



River Forest Park District

River Forest Park District Board Meeting Calendar – 2024

January

- WSSRA annual presentation
- Annual review of 3-year Strategic Plan. Draft a new Strategic Plan tri-annually (2024)
- Master Plan review of one third of the park land inventory.

February

- Begin Executive Director Annual Evaluation Process.
- Executive Director Contract Renewal Notice (2024). Board to notify Executive Director of intent to renew contract deadline by 4/30.
- Annual deadline to issue Non-Referendum Bonds (2/28)

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.
- Executive Director Annual Evaluation
- Approval of fund transfers. The fund transfer must be approved by 4/30

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