 to \$850,000. These estimates do not include any costs for the moving of the 5 tennis courts and 4 batting cages that could be charged to platform tennis. The project costs would be expected to be higher if the plan submitted by Nick VanDerSchie was approved. Once the paddle hut is open, this facility will have daily janitorial, utilities, and R&R costs estimated to be around \$26,000 annually.

The 6-court facility would have the capacity of 360-390 members. Based on the use of our Capital Funds for financing, 320 memberships sold, the facility running as is with the use of a contracted pro and volunteer assistance, the annual membership fee should start around \$500R/\$625NR/year for the facility to operate break-even. If the Limited Bond or ARS debt is issued, the fees would expect to be 15%-25% higher. I have not included an Oak Park discount as this option may not be available after this year.

There are multiple non-referendum options as follows:

- Capital Funds: \$1.3 M.
- 20-Year Limited Bond: \$1.238 M (\$1.511 M over 20 years, \$1.238 M in principle and \$.396 M in interest), plus Capital Funds .062 M.
- ARS Bond: \$1.364 M (\$1.78 M over 20 years, \$1.346 M in principle and \$.570 M in interest )