River Forest Park District

Regular Board Meeting
December 8, 2025, 6:00 PM
The Depot,
401 Thatcher Avenue, River Forest, Illinois

Agenda

If you would like to make the comment via Zoom, phone or email please email Michael Sletten at msletten@rfparks.com by 4:00 PM on Monday, December 8, 2025.

Join Zoom Meeting
https://us06web.zoom.us/j/81446691052?pwd=OG04cvhz4SZE8X9acxJm5XHV8aclL1.1
Meeting ID: 814 4669 1052
Passcode: 908216

Join By Phone
13126266799
Meeting ID: 81446691052
Passcode: 908216

1. Call to Order

2. Roll Call – Bade, Grant, Healy, Roche and Libera

3. Public Comment

4. Correspondence to the Board

5. Board Reports

   - General Comments (non-agenda items)
   - Liaisons
     a. Village Collaboration Committee: Roche
     b. Village: Grant
     c. Library: Libera
     d. Schools: Roche
     e. Affiliates: Bade

6. Consent Agenda

   - Minutes – November 10, 2025
   - Financial Statement Review
   - Disbursements – November, 2025
   - WSSRA Report
   - RFCCA Report

7. Consent Agenda Items for Separate Consideration

8. Staff Reports
    - Park Services
    - Recreation Services
    - Executive Director

9. New Business
    - Keystone Ballfield #2 Project Bid
    - Keystone Ballfield #2 Project Synthetic Turf Color (motion, discussion, voice vote)
    - Personnel Policy Update

10. Old Business
    - 2025 Tax Levy Ordinance (motion, discussion, roll call vote)
    - 2025 Tax Levy Reduction Ordinance (motion discussion roll call vote)
    - Park Banner Guidelines (motion, discussion, voice vote)

11. Capital Projects
    a. Constitution Park Project
        i. Scheduled completion date: 6/15/26
    b. Priory Park Project
        i. Scheduled completion date: 5/22/26
    c. Keystone Ballfield #2 Project
        i. Bid approval 1/12/25
        ii. Scheduled start date: 6/29/26
        iii. Scheduled completion date: 8/28/26

12. Closed Session

    - Approval of Minutes – November 10, 2025 (motion, discussion, voice vote)
    - The Appointment, Employment, Compensation, Discipline, Dismissal, Performance or Personal Status of Employees, Officers, and Legal Counsel for the Park District.
    - The Acquisition or Lease of Real Property or the Selling or Rental Price of Real Estate.

13. Adjournment

River Forest Park District
Regular Board Meeting Minutes of
November 10, 2025

The Board of Commissioners of the River Forest Park District convened at 6:00 PM in Regular Session on Monday, November 10, 2025 at the River Forest Park District, 401 Thatcher Avenue, River Forest, Illinois. Roll call was taken with Commissioners Bade (6:02pm), Grant, Healy, Roche (6:01pm), and Libera present. Also, present was Director Sletten, Margie Cekander, and online guests.

Sidnee Marks, Lauterbach & Amen, presented the Park District's 2024-2025 Audit. Management Letter, and Significant Audit Findings.

Commissioner Healy moved to approve the October 13, 2025 Board Meeting Minutes, seconded by Commissioner Grant. A voice vote followed, and the motion was approved 5-0.

The Board reviewed the October, 2025 Financial Statements.

Commissioner Healy moved to approve the October, 2025 Vendor Disbursements for $52,476.36, seconded by Commissioner Grant. A roll call vote followed, and the motion was approved 5-0.

Public Comment: Margie Cekander, River Forest, noted in the Audit that the Direct and Overlapping Governmental Debt (page 99) does not include D200 or Triton College, she expressed concerns with the Park District having $4.2 million in the Capital Projects Fund, and noted a typo on the agenda.

Correspondence to the Board:

- Karen Gianfancisco, Oak Park, sent 4 emails expressing her frustration that the Platform Tennis Pros are not being paid per their Agreement, the platform tennis women's house and travel leagues are unhappy with the Park District administration of the program, and the travel women are unhappy with the program fees and the drill fees. Also included is Director Sletten's response to these emails.
- Meegan Beckmann, River Forest, conveyed concerns from women travel league players and recommendation for a new reduced fee structure.
- Ann Bath, River Forest, provided a follow up to additional comments she was unable to give at the October 21st River Forest Civic Center Authority Meeting.

Board Reports: Commissioner Grant read the following statement:

Without a doubt, the paddle program has been and continues to be a valued part of the Park District's programs.

From time to time, but often, the Board is pulled into issues on the women's side of this program. Currently, I'm once again perplexed at the angst. I do not understand the continued complaints around instructor management, payroll administration, and fees for lessons and drills. I also don't understand why there are ad hoc "agents" that are speaking for the instructors.

I have confidence in, trust, and support the Park District staff on these matters. Specifically, I see not any discrepancies or issues with drill/lesson fees or program fee applications for the men or women programs. I think all of the accusations are unfounded. From a resource perspective, significant staff time has been spent managing the women's paddle program. The Board has also spent significant amount of its time on this matter as well.

After exhaustive time spent by Park District staff explaining things, it is clear there are no discrepancies or issues that exist. But I'm still concern because a dart has been thrown. I used the term discrepancies; however, others have used the term discrimination. The Park District staff has been accused of discrimination against women participants in the platform tennis program. This is not true and unfounded. This is concerning for all of us. I don't know the legal ramifications around unfounded accusations, but minimally this is unfair and maximally this waft of libel/slander to me.

Commissioner Grant asked who is removing the tree stump grindings at Constitution Park, and Director Sletten said he would have to check the contract.

Commissioner Grant asked how many sponsors for the youth basketball program, and Director Sletten said he would have to follow-up with the recreation staff.

President Libera asked Director Sletten to provide an update on the Library HVAC issue. Director Sletten stated that the Village Engineer has agreed that the HVAC drain was not in compliance with the Ordinance and the library would be required to install a drain within the enclosure to capture the HVAC condensation. The Village Engineer is working with the library architect and project contractor to resolve this issue.

Director Sletten provided a RFCCA Report that staff is working on determining the capital costs to replace the HVAC units and is working on window repairs.

Commissioner Healy moved to accept the 2024-2025 Audit as presented by Lauterbach & Amen, seconded by Commissioner Grant. A voice vote followed, and the motion was approved 5-0.

Director Sletten presented the draft 2025 Levy Request with the supporting documentation. The 2024 CPI is 2.9% and expected new growth is $2.5 million. The Levy is required to be filed with the Cook County Clerk no later than the last Tuesday in December. The Board directed the staff to post the draft Levy for public review and will take action on this item at their December 8th Board Meeting.

Director Sletten updated the Board that staff is soliciting proposals for a 3-year stewardship for the 2 wildflower areas (RR embankment/sled hill & swale) in Keystone Park. Staff is expected to present the proposals to the Board by the January, 2026 Board Meeting.

Director Sletten noted that the Park District is receiving increased requests from organizations to hang banners on the park fences. The current banner permit guidelines are limited to affiliated groups and a select number of organizations to hang banners. Staff recommends the Park District Banner Permit is amended for only affiliate groups and organization who have written partnerships with the Park District. President Libera asked that River Forest governmental organizations be added to the list. The Board will take action on this item at their December 8th Board Meeting

Staff presented a recommendation for the Park District and the RFCCA to appoint 2 Board Members from each agency to serve on an Exploratory Committee to review the capital needs of the RFCCA and future program opportunities. Commissioner Healy moved to appoint Commissioner Healy and President Libera, as Park District Representatives on an Exploratory Committee with 2 RFCCA Board Representatives to discuss:

1. financial alternatives to keep the Community Center building as a safe and long-term viable asset for the community.
2. allow for indoor space opportunities for the Park District.
3. leverage Park District expertise in working with the RFCCA to improve facility and program management.

Seconded by Commissioner Roche. A voice vote followed, and the motion was approved 4-1 (Bade)

Director Sletten provided update on the capital projects at Constitution, Priory and Keystone Parks:

1. Constitution Park: The permit is expected to be issued on Wednesday, 11/12, and work should begin shortly after.
2. Priory Park: The permit has been issued and work is schedule to begin on 11/12.
3. Keystone Park: The project is out to bid and the bid opening is on 12/4. The Board will take action on the bids at their December 8th Board Meeting.

Commissioner Healy moved to adjourn at 8:15pm into Closed Session for the purpose of the appointment, employment, compensation, discipline, dismissal, performance or personal status of employees, officers, and legal counsel for the Park District seconded by Commissioner Grant. A voice vote followed, and the motion was approved 5-0.

The Board reconvened into Open Session

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

Respectfully submitted,

Michael J. Sletten, Secretary

RIVER FOREST PARK DISTRICT
FINANCIAL STATEMENT
For the Month Ending
November, 2025

LIQUID CASH	DEBIT	CREDIT	BALANCE
FOREST PARK NATIONAL BANK GENERAL FUND			
Beginning Balance			221,977.19
Tax Deposits			
Other Deposits			
Transfer from MM	150,000.00		
Total Revenue	***150,000.00***		
Disbursements		123,698.12	
Transfer to MM			
Total Disbursments		***123,698.12***	
ENDING CASH IN BANK			***248,279.07***
FOREST PARK NATIONAL BANK PAYROLL			
Beginning Balance			288,789.57
Program Revenue	21,044.09		
Miscellaneous Revenue			
Transfer from MM			
Total Revenue	***21,044.09***		
Credit Card Transaction Fees		1,864.69	
Payroll Expense		54,274.88	
Transfer to General Fund			
Total Disbursements		***56,139.57***	
ENDING CASH IN BANK			***253,694.09***
IPDLAF CERTIFICATES OF DEPOSIT			
Beginning Balance			**1,034,426.85**
Interest	3,241.81		
Total Revenue	***3,241.81***		
Total Disbursements			
ENDING CASH IN BANK			***1,037,668.66***

LIQUID CASH	DEBIT	CREDIT	BALANCE
ILLINOIS FUNDS MONEY MARKET			
Beginning Balance			1,432,995.10
Share Purchase Reinvestment			
Received Interest	4,825.72		
Total Revenue	***4,825.72***		
Total Disbursments			
ENDING CASH IN BANK			***1,437,820.82***
FOREST PARK NATIONAL BANK MONEY MARKET			
Beginning Balance			330,602.17
Received Interest	700.65		
Transfer from General Fund			
Total Revenue	***700.65***		
Transfer to General Fund		150,000.00	
Total Disbursements		***150,000.00***	
ENDING CASH IN BANK			***181,302.82***
HINSDALE BANK & TRUST MONEY MARKET			
Beginning Balance			**1,139,288.54**
Received Interest	3,571.20		
Total Revenue	***3,571.20***		
Total Disbursements			
ENDING CASH IN BANK			***1,142,859.74***
BYLINE BANK MONEY MARKET			
Beginning Balance			**942,814.37**
Received Interest	2,533.97		
Total Revenue	***2,533.97***		
Total Disbursements			
ENDING CASH IN BANK			***945,348.34***
TOTAL LIQUID ENDING CASH IN BANK			***5,246,973.54***

INVESTMENTS

BYLINE BANK - CERTIFICATES OF DEPOSIT	
6 Month CD @3.75% - Maturity 05-07-26- 7317500149	***156,275.99***
6 Month CD @ 3.75% - Maturity 05-07-26 - 7447436250	***260,459.97***
TOTAL BYLINE BANK INVESTMENTS	***416,735.96***
TOTAL MONIES AS OF NOVEMBER 2026	***5,663,709.50***

RIVER FOREST PARK DISTRICT

NOVEMBER 2025 BUDGET REPORT

For the Period: May 1, 2025 - April 30, 2026

		FY 2025-2026 FISCAL YEAR BUDGET	CURRENT FISCAL YEAR 2025-2026 THRU NOVEMBER	PREVIOUS FISCAL YEAR 2024 THRU NOVEMBER	CURRENT MONTH ACTUAL	PREVIOUS MONTH YTD ACTUAL	FY 2025-2026 YTD ACTUAL % OF BUDGET
CORPORATE FUND (10)							
INCOME SOURCES							
4100	Prior Years Real Estate Tax	0.00	0.00	0.00	0.00	0.00	0.00%
4101	Tax Levy	1,414,967.00	33,248.96	617,844.60	0.00	33,248.96	2.35%
Total Tax Levy		**$ 1,414,967.00**	**$ 33,248.96**	**$ 617,844.60**	**$ -**	**$ 33,248.96**	**2.35%**
4102	State Replacement Tax	40,000.00	0.00	22,034.42	0.00	0.00	0.00%
4103	Interest Revenue	28,000.00	20,199.71	21,146.14	3,213.47	16,986.24	72.14%
4233	Platform Tennis Membership Fees	67,400.00	50,471.30	50,712.19	1,399.10	49,072.20	74.88%
4234	Platform Tennis Summer Fees	0.00	0.00	0.00	0.00	0.00	#DIV/0!
4235	Platform Tennis Guest Fees	0.00	0.00	15.00	0.00	0.00	#DIV/0!
4236	Platform Tennis Non-Res. Reimbursement	0.00	0.00	0.00	0.00	0.00	#DIV/0!
4302	Building Rental Revenue	0.00	0.00	0.00	0.00	0.00	#DIV/0!
4304	Misc Field / Facility Rentals	0.00	70.00	140.00	0.00	70.00	0.00%
4305	Depot Program Room Rental Revenue	9,000.00	0.00	0.00	0.00	0.00	0.00%
4306	Keystone Center Program Room Rental	2,500.00	0.00	0.00	0.00	0.00	0.00%
4307	Birthday Party Room Rental Revenue	400.00	0.00	0.00	0.00	0.00	0.00%
4308	Priory Room Rental Revenue	2,000.00	0.00	0.00	0.00	0.00	0.00%
4310	Athletic Field Rentals	60,000.00	67,112.50	26,870.00	0.00	67,112.50	111.85%
4311	Athletic Field Lights Rentals	11,500.00	10,192.40	8,372.60	0.00	10,192.40	88.63%
4313	Garden Plots	1,500.00	1,600.00	787.50	0.00	1,600.00	106.67%
4321	Platform Tennis Court Rental Revenue	12,300.00	0.00	630.00	0.00	0.00	0.00%
4401	Memorial Tree Donations	1,550.00	0.00	1,860.00	0.00	0.00	0.00%
4402	Memorial Brick Donations	0.00	0.00	0.00	0.00	0.00	0.00%
4403	Donations	0.00	0.00	0.00	0.00	0.00	0.00%
4501	Sale of Used Equipment	0.00	0.00	0.00	0.00	0.00	0.00%
4502	Miscellaneous	0.00	7,756.03	5,935.07	0.00	7,756.03	0.00%
4505	PATH Incentives Awards	0.00	0.00	0.00	0.00	0.00	0.00%
4509	Platform Tennis FOB Keys	400.00	398.26	0.00	54.20	344.06	99.57%
4510	Platform Tennis Merchandise Sales	3,600.00	5,739.44	3,075.14	141.70	5,597.74	159.43%
4511	RFYBS Revenue	1,500.00	1,642.40	1,485.00	0.00	1,642.40	109.49%
4512	RFYS Revenue	500.00	1,709.78	0.00	105.00	1,604.78	341.96%
4513	Referee Account	0.00	0.00	0.00	0.00	0.00	0.00%
4514	RFCCA Management Fees	0.00	30,921.78	0.00	0.00	30,921.78	0.00%
Total Other Income		**$ 242,150.00**	**$ 197,813.60**	**$ 143,063.06**	**$ 4,913.47**	**$ 192,900.13**	**81.69%**
Total Income w/Tax Levy		**$ 1,657,117.00**	**$ 231,062.56**	**$ 760,907.66**	**$ 4,913.47**	**$ 226,149.09**	**13.94%**
ADMINISTRATIVE EXPENSES (10)							
Administrative Salaries & Wages							
510-101	Executive Director - Corp	90,000.00	56,246.78	55,424.04	6,580.46	49,666.32	62.50%
510-102	Finance Supervisor - Corp	55,000.00	28,812.50	22,811.47	2,650.00	26,162.50	52.39%
510-110	Director's Auto Reimbursement	3,000.00	1,846.24	1,846.24	230.78	1,615.46	61.54%
510-122	Health Insurance	90,000.00	73,794.82	41,856.21	8,511.70	65,283.12	81.99%
510-123	Employer FICA & Medicare	60,000.00	41,538.48	40,381.78	4,419.11	37,119.37	69.23%
510-124	Health / Wellness Incentive	1,000.00	50.00	299.97	0.00	50.00	5.00%
510-126	PATH Incentive Awards	1,000.00	0.00	0.00	0.00	0.00	0.00%
510-127	Employee Phone Stipend	1,700.00	0.00		0.00	0.00	0.00%
Total Administrative Salaries & Wages		**$ 301,700.00**	**$ 202,288.82**	**$ 162,619.71**	**$ 22,392.05**	**$ 179,896.77**	**67.05%**
Contract Services							
510-204	Miscellaneous Service	1,000.00	219.90	159.90	10.00	209.90	21.99%
510-205	Legal Service	0.00	0.00	0.00	0.00	0.00	0.00%
510-206	IT Service	0.00	0.00	0.00	0.00	0.00	0.00%
510-207	Website Service	0.00	166.78	367.66	0.00	166.78	0.00%
510-208	Email Provider Service	1,200.00	1,481.36	629.88	142.80	1,338.56	123.45%
510-209	Quickbooks Payroll License	1,700.00	1,699.00	1,249.00	0.00	1,699.00	99.94%
510-210	Bank Fees	1,000.00	930.50	7.35	0.00	930.50	93.05%
510-214	Paylocity	8,000.00	3,847.88	3,648.58	577.40	3,270.48	48.10%
510-215	RFCCA Management Expense		8,920.56	0.00	0.00	8,920.56	0.00%
Total Contract Services		**$ 12,900.00**	**$ 17,265.98**	**$ 6,062.37**	**$ 730.20**	**$ 16,535.78**	**133.84%**
Administration Expense							
510-701	Office Supplies	6,500.00	4,485.85	4,634.43	1,616.26	2,869.59	69.01%
510-702	Office Equipment R & R	1,000.00	0.00	0.00	0.00	0.00	0.00%
510-703	Office Furniture R & R	1,000.00	0.00	0.00	0.00	0.00	0.00%
510-705	Canon Copier Maintenance Fees	1,400.00	675.85	695.33	169.86	505.99	48.28%
510-706	Staff Expenses	2,000.00	362.80	756.47	64.40	298.40	18.14%
510-707	Professional Association Fees	3,000.00	2,877.00	1,957.32	770.00	2,107.00	95.90%
510-708	Computer Equipment R & R	1,000.00	2,170.80	0.00	970.80	1,200.00	217.08%
510-709	Computer Software R & R	1,500.00	0.00	0.00	0.00	0.00	0.00%
510-710	Printing	1,000.00	138.95	0.00	0.00	138.95	13.90%
510-714	Postage & Delivery	1,000.00	366.90	408.00	1.90	365.00	36.69%
510-715	Board Expenses	1,000.00	54.95	50.11	24.18	30.77	5.50%
510-717	Criminal History Checks	100.00	0.00	20.00	0.00	0.00	0.00%
510-718	Miscellaneous Expense	500.00	101.45	466.75	0.00	101.45	20.29%
510-721	Telephone System R & R	500.00	0.00	0.00	0.00	0.00	0.00%
510-722	Professional Development	2,000.00	300.00	165.00	0.00	300.00	15.00%
510-723	Mileage Reimbursement/Tolls	500.00	17.80	89.65	0.00	17.80	3.56%
510-724	Physicals / Drug Tests	500.00	184.00	480.00	0.00	184.00	36.80%
510-700	Administrative Expenses Other	0.00	4.40	0.00	4.40	0.00	0.00%
510-725	Legal Notices / Advertising	1,500.00	165.00	580.00	0.00	165.00	11.00%
Total Administration Expense		**$ 26,000.00**	**$ 11,905.75**	**$ 10,303.06**	**$ 3,621.80**	**$ 8,283.95**	**45.79%**
TOTAL ADMINISTRATIVE EXPENSES		**$ 340,600.00**	**$ 231,460.55**	**$ 178,985.14**	**$ 26,744.05**	**$ 204,716.50**	**67.96%**

		FY 2025-2026 FISCAL YEAR BUDGET	CURRENT FISCAL YEAR 2025-2026 THRU NOVEMBER	PREVIOUS FISCAL YEAR 2024 THRU NOVEMBER	CURRENT MONTH ACTUAL	PREVIOUS MONTH YTD ACTUAL	FY 2025-2026 YTD ACTUAL % OF BUDGET
BUILDING EXPENSES (20)							
Facility Salaries							
520-107	Park Ambassadors	8,000.00	8,211.19	6,858.66	279.02	7,932.17	102.64%
520-108	Building Attendant	0.00	0.00	0.00	0.00	0.00	0.00%
Total Facility Salaries		**$ 8,000.00**	**$ 8,211.19**	**$ 6,858.66**	**$ 279.02**	**$ 7,932.17**	**102.64%**
Contract Services							
520-221	HVAC Service	2,000.00	0.00	815.00	0.00	0.00	0.00%
520-223	Inspection/Fees	1,000.00	864.50	0.00	0.00	864.50	86.45%
520-224	Elevator Service	3,000.00	2,950.00	3,362.00	0.00	2,950.00	98.33%
520-225	Pest Control Service	600.00	534.00	0.00	178.00	356.00	89.00%
Total Contract Services		**$ 6,600.00**	**$ 4,348.50**	**$ 4,177.00**	**$ 178.00**	**$ 4,170.50**	65.89%
Building Maintenance							
520-821	Depot R & R	3,000.00	3,741.36	4,007.39	2,121.98	1,619.38	124.71%
520-822	Maintenance Facility R & R	2,500.00	1,582.18	788.65	280.49	1,301.69	63.29%
520-824	Park Bathroom Buildings R & R	2,500.00	1,037.59	2,530.22	0.00	1,037.59	41.50%
520-825	Janitorial / Paper Towel Supplies	9,000.00	5,021.07	5,870.67	827.18	4,193.89	55.79%
520-826	Keystone Center R & R	2,500.00	4,052.04	2,141.89	42.05	4,009.99	162.08%
520-827	RFCCA R&R	0.00	2,418.49	0.00	360.00	2,058.49	0.00%
Total Building Maintenance		**$ 19,500.00**	**$ 17,852.73**	**$ 15,338.82**	**$ 3,631.70**	**$ 14,221.03**	**91.55%**
Utilities Expense							
Depot							
520-901	Electricity	4,000.00	3,057.88	3,185.64	306.27	2,751.61	76.45%
520-902	Heating Fuel	2,500.00	633.90	560.24	188.05	445.85	25.36%
520-903	Telephone	5,000.00	5,799.72	4,970.82	777.74	5,021.98	115.99%
520-904	Water	750.00	353.47	379.91	102.72	250.75	47.13%
520-905	Alarm	2,200.00	1,055.76	1,055.76	0.00	1,055.76	47.99%
520-906	Cable	0.00	0.00	0.00	0.00	0.00	0.00%
520-907	Closed Circuit TV	1,000.00	578.76	0.00	0.00	578.76	57.88%
Total Depot Utilities Expense		**$ 15,450.00**	**$ 11,479.49**	**$ 10,152.37**	**$ 1,374.78**	**$ 10,104.71**	**74.30%**
Priory							
520-909	Electricity	1,500.00	1,195.68	1,415.31	229.69	965.99	79.71%
520-910	Heating Fuel	1,000.00	261.75	300.15	22.70	239.05	26.18%
Total Priory Utilities Expense		**$ 2,500.00**	**$ 1,457.43**	**$ 1,715.46**	**$ 252.39**	**$ 1,205.04**	**58.30%**
Washington Commons							
520-913	Electricity	2,000.00	694.54	780.91	60.21	634.33	34.73%
520-916	Water	750.00	125.40	216.65	75.24	50.16	16.72%
Total Washington Commons Utilities Expense		**$ 2,750.00**	**$ 819.94**	**$ 997.56**	**$ 135.45**	**$ 684.49**	**29.82%**
Maintenance Facility							
520-917	Electricity	2,500.00	738.56	1,452.39	22.79	715.77	29.54%
520-918	Heating Fuel	3,000.00	964.21	0.00	291.19	673.02	32.14%
520-920	Water	500.00	265.95	1,105.72	54.96	210.99	53.19%
520-921	Alarm	600.00	503.68	266.82	0.00	503.68	83.95%
Total Maintenance Facility Utilities		**$ 6,600.00**	**$ 2,472.40**	**$ 2,824.93**	**$ 368.94**	**$ 2,103.46**	**37.46%**
Keystone Pavillion							
520-931	Electricity	3,500.00	67.57	1,997.71	15.70	51.87	1.93%
520-932	Heating Fuel	2,500.00	694.00	518.29	96.96	597.04	27.76%
520-935	Alarm	1,200.00	603.90	367.70	0.00	603.90	50.33%
					0.00		
Total Keystone Pavillion Utilities Expense		**$ 7,200.00**	**$ 1,365.47**	**$ 2,883.70**	**$ 112.66**	**$ 1,252.81**	**18.96%**
Total Utility Expenses		**$ 34,500.00**	**$ 17,594.73**	**$ 18,574.02**	**$ 2,244.22**	**$ 15,350.51**	**51.00%**
TOTAL BUILDING EXPENSES		**$ 68,600.00**	**$ 48,007.15**	**$ 44,948.50**	**$ 6,332.94**	**$ 41,674.21**	**69.98%**
PLATFORM TENNIS MEMBERSHIP EXPENSES (25)							
Contract Services							
525-201	Professional / Administration Fees	0.00	0.00	0.00	0.00	0.00	0.00%
525-202	Reservation Software	180.00	180.00	180.00	0.00	180.00	100.00%
525-203	Platform Tennis Services	1,000.00	3,400.00	21,600.00	0.00	3,400.00	340.00%
Total Contract Services		**$ 1,180.00**	**$ 3,580.00**	**$ 21,780.00**	**$ -**	**$ 3,580.00**	**303.39%**
Platform Tennis Expenses							
525-211	Merchandise	3,000.00	1,737.02	1,531.00	0.00	1,737.02	57.90%
525-212	FOB Keys	400.00	(20.00)	358.20	0.00	(20.00)	-5.00%
525-213	Special Events	0.00	49.45	61.94	49.45	0.00	0.00%
525-214	Platform Tennis R & R	6,000.00	614.03	5,114.52	5.07	608.96	10.23%
525-215	Platform Tennis Social Supplies	0.00	0.00	0.00	0.00	0.00	0.00%
525-216	Capital Improvement - Platform Tennis	5,000.00	4,190.92	0.00	1,893.34	2,297.58	83.82%
Total Platform Tennis Expenses		**$ 14,400.00**	**$ 6,571.42**	**$ 7,065.66**	**$ 1,947.86**	**$ 4,623.56**	**45.63%**
Platform Tennis Utilities							
525-941	Electricity / Lights	4,000.00	2,094.24	2,219.14	486.64	1,607.60	52.36%
525-942	Heating Fuel	5,000.00	1,167.73	1,213.67	387.81	779.92	23.35%
525-943	Cable / DISH	0.00	60.10	0.00	0.00	60.10	0.00%
525-944	Closed Circuit Television	1,500.00	394.43	1,081.20	36.01	358.42	26.30%
Total Platform Tennis Utilities Expenses		**$ 10,500.00**	**$ 3,716.50**	**$ 4,514.01**	**$ 910.46**	**$ 2,806.04**	**35.40%**
TOTAL PLATFORM TENNIS MEMBERSHIP EXPENSES		**$ 26,080.00**	**$ 13,867.92**	**$ 33,359.67**	**$ 2,858.32**	**$ 11,009.60**	**53.17%**

		FY 2025-2026 FISCAL YEAR BUDGET	CURRENT FISCAL YEAR 2025-2026 THRU NOVEMBER	PREVIOUS FISCAL YEAR 2024 THRU NOVEMBER	CURRENT MONTH ACTUAL	PREVIOUS MONTH YTD ACTUAL	FY 2025-2026 YTD ACTUAL % OF BUDGET
PARK EXPENSES (30)							
Parks Salaries							
530-103	Park Manager	100,500.00	61,645.76	59,470.90	7,705.72	53,940.04	61.34%
530-104	Park Maintenance Staff	160,000.00	96,079.49	97,355.67	11,910.40	84,169.09	60.05%
530-105	Overtime	16,000.00	7,098.52	4,190.66	771.29	6,327.23	44.37%
530-106	Seasonal Park Maintenance Staff	10,000.00	10,593.92	11,630.09	0.00	10,593.92	105.94%
Total Park Salaries Expense		**$ 286,500.00**	**$ 175,417.69**	**$ 172,647.32**	**$ 20,387.41**	**$ 155,030.28**	**61.23%**
Contract Services							
530-241	Athletic Fields Services	1,000.00	0.00	972.50	0.00	0.00	0.00%
530-242	Landscaping Services	4,000.00	10,706.01	1,550.00	2,040.00	8,666.01	267.65%
530-243	Ornamental Services	0.00	1,422.00	0.00	0.00	1,422.00	0.00%
530-244	Irrigation Services	6,000.00	9,246.18	10,772.00	1,798.00	7,448.18	154.10%
530-245	Fertilizer & Weed Control Services	10,000.00	6,923.46	4,645.95	0.00	6,923.46	69.23%
530-246	Tree Services	12,000.00	8,150.00	8,445.00	1,025.00	7,125.00	67.92%
530-247	Electrical Services	2,000.00	2,460.00	0.00	2,080.00	380.00	123.00%
530-248	Lightning Detections Services	0.00	0.00	0.00	0.00	0.00	0.00%
530-249	Inspection Fees	2,500.00	2,492.14	3,798.31	452.14	2,040.00	99.69%
530-250	Portable Restroom Service	1,500.00	0.00	1,405.00	0.00	0.00	0.00%
Total Contract Services		**$ 39,000.00**	**$ 41,399.79**	**$ 31,588.76**	**$ 7,395.14**	**$ 34,004.65**	**106.15%**
Park Maintenance Expense							
530-801	Park Equipment R & R	7,000.00	1,811.97	938.43	451.33	1,360.64	25.89%
530-802	Maintenance Equipment / Supplies R & R	5,000.00	3,413.50	5,046.13	39.34	3,374.16	68.27%
530-803	Tree & Shrub Supplies	4,000.00	540.90	4,166.92	0.00	540.90	13.52%
530-804	Ornamental Supplies	4,000.00	2,216.13	2,065.20	0.00	2,216.13	55.40%
530-805	Fertilizer & Weed Control Supplies	2,000.00	4,505.62	2,214.82	0.00	4,505.62	225.28%
530-806	Vehicle Fuel	8,000.00	3,817.01	3,362.12	450.88	3,366.13	47.71%
530-807	Vehicle & Tractor R & R	15,000.00	7,631.53	12,986.65	0.00	7,631.53	50.88%
530-808	Landscape Supplies	6,000.00	2,796.48	5,994.60	0.00	2,796.48	46.61%
530-809	Athletic Field Maintenance Supplies	7,000.00	6,026.11	5,085.70	0.00	6,026.11	86.09%
530-810	RFYBS Expenses	1,000.00	0.00	0.00	0.00	0.00	0.00%
530-811	RFYS Expenses	1,500.00	0.00	0.00	0.00	0.00	0.00%
530-812	Memorial Brick Program	500.00	0.00	315.94	0.00	0.00	0.00%
530-813	Uniforms & Safety Clothing	2,000.00	566.25	484.00	0.00	566.25	28.31%
530-814	Memorial Tree Program	3,000.00	1,400.85	2,211.09	0.00	1,400.85	46.70%
530-816	Ice Rink Supplies	4,000.00	182.08	0.00	0.00	182.08	4.55%
530-817	Trash Disposal	7,500.00	5,477.48	5,193.07	142.00	5,335.48	73.03%
530-818	Equipment Rental	2,000.00	1,809.47	951.70	532.50	1,276.97	90.47%
530-819	Garden Plots R & R	100.00	113.49	42.54	0.00	113.49	113.49%
530-820	Signage	3,000.00	1,882.00	218.97	0.00	1,882.00	62.73%
530-821	Park Maintenance Other	0.00	72.11	0.00	0.00	72.11	0.00%
Total Park Maintenance Expense		**$ 82,600.00**	**$ 44,262.98**	**$ 51,277.88**	**$ 1,616.05**	**$ 42,646.93**	**53.59%**
Park Utilities							
530-921	Irrigation / Water Fountain Water	35,000.00	24,173.12	29,586.92	4,882.79	19,290.33	69.07%
530-922	Park Security Lights	500.00	80.54	158.84	26.22	54.32	16.11%
530-923	Electric - Athletic Field Lights	7,000.00	4,593.79	3,869.88	1,067.47	3,526.32	65.63%
Total Park Utilities		**$ 42,500.00**	**$ 28,847.45**	**$ 33,615.64**	**$ 5,976.48**	**$ 22,870.97**	**67.88%**
TOTAL PARK EXPENSES		**$ 450,600.00**	**$ 289,927.91**	**$ 289,129.60**	**$ 35,375.08**	**$ 254,552.83**	**64.34%**
550-900	Corporate Contingency	5,000.00	12,190.00	49,833.05	0.00	12,190.00	243.80%
TOTAL CORPORATE EXPENSES		**$ 890,880.00**	**$ 595,453.53**	**$ 596,255.96**	**$ 71,310.39**	**$ 524,143.14**	**66.84%**
Fund Transfers							
560-997	*FUND TRANSFER TO SPEC REC FUND*	0.00	0.00	0.00	0.00	0.00	0.00%
560-999	*FUND TRANSFER TO CAPITAL FUND*	550,000.00	0.00	0.00	0.00	0.00	0.00%
Total Fund Transfers		**$ 550,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
TOTAL CORPORATE EXPENSES & FUND TRANSFERS		**$ 1,440,880.00**	**$ 595,453.53**	**$ 596,255.96**	**$ 71,310.39**	**$ 524,143.14**	**41.33%**
CORPORATE NET FUND TOTAL **(Excess Revenue over Expenses)**		**$ 216,237.00**	**$ (364,390.97)**	**$ 164,651.70**	**$ (66,396.92)**	**$ (297,994.05)**	**0.00%**

		FY 2025-2026 FISCAL YEAR BUDGET	CURRENT FISCAL YEAR 2025-2026 THRU NOVEMBER	PREVIOUS FISCAL YEAR 2024 THRU NOVEMBER	CURRENT MONTH ACTUAL	PREVIOUS MONTH YTD ACTUAL	FY 2025-2026 YTD ACTUAL % OF BUDGET
RECREATION FUND (15)							
INCOME SOURCES							
4100	Prior Years Real Estate Tax	0.00	0.00	0.00	0.00	0.00	0.00%
4101	Tax Levy	400,000.00	9,338.69	205,804.65	0.00	9,338.69	2.33%
Total Tax Levy		**$ 400,000.00**	**$ 9,338.69**	**$ 205,804.65**	**$ -**	**$ 9,338.69**	**2.33%**
4103	Interest Income	29,000.00	20,671.40	21,639.93	3,288.51	17,382.89	71.28%
4203	Program Fees	275,000.00	108,213.27	135,786.82	2,788.59	105,424.68	39.35%
4204	Special Event Fees	6,000.00	800.00	2,863.00	700.00	100.00	13.33%
4205	Color Run Fees	5,000.00	3,165.00	0.00	0.00	3,165.00	63.30%
4206	Summer Camp Fees	250,000.00	246,237.98	239,408.42	(458.00)	246,695.98	98.50%
4207	Recreation Basketball Fees	85,000.00	110,069.00	74,582.00	13,431.00	96,638.00	129.49%
4211	Parade Fees	1,500.00	1,450.00	1,350.00	0.00	1,450.00	96.67%
4212	Deck the Depot	6,000.00	5,140.00	5,060.00	4,420.00	720.00	85.67%
4213	Food Truck Rally Donations Reimbursement	1,000.00	0.00	0.00	0.00	0.00	0.00%
4219	Cancellation Fee Charge	0.00	0.00	0.00	0.00	0.00	0.00%
4220	Paddle Tennis Lesson Fees	6,000.00	17,136.05	1,477.00	6,778.75	10,357.30	285.60%
4231	Platform Tennis Member ***House*** League Fee	16,250.00	8,156.30	7,151.68	0.00	8,156.30	50.19%
4232	Platform Tennis Member ***Travel*** League Fee	43,800.00	26,418.14	22,367.84	0.00	26,418.14	60.32%
4303	Birthday Parties Rentals	10,000.00	2,869.00	3,515.00	0.00	2,869.00	28.69%
4403	Donations/Scholarships	500.00	0.00	0.00	0.00	0.00	0.00%
4404	Food Truck Rally Donations Reimbursement	1,000.00	0.00	500.00	0.00	0.00	0.00%
4405	Color Run Donations/Reimbursements	1,500.00	2,000.00	0.00	0.00	2,000.00	133.33%
4407	Special Event Donations	1,000.00	1,000.00	500.00	0.00	1,000.00	100.00%
4408	Parade Sponsorship	3,000.00	5,515.00	4,500.00	0.00	5,515.00	183.83%
4409	Thursday Summer Nights Donations	1,000.00	1,500.00	1,500.00	0.00	1,500.00	150.00%
4410	Recreation Basketball Sponsorships	1,500.00	1,000.00	1,000.00	0.00	1,000.00	66.67%
4501	Sale of Used Equipment	0.00	0.00	0.00	0.00	0.00	0.00%
4502	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00%
4508	Brochure Advertising Revenue	1,000.00	500.00	500.00	500.00	0.00	50.00%
4510	Platform Tennis Merchandise	9,500.00	0.00	0.00	0.00	0.00	0.00%
Total Other Income		**$ 754,550.00**	**$ 561,841.14**	**$ 523,701.69**	**$ 31,448.85**	**$ 530,392.29**	**74.46%**
TOTAL INCOME WITH TAX LEVY		**$ 1,154,550.00**	**$ 571,179.83**	**$ 729,506.34**	**$ 31,448.85**	**$ 539,730.98**	**49.47%**
ADMINISTRATIVE EXPENSES (10)							
Administration Salaries							
610-101	Executive Director - Rec	90,000.00	56,246.78	55,424.05	6,580.46	49,666.32	62.50%
610-103	Superintendent of Recreation	109,500.00	67,318.40	64,791.52	8,414.80	58,903.60	61.48%
610-104	Athletic Manager	52,000.00	31,973.12	34,027.21	3,923.08	28,050.04	61.49%
610-108	Registrar / Administrative Asst.	24,000.00	15,540.00	26,510.55	2,016.00	13,524.00	64.75%
610-109	Registrar / Admin. Asst. Overtime	2,000.00	0.00	0.00	0.00	0.00	0.00%
610-110	Director's Auto Reimbursement - Rec	3,000.00	1,846.24	1,846.24	230.78	1,615.46	61.54%
610-112	Recreation Supervisor	58,500.00	37,529.05	20,140.19	4,475.70	33,053.35	64.15%
610-122	Health Insurance - Rec	32,000.00	19,259.48	22,447.77	1,989.06	17,270.42	60.19%
610-124	Health / Wellness Incentive	1,000.00	0.00	0.00	0.00	0.00	0.00%
610-125	Health OPT OUT Reimbursement	11,700.00	0.00	0.00	0.00	0.00	0.00%
610-126	PATH Incentive Awards	1,000.00	0.00	0.00	0.00	0.00	0.00%
610-127	Employee Phone Stipend	1,300.00	0.00	0.00	0.00	0.00	0.00%
Total Administration Salaries		**$ 386,000.00**	**$ 229,713.07**	**$ 225,187.53**	**$ 27,629.88**	**$ 202,083.19**	**59.51%**
Contract Services							
610-204	Miscellaneous Service	1,000.00	0.00	0.00	0.00	0.00	0.00%
610-205	Legal Service	10,000.00	2,932.50	4,233.75	202.50	2,730.00	29.33%
610-206	IT Service	6,000.00	3,645.00	2,842.96	810.00	2,835.00	60.75%
610-207	Website Service	5,500.00	2,766.08	2,873.54	1,267.83	1,498.25	50.29%
610-208	Email Provider Service	1,000.00	1,624.16	629.88	142.80	1,481.36	162.42%
610-211	Photographer	1,000.00	420.00	0.00	0.00	420.00	42.00%
610-212	Marketing Services	8,000.00	5,289.60	4,690.00	2,240.00	3,049.60	66.12%
610-213	Reservation Software	1,000.00	301.00	280.00	0.00	301.00	30.10%
Total Contract Services		**$ 33,500.00**	**$ 16,978.34**	**$ 15,550.13**	**$ 4,663.13**	**$ 12,315.21**	**50.68%**

		FY 2025-2026 FISCAL YEAR BUDGET	CURRENT FISCAL YEAR 2025-2026 THRU NOVEMBER	PREVIOUS FISCAL YEAR 2024 THRU NOVEMBER	CURRENT MONTH ACTUAL	PREVIOUS MONTH YTD ACTUAL	FY 2025-2026 YTD ACTUAL % OF BUDGET
Administration Expense							
610-701	Office Supplies	6,500.00	4,455.65	4,904.60	1,729.51	2,726.14	68.55%
610-702	Office Equipment R & R	1,000.00	350.48	0.00	350.48	0.00	35.05%
610-704	Office Furniture R & R	1,000.00	0.00	0.00	0.00	0.00	0.00%
610-705	Canon Copier Maintenance Fees	1,400.00	675.83	695.32	169.84	505.99	48.27%
610-706	Staff Expenses	7,000.00	1,410.17	1,732.56	64.41	1,345.76	20.15%
610-707	Professional Association Fees	1,500.00	1,178.00	874.00	0.00	1,178.00	78.53%
610-708	Computer Equipment	1,000.00	5,201.45	159.36	3,874.20	1,327.25	520.15%
610-709	Computer Software	1,500.00	0.00	0.00	0.00	0.00	0.00%
610-712	Scholarships / Certificates	2,000.00	0.00	0.00	0.00	0.00	0.00%
610-713	Youth Intervention	5,000.00	1,283.50	2,524.75	0.00	1,283.50	25.67%
610-714	Postage & Delivery	1,000.00	0.00	245.00	0.00	0.00	0.00%
610-717	Criminal Background Checks	2,000.00	100.00	500.00	100.00	0.00	5.00%
610-718	Miscellaneous Expense	500.00	0.00	0.00	0.00	0.00	0.00%
610-721	Telephone System R & R	500.00	0.00	0.00	0.00	0.00	0.00%
610-722	Professional Development	2,500.00	50.68	271.00	0.00	50.68	2.03%
610-723	Mileage Reimbursement	250.00	0.00	37.86	0.00	0.00	0.00%
610-724	Physicals / Drug Tests	1,000.00	0.00	0.00	0.00	0.00	0.00%
610-725	Credit Card Charges	32,000.00	19,133.68	16,957.51	1,545.30	17,588.38	59.79%
610-726	Registration Transaction Fees	25,000.00	14,279.58	12,636.98	1,229.66	13,049.92	57.12%
Total Administration Expense		**$ 92,650.00**	**$ 48,119.02**	**$ 41,538.94**	**$ 9,063.40**	**$ 39,055.62**	**51.94%**
TOTAL ADMINISTRATIVE EXPENSES		**$ 512,150.00**	**$ 294,810.43**	**$ 282,276.60**	**$ 41,356.41**	**$ 253,454.02**	**57.56%**
RECREATION PROGRAM EXPENSES (40)							
Recreation Salaries							
640-106	Camp Staff Salaries	70,000.00	56,069.72	60,726.56	0.00	56,069.72	80.10%
640-110	Seasonal Recreation Salaries	6,000.00	3,934.09	3,086.03	410.28	3,523.81	65.57%
640-111	Recreation Basketball Staff Salaries	27,000.00	1,778.41	2,294.32	1,778.41	0.00	6.59%
640-114	Birthday Party Salaries	2,000.00	600.00	800.00	0.00	600.00	30.00%
Total Salaries & Wages		**$ 105,000.00**	**$ 62,382.22**	**$ 66,906.91**	**$ 2,188.69**	**$ 60,193.53**	**59.41%**
Contract Services							
640-230	Athletic Contractual Service	155,000.00	41,836.22	101,257.42	1,748.00	40,088.22	26.99%
640-231	Recreation Contractual Services	45,000.00	38,243.00	18,701.40	9,672.50	28,570.50	84.98%
640-232	Travel Basketball League	0.00	0.00	0.00	0.00	0.00	0.00%
640-233	Travel Volleyball League	0.00	0.00	0.00	0.00	0.00	0.00%
640-234	Summer Camps	100,000.00	98,598.40	102,860.20	0.00	98,598.40	98.60%
640-235	Recreation Basketball	12,000.00	0.00	0.00	0.00	0.00	0.00%
640-236	Special Event Service	3,000.00	1,598.00	1,183.00	648.00	950.00	53.27%
640-237	Memorial Day Parade Service	3,000.00	2,275.00	2,861.60	0.00	2,275.00	75.83%
640-238	Thursday Summer Nights Service	4,500.00	4,473.70	4,000.00	0.00	4,473.70	99.42%
640-240	Color Run Service	400.00	0.00	225.00	0.00	0.00	0.00%
640-241	Polar Express Service	4,000.00	2,507.97	3,797.66	1,520.00	987.97	62.70%
640-242	Food Truck Rally Service	3,000.00	2,133.00	1,418.50	0.00	2,133.00	71.10%
640-243	Contracted Birthday Party	4,000.00	800.00	585.00	0.00	800.00	20.00%
640-251	Paddle Tennis Lessons	4,800.00	12,000.00	0.00	6,360.00	5,640.00	250.00%
640-252	Platform Tennis League Fees	8,200.00	9,039.96	7,320.00	499.98	8,539.98	110.24%
Total Contract Services		**$ 346,900.00**	**$ 213,505.25**	**$ 244,209.78**	**$ 20,448.48**	**$ 193,056.77**	**61.55%**
Recreation Expense							
640-801	Recreation Program Supplies	2,000.00	1,306.42	3,990.92	185.00	1,121.42	65.32%
640-802	Athletic Program Supplies	3,000.00	971.30	1,043.84	0.00	971.30	32.38%
640-803	Recreation Basketball Supplies	9,000.00	2,656.71	0.00	496.00	2,160.71	29.52%
640-806	Special Event Supplies	9,000.00	1,518.06	4,135.68	402.08	1,115.98	16.87%
640-807	Summer Camp Supplies	3,500.00	2,236.85	3,681.84	0.00	2,236.85	63.91%
640-808	Birthday Party Supplies	1,500.00	317.43	962.83	29.68	287.75	21.16%
640-809	Color Run Supplies	5,000.00	4,723.05	4,229.63	197.54	4,525.51	94.46%
640-810	Thursday Summer Nights Supplies	3,600.00	3,006.70	3,245.61	0.00	3,006.70	83.52%
640-811	Recreation Basketball Uniforms	12,000.00	0.00	0.00	0.00	0.00	0.00%
640-814	Summer Camp Uniforms	7,000.00	3,200.00	3,558.00	0.00	3,200.00	45.71%
640-815	Program Uniforms	2,000.00	420.00	1,121.60	0.00	420.00	21.00%
640-816	Dance Program Supplies	7,000.00	699.30	0.00	699.30	0.00	9.99%
640-817	Safety Supplies	750.00	814.54	954.48	333.08	481.46	108.61%
640-821	Facility Rental	6,000.00	6,000.00	6,000.00	0.00	6,000.00	100.00%
640-823	Deck the Depot Supplies	2,000.00	303.61	59.97	303.61	0.00	15.18%
640-824	Depot Program Room Rental	9,000.00	0.00	0.00	0.00	0.00	0.00%
640-825	Keystone Center Room Rental	2,500.00	0.00	0.00	0.00	0.00	0.00%
640-826	Birthday Party Room Rental	400.00	0.00	0.00	0.00	0.00	0.00%
640-827	Priory Program Room Rental	2,000.00	0.00	0.00	0.00	0.00	0.00%
640-829	Memorial Day Parade Supplies	3,500.00	3,576.98	3,360.16	0.00	3,576.98	102.20%
640-831	Contractor Program Supplies	2,000.00	776.00	846.00	325.00	451.00	38.80%
640-832	Food Truck Rally Supplies	1,000.00	207.53	555.45	0.00	207.53	20.75%
640-834	Color Run Donation to WSSRA	1,000.00	0.00	1,300.00	0.00	0.00	0.00%
640-836	Marketing / Advertising	4,000.00	1,509.00	745.00	0.00	1,509.00	37.73%
640-839	Summer Camp Trip Expenses	3,000.00	1,100.00	0.00	0.00	1,100.00	36.67%
640-841	Platform Tennis House League Expenses	7,000.00	2,018.14	2,472.26	0.00	2,018.14	28.83%
640-842	Platform Tennis Travel League Expenses	4,000.00	3,689.72	4,659.28	0.00	3,689.72	92.24%
640-843	Platform Tennis Court Rental	12,300.00	0.00	0.00	0.00	0.00	0.00%
640-800	Recreation Expense Other		31.47	0.00	0.00	31.47	0.00%
Total Recreation Expense		**$ 125,050.00**	**$ 41,082.81**	**$ 46,922.55**	**$ 2,971.29**	**$ 38,111.52**	**32.85%**
TOTAL RECREATION PROGRAM EXPENSES		**$ 576,950.00**	**$ 316,970.28**	**$ 358,039.24**	**$ 25,608.46**	**$ 291,361.82**	**54.94%**

	FY 2025-2026 FISCAL YEAR BUDGET	CURRENT FISCAL YEAR 2025-2026 THRU NOVEMBER	PREVIOUS FISCAL YEAR 2024 THRU NOVEMBER	CURRENT MONTH ACTUAL	PREVIOUS MONTH YTD ACTUAL	FY 2025-2026 YTD ACTUAL % OF BUDGET
660-999 Recreation Contingency	0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL RECREATION EXPENSES	$ 1,089,100.00	$ 611,780.71	$ 640,315.84	$ 66,964.87	$ 544,815.84	56.17%
Fund Transfers						
560-997 *FUND TRANSFER TO SPEC REC FUND*	0.00	0.00	0.00	0.00	0.00	0.00%
560-999 *FUND TRANSFER TO CAPITAL FUND*	600,000.00	0.00	0.00	0.00	0.00	0.00%
TOTAL EXPENSES & FUND TRANSFER	$ 1,689,100.00	$ 611,780.71	$ 640,315.84	$ 66,964.87	$ 544,815.84	56.17%
RECREATION NET FUND TOTAL **(Excess of Revenue over Expenses)**	$ (534,550.00)	$ (40,600.88)	$ 89,190.49	$ (35,516.02)	$ (5,084.86)	0.00%
ILLINOIS MUNICIPAL RETIREMENT FUND (20)						
INCOME SOURCES						
4100 Prior Years Real Estate Tax	0.00	0.00	0.00	0.00	0.00	0.00%
4101 Tax Levy	75,000.00	1,751.11	38,584.85	0.00	1,751.11	2.33%
Total Tax Levy Income	$ 75,000.00	$ 1,751.11	$ 38,584.85	$ -	$ 1,751.11	2.33%
7125 Employer IMRF	85,000.00	59,459.56	51,926.48	11,076.11	48,383.45	69.95%
TOTAL IMRF EXPENSES	$ 85,000.00	$ 59,459.56	$ 51,926.48	$ 11,076.11	$ 48,383.45	69.95%
IMRF NET FUND TOTAL **(Excess of Revenue over Expenses)**	$ (10,000.00)	$ (57,708.45)	$ (13,341.63)	$ (11,076.11)	$ (46,632.34)	0.00%
BOND & INTEREST FUND (25)						
INCOME SOURCES						
4100 Prior Years Real Estate Tax	0.00	0.00	0.00	0.00	0.00	0.00%
4101 Tax Levy	0.00	0.00		0.00	0.00	0.00%
Total Tax Levy Income	$ -	$ -	$ -	$ -	$ -	0.00%
4106 Bond Proceeds	0.00	0.00	0.00	0.00	0.00	0.00%
Total Other Income	$ -	$ -	$ -	$ -	$ -	0.00%
Total Income w/Tax Levy	$ -	$ -	$ -	$ -	$ -	0.00%
BOND ISSUANCES						
7350 Bond Administration Fees	0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL BOND EXPENSES	0.00	0.00	$ -	0.00	0.00	0.00%
BOND & INTEREST NET FUND TOTAL **(Excess of Revenue over Expenses)**	$ -	$ -	$ -	$ -	$ -	0.00%

	FY 2025-2026 FISCAL YEAR BUDGET	CURRENT FISCAL YEAR 2025-2026 THRU NOVEMBER	PREVIOUS FISCAL YEAR 2024 THRU NOVEMBER	CURRENT MONTH ACTUAL	PREVIOUS MONTH YTD ACTUAL	FY 2025-2026 YTD ACTUAL % OF BUDGET
SPECIAL RECREATION FUND (30)						
INCOME SOURCES						
4100 Prior Years Real Estate Tax	0.00	0.00	0.00	0.00	0.00	0.00%
4101 Tax Levy	104,876.00	2,439.43	46,890.46	0.00	2,439.43	2.33%
Total Tax Levy Income	$ 104,876.00	$ 2,439.43	$ 46,890.46	$ -	$ 2,439.43	2.33%
4103 Interest Income	10,000.00	7,386.50	7,732.63	1,175.09	6,211.41	73.87%
Total Other Income	$ 10,000.00	$ 7,386.50	$ 7,732.63	$ 1,175.09	$ 6,211.41	73.87%
Total Income w/Tax Levy	$ 114,876.00	$ 9,825.93	$ 54,623.09	$ 1,175.09	$ 8,650.84	8.55%
4109 *FUND TRANSFER*	$ -	$ -	-	$ -	$ -	0.00%
Program Expense						
7560 WSSRA Special Recreation Dues	129,500.00	96,180.25	29,829.31	675.00	95,505.25	74.27%
7561 Inclusion	4,000.00	1,499.69	0.00	0.00	1,499.69	37.49%
Total Program Expense	$ 133,500.00	$ 97,679.94	$ 29,829.31	$ 675.00	$ 97,004.94	73.17%
ADA Compliance						
7591 ADA Capital Improvements	0.00	0.00	0.00	0.00	0.00	0.00%
Total ADA Compliance	0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL SPECIAL RECREATION EXPENSES	$ 133,500.00	$ 97,679.94	$ 29,829.31	$ 675.00	$ 97,004.94	73.17%
SPECIAL RECREATION NET FUND TOTAL **(Excess of Revenue Over Expenses)**	$ (18,624.00)	$ (87,854.01)	$ 24,793.78	$ 500.09	$ (88,354.10)	0.00%
LIABILITY FUND (35)						
INCOME SOURCES						
4100 Prior Years Real Estate Tax	0.00	0.00	0.00	0.00	0.00	0.00%
4101 Tax Levy	5,000.00	142.81	23,164.05	0.00	142.81	2.86%
Total Tax Levy Income	$ 5,000.00	$ 142.81	$ 23,164.05	$ -	$ 142.81	2.86%
4502 Miscellaneous	1,500.00	0.00	0.00	0.00	0.00	0.00%
Total Other Income	$ 1,500.00	$ -	$ -	$ -	$ -	0.00%
Total Income w/Tax Levy	$ 6,500.00	$ 142.81	$ 23,164.05	$ -	$ 142.81	2.20%
				$ -		
Administration Expense						
7736 Comp. Liability Ins - PDRMA	34,000.00	16,913.58	15,994.74	0.00	16,913.58	49.75%
7735 Unemployment Insurance		14,830.00			14,830.00	
7737 Safety Committee & Training	1,500.00	0.00	0.00	0.00	0.00	0.00%
TOTAL LIABILITY EXPENSES	$ 35,500.00	$ 31,743.58	$ 15,994.74	$ -	$ 31,743.58	89.42%
LIABILITY NET FUND TOTAL **(Excess of Revenue over Expenses)**	$ (29,000.00)	$ (31,600.77)	$ 7,169.31	$ -	$ (31,600.77)	0.00%
AUDIT FUND (40)						
INCOME SOURCES						
4100 Prior Years Real Estate Tax	0.00	0.00	0.00	0.00	0.00	0.00%
4101 Tax Levy	15,000.00	347.05	5,146.64		347.05	2.31%
Total Tax Levy Income	$ 15,000.00	$ 347.05	$ 5,146.64	$ -	$ 347.05	2.31%
Contractual & Professional Services						
7840 Audit Services	12,000.00	16,700.00	2,370.00	2,280.00	14,420.00	139.17%
7841 Accounting Services	3,000.00	760.00	0.00	0.00	760.00	25.33%
7842 Publication Fees	0.00	0.00	0.00	0.00	0.00	0.00%
7843 Professional / CAFR Fees	500.00	0.00	0.00	0.00	0.00	0.00%
TOTAL AUDIT EXPENSES	$ 15,500.00	$ 17,460.00	$ 2,370.00	$ 2,280.00	$ 15,180.00	112.65%
AUDIT NET FUND TOTAL **(Excess of Revenue over Expenses)**	$ (500.00)	$ (17,112.95)	$ 2,776.64	$ (2,280.00)	$ (14,832.95)	0.00%
CAPITAL IMPROVEMENT FUND (50)						
INCOME SOURCES						
4103 Interest Income	133,000.00	95,272.15	99,735.98	15,156.35	80,115.80	71.63%
4106 Bond Proceeds	0.00	0.00	0.00	0.00	0.00	0.00%
4502 Miscellaneous	0.00	100,000.00	0.00	0.00	100,000.00	0.00%
Total Other Income	$ 133,000.00	$ 195,272.15	$ 99,735.98	$ 15,156.35	$ 180,115.80	0.00%
4109 *FUND TRANSFER*	$ 600,000.00	$ -	$ -	$ -	$ -	0.00%
EXPENDITURES						
7980 Design Services	0.00	21,625.20	0.00	0.00	21,625.20	0.00%
7981 Facilities & Parks Improvements	2,793,300.00	375,492.19	17,300.46	148,435.22	227,056.97	13.44%
TOTAL CAPITAL EXPENSES	$ 2,793,300.00	$ 397,117.39	$ 17,300.46	$ 148,435.22	$ 248,682.17	14.22%
CAPITAL NET FUND TOTAL **(Excess of Revenue over Expenses)**	$(2,060,300.00)	$ (201,845.24)	$ 82,435.52	$ (133,278.87)	$ (68,566.37)	0.00%

	FY 2025-2026 FISCAL YEAR BUDGET	CURRENT FISCAL YEAR 2025-2026 THRU NOVEMBER	PREVIOUS FISCAL YEAR 2024 THRU NOVEMBER	CURRENT MONTH ACTUAL	PREVIOUS MONTH YTD ACTUAL	FY 2025-2026 YTD ACTUAL % OF BUDGET
TOTAL OTHER INCOME	$ 1,141,200.00	$ 962,313.39	$ 774,233.36	$ 52,693.76	$ 909,619.63	84.32%
TOTAL TAX LEVY	$ 2,014,843.00	$ 47,268.06	$ 937,435.25	$ -	$ 47,268.05	2.35%
TOTAL REVENUE	$ 3,156,043.00	$ 1,009,581.45	$ 1,711,668.61	$ 52,693.76	$ 956,887.68	31.99%
TOTAL EXPENSES	$ 5,042,780.00	$ 1,810,694.71	$ 1,353,992.79	$ 300,741.59	$ 1,509,953.12	35.91%
TOTAL NET FUND TOTAL (Excess Revenue over Expenses)	$ (1,886,737.00)	$ (801,113.26)	$ 357,675.81	$ (248,047.83)	$ (553,065.43)	42.46%
TOTAL REVENUE & FUND TRANSFERS	$ 3,756,043.00	$ 1,009,581.44	$ 1,711,668.61	$ 52,693.76	$ 956,887.68	26.88%
TOTAL EXPENSES & FUND TRANSFERS	$ 6,192,780.00	$ 1,810,694.71	$ 1,353,992.80	$ 300,741.59	$ 1,509,953.12	29.24%
TOTAL NET FUND TOTAL W / TRANSFERS (Excess Revenue over Expenses and Transfers)	$ (2,436,737.00)	$ (801,113.27)	$ 357,675.81	$ (248,047.83)	$ (553,065.44)	32.88%

River Forest Park District
Monthly Disbursements by Vendor
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Cash Basis

Date	Num	Memo	Account	Paid Amount
A T & T				
11/03/2025	12504	Invoice 70836665887955 Sept ...	520-903 · Depot Telephone	536.96
Total A T & T				536.96
AA Rental Center, Inc.				
11/14/2025	12520	Contract 01-252551-02 Priory ...	530-818 · Equipment Rental	199.80
11/14/2025	12520	Contract 01-252518-02 Swale ...	530-818 · Equipment Rental	188.70
11/18/2025	12546	Contract # 01-252657-02	530-818 · Equipment Rental	144.00
Total AA Rental Center, Inc.				532.50
Allied Garage Door, Inc.				
11/19/2025	12564	Invoice 0000238784 Spring Re...	520-822 · Maintenance Facility R...	267.00
Total Allied Garage Door, Inc.				267.00
AMS Electric Inc.				
11/18/2025	12536	Invoice 3374 Priory Parking Lo...	530-247 · Electrical Services	2,080.00
Total AMS Electric Inc.				2,080.00
Ancel, Glink, P.C.				
11/28/2025	12550	Tax Rate Objections	610-205 · Legal Service - Rec	202.50
Total Ancel, Glink, P.C.				202.50
BSN Sports. LLC				
11/18/2025	12537	Order 311697162 Basketballs	640-803 · Recreation Basketball ...	219.95
11/28/2025	12559	Order 311732994 Balls	640-803 · Recreation Basketball ...	276.05
Total BSN Sports. LLC				496.00
Canon Solutions America, Inc.				
11/03/2025	12506	Invoice 6013686929 Monthly ...	610-705 · Canon Copier Mainten...	21.55
11/04/2025	12517	Copier Monthly Maintenance	610-705 · Canon Copier Mainten...	126.74
11/19/2025	12566	Invoice 6014037471 Copier	610-705 · Canon Copier Mainten...	21.55
11/03/2025	12506	Invoice 6013686929 Monthly ...	510-705 · Canon Copier Mainten...	21.56
11/04/2025	12517	Copier Monthly Maintenance	510-705 · Canon Copier Mainten...	126.74
11/19/2025	12566	Invoice 6014037471 Copier	510-705 · Canon Copier Mainten...	21.56
Total Canon Solutions America, Inc.				339.70
Capital One				
11/03/2025	ACH	Color Run Medals& Supplies	640-809 · Makin Tracks	197.54
11/03/2025	ACH	Supplies	640-808 · Birthday Party Supplies	29.68
11/03/2025	ACH	Hoot N Howl Supplies	640-806 · Special Events Supplies	402.08
11/03/2025	ACH	Hoot n Howl Bounce House	640-236 · Special Event Service	423.00
11/03/2025	ACH	New Computers	610-708 · Computer Equipment -...	3,874.20
11/03/2025	ACH	Staff Lunch	610-706 · Staff Expenses	64.41
11/03/2025	ACH	New Projector for Trainings & ...	610-702 · Office Equipment R&R...	350.48
11/03/2025	ACH	Mailing Labels	610-701 · Office Supplies - Rec	17.15
11/03/2025	ACH	Google	610-208 · Email Provider Service	142.80
11/03/2025	ACH	QB Adobe McAfee Calameo	610-207 · Website Service - Rec	810.93
11/03/2025	ACH	Dart Board for Mens Travel Le...	525-216 · PT Capital Improvement	1,893.34
11/03/2025	ACH	Supplies	510-715 · Board Expenses	24.18
11/03/2025	ACH	Postage	510-714 · Postage & Delivery	1.90
11/03/2025	ACH	New Computers	510-708 · Computer Equipment ...	970.80
11/03/2025	ACH	Staff Lunch	510-706 · Staff Expenses	64.40
11/03/2025	ACH	Google	510-208 · Email Provider Service	142.80
11/03/2025	ACH	Zoom	510-204 · Miscellaneous Service	10.00
Total Capital One				9,419.69
Chase Card Services				
11/03/2025	ACH	Newspaper	510-701 · Office Supplies	34.00
Total Chase Card Services				34.00

River Forest Park District
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Date	Num	Memo	Account	Paid Amount
Cintas Fire Protection 636525				
11/14/2025	12522	Service Visit 11448719 Kitche...	530-249 · Inspection Fees	452.14
Total Cintas Fire Protection 636525				452.14
Comcast				
11/03/2025	12505	ACCT 8771 20 123 0155495	610-207 · Website Service - Rec	224.30
11/19/2025	12567	ACCT 8771 20 123 0155495	610-207 · Website Service - Rec	232.60
Total Comcast				456.90
ComEd				
11/14/2025	12524	Acct 4977075000 Central Ave	530-923 · Electric - Athletic Field ...	1,067.47
11/19/2025	12568	ACCT 6052633333 Greenfield	530-922 · Park Security Lights	26.22
11/14/2025	12524	Acct 4977075000 Central Ave	525-941 · Platform Tennis Lights	486.64
11/14/2025	12524	Acct 4977075000 Central Ave	520-931 · Keystone Pavillion Ele...	15.70
11/14/2025	12524	Acct 8738855000 Lake St	520-917 · Maintenance Fac. Elec...	22.79
11/14/2025	12524	Acct 7022893000 Washington ...	520-913 · Washington Com Elect...	60.21
11/19/2025	12568	ACCT 92390550000 Division St	520-909 · Priory Electricity	229.69
11/14/2025	12524	Acct 2799765000 Thatcher	520-901 · Depot Electricity	306.27
Total ComEd				2,214.99
Computer Explorers				
11/14/2025	12523	Invoice 25086 Reading wih Ro...	640-231 · Program Contractual S...	392.00
Total Computer Explorers				392.00
Fastsigns				
11/03/2025	12508	Invoice 65-67192 Program Sig...	640-801 · Recreation Program S...	185.00
Total Fastsigns				185.00
First Communications, LLC				
11/14/2025	12525	Invoice 128511518	520-903 · Depot Telephone	187.75
Total First Communications, LLC				187.75
Frank, Kelly T.				
11/03/2025	12507	Invoice 6 Pickleball Lessons a...	640-230 · Athletic Program Service	948.00
Total Frank, Kelly T.				948.00
Franzen Plumbing, Inc.				
11/19/2025	12569	Invoice 9638540 Centential Pa...	530-801 · Park Equipment R&R	451.33
Total Franzen Plumbing, Inc.				451.33
Fun Express, LLC				
11/28/2025	12555	Invoice 73984790802 Deck the...	640-823 · Polar Express Supplies	167.94
11/28/2025	12561	Invoice 73984790801 Deck the...	640-823 · Polar Express Supplies	135.67
Total Fun Express, LLC				303.61
Government Finance Officers Association				
11/03/2025	12509	Certificate of Achievement Rev...	510-707 · Professional Associati...	505.00
Total Government Finance Officers Association				505.00
Grainger				
11/28/2025	12560	Invoice 9709332663 Ice Packs...	640-817 · Safety Supplies	333.08
Total Grainger				333.08
Griest, Julia Robling				
11/14/2025	12526	Voucher 251110-1 Yoga	640-231 · Program Contractual S...	300.00
Total Griest, Julia Robling				300.00

River Forest Park District
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Cash Basis

Date	Num	Memo	Account	Paid Amount
Home Depot				
11/10/2025	ACH	Invoice 9396699 Hardware	530-802 · Maintenance Equipme...	39.34
11/10/2025	ACH	Invoice 5124270 Halloween Ev...	525-213 · PT Special Events	49.45
11/10/2025	ACH	Invoice 5147194 Trash Bags	520-825 · Janitorial Supplies	556.40
11/10/2025	ACH	Invoice 2231419 Vacuum	520-825 · Janitorial Supplies	223.84
11/10/2025	ACH	Invoice 9396699 Mr Clean	520-825 · Janitorial Supplies	28.96
Total Home Depot				897.99
Illinois Municipal Retirement Fund				
11/06/2025	ACH	IMRF October	7125 · Employer IMRF	11,076.11
Total Illinois Municipal Retirement Fund				11,076.11
Illinois State Police				
11/18/2025	12547	Invoice 20251001233 Basketb...	610-717 · Criminal History Check...	100.00
Total Illinois State Police				100.00
IPRA				
11/04/2025	12518	Invoice 44480 Professional Me...	510-707 · Professional Associati...	265.00
Total IPRA				265.00
Jennifer Thomas				
11/03/2025	12514	Voucher 251029 SW Womens...	640-252 · Platform Tennis Leagu...	166.66
11/14/2025	12532	Voucher 251110-2 Womens Tr...	640-252 · Platform Tennis Leagu...	166.66
11/28/2025	12557	Voucher 251124 Travel Admin ...	640-252 · Platform Tennis Leagu...	166.66
11/03/2025	12514	Voucher 251103 Private Lesso...	640-251 · Paddle Tennis Lessons	2,240.00
11/18/2025	12545	Voucher 251117 Private Lesso...	640-251 · Paddle Tennis Lessons	1,480.00
Total Jennifer Thomas				4,219.98
Jerry Kidd				
11/14/2025	12528	Voucher 251110 Little Ninjas	640-230 · Athletic Program Service	180.00
11/14/2025	12528	Voucher 251110 Next Level	640-230 · Athletic Program Service	300.00
Total Jerry Kidd				480.00
Kelty Lawn Care				
11/14/2025	12527	Invoice 073353b Brick Paver R...	530-242 · Landscaping Service	2,040.00
11/14/2025	12527	Invoice 073353b Depot Sidewa...	520-821 · Depot R&R	2,100.00
Total Kelty Lawn Care				4,140.00
Lauterbach & Amen, LLP				
11/03/2025	12510	2025 Audit	7840 · Audit Services	2,280.00
Total Lauterbach & Amen, LLP				2,280.00
LRS				
11/18/2025	12541	Invoice MW2838	530-817 · Trash Disposal	142.00
Total LRS				142.00
Magaly Altagracia Dietz				
11/18/2025	12538	Voucher 251118 Pop Up Music	640-231 · Program Contractual S...	1,087.50
Total Magaly Altagracia Dietz				1,087.50
Mary Schultz				
11/28/2025	12554	Boojk Fee	640-831 · Contractor Program Su...	80.00
11/28/2025	12554	Voucher 2501124 Fall Bridge	640-231 · Program Contractual S...	3,077.00
Total Mary Schultz				3,157.00
Melissa Noto Design Studio, Inc.				
11/28/2025	12556	Invoice 01751 Graphic Design ...	610-212 · Marketing Services	2,240.00
Total Melissa Noto Design Studio, Inc.				2,240.00

River Forest Park District
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Date	Num	Memo	Account	Paid Amount
Murray, Bernard				
11/03/2025	12511	Voucher 251030 Youth Tennis	640-230 · Athletic Program Service	320.00
Total Murray, Bernard				320.00
NiCor				
11/19/2025	12571	ACCT 52-80-85-8006 3 Centra...	525-942 · Platform Tennis Heatin...	387.81
11/19/2025	12571	ACCT 52-80-85-8006 3 Centra...	520-932 · Keystone Pavillion Hea...	96.96
11/28/2025	12551	ACCT 11-43-98-0000 1 Lake St	520-918 · Maintenance Fac. Hea...	291.19
11/19/2025	12571	ACCT 59-24-640000 2 Division...	520-910 · Priory Heating Fuel	22.70
11/19/2025	12571	ACCT 34-11-98-0000 0 Thatch...	520-902 · Depot Heating Fuel	188.05
Total NiCor				986.71
Paul Bunyon & Sons				
11/14/2025	12529	Contract 15279 Memorial Park...	530-246 · Tree Services	300.00
11/14/2025	12529	Contract 15273 Dead Tree Ba...	530-246 · Tree Services	725.00
Total Paul Bunyon & Sons				1,025.00
PDRMA_V				
11/19/2025	12572	Invoice # 1125026H November...	610-122 · Health Insurance - Rec	1,107.26
11/19/2025	12572	Invoice # 1125026H November...	510-122 · Health Insurance	8,511.70
Total PDRMA_V				9,618.96
Peistrup, Marianne E.				
11/28/2025	12558	Invoice 000050 Safe Sitter 11/...	640-231 · Program Contractual S...	515.00
Total Peistrup, Marianne E.				515.00
Play-Well TEKnologies				
11/18/2025	12543	DB27594 November Classes	640-231 · Program Contractual S...	1,280.00
Total Play-Well TEKnologies				1,280.00
React Computer Services, Inc.				
11/14/2025	12530	Invoice 7609 November Comp...	610-206 · IT Service - Rec	405.00
11/19/2025	12573	Invoice 7623 December IT	610-206 · IT Service - Rec	405.00
Total React Computer Services, Inc.				810.00
River Forest Park District				
11/14/2025	RFPD	11/14/2025 Payroll	610-122 · Health Insurance - Rec	74.70
11/28/2025	RFPD	11/28/2025 Payroll	610-122 · Health Insurance - Rec	74.70
11/14/2025	RFPD	11/14/2025 Payroll	510-122 · Health Insurance	183.60
11/28/2025	RFPD	11/28/20225 Payroll	510-122 · Health Insurance	183.60
Total River Forest Park District				516.60
Safe Sitter, Inc.				
11/14/2025	12531	Invoice 73273 Safe Siter Books	640-831 · Contractor Program Su...	245.00
Total Safe Sitter, Inc.				245.00
Schauer Hardware				
11/03/2025	12513	Invoice 435340 Misc Supplies	520-826 · Keystone Center R & R	42.05
11/03/2025	12513	Invoice 435316 Misc Supplies	520-822 · Maintenance Facility R...	15.29
11/03/2025	12513	Invoice 435318 Misc Supplies	520-822 · Maintenance Facility R...	-1.80
11/03/2025	12513	Invoice 435384 Misc Supplies	520-821 · Depot R&R	21.98
Total Schauer Hardware				77.52
Service Management, Inc.				
11/19/2025	12574	Invoice 1985 Shut Down Irrigat...	530-244 · Irrigation Service	1,798.00
Total Service Management, Inc.				1,798.00

River Forest Park District
Monthly Disbursements by Vendor
November 2025

Cash Basis

Date	Num	Memo	Account	Paid Amount
Sparkles Entertainment, Inc.				
11/18/2025	12544	Invoice 251206RFPD Santa & ...	640-241 · Santa Express Service	1,520.00
11/18/2025	12544	Invoice 251120RVPD	640-236 · Special Event Service	225.00
Total Sparkles Entertainment, Inc.				1,745.00
Staples				
11/04/2025	12519	Invoice 6043197160 Toner	610-701 · Office Supplies - Rec	1,169.90
11/04/2025	12519	Invoice 6043197161 Toner, Pa...	610-701 · Office Supplies - Rec	427.51
11/04/2025	12519	Invoice 6045912545 Magazine...	610-701 · Office Supplies - Rec	94.76
11/04/2025	12519	Invoice 6045912546 Cardstock	610-701 · Office Supplies - Rec	20.19
11/04/2025	12519	Invoice 6043197160 Toner	510-701 · Office Supplies	1,169.90
11/04/2025	12519	Invoice 6043197161 Toner, Pa...	510-701 · Office Supplies	346.78
11/04/2025	12519	Invoice 6045912545 Planner	510-701 · Office Supplies	32.79
11/04/2025	12519	Invoice 6045912546 Planner	510-701 · Office Supplies	32.79
Total Staples				3,294.62
Tomas Martinez				
11/03/2025	12512	Voucher 251103-2 Private Les...	640-251 · Paddle Tennis Lessons	1,440.00
11/18/2025	12542	Voucher 251117-2 Private Les...	640-251 · Paddle Tennis Lessons	1,200.00
Total Tomas Martinez				2,640.00
Verizon Wireless				
11/19/2025	12576	ACCT 242517952-00001	525-944 · Closed Circuit Television	36.01
Total Verizon Wireless				36.01
Village of River Forest - Fuel				
11/14/2025	12533	Invoice 7049 October 2025 Fuel	530-806 · Vehicle Fuel	450.88
Total Village of River Forest - Fuel				450.88
Village of River Forest - Water				
11/03/2025	12516	ACCT 2423 Keystone	530-921 · Irrigation Water Founta...	557.35
11/03/2025	12516	ACCT 8729 Washington	530-921 · Irrigation Water Founta...	643.70
11/03/2025	12516	ACCT 17394 Washington	530-921 · Irrigation Water Founta...	43.89
11/03/2025	12516	ACCT 3092 Lake St	530-921 · Irrigation Water Founta...	125.40
11/03/2025	12516	ACCT 8672 Cental	530-921 · Irrigation Water Founta...	2,244.66
11/03/2025	12516	ACCT 2422 Chicago/Lathrop	530-921 · Irrigation Water Founta...	27.48
11/03/2025	12516	ACCT 9229 Keystone	530-921 · Irrigation Water Founta...	27.48
11/14/2025	12534	Acct 8725 Lathrop/Chicago	530-921 · Irrigation Water Founta...	1,185.35
11/14/2025	12534	Acct 2420 Forest Ave	530-921 · Irrigation Water Founta...	27.48
11/03/2025	12516	ACCT 9290 Lake	520-920 · Maintenance Fac. Water	27.48
11/14/2025	12534	Acct 9291 Lake St	520-920 · Maintenance Fac. Water	27.48
11/03/2025	12516	ACCT 8726 Washington	520-916 · Washington Com Water	75.24
11/03/2025	12516	ACCT 2421 Thatcher	520-904 · Depot Water	75.24
11/14/2025	12534	Acct 8840 Thatcher Ave	520-904 · Depot Water	27.48
Total Village of River Forest - Water				5,115.71
West Suburban Special Recreation Assoc.				
11/14/2025	12535	11/7/2025 Fundraiser	7560 · WSSRA Special Rec Serv...	675.00
Total West Suburban Special Recreation Assoc.				675.00
TOTAL				**81,873.74**

River Forest Park District

Memo

To: Board of Commissioners

From: John Beto

Date: December 9 2025

Re: December Board Report- Park Services

Snow Removal: Snowfall has begun much early than past years. Staff worked over the Thanksgiving holiday weekend performing snow removal duties. We are also helping out the RFCCA with their snow removal needs until a snow removal contractor is hired.

Sled Hill: The sled hill is currently open, with staff inspecting it daily. The lights are set from 4-7pm weekdays as long as there is snow.

Facilities: Our park bathrooms, outdoor drinking fountains, irrigation systems, have been shut down and winterized for the season. They will reopen on 4/1.

Parks: Staff has begun our winter tree pruning in all parks, and this will continue for the next few months.

Memorial Parkway Holiday Trees: Staff set up and strung lights on 25 holiday trees for our annual tree trimming event, held on 11/20.

River Forest Park District

Memo

To: Board of Commissioners

From: Karen Stille, Superintendent of Recreation
Ethan Gutzmer, Athletic Manager
Ellie Olayo, Recreation Manager

Date: 12/08/2025

Re: December Board Report – Recreation Services

2026 Winter-Spring Fun Guide

The Fun Guide is posted online with resident registration opening on December 1st and non-resident registration opening on December 15th. There are a lot of new offerings, including the addition of a new athletics contractor, We Got Game.

Special Event

Deck the Depot (All Ages):

The Deck the Depot event is being held at The Depot on Saturday, December 6th. The event is full with 64 families, for a total of 268 people. Families will get to celebrate the season with a holiday trolley ride around town, complete with a scavenger hunt, the reading of the Polar Express story, and holiday songs. At The Depot, families will enjoy a hot chocolate bar, craft, balloon artist, and a picture with Santa. We are excited that Yolk Diner in River Forest is sponsoring the hot chocolate bar. Athletico Physical Therapy is also an event sponsor, donating $500.

Youth Programs

Let's Code It (Ages 8-13 years):

Day/Dates: Tuesdays, November 4-December 9
Location: The Depot
Class Type: Coding/STEM

Chess Scholars (Ages 5-14 years):

Day/Dates: Mondays, November 10-December 15
Location: The Depot
Class Type: Strategy/Games

Youth Sports Programs

Rec Basketball League

PreK4-2nd Grade:	Practices and games begin January 10, 2026; 24 teams with 233 kids
Grades 3-8:	Practices began November 17, 2025 and games begin January 10, 2026; 31 teams with 285 kids

Basketball Gametime w/ Coach Tom and Team (Ages 3-4, 5-7 years):
Day/Dates: Session 2: Wednesdays, October 22-December 17
Location: Willard Elementary School Gym
Class Type: Youth Athletics-Basketball

Floor Hockey (Ages 3-6, 7-9 years):
Day/Dates: Thursdays, October 30-December 18
Location: Willard Elementary School Gym
Class Type: Youth Athletics-Hockey

Flag Football (Ages 4-6; 7-10 years):
Day/Dates: Session 2: Fridays, October 17-December 12
Location: Willard Elementary School Gym
Class Type: Youth Athletics-Football

Adult Programs

Beginning Yoga (Ages 14+ years):
Days/Dates: Session 3: Mondays, November 17-December 15
Location: The Depot
Class Type: Adult Variety-Fitness

Women's Platform Tennis House Leagues (Ages 21+ years):
Days/Dates: Mondays, Thursdays, Saturdays, Sundays through 12/4
Location: Keystone Park Platform Tennis Courts
Class Type: Adult Athletics - Racquet Sports

Women's Platform Tennis Travel League (Ages 21+ years):
Day/Dates: Thursdays, October 2-February 26
Location: Keystone Park Platform Tennis Courts
Class Type: Adult Athletics - Racquet Sports

Men's Platform Tennis House League (Ages 21+ years):
Day/Dates: Sundays, September 7-November 30; Playoffs wrap up 12/14.
Location: Keystone Park Platform Tennis Courts
Class Type: Adult Athletics - Racquet Sports

Men's Platform Tennis Travel League (Ages 21+ years):
Days/Dates: Tuesdays and Wednesdays through March 11
Location: Keystone Park Platform Tennis Courts
Class Type: Adult Athletics - Racquet Sports

Adult Lessons

Platform Tennis Private Lesson/Drill (Ages 21+ years):
Days/Dates: Booked with Pros on various days/dates.
Location: Keystone Park Tennis Courts
Class Type: Adult Athletics - Racquet Sports

River Forest Park District

Memo

To: Board of Commissioners

From: Michael Sletten

Date: 12/8/25

Re: December Board Report

Consent Agenda Reports

WSSRA Report: The next WSSRA Board Meeting is Tuesday, December 9th, at the Park District of Oak Park. At the November Meeting, the Board approved a 2.9% increase for the 2026 budget, beginning 1/1/26. The River Forest Park District's estimated 2026 budget contribution will be $131,378.

River Forest Civic Center Authority (RFCCA): Staff is working on drafting a replacement cost report for the HVAC and boiler units at the RFCCA building. During the recent snow events, the Park District assisted the RFCCA with snow removal. This is short-term assistance until a snow removal contractor is hired for the facility. I have been meeting with the Township Supervisor weekly and attending the monthly Township/RFCCA Board Meetings.

Staff Reports

Included are the Staff Reports.

New Business

Keystone Ballfield #2 Project Bid: We extended the bid process to Thursday, December 11th. It became apparent that we were not going to receive a bid, so we extended the bid date one week, and we will follow-up with the 9 firms that picked up the bid document.

Action will be taken by the Board at the January Board Meeting.

Keystone Ballfield #2 Project Synthetic Turf Color: Attached are the synthetic surface colors available. Rust is the most popular color, closely followed by brown. If the Board wishes to consider a green infield with alternate color base paths, attached is a picture of this example (taken at Carol Stream). Also included is a document presented by President Libera.

Action can take place anytime up to the March Board Meeting.

Personnel Policy Updates: Attached are newly added sections (yellow) and amended sections (red underlined) to our Personnel Policy. The newly added sections (yellow) are already implemented guidelines or practices at the Park District, however, it's best to move them under the Personnel Policy.

Action will be taken by the Board at the January Board Meeting.

2026 Board Meeting Schedule: Attached is a draft of the 2026 Board Meeting Schedule.

- The February Board Meeting was moved back a week due to my pre-approved vacation request,
- The June Board Meeting was moved back a week to meet the 30-day posting requirement for the Budget and Appropriation Ordinance beginning May 13th.

Action required to approve the 2026 Board Meeting Schedule.

2026 Board Meeting Calendar: Attached is a draft of the 2026 Board Meeting Calendar.

Action required to approve the 2026 Board Meeting Calendar.

Old Business

2025 Tax Levy: Attached is a report discussing the 2025 Tax Levy and the recommended Tax Levy Request, a draft Tax Levy Ordinance, a draft Tax Levy Reduction Ordinance, and a Fund Balance Spreadsheet. There have been no additional Board comments since the November Board Meeting.

Action required to approved the 2025 Tax Levy Ordinance.

Action required to approve the 2025 Tax Levy Reduction Ordinance.

Park Banners: The Park District has a Sign Banner Guideline document for hanging banners on our park ornamental fences. These guidelines were established at the request of the Village over a decade ago to address the number of banners being hung in the community. Our guidelines only permit a select number of organizations to hang their banners with some affiliated with the Park District and others not. Over the past couple of year, we have been getting more requests from organizations to hang a banner, and these requests have been denied; however, it is difficult to explain why one group is allowed and another group is not. Staff recommends that the Guideline document be amended so only groups affiliated or partnered with the Park District would be allowed to hang banners. Affiliated groups would be allowed to have banners twice a year, and partner groups would be allowed to hang a banner once a year.

Organizations who will no longer be allowed to hang banners were notified of the new guidelines.

Action recommended to approve the new Park Banner Guidelines.

Capital Projects

The unfortunate early snow and cold weather will have an impact on the contraction schedule for our projects; however, it will take a month to determine what that impact will be.

Constitution Park Project:

- The playground equipment is installed.
- The sand volleyball courts/ice rink have been excavated and concrete curb poured.

Priory Park Project:

- The foundation of the building addition has been dug, and we are waiting for better weather to pour the foundation. Due to poor soil conditions, the foundation excavation had to be dug an additional 24', and filled with 3" stone.
- The building rough plumbing is completed.
- The splash pad site has been excavated.

Keystone Ballfield #2 Project: The additional work to comply with the Village Ordinance included excavating an additional 12” on the site to comply with stormwater requirements. The Village has approved the excavation plans for the site. Once we award a contract for the project, the Village will issue a permit.

Other

Wildflower Areas: Staff solicited proposals for monthly stewardship for our Keystone wild flower areas (sled hill and tennis court swale) with any additional work charged as time & material. Stewardship includes control of invasive and non-evasive vegetation through had pulling, brush cutting, mowing, or selective herbicide treatment as necessary. We have received 3 proposals and are working with the contractors to make sure all proposals are comparable. Based on the proposals, a 1-year stewardship of our wildflower areas will be around $4,200.

Keystone Field #1 ("Girls Field"): All Green Infield and Base Paths. 1 View from Lake Street and 2 Views of the Field Itself.

Looks like an all grass field from the street; minimally intrusive.

Keystone Field #2 ("Boy's Field") As-Is. Grass Infield with Dirt Base Paths.
View from Keystone Ave. and an on-field view.

Carol Stream Fields

Green infield and Tan base paths. Dark patches around bases and where players stand are crumb rubber and cool fill buildup.

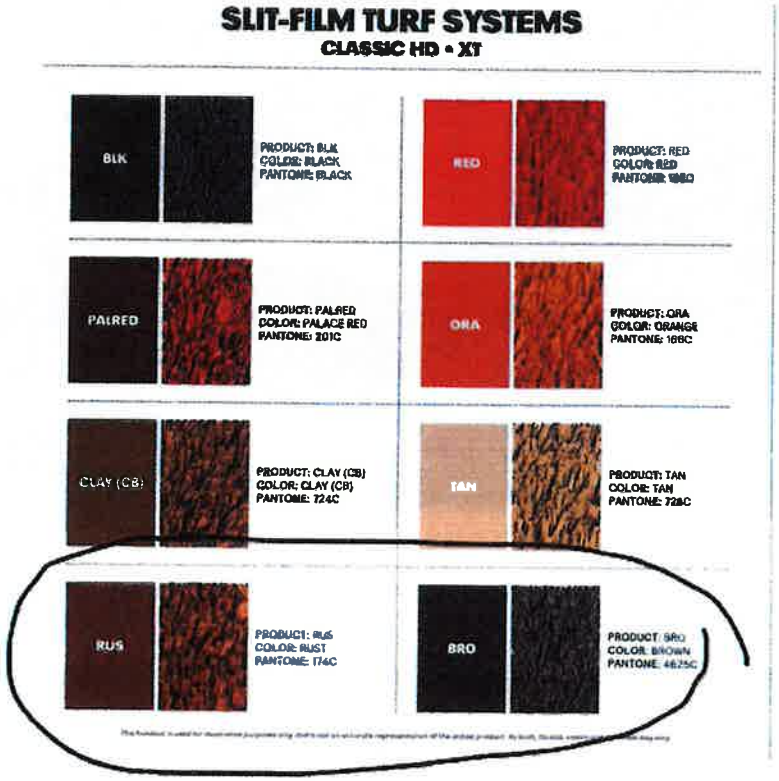
OPRF Field, South of Lake Street: Brown base paths, Green infield. Full infield and outfield synthetic turf. "Boy's Field Look"

Brown vs Tan chosen for crisp look and to minimize the visibility of dark cool-fill build-up around bases due to sliding.

Brown elevated mound. Collaborated w OP Park District on Ridgeland Commons on dark Brown color choice.

Ridgeland Commons: 2 fields south of Lake Street, both Brown infield & base paths. Green synthetic turf outfields. Multi-use field look.

Synthetic surface colors available. Rust is the most popular color, closely followed by brown.



2.5 Work Schedules

Department work schedules are established by your immediate supervisor or department head based on the needs of the River Forest Park District. The number of working hours that will be scheduled is subject to the financial and staffing requirements of the Park District and employees are not guaranteed any specific number of hours per day or week. The responsibilities of certain positions may require an employee to be on call on a 24-hour basis. At the Park District's discretion, the Park District may change the work schedules.

Any change in work schedules or exchange of work periods among employees may not be made without the prior, written approval of your immediate supervisor. Violation of this policy may result in disciplinary action, up to and including dismissal.

2.6 Remote/Off-Site Work Guidelines

Due to the office staff needs and the need for staff to be hands on, all employees are expected to conduct their work at the Park District; however, the Park District recognizes the value of employees able to work remotely under special circumstances.

Remote/off-site work is available to all department head, manager, and supervisor positions.

The Park District will allow an employee to work up to 4 hours a day remotely under special circumstances. Special circumstances include snow storms, floods, traffic accidents, vehicle breakdown, or emergency home repair issues. Personal or family injuries or illness are not considered special circumstances and sick leave should be taken in these cases.

The Park District will allow an employee up to 2 hours to work remotely on days the employee is attending an out-of-district meeting when:

- The meeting begins within 2 hours of the start (8:30 AM) of the workday or ends within 2 hours of the end (5:00 PM) of the workday, and
- When transportation to/from home is more practical than transportation to/from work.

An employee will not be credited remote/off-site work hours on days taken off for sick leave or already scheduled vacation, personal, or flex leave. An employee may combine unscheduled vacation, personal or flex leave with a day that included hours worked remotely.

General Conditions:

- Any employee wishing to work remotely shall require 24 hour advance notice and pre-approval from the Executive Director. Under special circumstances, notification shall be as soon as possible.
- The Park District office must be adequately staff if an employee is to work remotely.
- The employee shall notify all co-workers the date and times they are working remotely.
- The employee is required to email to their supervisor a log of remote work performed.
- The employee must be accessible by phone and email during the designated remote work times.
- The Park District assumes no responsibility for the reimbursement of any home office equipment or supplies.

2.7 Recording of Hours Worked

All employees are required to maintain an accurate and legible record of the hours worked, whether by time sheet or time card. These time records, which must be approved by your immediate supervisor, are the basis for your paycheck calculation. Time is computed to the nearest quarter of an hour (15 minutes) per week. All employees who work more than six hours receive an unpaid meal period. If you have permission to leave during working hours, you must sign out when you leave and sign in when you return. You are responsible for your own time records. Violation of this policy may result in appropriate disciplinary action, up to and including immediate discharge.

of this sick day policy, your immediate supervisor may require you to provide such documentation for time away from work *of less than* three (3) consecutive days.

Failure to comply with this policy or abuse of this policy may result in disciplinary measures, up to and including discharge.

Sick leave may not be used as vacation time. Upon an employee's separation from the Park District, an employee will not be paid for any accrued or unused sick days.

There will be loss of Holiday pay if an employee takes a sick day the day before or the day after a Holiday except for a verified illness. A verified illness must be certified by a medical practitioner.

3.5 Flex Time

The Park District recognizes that exempt-employee positions may require working beyond the traditional 40 hours a week work schedule. Evening or weekend programs or meetings, or additional time may be necessary to perform an employee's duties. In certain circumstances, non-exempt employees may receive Flex Time in recognition for additional hours worked. The employee is encouraged to manage their schedule flexibility to accommodate their workload.

Flex time will be considered for the following circumstances:
- Evening, weekend, or holiday program or special event that requires the employee's attendance.
- Evening or weekend meeting that requires the employee's attendance.
- Special circumstances on a specific project that requires immediate additional hours to complete.

Flex Time accumulation Guidelines:
- The employee may collect/bank up to 16 hours of Flex Time.
- Executive Director approval is required.
- When completing their payroll, the employee shall note the reason for the Flex Time under "Supervisor Notes" when completing their payroll timesheet. The employee shall print the payroll form with the "Supervisor Notes" and submit to the Executive Director for review and approval.

When calculating Flex Time:
- Flex time will be considered for time over the 40 hours worked.
- Weekday workdays begin at 8:30am.
- If possible, the employee should make their best efforts to begin later in the day to limit the need for Flex Time.

Use of Flex Time:
1. An employee who is awarded Flex hours is encourages to use their Flex Time as soon as possible.
2. Flex time is allowed to be combined with Vacation and Personal Time.
3. Upon on employee's separation from the Park District, an employee will not be paid for any accrued Flex Time.

3.6 Bereavement Leave

All full-time and part-time employees are allowed up to three (3) working days with pay per calendar year to attend the funeral of a family member, with the approval of the Director. Pay is based on the number of hours that the employee was regularly scheduled to work on those days. These days are to be taken consecutively within a reasonable time of the day of the death or day of the funeral, and may not be split or postponed. For purposes of this policy, "family member" is defined as the employee's spouse, child, stepchild, parent, grandparent, sibling, grandchild, parent-in-law, son-in-law, daughter-in-law, brother-in-law, and sister-in-law.

Upon returning to work, the employee must record his absence as a Bereavement Leave on his attendance record. Proof of death and relationship to the deceased may be required.

Full time employees are encouraged to join and participate in professional associations that promote Park District goals, individual skill development, professional recognition, or relate to your job responsibilities. However, employee participation in such associations must not conflict with the Park District's interests. Depending upon the benefits derived from membership by the Park District, the Park District may pay all or part of the membership fees.

Participation in association activities during normal working hours must be approved in advance by the employee's immediate supervisor, and approval is contingent upon the employee's ability to meet his work responsibilities.

4.10 Professional Certification

Full time and part time employees are eligible and encouraged to receive their professional certification. The Park District will pay 100% of the certification training fee and 100% of the fee for a successfully passed certification test.

Unless specifically approved in writing by the Executive Director, course work and testing may not be performed during business hours and is not counted toward payroll hours.

If the employee resigns or is terminated within eighteen (18) months after receiving reimbursement, the employee must repay the Park District all fees in full.

4.11 Tuition Reimbursement

If an employee is a regular, full-time employee and has worked for the River Forest Park District at least one (1) year, he/she may be eligible to participate in the Park District's tuition reimbursement program.

The Park District will reimburse 80% of the employees tuition for certain courses that it believes are job-related. Eligible courses must be directly and substantially related to an employee's improving productivity in his or her current job. The employee must receive a grade of B or higher to qualify for reimbursement. Costs for textbooks and materials will not be reimbursed.

Each regular, full time employee is eligible to receive up $1,000 annually in tuition reimbursement. Nothing contained herein should be construed as establishing any contractual obligation upon the Park District to provide education reimbursement to its employees. At its sole discretion, the Park District may discontinue the education reimbursement policy at any time.

To receive tuition reimbursement, an employee must apply and be approved before the course begins. This is how the program works:

- Complete a Tuition Reimbursement request letter and present to your Supervisor. Requests must be approved by the Director.
- The employee pays the initial course fees.
- Once the employee receives his grade(s), the employee should attach the tuition bill and the final grades to a copy of the initial request letter and provide it to your Supervisor.
- Within thirty (30) days, the employee will receive a reimbursement. Tuition reimbursement will be granted only upon successful completion of the education course. Successful completion is defined as a minimum grade of B, or equivalent.

Unless specifically approved in writing by the Executive Director~~your Supervisor or Manager~~, course work may not be performed during business hours and not counted as hours worked..

If an employee resigns or is terminated for cause before receiving a grade, the employee will not be reimbursed for tuition expenses. If an employee resigns or is terminated for cause within eighteen (18) ~~twelve (12) month~~s after receiving reimbursement, the employee must repay the Park District in full.

Employees receiving reimbursement from any other source are eligible for tuition reimbursement only in the amount not covered by other sources.

4.12 Employee Recreation Program Discount

Full time and part time emplyees and their immediate family members (spuces and dependent children living at home) are eleigible for a recreation program discount of: 100% off resident rate for in-house programs and 50% off resident rate for contractor managed programs. The employee is responsible for any out-of-pocket expenses in connection with the program.

- Registration is allowed within 72 hours of the start of the program, and after the program minimum has been met.
- Employee participation in any registered program does not conflict with normal working hours.
- The Employee Recreation Program Discount is for up to $1,000 per employee per budget year. This benefit is not transferable.

4.13 Employee Assistance Program

The Park District realizes that personal and work-related problems can affect an employee's job performance, health, family and emotions. To help with these pressures, the Park District has contracted with an independent firm to provide Employee Assistance Program (EAP) services on a confidential basis. The services are available to all full-time employees and their families. Please contact the Business Manager if you would like further information on the EAP.

4.14 Reimbursement of Travel, Meal and Lodging Expenses Policy

Purpose

The River Forest Park District will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with approved travel, meal, and lodging expenses incurred on behalf of the Park District. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

Definitions

- "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
- "Maximum allowable reimbursement" means the maximum amount that may be reimbursed for travel, meal, and lodging expenses, which is set at $2,000 per travel event.
- "Travel" means any expenditure directly incident to official travel by employees and officers of the Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Authorized Types of Official Business

Travel, meal and lodging expenses will be reimbursed for employees and officers of the Park District only for purposes of official business conducted on behalf of the Park District. These include but are not limited to off-site or out-of-town meetings related to official business and approved seminars, conferences and other educational events related to the employee's or officer's official duties. If you are unsure whether an expense is reimbursable, please contact the Director.

Categories of Expenses.

- Airfare: Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 60 days in advance to avoid premium

airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.

- Personal Automobiles: Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or officer's residence. When attending a off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. For total round trip distances over 75 miles, employees or officers shall use a Park District vehicle, leaving directly for the work location. If 2 or more employees or officers are traveling to the same off-site official business, the employees or officers shall use a Park District vehicle, leaving directly from the work location. Employees selecting not to use a Park District vehicle option are not eligible for milage reimbursement. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.
- Automobile Rentals: Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid– size cars are required for two or fewer employees or officers traveling together and a full– size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.
- Public Transportation: In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will paid at the differential of the commute less the mileage of a normal commute to the workplace.
- Other Transportation: The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.
- Hotel/Motel Accommodations: The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Park District unless approved by a vote of the Park Board.
- Meals: Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred. Prior approval by Park Board and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.
- Vacation in Conjunction with Business Travel: In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.
- Accompanied Travel: When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Park District.
- Parking: Parking fees at a hotel/motel, conference center, or other site will be reimbursed only with a receipt.
- Entertainment Expenses: No employee or officer of the Park District shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

Approval of Expenses

- Expenses for Members of the Park Board: All travel, meal, and lodging expenses incurred by any member of the Park Board must be approved by roll call vote at an open meeting of the Park Board.

River Forest Park District

Memo

To: Board of Commissioners

From: Michael Sletten

Date: 11/10/2025

Re: 2026 Board Meeting Schedule

2026 Board Meeting Schedule

Monday, January 12
6:00 PM Regular Board Meeting

Monday, February 16
6:00 PM Regular Board Meeting

Monday March 9
6:00 PM Regular Board Meeting

Monday, April 13
6:00 PM Regular Board Meeting

Monday, May 11
6:00 PM Regular Board Meeting

Monday, June 15
6:30 PM Regular Board Meeting

Monday, July 13
6:30 PM Regular Board Meeting
*Meeting will be held if needed

Monday, August 10
6:30 PM Regular Board Meeting

Monday, September 14
6:00 PM Regular Board Meeting

Monday, October 12
6:00 PM Regular Board Meeting

Monday, November 9
6:00 PM Regular Board Meeting

Monday, December 14
6:00 PM Regular Board Meeting

***Note that the summer meetings in June, July, and August begin a half hour later at 6:30 PM**

River Forest Park District

River Forest Park District Board Meeting Calendar Topics – 2026

February

- Annual deadline to issue Non-Referendum Bonds (2/28).
- Board begin Executive Director Annual Evaluation Process. Discuss Evaluation Form. Board Members complete their individual evaluations.

March

- WSSRA annual presentation.
- Board reviews and discusses Executive Director Annual Evaluation.

April

- Staff presents the draft Operating Budget and the Budget and Appropriations Ordinance and Capital Projects Budget. Requires 30 days public notice for public review.
- Annual review of staff salary ranges.
- Approval of fund transfers. The fund transfer must be approved by 4/30.
- Board conducts Annual Evaluation with the Executive Director.

May

- New budget year begins 5/1.
- Annual Meeting.
    a. Swearing in of new Board Members (odd years).
    b. Election & appointment of Board Officers.
    c. Appointment of WSSRA, Committee Representatives, Liaisons, Park Captians
    d. Review & release of Closed Session Minutes.
- Approval of the Operating Budget and the Budget and Appropriation Ordinance. A public hearing is required prior to approval of the B&A Ordinance. The B&A Ordinance must be filed before the end of the first quarter of the operating budget (July 31).
- Approval of the Capital Improvements Plan.

June

- Review of Affiliate Agreements (odd years).

July

- No Regular Board Meeting scheduled in the month of July.

October

- Approval of the Financial Audit.

November

- Staff presents draft Tax Levy.
- Executive Director Mid-Year Performance Update.

December

- Approval of the Tax Levy. The Tax Levy must be filed by the last Tuesday of December.
- Approval of the annual Board Meeting Schedule and Board Meeting Annual Calendar.

River Forest Park District

Memo

To: Board of Commissioners

From: Michael Sletten

Date: November 10, 2025

Re: 2025 Tax Levy

Our 2025 Tax Levy must be filed before the last Tuesday in December, so the Board must approve the levy prior to this date. The 2024 Tax Levy Ordinance funds our 2024-2025 Budget. At the same meeting, the Board will also approve a second Ordinance directing Cook County to make all levy adjustments out of only the Corporate Fund.

Cap Funds: The Park District levy's six cap funds (Corporate, Recreation, Playground and Recreation, IMRF, Liability, and Auditing) and 2 non-cap funds (Handicapped and Limited Bonds). The cap funds are allowed to grow by CPI and new growth or 5% (whichever is less). Any request higher than 5% requires a Truth-In-Taxation Hearing. If the eligible full amount of levy is not requested, the opportunity to recapture that lost levy amount is gone forever.

Non-Cap Funds: The Park District is allowed to levy up to .04/$100 EAV in our Handicapped Fund and approximately $88,402 on our Limited Bond Fund. Each year we increase the Handicapped Fund by CPI to match the budget growth of the WSSRA budget. In the 2024 Tax Levy, the Park District collected $108,022 or .0144/$100, and the Park District is requesting $111,155.00 for the 2025 Tax Levy. The Limited Bond Fund will automatically increase by the CPI. Our 3-year Limited Bond expired in 2019 and we are not levying a tax for a Limited Bond. If the Board wishes to reissue a new bond, that can be included on the December Board Meeting agenda.

The Park District levied $2,016,625 in tax revenues as part of the 2024 Tax Levy. This levy included a $15,616 levy adjustment through the State Treasurer.

The Tax Levy is a year behind, so the 2025 Tax Levy calculations are based on the 2024 CPI. The 2024 CPI is 2.9%. The Village has estimated $2.5M dollars in new growth in 2024 or an additional $6,750 in cap funds tax revenue in the 2025 Levy.

As we do not want to miss any new growth, the Park District has traditionally requested a 5.0% Tax Levy request increase to cover CPI and any unknown new growth. As we are only eligible for CPI and new growth, the County would then make an adjustment to our levy request to reflect the actual numbers. We could pick a lesser percentage, but 5.0% covers any worst case scenario while avoiding the requirement for a Truth-In-Taxation Hearing.

If we ask greater than 5.0%, we are required to hold a Truth-In-Taxation Hearing and have to explain our reasons for going over 5.0%, and the Board should expect feedback due to the size of the levy increase. Staff recommends we request 5.0% Tax Levy increase and stay away from the Truth-In-Taxation process.

Attached are the budget numbers and projections from year end April, 2025 and April, 2026. The Park District Fund Balance Policy requires the Park District to hold a minimum fund balance of 4 months reserve in each of the funds.

To maintain these fund balances, the Park District uses the Levy, expensing staff salaries, and fund transfers to equalize the numbers. Corporate and Recreation are our major funds, as the bulk of the Levy is allocated into these funds, and the proposed 2025-2026 Budget will include transfers out of both of these funds to cover our Special Recreation and Capital Projects Funds.

	2024 Levy	**2025 Levy Request (5.0% Cap Fund Increase) ***	**Expected 2025 Levy**
Corporate	1,383,137	$1,486,301	$1,443,953
Recreation	$206,000	$200,000	$200,000
Playgrounds and Recreation	$206,000	$200,000	$200,000
IMRF	$77,250	$85,000	$85,000
Liability Insurance	$5,150	$20,000	$20,000
Auditing	$15,450	$15,000	$15,000
Handicapped (2.9% CPI Increase)	$108,022	$111,155	$111,155
Limited Bonds (2.9% CPI Increase)	$0	Determined by Cook County	$0

*Includes $2.5M EAV new growth and Reduction Ordinance adjustments.

River Forest Park District

ORDINANCE NO. 251201

AN ORDINANCE LEVYING TAXES AND ASSESSING TAXES FOR THE YEAR 2025 OF THE RIVER FOREST PARK DISTRICT OF COOK COUNTY, ILLINOIS

Be it ordained by the Board of Commissioners of the River Forest Park District, Cook County, Illinois, that:

Section 1: A tax in the sum of money, totaling $2,117,456 or as much thereof as may be authorized by law, to defray all expenses and liabilities of the Park District, be and the same, is hereby commencing on the 1st day of May, 2026 and ending the 30th day of April, 2027.

ARTICLE I – GENERAL CORPORATE FUND

A. ADMINISTRATIVE EXPENSES	$458,300
B. BUILDING EXPENSES	$71,000
C. PLATFORM TENNIS MEMBERSHIP EXPENSES	$40,600
D. PARK EXPENSES	$516,4017
E. FUND TRANSFER EXPENSE	$400,000
TOTAL - GENERAL CORPORATE FUND	$1,486,301

ARTICLE II – RECREATION FUND

A. ADMINISTRATIVE EXPENSES	$152,250
B. RECREATION PROGRAM EXPENSES	$47,750
TOTAL – RECREATION FUND	$200,000

ARTICLE III – PLAY GROUNDS & RECREATION FUND

A. ADMINISTRATIVE EXPENSE	$152,250
B. RECREATION PROGRAM EXPENSES	$47,750
TOTAL – PLAY GROUNDS & RECREATION FUND	$200,000

ARTICLE IV – ILLINOIS MUNICIPAL RETIREMENT FUND

ADMINISTRATIVE EXPENSES	$85,000

ARTICLE V – AUDIT FUND

CONTRACTUAL & PROFESSIONAL SERVICES	$15,000

ARTICLE VI– LIABILITY INSURANCE FUND

ADMINISTRATIVE EXPENSES	$20 ,000

ARTICLE VII – SPECIAL RECREATION FUND

PROGRAM EXPENSES	$106,155
INCLUSION	$5,000
ADA COMPLIANCE	$0.00
TOTAL SPECIAL RECREATION FUND	$111,155

ARTICLE VIII RECAPITULATION

GENERAL CORPORATE FUND	$1,486,301
RECREATION FUND	$200,000
PLAY GROUND & RECREATION FUND	$200,000
ILLINOIS MUNICIPAL RETIREMENT FUND	$85,000
AUDIT FUND	$15,000
LIABILITY INSURANCE FUND	$20,000
SPECIAL RECREATION FUND	$111,155
TOTAL TAXES LEVIED	$2,117, 456

Section 2: Pursuant to Section 4-4 of the Park District Code (70 ILCS 1205/4-4) neither the Budget and Appropriation Ordinance of the District for the current fiscal year beginning May 1, 2026 and ending April 30, 2027 nor any other Budget and Appropriation Ordinance is intended or required to be in support of the tax levy made in this Ordinance.

Section 3: That the County Clerk of Cook County, Illinois, be and is hereby authorized and instructed to levy a separate tax in addition to the amount authorized to be levied for all corporate purposes, for each and every item in Section 1 of this Ordinance that is a Special Tax Levy in accordance with those certain sections of the ILLINOIS PARK DISTRICT CODE and other applicable statutes authorizing such additional taxes.

Section 4: That the Secretary of the Board of Park Commissioners be and hereby is directed to file with the County Clerk of Cook County, Illinois, in due time and in the manner prescribed by law, a copy of this Ordinance certified by said Secretary as to its enactment, accompanied by a certificate of the presiding officer as to compliance with the Truth in Taxation Law, and said County Clerk is hereby directed to extend taxes sufficient to produce the amounts levied herein in accordance with applicable law.

PASSED this 8th day of December, 2025

APPROVED this 8th day of December, 2025

Ayes:

Nays:

Abesent:

_____
President

ATTEST: _____
Secretary

RIVER FOREST PARK DISTRICT
2025 TAX LEVY
EXHIBIT "A"

GENERAL CORPORATE FUND

ADMINISTRATIVE EXPENSES

Administrative Salaries & Wages	
Executive Director	$120,000.00
Superintendent of Finance	$55,000.00
Superintendent of Recreation	$60,000.00
Administrative Assistant	$26,000.00
Administrative Assistant Overtime	$2,600.00
Director's Auto Reimbursement	$4,200.00
Health Insurance	$83,000.00
Employer FICA & Medicare	$60,000.00
Health/Welnness Incentive	$2,000.00
Health OPT OUT Reimbursement	$6,000.00
Total Administrative Salaries & Wages	**$418,800.00**
Contract Services	
Miscellaneous Service	$3,500.00
Legal Service	$1,000.00
IT Service	$6,000.00
Email Provider Service	$1,000.00
Quickbooks Payroll License	$1,000.00
Paylocity Service	$1,000.00
Total Contract Services	**$13,500.00**
Administration Expense	
Office Supplies	$3,000.00
Office Equipment R&R	$1,000.00
Office Furniture R & R	$1,000.00
Canon Copier Maintenance Fees	$1,500.00
Staff Expenses	$2,000.00
Professional Assoc. Fees	$3,000.00
Computer Equipment R & R	$1,000.00
Computer Software R & R	$2,000.00
Printing	$1,500.00
Postage & Delivery	$1,500.00
Board Expenses	$1,000.00
Criminal History Checks	$1,000.00
Miscellaneous Expense	$1,000.00
Telephone System R & R	$1,000.00
Professional Development	$2,000.00
Mileage Reimbursement	$1,000.00
Physicals/Drug Tests	$500.00
Legal Notices/Advertising	$1,000.00
Total Administration Expense	**$26,000.00**
TOTAL ADMINISTRATIVE EXPENSES	**$458,300.00**

BUILDING EXPENSES	
Facility Salaries	
Park Ambassadors	$10,000.00
Building Attendant	$1,000.00
Total Facility Salaries	**$11,000.00**
Contract Services	
HVAC Service	$1,000.00
Inspection/Fees	$1,000.00
Elevator Service	$1,000.00
Pest Control Service	$1,000.00
Total Contract Services	**$4,000.00**
Building Maintenance	
Depot R & R	$2,500.00
Maintenance Facility R & R	$2,000.00
Batting Cage R & R	$1,000.00
Park Bathroom Buildings R & R	$3,000.00
Janitorial/TP/Paper Towel Supplies	$9,000.00
Keystone Center R&R	$2,500.00
Total Building Maintenance	**$20,000.00**
Depot	
Electricity	$3,500.00
Heating Fuel	$2,500.00
Telephone	$7,500.00
Water	$2,000.00
Alarm	$2,000.00
Cable	$1,000.00
Total Depot Utilities Expense	**$18,500.00**
Priory	
Electricity	$1,500.00
Heating Fuel	$1,000.00
Total Priory Utilities Expense	**$2,500.00**
Washington Commons	
Electricity	$1,500.00
Water	$1,000.00
Total Washington Commons Utilities Expense	**$2,500.00**
Maintenance Facility	
Electricity	$2,500.00
Heating Fuel	$3,000.00
Water	$1,000.00
Alarm	$1,000.00
Total Maintenance Facility Utilities	**$7,500.00**
Keystone Center	
Electricity	$1,500.00
Heating Fuel	$2,000.00
Alarm	$1,500.00
Total Keystone Pavillion Utilities Expense	**$5,000.00**
TOTAL BUILDING EXPENSES	**$71,000.00**
PLATFORM TENNIS MEMBERSHIP EXPENSES	
Contract Services	
Pro/Administration Fees	$2,500.00
Reservation Software	$1,000.00
Platform Tennis Services	$20,000.00

Total Contract Services	**$23,500.00**
Platform Tennis Expenses	
Merchandise	$3,500.00
FOB Keys	$1,500.00
Special Events	$100.00
Platform Tennis R&R	$3,000.00
Total Platform Tennis Expenses	**$8,100.00**
Platform Tennis Utilities	
Electricity/Lights	$4,000.00
Heating Fuel	$5,000.00
Total Platform Tennis Utilities	**$9,000.00**
TOTAL PLATFORM TENNIS MEMBERSHIP EXPENSES	**$40,600.00**
PARK EXPENSES	
Parks Salaries	
Park Manager	$100,000.00
Park Maintenance Staff	$160,000.00
Overtime	$16,000.00
Seasonal Park Maintenance Staff	$10,000.00
Total Park Salaries Expense	**$286,000.00**
Contract Services	
Athletic Field Services	$1,000.00
Landscaping Services	$4,000.00
Ornamental Services	$1,000.00
Irrigation Services	$6,000.00
Fertilizer & Weed Control Services	$10,000.00
Tree Services	$12,000.00
Electrical Services	$2,000.00
Lightning Detections Services	$1,000.00
Inspection Fees	$3,000.00
Portable Restroom Services	$3,000.00
Total Contract Services	**$43,000.00**
Park Maintenance Expense	
Park Equipment R & R	$6,000.00
Maintenance Equipment R & R/Supplies	$5,000.00
Tree and Shrub Supplies	$3,000.00
Ornamental Supplies	$4,000.00
Fertilizer & weed Control Supplies	$2,000.00
Vehicle Fuel	$8,000.00
Vehicle & Tractor R & R	$10,000.00
Landscape Supplies	$6,000.00
Athletic Field Maintenance Supplies	$7,000.00
RFYBS Expenses	$1,000.00
RFYS Expenese	$1,000.00
Memorial Brick Program	$1,000.00
Uniforms & Safety Clothing	$10,000.00
Memorial Tree Program	$3,000.00
Ice Rink Supplies	$3,500.00
Trash Disposal	$4,500.00
Garden Plot Supplies	$1,000.00
Equipment Rental	$1,000.00
Signage	$1,500.00
Total Park Maintenance Expense	**$78,500.00**
Park Utilities	
Irrigation/Water Fountain Water	$25,000.00
Park Security Lights	$1,000.00
Electric/Athletic Field Lights	$7,000.00
Total Park Utilities	**$33,000.00**
Corporate Contingency	**$75,901.00**

TOTAL PARK EXPENSES	**$516,401.00**
FUND TRANSFER EXPENSES	
Fund Transfer	$400,000.00
TOTAL FUND TRANSFER EXPENSES	**$400,000.00**
TOTAL GENERAL CORPORATE FUND LEVY	**$1,486,301.00**

RECREATION FUND

ADMINISTRATIVE EXPENSES	
Administration Salaries	
Executive Director-Rec	$15,000.00
Superintendent of Recreation	30,000.00
Recreation Manager	26,000.00
Athletic Manager	26,000.00
Health Insurance-Rec	$18,000.00
Health/Wellness Incentive	$1,000.00
Health Reimbursement Arrangement	$5,000.00
Total Adminstration Salaries	**$121,000.00**
Contract Services	
Miscellaneous Service	$0.00
Legal Service	$0.00
IT Service	$3,000.00
Website Service	$3,000.00
Printing Service	$5,000.00
Marketing Services	$4,000.00
Reservation Leaque Software	$0.00
Total Contract Services	**$15,000.00**
Administration Expense	
Office Supplies	$1,000.00
Office Equipment R & R	$1,000.00
Office Furniture R & R	$900.00
Canon Copier Maintenance Fees	$900.00
Staff Expenses	$1,000.00
Professional Association Fees	$1,000.00
Computer Equipment	$1,000.00
Computer Software	$1,000.00
Scholarships/Certificates	$250.00
Youth Intervention	$1,000.00
Postage & Delivery	$500.00
Criminal Background Checks	$500.00
Miscellaneous Expense	$0.00
Telephone System R & R	$0.00
Professional Development	$500.00
Mileage Reimbursement	$200.00
Physicals/Drug Tests	$500.00
Credit Card Charges	$2,000.00
Registration Transaction Fees	$3,000.00
Total Administration Expense	**$16,250.00**
TOTAL ADMINISTRATIVE EXPENSES	**$152,250.00**

RECREATION PROGRAM EXPENSES

Recreation Salaries	
Camp Staff Salaries	$9,000.00
Seasonal Recreation Salaries	$1,550.00
Recreation Basketball Staff Salaries	$1,500.00
Travel Basketball Salaries	$0.00
Travel Volleyball Salaries	$375.00
Birthday Party Salaries	$500.00
Total Salaries & Wages	**$12,925.00**
Contract Services	
Athletic Contractual Service	$3,500.00
Recreation Contractual Service	$3,500.00
Travel Basketball Supplies	$0.00
Travel Volleyball Supplies	$0.00
Summer Camp Service	$1,500.00
Recreation Basketball Service	$500.00
Entertainment Service	$0.00
Memorial Day Parade Service	$350.00
Thursday Summer Nights Service	$150.00
Makin Tracks Service	$250.00
Polar Express Service	$500.00
Paddle Tennis Lessons	$500.00
Paddle Tennis League Fees	$825.00
Total Contract Services	**$11,575.00**
Recreation Expense	
Recreation Program Supplies	$2,500.00
Athletic Program Supplies	$2,000.00
Recreation Basketball Supplies	$500.00
Travel Basketball Supplies	$0.00
Travel Volleyball Supplies	$0.00
Special Events Supplies	$0.00
Summer Camp Supplies	$1,000.00
Birthday Party Supplies	$500.00
Makin Tracks Supplies	$0.00
Thursday Summer Night Supplies	$500.00
Recreation Basketball Uniforms	$500.00
Travel Basketball Uniforms	$0.00
Travel Volleyball Uniforms	$0.00
Summer Camp Uniforms	$2,000.00
Program Uniforms	$500.00
Safety Supplies	$150.00
Facility Rental	$3,000.00
Polar Express Supplies	$200.00
Depot Program Room Rental Expense	$2,000.00
Keystone Center Program Room Rental Exp	$750.00
Birthday Party Rental Expense	$50.00
Priory Program Room Rental Expense	$0.00
Clear Sky Supplies	$250.00
Memorial Day Parade Supplies	$250.00
Contractor Program Supplies	$0.00
Platform Tennis Equipment	$500.00
Platform Tennis Program Supplies	$500.00
Makin Tracks Donation to WSSRA	$0.00
Parks Foundation Reimburse Expenses	$0.00
Marketing/Advertising	$500.00
Recreation Rental Equipment	$100.00
Summer Camp Trip Expenses	$5,000.00
Capitol Improvement - Rec	$0.00
Total Recreation Expense	**$23,250.00**
TOTAL RECREATION PROGRAM EXPENSES	**$47,750.00**

Recreation Contingency	**$0.00**
TOTAL RECREATION FUND LEVY	**$200,000.00**

PLAYGROUND AND RECREATION FUND

ADMINISTRATIVE EXPENSES	
Administration Salaries	
Executive Director-Rec	$15,000.00
Superintendent of Recreation	30,000.00
Recreation Manager	26,000.00
Athletic Manager	26,000.00
Health Insurance-Rec	$18,000.00
Health/Wellness Incentive	$1,000.00
Health Reimbursement Arrangement	$5,000.00
Total Adminstration Salaries	**$121,000.00**
Contract Services	
Miscellaneous Service	$0.00
Legal Service	$0.00
IT Service	$3,000.00
Website Service	$3,000.00
Printing Service	$5,000.00
Marketing Services	$4,000.00
Total Contract Services	**$15,000.00**
Administration Expense	
Office Supplies	$1,000.00
Office Equipment R & R	$1,000.00
Office Furniture R & R	$900.00
Canon Copier Maintenance Fees	$900.00
Staff Expenses	$1,000.00
Professional Association Fees	$1,000.00
Computer Equipment	$1,000.00
Computer Software	$1,000.00
Scholarships/Certificates	$250.00
Youth Intervention	$1,000.00
Postage & Delivery	$500.00
Criminal Background Checks	$500.00
Miscellaneous Expense	$0.00
Telephone System R & R	$0.00
Professional Development	$500.00

Mileage Reimbursement	$200.00
Physicals/Drug Tests	$500.00
Credit Card Charges	$2,000.00
Registration Transaction Fees	$3,000.00
Total Administration Expense	**$16,250.00**
TOTAL ADMINISTRATIVE EXPENSES	**$152,250.00**
RECREATION PROGRAM EXPENSES	
Recreation Salaries	
Camp Staff Salaries	$9,000.00
Seasonal Recreation Salaries	$1,550.00
Recreation Basketball Staff Salaries	$1,500.00
Travel Basketball Salaries	$0.00
Travel Volleyball Salaries	$375.00
Birthday Party Salaries	$500.00
Total Salaries & Wages	**$12,925.00**
Contract Services	
Athletic Program Service	$3,500.00
Recreation Program Service	$3,500.00
Travel Basketball League	$0.00
Travel Volleyball League	$0.00
Summer Camp Service	$1,500.00
Recreation Basketball Service	$500.00
Entertainment Service	$0.00
Memorial Day Parade Service	$350.00
Thursday Summer Nights Service	$150.00
Makin Tracks Service	$250.00
Polar Express Service	$500.00
Paddle Tennis Lessons	$500.00
Paddle Tennis League Fees	$825.00
Total Contract Services	**$11,575.00**
Recreation Expense	
Recreation Program Supplies	$2,500.00
Athletic Program Supplies	$2,000.00
Recreation Basketball Supplies	$500.00
Travel Basketball Supplies	$0.00
Travel Volleyball Supplies	$0.00
Special Events Supplies	$0.00
Summer Camp Supplies	$1,000.00
Birthday Party Supplies	$500.00
Makin Tracks Supplies	$0.00
Thursday Summer Night Supplies	$500.00
Recreation Basketball Uniforms	$500.00
Travel Basketball Uniforms	$0.00
Travel Volleyball Uniforms	$0.00
Summer Camp Uniforms	$2,000.00
Program Uniforms	$500.00
Safety Supplies	$150.00
Facility Rental	$3,000.00
Polar Express Supplies	$200.00
Depot Program Room Rental Expense	$2,000.00
Keystone Center Program Room Rental Exp	$750.00
Birthday Party Rental Expense	$50.00
Priory Program Room Rental Expense	$0.00
Clear Sky Supplies	$250.00
Memorial Day Parade Supplies	$250.00
Contractor Program Supplies	$0.00
Platform Tennis Equipment	$500.00
Platform Tennis Program Supplies	$500.00
Makin Tracks Dontaion to WSSRA	$0.00

Parks Foundation Reimburse Expenses	$0.00
Marketing/Advertising	$500.00
Recreation Rental Equipment	$100.00
Summer Camp Trip Expenses	$5,000.00
Capitol Improvement - Rec	$0.00
Total Recreation Expense	**$23,250.00**
TOTAL RECREATION PROGRAM EXPENSES	**$47,750.00**
Recreation Contingency	**$0.00**
TOTAL PLAYGROUND AND RECREATION FUND LEVY	**$200,000.00**

ILLINOIS MUNICIPAL RETIREMENT FUND

Administrative Expense	$85,000.00
TOTAL ILINOIS MUNICIPAL RETIREMENT FUND LEVY	**$85,000.00**

AUDIT FUND

Accounting Services	$14,000.00
Publication Fees	$100.00
Professional/CAFR Fees	$900.00
TOTAL AUDIT FUND LEVY	**$15,000.00**

LIABILITY FUND

Administration Expense	$20,000.00
TOTAL LIABILITY INSURANCE FUND LEVY	**$20,000.00**

SPECIAL RECREATION FUND

WSSRA Special Recreation Dues	$106,155.00
Inclusion	$5,000.00
Donations/sponsorships	$0.00
Total Program Expense	**$111,155.00**
ADA COMPLIANCE	**$0.00**
TOTAL SPECIAL RECREATION FUND LEVY	**$111,155.00**
TOTAL TAXES LEVIED	**$2,117,456.00**

River Forest Park District

ORDINANCE NO. 251202

ORDINANCE OF THE RIVER FOREST PARK DISTRICT DIRECTING THE COOK COUNTY CLERK AS TO REDUCTION OF THE RIVER FOREST PARK DISTRICT'S REAL ESTATE TAX LEVY FOR LEVY YEAR 2025

WHEREAS, there has been enacted Public Act 89-01, the Property Tax Extension Limitation Act (the "Act"), which will affect the amount of taxes extended for the District by the Cook County Clerk (the "Clerk"), and

WHEREAS, because of the fact that the amount of Equalized Assessed Valuation ("EAV") for property located in the District for 2024 was not known at the time that the District passed its Tax Levy Ordinance for 2025, it could not be determined whether the application of the provisions of the Act would affect the District's levy, and

WHEREAS, it is possible that when the EAV for 2024 is established in 2025 that, the limiting rates set forth in the Act will require the Cook County Clerk to reduce the District's levy, and

WHEREAS, unless directed otherwise by the District, the Cook County Clerk has indicated that he will reduce the District's levy proportionately over all funds, if necessary, and

WHEREAS, the Cook County Clerk has requested direction from the District at the time of the filing of the tax levy ordinance for 2024, as to which funds should be reduced, and by what amounts, if it becomes necessary, and

WHEREAS, the District prefers to give such direction.

NOW, THEREFORE, be it and it is hereby ordained by the Board of Park Commissioners of the River Forest Park District, Cook County, Illinois, as follows:

1. The Cook County Clerk is hereby directed to reduce the District's fund levies as follows, only, if necessary, due to the application of the Act.

Fund	% of Reduction
Corporate	100
Recreation	0
Play ground & Recreation	0
Liability Insurance	0
Special Recreation	0
Social Security	0
IMRF	0
Audit	0

2. This Ordinance shall be effective upon the date of its adoption.

ADOPTED this 8th Day of December, 2025

APPROVED:

_____
President

ATTEST:

_____
Secretary

Ayes Vote: _____

Nays Vote: _____

Absent Vote: _____

STATE OF ILLINOIS

COUNTY OF COOK } **SS**

CERTIFICATE

I, Michael Sletten am the duly qualified and acting Secretary of the River Forest Park District, Cook County, Illinois and as such am the keeper of the records and files of the Board of Park Commissioners of said Park District.

I further certify that the foregoing is a full and true complete copy of an Ordinance adopted by the Board of Park Commissioners of said Park District on the 8th day of December, 2025 said Ordinance being numbered and entitled:

ORDINANCE NO. 251202

ORDINANCE OF THE RIVER FOREST PARK DISTRICT DIRECTING THE COOK COUNTY CLERK AS TO REDUCTION OF THE RIVER FOREST PARK DISTRICT'S REAL ESTATE TAX LEVY FOR LEVY YEAR 2025

all as appears from the official records of said Park District now in my care and custody.

I do further certify that said Ordinance has not been repealed or in any way amended or otherwise altered since its adoption as aforesaid.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said District at River Forest, Illinois this 8th day of December, 2025.

_____

Michael J. Sletten
Secretary, Board of Park Commissioners
River Forest Park District
Cook County, Illinois

River Forest Park District

BANNER PERMIT APPLICATION

Contact: _____

Email Address: _____

Purpose: _____

Display Timeline: _____

Request Date: _____

Banner Guidelines:

1. Only River Forest governmental agencies, affiliate, and partner organizations are eligible for a Banner Permit.
   a. For River Forest governmental agencies (Village, D90, Library, Township), banners are for community information only. Each organization is allowed one (1) permit per year, and each permit may include up to three (3) signs at the following parks:
      - Keystone Park East on black ornamental fence along Lake Street.
      - Priory Park on black ornamental fence along Division Street.
      - Washington Commons Park on black ornamental fence along Washington Boulevard.

   b. For affiliate organizations (RFYBS, RFYS, The Chicago Edge Soccer Club) banners are for registration information only. Each organization is allowed two (2) permits per year, and each permit may include up to three (3) banners at the following parks:
      - Keystone Park East on black ornamental fence along Lake Street.
      - Priory Park on black ornamental fence along Division Street.
      - Washington Commons Park on black ornamental fence along Washington Boulevard.

   c. For partner organizations (Trinity HS, St Luke's GS, Rotary Club of OPRF, and OPRF Kiwanis), banners are for fundraising information only. Each organization is allowed one (1) permit per year, and each permit may include up to three (3) signs at the following parks:
      - Keystone Park East on black ornamental fence along Lake Street.
      - Priory Park on black ornamental fence along Division Street.
      - Washington Commons Park on black ornamental fence along Washington Boulevard.

2. Vinyl banners may not exceed 6' 0" wide x 3' 0" high.
3. Display time will not exceed thirty (30) days.
4. RFPD is responsible for the hanging and removal of banners. Organization will have fourteen (14) days after the expiration of their Banner Permit to pick up their signs/banners at 401 Thatcher Avenue. The Park District is not responsible for banners not picked up after the 14-days hold period.
5. All other Village and Park District sign/banner rules and regulations apply.
6. Banner Permits are non-transferable.

OFFICE USE:

Approved: _____

Michael J. Sletten, Executive Director, River Forest Park District

Date Banner(s) is Hung/Staff Initials: _____

Date Banner(s) is Removed/Staff Initials: _____

Date Organization was Notified for Banner Pickup/Staff Initials: _____