River Forest Park District

Regular Board Meeting
January 12, 2026, 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, January 12, 2026.

Join Zoom Meeting
https://us06web.zoom.us/j/88418075570?pwd=krGZ25qovGiuTkRX37UQW4eoyvmn9o.1
Meeting ID: 884 1807 5570
Passcode: 002230

Join By Phone
312-626-6799
Meeting ID: 88418075570
Passcode: 002230

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 – December 8, 2025
   - Financial Statement Review
   - Disbursements – December, 2025
   - WSSRA Report
   - RFCCA Report

7. Consent Agenda Items for Separate Consideration

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

9. New Business

10. Old Business

    - Keystone Ballfield #2 Project Bid
    - Personnel Policy Update

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. Adjournment

River Forest Park District
Regular Board Meeting Minutes of
December 8, 2025

The Board of Commissioners of the River Forest Park District convened at 6:00 PM in Regular Session on Monday, December 8, 2025 at the River Forest Park District, 401 Thatcher Avenue, River Forest, Illinois.

Roll call was taken with Commissioners Bade, Grant, Healy, Roche, and Libera present. Also, present was Director Sletten.

Public Comment: None

Correspondence to the Board:

- Ann Bath, River Forest, shared email communication she had with the Township Supervisor regarding rental of the RFCCA building for her program.

Board Reports: President Libera noted the library has hired a contractor to reroute the HVAC drainage piping to an existing standpipe inside the building. Commissioner Roche noted the Park District will host the next Village Collaboration Meeting on 12/11.

Consent Agenda: Commissioner Healy moved to approve the Consent Agenda, seconded by Commissioner Bade. Commissioner Roche asked for clarification on a $1,893.34 disbursement for a dart board, and Director Sletten noted the dart board was under $100 and will follow-up with the Finance Supervisor on this item. A voice vote followed, and the motion was approved 5-0.

Staff Reports: Staff Reports were submitted. Commissioner Healy noted the snow clearing of the sidewalks at Washington Triangle needs to be looked at. Commissioner Grant asked that instructors be included in the Recreation Staff Report. Commissioner Grant asked that pertinent financial reports be included in the Executive Director's Report.

New Business: Director Sletten noted that no bids were received for the Keystone Park Ballfield #2 Project, so the bid opening has been extended a week. Staff and the engineer are contacting the 9 firms that picked up the bid packet to see why no one submitted a bid.

The Board discussed the synthetic turf color for the Keystone ballfield #2 infield. Director Sletten is going to contact Field Turf to get visuals on different colors and with or without a grass infield look.

The Board reviewed the recommended changes to the Park District Personnel Policy with no additional comments.

Commissioner Roche moved to approve the 2026 Board Meeting Schedule, seconded by Commissioner Healy. A voice vote followed, and the motion was approved 5-0.

Commissioner Grant moved to approve the 2026 Board Meeting Calendar, seconded by Commissioner Bade. A voice vote followed, and the motion was approved 5-0.

Commissioner Healy moved to approve the 2025 Tax Levy Ordinance, seconded by Commissioner Grant. A roll call vote followed, and motion was approved 5-0.

Commissioner Bade moved to approve the 2025 Tax Levy Reduction Ordinance, seconded by Commissioner Grant. A roll call vote followed, and motion was approved 5-0.

Commissioner Grant moved to approve the amended Park Banner Guidelines, seconded by Commissioner Roche, A voice vote followed, and the motion was approved 5-0.

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

1. Constitution Park: The playground has been installed and the sand volleyball area has been excavated and it's perimeter concrete curb poured. The project is on hold due to the weather.
2. Priory Park: The south side of the Priory Center has been demolished, and the building addition has been excavated.
3. Keystone Park: The project is out to bid and the bid opening is on 12/11. The Board will take action on the bids at their January 12th Board Meeting.

President Libera moved to adjourn at 6:55pm 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; and the acquisition or lease of real property or the selling or rental price of real estate, seconded by Commissioner Healy. A voice vote followed, and the motion was approved 5-0.

The Board reconvened into Open Session

Commissioner Bade moved to adjourn at 8:00 PM, seconded by Commissioner Healy. 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
December, 2025

LIQUID CASH	DEBIT	CREDIT	BALANCE
FOREST PARK NATIONAL BANK GENERAL FUND			
Beginning Balance			248,279.07
Tax Deposits	*553,254.48*		
Other Deposits			
Transfer from IL Funds	400,000.00		
Total Revenue	***953,254.48***		
Disbursements		444,177.28	
Transfer to MM			
Total Disbursments		***444,177.28***	
ENDING CASH IN BANK			***757,356.27***
FOREST PARK NATIONAL BANK PAYROLL			
Beginning Balance			253,694.09
Program Revenue	32,515.22		
Miscellaneous Revenue	1,939.64		
Transfer from MM			
Total Revenue	***34,454.86***		
Credit Card Transaction Fees			
Payroll Expense		70,354.83	
Transfer to General Fund			
Total Disbursements		***70,354.83***	
ENDING CASH IN BANK			***217,794.12***
IPDLAF CERTIFICATES OF DEPOSIT			
Beginning Balance			1,037,668.66
Interest	3,241.72		
Total Revenue	***3,241.72***		
Total Disbursements			
ENDING CASH IN BANK			***1,040,910.38***

LIQUID CASH	DEBIT	CREDIT	BALANCE
ILLINOIS FUNDS MONEY MARKET			
Beginning Balance			1,437,820.82
Share Purchase Reinvestment	3,975.06		
Received Interest	2,950.42		
Total Revenue	***6,925.48***		
Transferred to FP General Fund		400,000.00	
Total Disbursments		***400,000.00***	400,000.00
ENDING CASH IN BANK			***1,044,746.30***
FOREST PARK NATIONAL BANK MONEY MARKET			
Beginning Balance			181,302.82
Received Interest	538.94		
Transfer from General Fund			
Total Revenue	***538.94***		
Transfer to General Fund			
Total Disbursements		-	
ENDING CASH IN BANK			***181,841.76***
HINSDALE BANK & TRUST MONEY MARKET			
Beginning Balance			1,142,859.74
Received Interest	4,078.72		
Total Revenue	***4,078.72***		
Total Disbursements			
ENDING CASH IN BANK			***1,146,938.46***
BYLINE BANK MONEY MARKET			
Beginning Balance			945,348.34
Received Interest	2,471.63		
Total Revenue	***2,471.63***		
Total Disbursements			
ENDING CASH IN BANK			***947,819.97***
TOTAL LIQUID ENDING CASH IN BANK			***5,337,407.26***

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 DECEMBER 2026	***5,754,143.22***

RIVER FOREST PARK DISTRICT

DECEMBER 2025 BUDGET REPORT

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

		FY 2025-2026 FISCAL YEAR BUDGET	CURRENT FISCAL YEAR 2025-2026 THRU DECEMBER	PREVIOUS FISCAL YEAR 2024 THRU DECEMBER	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	423,049.92	620,043.83	389,800.96	33,248.96	29.90%
Total Tax Levy		**$ 1,414,967.00**	**$ 423,049.92**	**$ 620,043.83**	**$ 389,800.96**	**$ 33,248.96**	**29.90%**
4102	State Replacement Tax	40,000.00	0.00	22,034.42	0.00	0.00	0.00%
4103	Interest Revenue	28,000.00	22,628.31	23,876.47	2,428.60	20,199.71	80.82%
4233	Platform Tennis Membership Fees	67,400.00	51,093.00	54,766.02	621.70	50,471.30	75.81%
4234	Platform Tennis Summer Fees	0.00	0.00	0.00	0.00	0.00	0.00%
4235	Platform Tennis Guest Fees	0.00	0.00	30.00	0.00	0.00	0.00%
4236	Platform Tennis Non-Res. Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00%
4302	Building Rental Revenue	0.00	0.00	0.00	0.00	0.00	0.00%
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	13,404.80	8,372.60	3,212.40	10,192.40	116.56%
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	5,935.07	0.00	0.00	0.00%
4502	Miscellaneous	0.00	7,756.03	0.00	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	418.26	0.00	20.00	398.26	104.57%
4510	Platform Tennis Merchandise Sales	3,600.00	5,855.74	3,342.31	116.30	5,739.44	162.66%
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	0.00	1,709.78	341.96%
4513	Referee Account	0.00	0.00	0.00	0.00	0.00	0.00%
4514	RFCCA Management	0.00	30,970.26	0.00	48.48	30,921.78	0.00%
Total Other Income		**$ 242,150.00**	**$ 204,261.08**	**$ 150,129.39**	**$ 6,447.48**	**$ 197,813.60**	**84.35%**
Total Income w/Tax Levy		**$ 1,657,117.00**	**$ 627,311.00**	**$ 770,173.22**	**$ 396,248.44**	**$ 231,062.56**	**37.86%**
ADMINISTRATIVE EXPENSES (10)							
Administrative Salaries & Wages							
510-101	Executive Director - Corp	90,000.00	62,827.24	61,753.12	6,580.46	56,246.78	69.81%
510-102	Finance Supervisor - Corp	55,000.00	30,525.00	25,364.27	1,712.50	28,812.50	55.50%
510-110	Director's Auto Reimbursement	3,000.00	2,077.02	2,077.02	230.78	1,846.24	69.23%
510-122	Health Insurance	90,000.00	73,794.82	49,802.46	0.00	73,794.82	81.99%
510-123	Employer FICA & Medicare	60,000.00	45,565.47	43,857.92	4,026.99	41,538.48	75.94%
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**	**$ 214,839.55**	**$ 183,154.76**	**$ 12,550.73**	**$ 202,288.82**	**71.21%**
Contract Services							
510-204	Miscellaneous Service	1,000.00	229.90	159.90	10.00	219.90	22.99%
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	1,624.16	629.88	142.80	1,481.36	135.35%
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	4,425.28	4,071.14	577.40	3,847.88	55.32%
510-215	RFCCA Management Expense		8,920.56	0.00	0.00	8,920.56	0.00%
Total Contract Services		**$ 12,900.00**	**$ 17,996.18**	**$ 6,484.93**	**$ 730.20**	**$ 17,265.98**	**139.51%**
Administration Expense							
510-701	Office Supplies	6,500.00	6,484.43	4,709.73	1,998.58	4,485.85	99.76%
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	0.00	675.85	48.28%
510-706	Staff Expenses	2,000.00	422.08	756.47	59.28	362.80	21.10%
510-707	Professional Association Fees	3,000.00	2,877.00	1,957.32	0.00	2,877.00	95.90%
510-708	Computer Equipment R & R	1,000.00	2,170.80	0.00	0.00	2,170.80	217.08%
510-709	Computer Software R & R	1,500.00	679.32	0.00	679.32	0.00	45.29%
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	0.00	366.90	36.69%
510-715	Board Expenses	1,000.00	54.95	50.11	0.00	54.95	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	571.75	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	0.00	4.40	0.00%
510-725	Legal Notices / Advertising	1,500.00	165.00	630.00	0.00	165.00	11.00%
Total Administration Expense		**$ 26,000.00**	**$ 14,642.93**	**$ 10,533.36**	**$ 2,737.18**	**$ 11,905.75**	**56.32%**
TOTAL ADMINISTRATIVE EXPENSES		**$ 340,600.00**	**$ 247,478.66**	**$ 200,173.05**	**$ 16,018.11**	**$ 231,460.55**	**72.66%**

		FY 2025-2026 FISCAL YEAR BUDGET	CURRENT FISCAL YEAR 2025-2026 THRU DECEMBER	PREVIOUS FISCAL YEAR 2024 THRU DECEMBER	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	0.00	8,211.19	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**	**$ -**	**$ 8,211.19**	**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	0.00	534.00	89.00%
Total Contract Services		**$ 6,600.00**	**$ 4,348.50**	**$ 4,177.00**	**$ -**	**$ 4,348.50**	65.89%
Building Maintenance							
520-821	Depot R & R	3,000.00	3,782.38	4,060.92	41.02	3,741.36	126.08%
520-822	Maintenance Facility R & R	2,500.00	2,024.33	788.65	442.15	1,582.18	80.97%
520-824	Park Bathroom Buildings R & R	2,500.00	1,037.59	3,278.27	0.00	1,037.59	41.50%
520-825	Janitorial / Paper Towel Supplies	9,000.00	5,717.25	5,991.43	696.18	5,021.07	63.53%
520-826	Keystone Center R & R	2,500.00	4,075.79	2,141.89	23.75	4,052.04	163.03%
520-827	RFCCA R&R	0.00	2,418.49	0.00	0.00	2,418.49	0.00%
Total Building Maintenance		**$ 19,500.00**	**$ 19,055.83**	**$ 16,261.16**	**$ 1,203.10**	**$ 17,852.73**	**97.72%**
Utilities Expense							
Depot							
520-901	Electricity	4,000.00	3,313.31	3,212.30	255.43	3,057.88	82.83%
520-902	Heating Fuel	2,500.00	633.90	639.45	0.00	633.90	25.36%
520-903	Telephone	5,000.00	6,056.71	6,128.17	256.99	5,799.72	121.13%
520-904	Water	750.00	353.47	379.91	0.00	353.47	47.13%
520-905	Alarm	2,200.00	2,183.64	1,583.64	1,127.88	1,055.76	99.26%
520-906	Cable	0.00	0.00	540.60	0.00	0.00	0.00%
520-907	Closed Circuit TV	1,000.00	868.14	0.00	289.38	578.76	86.81%
Total Depot Utilities Expense		**$ 15,450.00**	**$ 13,409.17**	**$ 12,484.07**	**$ 1,929.68**	**$ 11,479.49**	**86.79%**
Priory							
520-909	Electricity	1,500.00	1,423.16	1,431.90	227.48	1,195.68	94.88%
520-910	Heating Fuel	1,000.00	261.75	317.15	0.00	261.75	26.18%
Total Priory Utilities Expense		**$ 2,500.00**	**$ 1,684.91**	**$ 1,749.05**	**$ 227.48**	**$ 1,457.43**	**67.40%**
Washington Commons							
520-913	Electricity	2,000.00	841.26	1,005.95	146.72	694.54	42.06%
520-916	Water	750.00	125.40	216.65	0.00	125.40	16.72%
Total Washington Commons Utilities Expense		**$ 2,750.00**	**$ 966.66**	**$ 1,222.60**	**$ 146.72**	**$ 819.94**	**35.15%**
Maintenance Facility							
520-917	Electricity	2,500.00	865.01	1,534.10	126.45	738.56	34.60%
520-918	Heating Fuel	3,000.00	964.21	315.08	0.00	964.21	32.14%
520-920	Water	500.00	265.95	1,105.72	0.00	265.95	53.19%
520-921	Alarm	600.00	637.09	400.23	133.41	503.68	106.18%
Total Maintenance Facility Utilities		**$ 6,600.00**	**$ 2,732.26**	**$ 3,355.13**	**$ 259.86**	**$ 2,472.40**	**41.40%**
Keystone Pavillion							
520-931	Electricity	3,500.00	76.82	2,220.62	9.25	67.57	2.19%
520-932	Heating Fuel	2,500.00	694.00	652.93	0.00	694.00	27.76%
520-935	Alarm	1,200.00	905.85	669.65	301.95	603.90	75.49%
Total Keystone Pavillion Utilities Expense		**$ 7,200.00**	**$ 1,676.67**	**$ 3,543.20**	**$ 311.20**	**$ 1,365.47**	**23.29%**
Total Utility Expenses		**$ 34,500.00**	**$ 20,469.67**	**$ 22,354.05**	**$ 2,874.94**	**$ 17,594.73**	**59.33%**
TOTAL BUILDING EXPENSES		**$ 68,600.00**	**$ 52,085.19**	**$ 49,650.87**	**$ 4,078.04**	**$ 48,007.15**	**75.93%**
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	0.00	49.45	0.00%
525-214	Platform Tennis R & R	6,000.00	1,087.95	5,728.49	473.92	614.03	18.13%
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	0.00	4,190.92	83.82%
Total Platform Tennis Expenses		**$ 14,400.00**	**$ 7,045.34**	**$ 7,679.63**	**$ 473.92**	**$ 6,571.42**	**48.93%**
Platform Tennis Utilities							
525-941	Electricity / Lights	4,000.00	2,380.85	2,567.22	286.61	2,094.24	59.52%
525-942	Heating Fuel	5,000.00	1,167.73	1,752.27	0.00	1,167.73	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	645.65	1,081.20	251.22	394.43	43.04%
Total Platform Tennis Utilities Expenses		**$ 10,500.00**	**$ 4,254.33**	**$ 5,400.69**	**$ 537.83**	**$ 3,716.50**	**40.52%**
TOTAL PLATFORM TENNIS MEMBERSHIP EXPENSES		**$ 26,080.00**	**$ 14,879.67**	**$ 34,860.32**	**$ 1,011.75**	**$ 13,867.92**	**57.05%**

		FY 2025-2026 FISCAL YEAR BUDGET	CURRENT FISCAL YEAR 2025-2026 THRU DECEMBER	PREVIOUS FISCAL YEAR 2024 THRU DECEMBER	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	69,351.48	66,887.38	7,705.72	61,645.76	69.01%
530-104	Park Maintenance Staff	160,000.00	107,557.57	107,275.67	11,478.08	96,079.49	67.22%
530-105	Overtime	16,000.00	7,869.41	4,288.16	770.89	7,098.52	49.18%
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**	**$ 195,372.38**	**$ 190,081.30**	**$ 19,954.69**	**$ 175,417.69**	**68.19%**
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	0.00	10,706.01	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	0.00	9,246.18	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	9,335.00	11,245.00	1,185.00	8,150.00	77.79%
530-247	Electrical Services	2,000.00	2,460.00	0.00	0.00	2,460.00	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	0.00	2,492.14	99.69%
530-250	Portable Restroom Service	1,500.00	0.00	1,685.00	0.00	0.00	0.00%
Total Contract Services		**$ 39,000.00**	**$ 42,584.79**	**$ 34,668.76**	**$ 1,185.00**	**$ 41,399.79**	**109.19%**
Park Maintenance Expense							
530-801	Park Equipment R & R	7,000.00	1,811.97	1,029.27	0.00	1,811.97	25.89%
530-802	Maintenance Equipment / Supplies R & R	5,000.00	3,699.91	5,243.74	286.41	3,413.50	74.00%
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	4,433.77	0.00	4,505.62	225.28%
530-806	Vehicle Fuel	8,000.00	4,276.73	4,189.20	459.72	3,817.01	53.46%
530-807	Vehicle & Tractor R & R	15,000.00	8,775.26	12,986.65	1,143.73	7,631.53	58.50%
530-808	Landscape Supplies	6,000.00	3,914.03	6,686.40	1,117.55	2,796.48	65.23%
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	733.06	657.16	166.81	566.25	36.65%
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	16.19	0.00	182.08	4.55%
530-817	Trash Disposal	7,500.00	5,906.68	5,556.27	429.20	5,477.48	78.76%
530-818	Equipment Rental	2,000.00	1,809.47	951.70	0.00	1,809.47	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	0.51	0.00	72.11	0.00%
Total Park Maintenance Expense		**$ 82,600.00**	**$ 47,866.40**	**$ 55,857.22**	**$ 3,603.42**	**$ 44,262.98**	**57.95%**
Park Utilities							
530-921	Irrigation / Water Fountain Water	35,000.00	24,536.78	31,211.52	363.66	24,173.12	70.11%
530-922	Park Security Lights	500.00	107.27	181.27	26.73	80.54	21.45%
530-923	Electric - Athletic Field Lights	7,000.00	5,222.51	4,191.99	628.72	4,593.79	74.61%
Total Park Utilities		**$ 42,500.00**	**$ 29,866.56**	**$ 35,584.78**	**$ 1,019.11**	**$ 28,847.45**	**70.27%**
TOTAL PARK EXPENSES		**$ 450,600.00**	**$ 315,690.13**	**$ 316,192.06**	**$ 25,762.22**	**$ 289,927.91**	**70.06%**
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**	**$ 642,323.65**	**$ 650,709.35**	**$ 46,870.12**	**$ 595,453.53**	**72.10%**
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**	**$ 642,323.65**	**$ 650,709.35**	**$ 46,870.12**	**$ 595,453.53**	**44.58%**
CORPORATE NET FUND TOTAL **(Excess Revenue over Expenses)**		**$ 216,237.00**	**$ (15,012.65)**	**$ 119,463.87**	**$ 349,378.32**	**$ (364,390.97)**	**0.00%**

		FY 2025-2026 FISCAL YEAR BUDGET	CURRENT FISCAL YEAR 2025-2026 THRU DECEMBER	PREVIOUS FISCAL YEAR 2024 THRU DECEMBER	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	118,329.83	206,537.21	108,991.14	9,338.69	29.58%
Total Tax Levy		**$ 400,000.00**	**$ 118,329.83**	**$ 206,537.21**	**$ 108,991.14**	**$ 9,338.69**	**29.58%**
4103	Interest Income	29,000.00	23,156.71	24,434.02	2,485.31	20,671.40	79.85%
4203	Program Fees	275,000.00	133,009.09	164,581.86	24,795.82	108,213.27	48.37%
4204	Special Event Fees	6,000.00	1,070.00	3,153.00	270.00	800.00	17.83%
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	0.00	246,237.98	98.50%
4207	Recreation Basketball Fees	85,000.00	111,324.00	76,271.66	1,255.00	110,069.00	130.97%
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	5,200.00	0.00	5,140.00	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	21,492.05	3,363.79	4,356.00	17,136.05	358.20%
4231	Platform Tennis Member ***House*** League Fee	16,250.00	13,406.38	13,891.12	5,250.08	8,156.30	82.50%
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	51.66	0.00	0.00	0.00%
4404	Food Truck Rally Donations Reimbursement	1,000.00	0.00	0.00	0.00	0.00	0.00%
4405	Color Run Donations/Reimbursements	1,500.00	2,000.00	500.00	0.00	2,000.00	133.33%
4407	Special Event Donations	1,000.00	1,000.00	1,000.00	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	2,000.00	1,000.00	1,000.00	1,000.00	133.33%
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	0.00	500.00	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**	**$ 601,253.35**	**$ 566,588.37**	**$ 39,412.21**	**$ 561,841.14**	**79.68%**
TOTAL INCOME WITH TAX LEVY		**$ 1,154,550.00**	**$ 719,583.18**	**$ 773,125.58**	**$ 148,403.35**	**$ 571,179.83**	**62.33%**
ADMINISTRATIVE EXPENSES (10)							
Administration Salaries							
610-101	Executive Director - Rec	90,000.00	62,827.24	61,753.13	6,580.46	56,246.78	69.81%
610-103	Superintendent of Recreation	109,500.00	75,733.20	72,890.46	8,414.80	67,318.40	69.16%
610-104	Athletic Manager	52,000.00	35,896.20	34,027.21	3,923.08	31,973.12	69.03%
610-108	Registrar / Administrative Asst.	24,000.00	17,400.00	28,274.55	1,860.00	15,540.00	72.50%
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	2,077.02	2,077.02	230.78	1,846.24	69.23%
610-112	Recreation Supervisor	58,500.00	42,004.75	24,878.61	4,475.70	37,529.05	71.80%
610-122	Health Insurance - Rec	32,000.00	20,141.28	22,894.24	881.80	19,259.48	62.94%
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**	**$ 256,079.69**	**$ 246,795.22**	**$ 26,366.62**	**$ 229,713.07**	**66.34%**
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	4,425.00	0.00	2,932.50	29.33%
610-206	IT Service	6,000.00	3,645.00	3,988.96	0.00	3,645.00	60.75%
610-207	Website Service	5,500.00	3,575.95	3,094.39	809.87	2,766.08	65.02%
610-208	Email Provider Service	1,000.00	1,766.96	629.88	142.80	1,624.16	176.70%
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	6,790.00	0.00	5,289.60	66.12%
610-213	Reservation Software	1,000.00	301.00	532.00	0.00	301.00	30.10%
Total Contract Services		**$ 33,500.00**	**$ 17,931.01**	**$ 19,460.23**	**$ 952.67**	**$ 16,978.34**	**53.53%**

		FY 2025-2026 FISCAL YEAR BUDGET	CURRENT FISCAL YEAR 2025-2026 THRU DECEMBER	PREVIOUS FISCAL YEAR 2024 THRU DECEMBER	CURRENT MONTH ACTUAL	PREVIOUS MONTH YTD ACTUAL	FY 2025-2026 YTD ACTUAL % OF BUDGET
Administration Expense							
610-701	Office Supplies	6,500.00	6,471.52	5,064.03	2,015.87	4,455.65	99.56%
610-702	Office Equipment R & R	1,000.00	350.48	0.00	0.00	350.48	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	0.00	675.83	48.27%
610-706	Staff Expenses	7,000.00	1,469.44	1,732.56	59.27	1,410.17	20.99%
610-707	Professional Association Fees	1,500.00	1,178.00	844.00	0.00	1,178.00	78.53%
610-708	Computer Equipment	1,000.00	5,201.45	159.36	0.00	5,201.45	520.15%
610-709	Computer Software	1,500.00	905.76	0.00	905.76	0.00	60.38%
610-712	Scholarships / Certificates	2,000.00	13.98	0.00	13.98	0.00	0.70%
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	580.00	860.00	480.00	100.00	29.00%
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	390.68	251.00	340.00	50.68	15.63%
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	20,864.93	19,034.92	1,731.25	19,133.68	65.20%
610-726	Registration Transaction Fees	25,000.00	15,512.94	14,157.59	1,233.36	14,279.58	62.05%
Total Administration Expense		**$ 92,650.00**	**$ 54,898.51**	**$ 45,606.39**	**$ 6,779.49**	**$ 48,119.02**	**59.25%**
TOTAL ADMINISTRATIVE EXPENSES		**$ 512,150.00**	**$ 328,909.21**	**$ 311,861.84**	**$ 34,098.78**	**$ 294,810.43**	**64.22%**
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	4,877.72	3,293.97	943.63	3,934.09	81.30%
640-111	Recreation Basketball Staff Salaries	27,000.00	5,474.93	7,295.82	3,696.52	1,778.41	20.28%
640-114	Birthday Party Salaries	2,000.00	600.00	800.00	0.00	600.00	30.00%
Total Salaries & Wages		**$ 105,000.00**	**$ 67,022.37**	**$ 72,116.35**	**$ 4,640.15**	**$ 62,382.22**	**63.83%**
Contract Services							
640-230	Athletic Contractual Service	155,000.00	51,303.22	109,792.42	9,467.00	41,836.22	33.10%
640-231	Recreation Contractual Services	45,000.00	39,917.00	21,197.40	1,674.00	38,243.00	88.70%
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	0.00	1,598.00	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	3,495.94	3,797.66	987.97	2,507.97	87.40%
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	15,576.00	560.00	3,576.00	12,000.00	324.50%
640-252	Platform Tennis League Fees	8,200.00	9,206.62	7,320.00	166.66	9,039.96	112.28%
Total Contract Services		**$ 346,900.00**	**$ 229,376.88**	**$ 255,800.78**	**$ 15,871.63**	**$ 213,505.25**	**66.12%**
Recreation Expense							
640-801	Recreation Program Supplies	2,000.00	1,322.38	4,006.88	15.96	1,306.42	66.12%
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	2,843.79	92.49	187.08	2,656.71	31.60%
640-806	Special Event Supplies	9,000.00	3,555.07	4,935.46	2,037.01	1,518.06	39.50%
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	1,012.91	0.00	317.43	21.16%
640-809	Color Run Supplies	5,000.00	4,723.05	4,229.63	0.00	4,723.05	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	711.69	0.00	12.39	699.30	10.17%
640-817	Safety Supplies	750.00	814.54	954.48	0.00	814.54	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	545.75	581.30	242.14	303.61	27.29%
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	0.00	776.00	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	3,919.20	2,785.86	1,901.06	2,018.14	55.99%
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**	**$ 45,478.45**	**$ 48,715.79**	**$ 4,395.64**	**$ 41,082.81**	**36.37%**
TOTAL RECREATION PROGRAM EXPENSES		**$ 576,950.00**	**$ 341,877.70**	**$ 376,632.92**	**$ 24,907.42**	**$ 316,970.28**	**59.26%**

	FY 2025-2026 FISCAL YEAR BUDGET	CURRENT FISCAL YEAR 2025-2026 THRU DECEMBER	PREVIOUS FISCAL YEAR 2024 THRU DECEMBER	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	$ 670,786.91	$ 688,494.76	$ 59,006.20	$ 611,780.71	61.59%
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	$ 670,786.91	$ 688,494.76	$ 59,006.20	$ 611,780.71	61.59%
RECREATION NET FUND TOTAL **(Excess of Revenue over Expenses)**	$ (534,550.00)	$ 48,796.27	$ 84,630.81	$ 89,397.15	$ (40,600.88)	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	22,188.33	38,722.20	20,437.22	1,751.11	29.58%
Total Tax Levy Income	$ 75,000.00	$ 22,188.33	$ 38,722.20	$ 20,437.22	$ 1,751.11	29.58%
7125 Employer IMRF	85,000.00	66,727.46	60,685.64	7,267.90	59,459.56	78.50%
TOTAL IMRF EXPENSES	$ 85,000.00	$ 66,727.46	$ 60,685.64	$ 7,267.90	$ 59,459.56	78.50%
IMRF NET FUND TOTAL **(Excess of Revenue over Expenses)**	$ (10,000.00)	$ (44,539.13)	$ (21,963.44)	$ 13,169.32	$ (57,708.45)	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 DECEMBER	PREVIOUS FISCAL YEAR 2024 THRU DECEMBER	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	31,015.03	47,057.33	28,575.60	2,439.43	29.57%
Total Tax Levy Income	**$ 104,876.00**	**$ 31,015.03**	**$ 47,057.33**	**$ 28,575.60**	**$ 2,439.43**	**29.57%**
4103 Interest Income	10,000.00	8,274.58	8,731.05	888.08	7,386.50	82.75%
Total Other Income	**$ 10,000.00**	**$ 8,274.58**	**$ 8,731.05**	**$ 888.08**	**$ 7,386.50**	**82.75%**
Total Income w/Tax Levy	**$ 114,876.00**	**$ 39,289.61**	**$ 55,788.38**	**$ 29,463.68**	**$ 9,825.93**	**34.20%**
4109 *FUND TRANSFER*	$ -	$ -	-	$ -	$ -	**0.00%**
Program Expense						
7560 WSSRA Special Recreation Dues	129,500.00	96,180.25	59,092.59	0.00	96,180.25	74.27%
7561 Inclusion	4,000.00	1,499.69	389.33	0.00	1,499.69	37.49%
Total Program Expense	**$ 133,500.00**	**$ 97,679.94**	**$ 59,481.92**	**$ -**	**$ 97,679.94**	**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**	**$ 59,481.92**	**$ -**	**$ 97,679.94**	**73.17%**
SPECIAL RECREATION NET FUND TOTAL **(Excess of Revenue Over Expenses)**	**$ (18,624.00)**	**$ (58,390.33)**	**$ (3,693.54)**	**$ 29,463.68**	**$ (87,854.01)**	**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	1,503.81	23,246.54	1,361.00	142.81	30.08%
Total Tax Levy Income	**$ 5,000.00**	**$ 1,503.81**	**$ 23,246.54**	**$ 1,361.00**	**$ 142.81**	**30.08%**
4502 Miscellaneous	1,500.00	1,725.73	0.00	1,725.73	0.00	115.05%
Total Other Income	**$ 1,500.00**	**$ 1,725.73**	**$ -**	**$ 1,725.73**	**$ -**	**115.05%**
Total Income w/Tax Levy	**$ 6,500.00**	**$ 3,229.54**	**$ 23,246.54**	**$ 3,086.73**	**$ 142.81**	**49.69%**
				$ -		
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		(3,906.00)	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**	**$ (3,906.00)**	**$ 31,743.58**	**89.42%**
LIABILITY NET FUND TOTAL **(Excess of Revenue over Expenses)**	**$ (29,000.00)**	**$ (28,514.04)**	**$ 7,251.80**	**$ 6,992.73**	**$ (31,600.77)**	**0.00%**
AUDIT FUND (40)						
INCOME SOURCES						
4100 Prior Years Real Estate Tax	0.00	4,088.56	0.00	4,088.56	0.00	0.00%
4101 Tax Levy	15,000.00	347.05	5,164.99		347.05	2.31%
Total Tax Levy Income	**$ 15,000.00**	**$ 4,435.61**	**$ 5,164.99**	**$ 4,088.56**	**$ 347.05**	**29.57%**
Contractual & Professional Services						
7840 Audit Services	12,000.00	16,700.00	10,770.00	0.00	16,700.00	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**	**$ 10,770.00**	**$ -**	**$ 17,460.00**	**112.65%**
AUDIT NET FUND TOTAL **(Excess of Revenue over Expenses)**	**$ (500.00)**	**$ (13,024.39)**	**$ (5,605.01)**	**$ 4,088.56**	**$ (17,112.95)**	**0.00%**
CAPITAL IMPROVEMENT FUND (50)						
INCOME SOURCES						
4103 Interest Income	133,000.00	106,726.65	112,613.66	11,454.50	95,272.15	80.25%
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**	**$ 206,726.65**	**$ 112,613.66**	**$ 11,454.50**	**$ 195,272.15**	**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	658,053.93	38,211.46	282,561.74	375,492.19	23.56%
TOTAL CAPITAL EXPENSES	**$ 2,793,300.00**	**$ 679,679.13**	**$ 38,211.46**	**$ 282,561.74**	**$ 397,117.39**	**24.33%**
CAPITAL NET FUND TOTAL **(Excess of Revenue over Expenses)**	**$(2,060,300.00)**	**$ (472,952.48)**	**$ 74,402.20**	**$ (271,107.24)**	**$ (201,845.24)**	**0.00%**

	FY 2025-2026 FISCAL YEAR BUDGET	CURRENT FISCAL YEAR 2025-2026 THRU DECEMBER	PREVIOUS FISCAL YEAR 2024 THRU DECEMBER	CURRENT MONTH ACTUAL	PREVIOUS MONTH YTD ACTUAL	FY 2025-2026 YTD ACTUAL % OF BUDGET
TOTAL OTHER INCOME	$ 1,141,200.00	$ 1,022,241.39	$ 838,062.47	$ 59,928.00	$ 962,313.39	89.58%
TOTAL TAX LEVY	$ 2,014,843.00	$ 600,522.54	$ 940,772.10	$ 553,254.48	$ 47,268.05	29.80%
TOTAL REVENUE	$ 3,156,043.00	$ 1,622,763.93	$ 1,778,834.57	$ 613,182.48	$ 1,009,581.44	51.42%
TOTAL EXPENSES	$ 5,042,780.00	$ 2,206,400.67	$ 1,524,347.88	$ 391,799.96	$ 1,810,694.71	43.75%
TOTAL NET FUND TOTAL (Excess Revenue over Expenses)	$ (1,886,737.00)	$ (583,636.74)	$ 254,486.68	$ 221,382.52	$ (801,113.26)	30.93%
TOTAL REVENUE & FUND TRANSFERS	$ 3,756,043.00	$ 1,622,763.92	$ 1,778,834.57	$ 613,182.48	$ 1,009,581.44	43.20%
TOTAL EXPENSES & FUND TRANSFERS	$ 6,192,780.00	$ 2,206,400.67	$ 1,524,347.88	$ 391,799.96	$ 1,810,694.71	35.63%
TOTAL NET FUND TOTAL W / TRANSFERS (Excess Revenue over Expenses and Transfers)	$ (2,436,737.00)	$ (583,636.75)	$ 254,486.69	$ 221,382.52	$ (801,113.27)	23.95%

River Forest Park District
Monthly Disbursements by Vendor
December 2025

Cash Basis

Date	Num	Memo	Account	Paid Amount
Forest Security, Inc.				
12/16/2025	12590	Invoice 199138 4th Qtr Mainte...	525-944 · Closed Circuit Television	251.22
12/16/2025	12590	Invoice 199138 4th Qtr Mainte...	520-935 · Keystone Pavillion Alarm	301.95
12/16/2025	12590	Invoice 199137 4th Qtr Mainte...	520-921 · Maintenance Bldg. Ala...	133.41
12/16/2025	12590	Invoice 198588 4th Qtr Mainte...	520-907 · Closed Circuit Television	289.38
12/16/2025	12590	Invoice 198588 4th Qtr Mainte...	520-905 · Alarm Depot	527.88
12/16/2025	12590	Invoice 197523 Add Staff to M...	520-905 · Alarm Depot	320.00
12/16/2025	12590	Invoice 188790 Monitor Softwa...	520-905 · Alarm Depot	280.00
Total Forest Security, Inc.				2,103.84
Home Depot				
12/15/2025	ACH	Invoice 5010819 Fraiser Fir Tree	640-806 · Special Events Supplies	1,668.48
12/15/2025	ACH	Invoice 4902466 Misc Supplies	640-806 · Special Events Supplies	166.46
12/15/2025	ACH	Invoice 9903010 Winter Supplies	530-813 · Uniform & Safety Cloth...	166.81
12/15/2025	ACH	Invoice 7522265 Battery	530-807 · Vehicle & Tractor Main...	175.90
12/15/2025	ACH	Invoice 5010819 Compressor	530-802 · Maintenance Equipme...	89.00
12/15/2025	ACH	Invoice 4902466 Tarp & Rope	530-802 · Maintenance Equipme...	54.98
12/15/2025	ACH	Invoice 4521384 Outdoor Outlets	520-826 · Keystone Center R & R	23.75
12/15/2025	ACH	Invoice 9903010 Supplies	520-825 · Janitorial Supplies	65.78
12/15/2025	ACH	Invoice 599852 Grease Gun	520-822 · Maintenance Facility R...	217.04
12/15/2025	ACH	Invoice 321725 Misc Supplies	520-822 · Maintenance Facility R...	82.88
12/15/2025	ACH	Invoice 7522264 Misc Supplies	520-822 · Maintenance Facility R...	142.23
12/15/2025	ACH	Invoice 5121355 Misc Supplies	520-821 · Depot R&R	24.26
12/15/2025	ACH	Invoice 3618005 Weather Strip	520-821 · Depot R&R	16.76
Total Home Depot				2,894.33
Hot Shots Sports LLC				
12/16/2025	12592	Invoice 4587 PeeWee Flag Fo...	640-230 · Athletic Program Service	600.00
12/16/2025	12592	Invoice 4587 Jr Flag Football	640-230 · Athletic Program Service	480.00
Total Hot Shots Sports LLC				1,080.00
Illinois Department of Employment Securit				
12/02/2025	ACH	ACCT 0802712	7735 · Unemployment Insurance	1,302.00
Total Illinois Department of Employment Securit				1,302.00
Illinois Municipal Retirement Fund				
12/10/2025	ACH	November 2025 IMRF	7125 · Employer IMRF	7,267.90
Total Illinois Municipal Retirement Fund				7,267.90
Illinois State Police				
12/16/2025	12593	Invoice 20251101233 Basketb...	610-717 · Criminal History Check...	480.00
Total Illinois State Police				480.00
Jennifer Thomas				
12/10/2025	12584	Voucher 251209 SW Womens...	640-252 · Platform Tennis Leagu...	166.66
12/10/2025	12584	Voucher 251209-2 Private Les...	640-251 · Paddle Tennis Lessons	896.00
12/16/2025	12598	Voucher 251215-1 Private Les...	640-251 · Paddle Tennis Lessons	760.00
12/16/2025	12598	Voucher 251212 Coed Into Cla...	640-251 · Paddle Tennis Lessons	320.00
Total Jennifer Thomas				2,142.66
LRS				
12/16/2025	12594	Invoice LR6478571	530-817 · Trash Disposal	429.20
Total LRS				429.20
M&M Sports Inc				
12/10/2025	12581	Invoice 71867 MEns House Le...	640-841 · P. T. House League E...	615.60
Total M&M Sports Inc				615.60

River Forest Park District
Monthly Disbursements by Vendor
Cash Basis — **December 2025**

Date	Num	Memo	Account	Paid Amount
All Star Sports Instruction, Inc.				
12/10/2025	12577	Invoice 257017 Floor Hockey I...	640-230 · Athletic Program Service	1,802.00
Total All Star Sports Instruction, Inc.				1,802.00
Capital One				
12/16/2025	ACH	Tree Trimming	640-806 · Special Events Supplies	32.99
12/16/2025	ACH	Santa	640-241 · Santa Express Service	987.97
12/16/2025	ACH	RMI Registration Karen, Ethan...	610-722 · Professional Developm...	210.00
12/16/2025	ACH	WILS Event	610-722 · Professional Developm...	90.00
12/16/2025	ACH	Firewall 3 Year Agreement	610-709 · Computer Software - R...	905.76
12/16/2025	ACH	Staff Lunch	610-706 · Staff Expenses	41.19
12/16/2025	ACH	Google Suites	610-208 · Email Provider Service	142.80
12/16/2025	ACH	Adobe Yearly Subscription	610-207 · Website Service - Rec	809.87
12/16/2025	ACH	Sander	530-802 · Maintenance Equipme...	22.49
12/16/2025	ACH	Scoreboards	525-214 · Platform Tennis R&R	473.92
12/16/2025	ACH	Firewall 3 Year Agreement	510-709 · Computer Software R&R	679.32
12/16/2025	ACH	Staff Lunch	510-706 · Staff Expenses	41.20
12/16/2025	ACH	Google Suites	510-208 · Email Provider Service	142.80
12/16/2025	ACH	Zoom	510-204 · Miscellaneous Service	10.00
Total Capital One				4,590.31
Chase Card Services				
12/08/2025	ACH	Local Paper Supscription	510-701 · Office Supplies	34.00
Total Chase Card Services				34.00
Coach Tom Schweitzer				
12/10/2025	12582	Invoice RFPDNov '25 Clinics	640-230 · Athletic Program Service	2,025.00
12/10/2025	12582	Invoice RFPD Bball Fall 25 S2 ...	640-230 · Athletic Program Service	4,560.00
Total Coach Tom Schweitzer				6,585.00
ComEd				
12/16/2025	12588	ACCT 4977075000 Central Ave	530-923 · Electric - Athletic Field ...	628.72
12/16/2025	12588	ACCT 6052633333 Greenfield St	530-922 · Park Security Lights	26.73
12/16/2025	12588	ACCT 4977075000 Central Ave	525-941 · Platform Tennis Lights	286.61
12/16/2025	12588	ACCT 4977075000 Central Ave	520-931 · Keystone Pavillion Ele...	9.25
12/16/2025	12588	ACCT 8738855000 Lake St	520-917 · Maintenance Fac. Elec...	126.45
12/16/2025	12588	ACCT 7022893000 Washingto...	520-913 · Washington Com Elect...	146.72
12/16/2025	12588	ACCT 9239055000 Division St	520-909 · Priory Electricity	227.48
12/16/2025	12588	ACCT 2799765000 Thatcher A...	520-901 · Depot Electricity	255.43
Total ComEd				1,707.39
Conserv FS, Inc.				
12/16/2025	12587	Invoice 6446124 Salt Bags	530-808 · Landscape Supplies	537.55
Total Conserv FS, Inc.				537.55
DuPage Topsoil, Inc				
12/16/2025	12589	Invoice 060063 60/40 Mix	530-808 · Landscape Supplies	580.00
Total DuPage Topsoil, Inc				580.00
Fambro Management				
12/10/2025	12579	Invoice 3007700 Lets Code It ...	640-231 · Program Contractual S...	756.00
12/10/2025	12579	Invoice 3007715 Chess Scholars	640-231 · Program Contractual S...	918.00
Total Fambro Management				1,674.00
First Communications, LLC				
12/10/2025	12586	Invoice 128607517 December ...	520-903 · Depot Telephone	187.75
Total First Communications, LLC				187.75

River Forest Park District
Monthly Disbursements by Vendor
Cash Basis — **December 2025**

Date	Num	Memo	Account	Paid Amount
River Forest Park District				
12/12/2025	RFPD	12/12/2025 Payroll	610-122 · Health Insurance - Rec	74.70
12/26/2025	8826	12/26/2025 Payroll	610-122 · Health Insurance - Rec	74.70
12/12/2025	RFPD	12/12/2025 Payroll	510-122 · Health Insurance	183.60
12/26/2025	8826	12/26/2025 Payroll	510-122 · Health Insurance	183.60
Total River Forest Park District				516.60
Russo's Power Equipment				
12/16/2025	12596	Invoice SPI21298754 Rim for ...	530-807 · Vehicle & Tractor Main...	640.68
12/16/2025	12596	Invoice SPI21290290 Blades f...	530-807 · Vehicle & Tractor Main...	109.99
12/16/2025	12596	Invoice SPI21290289 Mower S...	530-807 · Vehicle & Tractor Main...	13.98
12/16/2025	12596	Invoice SPI21215430 12 Volt ...	530-807 · Vehicle & Tractor Main...	78.49
12/16/2025	12596	Invoice SPI21214108 Bearing ...	530-807 · Vehicle & Tractor Main...	48.56
12/16/2025	12596	Invoice SPI21182415 Mower S...	530-807 · Vehicle & Tractor Main...	76.13
12/16/2025	12596	Invoice SPI21221271 Chain S...	530-802 · Maintenance Equipme...	62.97
12/16/2025	12596	Invoice SPI21221270 Chain S...	530-802 · Maintenance Equipme...	56.97
Total Russo's Power Equipment				1,087.77
Sam's Club				
12/02/2025	ACH	Deck the Sepot Supplies	640-823 · Polar Express Supplies	132.50
12/02/2025	ACH	Deck the Depot Supplies	640-823 · Polar Express Supplies	109.64
12/02/2025	ACH	Tree Trimming Supplies	640-806 · Special Events Supplies	88.08
12/02/2025	ACH	Tree Trimming Supplies	640-806 · Special Events Supplies	81.00
12/02/2025	ACH	Cleaning Wipes for Gym Floors	640-803 · Recreation Basketball ...	18.78
12/02/2025	ACH	Rec BB League Supplies	640-803 · Recreation Basketball ...	110.88
12/02/2025	ACH	Rec Program Supplies	640-801 · Recreation Program S...	15.96
12/02/2025	ACH	Kleenex for Office	610-712 · Scholarships / Certifica...	13.98
Total Sam's Club				570.82
Staples				
12/10/2025	12583	Invoice 6048701894 BB Binder...	640-803 · Recreation Basketball ...	34.84
12/10/2025	12583	Invoice 6048701895 BB Suppli...	640-803 · Recreation Basketball ...	22.58
12/10/2025	12583	Invoice 6048701894 Desk Cal...	610-701 · Office Supplies - Rec	28.17
12/10/2025	12583	Invoice 6048701886 Utensils	610-701 · Office Supplies - Rec	34.48
12/10/2025	12583	Invoice 6048701889 Laminatin...	610-701 · Office Supplies - Rec	54.47
12/10/2025	12583	Invoice 6048701891 Cardstock	610-701 · Office Supplies - Rec	20.19
12/10/2025	12583	Invoice 6048701893 Toner	610-701 · Office Supplies - Rec	785.88
12/10/2025	12583	Invoice 6048701897 Toner	610-701 · Office Supplies - Rec	1,041.19
12/10/2025	12583	Invoice 6048701895 Paper	610-701 · Office Supplies - Rec	51.49
12/10/2025	12583	Invoice 6048701894 Desk Cal...	510-701 · Office Supplies	18.78
12/10/2025	12583	Invoice 6048701886 Office Wri...	510-701 · Office Supplies	34.47
12/10/2025	12583	Invoice 6048701891 2026 Plan...	510-701 · Office Supplies	32.79
12/10/2025	12583	Invoice 6048701893 Toner	510-701 · Office Supplies	785.87
12/10/2025	12583	Invoice 6048701897 Toner	510-701 · Office Supplies	1,041.18
12/10/2025	12583	Invoice 6048701895 Paper	510-701 · Office Supplies	51.49
Total Staples				4,037.87
Tomas Martinez				
12/16/2025	12595	Voucher 251215-2 Private Les...	640-251 · Paddle Tennis Lessons	1,600.00
Total Tomas Martinez				1,600.00
Trinity Eco Solutions				
12/16/2025	12599	Invoice 010067 Jantorial Suppl...	520-825 · Janitorial Supplies	630.40
Total Trinity Eco Solutions				630.40
Village of River Forest - Fuel				
12/16/2025	12600	Invoice 0007057 November 20...	530-806 · Vehicle Fuel	459.72
Total Village of River Forest - Fuel				459.72
Village of River Forest - Water				
12/10/2025	12585	ACCT 1173 Division Priory	530-921 · Irrigation Water Founta...	363.66
Total Village of River Forest - Water				363.66

River Forest Park District
Monthly Disbursements by Vendor
Cash Basis — **December 2025**

Date	Num	Memo	Account	Paid Amount
Winkler Tree & Lawn Care				
12/16/2025	12603	Invoice 14131 Storm Damage ...	530-246 · Tree Services	1,185.00
Total Winkler Tree & Lawn Care				1,185.00
Xenon Paddle, LLC				
12/16/2025	12601	Invoice 18442 Winter League ...	640-841 · P. T. House League E...	981.00
Total Xenon Paddle, LLC				981.00
TOTAL				**47,446.37**

River Forest Park District

Memo

To: Board of Commissioners

CC: Michael Sletten, Executive Director

From: John Beto

Date: January 12 2026

Re: January Board Report- Park Services

Parks: With the early snow fall this past November, staff was unable to complete the leaf clean up in the parks. This was also an issue with the Village leaf removal program. The Village has scheduled the week of January 12th to complete their leaf cleanup and has told us they will include the parks if we get the leaves on the street. Staff will have the park leaves in the street by the 12th.

The Depot: Staff did a deep clean for the facility and repainted Rooms A & B over the holiday season.

River Forest Park District

Memo

To: Board of Commissioners

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

CC: Michael Sletten, Executive Director

Date: 1/12/2026

Re: January Board Report – Recreation Services

School Days Off Programs

Winter Wonderland Workshop using LEGO Materials (Ages 5-10 years):
Day/Date: Monday, January 19, 2026
Location: The Depot
Class Type: Youth Variety-STEM
Instructor: Play-Well TEKnologies

Messy Fun Clay Factory with Kidcreate Studio (Ages 5-12 years):
Day/Date: Monday, January 19, 2026
Location: The Depot
Class Type: Youth Variety-Art
Instructor: Kidcreate Studio

Delicious DNA with KidScientific (Ages 5-12 years):
Day/Date: Thursday, January 29, 2026
Location: The Depot
Class Type: Youth Variety-STEM
Instructor: Kidcreate Studio

Adult-Tot Programs

Winter Tinkergarten with Amy (Ages 18months-5 years with adult):
Day/Dates: Mondays, January 26-March 16
Location: Centennial Park
Class Type: Adult Tot Variety-Outdoor Nature Exploration
Instructor: Amy Carson

Pop Up Music School: Latin America Music Class (Ages Newborn-5 years with adult):
Day/Dates: Tuesdays, January 20-February 24
Location: The Depot
Class Type: Adult Tot Variety-Creative Movement & Music
Instructor: Magaly Cordero Dietz

Characters We Adore Art Class with Kidcreate Studio (Ages 18 months-6 years with adult):
Day/Dates: Wednesdays, January 21-February 25
Location: The Depot
Class Type: Adult Tot Variety-Art
Instructor: Kidcreate Studio

Future Steam Leaders Club (Ages 2-5 years with adult):
Day/Dates: Thursdays, January 22-February 26
Location: The Depot
Class Type: Adult Tot Variety-STEAM
Instructor: High Touch High Tech

1st Dance Steps (Ages 1.5-4 years with adult):
Day/Dates: Tuesdays, January 20-March 3 *Dance show Friday 3/6*
Location: The Depot
Class Type: Adult Tot Variety-Dance
Instructor: RFPD Staff

Youth Programs

Beginner Dance (Ages 3-4 years):
Day/Dates: Tuesdays, January 20-March 3 *Dance show Friday 3/6*
Location: The Depot
Class Type: Youth Variety-Dance
Instructor: RFPD Staff

Intermediate Dance (Ages 5-7 years):
Day/Dates: Tuesdays, January 20-March 3 *Dance show Friday 3/6*
Location: The Depot
Class Type: Youth Variety-Dance
Instructor: RFPD Staff

Next Level Dance (Ages 8-11 years):
Day/Dates: Tuesdays, January 20-March 3 *Dance show Friday 3/6*
Location: The Depot
Class Type: Youth Variety-Dance
Instructor: RFPD Staff

Youth Sports Programs

Basketball Gametime (Ages 3-4, 5-6, 7-10 years):
Day/Dates: Wednesdays, January 7-February 11
Location: Willard Elementary School Gym
Class Type: Youth Athletics-Basketball
Instructor: Gametime Sports Club

Floor Hockey (Ages 3-4, 5-6, 7-9 years):
Day/Dates: Thursdays, January 8-February 5
Location: Willard Elementary School Gym
Class Type: Youth Athletics-Hockey
Instructor: All Star Sports Instruction

Flag Football (Ages 4-7, 8-11 years):
Day/Dates: Fridays, January 16-February 20
Location: Willard Elementary School Gym
Class Type: Youth Athletics-Football
Instructor: Hot Shot Sports

Youth Tennis Introduction to Red Ball (Ages 6-9 years):
Day/Dates: Wednesdays, January 14-February 18
Location: Lincoln Elementary School Gym
Class Type: Youth Athletics-Tennis
Instructor: Bernard Murray

Chicago Edge Juniors: Coed Indoor Soccer (Ages 4-6 years):
Day/Dates: Fridays, January 16-March 20
Location: Lincoln Elementary School Gym
Class Type: Youth Athletics-Soccer
Instructor: Chicago Edge

Taekwondo (Ages 4-6, 7-12 years):
Day/Dates: Fridays, January 9-February 13th
Location: The Depot
Class Type: Youth Athletics-Taekwondo
Instructor: Grandmaster Kidd

Adult Programs

Beginning Yoga (Ages 14+ years):
Day/Dates: Mondays, January 5-February 2
Location: The Depot
Class Type: Adult Variety-Fitness
Instructor: Julia Robling Griest

Bridge Classes (Ages 18+ years):
Days/Dates: Tuesday & Fridays, January 16-March 27
Location: The Depot
Class Type: Adult Variety-Strategy/Cards
Instructor: Mary Schultz

Women's Platform Tennis House Leagues (Ages 21+ years):
Days/Dates: Mondays, Saturdays, and Sundays from January 12-March 23
Location: Keystone Park Platform Tennis Courts
Class Type: Adult Athletics - Racquet Sports
Instructor: River Forest Park District

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
Instructor: River Forest Park District

Men's Platform Tennis House League (Ages 21+ years):
Day/Dates: Sundays, January 11-April 26
Location: Keystone Park Platform Tennis Courts
Class Type: Adult Athletics - Racquet Sports
Instructor: River Forest Park District

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
Instructor: River Forest Park District

Adult Basketball (Ages 18+ years):
Day/Dates: Wednesdays, January 7- March 11
Location: Roosevelt Middle School
Class Type: Adult Athletics - Basketball
Instructor: River Forest Park District

Adult Volleyball (Ages 18+ years):
Day/Dates: Thursdays, January 8- March 12
Location: Roosevelt Middle School
Class Type: Adult Athletics - Volleyball
Instructor: River Forest Park District

Adult Lessons

Platform Tennis Private Lesson/Drill (Ages 21+ years):

Days/Dates: Booked with Pros on various days/dates
Location: Keystone Park Platform Tennis Courts
Class Type: Adult Athletics - Racquet Sports
Instructor: Jennifer Thomas or Tomas Martinez

Adult Platform Tennis Beginner Lessons (Ages 21+ years):

Day/Dates: Tuesdays, January 6-January 27
Location: Keystone Park Platform Tennis Courts
Class Type: Adult Athletics - Racquet Sports
Instructor: Jennifer Thomas

Advanced Platform Tennis Positioning and Strategy (Ages 21+ years):

Day/Dates: Tuesdays, January 6-January 27
Location: Keystone Park Platform Tennis Courts
Class Type: Adult Athletics - Racquet Sports
Instructor: Jennifer Thomas

Women's Intermediate to Advanced Platform Tennis Lessons (Ages 21+ years):

Day/Dates: Wednesdays, January 7- January 28
Location: Keystone Park Platform Tennis Courts
Class Type: Adult Athletics - Racquet Sports
Instructor: Jennifer Thomas

Men's Intermediate to Advanced Platform Tennis Lessons (Ages 21+ years):

Day/Dates: Wednesdays, January 7-January 28
Location: Keystone Park Platform Tennis Courts
Class Type: Adult Athletics - Racquet Sports
Instructor: Jennifer Thomas

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, January 13th at the WSSRA Offices. At the December Meeting, the Board approved a new Staff Reimbursement for Certification Policy, approved the 2026 Board Meeting Schedule, and conducted the Executive Director review.

River Forest Civic Center Authority (RFCCA): With the building management change from the RFCC to the RFCCA, staff has been working on soliciting quotes for a new burglar alarm system and re-keying locks. The Park District will be assisting the RFCCA with removing the fenced trash enclosure to create additional parking space to accommodate additional Township vans that will be parked on the site. The RFCCA Board will be discussing and possibly take action to post an RFP for Architect Services for the future renovation of the building. The Pak District 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

Old Business

Keystone Ballfield #2 Project Bid: We received 2 bids for the Keystone Ballfield #2 Project (site work excluding field turf):

- Team Real: $531,757
- All-Bry Construction: $577,00

The Sourcewell cost (cooperative bid) for Field Turf is an additional $102,049.

In discussions with a number of contractors, we were told there were a lot of projects out for bid in December, and this impacted the number of projects the contractors had time to bid. We believe a number of these contractors would bid the project if we reopen the bid.

Staff recommends that the bids are not accepted and the project goes out to bid again. The Bid Notice would be posted on 1/7 and bids due/opened on 2/8.

Action recommended to re-bid this project for Board approval at the February 16th 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 recommended to approve the Personnel Policy Updates.

Capital Projects

Constitution Park Project:

- The playground equipment is installed.
- The sand volleyball courts/ice rink has been excavated and the 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: Pending Board action.

Other

GFOA: We received our 2024 Certificate of Achievement in Excellence in Financial Reporting form the GFOA. There was a delay due to the Audit being approved in May. We have submitted our 2025 application (Audit approved in November), and expect a response in the late spring to early summer.

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 may allow an employee to work up to 4 hours a day remotely under special circumstances. Special circumstances examples 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 may 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 staffed 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 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.
- The start of weekday workdays begins 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 encouraged 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 for cause 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, 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) months 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 employees and their immediate family members (spouse 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.

Government Finance Officers Association

Certificate of Achievement for Excellence in Financial Reporting

Presented to

River Forest Park District
Illinois

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

April 30, 2024

Christopher P. Morrill

Executive Director/CEO

GOVERNMENT FINANCE OFFICERS ASSOCIATION

NEWS RELEASE

FOR IMMEDIATE RELEASE

12/23/2025

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
Email: mlevine@gfoa.org

(Chicago, Illinois)—Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to **River Forest Park District** for its annual comprehensive financial report for the fiscal year ended April 30, 2024. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 25,000 members and the communities they serve.